

2023-2025

LIVINGSTONE COLLEGE STUDENT HANDBOOK

*“AND STILL THEY LOVE; WE CAN BUT HOPE THAT THEY MAY E’ER BE TRUE TO BOTH
THY NAMES AND COLORS TOO THE MODEST BLACK AND BLUE.”*

~FONVIELLE-RICHARDSON

STEVENSON, TERRI

MESSAGE FROM THE PRESIDENT



Greetings!

As the 13th president and an alumnus, it is my honor to lead my alma mater and to welcome you to this historic place of learning and achievement.

While this institution has made tremendous progress over the past few years, it is the goal of my administration to take Livingstone College to the next level of excellence, to reimagine and elevate its profile, and to produce graduates who are resilient, relevant and ready.

As we navigated through a global pandemic, Livingstone College emerged as a stronger institution. For the first time in history, the college is offering a graduate degree program – the Master of Business Administration, beginning January 2023. Additionally, we added new degree programs: Associate of Arts degrees in liberal studies, music and sacred music; an Associate of Science degree in accounting; and a fully online Bachelor of Science degree in business administration.

To strengthen our STEM program, Livingstone opened a new science annex that features biology and chemistry labs and a state-of-the-art immersion theater. For gaming enthusiasts, we started the development of a \$1.3 million esports complex.

We broke ground and completed renovations to Alumni Memorial Stadium that included a full remodel of the track and field, replacing the grass turf with artificial turf.

These are just a few of our accomplishments. Livingstone College is indeed poised to make a quantum leap into the future. We are on a journey to be a premier higher education institution that prepares students to compete and contribute in a global context with confidence and competence.

Your journey to achievement and success begins here, begins now, and begins with you. May God bless you and keep you safe, focused, and prepared for the years ahead.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony J. Davis". The signature is fluid and cursive, written over a white background.

Dr. Anthony J. Davis, D.Min.
President



Livingstone College STUDENT HANDBOOK 2023-2025

**Division of Student Affairs
701 W. Monroe St.
Salisbury, NC 28144**

The *Livingstone College Student Handbook* is edited & published by the Division of Student Affairs. It is designed to serve as a general source of information for Livingstone College students. However, all information contained in this document is subject to change without warning. Except as indicated herein, the information in this *Student Handbook* should not be regarded as a contract between the student and Livingstone College.

Property of: _____

Address: _____

Phone: _____

Email: _____

Table of Contents

Letter from the President	2
Livingstone EOE Statement	9
Livingstone SACS Statement	9
Amendment of the Student Handbook	9
General Information	10
The College	11
History of Livingstone College	11
Presidents of Livingstone College	11
Center for Holistic Learning	12
Mission Statement	12
Accreditations and Affiliations	12
Compliance Statements	12
Student Responsibility	13
College Administration	15
Buildings	16
Residence Halls	18
Livingstone College Facts	20
Livingstone College Logo	20
Livingstone College Seal	20
Livingstone College Mascot	20
Campus Facilities Hours of Operation	21
Where to Call	22
Academic Policies and Regulations	24
Student Responsibility	25
New Student Orientation	25
Registration	25
Late Registration	26
Academic Advisement	26
Course Load	26
Course Offerings	27
Add/Drop (Changes in Enrollment)	27
Auditing Courses	27
Independent Study	27
Withdrawal from a Course	27
Official Withdrawal	27
Attendance	27
Regulations Governing Academic Credit	28
Quality Points and Grade Point Average	29
Process for Student Grade Appeal	29

Change of Grade	30
Credit by Exam	30
Midterm Examinations	30
Final Examinations	30
Satisfactory Academic Performance Policy	30
Classification of Students	31
Dean's List	31
Honor Roll	31
Change of Major	31
Course Substitutions	31
Change of Name and Address	31
Grade Reports and Transcripts	31
Evaluation of Transfer Credits	31
Undeclared Majors	33
Academic Dishonesty	33
Requirements for Graduation	35
Degrees with Distinction	36
Second Baccalaureate Degree	36
Academic Support Programs and Services	37
Central Access Base	37
Academic Support Center	37
Student Support Services	37
Mentoring Programs	37
College Survival Skills	38
Evening and Weekend College	38
Business and Finance/ Student Accounts	44
Tuition and Fees	45
Book Rental Program	45
Tuition and Fees Refund Policy	45
Livingstone College Repayment Policy	45
Payment Default	46
Financial Aid	46
Satisfactory Academic Progress Requirements	47
Scholarship Opportunities	47
Monitoring Satisfactory Academic Progress Requirements	48
Veterans and Dependents of Veterans	49
Livingstone Holistic College Contract	51
Student Body Assembly	52
Dress Code	53
Student Affairs	55
Student Affairs Mission Statement	56
Admissions/Enrollment Management	56
Freshman Admissions	57
Application Procedure for Freshman	57
Transfer Admission	57
Application Procedure for Transfer Students	57

Provisional Admission	58
International Student Admission	58
Re-Admit Admission	59
Visiting Admission	59
Audit Students Admissions	59
Unclassified Enrollment Admissions	59
Nondiscrimination Policy	60
Safety and Health Standards	60
Disabled Students Policy	60
Advanced Placement	60
Students with Disabilities	60
Use of Cell Phones and Electronics	61
Campus Curfew for the Week and Week-End Social Activities	61
Campus Ministry	61
Dean of Students	61
Residence Life Housing Guidelines	61
Housing Fees	62
Removal from Campus Housing	62
Non-Refundable Housing Fee	62
Room Reservation	62
Moving In	62
Room Changes	63
Housing Contract	63
Keys	63
Care of Room	63
Health and Safety	64
Health and Safety Inspections	64
Drugs, Alcohol and Related Paraphernalia	66
Roommate Conflict	66
Fire Alarms	66
Residence Hall Housing Smoking Policy	66
Thefts and Losses	66
Livingstone College Baby-Sitting Policy	66
Co-ed Visitation/Overnight Guest	66
No Sex Policy	67
Transportation	67
Quiet Hours	67
Hall Council	67
Mandatory Meetings	67
Semester Openings, Closings, and Break Period	67
Common and Public Area Damage	68
Commuters	68
Meeting Rooms and Facilities	68

Posting of Notices	68
Student Activities	69
Student Organizations	69
Registration Requirements	69
Student Government Association	69
General Organizations	70
Student Activities/Group Regulations and Sanctions	70
Organization Regulations	70
Livingstone College Pan-Hellenic Council	71
Fraternities and Sororities	71
Membership Intake	72
Hazing	72
Miss Livingstone College Selection Procedures	73
Requirements for Participation in all Pageants	73
Career Services	74
Counseling Services	75
Health Services	78
Athletics	82
Academic Regulations	82
Grant-In-Aid Policies	82
Campus Decorum	82
Recreational and Intramural	83
Insurance	83
Campus Dining	84
Perkins Management Services Company	84
Blue Bear Meal Card	84
Dining Hall Policies	84
Fire Safety Policies and Regulations	86
Prevention	87
Fire Alarms	87
Fire and Safety	87
Public Safety	89
Department Structure	90
Crime Prevention	90
Policy Statement Addressing Security and Access	90
Timely Warning Policy	90
Parking Regulations	91
Parking Permits	93
Designated Parking Areas	97
Livingstone Student Rights and Responsibilities	98
Student Code of Conduct	107
Profile of the Student Code/ Judicial Process	108
Purpose of Code-Application of Codes	109

Standards of Conduct	109
Responsibility	109
Disciplinary Procedures	109
Due Process	110
Guide for Judicial Decisions	114
Student Arrest	115
Disciplinary Records	115
Sanctions	115
Community Service	115
Disciplinary Probation	115
Temporary Suspension	116
Suspension	116
Expulsion	116
Filing an Appeal	116
Procedure for Student Complaint Relative to Faculty Members	116
Threat Assessment Policy	117
World Wide Web Policy	118
Domestic Violence Policy	120
Parental Notification	120
Sexual Misconduct Policy	120
Conduct Process Options	122
Relationship Dating Violence	122
Stalking Policy	123
Infractions, Violations, and Recommended Penalties	125
Violations Appendix	133
Campus Map	136
Alma Mater	137



LIVINGSTONE EOE STATEMENT

Livingstone College is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.

Livingstone College is in compliance with federal and state regulations. If you have any complaints or grievances, please contact the following agencies:

The North Carolina Independent Colleges and Universities
530 Blount St. Raleigh NC, 27604 or call 919-832-5817.

LIVINGSTONE COLLEGE SACS STATEMENT

Livingstone College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Livingstone College.

AMENDMENT OF THE STUDENT HANDBOOK

Livingstone College reserves the right to amend the regulations and information contained in this *Student Handbook* at any time, with or without prior notice to students. Any amendments to the *Student Handbook* will be distributed by the Vice President of Student Affairs. Every student is responsible for knowledge of the regulations and information contained in this *Student Handbook*, as well as all amendments issued by the Vice President of Student Affairs as addenda to it. This publication supersedes all previous editions of the *Student Handbook*.

GENERAL INFORMATION



THE COLLEGE

Livingstone College is a private, coeducational, residential, church-related, and historically black college, located in the city of Salisbury, the county seat of Rowan, North Carolina. The campus is within an hour's drive of two major metropolitan areas: Charlotte; and the Piedmont Triad of Greensboro, Winston-Salem, and High Point.

Comprising four Divisions, namely the Division of Business; Division of Education, Psychology, and Social Work; Division of Liberal Arts and Humanities; and Division of Mathematics and Sciences, the College offers the Associate of Science in Culinary Arts, Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work degrees in about 22 major fields. Largely supported by the African Methodist Episcopal Zion (A.M.E.Z.) Church, it provides an education to approximately 1,000 students from over 20 states and several foreign countries.

For over 130 years, Livingstone College has been providing academic operations that are entirely nonsectarian and open to men and women of potential, regardless of their race, religion, or national origin.

HISTORY

Livingstone College and Hood Theological Seminary were originally founded as Zion Wesley Institute by a group of A.M.E. Zion ministers for the purpose of training ministers in the Cabarrus County town of Concord, North Carolina in 1879. After three brief sessions, directed by principals Bishop C. R. Harris and Professor A.S. Richardson, the Institute ultimately closed in Concord. In 1881, Dr. Joseph Charles Price and Bishop J. W. Hood changed their roles as delegates to the Ecumenical Conference and became fund-raisers with the mission to re-establish Zion Wesley Institute. The Rowan County town of Salisbury, just 20 miles northeast of Concord, gave the Trustees a generous donation of \$1,000 and an invitation to relocate the school in Salisbury. They accepted both gifts, and the College re-opened in Salisbury in 1882 with Dr. Price as President. The new site was J. M. Gray's farm called Delta Grove, which consisted of one building and 40 acres of land. In 1887, by an act of the legislature, the name Zion Wesley Institute was changed to Livingstone College in honor of David Livingstone, the great Christian missionary, philanthropist, and explorer.

Since its inception, the College has had two principals and eighteen presidents, including two acting and six interim presidents. Among its possessions, the College owns 272 acres of land and the physical plant that currently consists of twenty-one brick buildings, seven of which are listed in the National Register of Historic Places.

Presidents of Livingstone College

Joseph Charles Price	1882-1893
William Harvey Goler.....	1894-1916
Daniel Cato Suggs	1916-1925
William Johnson Trent	1925-1957
John H. Brockett, Jr. (<i>Acting</i>)	1957-1958
Samuel Edward Duncan	1958-1968
Victor J. Tulane (<i>Acting</i>)	1968-1969
F. George Shipman	1969-1982
James Wells Young, Jr. (<i>Interim</i>)	1982-1983
William Henry L'vel Greene	1983-1988
Ozell K. Beatty	1988-1989
Bernard W. Franklin	1989-1995
Roy D. Hudson (<i>Interim</i>)	1995-1997
Burnett Joiner	1997-1999
Albert J. D. Aymer (<i>Interim</i>)	1999-2000
Algenia Warren Freeman	2000-2004
Catreli Steele Hunter	2004-2006
Jimmy R. Jenkins, Sr.	2006-Present

CENTER FOR HOLISTIC LEARNING

The “Total Learning Environment” is a new holistic approach to academic preparation, whereby we will create a learning environment designed to change attitudes and modify student behavior. Students who matriculate on the campus of Livingstone College, in addition to their academic preparation, will participate in a number of activities and programs designed to address the cultural scars of their past, enabling them to leave our institution with the academic preparation to compete in our global economy, and where they will have immediate positive impact on our society. Additionally, our students will be prepared to positively address the challenges which plague the African-American community – particularly those challenges that exacerbate their dilemma.

The Center for Holistic Learning will promote both the awareness and mastery of the following modules/concepts:

Health, Wellness, and Fitness
Emergency Response and First Aid
Political Action and Social Responsibility
Volunteerism and Public Service
Cultural and Social Awareness
Debt Management, Personal Responsibility, and Philanthropy
Individual and Organizational Leadership
Spanish as a Second Language
Technology and the Twenty-First Century
Faith-Based Strategies for the Enhancement of the Quality of Life

MISSION STATEMENT

Livingstone College is a private historically black institution that is secured by a strong commitment to quality instruction. Through a Christian-based environment suitable for learning, it provides excellent liberal arts and religious education programs for students from all ethnic backgrounds designed to develop their potential for leadership and service to a global community.

ACCREDITATIONS AND AFFILIATIONS

Livingstone College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of Livingstone College.

Some undergraduate programs at Livingstone College are also accredited by other accrediting bodies, such as the Council on Social Work Education, Immigration and Naturalization Service for the Training of Alien Students, National Council for the Accreditation of Teacher Education, North Carolina State Approving Agency for the Enrollment of Veterans, and North Carolina State Department of Public Instruction.

Livingstone College is a member of the American Alumni Council, American Association of Colleges for Teacher Education, American College Health Association, American Colleges Public Relations Association, American Council on Education, Association of American Colleges, Carolina’s Association of Collegiate Registrars and Admissions Officers, Central Intercollegiate Athletic Association, College Placement Council, Council of Independent Colleges, Intercollegiate Music Association, College Language Association, National Association for Equal Opportunity in Higher Education, National Collegiate Athletic Association, North Carolina Association for Independent Colleges and Universities, Southern Association of Colleges and Schools, and the United Negro College Fund.

COMPLIANCE STATEMENTS

Livingstone College operates in accordance with the following state and federal mandates:

EEO/Title IX/Section 504 Statement

Livingstone College does not discriminate based on race, gender, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities, services, programs, benefits, and employment. In addition, the College does not discriminate on the basis of sex or disability in the educational programs and activities offered, pursuant to the requirements of Title XI of the Education Amendments of 1972, Pub. L./92-318; and Section 504 of the Rehabilitation Act of 1973, and Pub. L. /93112, respectively. This policy applies to both employment and admission to the College.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) governs Livingstone College's policy regarding access to student records (such as grades, grade point average, and class rank). Under this law, students have the right to inspect and challenge the accuracy of information contained in their college educational record.

FERPA places restrictions on the College's ability to release student records. The College is authorized to release records only to former or current students, or to specific college or government officials. Exceptions to this occur when the student gives prior written consent for the release of his/her records to specified persons. Parents can have access to a student's records only when they fulfill the following two conditions: (a) they have declared the student to be a dependent on their last Federal Income Tax Return form (documentation must be provided); and (b) they submit a signed statement to that effect to the Registrar's Office.

FERPA does allow the College to release the following kinds of information (not considered private records) unless the student requests that it be withheld: directory information (such as student name, address, telephone number), date and place of birth, classification, college, major, dates of attendance, degrees and awards, the most recent educational agency or institution attended, participation in school activities and sports, and weight and height (for special activities). Photographic, video, and electronic images of students taken and maintained by the College are also considered directory information. Any student not wanting this information released must make a written request to the Registrar prior to the close of each spring semester for the following academic year.

As a matter of practice, the College does not sell or give away lists, which are in unpublished or computerized form, to any outside agency, individual, or business. Questions concerning the policy for the release of information should be directed to the Office of the Registrar.

STUDENT RESPONSIBILITY FOR RULES AND REGULATIONS

The Livingstone College Student Handbook is presented as information only and is not a contract between Livingstone College and its students. The information, policies and procedures contained in this Handbook are subject to change at any time with or without notice. Students are responsible for reading and following the information contained in the Handbook, including school-specific policies and procedures. As part of the orientation to the College process, all admitted students receive instructions on how to access the Student Handbook online. The student is responsible for knowing and complying with the information contained in the Livingstone College Student Handbook as well as any changes to the policies and practices thereto.

Students are responsible for knowing and complying with all Livingstone College rules and regulations, both those published in the *Student Handbook* and verbal or written policies set forth by the College administration. This handbook is published for the purpose of informing all Livingstone College students, and is intended to convey the College's expectations regarding their conduct.

Rules and regulations governing student conduct are prescribed to ensure the safety and well-being of all students, and to promote the academic and social purposes of the College. Livingstone grants students the privilege of attending the College on the condition that they must comply with its rules, regulations, policies, and procedures, including those in place at the time of admission and any amendments issued from time to time. The

College reserves the right to suspend or terminate the privilege of attendance if a student violates the rules of conduct, or if the student's enrollment is deemed contrary to the best interests of the institution.

From the time a student applies to the College, until the date at which the student's enrollment is officially terminated, the College reserves the right to take cognizance of any conduct on the part of a student that may disqualify him or her from initial or continuing enrollment. Initial enrollment may be denied to a prospective student who violates any law, statute or ordinance, or who engages in any behavior that would constitute a violation of the College's standards of conduct.

Once enrolled, students are accountable for their conduct both on and off campus. This accountability applies not only during the academic term but also during vacations and periods between academic terms. Accordingly, violations of any law, statute, or ordinance; the violation of College rules; and/or conduct that reflects discredit upon the institution, may be subject to review and appropriate disciplinary action, regardless of whether it occurs off campus or between academic terms.

At the conclusion of each semester, the College administration will review the academic and disciplinary records of those students who, in the opinion of a designated College official, have failed to make appropriate adjustment to Livingstone College and whose continuing enrollment is in question. Any student suspended may return after the specified period of the suspension. The College reserves the right to deny continuing enrollment or re-enrollment to any student whose presence or conduct is deemed to be contrary to the best interests of the institution.

COLLEGE ADMINISTRATION

The College's administration and academic operations are exercised through the Office of the Chief Executive Officer (the President); and four operational divisions:

1. Academic Affairs
2. Business and Finance
3. Institutional Advancement and Effectiveness
4. Student Affairs
5. Public Safety

Office of the President

The Office of the President supervises the affairs of the administrative and academic operations of the College. The functions of this office include faculty and administrative appointments, retirements from active service, designation of emeritus status, and other functions generally and customarily assigned to the office of the chief executive, and those designated by the Board of Trustees.

Academic Affairs

This division includes educational planning; curricular administration; academic organization; faculty teaching performance and teaching effectiveness; faculty hiring, promotion and dismissal; faculty development; budget development and administration; registration and academic records; library; student academic appeals; certification and recommendation of candidates for degrees; and institutional research.

Business, Finance and Operations

Business and Finance division functions include budget development, technology and administration; accounting for and reporting funds received and expended; payroll administration; auxiliary enterprise purchasing; and student financial aid programs. Operations of the physical plant and other support units are included in this division.

Institutional Advancement

Institutional Advancement, Institutional Effectiveness, and College Relations include the offices that play an integral role in the advancement of the institution and the promotion of good relations with the various constituencies of the College.

Student Affairs

This division plans and implements a comprehensive program of student development, including student recruitment and admission; orientation programs; personal counseling; housing and residence life; career counseling and placement; student engagement and student activities; health care; religious life; establishment of policies, regulations and procedures governing student life; budget development and management; facilitation of student participation in institutional and student governance (e.g., Student Government Association, President's Council, and Board of Trustees); student leadership development; and the student judicial system.

Public Safety

Livingstone College's Department of Public Safety consists of Campus Police and Security. The Chief of Public Safety reports directly to the President of Livingstone College. The Public Safety Department operates 24 hours a day, seven days a week.

BUILDINGS

Livingstone College has a physical plant that consists of twenty-six buildings, seven of which are listed in the National Register of Historic Places. Names by which buildings are identified are listed as follows:

Aggrey Building: Aggrey Building, completed in 1962, contains these facilities—the cafeteria, including a kitchen, two dining rooms with the capacity to accommodate up to 150 people, and the President’s dining room.

Alumni Memorial Stadium: This multi-purpose facility, erected in 1964, and grounds are used for student recreation, intercollegiate football, and track and field. It also provides space for storage, concessions, and a large seating area.

Andrew Carnegie Library: Carnegie Library was erected in 1908 as a gift from Andrew Carnegie. It houses the College’s main library collection, as well as a media room, an archives room, a classroom, and specialized areas for use by patrons.

Ballard Hall: Ballard Hall was built in 1887 as a result of the generosity of the late Stephen Ballard. It was used initially as the main classroom building and site of the College’s physical plant operations. Ballard Hall underwent extensive renovation in 1997, and now houses the Division of Business. The facility includes five smart classrooms, a student lounge for color-coded card holders, the Administrative Office for Division of Business, Blue Bear Print Shop, a technology laboratory, and several faculty offices.

Central Heating Plant: This building was completed during the school term 1942-43. It furnished heat to the campus buildings until recent years. The heating plant is no longer in use.

Dodge Hall: Dodge Hall, a gift from the late William E. Dodge, was completed in 1886, and originally designed as a residence hall for males. Dodge Hall was renovated in 2012 and is now the home for the Holistic College Student Success Center. The Success Center, a one-stop student support service center supporting the first-year experience and beyond, houses Reading-QEP, Writing, Math/Science tutoring centers, computer labs, Counseling Center, Career Services Center, Bridge & Beyond, Holistic College Advisor/Mentors, College Skills, Student Support Services – TRIO, and Testing Services.

E. Robinson Health Center: The Robinson Health Center is the infirmary. It contains two treatment rooms, eight rooms for occupancy by students who need medical care but not hospitalization, two examination rooms, and a doctor’s office. In addition, the building houses the Livingstone College Security offices, six residence units for campus guests, and a classroom that can seat up to 20 students.

Event and Hospitality Center: Built in 2007, the Event and Hospitality Center houses the Administrative Office of Hospitality Management and Culinary Arts Program, and is the main training center for students in the program. The Center was designed to resemble a hotel and includes a lobby area, 9 lodging rooms, a large banquet room, and a new fully equipped Culinary Arts kitchen. The banquet room and lodging rooms are available for public rental.

Harriet Tubman Building: The Harriet Tubman Building houses the Division of Liberal Arts and Humanities and includes most of the humanities and social sciences faculty offices. It has 20 offices, two storage rooms, 9 classrooms, a computer lab, and the Little Theater with two dressing rooms and a seating capacity for 300 people. In 2013, new seats were added to the theatre.

Hood Building: The Hood Building was dedicated in 1910 as a monument to the services of the late Bishop J. W. Hood. It was renovated and rebuilt into a modern facility in 2004. Presently, it houses the Office of the President, Office of Human Resources, Office of Telecommunications, Hilliard Conference Room, a smart classroom, and the Bishop Charles W. Foggie Prayer Room.

James A. Varick Auditorium Music Building: Varick Auditorium, erected in 1962, seats up to 1400 people and houses Music programs. In addition, this facility includes a choir room, two band instrument storage rooms, a lounge, three classrooms, four practice rooms, and several faculty offices.

Price Memorial Hall: Price Memorial Hall was dedicated at the 1943 Commencement as a monument to Joseph Charles Price, first president and pioneer in the development of Livingstone College. The facility, also known as Price Memorial Administration Building, contains many administrative and faculty offices, a computer information technology center, classrooms, and two computer labs. The Offices of the Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Institutional Advancement, and Division of Education, Psychology, and Social Work are housed there. Department of Sociology, Department of Criminal Justice, a teacher education curriculum laboratory, 11 classrooms, 18 faculty and staff offices, a kitchen, and a conference room.

Samuel E. Duncan Science Building: The Samuel E. Duncan Science Building, built in 1967, provides quarters for the Division of Mathematics and Sciences: including classrooms, offices, science laboratories, a computer laboratory, and equipment; it also provided space for the NASA-SEMAA Laboratory.

William Johnson Trent Gymnasium: Trent Gymnasium was dedicated at the 1947 Commencement in honor of William Trent. The building contains facilities for Physical Education, Sport Management, and Intercollegiate Athletics. The building has a classroom, five offices, locker rooms, dressing rooms, and an athletic playing area with a large seating capacity.

Willie Blake Physical Plant Building: The physical plant building houses an office for the Director of Physical Plant as well as offices for supervisors of the Housekeeping, Maintenance, and Buildings and Grounds departments. It also has an enclosed storage space in the rear of the facility. It is named after Mr. Willie Blake, a long-term dedicated worker.

W. J. Walls Heritage Hall: The Heritage Hall, a gift from Bishop and Mrs. W.J. Walls, was dedicated in February 1969 as the Archives and Research Center of Livingstone College, Hood Theological Seminary, and the AME Zion Church. The facility houses artifacts of the College and the AME Zion Church. It is the institution's center for Negro and African life and literature and international studies. Heritage Hall, as it is commonly called, is the official repository of records, materials, photographs, and recordings of the AME Zion Church and the College.

W. J. Walls Student Center: Constructed in 1964 and dedicated as a gift from Bishop and Mrs. William Jacob Walls, the W.J. Walls Student Center, formerly the site of Hood Theological Seminary, was recently refurbished as the center of student activities, student affairs, recreation, and learning. The facility contains offices for the Vice President for Student Affairs, Admissions and Enrollment Management, the Livingstone College Student Government Association, student organizations, a computer and fitness center, food court, game rooms, campus mailroom, retail store, and a multipurpose room that is also used as a chapel for spiritual growth and renewal.

RESIDENCE HALLS



Mary Reynolds Babcock Hall: Babcock Hall, built in 1962, contains 49 residence rooms for female students, a multi-purpose room, an apartment, and a meeting room.



Dancy Memorial Hall: Dancy Hall, completed in 1972, contains 78 residence rooms for male students, a lounge, an apartment, and a multi-purpose room.



Goler Hall: Goler Hall was completed in 1917 and named in honor of the late Dr. William H. Goler, a former president of the College. The facility contains 90 residence rooms for females, two apartments, a multi-purpose room, and a lounge.



Harris Hall: Formerly a residence hall for males, this building was erected with funds raised by the United Negro College Fund. It was dedicated on Founder's Day 1955 in memory of Bishop C.R. Harris, in whose home the first sessions of Zion Wesley Institute were held in 1880 in Concord, North Carolina. It now contains residence rooms for students, a lounge, two apartments, and a kitchen.



Annie Vance Tucker Hall: Tucker Hall contains 81 residence rooms for 160 male students, a multi-purpose room, a meeting room, and an apartment for the residence hall director.



Honors Hall: Honors Hall is the most recent addition for residential living at Livingstone College. The residential facility opened in 2009 and provides 230 single occupancy rooms, to include ADA compliance handicap rooms, lounges, laundry facilities, multi-purpose rooms, and an apartment for the residence hall director.



Teachery Apartments: Teachery Apartments, formerly known as the Moore House, were built in 1948. The facility was originally named after the late Dr. Edward E. Moore, who for forty years held the position of Division Dean of Latin and Greek at Livingstone College. Once used to house faculty of the College, it contains ten apartments and now serves as a housing option for upperclassmen.



College Park Apartments: Contains triple occupancy apartment units with full kitchens and single bathrooms. The total occupancy is 105. It also contains a clubhouse with a meeting room, fitness center, and laundry room. College Park Apartments are reserved for upper class students.

LIVINGSTONE COLLEGE FACTS

Livingstone College Colors

The official Livingstone College school colors are Black and Columbia Blue.

Livingstone College Logo

The official Livingstone College logo depicts the columns of the Price Administration Building and is the College's official trademark.



Livingstone College Seal

The Livingstone College Seal is under the jurisdiction of the Office of the President, and is used only on formal items such as plaques, diplomas, and certificates.



Livingstone College Mascot

Livingstone College's mascot is the Blue Bear. Bears are known and respected for intelligence, strength, and tenacity, although bears are also portrayed as soft, furry creatures (such as teddy bears). The mascot is most often seen at sports and student activities.



CAMPUS FACILITIES AND HOURS OF OPERATION

Administrative Offices

Price Building and Hood Building

Monday thru Friday 8:00 a.m. to 5:00 p.m.

Andrew Carnegie Library

Sunday3:00 p.m. to 10:00 p.m.

Monday thru Thursday..... 7: 30a.m.to 10:00p.m.

Friday7:30 a.m. to 5:00 p.m.

Saturday..... 10:00 a.m. to 5:00 p.m.

W. J. Walls Center

800 W. Thomas St.

Student Affairs Office

Monday thru Friday 8:00 a.m. to 5:00 p.m.

(other hours by request only)

Aggrey Cafeteria

Monday thru Friday

Breakfast.....7:00 a.m. to 9:30 a.m.

Lunch11:00 a.m. to 2:00 p.m.

Dinner 4:00 p.m. to 7:00 p.m.

Saturday and Sunday/Holidays

Brunch..... .10:00 a.m. to 12:30 p.m.

Dinner4:00 p.m. to 6:00 p.m.

WHERE TO FIND ASSISTANCE

Dial 704-216 and the appropriate extension for assistance:

ACADEMICS

Academic Affairs 6195
Administrative Assistants/Division Deans:
 Business..... 6827/6020
 Education, Psychology, & Social Work..... 6921/6899
 Liberal Arts & Humanities 6804/6854
 Mathematics & Sciences 6137/6049

ATHLETICS

Athletic Director.....6933
 General Information 6012
 Intramurals6013
 Sports Information Director 6013

AUTOMOBILE

Parking Permit.....6244
 Registration.....6244
 Theft

 . 6164

BAND

Band Director.....6243

BILLS

Student Accounts.....6083
 Cashier..... 6075

CAMPUS TOURS

Admissions Office.....6001

CHANGE OF ADDRESS/OTHER INFORMATION

Registrar's Office 6157

CHANGE OF MAJOR

Academic Advisor
 Division Dean
 Registrar's Office 6157

CHOIR

Choir Director 6149

CLASS REGISTRATION

Academic Advisor
 Registrar's Office 6157

COMMUNITY INFORMATION

Career and Community Services 6222
 Student Engagement.....6971

COMPUTER ASSISTANCE

CIS & Tech Support6035/6084

EMERGENCY

Residence Hall Director
 Campus Police6164
 College Nurse6111
 Local Emergency Medical System (EMS) 911

EVENING AND WEEKEND COLLEGE

Director of Evening and Weekend College6038

EXCUSES (Health /Court/Death/Military)

College Nurse (Medical Excuses)6111
 The Success Center6063

FACILITY USE/RENTAL

Students:

Student Activities6272
 Student Affairs 6185

Others:

Physical Plant 6131

FINANCIAL AID

Financial Aid Office6069

GRADES

Registrar's Office 6157
 JICS Campus Web (www.livingstone.edu)
 Enter ID # and Password

GRADUATION

Academic Advisor
 Division Dean
 Registrar's Office6157

HEALTH SERVICES

College Nurse6111

HOUSING

Director of Residence Life.....6821

I.D. PICTURES

For Lost IDs, see Cashier to pay fee.....6175
 To have ID made6897

LOST AND FOUND

Campus Police6164

MAJOR

Academic Advisor
 Division Dean
 Academic Affairs.....6195

PARKING/TRAFFIC VIOLATIONS

Campus Police..... 6244/6164

PARTY/DANCE REQUESTS

Student Activities 6272

PUBLICATIONS

The Livingstonian 6971

PUBLIC SAFETY

Office..... 6244

Security Booth..... 6164

PUBLICITY/MEDIA

Public Relations Office 6151/6067

REFUNDS

Cashier..... 6075

Student Accounts..... 6083

RESIDENCE HALL CONCERNS

Residence Hall Director

Director of Residence Life 6821

Student Affairs 6185

ROOM/ROOMMATE CHANGE

Residence Hall Director

Director of Residence Life 6821

SCHOLARSHIPS

Financial Aid Office..... 6069

STUDENT ACTIVITIES/ORGANIZATIONS

Student Activities 6272

STUDENT SERVICES

Campus Minister 6309

Career and Community Services 6222

Counseling Services 6100

Student Support Services..... 6063

The Success Center 6063

Student Engagement..... 6971

TELEPHONE

Director of Telecommunications 6037

TRANSFER CREDITS

Registrar's Office 6157

TRANSCRIPTS

Cashier (To pay fee)..... 6075

Registrar's Office 6157

See website for request form or to print unofficial copy
 JICS Campus Web (www.livingstone.edu) using ID# and
 Password

TUTORING

College Skills..... 6043

Math Center 6304

Reading Center 6931

Tutoring 6063

Writing Center 6170

VENDING

Business Office..... 6025

VETERAN'S BENEFITS

Registrar's Office 6157

VOTER REGISTRATION

Student Engagement..... 6971

WITHDRAWAL FROM CLASS

Signature of Faculty Advisor

Signature of Instructor

Academic Affairs..... 6195

Submit form to Registrar's Office 6157

WITHDRAWAL FROM THE COLLEGE

Academic Affairs Office..... 6195

Student Affairs..... 6185

Registrar's Office 6157

WORK STUDY

Work Study Coordinator 6252

ACADEMIC POLICIES AND REGULATIONS



ACADEMIC AFFAIRS

The primary objective of Academic Affairs is to provide academic coherence and direction for the College and ensure high standards for the curriculum, faculty members and support services provided for students. The Vice President for Academic Affairs or Chief Academic Officer (CAO) creates, supports, and enhances a student-centered academic environment which is undergirded by the university's mission and vision. It is the administrative center which drives the academic enterprise at Livingstone College. The Vice President for Academic Affairs is responsible for establishing policies and procedures affecting student advisement, attendance, course offerings, and registration.

The Vice President for Academic Affairs, among other duties, assumes leadership for the following departments and functions at the College:

<u>Department</u>	<u>Extension</u>
Division of Business	6827
Division of Education, Psychology, & Social Work	6921
Division of Liberal Arts and Humanities	6804
Division of Mathematics and Sciences	6137
Evening and Weekend College	6039
Library Services	6030
Office of the Registrar	6157
Student Support Services	6062
The Success Center	6063
Holistic College	6048

ACADEMIC POLICIES AND REGULATIONS

STUDENT RESPONSIBILITY

All students are responsible for completing their academic programs, for satisfying the general regulations stated in this Catalog, for maintaining the required grade point average, and for meeting all other degree requirements. The College urges students to seek guidance from their advisors and other appropriate college officials concerning current policies and requirements related to their education at the College; however, the final responsibility for completing the requirements rests with the students. Students are required to know and observe all regulations concerning campus life and student conduct. **Students are also responsible for maintaining communication with the College by keeping their current address, including zip code and telephone number, on file with the Registrar's Office, at all times.**

NEW STUDENT ORIENTATION

Orientation sessions are offered on selected dates preceding the beginning of each semester to introduce new students to the educational and social opportunities available at Livingstone College. During orientation, students meet with faculty advisors, complete their placement tests, select courses, and register for the semester. Students also meet with selected faculty, administrators, and upper class students.

Freshmen and transfer students are required to be present for the New Student Orientation sessions.

REGISTRATION

Livingstone College operates on the semester system. All students must register at the beginning of each semester. Each student is assigned a faculty advisor, who assists in planning a program of study. Complete registration instructions are published by the Office of the Registrar.

Students are registered for and entitled to attend classes only when they have completed the prescribed procedures, including the payment of tuition and fees. New students will be advised regarding courses and registration procedures during orientation sessions before the start of each semester. All students need to report for registration as indicated on the Academic Calendar.

A student **cannot** attend a class if he/she is not properly registered for that **course and section**. Failure to follow a proper registration procedure may jeopardize the student's good standing at the College and result in loss of credit. Instructors' class rosters are made up from the official enrollment records kept in the Registrar's Office. Students whose names are not on the class roster in each class should contact the Registrar's Office to verify their registration.

EARLY REGISTRATION

Early registration is a time period designated each semester to allow the student and advisor to review and plan the student's courses for the upcoming semester. Students who register early may find it less difficult to secure a satisfactory schedule of courses. Under no circumstance is early registration considered to be official registration.

Students who have registered early but fail to officially register on dates designated for official registration will have their schedule of courses automatically removed by the Registrar's Office. Those students who find it necessary to register after the designated dates must select another schedule of courses for that semester and must pay a late registration fee as required by the College.

LATE REGISTRATION

A student who enters the College after the designated dates for registration pays a late registration fee as required by the College (payable in full at the time of registration). All registration materials must be submitted to the Office of the Registrar at the conclusion of the registration process.

ACADEMIC ADVISEMENT

Interaction between faculty and students is an integral part of the learning process at Livingstone College. Individual advisement sessions between students and their advisors provide opportunities for students to learn more about the philosophy behind the required degree program as well as career opportunities for specific majors. Through stimulating informal discussions, the advisement process enhances and supplements the learning that takes place in the classroom.

The academic advisor's primary role is to help the student plan a course of study so that courses required in a particular program are taken in a proper sequence. The advisor also helps ensure that the student is aware of all graduation requirements. The advisor can also help resolve and prevent academic problems, often referring students to the appropriate academic or other resource. At the beginning of each semester, the advisor posts office hours designating when he/she will be available to students for advisement.

Newly admitted students who have declared a major are assigned an advisor in that discipline. Generally, the advisor assignment does not change unless the student changes his/her major. Until a student officially declares a major, he/she is assigned an advisor in one of the Academic Support areas.

Students are required to meet with their academic advisors each semester to receive assistance in selecting courses to be taken in the next semester. Early registration is highly recommended to secure a satisfactory schedule of courses.

COURSE LOAD

The academic year at Livingstone College consists of two 16-week semesters. The normal load for a full-time student is twelve to eighteen (12-18) credit hours. In the Summer Session, the normal load is nine credit hours. During a regular session, a student may not enroll for more than 18 hours; however, a student who has at least a 3.0 cumulative grade point average (GPA) may apply to enroll for additional hours not exceeding a total of 21 at an additional cost per credit hour. To take more than 18 hours, a student must obtain a Student Request for Overload Form from the Office of the Registrar and obtain the approval of his/her advisor, Department and Division Dean, Vice President for Academic Affairs, and Director of Student Accounts, in that order.

Students who are on academic probation are allowed to take only a reduced load not exceeding thirteen (13) semester hours. This reduced credit load must be maintained until the student has satisfied the minimum scholastic average requirement.

COURSE OFFERINGS

The College reserves the right to add or delete courses, as it deems necessary. There will be a partial refund of any fees as a result of course cancellation when the student drops below a full-time load.

ADD/DROP (Changes in Enrollment)

Changes in student enrollment or schedule must be made with the approval of the advisor and by the end of the designated Add/Drop period specified in the College Calendar. Such changes include adding or dropping courses, changing sections, electing to audit courses, and changing the number of credits to be earned in a course (where applicable). All changes in enrollment must be submitted to the Registrar's Office on a Drop/Add/Withdrawal Form prior to the end of the Add/Drop period.

AUDITING COURSES

A student must obtain approval to audit a course from the instructor, faculty advisor, and Vice President for Academic Affairs on a Course Audit Form available from the Registrar's Office. Approval is based on a space-available basis. Additional approval from the Business and Financial Aid offices may also be necessary. This form must be completed and returned to the Registrar's Office before the student attends the class. An auditor is not required to participate in any examinations or graded course assignments.

INDEPENDENT STUDY

Students may pursue a course by Independent Study, subject to the same cost as a normal course, but only in documented extraordinary circumstances. Independent Study is not to be offered in lieu of a class that is being offered currently, and general education courses are not to be offered as Independent Study. Careful planning of the course of study should avoid the need for Independent Study in all but extreme cases.

A student must have a minimum GPA of 2.5 before taking an Independent Study. An Independent Study is not given to a student who has previously failed the regular classroom course. The instructor who normally teaches the course has the right to refuse to offer and/or conduct an Independent Study.

The need for an Independent Study must be justified and documented clearly and in detail by the Division Dean, and it must be approved by the Vice President for Academic Affairs.

WITHDRAWAL FROM A COURSE

Students are expected to honor the schedule of classes selected at the beginning of the semester. There may be instances, however, when the student wishes to withdraw from a course after the end of the Drop period. The decision to withdraw from a course must be made in consultation with the faculty advisor and the instructor of the course. Forms for withdrawing from class after the end of the Drop period are available in the Registrar's Office. Students must withdraw from a course within the time period indicated on the Academic Calendar.

OFFICIAL WITHDRAWAL FROM THE INSTITUTION

When a student finds it necessary to withdraw from the institution before the end of a semester, he/she needs to obtain an Official Withdrawal Form from the Office of the Registrar, secure the required signatures, and return the form to the Registrar's Office. This procedure must be followed in its entirety for the student to be considered —officially withdrawn.

Any student leaving without completing the official withdrawal process receives a grade of —F1 (Failure) in each course in which he/she was enrolled.

CLASS ATTENDANCE POLICY

Policy Statement:

Students are expected to attend all classes, laboratories, and examinations regularly and punctually, unless they satisfy one of the below requirements:

- Test out of the class;
- Take credit by examination for the class, or
- Withdraw from the class.

Students are normally permitted one hour of absence per credit hour in a semester, for example, three hours of absence from a three-semester hour class. Students should also expect that 25% or more absence from the scheduled sessions will likely result in a grade reduction, based on the Instructor’s discretion and the student making up missed assignments; however, absence, itself, cannot comprise more than 20% of the grade. An instructor may allow a student to make up or complete academic assignments when the student is absent from class due to:

- A. Documented, prolonged medical illness.
- B. Death in the immediate family requires a church service program, news obituary, or signed statement from the minister or funeral director (3 days maximum, except under unusual circumstances).
- D. A justifiable grave circumstance beyond a student’s control.
- E. Representing the College at an official College function.

Note: Freshmen and sophomore students must get an official Student Class excuse from the Success Center Retention Management Director; upperclassmen must get an official Student Class excuse from the Division Dean presiding over the students’ major area of study. Documentation must be provided for absences resulting from the

Instructor’s Responsibility:

- Instructors have the authority, within these guidelines, to set attendance policies and procedures for their classes.
- Instructors will include detailed attendance requirements in the course syllabus, to include the percentage of the total grade attributed to attendance. The Syllabus will be given to all students and posted on Blackboard.
- Instructors will keep a signed receipt of the syllabus; and
- Instructors will keep accurate attendance records in an approved roll book. Absences for freshmen and sophomores will be reported to the Retention Management System.

Student’s Responsibility:

- Students are required to satisfy all course requirements regardless of absences.
- Students are held responsible for course information from the first class meeting of the semester regardless of late enrollment.
- Students are responsible for the attendance requirements for each course in which he/she is registered. Students are to notify the instructor of an absence in advance or, in extenuating circumstances, the first day of class attendance after the absence.
- Students must request make-up work on the first day of class attendance after the absence. Normally students are permitted an hour of absence per credit hour in a semester, for example, three hours of absence in a three-semester hour class. Students should also expect that 25% or more absences from the scheduled sessions will likely result in a significant grade reduction or grade of —FAI (Failure due to attendance), based on the instructor’s discretion.

An instructor may allow a student to make up or complete academic assignments when the student is absent from class due to:

- A. Documented, prolonged medical illness.
- B. Death in the immediate family – verification of death requires a signed statement from the
- C. Minister or funeral director. (3 days maximum, except under unusual circumstances)
- D. A justifiable grave circumstance beyond a student’s control.
- E. Representing the College at an official College function.

Note: first year and sophomore students must get an official Student Class Excuse from the Success Center, whereas upper class students must get one from the Division Dean presiding over the student’s major area of study. Documentation must be provided for absences resulting from the aforementioned circumstances.

REGULATIONS GOVERNING ACADEMIC CREDIT

The grading system is as follows:

<u>Grade</u>	<u>Range</u>	<u>Quality Points</u>
A = Excellent	90-100	4
B = Good	80-89	3
C = Satisfactory	70-79	2
D = Poor	60-69	1
F = Failure	Below 60	0

Special grades are issued as follows:

Incomplete (I) Grade: It is assigned by the instructor only when he/she is willing to do so and only under the condition that the student has maintained a passing average and has circumstances beyond his/her control not allowing him/her to complete some specific course requirement(s). The missing work should be completed within the first six (6) weeks of the next semester. The grade of "I" must be removed by the date specified on the Academic Calendar; otherwise it automatically changes to an —F (Failure) grade. It is the student's responsibility to initiate action to remove the incomplete. The student pays a fee as determined by the College to have the —I removed upon completion of the change of grade procedure.

Audit (AU) Grade: Students receive no credit for auditing.

Withdraw (W): Students may voluntarily withdraw from a course, adhering to the date indicated on the current academic calendar. No credit hours are assigned and counted into the grade point calculation.

Administrative Withdrawal (AW): Students who are forcibly withdrawn from the College for administrative reasons (i.e., immunization non-compliance, disciplinary) are withdrawn "Administratively." No credit hours are assigned, and "AW" is not counted in the grade point calculation.

Repeating a course: Students may repeat a course if they did not earn a grade of —C or better. The course may have been taken at Livingstone College or transferred from an accredited institution. While both grades earned at Livingstone are reflected on the transcript, only the higher grade is used to calculate the student's grade point average.

Failure Due to Absences (FA): Students are assigned this grade when he/she reported to class at least one time, did not officially withdraw, and has ceased attending. This grade can be appealed through the Grade Appeal Process only if the student provides official documentation stating failure of attendance was beyond the student's control. This grade is calculated into the student's grade point average.

Withdraw Never Attended (WN): Students are assigned this grade by faculty when he/she never reported to class. It does not calculate into the grade point average.

Withdraw Passing (WP): The —WPl grade is assigned by faculty after the regular withdrawal period has ended. It indicates that the student did not complete enough of the course to be graded and achieved a passing grade while in attendance. This grade is not counted for College credit, nor is it used in the calculation of the grade point average.

Withdraw Failing (WF): The —WF grade is assigned by faculty after the regular withdrawal period has ended. It indicates that the student did not complete enough of the course to be graded and did not achieve a passing grade while in attendance. This grade is not counted for College credit, and is used in the calculation of the grade point average.

QUALITY POINTS AND GRADE POINT AVERAGES

To meet Livingstone College's satisfactory academic progress requirement, the student must attain and maintain a specified standard of academic performance. This standard is determined by the quality point system. The grade received in a course determines the number of quality points earned (multiply the quality points by the credit hours assigned to that course):

Grade of	A	=	4 quality points
Grade of	B	=	3 quality points
Grade of	C	=	2 quality points
Grade of	D	=	1 quality point
Grade of	F	=	0 quality point

The semester grade point average is obtained by dividing the total number of quality points earned that term by the total number of semester hours attempted. Hours associated with a grade of —W (Withdrawal) are not included.

The cumulative grade point average is obtained by dividing the total number of quality points by the total number of semester hours attempted, whether passed or not. Hours associated with a grade of —W (Withdrawal) are not included.

Credits earned by examination, Advanced Placement, CLEP, or transferred from another institution are not used in the calculation of the grade point average.

PROCESS FOR STUDENT GRADE APPEAL

The student has the right to appeal a grade that he or she believes is inaccurate or unfair. The student must follow the following protocol

to appeal the grade:

1. The student will file a formal written complaint with the instructor who taught the course, explaining why he or she believes the grade is inaccurate or unfair. The student will then make an appointment with the instructor to discuss the complaint. This complaint must be formally submitted within thirty (30) days after the grade is issued.
2. If the student meets the instructor and continues to believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide his or her advisor with a copy of the formal complaint, and then the student's advisor, the student, and the instructor will meet to resolve the matter.
3. If the student meets with the instructor and the advisor and still continues to believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide the department chair under whom the instructor works with a copy of the formal complaint, and then the department chair, the student advisor, the student, and the instructor will meet to resolve the matter.

If the grievance is still not resolved, the same procedure moves up the chain of command to the division Dean, to the Vice President for Academic Affairs, and finally to the President. The grievance process concludes with the determination of the case by the President.

CHANGE OF GRADE

An instructor's request to change a grade must be clearly explained in writing and submitted to the Vice President for Academic Affairs for approval. All such requests must be filed no later than a semester after the incorrect grade was issued, not including the summer. Change of Grade forms may be obtained from the Office of the Vice President for Academic Affairs. Once a final grade is issued for a course, no grade change for that course will be made unless there is conclusive evidence that the instructor made an error in computing the grade, transferring the grade and/or removing an incomplete grade.

CREDIT BY EXAMINATION

A student may earn credit by examination for any undergraduate course for which an approved examination has been prepared and administered by the department and/or discipline granting the credit. A student attending Livingstone College for the first time may be allowed to take a proficiency exam for college credit in those courses offered at the College that he/she may have taken in high school or in another academic setting and may possess knowledge required in those courses. The examination may be taken any time during the academic year at the instructor's discretion. To take the exam, the student must request in writing approval of the course instructor, the Chair of the Division supervising the department/discipline, and the Vice President for Academic Affairs.

The exam will be graded on a Pass/Fail basis, and results will be reported to the Vice President for Academic Affairs and the Registrar. A grade of —EXI and credit for the number of hours for the course will be counted toward graduation, but credit hours will not be used to compute the student's grade point average. A student who fails Credit by Examination for a course may later enroll in that course with no penalty; however, a failed exam may not be repeated within the same semester.

The Credit by Examination hours will be considered part of both tuition and course load for the semester. Credit by Examination is limited to a maximum of ten (10) courses or thirty (30) credit hours. Students who earn Credit by Examination will be charged a fee according to the fee schedule approved by the college.

MIDTERM EXAMINATIONS

Midterm examinations are administered each semester as stated on the Academic Calendar. Students may review their grades on the Campus Web [INTRANET]. Additionally, students are encouraged to meet with their instructors and their academic advisors to review their midterm grades.

FINAL EXAMINATIONS

Final examinations are scheduled at the end of each semester. Any student who fails to report for a final examination may forfeit his/her right to take it. A student who has been called to report for active duty must submit a copy of his/her orders to the Vice President for Academic Affairs, who will make special arrangements to assist the student in completing his/her course work. A student must have reasons beyond his/her control if he/she wishes to be allowed to take the final examination after the date specified on the Calendar.

SATISFACTORY ACADEMIC PERFORMANCE POLICY

Any student whose cumulative grade point average (GPA) falls below the required GPA for continuous enrollment, as based on the chart below, will be automatically placed in one of the following categories:

Credit Hours Earned	Required Cumulative GPA	Automatic Suspension (25% below Required Cumulative GPA)
Less than 26	1.6	1.20
26 – 57	1.8	1.35
58 – 90	2.0	1.50
91 +	2.0	2.0

- **Academic Warning:** A student will be placed on Academic Warning the first semester of enrollment and any succeeding semester if the cumulative grade point average is less than 2.0.
- **Academic Probation:** A student whose grade point average falls below the required GPA based on their credit hours earned will be placed on Academic Probation. Students on Academic Probation are required to sign a **SUCCESSFUL ACADEMIC PERFORMANCE CONTRACT** with the Success Center with mandated activities designed to assist the student to achieve Satisfactory Academic Performance (SAP). The contract will be in effect until the student reaches Academic SAP. Participation in any of the College’s extracurricular activities will not be allowed during this time without permission from their Advisor. **A student will be removed from this probationary status when his/her cumulative grade point average is in compliance with the College’s Academic SAP requirement.**
- **Academic Suspension:** A student will be put on **Academic Suspension** if they have been on Academic Probation for two (2) consecutive semesters OR their cumulative GPA falls 25% below the required GPA based on their credit hours earned. Academic Suspension requires that the student be suspended for one semester. While suspended, courses taken at other institutions **WILL NOT** be accepted for transfer to Livingstone College. A student may apply to the Academic Appeals Review Committee for readmission at the end of his/her period of separation. If, after careful review, the Academic Appeals Review Committee decides to allow the student to re-enroll, they must bring the cumulative grade point average to the level required by the College by the end of two enrollment semesters. During this period, they will be on **Academic Probation** and governed as stated above.
- **Academic dismissal:** A student will be dismissed for a period not less than two (2) years if, after being re-enrolled for two semesters after being on Academic Suspension, they still fail to meet the minimum cumulative grade point average.
- **Academic Appeals:** Any student who fails to meet the Academic SAP standard and has been suspended or dismissed may appeal that decision in writing to the Academic Appeals Review Committee **within ten (10) business days from the receipt of notification of suspension.** The appeal should be directed to:

Chair
Academic Appeals Review Committee
Livingstone College
701 W. Monroe Street
Salisbury, NC 28144-5213

IF A STUDENT ALSO RECEIVES A SUSPENSION OF FEDERAL FUNDS NOTICE FROM FINANCIAL AID FOR UNSATISFACTORY ACADEMIC PROGRESS, A SEPARATE WRITTEN APPEAL MUST BE SUBMITTED TO FINANCIAL AID.
See Financial Aid for more details.

CLASSIFICATION OF STUDENTS

A student’s classification is determined at the beginning of the academic year by the number of semester hours earned. In activities based upon classification, all students are expected to participate in and represent only the class in which they are officially placed by the

hours earned. Unclassified and special students are not allowed to participate in any of the official activities of any of the four regular classes: freshman, sophomore, junior, and senior.

<u>Classification</u>	<u>Credit Hours</u>
Freshman	0 to 25.99
Sophomore	26 to 57.99
Junior	58 to 90.99
Senior	at least 91

DEAN'S LIST

Students who carry and successfully complete each semester a minimum of 12 semester hours of college-level courses for two consecutive semesters and maintain a 3.30 cumulative GPA or above, with no grade below "C" and no "I" grade, are placed on the Dean's List.

HONOR ROLL

Students who carry and successfully complete a minimum of 12 semester hours of college-level courses and maintain a 3.00 GPA or above, with no grade below "C" and no "I" grade, are placed on the Honor Roll for the semester.

CHANGE OF MAJOR

Students who wish to change their program of study involving a transfer from one major to another major in the College must obtain a Change of Major Form from the Office of the Registrar and follow the process as outlined in the document. Once completed, the Division Dean will file the form with the Registrar's Office. The student is governed by the Catalog and major sequence that is being followed at the time the change of major becomes effective.

COURSE SUBSTITUTIONS

Under extenuating circumstances, a student may request a course substitution in order to graduate. The request, along with documented evidence of the need, must be made in writing by the faculty advisor and the Department Chair to the Dean of the Division. If approved, the recommendation is submitted to the Vice President for Academic Affairs, who will make the final decision.

SUMMER ENROLLMENT AT ANOTHER INSTITUTION

Students who wish to enroll at another institution during the summer term must first have approval from their major advisor and the Vice President for Academic Affairs prior to the end of the semester, complete a Student Transfer Credit Form, and obtain the necessary signatures of Livingstone College officials. Courses will not be accepted from other institutions without prior approval of Livingstone College officials. The form can be obtained from the Office of the Vice President for Academic Affairs. Only courses with grades of "C" or better will be accepted as transfer credit. No more than nine (9) semester hours of summer school work for a given year, including those earned at Livingstone College, will be counted toward degree requirements. The College accepts the hours (attempted and earned) and the grade for courses pursued in summer school.

CHANGE OF NAME AND ADDRESS

Students are obligated to notify the Office of the Registrar when there is a change of name and address. Documentation (court order, marriage license) is required when there is a change of name. A student who fails to notify the Registrar's Office may cause delay in receiving mail or notification of emergencies from parents or legal guardians.

GRADE REPORTS AND TRANSCRIPTS

Students may view their grades and unofficial transcripts by Campus Web. While graduating seniors receive a complimentary copy of their transcript upon graduation, a fee of ten dollars (\$10) is payable in advance for each copy thereafter. All requests for a transcript must be made in writing and should include the following: name, date of birth, Social Security Number, dates of attendance or date of graduation (if applicable), the address where the transcript is to be mailed/forwarded, and signature of the requestor. The request forms may be obtained from the Registrar's Office and/or the College's website. Transcripts are withheld if students have not met their financial obligations to the College, including the graduation copy. Students may review their records by making requests to the Registrar.

An **official transcript**, bearing the school seal, may be issued to the student in a signed, sealed envelope upon request or will be sent directly to the agency or official for whose use it is requested. The agency or official is asked not to release the official transcript to the individual.

EVALUATION OF TRANSFER STUDENTS' TRANSCRIPTS

The following rules apply to the evaluation of transfer students' transcripts:

1. Only courses from accredited institutions are considered for evaluation and are evaluated by the Registrar and expert faculty in

the discipline (and the Division Dean of the discipline), based on the course content, descriptive title, credit hours, and grade.

2. All acceptable courses are transferred by a descriptive title and semester hours earned, but without a letter grade. No transfer credit is allowed for any grade below C. Credit is not given for remedial and/or developmental courses. Only courses that are degree applicable will transfer.
3. The transfer credit for a quarter-system grade, when converted to a semester system, is two-thirds of the quarter hours; for instance, 3 quarter hours are worth 2 semester hours.
4. The credit-hour difference between Livingstone courses with a 4-hour credit base and a 3-hour transfer course requires the transfer student to make up the credit-hour deficit through electives, preferably within the same discipline, and in all cases under the advisor's guidance.
5. Course work over ten (10) years old will not be automatically accepted for transfer. Acceptance of such courses will be determined by the Department Chair (or the area in which the course is offered), in consultation with the Dean of the Division, and approved by the Vice President for Academic Affairs. No more than sixty-four (64) credit hours from a junior college or ninety (90) from a four-year institution will be accepted. Credit will not be granted for correspondence courses. The total number of elective hours for use in any discipline is determined by the major department.
6. Livingstone students are not allowed to transfer credits they earn at other institutions during their academic or disciplinary suspension from Livingstone College.

NOTE: Firefighters, medics, soldiers, and law enforcement personnel who have satisfactorily completed the required training for employment as professionals may receive credits for PED 120 Fitness and Wellness upon submitting a copy of the DD-214 and/or official certification of their completing such activities to the college registrar.

UNDECLARED MAJORS

All students must declare a major by the end of the fourth semester of enrollment or upon completion of 57 semester hours of credit.

*NOTE: in some program sequences, this may result in extra time spent at the College to complete requirements for graduation.

ACADEMIC DISHONESTY/INTEGRITY POLICY

Livingstone College does not condone academic dishonesty; it expects all students to maintain high ethical standards in all their coursework. Actions that the College considers violations of the Academic Dishonesty/Integrity Policy include: plagiarism, cheating, and fabrication/ falsification. The following is a list of the actions with explanations that the College considers to be violations of this policy.

This list is not exhaustive; other actions may be considered violations of the policy.

- **Plagiarism:** Plagiarism is stealing another person's words or ideas and passing them off as your own. When a student puts his or her name on a paper or report or any work assignment at Livingstone College, he/she declares ownership of that work. The student is saying that he/she has written the work and that the words and ideas contained therein are his or her own, except for the citations from outside sources, which should be documented.
- **Cheating:** Cheating includes using materials, resources, or other methods during the course that are not authorized or are not the student's own work. Copying another student's work, whether it is a homework assignment or an examination, is considered cheating. Working together to complete an assignment to be submitted is also cheating, although this does not necessarily apply to group projects assigned by the instructor of a course. Sending or arranging for another student to take any graded exercise, quiz or test, as a substitute for himself or herself or the student providing information to another student during a graded exercise will be considered a violation of the Academic Dishonesty/Integrity policy.
- **Fabrication/Falsification:** The deliberate creation of non-existent data/results is considered fabrication. Falsification involves the changing of data. This also includes students signing attendance rolls for one or more students who are not present.

Students found guilty of violating the College's Academic Dishonesty/Integrity Policy may be subject to a number of penalties. Penalties range from those that may be imposed by a class instructor to those that the College can impose. Students who are suspended for the violation of the policy will not be permitted to make up work missed during the suspension.

When a faculty member (class instructor) observes a violation of the Academic Dishonesty/Integrity Policy by a student, the case shall be handled in accordance with the following procedures:

The faculty member shall inform the student that he/she has been accused of engaging in academic misconduct. The faculty member must afford the student an opportunity to clarify his/her position. If the student accepts the accusation, the faculty member may impose any Faculty-Level disciplinary action of his/her choice. A faculty member may take any of the following actions against the student. (Note: The disciplinary action taken is left to the discretion of the faculty member.)

Faculty-Level Disciplinary Actions:

1. Warn the student verbally or in writing.
2. Require the student to redo the assignment (either at a full or reduced grade for the assignment).
3. Reduce the grade for the assignment/activity.
4. Give the student a —F or —0 [zero] for the assignment.
5. Assign a —F for the course.

In addition to the above penalties, the faculty member shall submit a letter detailing the facts of the incident and the penalties imposed at the faculty level to the Dean of the Division and the Vice President for Academic Affairs. This letter must be sent within five working days of the disciplinary action taken and shall be kept in the student's academic file for future reference.

In case of multiple instances of academic dishonesty or in serious instances of academic misconduct, the faculty member may initiate a Faculty-Level disciplinary action and also recommend that hearings be initiated to decide if a College-Level disciplinary action should be taken. In case of multiple offenses by the same student, the Vice President for Academic Affairs may independently initiate College-Level disciplinary action.

College-Level Disciplinary Actions:

The College may initiate the following disciplinary actions:

1. Suspend the student from the College.
 - a) The length of suspension time should be no less than one week and no more than one semester.
 - b) For the duration of the suspension, the student will not be allowed to make up for the missed work.
2. Expel the student from the College.
3. Take other disciplinary actions as deemed appropriate.

Appeal Procedure for Students Violating the Academic Dishonesty/Integrity Policy:

The right of appeal shall be granted to any student who has been found to violate Livingstone College's Academic Dishonesty/Integrity Policy.

Step 1

If a student disagrees with the disciplinary action proposed by the faculty member, the student should submit a written letter of appeal to the Dean of the Division in which the faculty member teaches the course. The letter of appeal should be submitted within five working days from the date that the student is informed of the action that has been proposed by the faculty member. The letter should include:

- The course number, title, section, and time scheduled for the course in which the student is alleged to have violated the Dishonesty/Integrity Policy.
- The specific violation that the student is alleged to have committed; and
- The action being requested by the student.

Within ten working days following the receipt of the appeal, the Division Dean should review all documented information related to the alleged violation submitted by both the student and faculty member. He or she then meets with the student and faculty member for clarification and confirmation of all the information related to the alleged violation.

Within three working days following the meeting, the Division Dean informs the student and the faculty member of his or her decision. The Division Dean may:

- Agree and approve the disciplinary action proposed by the faculty member for the violation.
- Reduce the disciplinary action proposed by the faculty member for the violation; and
- Invoke a more serious penalty or penalties than that proposed by the faculty member for the violation.

Step 2

If the student disagrees with the decision, he/she may appeal the decision to the Dean of the Division in which the course is taught, and the alleged violation occurred. The student has five working days to appeal the Division Dean's decision. The student is required to submit his or her appeal in writing to the Dean of the Division in which the violation occurred, the Division Dean, and the faculty member who has proposed penalties for violation of the policy.

The Chair will conduct an investigation of the incident by reviewing all the information submitted by the faculty member, the student, and the Division Dean concerning the violation. The Chair's investigation will also include interviews with the student, the faculty

member, the Division Dean, and any other individual(s) who may be able to confirm or deny the violation with which the student has been charged.

After a thorough investigation of the charge and the disciplinary action proposed by the faculty member, the Chair will provide the faculty member, the student, and the Division Dean with written copies of his/her decision as to whether the Academic Dishonesty Policy was violated and whether the disciplinary action proposed is appropriate. The Chair's investigation should be completed within ten working days, followed by the disposal of the case. If the student accepts the Chair's decision, the appeal process is ended. The Chair may:

- Uphold the decision of the Division Dean.
- Reverse the decision of the Division Dean, or
- Recommend a college-level disciplinary action for violation of the Dishonesty/Integrity Policy.

Step 3

Should the student disagree with the Chair's decision, he/she may make a final appeal. Within ten working days the student submits a written request, stating his/her desire to appeal the decision of the Dean of the Division in which the violation occurred to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall establish a committee to hear the final appeal. This committee should include two faculty members (one from the department in which the violation occurred), two students (one from the department in which the violation occurred), and one administrator. The only outside individuals who will be allowed in the meeting are witnesses supporting either the faculty member or the student. The committee will inform in writing the faculty member who has proposed disciplinary action and the student of the time, date, and place of the appeal's hearing. The committee will hold a closed meeting to conduct the appeal hearing.

After each party has presented their evidence, the committee will dismiss all parties to discuss the evidence. This committee will be responsible for deciding whether the student violated the Academic Dishonesty/Integrity Policy and whether the proposed disciplinary action is justified. After reaching a decision, the committee will report its decision to the Vice-President for Academic Affairs. The Vice President for Academic Affairs will inform both the faculty member and the student of the final decision concerning the appeal within five working days.

The Vice President for Academic Affairs may:

- Uphold the decision of the Dean of the Division.
- Reverse the decision of the Dean of the Division; or
- Impose more severe college-level disciplinary action.

The appeal process is ended following the issuance of the decision of the Vice President for Academic Affairs.

REQUIREMENTS FOR GRADUATION

Livingstone College confers upon students three degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.S.), and Bachelor of Social Work (B.S.W.). Most degrees require a minimum of 120 semester hours; some degrees may require more hours based on their curriculum requirements. Additionally, all students must complete the following:

1. File an application for graduation with the Office of the Registrar.
2. **Earn a minimum overall grade point average of at least 2.00 on a 4.00 scale with no grade lower than a "C" in any course required for the major and in ENG 131 and 132, Freshman Composition I and II.**
3. Maintain the required GPA in major courses as determined by the major chosen.
4. Complete the prescribed General Education program requirements.
5. Complete the last 30 credit hours in residence at Livingstone College. Transfer students must complete at least 36 hours at Livingstone (exceptions to this may be made by the Vice President for Academic Affairs).
6. Complete 80 clock hours of community service.
7. Satisfy all financial obligations to the institution.
8. Complete the Senior Exit Interview and Senior Exit Clearance.
9. Receive approval from the faculty and board of trustees.

A student will be allowed to participate in graduation exercises only when ALL requirements for the degree as specified in the applicable catalog have been completed.

NOTE: Students are normally expected to graduate according to requirements listed in the catalog under which they enter the College. If for any reason their attendance is interrupted for a year, they must meet new requirements. Degrees are withheld from students who have a financial obligation to the College. The responsibility for completing graduation requirements rests with the student. Each student must become familiar with the College catalog, maintain a satisfactory grade point average (both

overall and in the major field), and satisfy all other requirements for graduation. Advisors will counsel and advise, but the final responsibility is that of the student.

DEGREES WITH DISTINCTION

Candidates for graduation are eligible for the following honors based upon their cumulative grade point averages:

<i>Cum Laude</i>	3.3 to 3.49 cumulative average
<i>Magna Cum Laude</i>	3.5 to 3.69 cumulative average
<i>Summa Cum Laude</i>	3.7 and above cumulative average

Transfer students whose transfer credits exceed thirty-four (34) semester hours can only graduate with the *Cum Laude* distinction.

SECOND BACCALAUREATE DEGREE

A student with an earned bachelor's degree from Livingstone College may receive a second baccalaureate degree, in a different discipline, by fulfilling the requirements for the second degree and completing a minimum of thirty (30) hours in residence beyond the requirements for the first degree.

ACADEMIC SUPPORT PROGRAMS AND SERVICES

THE SUCCESS CENTER

MISSION STATEMENT

“The Livingstone College Success Center is a one-stop, holistic, multidimensional support center, serving our students, faculty, and community. Recognizing the holistic needs of our student population, the primary goal of the Success Center is to increase retention. The Success Center’s programs and services are designed to provide and/or coordinate the academic, cultural, social, and counseling support needed to persist until graduation from Livingstone College.”

CENTRAL ACCESS BASE (“THE CAB”)

The gateway to Success Center services is the Central Access Base (CAB), which provides one-stop access to all support services on campus, including academic assistance; career planning and job placement; service learning opportunities; personal counseling and mentoring; and academic advising. Students come to the CAB to make appointments and get answers to basic questions about services. Our credo is, “If we don’t know, we’ll find out who does know.” The CAB also manages student alerts and referrals in cases of academic or behavioral issues, and facilitates communication among faculty, staff, administrators, and students. **704-216-6335**

ACADEMIC SUPPORT CENTER

Reading Center – Writing Center – Math/STEM Center

Livingstone College employs a full-time, professional academic support staff in three tutorial centers, each specializing in a variety of supplemental instructional methods. These three centers function as a total academic support team, sharing staff and facilities to meet students’ needs no matter the complexity. High-level students are trained and hired as peer tutors, assisting their classmates while developing their own skills as future educators and mentors. All services are free:

The Reading Center assists students with assessment and improvement of their reading skills and abilities, in support of Livingstone College’s Quality Enhancement Plan (QEP), Reading Across the Content Areas. In addition to one-on-one tutoring, small-group tutoring, and workshops on reading skills and strategies, the Reading Center is the focal point of reading-level testing via PLATO, which is also utilized to create individual prescriptions for student improvement in reading. **704-216-6980**

The Writing Center offers assistance to students in all courses of study, at all stages of the writing process, from initial ideas to planning, research, drafting, and revision. Students are encouraged to visit for assistance, not only with their essays and research papers, but with any project that includes a substantial writing or academic research component: speeches, application essays / personal statements, PowerPoint presentations, creative writing projects, and more. **704-216-6170**

The Math/STEM Center is named for its focus on four interrelated content areas: Science, Technology, Engineering, and Math. In addition to college mathematics skills assistance at all levels, the Math / STEM Center also offers skills assessments using PLATO, plus tutoring and workshops for related skills in all disciplines. **704-216-6304**

Tutoring is available from 9 a.m. to 9 p.m. Monday through Thursday and from 9 a.m. to 5 p.m. on Friday.

In addition, group workshops on a variety of skills and topics are held most weeks during the Fall & Spring terms.

STUDENT SUPPORT SERVICES

Funded by the U.S. Department of Education, the TRIO Student Support Services program affords eligible students every opportunity to successfully obtain a college degree. Specialized tutorial services, mentoring programs, and a variety of structured motivational learning experiences are offered; each designed to improve the retention and graduation rates of program participants. To get more information on our program requirements, please contact 704-216-6063.

MENTORING PROGRAMS

The Success Center houses several focused mentoring programs:

The Bridge Program is a six-week summer experience for prospective freshmen, which is geared toward helping prepare them

academically and emotionally for college life. Established Livingstone College students help mentor these young men and women and prepare them to succeed.

The Blue Bear Buddy Program trains student mentors who, in turn, help new students acclimate themselves to college life through shared experiences and support.

The BIJOU Group offers at-risk students more personal assistance, designed to inspire and motivate those who would benefit from one-on-one guidance and supervision as they work to excel in college.

The Integrated Volunteer Mentor System (IVMS) involves Livingstone College alumni in working with students, with a focus on goal-setting, career planning, and motivation.

More information on these mentoring programs is available at **704-216-6874**.

COLLEGE SURVIVAL SKILLS

Students participate in the College Survival Skills program as part of the first-year experience. This includes the College Skills course, part of the General Education path of study, which focuses on preparing new students for the responsibilities of college. This course emphasizes not only academic skills such as time management, study skills, problem-solving, and appropriate classroom behavior; it also emphasizes professional behavior and involvement on campus. College Survival Skills also provides help for students who may benefit from alternate presentation of classroom instructions and other individualized assistance.

This office also coordinates all standardized testing for Livingstone College students, and coordinates advisement for students during their progress through the General Education pathway, from matriculation as new freshmen to the time they declare a major.

EVENING AND WEEKEND COLLEGE

The Evening and Weekend College offers accelerated degree programs designed to fit the busy schedule of the non-traditional adult learner. Each class is held one night a week Monday through Friday, and during the day on Saturday, typically in eight-week blocks. Additional time is spent outside the classroom on assignments, readings, on-line lectures, web-assisted course work, course portfolios, research, and other scholarly initiatives.

A degree may be earned in two to three academic years with a transfer of 60 (sixty) semester hours of accepted college credit, including General Education courses from an accredited institution. Some students may be required to take additional courses during this period to meet graduation requirements. All majors require a minimum of 120 semester credit hours for the completion of their degree.

Degrees are offered in:

- Birth through Kindergarten
- Business Administration
- Criminal Justice
- Elementary Education
- Liberal Studies
- Religious Studies
- Social Work

To enroll, candidates must submit:

- Official copy of high school transcript or GED Certificate with graduation date noted
- Official copy of transcript(s) of all colleges attended
- Completed Police Record Check Form
- Completed Health Form
- \$25 (non-refundable) application fee

Applications are accepted throughout the year; however, registration takes place according to the schedule on the current academic calendar for Evening and Weekend College.

LIBRARY SERVICES

The Andrew Carnegie Library, named to honor Andrew Carnegie, is available to all students, faculty, staff, alumni, and others who wish to use its valuable resources and services.

LIBRARY HOURS

The library schedules its hours around the academic schedule of the College. Library hours are posted near the front door and on our webpage. Hours are subject to change during semester breaks and College holidays.

Monday – Thursday: 8:00 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 10:00 a.m. – 5:00 p.m.

Sunday: 3:00 p.m. – 10:00 p.m.

LIBRARY SERVICES AND RESOURCES

Andrew Carnegie Library offers all traditional library services. The library contains numerous print and audiovisual resources. It is possible to search the library's online catalog for these titles. The loan period for these materials is two weeks. Students must present a valid Livingstone ID at the circulation desk in order to borrow library materials.

This includes materials on reserve. Renewals are allowed provided another patron does not need them. Telephone renewals are available by calling the Circulation Desk. Overdue fines may apply. The classification system used by the library is the Dewey Decimal System; however, the library is in the process of transitioning to the Library of Congress Classification System.

The materials not available in the Andrew Carnegie Library may be borrowed from another library through Interlibrary loan. Students are required to fill out request forms for the materials they wish to borrow. Forms are available on-line and from the service desk. The costs for Interlibrary Loan Services vary according to the material borrowed and the policy of the lending library.

ELECTRONIC RESOURCES

The library subscribes to NC Live to provide North Carolina residents and students with electronic access to high quality information covering a wide range of topics, e.g., searchable collections of magazine, newspaper, and journal articles, electronic books, historical materials, and maps.

The library also subscribes to JSTOR to provide patrons with electronic access to important scholarly journals. JSTOR offers researchers the ability to retrieve high-resolution, scanned images of journal issues and pages as they were originally designed, printed, and illustrated. Content in JSTOR spans many disciplines.

Accessible Archives, *Choice Reviews*, *Black Drama*, and *Black Thought and Culture* are a few additional electronic Databases. These are accessible in the Andrew Carnegie Library.

PHOTOCOPY

The library also provides a photocopy machine for student use at a reasonable cost. Photocopiers accept one-dollar bills, quarters, dimes, or nickels. Patrons may also send and/or receive a fax to the library for no additional cost.

COMPUTER LABS

The library also provides two computer labs with printing capabilities for students.

SPECIAL PROGRAMS

THE HONORS PROGRAM

The purpose of the Honors Program is to offer exceptional and academically talented students more challenging and stimulating learning experiences. Participation in the Honors Program is by application and/or invitation only.

MISSION STATEMENT

Livingstone College Honors Program offers a curriculum of interdisciplinary excellence designed to challenge and prepare academically gifted students to grow, serve, and lead. The primary goal is to develop and maintain an elite

body that promotes superior performance in academia, high ethical standards, community service, and unity and friendship. LCHP aspires to instill in students the value of commitment and in making successful life transitions.

THE PROGRAM

The Honors Program at Livingstone College emphasizes a humanistic and synoptic technique, as students encounter a higher level educational experience, develop the necessary skills to lead in their professions, and explore new realms of the global economy. Through highly qualified faculty and a rigorous curriculum, LCHP is able to stimulate exceptional students to a holistic approach of analytical and critical thinking.

The curriculum and programs allow students with a record of achievement to complete enriched, honors general studies courses, engage in scholarly seminars, delve into campus and community activities, benefit from small class sizes, and build rapport with faculty and professional mentors.

The program has the following goals:

1. Engage students actively in intellectual discussions and projects
2. Encourage students to undertake scholarly initiatives and in-depth investigations
3. Encourage students to pursue their academic goals with tenacity
4. Enhance students' independent and critical thinking skills
5. Expose students to positive life-altering opportunities

ELIGIBILITY FOR PARTICIPATION

Students who have been accepted for admission to Livingstone College and meet the eligibility criteria may apply for membership in the Honors Program. Admission into the program is highly competitive and based on a limited number of openings each year.

First Semester Freshmen: Presidential and Board of Trustee Scholars are offered full admission to the Honors Program as new freshmen. Other first semester freshmen must have an academic course average of a 3.3/4.0 high school GPA, an Aptitude of 1400 (excluding writing component) on the SAT or 30 on the ACT; an Achievement: 650 on SAT II subject tests; and/or an AP Exams: 4 or 5 on English and AB or BC Calculus. All first semester freshmen are required to register for the honors section of ENG 131: Freshman Composition and ENH 132: Freshman Composition II. Successful completion of these courses is required for retention in the Honors Program.

Continuing Freshmen and Sophomores: Freshmen and sophomores with at least 15 completed hours of course work at Livingstone College and who have earned a minimum 3.3 GPA, may be admitted to the program by submitting a complete application. The latest point to enter the Honors Program is the first semester of the sophomore year.

Transfer Students: Upon admission, students who are members of an Honors Program at another institution at the time of transfer to Livingstone College are immediately eligible to join Livingstone College Honors Program. Furthermore, students attending community college who were members of Phi Theta Kappa are immediately eligible to join. The latest point to enter the Honors Program for transfer students is the first semester of the junior year.

Retention Standards: A minimum cumulative GPA of 3.3 must be maintained at all times. If a student's GPA is below the minimum (but not below a 3.1) the student has one semester to increase the cumulative average to a 3.3 to remain in the Honors Program. Students who wish to resign from the program must submit a letter of resignation to the director and conduct an exit interview by the end of the requesting semester. The Honors Program does not offer readmission.

CURRICULUM

The focus of the Honors Program course work is on the general education courses during the freshman and sophomore years. At the junior level, students must enroll in the colloquium course, and upon graduation, students must submit and defend a senior thesis project before a selected committee.

The Honors Program requires twenty-one (21) hours of classes including the senior thesis project. Fifteen (15) of twenty-one (21) hours must be in General Education. The remaining six (6) hours are Junior Colloquium and Senior Thesis. Students whose majors do not allow extra course work or majors that require a Senior Thesis, may "contract" these colloquium courses. Students will not graduate "with Honors" if they have not successfully completed a colloquium course and a senior thesis project before graduation. All grades for honors courses must be given at the end of the semester.

Only grades of "B" and higher will count toward the minimum requirement for graduating "with Honors". Grades below that, if they are passing by the college's standards, will count as traditional credit.

Livingstone College QEP (Quality Enhancement Performance) Five-Year

“Write for Life” Initiative:

During the 2019-2024 academic years, Livingstone College will implement the SACSCOC Quality Enhancement Plan (QEP). The success of the QEP is closely tied to the accreditation of the College, which **affects the respectability of your degree**. Our campus has chosen the topic **“Improving Writing Skills” and a new “Write for Life” initiative**.

This QEP fundamentally speaks to the concerns of both students and employers in terms of workforce development, per the College’s mission. Moreover, in identifying writing improvement as the principal focus of this QEP, and further, in pinpointing the goal as “Write for Life, the QEP makes real its commitment to the institution’s mission of cultivating student success. Writing is a lifelong pursuit, and writing well is its reward. Changing the culture of the College means students and faculty alike must rethink their approach to writing, to learning, and to teaching, must exercise the kind of metacognitive awareness that not only guides learning but behavior. This emphasis means we are speaking to the total student, and with the QEP’s emphasis on professional development and quality instruction, to the faculty as well. “Write for Life” prepares students to be global citizens and lifelong learners by harnessing the power of language and giving students the tools to use it in matters of leadership, service and social justice, professional recognition, and personal advancement.

The purpose of the QEP is to improve student writing skills across the curriculum. Your department fully endorses the QEP. Your professor will:

- Incorporate discipline-specific writing strategies into the course curriculum, and your task will be to incorporate these specific writing skills into class writing activities and other writing assignments.
- Utilize a uniform rubric (applicable to your department) to assess your awareness of context – audience, purpose, and message – and the presence of clarity and coherence in your writing.

1. Students will construct texts that exhibit clarity, i.e., attention to sentence variety and construction, word choice, and grammar.
2. Students will demonstrate an understanding of writing as a recursive process that involves multiple stages, i.e., prewriting, planning, drafting, revising, reviewing, editing, and publishing.
3. Students will compose texts that demonstrate an awareness of context in discipline specific writing including audience, purpose, message, and medium.
4. Students will produce coherent writing that is original in thought and conveys a central and fully developed idea with support in its movement from one idea to the next.
5. Students will build metacognitive awareness by reflecting on their composing practices and how those practices impact their ability to think, learn, and communicate. This QEP report outlines how students will achieve these outcomes starting from their very first days at the college through their senior year as we focus on teaching for knowledge transfer through the development of a vertically aligned curriculum with a specific emphasis on writing in the disciplines.

You will also be required to create, maintain, and submit an e-Portfolio in your major (due the first semester of your senior year); certain courses at the 200, 300, and 400 level will designate specific assignments for portfolio submission.

What is the Writing e-Portfolio at Livingstone?

At the end of the first semester of their senior year, all Livingstone College students are required to submit an electronic portfolio in order to demonstrate their skills as academic writers. A complete portfolio contains 3-5 writing-based artifacts from the student's Writing Intensive and other upper-level courses, a student free-choice submission, plus a reflective essay in which the student articulates how they have developed as a writer over the past four years.

Each portfolio must demonstrate the student's fluency with specific academic writing skills determined by department but also in line with Livingstone College's QEP in Writing objectives of proficiency in clarity, context, and coherence as well as writing process and metacognition.

Portfolios are read and scored by a minimum of two departmental staff and faculty of Livingstone College. These instructors will be chosen by the department and QEP Director. They will be trained to ensure high inter-rater reliability for the rubrics used for the portfolio. The portfolio will be scored based on a checklist of components as well as criteria based on the common rubric measuring context, coherence, and clarity.

The ePortfolio grading committee within each department will meet at a designated time near the end of the semester to grade the portfolios. The committee will award each portfolio a score of "Exemplary," "Pass," or "Needs Work." The portfolios will then be stored in an archive, which administrators, faculty, and researchers in and outside of Livingstone may use to assess the overall quality of writing instruction at Livingstone College and to develop new techniques for teaching and assessing writing.

What is included in the E-portfolio?

Specifically, the portfolios submitted for each department must include: --Reflection on writing growth over the years --graded 200-level assignment --graded 300-level assignment --graded 400-level assignment --One artifact that demonstrates the writing process (brainstorm, plan, draft, feedback, revisions, final draft) --Student free-choice document Departments may require additional artifacts based on needs of majors/options in courses. Additional information on the Portfolio Plan see Appendix).

How is the e-Portfolio submitted?

Livingstone College e-Portfolio will be submitted via Blackboard upload. Students will be required to keep and upload the digital artifacts of the portfolio in their senior year. Students will be notified at the beginning of the senior year and through senior meetings, advisor consultations and email of the due date (typically after midterm). Students who do not submit the portfolio by the deadline will be notified and encouraged to submit within two weeks. For students not submitting the portfolio, registration for the next semester will be put on hold and graduation could be delayed.

Course instructors grade students' work according to a variety of factors, including knowledge of the course material, but the portfolio readers judge the assignments as a whole **on clarity, coherence, and context** to get the score. Therefore, submissions need to reflect mastery and proficiency in those areas as well as meeting assignment requirements. See above for scoring explanation.

Where does the data from the e-Portfolio go?

The scores concerning who passed or did not yet pass the e-portfolio will be shared with advisors, department chairs, and the Writing Center so that students can be assisted in improving their writing. At the end of each semester, the QEP Director, Office of Institutional Research and Effectiveness, and the VP of Academic Affairs will also receive a report of portfolio passage rates, comments, and trends. This information will be shared with the departments and used to improve instruction and assess the QEP in Writing.

How do students benefit from preparing a portfolio?

Research shows that people learn more, retain more of what they have learned, and are better able to adapt their knowledge to new situations when they take the time to reflect on their past experiences. Portfolios include this type of reflective action. In fact, portfolios have been shown to help to focus student thinking (Wade & Yarbrough, 1996), provide a means to translate theory into practice (Hauge, 2006), and, most importantly, document a learner's progress over time (Abrami & Barrett, 2005; Challis, 2005; Smith & Tillema, 2003). They can also enhance students' communication and organizational skills, are a way of identifying and recognizing prior learning, and lead to new learning outcomes (Brown, 2002; Butler, 2006). By looking back over the writing completed in a student's years at Livingstone, he or she can assess the way writing has developed, and the student will develop a clearer sense of his/her strengths and weaknesses as a writer and a scholar.

The portfolio also provides a means for identifying students who might need to develop specific writing skills more fully before they move on to the final semester of college and into professional positions or graduate programs. Students who earn a "Needs Work" score will work directly with their department and the Writing Center to identify the areas where they most need to improve. Students will be able to resubmit the portfolio by the next portfolio deadline (March or October).

How does the portfolio benefit Livingstone as a whole?

Each year, as departmental committees read and score the portfolios, the readers glean tremendous insight into the ways Livingstone students write and the kinds of assignments they complete in their Writing Intensive and discipline-specific classes. This allows faculty to develop more interesting, creative, and useful assignments in their classes, and it helps instructional staff (such as librarians and the Writing Center director) develop better materials and methods to support student writers.

The collected portfolio also allows Livingstone to assess the way writing is being taught and learned while giving the opportunity to understand broad patterns in student literacy and learning that we might not see otherwise.

Where to get help preparing the portfolio?

First and foremost, please see the e-Portfolio website for answers to routine questions. Additional questions about the portfolio requirements such as how to submit your portfolio, which term the portfolio is due, or how to fulfill certain portfolio requirements can be answered by the major advisor, the Director of the Writing Center or our QEP Director. For general feedback on all or part of the e-Portfolio, schedule an appointment with the Writing Center. The Writing Center staff will receive training specifically on how to help students with their portfolios

Business & Finance



BUSINESS & FINANCE

The Vice President for Business and Finance, among other duties, assumes leadership for the following departments and functions at the College:

<u>Department</u>	<u>Extension</u>
Business Office	6025
CIS & Technology Support	6035
Financial Aid	6010
Operations	6221
Physical Plant	6131
Telecommunications	6037

TUITION AND FEES

All charges for tuition and fees are assessed on a semester basis and are due and payable at the time of registration for each semester. In addition to cash, checks, and money orders, the College also accepts MasterCard, American Express, VISA, and Discover credit cards.

Transcripts, grades, and degrees earned will be withheld pending satisfaction of all obligations to the College. All previously incurred expenses and accounts must be paid in full prior to registration for a new semester. Students enrolled in classes are subject to being dropped for the semester if all tuition and fees are not paid by the payment deadline for the semester and if balances of prior semesters are not paid in full.

BOOK RENTAL PROGRAM

The book rental program provides the main textbooks for each course. The rental fee is included in the student's general fees. Workbooks are not included in the book rental program and must be purchased separately. Rental textbooks must be returned in proper condition within two days of the last date of examinations. Any return after this date will result in late charges. Loss or damage to books will result in a full charge for the cost of the book.

LIVINGSTONE COLLEGE REFUND POLICY

Charge adjustments for withdrawal from the College or reduction in course load are based upon the date on the Official Withdrawal Form or the last date of attendance as determined by the College. In general, any outstanding financial obligations to the College will be deducted from the amount refunded. All fees are nonrefundable except those covered by Title IV Refunding Requirements.

Room and Board charges are not refundable. Tuition is refundable as per the following schedule:

<u>Withdrawal Period</u>	<u>% Of Tuition Refund</u>
Within 1 week after the 1 st day of classes	70%
Within 2 weeks after the beginning of classes	40%
Within 3 weeks after the beginning of classes	25%
After 3 weeks from the beginning of classes	0%

Please note that failure to attend class does not constitute withdrawal from the College. To withdraw, the student must follow the College's withdrawal procedure completely.

LIVINGSTONE COLLEGE REPAYMENT POLICY

When withdrawing or ceasing to be enrolled prior to completing 60% of the semester, a portion of the total federal aid received, excluding Federal Work Study earnings, may need to be repaid immediately.

The amount of federal aid that must be repaid is determined via the Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs.

Title IV Portion of

Refund Federal
Subsidized Loan Federal

Parent Plus Loan Federal
Pell Grant
Federal Supplemental Opportunity Grant (FSEOG)

Non-Title IV Portion of Refund

Student (National)
North Carolina Need Based (NCNB)
Institutional Scholarship

Repayment may be required when cash has been disbursed from financial aid funds more than the amount of aid that was earned (based on the date of total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that he/she was enrolled.

1. If more aid was earned than was disbursed, the student may receive a late disbursement for the difference.
2. If more aid was disbursed than was earned, the amount of Title IV aid that the student must return is the amount not earned.

The responsibility for returning unearned Title IV aid may be shared between the College and the student. It is allocated according to the portion of disbursed aid that could have been used to cover College Charges, and the portion that could have been disbursed directly once those charges were covered. Livingstone College will distribute the unearned aid back to the Title IV programs, as specified by law. Students will be billed for the amount that is owed to the Title IV programs, as well as any amount due to the College, that would have been used to cover College Charges, as a result of the returned Title IV funds.

Withdrawal from the College or dropping classes may impact the amount of financial aid awarded. Students should consult the Office of Student Financial Aid to review the consequences prior to withdrawal or dropping classes.

PAYMENT DEFAULT

Students registering with the college agree to the following conditions:

- Payment to the college is expected in full before registration unless an agreed upon payment plan is in place.
- Students not returning to the college (graduation or non-registration for the immediate subsequent semester) are required to pay any balance in full within 30 days.

In the event of a default under the terms of any payment arrangement with the college, the student shall have a period of fifteen (15) days to cure such default by paying the then outstanding balance in full. Thereafter, the college may employ an attorney or outside collection agency to enforce the college's rights and remedies and the student of the balance hereby agree to pay the college reasonable attorneys' fees not exceeding a sum equal to fifteen percent (15%) and/or collection fee charges up to 40% of the outstanding balance owing the college, plus all other reasonable expenses incurred by the college in exercising any of the college's rights and remedies upon default. The failure to exercise any right or remedy by the college hereof shall not be a waiver or release of such rights or remedies or the right to exercise any of them at another time.

FINANCIAL AID

The purpose of the Livingstone College Office of Financial Aid is to provide financial assistance to students who without such aid would not be able to attend College. Our mission is to assist students in finding ways to pay for their college education such as grants, student loans, and on campus employment. **All students who wish to be considered for federal and state aid must complete the Free Application for Federal Student Aid (FAFSA). The Livingstone College school code is 002942. We strongly recommend completing the FAFSA online at (<http://www.fafsa.ed.gov>) to reduce processing time and errors.**

Many financial aid programs are awarded based on need as determined by information submitted to the FAFSA. To receive maximum consideration for all available financial aid programs, the FAFSA should be filed by March 15, the priority date for each academic year.

Financial aid programs vary, as do the needs of students. Gift assistance (free money) does not have to be earned or repaid. Student loans are long-term, low interest loans, which may be repaid after the student completes his or her education.

Livingstone College participates in the following Federal Student Financial Aid Programs:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Direct Loans Program
Federal Parent PLUS Loan
Federal Work-Study Program

All award packages including athletic, academic, and outside scholarships are coordinated through the Office of Financial Aid. The total financial assistance awarded will never exceed the costs related to attending Livingstone College. Unless otherwise noted, if a student is eligible for the funds, awards from these programs will appear as credits on his/her account once his/her financial aid award is finalized.

The Financial Aid Office is open from 8:30 a.m. - 5:00 p.m. Monday through Friday. Counselors are available to answer questions concerning financial aid. The telephone number is (704) 216-6069. The fax number is (704) 216-6319.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

The United States Department of Education requires standards of satisfactory academic progress for students who receive federal funds. Measures must include the student's total academic history, regardless of whether the student received financial aid. In compliance with federal regulations, Livingstone College has established a policy applicable to all financial aid recipients. **Satisfactory Academic Progress will be reviewed annually after the Spring semester.**

To meet SAP requirements and receive financial aid, a student must:

- Complete 67% of all attempted course work **AND**
- Earn a minimum Grade Point Average (GPA) of **1.60** for 0 to 25.99 credit hours
- Earn a minimum Grade Point Average (GPA) of **1.80** for 26 to 57.99 credit hours
- Earn a minimum Grade Point Average (GPA) of **2.00** for 58 through 150 credit hours.

NEW: Beginning with the Spring 2013 SAP review, students who do not meet SAP requirements will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal to the Appeals Committee for extenuating circumstances. The student's appeal must be in writing (Satisfactory Academic Progress Appeal Request form at www.livingstone.edu) and **supporting documentation regarding circumstances must be provided. The decision of the Appeals Committee is FINAL.**

Appeals are considered for extenuating circumstances such as: Serious personal injury, illness, death in the immediate family (spouse, parents, children, spouse's parents, sister, brother, grandparent, grandchild, a person who is legally acting in one of the above capacities) or undue personal hardship.

Students who have their appeals approved will be required to meet SAP or the conditions in their academic plan at the end of the next payment period to continue to receive financial aid. Students who have not met SAP requirements or the conditions of their academic plan will be placed on suspension.

- **ACADEMIC PLAN:** Plan developed for students that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time.
- **APPEAL:** A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for FSA funds.
- **PROBATION:** Status assigned to a student who fails to make satisfactory academic progress and who has appealed and has eligibility for aid reinstated.
- **SUSPENSION:** Students who fail to meet the standards of academic progress or the conditions of their academic plan after probation during the subsequent payment period are denied further funding.
- **TERMINATION:** Occurs when a student has attempted 150% of the hours required to complete a degree or certificate program at Livingstone College. Students are denied further funding and must appeal to be considered for further financial aid.

Grades of "W", "I", "FA", "WN", "WP", and "WF" will not be treated as completed course work but will be computed in the quantitative measure of satisfactory academic progress. Grades of "A", "B", "C", "D" and "F" will be treated as completed grades and will be taken into consideration when calculating the number of hours completed and the GPA.

Financial aid will not be provided for courses taken by audit, credit hours earned by placement test, or coursework that does not count toward the student's degree or certificate.

SCHOLARSHIP OPPORTUNITIES

(For New Freshman Students)

Presidential Scholarship - These scholarships are available to first-time freshmen who have a minimum high school GPA of 3.75 on a 4.0 scale and 1200 or higher on the SAT or 26 and above on the ACT exam. Scholarships cover the cost of tuition, room, board, and student fees for a student's full-time enrollment.

Board of Trustees Scholarship - These scholarships are available to first-time freshmen who have a minimum high school GPA of 3.5 on

a 4.0 scale and 1000 or higher on the SAT or 21 and above on the ACT exam.

Holistic College Scholarship – These scholarships are available to first-time freshmen who have a minimum high school GPA of 3.25 on a 4.0 scale and 900 or higher on the SAT or 19 and above on the ACT exam.

Honors Scholarship - These scholarships are designed to assist first-time freshmen who have achieved academically. Recipients must have at least a minimum high school GPA of 3.0 on a 4.00 scale and 810 on the SAT or 17 and above on the ACT exam.

Incentive Grant – These grants are available to first-time Livingstone College and transfer students who have a minimum GPA of 2.5 on a 4.0 scale.

Information regarding additional scholarships may be obtained from the Financial Aid office.

MONITORING SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Both credit and GPA requirements are measured at the end of each spring semester. Students who first enroll during a spring semester will be reviewed at the end of their first semester. If half of their annual credit requirements are met, progress will then be measured on a regular academic year sequence.

Cancellation of Aid: In the event a student's federal and/or College aid is cancelled, a formal written notice will be sent to the student on or after June 1st, informing him/her of the action and requirements for reinstatement and procedures for appealing.

The College recognizes that occasionally situations occur that cause students to fall below the College norm. Students denied financial assistance for failure to meet minimum satisfactory academic progress requirements may appeal in writing to the Financial Aid Appeals Committee. Letters of appeal should specifically explain the extenuating circumstances that affected academic performance. All appeal letters must be submitted with supporting documentation attached. Appeals should also address the course of action that has been taken to correct the problem, thus preventing further disruptions in the students' ability to qualify for financial aid. The Committee will review all appeals, and students will be notified in writing of the committee's decision.

Reinstatement of Aid: Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing and/or has demonstrated a significant improvement in his/her progress toward the academic degree and/or through an approved appeal. It is the student's responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or credit deficiencies have been corrected. Aid eligibility will then be reevaluated, and reinstatement will depend upon the availability of funds, regardless of demonstrated eligibility.

The Vice-President for Academic Affairs must approve credits taken during the summer at another approved institution. These credits may be used in determining the student's academic progress for that particular year. Transfer credits will count toward the total credits completed and will impact GPA deficiencies. The College accepts both the course credits and grades received during summer school from the visiting institution. Requests for reevaluation of aid eligibility must be made in writing to the Financial Aid Office after all transfer credits have been officially recorded on the student's College transcript. It is the student's responsibility to request that official transcripts be forwarded to the Office of the Registrar for transfer credit evaluation.

Appeals: If, due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. Appeals must be made in writing to the Financial Aid Appeals Committee, c/o Director of Financial Aid and must include an explanation of the student's situation along with a request for reinstatement of financial aid. Supporting documentation should be submitted with the letter of appeal. It is recommended that letters of appeal be submitted to the Financial Aid Office no later than July 15th to guarantee consideration for financial aid.

NOTE: The financial aid appeals procedure is separate from that of the academic reinstatement appeals process through the Office of the Vice President for Academic Affairs. The Financial Aid Office will answer any questions regarding the financial aid appeal.

Waivers: Based upon the review of a student's circumstances by the Financial Aid Appeals Committee, allowable exceptions to the stated satisfactory progress requirements may be made. All such waivers will be reviewed on an individual basis, taking into consideration special circumstances and improved academic performance.

Audited Coursework: Audited courses are not counted towards enrollment status when awarding aid and when measuring quantitative academic progress requirements.

Repeated Courses: Repeated courses, if completed successfully, will be counted toward the student's enrollment status when awarding aid and when measuring quantitative academic progress (hours earned) requirements. The credits are included in earned credits and the hours attempted only once, and the quality points associated with only the best grade are included in the calculation of the cumulative grade point average.

is not included in the number of credits earned. If an incomplete grade contributes to a student's credit deficiency, it must be successfully completed before aid can be approved. In the event of a GPA deficiency, a completed grade or removal of an incomplete that corrects a deficiency will satisfy the minimum grade requirement; incompletes (I's) that result in deficient minimum cumulative grades will not impact eligibility for the current term; however, they will be used to determine eligibility in future terms.

Withdrawal Grades: Students withdrawing from a course and receiving a grade of —W, —WP, —WF, and —WN do not earn credits for the course. This may result in a deficiency of the minimum number of credits required to satisfy academic progress standard and, in turn, continued eligibility for financial aid.

Credit by Exam/Portfolio Credits: Credits earned through credit by examination and portfolio credits are not counted when determining the student's enrollment status, and therefore no aid is granted for such course work. When measuring academic progress, however, credit by exam/portfolio credits will be included in the total number of credits for the semester in which they were earned.

Advanced Placement/Non-Credit Courses: No aid is granted for course work that is classified under any of the above titles. Credits earned in these categories are not counted when determining academic progress.

Consortium Agreement: Credits earned at another institution under an approved Consortium Agreement will be used when determining the student's number of credits earned. They will affect a student's cumulative grade point average.

Earned Credits: Refers to credits for courses in which a student has received a passing grade A through D (depending on the course), and EX (credit by examination).

Attempted Credits: Refers to credit courses with any valid grade including —F, Incomplete, and Withdrawal (both official and unofficial).

Permanent Exclusion of Credits from Attempted Hours: In cases where a student must withdraw from the College due to unusual circumstances (i.e., natural disaster and documented psychological condition), the Financial Aid Committee may approve permanent exclusion of the semester's credits from computation of Attempted Hours.

Transfer Credits: Credits accepted as transfer work from another institution that were completed prior to a student's initial enrollment in Livingstone College are not included in the computation of the cumulative GPA. Such credits are, however, used to determine a student's classification and cumulative earned credits.

Classification: Degree-seeking students' classification is determined at the beginning of each academic year by the number of semester hours previously earned.

VETERANS AND DEPENDENTS OF VETERANS

Programs of Livingstone College are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery GI Bill Contributory Program, active duty guards, drilling reservists, and eligible spouses and children who have applied, met all admissions criteria, been fully accepted, and actively matriculated may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

For information about monetary benefits, contact the U.S. Department of Veterans Affairs Regional Office in Winston-Salem, NC. Persons interested in receiving benefits must submit the following to the Registrar/Certifying Veterans Official (CVO) once they have received full admission to the College and enrolled in a course of study:

- DD-214 Certificate of Discharge
- Notice of Basic Eligibility (NOBE)
- Application for Educational Benefits

The NOBE is required for veterans who are in the Selective Reserves. Forms may be obtained from the veteran's commanding unit, and one can write or call the CVO to obtain the application.

Spouses and dependents must complete an Application for Survivors' and Dependents' Education Assistance and provide a certified copy of the birth certificate. Once the documents have been received and the veteran, survivor, or dependent has officially enrolled in the College in a degree program, the CVO certifies enrollment and sends the necessary documentation to the DVA office. The DVA will notify the applicant of his/her eligibility. The normal waiting period for a new applicant is six (6) to eight (8) weeks.

To be eligible for the full monthly allowances, a student must be enrolled for 12 or more semester hours. Those enrolled for less than 12 hours will be eligible for part-time compensation. Students are responsible for reporting any changes (enrollment status, name, address) to the CVO.

For additional information regarding the above, please contact the Registrar/Certifying Veterans Official.

LIVINGSTONE HOLISTIC COLLEGE CONTRACT

Livingstone Holistic College Student Contract

Each semester the College welcomes new students to campus. In an effort to foster an atmosphere conducive to furthering our students' intellectual, moral, physical, and spiritual growth, each new student beginning with the class entering in 2006 is required to adhere to the Livingstone College Student Contract. The contract is designed to outline certain expectations that the college has for each student and to contribute to the Holistic Learning environment. Being a Livingstone College Student is a privilege. As a representative of the College there are certain responsibilities which you must maintain and not allow to bring an automobile or motorized vehicle to campus.

- It is a requirement that Health and Immunization Forms be completed promptly and there is full participation in the Physical Fitness Program.
- As a U. S. citizen 18 years or older you must be registered to vote or become a registered voter within 60 days of your 18th birthday. (Proof of registration is required). As a citizen of the Livingstone College Community, you are to register and participate, and vote in student campus-wide elections. (If this violates your religious conviction, with proper documentation, you can be excused.)
- The College does not tolerate absenteeism and you are bound by the College attendance policies.
- Books and requisite supplies are required to successfully complete coursework.
- Participation in certain activities is required to obtain your degree.
 - a. Convocations
 - b. Founder's Day
 - c. Cultural and religious activities to be designated by the College.
- At the beginning of the sophomore year you must become a member of the Pre-Alumni Council and participate in Pre-Alumni activities.
- It is your responsibility to follow the rules and academic requirements as set forth by the College. The College will review any violation that results in suspension before you are allowed to return.
- It is understood that as a representative of the College your actions are a reflection on the College, community, and your family. Any action, campus, or community wide, that brings discredit to this institution, or you may result in serious sanctions including suspension.
- If you have a problem and/or need help fulfilling this contract, members of the Division of Student Affairs are available to help you.
- Items not specifically addressed in this contract are addressed in either the Livingstone College Student Handbook or College Catalog and you are required to read and abide by them.
- It is a requirement that you master Cardiopulmonary Resuscitation (CPR).
- You must value and participate in a program designed to acquire knowledge of money management, debt management, and philanthropy.

- Failure to adhere to this contract may result in immediate dismissal.
- When you signed the Livingstone College Student Contract you took the first step in a partnership to foster an environment that can help to develop you to your fullest potential.

Student Body Assembly

The Student Body attendance at these assemblies is mandatory. The assembly will be held every Wednesday of each month at 11:00 a.m. The Purpose of the assembly is to enrich the individual's academic experience with cultural, social, political, economic, leadership, and religious information. Speakers will be invited to the College. All students are required to attend all assemblies.

Dress Code

The Dress Code is based on the theory that exhibiting socially acceptable manners and wearing appropriate attire during specific occasions are critical factors in the total educational process. Understanding and employing these behaviors improves the quality of one's life, contributes to optimum morale and embellishes the overall campus image. Such actions also play a major role in instilling a sense of pride and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress ensures Livingstone College students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives – essential areas of development for propelling students toward successful careers.

Hats, scarves, caps and stocking caps (i.e. wave caps, skull caps and bandanas) worn by males are prohibited in all campus buildings. Students are expected to dress in a manner which is not offensive to others in the College community. Undergarments should never be exposed. Pants should not be worn below the waistline; scarves, rollers, bedroom slippers and pajamas are prohibited in all academic buildings. Short-shorts, Micro-minis, see-through apparel and Midriff tops are not appropriate campus apparel.

Professional attire is required at all assemblies and College convocations, as well as Livingstone College campus or at College-sponsored events. Undergarments should never be exposed. Dressing inappropriately may result in dismissal from class, campus events or the College. Persistent violations will be referred to and sanctioned by the Dean of Students office.

The following are examples of appropriate attire for various occasions:

1. Classroom, Cafeteria, and College offices – neat, modest, casual or business casual attire.
2. Formal programs in James E. Varick Auditorium, Opening Convocation, Founder's Day, and other College functions – business or business casual attire.
3. Interviews – business attire.
4. Social/recreational activities, residence hall lounges (during visitation hours -- modest, casual or business casual attire.
5. Balls and galas – formal and semi-formal attire.

Students who choose not to abide by this policy **will be denied** admission into class and various functions of the College. If students have questions regarding attire for different functions or desire further clarification on what is considered neat, modest, casual, business, semi-formal or formal attire, they should consult the Office of Student Affairs.

Examples of Inappropriate attire and/or Appearance include but are not limited to:

1. Caps, do-rags, stocking caps, skullcaps, bandanas, and/or hoods in classrooms, the cafeteria, or other indoor venues. Do-rags should not be worn outside of the residence halls. This policy does not apply to headgear that is part of religious or cultural dress.
2. Sunglasses or shades are not to be worn in class or at formal programs unless medical documentation is provided to support use.
3. Decorative orthodontic appliances (e.g. —grillz), be they permanent or removable,

shall not be worn on the campus or at College-sponsored events.

4. Jeans at major programs such as Opening Convocation, Commencement, and Founder's Day or other programs dictating professional, business casual attire, semi-formal or formal attire.
5. Clothing with derogatory, offensive and/or lewd messages or promotes drug use – either in words or pictures.
6. Exposed tops and bottoms.
7. Bare feet in public venues.
8. Sagging pants that reveal undergarments or secondary layers of clothing.
9. Pajamas in public or in communal areas of the College.

Additional dress regulations may be imposed upon students participating in certain extracurricular activities considered Livingstone College auxiliaries (e.g. athletic teams, the Band, Honors, Athletics, etc.) the College reserves the right to modify this policy at any time as deemed appropriate.

STUDENT AFFAIRS



STUDENT AFFAIRS

Student Affairs Mission Statement

In keeping with the mission of Livingstone College, which serves as a Christian-based environment suitable for learning, it provides excellent liberal arts and religious education programs for students from all ethnic backgrounds designed to develop their potential for leadership and service to a global community. The overall mission of Student Affairs is to support the academic mission of the institution. We will do this by constantly endeavoring to provide co-curricular programs and out-of-class experiences that will give students the opportunity to put classroom theory into practice to develop the whole student socially, spiritually, physically, academically, and culturally.

The Office of the Vice President, among other duties, assumes leadership for the following departments and functions at the College:

AVP -Admissions and Enrollment Management	6001
AVP - Student Engagement	6971
Career Services	6222
Counseling Services	6100
Dean of Students	6971
Health Services	6111
Religious Life	6309
Residence Life	6821
Student Activities	6272

The Office of the Vice President of Student Affairs is in the Walls Center on the 3rd floor. You may contact the Office of the Vice President of Student Affairs by phone at (704) 216-6185; e-mail, olewis@livingstone.edu; or fax (704) 216-6060. Office hours: 8:00 a.m.-5:00 p.m. Monday through Friday. There is also an Associate Vice President for Student Affairs & Student Engagement at 704-216-6971; e-mail, tstevenson@livingstone.edu, and a Dean of Students at 704-216-6821.

Livingstone College seeks to admit students with the intellectual ability to perform successfully in the collegiate community. Students must have the motivation and the determination to avail themselves of the learning experiences that will be beneficial to them if they are to attain both academic and personal enrichment. The college is aware of its obligation to provide an educational opportunity to all qualified applicants who will benefit from the programs of study offered on the campus.

Applicants may apply to enter college at the beginning of the fall or spring semester. Admissions personnel carefully review the academic qualifications of each applicant in a conscientious effort to admit students who have the potential for further academic achievement and growth. The college encourages and awards College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) credit. Students should consult their high school counselor for further testing information. The college does honor the College Board Application Fee Waiver form if properly signed.

The College will accept military service credit (form DD-214, DD-295 or Army/ACE Registry transcript). Please submit these forms to the Office of the Registrar. Credit will be awarded in accordance with the American Council on Education recommendations provided that the credit recommended is at the baccalaureate level and applicable to the student's declared major field of study or applicable to the elective hours prescribed within the student's designated program of study. Space limitation or budgetary constraints may require the restriction of admissions during a given year. This may require the adjustment of minimum requirements or the establishment of earlier application deadlines. **The College reserves the right to adjust application deadlines according to enrollment needs.**

An immunization record for each admitted Livingstone College student is required by law to be on file at Livingstone College prior to registration. The college reserves the right to cancel admission offers to students

whose enrollment deposits, police record checks, immunization records, and/or final official transcripts are not received by Livingstone College by the enrollment deposit deadline date.

Students who do not enroll in the term for which they were admitted will have the offer of admission canceled. A Re-Admit process is necessary by the application deadline date for that term. The Office of the Vice President of Student Affairs must approve any exception to college admissions requirements. Any student who supplies false or misleading information or who conceals pertinent facts in order to enroll in Livingstone College will be subject to immediate dismissal from the college.

Application Dates:

- **Freshmen Applicants for Fall**
 - Applications are processed on a rolling basis. Early applications are encouraged.
- **Transfer Applicants for Fall**
 - Applications are processed on a rolling basis. Early applications are encouraged.

Re-Admitted Students

1. Apply through the Office of Admissions. Applications are processed on a rolling basis.
2. No enrollment deposit is required. A readmission fee is required.

Application Procedure for Freshmen

Applicants are required to comply with the following:

1. Submit a completed application form. A NON-REFUNDABLE \$25.00 application fee must accompany the application.
2. Have the secondary school officials submit an official high school transcript or GED with the final graduation date noted. The transcript must be sent directly to: Office of Admissions, Livingstone College, 701 West Monroe Street, Salisbury, North Carolina 28144-5298.
3. Take the Scholastic Assessment Test (SAT) of the College Entrance Examination Board or the (ACT) of the American College Testing Program. Because of deadlines for filing applications to take the tests, arrangements must be made well in advance of the testing date so that the testing company receives the application in time.
4. It is important that the final official high school transcript, or GED, and test scores reach the college by August 1, so that all matters relating to the application may be complete before the opening of the semester in which the student expects to enroll.
5. At times additional information may be requested by the Office of Admissions. Please confirm all admission requirements prior to sending your application.

Transfer Admission

Students seeking admission by transfer of credits are required to have official transcripts of previous college or university work forwarded to the Office of Admission by the registrar of each institution they have attended. Even though no transfer of credit may be involved, transcripts or records of attendance must certify all previous college or university work. A student that has only completed a year or semester must submit an official transcript. Transfer courses will not be accepted from non-accredited business, trade, vocational or technical schools, as well as non-accredited institutions except by previous contractual agreement with Livingstone College. Livingstone College will accept credit hours of "C" and above. However, individual departments will determine how many hours will be counted toward the degree. The College generally does not accept more than sixty-four (64) credit hours from a junior college or ninety (90) credit hours from a four-year institution.

Application Procedure of Transfer Students

Students wishing to transfer are required to comply with the following procedures:

1. Submit a completed application form by the application deadline date. A \$25.00 NON-REFUNDABLE application fee must accompany the application.
2. Have an official transcript from each college attended, including summer school, submitted. It is the applicant's responsibility to request that the registrar of each institution attended send an official transcript directly to the Office of Admissions by the application deadline date.

3. At times additional information may be requested by the Office of Admission. Please confirm all admission requirements prior to sending your application.

Provisional Admission

Students selected to the Bridge Program are provisionally admitted to the College under the following conditions: (1) through the Summer Bridge Program; or (2) under conditions determined by the president and the vice president(s) for Academic and Student Affairs. Students provisionally admitted will be awarded regular student status under the following conditions and considerations: (1) that the student demonstrate successful academic performance and avail themselves to learning experiences expected of a college student including but not limited to: (a) attainment of a grade-point-average (GPA) of not-less-than 2.0 at the conclusion of his or her freshmen year; (b) consistent class attendance; (c) that the student will not have committed any major social infractions which would result in judicial action; and (d) the student will have engaged and participated in community service and an extracurricular activity selected by the student (excluding Greek letter organizations). (Refer to complete policy explanation in the Office of Admissions)

International Student Admission

Livingstone College welcomes interest and inquiry from international students. In addition to meeting regular first-year student or transfer academic admission requirements, international students must present evidence of their ability to speak, read, and write the English language and to meet fully the financial obligations associated with their studies at the college. Students from foreign countries must present the results of the TOEFL examination (Test of English as a Foreign Language) as a part of their application for admission if English is not their native language. A fiscal responsibility statement must be submitted. A deposit of \$18,511.40 (US) dollars is required prior to issuance of I-20 and in advance of enrollment. Deposit must be sufficient to cover tuition, fees, books, personal expenses, and summer housing for one (1) calendar year. This deposit must be maintained on account for each year in which the international student is enrolled. All materials for admission consideration must be in the Office of Admission at least three (3) months prior to the date of registration for the entering semester or term. It is recommended that international students plan to begin their studies in the fall semester. In addition, a completed Livingstone College application for admission should be completed and returned to the Office of Admissions. A fifty-dollar (\$50.00) application fee must be remitted. Do not mail cash: remit by cashier's check or bank draft payable to Livingstone College. This fee is required by the College and is non-refundable. Follow-up procedures will not be implemented for an application received without the required fee.

Applicants who are not from an English-speaking country should take the Test of English as a Foreign Language (TOEFL) and either Scholastic Assessment Test (SAT) or American College Testing (ACT) and have the results sent to the Office of Admissions. Transfer students from foreign institutions must have their transcripts evaluated by World Education Services.

World Education Services

P.O. Box 01-0506
Miami, FL 33101-
5060
(305) 358-4411
<http://www.wes.org>

Each applicant must file the Livingstone College Financial Statement with the Office of Admissions. The Financial Statement must be authenticated by an official of the applicant's bank or the applicant's sponsor's bank. **The USCIS Form I-20 will not be issued until evidence of the student possessing financial resources to attend College is received.** All documents must be received at least 90 days prior to the semester of proposed study at Livingstone College. If documents are not received in the suggested time frame the applicant will automatically be moved to the next semester of study. Applications are incomplete until all required credentials are received by the Office of Admissions. Send all credentials to:

**Office of Admissions
Livingstone College
701 West Monroe Street
Salisbury, North Carolina 28144**

Re-Admit Admission

Former Livingstone College students who have been away from the college for a year or more and wish to return to the college must complete an application for readmission.

Special Visiting Admission

Students from other accredited colleges or universities may be admitted as visitors by using the "Visiting Student" application. The college assumes no responsibility in determining a student's course selection when such credits are to be transferred elsewhere. Visiting applications and schedules are available by February of each year from the Office of Admission. Enrollment by permission from another institution in no way obligates the college to continue one's enrollment at Livingstone College after the expiration of the permission period. A student may not continue to attend as a permission/visiting student beyond two consecutive sessions. To apply for fall or spring semester visiting status, transfer requirements must be met. Application deadline dates apply for permission/visiting students. Transcripts of work completed at Livingstone College must be requested through the Registrar's Office to ensure a record of academic work is sent to the home institution of visiting students.

Audit Student Admission

Students who wish to take courses without receiving credit should apply to the Office of the Registrar immediately after the semester registration date. Audit students are admitted on a "space-available" basis.

Unclassified Enrollment Admission

Students taking undergraduate courses who are not working toward a degree may be permitted to enroll as "unclassified" under exceptional circumstances. They may enroll only in those courses for which they have received approval from the Vice President of Academic Affairs or designee and may not be participants in any organized student activity, including athletics and student governance. Unclassified enrollment permission does not constitute admission to the College, and students intending to pursue a degree must apply for admission to the College. Students granted unclassified enrollment permission may not earn more than a cumulative total of thirty (30) semester credit hours. Other conditions may apply and are stipulated at the time permission is granted to enroll.

LIVINGSTONE COLLEGE STUDENT CONTRACT

Livingstone College provides an environment in which students from all ethnic backgrounds can develop their potential for leadership and service to society. The College emphasizes an educational program committed to high academic standards, values based on Christian principles, practical work experience, and community service.

Each semester, the College welcomes new students to campus. To foster an atmosphere conducive to furthering our students' intellectual, moral, physical, and spiritual growth, all new students are required to adhere to the Livingstone College Student Contract. The contract is designed to outline certain expectations that the College has for each student and to contribute to the Holistic Learning environment. Students who fail to adhere to the Livingstone College Contract may be subject to immediate disciplinary action. As outlined in the contract, students are required to:

- Live in campus housing through Junior Year and not bring an automobile or motorized vehicle to campus during their first two years.
- Be prompt in completing the required Health and Immunization Form and fully participate in the Physical Fitness Program.
- Be registered to vote (if U.S. citizen and 18 years or older) or become a registered voter within 60 days of 18th birthday, and participate and vote in student campus-wide elections.

- Follow attendance policies accordingly.
- Livingstone College Catalog 2017 Page 15
- Participate in a program designed to help master conversational Spanish by graduation.
- Participate in certain activities, including but not limited to:
 - o Convocations
 - o Founder's Day
 - o Cultural and religious activities to be designated by the College.
- Become a member of the Pre-Alumni Council and participate in Pre-Alumni activities beginning sophomore year.
- Follow the rules and academic requirements as set forth by the College.
- Understand that any action, campus or community-wide, that brings discredit to the institution or individual, may result in serious sanctions including suspension.
- Read all required materials via the President's Reading Club throughout stay at Livingstone College.
- Abide by the policies and procedures addressed in the *Livingstone College Student Handbook*, *College Catalog*, and the *Holistic College Manual*.
- Master basic Cardiopulmonary Resuscitation (CPR).
- Value and participate in a program designed to acquire knowledge.

Nondiscrimination Policy

Livingstone College is dedicated to equality of opportunity within its community. Accordingly, Livingstone College neither practices nor condones discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, age, disability or veteran status. Livingstone College commits itself to positive action to secure equal opportunity regardless of those characteristics. For additional information, contact the Federal Compliance Officer.

Safety and Health Standards

Livingstone College's safety program complies with the State Occupational Safety and Health Act (OSHA) of 1973.

Disabled Students Policy

Livingstone College is open and accessible to students with disabilities. We are committed to helping qualified students to accomplish their educational goals, as well as assuring equal opportunity to derive all the benefits of campus life. Individual students with disabilities are encouraged to inform the Admissions Office in writing of any special needs and accommodation. This written communication must be received prior to initial enrollment and the college will advise students of available resources.

Advanced Placement

Livingstone College participates in the advanced placement programs of the College Entrance Examination Board. A freshman that scores three or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments will determine the specific courses for which credit has been given. **Students who are talented and well prepared may also receive credit for a variety of courses by achieving a passing score on one of the College-Level Examination Program (CLEP) tests. *Within the first week of the semester of enrollment students must request in writing to the Vice President of Academic Affairs permission to take the exam. The exam must be taken before the end of the add/drop period for the current semester.*** Students who have been exempted with credit from courses at an accredited college or university may be exempted with credit from appropriate courses at Livingstone College. When the exemption is based on a test result, the student should have a copy of the score report sent to the Office of Admissions. In those cases, in which a student has demonstrated knowledge of a particular field by more advanced course work, exemptions may be granted on an individual basis by the appropriate Division chairperson and approved by the Vice President of Academic Affairs.

STUDENTS WITH DISABILITIES

Federal law guarantees all students with disabilities in a learning environment reasonable accommodation for their ability. (See Section 504 of the Rehabilitation Act of 1973) Under ADA of 1990, the college must ensure that programs and facilities are accessible to all qualified students.

Buildings that are not ADA compliant have been grandfathered, and the campus master plan reflects building improvements that will be consistent with ADA specifications.

USE OF CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones or electronic devices in the classroom or at formal college functions (i.e. assemblies, convocations, seminars) is strictly prohibited. Failure to comply will result in offenders being asked to leave the classroom or program without credit for attendance, and/or the offender may face additional disciplinary action.

OFFICE OF STUDENT ENGAGEMENT

The Office of Student Affairs and Student Engagement (which includes the offices of Student Activities and Campus Ministries) will work consistently with internal and external organizations to develop and offer programs/events that will equip Livingstone College students with skills necessary to compete personally and professionally in our demanding, ever-changing, global society.

CAMPUS MINISTRY

The Office of the Campus Minister(s) is designated to embody the mission of the institution. The Campus Minister(s) keeps the institutional values that are in the Christian faith before the entire community. The Campus Minister(s) is/are empowered to direct the spiritual aspect of campus life, which includes building an orderly and wholesome environment for all. The office is further designed with a multiplicity of roles to meet the needs of the campus population: advocacy, intervention, assessing, correcting, and pastoral counseling. The office is vital to the life of this church-related institution. Students, faculty, and staff are encouraged to discuss sensitive personal issues in confidence with the campus minister(s), who can provide assistance, spiritual guidance, and direction toward the resolution of problems and conflicts.

DEAN OF STUDENTS

The primary role of the Dean of Students is to educate the entire College community about relevant campus policies and respond to student needs through personal attention and advocacy. The Dean of Students supports students through individual services, innovative programs, co-curricular opportunities and policy oversight and development.

RESIDENCE LIFE

The Department of Residence Life is committed to fostering students' "educational development outside of the formal classroom experience. The term Residence Hall refers to the combination of dynamic communities that form and contribute to each student's overall learning experience. On-campus living occasions a proper balance of challenge and support for residents, which allows them to take responsibility for themselves and for their development.

The Residence Halls are supervised by Residence Hall Directors (RHDs) and the Resident Assistants (RAs). RHDs are full time professionals who live in the building and are responsible for the supervision of the Resident Assistants (RAs) and overall day-to-day operations for the living area of the campus. A substantial portion of the RHDs time is comprised with planning and coordinating educational, social and cultural activities, responding to emergencies and building maintenance needs, counseling and serving as a resource to RAs and the Hall council. Resident Assistants are student/staff employed by the College, who assist the RHD in the residence hall with enforcing institutional policy, maintaining order and insuring a balanced living/learning community.

All Residence Hall Directors and Resident Assistants are on call every evening from 6:00p.m. Until 7:00a.m. These individuals are trained to assist students in the event of an emergency.

The Livingstone College campus includes a residential community, and is committed to the holistic development of all students. The College believes that the residential experience or —Residence Life is an integral component of the Student Affairs program. **Campus housing at Livingstone College is a privilege, not a right.** A resident

can be removed from housing for violating any policy of the College. The residence hall experience is also considered to be an extension of the broad-based Liberal Arts education obtained in the classroom. The student development experience in the residence halls is stimulated by the responsibilities of group interaction and living, and through participation in residence hall governance and hall and floor activities, as well as independent living. Accordingly, all single, first-year students must live in the residence halls.

RESIDENCE LIFE HOUSING GUIDELINES (* See the Director of Residence Life for a copy of the Residence Life Manual)

Housing Fees

The reservation fee payment will reserve a space in campus housing, but will not guarantee your preference. New and transfer students must submit a \$200.00 non-refundable housing and key fee to the Business Office.

Returning students who desire on-campus housing should submit a \$100.00 non-refundable fee (\$200.00 for the Honors Residence Hall and College Park) to the Business Office, with a copy of the receipt to the Residence Life Office in order to be considered for on-campus housing for the following year. The housing fee must be paid by May 1. After this date, students will be placed on a Housing Waiting List (based on availability).

Single Room Fee is \$600.00 per semester. This fee will be placed on account of payment for the entire year if the student is housed in a single room. (Request or Non request)

Livingstone College does not provide housing for married couples or children.

Removal from Campus Housing

The Director of Residence Life or the Vice President of Student Affairs may remove a student from campus housing for misconduct. The student will be given by 5:00pm the day of misconduct to vacate the residence hall. If the student has not vacated the premises by the designated time, College-designated personnel will remove the student's personal effects from the room and belongings will be sent to the address in the student records. The College assumes no legal or financial liability for the safety or security of such an effect. **Abandonment of Property.**

Any student personal property that is left in a vacated room will be disposed of within 24 hours.

Non-Refundable Housing Fee

Each student must pay a non-refundable housing reservation fee to reserve a room. All returning students are to make an application during the room sign-up process at the end of each academic year and pay the required fee. Prospective residents who pay a room fee for campus accommodations are guaranteed a space only if their accounts are current or if a credit exists. As demand increases for housing, students with debts to the College may lose their assigned rooms.

Definition of Room Reservation

Payment of a room reservation fee does not entitle a resident to a particular room in any specific campus housing complex. Students are permitted to request a particular type of housing and their preference for a roommate. Requests are honored based upon the administrative ability to do so. Students residing in the traditional residence halls and the apartments (Treachery and College Park) are required to purchase a meal plan provided by the College.

Moving In

A new student who has received a room assignment must take occupancy no later than the first day of new student orientation (or by the occupancy date indicated on the room assignment card, whichever is later), unless he/she has obtained permission from the Office of Residence Life to move in after that date.

A returning student who has received a room assignment must take occupancy by the last day of regular class registration (or the occupancy date indicated on the room assignment card, whichever is later), unless the student has

obtained permission from the Office of Residence Life to move in after that date. Failure to comply with these requirements may result in having the room reassigned to another student.

Room Changes

A student who wants to change to a different room in his/her residence hall, or to a completely different residence hall, should obtain a room change request form from their RHD, complete the form, obtain the required signatures, and return it to their RHD. This process must take place during the designated room change period at the beginning of each semester.

Room Change Procedure

The Director of Residence Life and Housing has the final authority over room changes and must give written approval before any room change is made. Any resident student may ask to move to any vacant room. Vacancies ordinarily will be filled on a first-come, first-served basis.

All room change requests must be made during the designated room change period each semester. These dates will be posted in each residence hall. All requests must be processed, and room changes must be completed between these dates. Requests made after the room change deadlines will not be approved except for medical reasons that are verified by appropriate health personnel, or special circumstances as determined by the Resident Hall Director in conjunction with the Director of Residence Life.

Students who make unauthorized room changes will be subject to disciplinary measures, which may include immediate removal from the unauthorized room, denial of a subsequent request to change rooms, forfeiture of the privilege of living on campus, payment of fines, or other appropriate measures.

The Office of Residence Life may require a student to change rooms for health, interpersonal, psychological, and disciplinary or other appropriate reasons.

Housing Contracts

Before moving in, students must sign a housing contract, which specifies many of the regulations applicable to resident students. Students are advised to read the housing contract carefully before signing it. Once a student signs the housing contract, he/she is bound by its terms and must pay his/her room fee for the remainder of the academic year. Note: A copy of the housing contract can be obtained from the Office of Residence Life.

Keys

Students will be issued a room/front door key when they check into the residence hall at the beginning of each semester. Students will not receive residence hall keys until they are financially cleared by the business office. Each student is responsible for that key for the entire semester. Students should have possession of their key at all times. A \$200 replacement fee will be charged for a lost key. These fees must be paid to the Cashier's Office before the keys can be replaced. The Physical Plant will not issue keys to students. If keys are not turned in when a student leaves campus housing, the student's account is billed the lost key charge of \$200.

Care of Your Room

Each student is responsible for the care of his/her room and the protection of the furnishings in the room. Students may be required to pay for any damage to College property. This includes damage caused to walls by tape, paste, glue, nails, tacks, or any disfiguring materials.

Students who move furniture from common rooms/areas will be subject to disciplinary action. Residence halls have main lounges, and laundry rooms. Students who use any of these facilities are responsible for leaving the areas in good condition.

Electronics and Appliances

Electric appliances, including hot plates and electric skillets, are not allowed in the residence halls. Lights, computers, TVs, and other electronics should be turned off when a student is out of the room. Air conditioners (or similar cooling units) and space heaters are not permitted in the residence halls. If an illegal appliance is

found, it will be confiscated and stored by the Residence Hall Director, and disciplinary action will be taken against the student(s). Care should be taken not to overload the outlets and circuits in student rooms.

Furniture

Furniture should not be moved from one room to another, nor should beds be dismantled. Building lofts, using cinder blocks, bunking beds, or stacking furniture is not permitted.

Health and Safety Inspection

Livingstone conducts health and safety inspections to ensure that each student's room, all common spaces, and public areas of the residence hall are in a reasonably clean condition, and all terms of safety regulation, to include violations, are being met. These inspections are required and are conducted at the Residence Hall Director's discretion.

College officials may enter a student's room during the period of occupancy for the purpose of inspection. All violations will be noted and called to the attention of the occupant(s). Serious or repeated violation(s) may result in the loss of housing and are subject to other penalties and fines.

During room inspections, hall staff will look for such violations as the presence of pets or animals, excessive dirt, open food containers, overloaded outlets, alcohol and drug containers and paraphernalia. The inspection will be visual in order to insure the student's privacy during the inspection; however, items seen in the room that are in violation of residence life policies will be confiscated and such items will not be returned to students until the end of the term.

Staff will post signs informing residents of room inspection at least 24 hours in advance of the planned inspection. However, unannounced inspections can take place. Room inspections can be conducted with or without the resident(s) being present. Residents who fail initial inspections for cleanliness issues will receive a \$25.00 fine. Residents who fail re-inspection for cleanliness will be required to schedule a meeting with the Residence Hall Director.

Standard Operation Procedure for Health and Safety Inspections and Residence Hall Violations

A. Search and Seizure

Livingstone College, as an institution of higher learning, recognizes that there must be a balance between its right to maintain an ordered educational environment and its students' constitutional right to privacy. With regard to its residence halls, Livingstone College draws the balance through the use of an administrative search warrant policy. This policy is designed to maintain an ordered educational environment while protecting a student's right to privacy in his/her residence hall, and falls within the constitutional limits placed upon institutional action under the Fourth and Fourteenth Amendments. To implement this policy, the following procedures will be complied with: All residence hall room searches, except those conducted by the Campus Police with a legally obtained search warrant, must be approved by the Vice President of Student Affairs.

B. Definition – What is Search?

A search is defined as entry into a room by on-campus authorities for the purpose of investigating suspected violation(s) of college regulations and/or city, state, or federal law. A room may be searched only if there is reasonable cause to believe that a student's room is being used for a purpose in violation of federal, state, or local laws or College regulations. Reasonable cause is defined as facts and circumstances sufficiently strong to warrant a reasonable person to believe beyond mere suspicion that a room is being used for a purpose in violation of federal, state or local laws, or College regulations. If there is reason to believe that there is a violation of the Residence Hall Policy (i.e., smell marijuana, co-ed visitation) then a search is warranted. The Residence Hall staff will carry out all room searches, other than those performed by Campus Police. When the Residence Hall staff feels such reasonable cause exists, they will request an administrative search warrant from the Vice President of Student Affairs specifying the date, room to be searched, occupants, facts and circumstances constituting reasonable cause material to be seized and names of two Residence Hall staff members who will conduct the search.

In conducting the search, the Residence Hall staff members will attempt to have the occupant(s) of the room present. If present, the occupant(s) will be (a) informed that any material found may be used in a College

judicial hearing, in a court of law, or both; (b) will be presented a copy of the administrative search warrant and (c) the reason for the search and material to be seized. If the occupant(s) is (are) not present, the search may be conducted with presentation of the administrative search warrant, at a later time.

Should the search for specified material uncover other material indicating illegal activity or violation of College regulations, it will be seized. When the search is completed, the Residence Hall staff will complete a search inventory form specifying the room search, and a detailed explanation of material confiscated. The completed form will be given to the Vice President of Student Affairs.

In all cases, the residence hall staff shall be assisted by the Campus Police during a search. If searching for illegal drugs, any part of the room where illegal drugs may be concealed will be searched. If searching for an individual in violation of co-ed visitation, those areas large enough to conceal someone hiding, i.e., closets will be searched. Any contraband in plain view in a search may lead to a closer inspection of the room.

C. Procedures – Room Entry Protocol

When entering a student's room, the staff member/Campus Police will:

- 1) Knock twice on the door.
- 2) Identify him/her, stating that a room inspection is being conducted.
- 3) Insert key into door (if the resident does not open the door)
- 4) Turn key, open the door, and enter the room
- 5) Request to see a Livingstone College student ID or other form of identification from all within the room. Determine who the occupants of the room are.

The staff member conducting the inspection will ask a Resident Assistant (RA) or other staff member, along with a representative of the Campus Police, to stand at the door to serve as a witness.

D. Room Entry Inspection and Property

1. The College reserves the right to enter rooms for purposes of (a) improvements, (b) maintenance, (c) recovery of College owned property, (d) fire and safety inspection, (e) suite and room inspection and (f) actions necessary to insure the safety, health and general welfare of the resident or others and/or the protection of College or student property.
2. A resident's request for maintenance or repair constitutes his/her consent for room/suite entry.
3. While entry without notice may be necessary, attempts will be made to provide prior notification whenever reasonable.
4. The College reserves the right to remove and dispose of any private property remaining in a room/suite following (a) termination or expiration of the Housing Contract, and/or (b) the resident's separation by/from the College, and/or (c) the date the resident officially checks out of the room. A charge for costs incurred by such removal may be assessed to the resident.
5. The College respects the resident's right to privacy within his/her room. When entry or inspection is required reasonable consideration will be given to the resident's academic and personal pursuits.

Residence Hall Cleaning and Maintenance

It is the responsibility of each student to clean and maintain his/her room. All waste paper and other trash must be deposited in trash cans, and filled trash bags must be placed in the dumpsters near each building. Littering is not permitted. Residents who dispose of personal trash in any other area will be fined.

Extermination

The College is not liable for the presence of bugs, vermin, or insects, and the presence of these will not affect the Residence Hall Contract in any way. To avoid infestations, all food must be kept in tightly closed metal or plastic containers. The College will bring an exterminator in to treat the residence halls as needed.

Repairs

Students should report all needed repairs to their Residence Hall Director. They should not attempt to make re-

pairs themselves. The Residence Hall Director is responsible for reporting these concerns to the Director of Residence Life for the coordination of repairs.

Drugs, Alcohol, and Related Paraphernalia

Livingstone College is fully committed to achieving a drug-and alcohol-free environment. As such, the College has zero tolerance for illegal drugs and drug paraphernalia. Livingstone College students are expected to comply with campus rules and regulations, and those rules prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on college property or as part of any Livingstone College activities. Violators will be referred to the Director of Residence Life.

Roommate Conflict

When conflict or disagreement arises among individuals or groups of residents, it is best that they talk with one another and resolve the issues at the most immediate level. If this is not possible or if it is unsuccessful, students should approach the Resident Assistant (RA), or the Residence Hall Director (RHD) for help. The RAs and RHDs will assist with conflict resolution and mediation and can utilize other campus resources when necessary. Residence Life staff are committed to helping all roommates involved in a conflict explore means of solving those conflicts, either as a source of suggestions or through direct mediation. Occasionally it may be necessary to resolve a conflict through room or hall change, although this method of resolution is used as a last resort.

Fire Alarms and Fire Equipment

Fire drills will be scheduled periodically in each residence hall. Fire doors are not to be used except in the case of an emergency. Activating fire alarms or using fire extinguishers when there is no fire is a serious offense, and offenders will be prosecuted through the state Fire Marshal's office and the Office of Student Affairs. False fire alarms and/or misuse of fire equipment can result in cancellation of a student's housing contract. Each time a fire alarm sounds, all residents must evacuate the hall – no exceptions. This regulation is an order of the Fire Marshal. Students should refrain from using earphones while sleeping or otherwise engaging in activities that will obstruct their ability to hear a fire alarm. Any student found in the building after evacuation will be subject to a fine and other disciplinary actions.

Residence Hall Smoking Policy

Livingstone College is a smoke-free campus. Smoking is prohibited throughout the residential living areas, including individual rooms, lobbies, hallways, and restrooms. In addition, no student shall use or possess candles or incense on College-owned property. Penalties may include, but will not be limited to, a \$150 fine and/or additional disciplinary action. **There is zero tolerance for smoking of any kind on College property. This includes hemp and vapes.**

Thefts and Losses

The College does not assume any responsibility for loss of, damage to, or theft of students' personal property, regardless of circumstances. The student assumes all risk of any such loss. In the best interests of the student, it is strongly advised that additional insurance coverage for student belongings be purchased in order to safeguard against unfortunate incidents. This additional insurance is offered to each student at the beginning of each year.

Children in Classrooms

Under no circumstances are students allowed to bring their children to classes. Unless students are able to find a sitter outside the classroom, they will simply have to miss the class.

Babysitting Policy

No one is allowed to provide babysitting / child care on the Livingstone College campus. Students who babysit children on the campus will be subject to a \$50.00 fine, and a written reprimand, loss of housing privileges, and/or additional disciplinary action may be taken.

Co-Ed Visitation/ Overnight Guests

Co-ed visitation is not allowed in the residence halls. Students of opposite genders are not permitted to visit one another's rooms. Continual violations of this policy may result in loss of housing privileges.

All overnight guests of the same sex are to be signed in and out by the residence hall director only. All others will be subject to arrest for trespassing. All overnight guests must be at least 18 years of age and have a current photo I.D. in their possession.

No Sex Policy

Livingstone College has a no sex policy that is applicable to all students residing in campus housing. Violators will be subject to removal from campus housing.

No Transportation Provided

Livingstone College does not provide transportation to off-campus locations. Students are advised not to ask faculty and staff members for transportation, as they are not authorized to provide it. It is recommended that students who wish to travel to stores, or who need a ride to other transit (bus, train, airport, etc.) should utilize the Salisbury Transit Authority buses. There is no transportation provided by the campus community.

Quiet Hours

To promote an atmosphere conducive to studying, quiet hours are in effect daily from 8:00 p.m. until 8:00 a.m. All students are expected to be considerate of others who are studying and sleeping. **Courtesy hours are in effect 24 hours a day.**

During midterm and final exam periods, quiet hours are in effect 24 hours a day. Radio and stereos should not be played loud enough to be heard in the hall or outside the building.

Residence Hall Council

The Residence Hall Council offers valuable leadership and experience. The primary purpose of this program is to help students develop leadership skills and an appreciation of community living that will ultimately promote an enhanced living-learning environment. The Hall Council will review building policies and procedures and will make recommendations for improvement and additions to the RHD. The Hall Council also acts as a hearing body for level I residence hall violations. (For description of level violation see violations appendix)

Mandatory Meetings

The Residence Life staff/RHD reserves the right to call mandatory meetings with a room, floor, or building as deemed necessary. Non-attendance at any meeting can result in fines and/or further disciplinary action.

Semester Openings and Closings

The Residence Halls have specific times for opening and closing. Residence halls are closed during the Christmas break. Room fees do not include this period. Any students remaining on campus during break periods without authorization will be immediately removed and referred for disciplinary action. Since the College does not permit students to remain in the residence halls when school is not formally in session, students are not permitted access to the residence halls after closing. Also, the College is not responsible for items left in students' rooms. If a student is unable to go home during the break, he or she must take the responsibility for arranging off-campus temporary accommodation. The Residence Halls close for summer break. All residents must vacate the building by a specific time on the designated day. Except for graduating seniors, or students who have commencement responsibilities, all students are expected to clean their rooms for inspection by the residence hall staff within 24 hours after their last examination. Each student must ensure that his/her room is thoroughly cleaned before moving from the room, or the student will be assessed a cleaning fee. Trunks, packages, and other personal items left in the residence hall after the hall closes will be discarded. **Note: Any student who stays in a residence hall after the designated closing date will be assessed a fine for checking out late.**

Common and Public Area Damage

Residents are expected to take every precaution to assure that communal area (hallways, restrooms, stairwells, lounges, computer rooms, and laundry facilities) are not abused. There are specific acts of damage or vandalism that occur in the residence halls for which the responsible party cannot be identified. The College has a collective fee policy for assessing vandalism and other damage charges. If the responsible party cannot be established within a reasonable period, a fee of not less than \$25 will be added to each resident's account. A minimum charge of **three hundred dollars (\$300.00)** will be assessed for damage to common areas or to the room. The student will be notified of the charge, which will be added to the student's account. Failure to pay damage fees could result in loss of housing, and other penalties may apply. Prior to assessment of damage fees, every effort will be made to identify the parties responsible for the damage, including hall meetings and announcements on the bulletin boards. Excessive damage may also result in loss of housing.

Commuter Students

Written permission to live off-campus must be granted to students upon admission to the College, and is granted by the Vice President of Student Affairs or his/her designee. Permission may be granted according to one or more of the following exemptions:

1. The student is twenty-three (23) years of age or older.
2. The student is living with parent(s) or legal guardian(s) and commutes within a 20-mile radius of the Campus. (A written request to reside at home must be submitted to the Admissions Office no later than August 1. Parent(s) or guardian(s) will be required to sign an off-campus waiver form prior to final approval.)
3. The student is legally married.
4. The student has lived in the Residence Halls for four (4) semesters.

The College reserves the right to grant off-campus privileges to those students undergoing a particular hardship, to independent students (per financial aid guidelines), those in family crisis, etc. In these extraordinary cases, students may apply for a discretionary exemption; documentation of the reason for doing so is required. All Commuter Students must fill out a Request to Move Off-Campus form during the time of registration with the Office of Residence Life. Please make sure you register as a commuter student. All students must receive written permission to move off campus prior to moving. Those who violate these guidelines may be subject to fines and/or required to move back on campus; any room and board charges for the entire year will remain on the student's bill and must be paid, regardless of where a student may be living.

MEETING ROOMS AND FACILITIES

As a service to students and to promote student involvement, the College maintains facilities which students may use in conducting the business of their organizations. The Assistant Director for Physical Plant has the responsibility of making sure reserved dates for rooms are not in conflict with one another. Students who desire to reserve a room must complete a building request form or your request will also be denied.

POSTING OF NOTICES

No signs are to be posted, painted on trees, building exteriors, sidewalks, glass or painted surfaces, or in any place or manner that defaces the surface used or makes the removal of the material difficult. Notices may not be posted on stair rails or doors, which block or obstruct one's view. Notices of events (e.g., movies, dances, and concerts) sponsored by off-campus business groups are permitted only in designated areas on the campus. Advertisements for activities other than entertainment must be cleared up and initialed by the Director of Student Activities. Signs or posters without an authorized signature will be removed and destroyed. Flyers are not to be taped to glass doors. Organizations that repeatedly violate these instructions will not be allowed to advertise on campus and could result in suspension of the organization.

STUDENT ACTIVITIES

Livingstone College offers much opportunity for student involvement through the Office of Student Activities. This unit exists within the Office of Student Engagement, and is responsible for planning and implementing social, cultural, leadership, and recreational activities that will enhance the student's overall development. The Student Activities Office works closely with student organizations, faculty, staff, and the community to provide programming activities for the College Family. Though Livingstone College issues broad guidelines to govern student activities; reasonable authority has been designated to the individual organizations under the auspices of the Vice President of Student Affairs/or designee.

Student Organizations

Student organizations at Livingstone College provide a valuable vehicle for the development of student character, personality and leadership qualities. In addition to these worthwhile values, student organizations make college an interesting and desirable place to live and to be educated. Student organizations add a dimension to the student culture pattern, which should make the educational experience more substantive and meaningful.

Eligible organizations must comply with the regional, national, and institutional regulations governing their respective organizations, as well as those established by the College. Additionally, all members must have good academic, financial and social (judicial) standing with the College. Non-compliance of rules and/or policies in accordance with the College can subject organizations to be placed on disciplinary probation or suspension. The executive officers of each campus organization must have and maintain a cumulative 2.5 GPA to remain in the office. Other members must maintain a 2.0 GPA. **(These GPA requirements do not include Greek letter organizations; see Pan-Hellenic Council section)**

Registration Requirements- Student Clubs/Organization

Student organizations should obtain registration information at the beginning of the Fall Semester and complete it by the date determined by the Director of Student Activities. Registration information is to be completed by the approved Faculty/Staff Advisor.

Student Government Association (SGA)

The Student Government Association serves as the primary student governmental body on campus that serves to promote the interests of the student body to college administrators, faculty, and staff. The SGA maintains a check and balance system that addresses various areas of academic, extracurricular, and social interest of the student body. All students are encouraged to apply to either of these subdivisions. The SGA reports to the Director of Student Activities.

The student body shall elect the following officers: President, Mister & Miss Livingstone College, Vice President, (Business Manager is optional as determined by SGA President and Advisor), Executive Secretary, and all respective class officers. All interested students must attend the announced Interest Meeting (unless excused by Director of Student Activities prior to the meeting) and meet the following requirements:

- Must have a 2.7 cumulative GPA (excluding freshman candidates)
- Students can have no judicial cases within one year.
- Submit the complete candidate packet by the due date.
- SGA President, Vice President, Miss Livingstone College, and Mister Livingstone College candidates must have a 3.0 cumulative GPA.
- ❖ **Note: The SGA President, Vice President, Miss Livingstone College, and Mister Livingstone College will receive free housing and stipend as benefit for their service.**

Blue Bears Activities Committee (BAC)

The Blue Bears Activities Committee (BAC) assists the Office of Student Activities in creating, implementing, and evaluating a regular and varied series of activities for students. The Committee is comprised of students who are

interested in program planning and implementation. The Committee consists of the Executive Board and several other organized groups, which include but are not limited to, Marketing & Social Media, Special Events & Originality, Music & Arts, and School Spirit & Recreation. The Committee meets weekly to create new ways to improve student participation in school based programs and activities while identifying the interest of the student body.

General Organizations

Organizations that service the entire student body.

Honor Societies

Organizational societies that are composed of members with outstanding academic and scholastic achievements.

Educational & Professional

These organizations are connected very closely with the schools or departments offering majors in their respective professional and educational fields.

Religious Organizations

Organizations that attempt to instill and perpetuate religious concepts, ideals, and beliefs as well as involvement with civic work, and social life.

Student Activities/Group Regulations and Sanctions

College policy sets forth the rules governing the conduct of student organizations and also sets sanctions which may be imposed on student organizations for violations of College rules and regulations. The primary responsibility for the supervision and administration of the conduct of student organizations resides in the Office of Student Engagement. Individuals who join as a student organization to share common interests also collectively share a responsibility to themselves, their organization, and the College. They must ensure that members acting individually or as a group reflect favorably upon the College community. Organization leaders bear a special responsibility for ensuring that members recognize and embrace these values in carrying out the organization's mission. An organization cannot ignore or escape its responsibility for the actions of its members.

Organization Regulations: Principles of Student Organization/Group Responsibility

Every student organization has the duty to take all reasonable steps to prevent any infraction of college rules, federal laws and state laws resulting from or related to the activities of the organization. This duty is applicable to all members of the organization. Members should be aware that their conduct might result in the sanctioning of the entire organization and themselves as individual students in determining whether an organization will be held responsible for the acts of all members.

Student Organizations/Group Sanctions (Penalties)

The following disciplinary sanctions may be imposed upon student organizations when they have been found guilty of violating conduct regulations. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization-sponsored function.

1. Expulsion of Organization/Group Recognition

Permanently excludes the organization from the College without any resources to reapply for recognition. Any organization whose recognition is permanently revoked must:

- a. Cease all organization activities/functions.
- b. Vacate any appointed or elected office.

2. Suspension

Suspension means denial of rights of privileges of a recognized organization for a designated period of time.

Any organization whose recognition is suspended must:

- a. Cease all organizational activities/functions.
- b. Vacate any appointed or elected office.

A period of review and observation during which a student organization/group whose misconduct was very serious is now under official warning that subsequent violations of college rules, regulations or policies could result in a more severe sanction, including suspension or expulsion.

3. Restriction of Privileges

During the probationary period, a student organization or group deemed —not in good standing with the College may be subject to one or any combination of the following conditions and/or restrictions:

- a. Denial of the right to represent the College.
- b. Denial of the right to maintain an office.
- c. Denial of privileges
- d. Inability to receive or retain funding.
- e. Barred from participating in any social event.
- f. Barred from sponsoring any social event or other activity.
- g. Barred from holding Rush or membership recruitment.

4. Reprimand

An official rebuke making the misconduct a matter of record in College files for a certain period of time. Any further misconduct could result in additional disciplinary action.

5. Restitution/Fines

An organization may be ordered to make restitution when the organization has engaged in conduct injurious to property (individual, group, or College) for which monetary damages may be ascertained. Restitution may be paid in the form of financial payment, community service or both.

The Livingstone College Pan-Hellenic Council

The Livingstone College Pan-Hellenic Council consists of nine of the nine (9) African American Greek lettered organizations. The Mission Statement of the National Pan-Hellenic Council shall serve as the official coordinating agent of the nine (9) constituent member Greek letter fraternities and sororities in the furtherance of their program, unity on college and university campuses, and within the several communities wherein graduate and/or alumni chapters of said fraternities and sororities are located. In furtherance of its mission, the National Pan-Hellenic Council shall:

- Assist in establishing and facilitating local councils on campuses and within communities wherein chapters of these fraternities and sororities are located
- Conduct periodic workshops/or training sessions with the officers of local councils in order to ensure clearer understanding of common operational procedures.
- Conduct regional conferences on a biennial basis as a means of developing operational procedures.
- Conduct a biennial national meeting of the active membership of the officers and delegates of the N PHC and the constituent local councils.
- Work to ensure that a No Hazing Policy is adopted and followed by all members.
- Work cooperatively with our community organizations such as the National Black leadership roundtable, the National coalition of Black Voter Participation, the NAACP, the Urban League, UNCF, etc.

Fraternities and Sororities at Livingstone College:

Alpha Phi Alpha Fraternity – Gamma Mu Chapter
Alpha Kappa Alpha Sorority – Alpha Xi Chapter
Kappa Alpha Psi Fraternity – Gamma Delta Chapter
Omega Psi Phi Fraternity – Lambda Psi Chapter
Delta Sigma Theta Sorority – Beta Kappa Chapter
Phi Beta Sigma Fraternity – Upsilon Chapter
Zeta Phi Beta Sorority – Sigma Chapter

Sigma Gamma Rho Sorority – Mu Tau Chapter
Iota Phi Theta Fraternity – Theta Psi Chapter

Membership Intake

Livingstone College does not allow undergraduates to join NPHC organizations until they have completed one full year of coursework (excluding Summer Bridge Program) and have proven themselves academically. Generally, each organization will hold an informational meeting advertised for a short period of time and by word of mouth from members. Prior to attending an informational meeting, all students are encouraged to attend the Meet the Greeks forums sponsored by the Office of Student Activities. Each Greek organization that is active and in good standing with the College and their respective national office, may conduct 1 (one) membership intake process per academic year (either fall or spring semester but not both).

In order to participate in a Greek organization, Livingstone College requires the following:

- Must have a 2.5 cumulative GPA.
- Required Study Hall during intake for prospective and current members for academic accountability. Must be a student of full-time status (12 or more credit hours);
- Must have a zero balance or have made satisfactory arrangements with the Business Office;
- Must have completed 26 or more credit hours in college level, degree applicable courses (which excludes Bridge Program courses);
- Students can have no judicial cases within one year.
- Transfer students must have earned at least 12 credit hours at Livingstone College.

Hazing

Hazing is prohibited not only in fraternities and sororities, but among other groups and individuals. In instances involving other groups and individuals, the sanctions for hazing will be the same as those that apply to fraternities, sororities, social fellowships, and other Greek-lettered organizations.

Once cleared to begin the membership intake process, all aspirants, members, and advisors of each organization must complete an Anti-Hazing Workshop with the AVP of Student Affairs & Student Engagement and Director of Student Activities/LCNPHC Advisor.

Hazing is against North Carolina State law, North Carolina General Statutes, Sections 14-35, defines hazing as: annoying any student by playing abusive or ridiculous tricks upon him/her, to frighten, scold, beat or harass him or to subject him to personal indignity. Punishment for a misdemeanor offense consists of a fine not to exceed \$4,500.00, imprisonment of not more than six months or both. State law also requires that the faculty or governing board of a college or school expel any student convicted of hazing.

NOTE: The College may take disciplinary action independent of any court action.

Hazing in any form is prohibited in accordance with the law as established by the state of North Carolina. The scope includes activities that are planned or unplanned, on or off the campus, and sponsored by fraternities, sororities, and social fellowships, Greek-letter organizations and other student organizations, and groups recognized by the College. Examples of hazing include any form of paddling, physical or psychological shocks; morally degrading or humiliating activities which interfere with an individual's scholastic pursuits. Pledging activities do not conflict in any way with a student's class attendance or preparation.

Hazing occurs not only in fraternities and sororities, but among other groups and individuals. In instances involving other groups and individuals, the sanctions for hazing will be the same as those that apply to fraternities, sororities, social fellowships, athletic teams, band, and other Greek-lettered and non-Greek organizations.

Responding to Hazing

If you see hazing on campus, speak out against it. Have all new members stand together against participation in any hazing activities. Express your concern to the chapter president or pledge educator. Talk with your Chapter Advisor.

Contact your administrators on campus, especially the Director of Student Activities/ LCPHC Advisors, and/or the Associate Vice President of Student Affairs.

Respect for Greek Organizations

1. Each organization has a call. Those who are not members of a Greek organization should not imitate this call.
2. Each organization has a hand sign; non-members should not imitate this hand sign.
3. The plots on the Horseshoe were designed and are maintained by the Greek organizations. They are responsible for the upkeep of these plots. As a result, this space is to be used —by invitation only— this means students should avoid walking through these areas; especially where the crest or shield is located, unless invited to be there by members.
4. There is nothing wrong with asking questions because that is the best way to find out about Greek Life. Never assume or listen to rumors. Do your research; all National Pan-Hellenic organizations have websites where public information can be obtained. Students may also get information from the Office of Student Activities at Livingstone College.

Miss Livingstone Selection Procedure

Application Process

Each candidate must submit a letter of application by 4:30 pm on the deadline date which includes name, classification, major, hometown, local address and phone number. The letter should also include three examples of leadership, on and off campus. 200-word essay should be related to a topic assigned by the Division of Student Affairs and will support the mission of the College.

Eligibility Requirements

1. A \$200.00 non-refundable deposit is required from all candidates at the time of application. This must be paid by money order or cashier's check and made payable to Livingstone College.
2. Candidates must be a Livingstone College full-time undergraduate female student.
3. The candidate must not have children before or during her reign as Miss Livingstone College. If pregnancy occurs during her reign, she must relinquish her title as Miss Livingstone College.
4. The candidate may not hold the title of Miss Livingstone College along with any other title during her reign.
5. The candidate must have a cumulative GPA of 3.0 at the time of application with Junior classification, with no incompletes on her transcript, and in good standing with the institution and the Salisbury community.
6. The candidate should be eligible for readmission for the Fall Semester of their reign.
7. Candidates shall participate in an interview with the Miss Livingstone College advisors and the reigning Miss Livingstone College.
8. Each candidate may be required to participate in a preliminary pageant with a panel of judges, prior to the election:
 - a. Speech (Business Wear)
 - b. Talent
 - c. Casual Wear
 - d. Evening Wear
 - e. Verbal Expression
9. All candidates are required to submit two letters of recommendation. One letter should be from a Livingstone College faculty or staff member and the other from a reputable person in the Salisbury community or home- town. In addition, the candidates must present a letter regarding community service involvement.
10. Each candidate must submit an updated resume signed and approved by the Office of Career Services.

Mister Livingstone College Selection Procedure

Application Process

Each candidate must submit a letter of application by 4:30 pm on the deadline date which includes name, classification, major, hometown, local address, and phone number. The letter should also include three examples of leadership, on and off campus, and a 200-word essay should be related to a topic assigned by the Division of Student Affairs and will support the mission of the college.

Eligibility Requirements

1. A \$200.00 non-refundable deposit is required from all candidates at the time of application. This must be paid by money order or cashier's check and made payable to Livingstone College.
2. Candidates must be a Livingstone College full-time undergraduate male student.
3. The candidate must not have children before or during his reign as Mister Livingstone College. If pregnancy occurs during his reign, he must relinquish his title as Mister Livingstone College.
4. The candidate may not hold the title of Miss Livingstone College along with any other title during her reign.
5. The Candidate must have and maintain a cumulative GPA of 3.0 at the time of application with junior classification with no incompletes on his transcript and in good standing with the institution and the Salisbury Community.
6. The Candidate should be eligible for readmission for Fall Semester of their reign.
7. Candidates shall participate in an interview with the Livingstone College Advisors and the reigning Mister and Miss Livingstone College.
8. Each candidate may be required to participate in preliminary pageant with a panel of judges, prior to the election.

The categories for the pageant are as follows:

- a. Speech (Business Wear)
- b. Talent
- c. Casual Wear
- d. Evening Wear
- e. Verbal Expression (Formal Wear)
9. All candidates are required to submit two letters of recommendation. One letter should be from a Livingstone College faculty or staff member and the other from a reputable person in the Salisbury Community or hometown. In addition, the candidates must present a letter regarding community service involvement.
10. Each Candidate must submit an updated resume signed and approved by the Office of Career Services.

Requirements for Participation in all Pageants at Livingstone College

1. The final list of all pageant contestants must be submitted to the Office of Student Activities after the final elimination process.
2. All contestants for organizational pageants must have a 2.5 cumulative GPA at the time of application. All contestants for the Royal Court must have a 2.7 cumulative GPA.
3. Pageant rehearsals cannot begin more than two weeks prior to the pageant date.
4. All pageant rehearsals must conclude by 11 pm.

CAREER SERVICES

The Career Services office assists students and alumni in developing a career plan, making decisions about further education, and obtaining employment. The Career Services center serves as liaison between students and potential employers in a variety of fields, including area businesses and local governments. Some of the services offered include career counseling, preparation for job interviews, professional dress and deportment / etiquette instruction,

and participation in career fairs. Career Services also partners with the Livingstone College Writing Center to offer free assistance in writing resumes, cover letters, personal statements, and application essays: **704-216-6222**

Community Service – Service Learning

For Current Sophomores, Juniors, and Seniors:

All current sophomores, juniors, and seniors who entered Livingstone College prior to Fall 2012 must complete 80 hours of community service as a graduation requirement. These students are required to complete 10 hours each semester to receive credit for community service that semester. Community service hours roll over and are accumulated from one term to the next; this process will remain in force for current sophomores, juniors, and seniors throughout their studies at Livingstone College. Students should complete track of their hours and submit service verification forms to Career Services each semester.

The Office of Career Services – Service Learning reserves the right to adjust community service hours based on each student’s performance. The office arranges opportunities with agencies in the community where service can be performed. Such agencies include, but are not limited to: Rowan Helping Ministries, Miller Recreation Center, Habitat for Humanity of Rowan, Brian Health Rehabilitation Center, local churches, the Big Brothers / Big Sisters Program, and Communities in Schools. For assistance in identifying opportunities for community service, to receive approval for community service hours; and to report completion of community service hours, contact the Office of Community Service – Service Learning: **704-216-6222**.

For New Freshmen:

Each student will be required to participate in programming created by the Office of Career Services. This will include training necessary for the student to develop and implement an ongoing Community Service project, which will result in at least 80 hours of community service during the student’s tenure at Livingstone College.

More information and details on this program will be given to first-year students in the College Skills classes; by each student’s Academic Assessment advisor; and via the Office of Career Services. Any questions regarding this process should be directed to the Office of Community Service – Service Learning, **704-216-2222**.

COUNSELING CENTER

The Livingstone College Counseling Center is committed to promoting wellness by supporting the emotional and mental health needs of our student population and campus at large. A holistic treatment approach is used to complement the evidence-based treatment practices applied in service delivery and advocacy. The primary themes that are addressed are Coping and Wellness, which are rooted in Empowerment and Resilience methodologies. The counseling center provides an array of treatment services to assist students in decreasing maladaptive behavioral patterns, inevitably improving their ability to deal with emotional, interpersonal, and academic concerns.

Individual and group counseling services are available to all enrolled Livingstone College students and are provided both in-person and by teletherapy. Acute care, including triage, assessments and referrals are handled in-house, and outside referrals are provided and supported for chronic conditions. Individuality and inclusion are key variables in working with students, in conjunction with maintaining confidentiality.

Why Counseling?

College life can be exciting, rewarding, and fulfilling, but it can also be challenging, stressful, and demanding. Research has shown that a successful college counseling center will be aware of and address the areas of mental-well-being/mental health, belonging, loneliness, food security/food insecurity, sexuality, spirituality, and substance abuse.

The counseling center is available to assist our students as they adjust, adapt, and achieve. Helping our students embrace specific time-management strategies is proving to be a critical component in supporting them in striking a healthy life-balance, particularly in the areas of academics, social and employment.

The Counseling center is intentional in using evidence-based treatment strategies to empower our students, boost their confidence, and motivate their mindset. We recognize that some of our students have some pre-existing mental health challenges, and our goal is to assure those students that we will help them navigate through these complexities to the best of our ability. Acute services are provided either by scheduling an appointment, or by walk-ins. However, more chronic situations are referred to other licensed providers, and we assist with this process, in our efforts to maintain continuity of care.

Finally, while supporting our students we also are mindful of the parents and guardians of these young people. Please understand that if your child/legal dependent is 18 years of age or older, parents/legal guardians will not be notified about services they are actively using unless the student signs a release of information form allowing us to share their information. If your child/legal dependent is under 18 years of age, they may request an initial consultation without parental consent, but would need written consent from a parent/guardian before engaging in any further counseling.

****Confidentiality Statement**

Confidentiality is an ethical standard that protects clients from the disclosure of information without their consent. Client contacts with the Office of Counseling Services are strictly confidential. No staff member will provide information (without the client's written consent) about the client/student to friends, partners, faculty, parents, employers, or anyone else outside of those associated with the Office of Counseling Services. Those associated with the Office of Counseling Services are the counseling staff, psychiatrist, physician, nurses, and the Vice President of Student Affairs.

Every student, at the time of his/her initial appointment, will be presented with the Office of Counseling Services confidentiality policy. The student (client) signifies that he/she has read the policy. When obtaining informed consent for counseling, the counselor must inform the student/ client, as early as possible in the therapeutic relationship about the nature and anticipated course of counseling, the risks and benefits of counseling, the nature and limits of confidentiality, and the expectations of the students as a client in the Office of Counseling Services. The client must also be afforded the opportunity to ask questions and to receive answers to their questions.

All counseling records are confidential and separate from other college records. Information about students will not be revealed to any person or agency, within or outside of the institution without the student's knowledge and written consent. In all cases, the Counseling Services Center adheres to strict professional standards of ethics and confidentiality. All contacts with students are held in accordance with the state mental health code. We cannot tell anyone, inside or outside of the institution that the student is receiving services unless the student signs a specific release of information authorizing us to do so. Sometimes the faculty or staff member who has made the referral will call to follow up. Please understand that we cannot tell you that the student has made an appointment without his/her written consent. If you are concerned about the student, contact him/her directly to ask if she/he has followed through with the referral.

- We could only release information without a student's written consent in those circumstances when there is imminent danger to the student or to others, or a duly issued subpoena has been served. Such occasions are rare.
- When there is clear and imminent danger of harm to self and/or others, the Counseling staff is required to report this information to the authorities responsible for ensuring safety.
- North Carolina State law requires that staff of the Office of Counseling Services who learn of or strongly suspect, physical abuse, sexual abuse, sexual exploitation, physical neglect or abandonment of a child (a person under the age of 18) to selectively release information, without the client's consent, to county child protective services.

Guidelines for Dealing with Distressed Students

There are no absolutely correct procedures for dealing with a distressed student. When you decide to refer a student for counseling services, request to see them in a private setting, speak with him/her in a straightforward and honest manner in which concern for their welfare is demonstrated. Please make it clear that the referral is in their best interest and is based upon observations of their behavior. It is vitally important that you do not judge, evaluate, or criticize even if the student asks your opinion. Do not discuss your concerns with other students.

Making a Referral for Counseling

Students should make their own appointments if possible. You can assist in this process by offering the student immediate use of your phone. Circumstances that might necessitate a referral include:

- The problem is more serious than you feel comfortable handling.
- You are either extremely busy or are experiencing stress in your own life.
- You have talked to the student and helped as much as you can, but further assistance is needed. You are not objective because you feel that you know the student so well.
- The student admits that there is a problem, but doesn't want to talk to you about it. The student asks for information or assistance that you are unable to provide.

Description of Services:

Individual Counseling

Individual counseling is the primary service offered to students. Concerns that are frequently addressed include: personal goal attainment, interpersonal relationships, family and social problems, body image concerns, dating/domestic violence, peer pressure, loss/grief.

Group Counseling

Group experiences are designed to provide opportunities for skill development in areas such as decision-making, assertiveness, relationship building, communication, substance abuse prevention/intervention, conflict resolution, anger management, coping, and interpersonal processes. These sessions are conducted or facilitated by the counseling staff.

Referral Services

Sometimes students present problems that are beyond the scope of the Counseling Center. There may be instances when students need services that are not available on campus or in the circumstance and can be better managed by another department or agency. In such cases, the student will be referred to the local resources for additional help; off-campus counseling costs are the responsibility of the students and/or their families. In those cases, referrals to off-campus resources will be made. Examples of such include the following services: Substance abuse rehabilitation, psychiatric evaluation, learning differences testing, long-term therapy, and in-patient treatment.

Crisis Intervention

Students in crisis are assisted by the Counselors, Nurses, Residence Life staff and others to help students through tough times. Crisis intervention is a service offered to students who are in serious or immediate emotional distress. The Office of Counseling Services is available to handle emergencies such as suicide attempt, suicidal ideation, reports of rape or attempted rape, physical assaults, and other types of crises. If a student is in a psychological crisis, visit or call the Office of Counseling Services during regular business hours at 704-216-6990 or speak with the Director of Counseling Services to report the emergency. After hours or during the weekends, call Campus Security on 704-216-6164. In cases of medical emergency, it is always best to call 911 first.

Educational Programs

Upon request, the Counseling Center can offer programs to organizations, classes, or residence hall groups on issues of mental health and healthy living.

Training in mental health and wellness skills is available to faculty members, staff, and student groups on topics such as communication skills, emergency procedures, recognizing students in distress, and stress management.

STUDENT HEALTH SERVICES

The role of Health Services at Livingstone College is to provide modern medical care and optimal supportive services to all students. We are here to promote prevention through the teachings of safety, promotion of health and wellness standards. The role of Health Services supports the college's mission of the holistic approach: empowering the student through education so that they can make better informed decisions regarding their health.

Philosophy

Our philosophy is to provide modern medical care for the student on campus; thereby eliminating debt to the student from emergency room visits and having to purchase medications. Prevention is our main priority.

Objective

The ultimate objective of Health Services is to offer supportive services and programs that assist the student in maintaining their optimal health; both physical and emotional. To instill good health and hygiene practices of personal and community health living.

The following services are available to implement these objectives:

- Physical exams are required for full time admission, transfer students, and must be current within one (1) year of registration for those students who need help with physicals. Physical exams must be provided within 30 days of registration.
- Any medical information provided to Health Services by a student is kept confidential. Health teachings and dorm programs are provided with emphasis based on prevention. Coordination of weekly clinic with college physician for medical and health needs.
- Emergency care with referrals to hospitals and community medical facilities if indicated.
- The Doctor is here 3 days per week for the medical health and needs of the students on a first come basis.

Office hours: Monday- Friday, 8:00am - 5:00pm

** Hours are subject to change*

In Case of Illness

Students (on or off campus) are to report to Health Services either in person or by telephone at: 704-216-6111. During normal business hours the student should visit the health Center to be evaluated by the nurses or M.D. When Health Services is closed, notify the Residence Hall Director in emergency situations, notify Security at 704-216-6164 and/or dial 911.

College Physician

Student Health Services has with the Physician on a rotating Monday, 12:00-1:00pm, Wednesday, 1:00-2:00pm, and Thursday from 12:00 -1:00pm. These hours are subject to change at the discretion of the Physician. There is NO fee to see the MD and NO appointment is necessary. The Physician is available to the nurses by telephone at all other times.

Medications (routine over the counter) are given free and dispensed by the nurses from standing orders from the physician. Antibiotics may only be obtained by orders from the physician and at cost to the student.

Verification of Illness

Verification of illness is given by Health Services staff if the student:
Is evaluated by the nursing staff or MD and advised to stay out of class.
Verification is not provided for student's employers.

In cases where an off-campus student, or a student visiting home, is evaluated by his/her own MD or through the emergency room, a doctor's note or a discharge summary from the emergency room should be brought to Health Services in order to arrange a follow-up with the student. Care/services cannot be provided without discharge summary.

If a student is absent for more than 3 days due to illness, written notification will be required from an MD to verify that illness. Those students who need to be out of class due to family illness or death should provide appropriate documentation. **Health Services does not give absence notes, but verifies that the student had a need to be absent due to illness.**

The nursing staff of Livingstone College is NOT responsible for transportation to and from doctor's appointments or to the hospital.

Notification of Parents about Illness

The nursing staff will confer with the student, Physician, and/or hospital physician regarding serious illness and hospital confinement before parents are notified. The nursing staff will notify the Vice President of Student Affairs and the Vice President of Academic Affairs of any students known to be confined to the hospital for a long period of time. The student will be required to sign an Authorization to Disclose Protected Health Information release form, if able.

Immunization Requirements

North Carolina state law G.S. 130A-155.1 requires persons attending a college or university, whether public, private or religious, to present a Certificate of Immunization from a medical provider which includes the name and address of the provider located in North Carolina. For out-of-state students, a certificate of immunization or high school immunization record should include the medical provider's name and address indicating the person has been immunized. The following are immunization requirements:

1. **Diphtheria, Tetanus and/or Pertussis** – 3 doses. Those individuals enrolling in college or university for the first time on or after July 1, 2008, must have three doses of tetanus/Diphtheria toxoid and a booster dose of tetanus/diphtheria/pertussis (Tdap).
2. **Polio** – 3 doses. If individual has reached his/her 18th birthday, he/she is not required to receive the polio vaccine.
3. **Measles** – 2 doses. Not required if diagnosed with the disease prior to January 1, 1994 or has proof of serological testing to have protective antibody titer against measles, or an individual born prior to 1957. An individual who enrolled in college or university for the first time before July 1, 1994, is not required to receive a 2nd dose.
4. **Mumps** – 2 doses. Not required if has documentation by serological testing to have protective antibody against mumps; born prior to 1957 or enrolled in college for the first time before July 1, 1991. An individual entering college prior to July 1, 2008 is not required to receive a 2nd dose of mumps vaccine.
5. **Rubella** – 1 dose. Not required if 50 years of age or older; enrolled in college before February 1, 1989 and after their 30th birthday. An individual who has documentation of serological testing to have protective antibody titer is not required to have the vaccine.
6. **Hepatitis B** – 3 doses. Not required if born before July 1, 1994.
7. **Meningococcal vaccine** is highly recommended but not required for admission in the state of NC.
8. **Human Papillomavirus Vaccine (HPV)** is highly recommended but not required for admission in the state of NC.
9. **Varicella Vaccine** – 1 dose required if born on or after 4-1-2001. An individual who has laboratory confirmation of varicella disease immunity or has documentation for serological testing to have protected antibody titer against varicella, or has documentation from a physician, nurse practitioner or physician's assistant verifying history of varicella disease is not required to receive varicella vaccine.

A student must provide an acceptable record of immunization, with the name and address of the provider, to the College within thirty calendar days of enrollment. If a student must begin a series of injections to be

in compliance, the student will be given time to complete the series as scheduled by the place of administration.

IF A STUDENT DOES NOT COMPLETE THE REQUIRED SERIES OF IMMUNIZATIONS, HE/SHE CANNOT LEGALLY REMAIN IN COLLEGE.

IF RECORDS OF IMMUNIZATION ARE NOT COMPLETED WITHIN 30 DAYS OF ENROLLMENT, THEN THE STUDENT WILL BE ACADEMICALLY WITHDRAWN FROM CLASS AND MAY NOT ATTEND CLASS OR PARTICIPATE IN SPORTS.

Health Services and Admission requirements

Immunization records as stated above.

Completed physical by MD or Nurse Practitioner within the past year.

TB (tuberculosis screening) test within the past year, and chest x-ray results if an individual had a positive reaction to the TB screening, or if the individual was ever treated for latent TB.

Copy of any medical insurance provided by parents; a copy of the front and back of card.

Drug Addiction

Drug counseling services are available to the student by referral from Health Services.

Items / services not provided by Health Services:

Professional services of private duty nurse
Special braces and appliances
Dental care (except as provided by insurance for accident to sound natural teeth)
Eyeglasses or prescriptions for eyewear (referral only)

Maternity benefits or prenatal care (referral only)

Transportation
Surgical services (referral only)

Procedures for Responding to Sexual Assault

Sexual assault is defined as attempted or actual unwanted or forced sexual activity. A student who has been sexually assaulted usually reports through one or more offices: Title IX Coordinator, Health Center, Residence Life, Counseling, Campus Minister, or Campus Police/Security.

In cases where a student claims to have been the victim of an alleged rape or sexual assault, Campus Police/Security, Title IX Coordinator and Health Services staff should be contacted immediately. These staff members should gather information on the incident and do the following:

- The individual should be advised not to shower, douche, or change clothes until evidence has been collected by the area hospital. Campus Police/Security should be contacted to insure the importance of preserving evidence as may be necessary to the proof of any offense.
- The student will then be transported to the emergency room at Rowan Regional Medical Center.
- Inform the student of what will take place at the medical center including: counseling by Rape, Child and Family Abuse Counseling of Rowan, Inc.
- The above steps should be documented and copies provided to the Vice President of Student Affairs and the Counseling Center.
- Prior to contacting family members, the alleged victim should give permission and signed consent. If the alleged victim reports to the Residence Life Director, the following steps should be taken:
- The reporting person should notify Security, Health Nurse and the College Counselor. Reports will be filed in the Health Center, Counseling Center, and Student Affairs. Once the medical aspect has been completed, the student will receive counseling from the Rape, Child and Family Abuse Counseling of Rowan, Inc. This agency is contacted by the hospital.

Once the student returns to campus, Counseling and Health Services will provide follow-up.

Heat Exposure Emergency Response Protocol

In cases of heat exposure, if you have any of these symptoms, you must report them immediately:

- Dry lips and tongue.
- Profuse sweating
- Dizziness
- Stopped sweating during exercise
- Weakness.
- Headache
- Faintness
- Loss of appetite
- Nausea/Vomiting
- Excessive Thirst
- Diarrhea
- Disoriented or unconscious
- Cramping in abdomen, arms, and legs
- small urine flow or dark urine

These are all symptoms of heat exhaustion or heat cramping.

If a student is unconscious or disoriented, call 911 immediately and alert Security at 704-216-6164; inform them that 911 has been called, and they will page the Nurse.

For Athletes and Cheerleaders:

If in practice, stop and tell the coach; the coach will contact the trainer.

If not in practice, page the trainer or call Security at 704-216-6164 and ask to have the nurse paged.

For Band Members:

If in practice, stop; tell the band director, and call Security at 704-216-6164; ask to have the nurse paged.

For other Students, Staff and Faculty:

Stop activity; call Security at 704-216-6164 and ask to have the nurse paged.

Cool down in the shade or air conditioning and replace fluids. **Do not continue activity unless released by doctor/trainer/nurse.** To be involved in any activity, you must drink water before, during, and after to replace fluids lost, and eat a balanced diet. If left untreated, dehydration can quickly become heat exhaustion, heat cramping, or heatstroke that can be deadly.

Student Health Insurance

All full-time and part-time matriculated students are insured with personal healthcare coverage. Students are encouraged to report all medical visits to doctor's offices or hospitals in or out of town to Health Services. The student is responsible for filling out all claims forms and for any medical bills. Therefore, if claims forms are not sent to the insurance company the student is responsible for paying the bills. Any costs not covered by insurance must be paid for by the student. Livingstone College will not be responsible for paying medical bills for students. It is the student's responsibility to contact Health Services. Claims forms are in the Nurse's Office.

In addition to Rowan Regional Medical Center, there are several other health agencies in the area. **If a student seeks emergency treatment at an area hospital, this should be reported to the College Nurse and the student's RHD within 24 hours.** Students should also check with the Health Services for information about any health agencies he/she may be interested in contacting.

In Case of Any Emergency, Illness, or Accident:

Contact your Residence Hall Director, who will call the Director of Student Health Services, Campus Police, and emergency services, if needed.

ATHLETICS

Livingstone College Intercollegiate Athletics goal is to achieve excellence with our team by creating a competitive environment that is wholesome and attractive. We want you to be winners in your area of competition, and winners in the classroom.

Academic Regulations

All student athletes must be admitted to the College by the Office of Admission. The athletic department cannot admit any student athletes. Your acceptance indicates that you have met the requirements outlined by the Livingstone College. Once enrolled, this department sets the following standards to maintain academic eligibility per governing bodies such as Central Intercollegiate Athletic Association (CIAA) and National Collegiate Athletic Association (NCAA).

- Enroll at least 12 hours each semester, otherwise set by your admissions criteria. Those hours must be completed each semester, not inclusive of summer school. Dropping below 12 hours at any point during a semester may result in the cancellation of any/or all of your financial aid for the semester.
- Summer school can be used to improve the hour requirements of 24/year. However, no more than six (6) hours will count towards your certification for eligibility for classes taken in summer school. Summer school may be used to improve GPA or to get ahead. Persons short of hours at the end of the 2nd semester will be declared ineligible for the next year's competition, but will be reevaluated at the end of summer session.
- Student-athletes must have full knowledge of the institution's policies as they relate to Satisfactory Academic Progress for financial aid and Satisfactory Academic Performance for academic standing.
- All Student Athletes will be issued a sport-specific Athletic Handbook. The study hall is available for all student athletes but all first-year and new athletes to Livingstone College are required to attend. The head coach for each sport and the Athletic Director will determine if any exception to this rule is made.

Grant-In-Aid Policy

All Student athletes must complete the Free Application for Federal Student Aid (FAFSA). Failure to do so is a violation of the contract signed by the student athlete. The following is the procedure for filing forms.

- Students must complete the FAFSA via the web at www.fafsa.ed.gov (Priority deadline is March 15 for the fall semester)
- Each student athlete is responsible for ensuring that all required financial aid documents are received by the Office of Financial Aid as a part of his/her admissions file when reporting to school.
- Each student athlete should have a contract from the Financial Aid Office as a part of his/her admissions file when reporting to school.

Livingstone College has a financial need program. All awards are good for one year. Renewal, however, is based on the College's ability to fund them and adhere to the rules of the governing bodies (NCAA, CIAA).

Campus Decorum

Student athletes may pledge a fraternity or sorority during the season of participation. However, it is at the coach's discretion. It is hoped that those student athletes who meet the criteria of these organizations do so. Co-ed visitation at Livingstone College is limited. Be aware of the visitation hours and rules. Persons found

guilty of illegal visitation will be held accountable for Student Affairs. Penalties imposed by Student Affairs may result in additional penalties by the Athletic Department. Persons caught having co-ed visitation outside of the co-ed established rules and hours are subject to suspension from athletics as well as other school activities.

Recreation and Intramural

Livingstone College provides a diverse recreation and intramural program for students enrolled at the College. The College itself offers facilities and resources that enable students to participate in any variety of activities. Facilities are open to students who present a valid Livingstone College ID and are available at no additional cost. Campus recreation is supervised by Student Activities and the Athletic Department. The primary areas for recreation and intramurals are:

- NEW TRENT GYM
- FOOTBALL STADIUM
- OLDTRENTGYM
- OUTSIDE BASKETBALL
- COURTS TENNIS COURT WEIGHT ROOM

Students can check out recreation equipment with a valid College ID for recreational use. There are several organized intramural activities, such as basketball, softball, football, playing cards, and table tennis. Awards are given to the winners.

Insurance

By law, the College is required to provide coverage for students' participation in competitive intercollegiate athletics. By the NCAA ruling any insurance provided by the NCAA and/or college is a secondary policy. This means the student/athletes private insurance will be billed first and the secondary policy will cover the remainder of the balance of any medical bills due to injury sustained during a NCAA sponsored competition or practice. These sports include basketball, football, softball, tennis, volleyball, golf, bowling, and track and field. However, to participate and to be covered, each student athlete is required to have and show proof of a physical examination each year. Student groups that are officially sponsored by the College are also covered by the accident insurance provided by the College.

All injuries sustained by an athlete should be reported immediately to the athletic training staff; delays can result in improper treatment of such injuries. Athletes who seek medical attention from a physician or hospital for an athletic related injury without referral by the athletic training staff will be responsible for 100% of the medical bills. Any athlete who becomes ill should report promptly to the College nurse in the Health Center and should inform the athletic training and coaching staff afterward. All NCAA sponsored home competitions will be supervised by the head athletic trainer. All will be supervised by a member of the athletic training staff.

Note: A student who is a member of any college athletic team must present evidence of good physical health yearly by completing the physical examination requirement as stated above.

CAMPUS DINING

LIVINGSTONE COLLEGE DINING SERVICE (PERKINS MANAGEMENT SERVICES COMPANY)

At Livingstone College Dining Service, our goal is to offer a nutritional dining service with a variety of options. Livingstone College Dining Service offers a 19-meal-per-week plan. Identification Cards will be validated for all resident students every semester during registration. Validated College ID cards must be presented at every meal for entry to the dining room. Any lost cards must be immediately reported to Student Affairs for replacement.

Once the validation process is completed, students must pick up their food service meal card from the food service department.

All meals in the Dining Room Are All-You-Care-To-Eat and offer a wide variety of choices, from a traditional cafeteria line to deli sandwiches made-to-order, as well as a soup, salad, and pizza bar. Carry-outs **are not permitted**. Only one entrée will be given at a time, but you may go back for seconds as often as you wish.

In addition to regular dining services, we offer a full catering service. We will be glad to assist you in planning your catered functions. Please stop by our office, which is adjacent to the Dining Room, or give us a call on 704-216-6068.

ANYONE WITHOUT A BLUE BEAR MEAL CARD OR VALID STUDENT I.D. CARD MUST PAY CASH WHEN ENTERING THE CAFÉ. ABSOLUTELY NO EXCEPTIONS.

Dining Hall policies

1. All students must have a proper meal ID for each meal in order to secure meal services. No exceptions. Student meal IDs are non-transferable.
2. All students are expected to take their tray(s) and disposable items to the dish return area. Your help in this area will allow another person to have a clean area to eat.
3. No student in the dining area is allowed to take out any type of food items or eating supplies, such as plates, glasses, trays and silverware. If for any reason you need to carry out food, you must bring an excuse from the Health Center or Student Affairs Office, and contact the food service management team as well.
4. The food service department and the College will not tolerate students or any person(s) taking deliberate action to cause damage to property belonging to the Food Service Company or the College.
5. No one will be allowed to continue to secure meals in the food service department if they are involved in willfully wasting or destroying food materials, supplies, etc.
6. Immoral or indecent conduct in the dining hall toward the food service management team, staff, and /or students will result in suspension of the meal program. No exceptions.
7. Students must take responsibility for getting to the dining hall during the posted meal hours. The food service management team will only allow 10 minutes past the posted meal hours for meals to be secured. If for any reason you are going to be late, you must contact the food service office in advance or bring an excuse from the Student Affairs Office.
8. All students and guests must be appropriately dressed before they are provided with a meal service. Please see the Dining Room Dress Code below.
9. No one will be allowed to enter the dining hall under the influence of alcohol or drugs.

Dining Room Dress Code

- The following articles **SHOULD NOT** be worn by males or females in the dining

hall:

- Hair Rollers
- T-shirts or Lingerie worn as outer garments Shower caps and curl caps
- Wave caps and bandannas
- See-through shirts, blouses, or dress Pajamas or robes
- Hats and caps
- Flesh revealing cutout jeans.
- Blouses or dresses showing stomach.
- Short shorts

Perkins Management reserves the right to refuse entry to any student who does not adhere to the College dress code policy. Perkins Management wants to hear from you each day. If you have concerns about your service, please fill out a comment form and drop it into the comment box located at the front of the dining area.

If you have any questions or concerns regarding Livingstone's Dining Service, we would like to discuss them with you. Our office hours are 8:30 a.m. – 4:30 p.m. Monday – Friday. Please feel free to speak with a member of the management team when you see them in the Dining Room.

FIRE SAFETY POLICIES AND REGULATIONS



FIRE SAFETY POLICIES AND REGULATIONS

Fire Prevention

Livingstone College students are required to abide by regulations prescribed by the State Fire Marshal and Livingstone College's Campus Police and Physical Plant Services. Appropriate disciplinary action will be administered to protect persons and property from fire.

Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false fire alarm will be referred to the Dean of Students and/or Vice President of Student Affairs for the appropriate judicial action.

College housing lobbies, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles, and containers. No item may be placed in such a way that emergency evacuation of the building is impeded. Hallway and stairwell doors **should not** be propped open or blocked at any time. No flammable liquids are permitted inside College buildings, in personal vehicles on campus, or in College motorized vehicles. No candles, incense, or open flame devices are permitted inside College buildings.

Fire Alarms

Any student who tampers with or cause any damage to a pole, wire, insulator, or alarm box, fire door, smoke/fire detector, gives a false alarm from such a box or by use of a telephone, or breaks the glass falsely will be subject to disciplinary action and prosecution in accordance with local, state, and federal laws. Appropriate fines and/or imprisonment can be levied.

Setting Fires

Because of the threat to safety and damage to property, a person found having set a fire, even if as a prank, will be subject to severe disciplinary sanctions as well as prosecution in accordance with local, state, and federal laws for what is considered as felony arson.

Fire and Safety

Fire and safety equipment in the residence halls is necessary and protects life and property. The equipment is effective only if it is in proper working order and is used properly. Each time a building is evacuated there is a possibility of injury. Frequent false alarms create a feeling of false security, and students will begin to take fire alarms less seriously. The City Fire Department responds to all fire alarms. College regulations prohibit playing or tampering with fire and safety equipment. The College will levy fines assessing the costs to repair or replace safety features. The following are examples of violations regarding misuse of fire and safety equipment:

- Unauthorized discharge of fire extinguisher
- Removing or damaging fire extinguisher brackets
- Damage, tampering or breakage of exit/emergency lights.
- Damage, breakage, tampering or removal of centrally wired smoke detector
- Damage, breakage, tampering or removal of single station battery-powered smoke detector
- Smoke detectors damaged or removed from a residence hall room
- Removal of batteries/covers from smoke detector.
- Tampering with or unraveling fire hose
- Removal of fire hose/nozzles from a building
- Tampering with or causing a fire sprinkler to activate
- Damaging emergency telephones or other items in elevators
- Activation of fire alarms due to use of illegal cooking appliances
- Deliberate activation of a false alarm
- Failure to evacuate building during an alarm.
- Deliberate damage to building fire alarm system
- Damaging or removing fire exit closures

City fire department personnel and staff of the College Physical Plant Department make regular inspections of the residence halls. Students will be required to make the necessary corrections if a violation or potential

violations of fire/safety rules are observed. If an illegal appliance is found during one of these inspections, the appliance will be confiscated and stored by the RHD, and disciplinary action will be taken. Residents may reclaim their property at the end of the semester after paying their fines.

Note: Representatives from the Physical Plant, Campus Police, the Vice President of Student Affairs, and Residence Life offices reserve the right to enter a student's room for the purpose of fire/safety inspections.

PUBLIC SAFETY



PUBLIC SAFETY

Department Structure

Livingstone College's Department of Public Safety consists of Campus Police and Security. The Chief of Public Safety reports directly to the President of Livingstone College. The Public Safety Department operates twenty-four hours a day, seven days a week.

Presently, the Public Safety Department consists of the Chief of Police/Sworn Police Officers and Security Officers. The sworn officers have full North Carolina Law Enforcement Authority including the power of arrest. The security officers are certified by the North Carolina Private Protective Services Board. These officers are also certified in First Aid and CPR. In addition, the Department of Public Safety has established an excellent working relationship with the Salisbury Police Department who will immediately respond to our calls for assistance and will affect an arrest, if necessary.

All officers conduct vehicle, bike and foot patrols. The security staff is charged with many security duties including, but not limited to, traffic regulations enforcement.

Crime Prevention

Livingstone College Police and Security Officers interact with the campus community. Security and crime prevention programs are presented at orientation and in the residence halls. Throughout the campus, safety and security measures are available to the entire campus community through brochures and newsletters. To report a crime or emergency situation, you should call (704) 216-6164. To report a crime anonymously, call (704) 216-6240.

Emergency exterior call box phones are located throughout the campus. The red colored poles easily identify these emergency telephones and a blue light is mounted directly on top of the pole. To operate, push the button and release, this will ring Public Safety at (704) 216-6164 with the location from which the call was placed. An official will respond, "This is Public Safety, may I help you?" The caller needs to press and hold the button to speak to the officer and release the button to listen.

The public safety officer sponsors programs, working with other departments through the academic year on topics related to crime and safety awareness for the entire campus community.

Policy Statement Addressing Security and Access

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours' access to all College facilities is by key, if issued, or by admittance via the Department of Campus Safety or in the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Some facilities may have individual hours, which may vary at different times of the year. Emergencies may necessitate changes or alterations to any posted schedules. The full department policy and procedures manual to include the emergency plan can be accessed on the College website www.livingstone.edu.

Timely Warning Policy

Livingstone College Department of Public Safety is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the College, constitute an ongoing or continuing threat to students and employees.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Department of Public Safety by phone at (704) 216-6164 or in person at the Security Booth located on Institute Drive and West Monroe Street at the front entrance Security Booth.

The Department of Public Safety will consult, as appropriate and necessary, with other College officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson and any other crime committed with a firearm. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring. When a determination is made that a timely warning should be issued, the Department of Public Safety will take appropriate steps to ensure timely notification of the campus community. Options for notification include, but are not necessarily limited to, the College's mass notification system (phone, text and email), outdoor notification system, campus-wide e-mails, physical postings on doors and bulletin boards, and the College's web- site. The warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions.

Parking Regulations

Parking regulations at Livingstone College are designed to meet federal, state, and local fire regulations, and provide a secure environment for the students, faculty, and staff on the campus.

Article I. General Regulations

Section 1-1. Definitions

The words and phrases defined in this section have the meaning indicated when used in this Ordinance, unless the context clearly requires another meaning:

1. "Campus" means all property that is owned or leased in whole or in part by (ii) is subject to the general oversight of the Board of Trustees of Livingstone College excluding: a. property held for use as an official residence for administrative officers of Livingstone College
2. "Motor vehicle" means every licensed vehicle that is self-propelled and every vehicle designed to run upon the highway that is pulled by a self-propelled vehicle. This includes automobiles, trucks, motorcycles and any other licensed motor-powered, passenger-carrying device.
3. "Park" means to leave a motor vehicle unattended by any person authorized to, or capable of, moving it immediately in the direction of a law or parking control officer. Notes in vehicles, activated hazard lights, or a running engine do not render the vehicle "attended."
4. "Visitor" means any individual other than a student or employee of Livingstone College and any of their contract or temporary employees.
5. "Moped/Motorbike" means every two-wheeled vehicle that is self-propelled by means of a motor and is not licensed by the State of North Carolina and is capable of carrying passenger(s). mopeds, Motor- cycles and Scooters are not allowed on campus. They must be parked in Ballard Hall parking lot and cannot be driven on campus.
6. "Bicycle" means every device propelled by human power upon which any person may ride, and supported by either two tandem or three wheels, one of which is sixteen inches or more in diameter. "Abandoned bicycles" are those which have not been moved from the same location for a period of two weeks or longer.
7. "Booting" means to immobilize a vehicle through the use of a device designed to be attached to the rear

tire / wheel that renders the vehicle inoperable.

8. "Parking Permit" means any identification assigned by the Livingstone College Department of Public Safety to be displayed on a vehicle for parking legally on the campus.

Article II. Parking

Section 2-1. Method of Parking

1. It is unlawful at any time to occupy portions of more than one space.

Section 2-2. Disabled Vehicles

It is unlawful to leave a disabled vehicle parked without immediately notifying the Department of Public Safety. If the vehicle is obstructing traffic, in a reserved space, or creating a hazard, it must be moved immediately, or it will be subject to being booted or towed.

Section 2-3. Parking Zones

Any person parking a motor vehicle in the parking lots must display the appropriate permit. Any vehicle parked without displaying a valid permit is subject to the issuance of a civil penalty, vehicle immobilization/booting, and/or towing.

It is unlawful to park a motor vehicle within any zone other than the one authorized by permit, as displayed on the registered motor vehicle. Vehicles displaying a valid special permit obtained through the Livingstone College Department of Public Safety may park as indicated by use of those permits and their related restrictions.

Section 2-4. Reserve Parking

A reserve space entitles a person to have a space reserved exclusively for his/her use. Parking in any other space in the reserve space violates parking rules and regulations. Owners of the space are not allowed to give others permission to park in their space or a space not registered to the individual. Reserve permits are for Reserve spaces only.

Section 2-5. Handicap Parking

To park in a Handicap Parking Space, a Livingstone College Parking permit must be displayed in addition to the State Handicapped Placard. Misuse of a Handicapped Placard is subject to a \$250 fine.

Section 2-6. Visitor Parking

Visitor parking permits may be picked up from the security booth or from the Administrative Assistant for Public Safety in the Robinson Health Center. Visitors will be defined as those that are here for no more than 14 days. Visitors here from 14 days to 30 days will pay regular fees.

Employees & Students are responsible for their visitors, and will be held financially responsible for citations issued to vehicles traced to direct family members and guests.

Section 2-7. Family Responsibility

An individual is responsible for citations issued to vehicles registered in his/her name or linked to a direct family member.

Section 2-8. Signs

It is unlawful for any person to deface damage, tamper with, break, destroy, impair the usefulness of, remove, relocate, steal, or possess any traffic or parking sign erected by the Livingstone College Department of Public Safety. Possession of any such sign shall be prima facie evidence of the violation of this Ordinance section. Conviction for violation of this section may result in criminal prosecution, a fine, suspension, or expulsion from Livingstone College.

Parking permits are not to be transferred between individuals. Persons registering vehicles for permits will be responsible for all violations issued against those vehicles.

Article IV Parking Permits

Student Parking Permits – Students will affix their window permits on the lower front windshield from the inside of the vehicle.

Section 4-1. Counterfeiting/Altering Parking Permits

It is unlawful for any person to produce (or cause to be produced), to alter, or to display, without authority of the President of the College, any parking permit, sticker, decal, gate card, or other device indicating eligibility to park on the campus of Livingstone College. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be towed or booted, and the violators shall be ineligible for a parking permit for one calendar year. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety.

Sec. 4-2 Obtaining Parking Permits through Unlawful Means

It is unlawful for any person to obtain a parking permit by any means other than procedures established by the College, including but not limited to, obtaining such permits by theft, fraud, trickery, willful misrepresentation of fact, purchase from another, or gift from another. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be towed or booted, and the violators shall be ineligible for a parking permit for one calendar year. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety.

Section 4-3. Unauthorized Display of Parking Permits

It is unlawful for any person in possession of a parking permit, whether that possession is lawful or unlawful, to give, sell, or otherwise transfer or to attempt to transfer it to another. It is unlawful for any person to display on a motor vehicle a parking permit not issued to that person for use with that specific motor vehicle or to display a lost, stolen, counterfeit, or an altered permit. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety.

Section 4-4. Parking Fees for 2014-15

Faculty/Staff	\$60
Students	\$30 (per semester)
Reserved Parking Space	\$80
<i>(Visitor parking will be free with a visitor’s pass.</i>	
<i>Visitors are defined as those who are on campus for no more than 14 days.)</i>	
Visitors here 14 - 30 days will pay a flat fee	\$15
*For those on campus 30 days or more, regular fees will apply.	
Summer employee’s fee is	\$30
Replacement Permit	\$25

Section 4-5. Permit Display

Employees – A vehicle is NOT registered until the permit is displayed on the vehicle. Window permits

must be properly affixed to the window on the lower left front windshield inside the vehicle. The permit shall not be displayed on any vehicle other than the one to which it is registered. Any vehicle displaying a permit not registered to that vehicle is in violation and is subject to a citation, booting, or towing. Hanging permits must be clearly visible. Vehicles with permits improperly displayed will receive a citation for improper display.

Students – A vehicle is NOT registered until the permit is displayed on the vehicle. Window permits must be properly affixed to the window in the lower left front window.

Section 4-6. Replacement Permit/Secondary Permit

In the event your permit is lost, stolen, or damaged, you may purchase a replacement permit for \$25.00. The lost, stolen, or damaged (This includes a vehicle accident) permit will be cancelled. Possession of lost, stolen, altered, or illegally purchased permits will result in the loss of parking privileges and a fine. A campus police report must be filed prior to applying for a replacement permit. The customer must complete a new vehicle registration card. The card should have notation showing —Exchanged or —Replaced from one permit number to the current one.

Article V. Parking Enforcement

Section 5.1 Enforcement

All parking rules and regulations are in effect 24 hours a day, 7 days a week, unless otherwise noted. You may contact the Campus Police Department after hours at (704) 216-6164

Section 5.2

The failure of the college to strictly enforce any parking regulations shall not be construed as a waiver for future enforcement of regulations. Enforcement may be suspended at the discretion of the Chief of Police. This includes Reserve Spaces and No Parking Areas.

Section 5.3. Space Availability

Purchasing a permit allows you to park on campus but does not guarantee a parking space in a specific area. Lack of convenient space is not a valid excuse for violations.

Section 5.4. Tow-In Zone

Any vehicle blocking access to, or parking at any traveled portion of a street, parking lot, fire hydrant, fire lane, reserve space, or any grassy area, may be towed away without notification at the owner's expense.

Section 5.5. Pedestrians

Pedestrians shall have the right-of-way on all walkways of the Campus.

Article VI Methods of Payment

Section 6-1. Payment Methods

Payments owed to the Livingstone College Department of Public Safety may be made in the following ways, (the Department reserves the right or the ability to change payment methods for operational efficiency)

1. Pay in the Cashiers Office in the Price Building

2. Cash (not recommended to be sent by mail).
3. Livingstone College Payroll Deduction

Section 6.2. Collection of Fees

Penalties not paid or cleared will result in one of the following actions:

1. Debts owed by faculty & staff may be garnished from payroll checks
2. Debts owed by students necessitate that a —hold status be placed on the students’ account.
3. Accounts will be forwarded to a collection agency for further action.

Article VI. Control

Section 6.3 Violations and Penalties

Citations must be paid within 15 business days of the date of citation. Any vehicle identified as having three (3) unpaid citations or a habitual offender may be towed to a place of storage or immobilized at the owner’s expense. Any debt owed must be paid in full to recover your vehicle.

Section 6.4. Parking Violations

Registered vehicles must be parked in spaces designated for parking. Parking citations will be issued for; but not limited to the following offenses: citation pricing ranges up to \$250.00:

- Stop Sign Violation
- Parked Where Official Signs Are Erected
Unregistered vehicle.
- Improperly displayed permit Parking in No
Parking Zones Parking in
Reserved/Handicapped space
- Blocking drive or traffic
- Parking on sidewalk, grass, or curve Parking in
loading zone or service drive No Parking/ Tow-
In Zone
- Wrong way
- Parking in undesignated area Improper use of
handicap placard Fire Lane Violation
- Speeding Boot Removal
- Other

Campus Police may refuse to authorize release of the vehicle to the owner or custodian until the immobilization fee, storage fees, and all outstanding balances owed to Campus Police are paid in full or a payment plan is established during normal business hours.

The owner or custodian of the vehicle impounded may appeal the immobilization in writing within ten calendar days to the Chief of Campus Police.

Vehicles immobilized for longer than five business days shall be towed. The owner/custodian of the vehicle shall be responsible for tow fees, plus any immobilization and/or applicable storage fees

Article VII. Abandoned Vehicles

Section 7-1. Disposal of Abandoned and Derelict Vehicles

1. An "abandoned motor vehicle" is one that has been removed by the towing company area pursuant to authority granted in this section and has remained in said storage. A "derelict vehicle" is a vehicle:
 - a. that has an expired registration and the registered and legal owner no longer resides at the address listed on the last certificate of registration on record.
 - b. that has major parts removed so as to render the vehicle inoperable and incapable of passing inspections as required under existing standards;
 - c. that has the manufacturer's serial plates, vehicle identification numbers, license plate numbers, and any other means of identification removed so as to nullify efforts to locate or identify the registered and legal owner;
 - d. for which the registered and legal owner of record disclaims ownership or releases his/her rights thereto; or
 - e. for which the vehicle is more than twelve years old and does not bear a current license as required by the Department of Motor Vehicles.
2. When any derelict or abandoned motor vehicle is in the towing company's possession, the towing company shall dispose of it in accordance with North Carolina statutes.
3. Any proceeds from the sale of a derelict/abandoned motor vehicle, after costs for removal, storage, investigation, sale, and satisfying any liens of record on the vehicle have been deducted there from, shall be held by the towing company. If the owner does not appear to claim the proceeds, the owner's rights therein shall be forfeited forever.
4. No person shall be held to answer in any civil or criminal action to any owner or other person legally entitled to the possession of any abandoned, lost, or stolen motor vehicle for disposing of the vehicles as provided in this section.

Article VII Appeals

Section 8-1. APPEALS PROCEDURES

Any student, faculty/staff member or visitor who is fined for violations of any college traffic and/or parking regulations shall have a right of appeal. You must first pay the parking fine to obtain an Appeals Form. The appeal must be filed within 3 business days of the date of the citation. Correspondence will be mailed to the address provided. Appeals will be submitted to the Chief of Campus Police for review and final decision.

Section 9-1. Failure to Pay

Vehicles are subject to be towed and an additional fee of \$25.00 will be charged to the account. Repeat offenders will lose their privileges. A note will be made in their file. If the fine is not paid, the ticket will be added to their account and a hold will be placed on their account until ticket is paid.

Violation Fees	
Stop Sign Violation	\$150.00
Blocking Driveway	\$50.00
Parked Where Official Signs Erected	\$150.00
Improper Parking	\$150.00
Yellow Line Parking	\$25.00
Littering	\$75.00
No Registration/Failure to Register	\$75.00
Parked in Handicapped Parking Space	\$100.00
Improperly Registered Vehicle	\$50.00
One Way Violation	\$50.00
Loud Music Violation	\$250.00
Fire Lane Violation	\$50.00
Speeding	\$200.00
Boot Removal	\$75.00

Parking and Decal Fees for the Academic Year

The cost for parking stickers is \$30 per semester. This is not included in the general fees. This will be enforced for all Livingstone College facilities including College Park.

There is a price to replace parking decals which should be paid in the Business Office. The price to replace the decal is \$25.00.

The price can be waived if the vehicle has been stolen or wrecked beyond repair. Proof is required to have the fee waived i.e., statement from the Insurance Company stating such or a copy of the accident report stating same.

Students must park in areas designated for student parking. Any student whose vehicle is in violation will be subject to a wheel immobilizer, towing, and/or citation. All persons are prohibited from interfering with police/security actions while vehicle citations/actions are being issued and or handled.

Designated Parking Areas

Price Building:

Parking in front of the Price Building is for visitors and the handicapped only. Staff and faculty will use the designated areas behind the Price Building. No student parking will be permitted in the Price Building parking lot.

Goler Hall:

The driving loop in front of Goler Hall will not be used. (Fire Lane)

Carnegie Library:

Only Faculty/Staff handicap parking is allowed in front of Carnegie Library.

Horseshoe:

No parking is allowed in this area, except for the handicapped and on special occasions.

Ballard Hall:

The areas that are designated behind Ballard Hall will be used for staff parking only.

Tucker Hall:

The area behind Tucker Hall is designated for loading and unloading. The maximum amount of time for parking in this area is fifteen (15) minutes.

Trent Gymnasium:

Parking behind Trent Gymnasium is designated for faculty, staff, visitors, and the handicapped.

Aggrey Student Center:

No student vehicle will be allowed to park in spaces reserved for cafeteria staff or areas used for receptacles.

Harris Hall:

The areas that are designated behind Harris Hall will be used for staff parking only.

Babcock Hall:

Students will not use the area behind Babcock Hall (near the Health Center) for parking at any time.

Dancy Hall and Honor's Hall:

The designated area to the west of Dancy Hall is for student parking.

LIVINGSTONE STUDENT RIGHTS AND RESPONSIBILITIES

LIVINGSTONE STUDENT RIGHTS AND RESPONSIBILITIES

Introduction

Livingstone College bears a special obligation to serve as exemplars of respect for individuals. Such respect underlies the trust relationship that is the foundation of our free institutions. Such respect must also underline the college-student relationships if both are to progress. Such a relationship cannot thrive when insufficient attention is given to the issue of students' rights and responsibilities.

Student Rights and Responsibilities rely heavily upon the concept that the student-faculty relationship is a partnership that is one of co-curricular learning toward common objectives. The College believes that our community of learning has an equal responsibility to all its members; indeed, it cannot exist without the contribution of each.

The following rights and responsibilities will mean nothing unless a relationship of trust exists among the students, administration, and faculty of Livingstone College. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the intellectual growth of their members, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop critical judgment and to engage in a sustained and independent search for truth. Since freedom of inquiry and expression are meaningless if freedom of expression does not include freedom to act, the academic community must not only permit but should also encourage all forms of action which do not interfere with the rights of other individuals or groups or with the essential functions of the academic community.

An academic community which fosters freedom may find itself in conflict with other segments of society, for freedom stimulates the passion for creation, experiment, and change. Only by choosing the course that vigorously defines rights and freedom while maintaining responsibilities can a college truly keep its pledge to the scholars of the past and to those of the future. The relationship between Livingstone College and its students must be viewed in the light of the function of the college to transmit to its students the civilization of the past, to enable them to take part in the civilization of the present, and to contribute to the civilization of the future.

In this great pursuit, the student must be viewed as an individual who is most likely to attain maturity as a critical thinker, if left free to make personal decisions and to exercise the rights, as well as shoulder the responsibilities, of citizenship on and off the campus. It is the policy of Livingstone College to create and maintain an environment that values diversity, respects human dignity, is hospitable, equitable, and tolerant, and in which all persons are free from all forms of invidious discrimination or discriminatory harassment. Livingstone College challenges and summons its students, faculty, staff and administration to promote a hospitable and equitable learning environment for all persons; asserts that tolerance for diversity shall be the norm for behavior on the part of all who are present on the campus; discourages the use of derogatory or disparaging language and other forms of expression; and, particularly, condemns those who insult persons on the basis of race, ethnicity, national origin, ancestry, citizenship, religion, creed, sex, sexual orientation, marital status, age, disability, or veteran status.

This document provides a statement of general policy concerning the rights and responsibilities of students. The rights enumerated in this document are not to be interpreted as excluding other rights commonly accepted in the academic community. The responsibilities outlined in this document are not to be interpreted as the sole responsibilities of an LC student. Other official College documents such as the College Catalog, College Handbook and the Student Code of Conduct and Student Judicial Manual must also be adhered to.

Rights

1. Right of Freedom of Expression: Every aspect of the educational process should promote the free expression of ideas. Students are free to pass resolutions, distribute leaflets, picket, circulate petitions, discuss, and take other lawful action respecting any matter, which directly or indirectly concerns or affects them, subject only to reasonable time, place and manner considerations. b. Students have the right to freedom of speech and assembly. They may publicly assemble to demonstrate support for or opposition to causes or candidates. College control of campus facilities shall not be used to prevent the free exchange of ideas. The prescribed areas of public assembly shall not be isolated from the natural gathering points of the College. c. Students are free to invite and listen to speakers of their choice d. Students are free to express reasoned verbal exception to the data or views offered in courses of study and to reserve personal judgment as to the truth or falsity of what is presented.

2. Right of Fair and Equal Evaluation: Students have the right to a just measurement of their performance by the professor. Instructors shall take no action to penalize students because of their opinions or because of their conduct outside the classroom. This right holds also for such matters as confidential evaluations, consideration of advancement to degree candidacy, and continuance in a major. b. Students shall have protection through orderly procedures against prejudice, capricious or arbitrary academic evaluation. The method of grading by professors shall be made known to students. Students can expect that faculty will be willing to explain and discuss any grade, and students have the right to appeal any grade.

3. Right of Input into College Governance and Instructional Programs: The functioning of the educational community requires an awareness of mutual responsibility, understanding, trust, and respect in order that all its members may actively contribute to the development of policies and programs. This purpose shall be achieved through continuous cooperation within the educational community. a. Students shall be free individually and collectively to express their views on issues of institutional policy and on matters of interest to the student body. Students are guaranteed the right of participation in those aspects of university governance which relate to the interests of the student body. b. Students shall have an active voice in (1) the making of College policy and procedure affecting their co-curricular activities or academic affairs, and (2) the formulation and implementation of standards of student conduct.

4. Right of Free Association: Students are free to organize and join associations to promote common interests that are within the guidelines established by the Division of Student Affairs. Affiliation with an extra-mural organization will not disqualify a student organization from College recognition. a. Student organization leaders have the right to determine the role of the faculty or staff advisor and to describe this role in appropriate governing documents. However, it should be noted that advisors will not be held responsible for organizational activities over which they do not have authority or control. b. Institutional recognition will be granted to all student organizations provided stated goals and proposed activities are legal and consistent with College rules and regulations through the Office of Student Activities. c. Student organizations shall not be required to submit a list of membership to the Office of Student Activities. A list of formal representatives of the organization is required for informational purposes only. d. Student organizations shall be open to all students without respect to race, religion, gender, age, national origin, disability, or sexual orientation, except for religious qualifications, which may be required by organizations whose aims are primarily sectarian. Greek-letter social organizations are exempt from the gender discrimination provision as per federal law. e. Student organizations may be held accountable for the individual actions of their members if such acts are directly related to the student organization or if other student organization members were aware of the acts and did not take appropriate action to stop or prevent them.

5. Protection Against Improper Disclosure: Information about student views, beliefs, and political associations which College employees acquire privately in the course of their work as instructors, advisors, and counselors shall be considered confidential. Since improper disclosure of this information could have a damaging effect to the environment of free inquiry and expression necessary to quality higher education, protection against improper disclosure of confidential information regarding students is a professional obligation of faculty members and administrative staff. b. Student records will be released only under legal compulsion or the written request of the student involved. If records are subpoenaed, the student shall receive the same information and the name of the subpoenaing agency. c. Information from student educational records will be considered confidential in accordance with the Family Educational Rights and Privacy Act. d. When a student has been found responsible for a violation of College standards through Judicial Affairs, a disciplinary record (separate from the student's academic record) will be maintained in a confidential file in the Office of the Dean of Students, for a minimum of seven years. If a student is suspended or expelled from the College, the file shall be kept permanently. Probation and suspension are noted on the student's academic record during the term of the probation or suspension. A permanent notation will be made on the student's academic record if he or she is expelled from the College. If a student is found not responsible, all files will be purged. Disciplinary records are considered education records under the Family Educational Rights and Privacy Act and as such can only be released in accordance with those regulations.

6. Right of Use of Facilities and Resources: Student organizations shall be provided access to the campus' resources and facilities in accordance with the policies and procedures specified in the Facility Use Manual and other Campus Policy. b. Campus facilities will be made available to all recognized student organizations on a non-discriminatory basis through the Office of Student Activities.

7. Right of Access to Relevant Education: Students are entitled to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. Faculty must be mindful of the potential intimidating effect in the unequal power relationship between teacher and student. Faculty members shall not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge gained in a course. The student shall not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his/her own part in society. b. Students have the right to expect appropriate instruction under the guidance of the instructor at the times scheduled except in mitigating circumstances. Repeated nonperformance or repeated lack of preparation by the instructor violates this right. Teaching plays a primary role in the advancement of learning. Students have a vested interest in the nature and quality of instruction; therefore, their evaluation of teaching shall be a criterion considered in faculty promotion and tenure. Freedom to teach and to learn implies that faculty members have the right to determine the specific content of their courses within the established course definitions, and have responsibility not to depart significantly from their areas of competence or to divert significant time to material extraneous to the subject matter of their courses.

8. Right to Freedom of the Press: It is the right and duty of the communications media on this campus to present news, opinion, and editorial comments and to provide a forum for the free exchange of ideas. At the same time, individuals operating and individuals contributing to these media are bound to recognize that these rights are to be practiced within the limits of prevailing law, College policies, and the canons of journalism. b. Students using media, such as broadcasting, film, and print, including pamphlets, handbills and circulars are guaranteed freedom from censorship. Those originating communications should be left free to exercise their own best judgement in the selection of materials. Neither a faculty member nor an administrator should exercise veto power over what may be disseminated.

9. Right of Due Process: The student shall have the right of due process. b. Disciplinary actions against students are governed by Livingstone College Student Code of Conduct. c. The student shall be considered innocent until proven responsible for a violation of College Standards. The status of a student in most cases will not be altered and disciplinary sanctions will not be initiated until completion of the disciplinary process. However, interim action may be initiated by the President or Vice President of Student Affairs, where there is reasonable cause to believe that it is required to protect safety or property and to ensure the maintenance of order. d. Activities of students may result in violations of the law, and students who violate the law may incur penalties prescribed by civil authorities. However, the College reserves the right to review such incidents independent of action by civil authorities, recognizing that the College's authority and its disciplinary process serve its educational mission and interest, a function separates from action by civil authorities.

Responsibilities

A. The College

It is the responsibility of the College faculty and administration to act in a manner which benefits the students at Livingstone College. It is also their responsibility to uphold the rights of students and to obey the letter and the spirit of such rights. If any student has evidenced a member of the faculty or administration acts in a way which violates students' rights as addressed in this document, the student is urged to consult first with the faculty/staff member, if appropriate. If necessary, the student should then consult with the appropriate supervisors or administrators at higher levels of responsibility. If the student is not satisfied with the results of this consultation process, he/she may request a hearing before the appropriate Vice President. It shall be the responsibility of the Office of the Vice President of Student Affairs and the Dean of Students Office to disseminate this policy. It shall be understood that these offices will develop more specific guidelines and procedures to administer and monitor the intent of this policy.

B. Students

Just as students have rights in the academic community, they also have responsibilities. Students' rights exist primarily to meet their educational responsibilities. All students are expected to be responsible for their own learning. They therefore must be aware of college requirements and policies concerning academic procedures including prerequisites for courses, deadlines for withdrawing from class, etc. They should also consult appropriate faculty and staff to assist in accomplishing their academic goals. In order to be current with policies and procedures, students have a duty to keep their personal data with the College up to date. Since the College exists within the framework of a larger community which expects its members to conform to civil and criminal laws without special privilege, students whose actions are reviewed by outside authorities may be held accountable under both the College's jurisdiction and such other legal process.

1. Responsibilities: Right of Freedom of Expression: Students' are expected to exercise free expression in a context of common sense and good judgment. b. Students' actions should not interfere with the rights of others or the function of the College. c. Students are expected to respect the intellectual views of faculty and the reasoned process of academic debate.

2. Responsibilities: Right of Fair and Equal Evaluation: Students are expected to evaluate faculty and student team members fairly and responsibly. Anonymous evaluations must solely focus on academic criteria and not on the basis of opinions and conduct in matters unrelated to academic performance.

3. Responsibilities: Right of Substantial Input into the Determination of College Governance and Instructional Programs: Students have the responsibility to participate fully in College governance, including serving on Campus Committees and voting in Student Government elections. In undertaking such responsibilities, students must conduct themselves appropriately and abide by established procedures. b.

Students who serve on college committees are expected to be informed fully about their duties and relevant issues.

4. Responsibilities: Right of Free Association: Student organizations' goals and activities must be consistent with college standards, policies, and legal requirements. b. It is the responsibility of student organizations to make clear in their public expressions that they speak only for themselves. c. Student organizations may be held accountable for the acts of their members if such acts are directly related to the student organization or if members were aware of the acts and did not take appropriate action to stop or prevent them.

5. Responsibilities: Protection Against Improper Disclosure: Students have a responsibility to protect any student information which they may receive in the course of any position at the College. b. Students have a responsibility to keep confidential any information that they may obtain that is protected under relevant privacy law and policies.

6. Responsibilities: Right of Use of Facilities and Resources: Student organizations and individual students must utilize university facilities and resources in a responsible manner that forwards the educational mission of the College. b. Student organizations and individual students may be held financially responsible for any damage incurred by the use of College facilities.

7. Responsibilities: Right of Access to Relevant Education: Students have the responsibility to seek academic advisement throughout their enrollment at the College. b. Students are expected to learn the material in each enrolled class and master the skills required to meet their educational goals c. Students are expected to be adequately prepared for class. d. It is the responsibility of the student to meet appropriate standards of academic performance and classroom conduct as stated by the instructor. e. Students are expected to demonstrate competency in analytical and critical thinking, as well as effective oral and written communication. f. Students share responsibility for monitoring standards of academic performance and classroom conduct conducive to the learning process. g. It is the shared responsibility of students to uphold the academic integrity of the university. h. Students may not interfere with or disrupt the learning and teaching environment.

8. Responsibilities: Right to Freedom of the Press: Students operating and contributing to campus media must recognize that their rights must be practiced within the limits of the law and the canons of journalism.

9. Responsibilities: Right of Due Process: Students are expected to know and abide by the College's standards of behavior as articulated in the Student Handbook and in related policy statements. b. In the College, as elsewhere, ignorance is not an acceptable justification for violating College standards. c. Students are responsible for understanding their rights in disciplinary matters and consulting with appropriate staff members. In addition to the specific responsibilities arising in connection with these rights, students bear a general responsibility to support this institution's effort to maintain a spirit of free inquiry and respect for the rights of others. This responsibility arises from the fact that students are the present beneficiaries of that traditional spirit and are best positioned to preserve, improve, and transmit it to future generations. This responsibility imposes a duty on students not only to refrain from conduct which obstructs such effort of the institution but also to support those aspects of institutional discipline designed to deter or prevent such conduct.

Policy/Procedure for Student Complaints

Livingstone College is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, a Student Complaint Form can be completed and filed with the Vice President of Student Affairs Office located in Suite 332 of the Walls Center 800 W. Thomas Dr.

Students may obtain a complaint form from the Office of the Vice President of Student Affairs, the Office of Academic Affairs, the Office of the Dean of Students, the Office of Residence Life and Housing, and/or all residence halls/apartments. The completed form is to be filed in the Office of the Vice President of Student Affairs. The complaint will be logged, assigned a number, and forwarded to the Vice President of the area of the complaint. The Vice President of the area will then be responsible for obtaining a response to the complaint, which will be forwarded to the student. Action response dates by responsible parties are recorded as well as the name of specific responding staff member are noted on the form. A few examples of student complaints are below: Information about the student complaint process is attached to the student complaint form.

Filing Complaints

Students may obtain a copy of the Student Complaint Form from designated offices. The complaint form is to be completed and hand-delivered or e-mailed to the Vice President of Student Affairs by the student. Upon receipt of the complaint, the form will be reviewed and forwarded to the appropriate office based on the subject matter:

Example 1: If the complaint is against a student for violation of the Code of Student Conduct, the complaint is forwarded to the Office of the Dean of Students.

Example 2: If the complaint alleges discrimination based on race, color, sex, religion, national origin, age, disability, the complaint is forwarded to Director of the Office Human Resources and Compliance.

Example 3: If the subject matter is a residence hall complaint, the complaint is forwarded to the Director of Residence Life and Housing.

Example 4: If the subject matter is an academic complaint, the complaint is forwarded to Vice President for Academic Affairs.

A complaint is defined as a dispute of a student regarding the College with respect to the following:

- The interpretation and application of the policies and regulations of the College in areas such as grading, attendance and instructional quality.
- Acts of reprisal as a result of utilization of the complaint procedure.
- Complaints of discrimination on the basis of the protected rights of race, national origin, religion, gender, sexual orientation, age, disabling condition, or marital status, or allegations of sexual harassment.
- Acts of malicious intent to violate the constitutional rights of individuals.

Student Grievance: A Student Grievance is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator or department or program of the College that is not formally recorded in writing.

Formal Complaints: A formal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator or department or program of the College that is formally recorded in writing. All complaints shall be in writing.

Academic Complaint: An academic complaint occurs when a student has made a complaint because the student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies and procedures of the College and in a manner that has caused actual harm to the student, involving issues of academic policy and procedures. For example, the student may not like a particular faculty member's classroom style or grading practices, but this does not constitute grounds for a complaint.

Non-Academic Complaint: A non-academic complaint occurs when a student has made a complaint because the student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules,

policies and procedures of the College and in a manner that has caused actual harm to the student but does not involve issues of academic policy and procedures.

Complainant: A complainant is an individual who believes his/her rights have been violated.

Respondent: A respondent is an individual who is the subject of the complaint, if applicable.

Appellant: An individual who is filing an appeal.

Appeal: The resolution of an academic or non-academic complaint may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

Confidentiality: It is understood that faculty, staff and administrators involved in the discussion of complaints or Student Grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, College officials may be obligated to disclose information to law enforcement or other agencies as required by law. Copies of the reports are kept in the offices where they originated.

Student Grievance Procedure

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. This requirement does not apply in cases of alleged sexual harassment, sexual misconduct, or discrimination. In those cases, the student should contact the Director of Human Resources for guidance. In the event that such an informal discussion is not possible or the issue is not resolved, then the student should contact the appropriate administrator, or the designee shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

Formal Complaint Procedure

Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first address the issue with the faculty/instructor. In the event that this is not feasible, or the student and faculty/instructor have not resolved the issue, the student will contact the Division Chair. In the event that this is not feasible, the student will contact the Provost/Vice President for Academic Affairs within fifteen (15) business days after the alleged issue. The Division Chair or the Provost/Vice President for Academic Affairs receiving the complaint shall attempt to resolve the matter and report the decision in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

Filing a Student Complaint

A student may file a complaint by presenting the complaint, in writing, to the appropriate administrative officer of the College in which the alleged violation of rights occurred.

Prior to any complaint action, the complainant(s) must attempt to obtain a satisfactory resolution through the Student Grievance process. A complaint must be filed no later than fifteen (15) business days after the notice of informal complaint resolution decision, or if no decision was issued, no later than fifteen (15) business days after the applicable decision deadline. The appropriate offices for various types of complaints are listed below:

Sexual Harassment Director of Human Resources

Academic Matters Provost/Vice President for Academic Affairs

Financial Matters Vice President for Business and Finance

Student Code Violations Vice President for Student Services

Non-Academic Complaint Procedure

A non-academic complaint must be reviewed, and a determination must be made that the complaint is not covered by any other College policy, procedure or administrative rule (i.e., student code of conduct).

The administrator or designee receiving the complaint shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

If the complainant(s) wishes to appeal the complaint decision, the student must submit an appeal to the administrator or designee's written response to previous resolution attempts within three (3) business days of receiving the decision or if no decision was issued, not later than three (3) business days after the applicable decision deadline.

Academic Complaint

A student may submit a completed written complaint to the Division Chair or the Provost/Vice President for Academic Affairs. The appropriate administrator shall investigate the complaint.

The administrator has fifteen (15) business days to decide and report the decision, in writing, to the complainant(s) and respondent(s). The administrator has the discretion to accept a complaint filed after the fifteen (15) business days' deadline.

In instances where the Division Chair is the subject of the complaint, or has decided the student's Student Grievance, the student should submit the completed written complaint to the Provost/Vice President for Academic Affairs for resolution. The Provost/Vice President for Academic Affairs then has fifteen (15) business days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s).

If the complainant wishes to appeal the complaint decision, the student must submit an appeal to the Provost/Vice President for Academic Affairs along with the Division Chair's written response to previous resolution attempts no later than three (3) business days of receiving the decision or if no decision was issued, no later than three (3) business days after the applicable decision deadline.

Appeal

Should the student desire to appeal the decision of the Administrator, the student may submit a signed statement of appeal within three (3) business days to the appropriate Vice President. The Vice President will review the appeal, may choose to meet with the student and/or other parties as identified and respond in writing to all parties concerning the disposition of the appeal within three (3) business days. The decision of the Vice President shall be final the appeal must consist of the following:

- The written decision of the Administrative/Academic Unit that is being grieve
- The specific written College policy (or policies) alleged to have been violated
- A description of the facts and evidence supporting the allegation
- A description of the redress that the Complainant seeks

STUDENT CODE OF CONDUCT



PROFILE OF THE STUDENT CODE / JUDICIAL PROCESS

Student Judicial Process

It is the responsibility and the duty of every student to become acquainted with the Student Judicial Process. Every student is presumed to have knowledge of the Student Code of Conduct and to agree to abide by the Code as a condition of enrollment. Ignorance of the Code of Conduct and its provisions will not constitute a defense in any proceeding against a student. It is the responsibility of the student to review the conduct and judicial process available on-line in the student handbook. This document supersedes any previously published student code of conduct or judicial code.

Zero Tolerance Policy

Livingstone College maintains and strictly enforces a policy of zero tolerance about fighting, the use and/or possession of illicit drugs, and the possession of dangerous items, such as weapons, firearms, and explosives. If a student is found responsible for initiating a fight; possession, use, or distribution (trafficking) of drugs; or using any object with the intent to cause harm, the minimum sanction may be suspension from the College for one (1) academic semester. Suspension from the College for a violation of the zero tolerance policy will result in the cancellation of the responsible student's housing contract and possible denial of a housing contract in the future. If an individual is found responsible for drug distribution, or the possession of a dangerous item, sanctions may include expulsion from the College. We have a zero-tolerance policy, where individuals who commit and/or participate in acts of violence are required to leave our community by 9 a.m. or 5 p.m. based on the time of the infraction.

A thorough investigation will be conducted to determine the appropriate disciplinary action, which may include suspension or expulsion.

Mission

Livingstone College's judicial system is designed to ensure due process, with the speedy and constructive resolution of all disputes. A developmental approach to discipline is employed whenever possible. This judicial system operates on the principle that justice will best be served by promoting the development of self-knowledge and self-discipline that is expressed in socially desirable ways, rather than harmful, destructive, or immature attitudes or behaviors.

Toward this end, the Student Code of Conduct outlines rules and regulations for student conduct throughout the College experience, including the classroom, student housing, participation in student organizations (including Greek letter organizations), and time spent off campus as representatives of the College.

The Vice President of Student Affairs has the authority to administer the Student Code of Conduct and the campus judicial system. The Campus Judicial Board adjudicates disputes and complaints related to violations of these rules and regulations.

Moreover, prior offenses are cumulative and may subject the student to the penalty for a second, third or other offense. The student does not automatically begin each semester, term, or school year with a clean record.

Review Procedure

The President's Executive Council shall conduct an annual review of the Student Code of Conduct and make recommendations to the Vice President of Student Affairs regarding omissions, clarifications, constructive changes, and other matters germane to the proper interpretation and operation of the Code. The Student Code of Conduct shall also be reviewed bi-annually under the direction of the Vice President of Student Affairs. Any questions of interpretation regarding the Student Code of Conduct shall be referred to the Office of the Dean of Students. In keeping with normal College policy approval processes, the Student Code of Conduct may, at the sole discretion of the College, be amended at any time.

Purpose of Code/ Application of Codes

The purpose of the Student Code of Conduct of Livingstone College is to promote a student environment built on responsible behavior, social order, and respect for the rights of others. The spirit of the judicial process is in the spirit of good faith and mutual trust between the College and the student. This process is designed to be educational and not punitive. Therefore, the guilt of the student does not require proof of guilt beyond a reasonable doubt, but by the preponderance of the evidence presented.

A college community can function effectively only when the rights and obligations of its members are recognized. All students, therefore, aside from their responsibilities to the community as a whole, must be conscious of individual dignity, rights, needs, and aspirations. This involves thoughtful consideration of the welfare and reputation of the College and its members. Of particular concern to the College are the areas of misconduct listed in this document which may result in disciplinary action, including suspension or dismissal from the College. Students should note that this code is not inclusive; other prohibited conduct may be specified in the other College regulations.

I. Standards of Conduct

The College has the right to impose sanctions as an appropriate response to student misconduct. This document outlines behaviors and infractions for which sanctions will be imposed. However, sanctions may be imposed for conduct not described in this document. Sanctions will be decided on a case-by-case basis and may differ from the sanctions described here.

These Standards of Conduct exist to protect the people and property of the College community and the rights of all of the members of that community. These standards are also intended to foster and enhance the academic mission of this institution. While the Standards of Conduct do not include all of the activities that may adversely affect the College community, it does apply to the conduct of all registered student organizations that maintain a student relationship with the College. College premises include all lands, buildings and facilities owned, leased, or operated by the College.

II. Responsibility

All persons must promptly report violations of the Standards of Conduct to a College official. Students are also subject to city, county, state and federal laws. If an infraction at Livingstone College violates those laws, The College's decision in disciplinary matters is independent of off-campus legal action.

In cases of serious offenses not outlined in this Code of Conduct, or where multiple infractions have occurred at the same time, other, more severe sanctions may be imposed as deemed appropriate and necessary. In its attempt to promote and ensure fairness and consistency in disciplinary decision-making, the College has developed specific minimum sanctions for violations of the Standards of Conduct. All must comply with the minimum sanctions, and students found responsible for infractions may expect to receive the sanctions indicated.

III. Disciplinary Procedures

Students who violate the policies contained in this handbook will be referred to the appropriate campus authority depending on where the violation occurred, the person(s) involved, and the type of violation. Ultimately, it is the duty of the Vice President of Student Affairs and Dean of Students to enforce the Code of Student Conduct. These officials may designate other department(s) and /or campus official(s) to enforce the Code as they deem appropriate. **In the case of serious violations of the Code, the Vice President and Dean of Students, or his/her designee, may immediately intervene and impose sanctions, regardless of the regular procedure outlined in the Code of Conduct. This is especially true in cases where a student may be a danger to the campus community; in such cases, the Dean of Students, Director of Residence Life, or Vice President of Student Affairs can and will immediately remove the student in question from the College community until the case is resolved.**

Furthermore, the President of the College reserves the right to review and make final disciplinary decisions at any time during the disciplinary process.

The Vice President of Student Affairs or his/her designee is responsible for the coordination of judicial proceedings at the administrative level. Designees may include the Dean of Students and/or Residence Hall Directors. These personnel are authorized to issue administrative action contracts, as described above.

IV. Due Process

While Livingstone College is not constitutionally mandated to guarantee due process, the judicial process listed below tries to offer certain due process protections in order to ensure a fundamental level of fairness. Please note also that criminal law principles are irrelevant to the application of our standards of behavior for students.

- 1. Reporting Violations.** The disciplinary process is usually initiated by the writing of an Incident Report concerning the alleged violation(s) of campus policies. Incident Reports involving behavior in the residence halls should be given to the appropriate Residence Life official. Reports of incidents involving behavior outside of the residence halls should be submitted to the Student Conduct Coordinator or designee.
- 2. Student Conferences/ Fact Finding Investigations.** Alleged violations of Livingstone College rules and regulations will most often result in a fact-finding investigation, if needed. Students involved in the incident, or those who are believed to have knowledge of the incident, may receive a verbal or written request to take part in this investigation. If such a request is sent to a student who is alleged to have violated College policies, the request will contain a brief description of the alleged violation. In most cases, incidents occurring in the residence halls will be investigated by a Residence Hall Director. For more serious incidents, the College official investigating will most likely be the Dean of Students, Student Conduct Officer, or his/her designee.
- 3. Students** who are requested to take part in an investigation are required to make an appointment to meet with the designated official to discuss the incident. Usually, the recipient must respond within 24 hours, although this time frame may be abbreviated in serious cases. Failure to respond to this request is considered a serious violation in and of itself, and may result in immediate sanctions and the loss of any right to appeal. Once the investigation is completed, the College official(s) will meet in order to conduct a disciplinary hearing with the student(s) alleged to have violated College policies. The student(s), prior to this meeting, will be informed of the policies they are alleged to have violated. The student(s) involved will have the opportunity to explain what happened and give facts and evidence to support that explanation.
- 4. Administrative Action Contracts.** If the investigating official can determine the facts and circumstances of the incident, and if the student(s) found responsible for the violation(s) agree with these findings, the College official may prepare an Administrative Action Contract which outlines the finding of fact and any sanctions to be imposed. The terms of the contract will be based on the Code of Conduct and College policies, with sanctions appropriate to the incident. Signing this contract shall constitute a waiver of the opportunity for an Administrative Hearing at a later time. The judicial officer may follow up the conversation with a letter to the student when appropriate. If facts and sanctions cannot be agreed upon, the Administrative Officer shall consider all of the evidence and will render a decision based upon the information provided during the meeting.

Student Request. When a student's case is scheduled to be heard by a Residence Hall Director, the student may request, in writing, to have the case heard by the Dean of Students instead.

- 5. Administrative Hearing Referrals.** In those cases, in which the contemplated penalty for an alleged

violation includes suspension or expulsion from the College or eviction from the College Housing, and the case is not able to be resolved through the Administrative Action Contract process described above, the student will be given an administrative hearing as described below. If the student fails to appear at the hearing after receiving proper notice, the hearing will proceed in the student's absence, and a decision will be rendered based upon the information provided during the hearing. **A student who is notified of an administrative hearing and then fails to attend that hearing loses the right to appeal.**

V. Notice of Administrative Hearing. The Dean of Students or his/her designee will be responsible for notifying the student of the date, time, and place of the hearing at least 24 hours prior to the date of the hearing, unless the student waives this requirement. In cases involving commuting students and/or resident students who are difficult to contact, the 24-hour notice can be provided verbally. However, each student shall be mailed a written notice of the hearing, and this notice shall include the following:

1. The specific acts allegedly committed and the College policies or regulations allegedly violated.
2. A brief summary of the evidence that will be presented against the student.
3. The possible actions to be taken if the student is found to be responsible for these acts.
4. The time, date, and location of the hearing.
5. The procedures to be followed in the hearing.
6. Students may waive the right to notice of Administrative Hearing.

In cases involving serious infractions, or when it is difficult to contact the student, the Vice President of Student Affairs reserves the right to waive the 24-hour written notice procedure. In these cases, a reasonable effort will be made to contact all students involved prior to the hearing.

VI. Administrative Hearing Referrals. The judicial process follows procedures to ensure basic fairness regardless of the method of adjudication. Parents, guardians, and attorneys may not participate in the college judicial process. Students who have been charged with a violation of the Student Code of Conduct may receive additional guidance regarding the judicial process by contacting the Campus Minister.

The Dean of Students or his/her designee will be the hearing official and may invite student(s), faculty, or staff to serve as advisors during the hearing, when appropriate. Unlike proceedings of courts of law, college hearings do not require conclusive proof of—guilt beyond a reasonable doubt.

Administrative hearings shall be subject to the following procedures:

Administrative Hearing Procedures for Recommended Suspension, Expulsion, or Eviction

Pursuant to Section IV.5. (p. 109) of the 2023-2025 Student Code of Conduct, if the College is contemplating suspension or expulsion from the College or eviction from the College Housing, and the case is not resolved via the Administrative Action Contract, the student shall be entitled to the following administrative hearing procedures. Students shall be provided written notice of the Hearing consistent with Section V. of the 2023-2025 Student Code of Conduct (“Notice of Administrative Hearing”) (p. 109).

1. The Dean of Students or the Dean of Students' designee shall govern the Administrative Hearing and shall be permitted to invite any faculty or staff member to serve as an advisor during the hearing. To avoid bias, neither the Dean of Students nor the Dean of Students' designee shall serve as an investigator, make any recommendation for suspension, expulsion or eviction from the College Housing, or be a witness to the incident that is the subject of the Administrative Hearing.

- II. In addition to the provisions herein, the Administrative Hearing shall comply with the provisions in Section VI. of the 2023-2025 Student Code of Conduct (p. 109)

- III. The Administrative Hearing shall not exceed one (1) hour and fifteen (15) minutes, except as permitted below.
 - A. Each party shall have no more than fifteen (15) minutes to present evidence, and each party shall have no more than ten (10) minutes to ask the other party questions, subject to the provisions below.

 - B. Each party shall have no more than five (5) minutes for a rebuttal and closing remarks.

 - C. The remaining fifteen (15) minutes may be used by the Dean of Students or the Dean of Students' designee to ask any clarifying questions directly related to the events surrounding the recommendation for suspension, expulsion, or eviction.
 - 1. The Dean of Students or the Dean of Students' designee shall have the sole discretion to extend the Administrative Hearing by no more than thirty minutes (30) minutes to allow the parties to completely answer any questions the Dean of Students or Dean of Students' designee has asked or to allow the presentation of video, audio, or other documentary evidence that may require more time for review.

 - 2. If the Dean of Students or the Dean of Students' designee extends the hearing for the purpose of allowing the presentation of video, audio, or other documentary evidence that may require more time for review, the party presenting such evidence still shall have no more than fifteen (15) minutes to address the video evidence, audio evidence, documentary evidence, or any other evidence being presented by that party.

- IV. The parties shall comply with the following process for the presentation of evidence. The Dean of Students or the Dean of Students' designee shall be responsible for ensuring that the parties comply with the process below.
 - A. College Official's Presentation of Evidence: The College official making the recommendation for suspension, expulsion, or eviction shall provide evidence supporting the recommendation for suspension, expulsion, or eviction. The College official making the recommendation for suspension, expulsion, or eviction shall be permitted to provide oral testimony and any written documents in support of the recommendation for suspension, expulsion, or eviction. The College official's presentation of evidence shall not exceed fifteen (15) minutes, unless the Dean of Students or the Dean of Students' designee grants an exception to allow the time to present video, audio, or other documentary evidence that may require more time for review.

 - B. Charged Student's Right to Ask Questions: After the College official's presentation of evidence supporting the recommendation for suspension, expulsion, or eviction, the charged student shall have the right to question any evidence the College official presented and ask questions of the College official that are directly related to the College official's recommendation for suspension, expulsion, or eviction. This process shall not exceed ten (10) minutes.

1. No party being questioned shall purposively provide delayed responses so as to exhaust the time for questions.
 2. If the Dean of Students or the Dean of Students' designee determines that a party is purposively providing delayed responses so as to exhaust the time for questions, the Dean of Students or the Dean of Students' designee shall grant an additional five (5) minutes to the questioning party. Further attempts to obstruct the process will result in the obstructing party's evidence being excluded from consideration.
- C. Charged Student's Presentation of Evidence: After the charged student asks questions, the charged student shall have the right to provide evidence in response to the College officials' evidence, evidence contrary to the College official's evidence, or evidence supporting the charged student's position objecting to the recommendation for suspension, expulsion, or eviction. The charged student's presentation of evidence shall not exceed fifteen (15) minutes, unless the Dean of Students or the Dean of Students' designee grants an exception to allow the time to present video, audio, or other documentary evidence that may require more time for review.
- D. College Official's Right to Ask Questions: After the charged students' presentation of evidence objecting to the recommendation for suspension, expulsion, or eviction, the College official shall have the right to question any evidence the charged student presented and ask questions of the charged student that are directly related to the College official's recommendation for suspension, expulsion, or eviction. This process shall not exceed ten (10) minutes. The provisions in Sections IV.B.1 and IV.B.2 above shall apply.
- E. Dean of Students or Dean of Students' Designee's Right to Ask Questions: After both parties have presented their evidence, the Dean of Students or Dean of Students' designee shall have the right to ask any party clarifying questions directly related to the events surrounding the recommendation for suspension, expulsion, or eviction. This process shall not exceed fifteen (15) minutes, except as authorized in Section III.C.1. above.
- F. College Official's Rebuttal and Closing Remarks: After the Dean of Students or the Dean of Students' designee completes their questions, the College official shall have the right to provide any remarks rebutting the charged students' evidence and provide any closing remarks. This process shall not exceed five (5) minutes.
- G. Charged Student's Rebuttal and Closing Remarks: After the College official's rebuttal and closing remarks, the charged student shall have the right to provide any remarks rebutting the College official's evidence and provide any closing remarks. This process shall not exceed five (5) minutes.
- H. Both the College official and the charged student shall provide the Dean of Students or the Dean of Students' designee with copies of any documentary evidence used in the hearing.
- I. Once the hearing is concluded, the Dean of Students or Dean of Students' designee shall be responsible for evaluating all of the evidence and making a determination to suspend, expel, or evict the student or reject the recommendation to suspend, expel, or evict the student. If the Dean of Students or Dean of Students' designee decides to suspend, expel, or evict, the Dean of Students or Dean of Students' designee shall also have the authority to revise the length of suspension, expulsion, or eviction. The Dean of Students or Dean of Students' designee's written decision shall be based on the following two factors.
1. The College official presented sufficient evidence to establish the facts supporting the recommended suspension, expulsion, or eviction using a preponderance of the evidence standard.
 2. The facts that have been established by a preponderance of the evidence standard warrants suspension, expulsion, or eviction consistent with Student Code of Conduct.

- J. The written decision shall be issued no more than three (3) business days after the conclusion of the Administrative Hearing and shall include:
1. A summary of the factual findings supporting suspension, expulsion, or eviction or summary of the factual findings contrary to suspension, expulsion, or eviction;
 2. An explanation for why the findings do or do not support suspension, expulsion, or eviction;
 3. A specific reference to the provision of the Student Code of Conduct that has been violated if the decision is to suspend, expel, or evict;
 4. Specification of the sanction imposed, if applicable; and
 5. Notice of the right to appeal, if applicable.

8. Acceptance of Responsibility and Entering into an Agreement

If the respondent is in general agreement with the allegations in the complaint, and is in general agreement with the complainant and/or community about how to resolve the conflict and restore the community, the respondent has the option of entering into an agreement. In resolution by agreement the respondent accepts responsibility for the alleged violation(s) of the Statement and agrees to fulfill sanctions/interventions that are developed with the input of the respondent, the complainant, and the Dean of Students or his designee. The respondent has the right to discuss potential sanctions/interventions before entering into an agreement. Once an agreement has been reached, it may not be appealed. The respondent also has the option of entering into an agreement by accepting responsibility for the alleged violations of the Statement and requesting a hearing on the sanctions/interventions under the procedures outlined in the Student Code of Conduct.

Guide for Judicial Decisions

The following guide will assist officials in determining what sanctions are appropriate to an infraction, based on the nature of the offense. It must be emphasized that, when issuing sanctions, the College's decisions will reflect the attitude and circumstances of the accused student, as well as his/her prior behavioral records. Therefore, while the following are recommended sanctions, the final decision in an individual case may be more or less severe, as deemed appropriate by the administrative hearing officer.

Appealing an Administrative Hearing Decision.

1. An administrative decision may be appealed by delivering a letter of appeal to the Vice President of Student Affairs within three (3) business days of receiving the decision of the Dean of Students from an administrative hearing.
2. Upon receipt of a properly-filed appeal letter, the Vice President of Student Affairs shall do one of the following:
 - a. Review the record and render a written decision to the student.
 - b. Request that the hearing official clarify the original decision and then render a written decision to the student.
3. Remand the case to the hearing official for a rehearing. This action will be taken only when:
 - a. The student alleges that new evidence has been found that could materially affect the decision;
 - b. The Vice President of Student Affairs agrees that this new evidence could materially affect the decision; and
 - c. The Vice President of Student Affairs is satisfied that the student was unable to present the new evidence at the first hearing through no fault of his or her own.
4. Grant an appeal hearing and then render a written decision. The appeal hearing will follow the same general format outlined above for administrative hearings.
5. The decision of the Vice President of Student Affairs shall be final unless the student files a further appeal

as provided below.

Appealing the decision to the Vice President of Student Affairs. The Vice President of Student Affairs serves as the final appellate body for cases adjudicated by Administrative Hearing.

The President will only hear appeals when the Vice President of Student Affairs or his/her designee has recommended expulsion. All appeals to the President must be in writing and must be received in his office within 24 hours after the student has received written notice of the judicial decision. The President or his designee will render a written decision to the student. This decision is final and may not be appealed.

Student Arrest

When a student is arrested (either on campus or off), the College may bring charges through the campus judicial system if the student's behavior is also determined to be a violation of the Code of Conduct. After reviewing the available information about the case, and discussing the situation with the student, the Vice President of Student Affairs shall make a decision as to whether the College will bring disciplinary charges against the student immediately or wait for the outcome of a civil or criminal trial prior to deciding if College disciplinary charges are appropriate.

Disciplinary Records

The Office of the Vice President of Student Affairs will maintain students' disciplinary records for Three years. In the case of suspension or expulsion, the record will be maintained indefinitely, and a copy of the disciplinary record will be placed in the student's College records and may only be expunged upon successful application to the Vice President of Student Affairs.

Sanctions

The College administers five sanctions for infractions of the student Code of Conduct. Judicial officials may impose one or more of these sanctions after a case has been adjudicated.

I. Community Service

Students found guilty of violating the Standards of Conduct may be assigned volunteer community work to be completed at the College or in the local community. On-campus assignments may include, but are not limited to, working with Food Services or other campus agencies. Off-campus assignments are usually made in conjunction with human services or volunteer service agencies. All assignments must be completed within the time period designated and to the satisfaction of the assigned supervisor. **Students who fail to complete their assignments in a satisfactory manner will be considered in violation and will be subject to additional disciplinary action, including suspension or expulsion from the College.**

II. Disciplinary Probation

Disciplinary probation is a period of review and observation during which a student is under warning that his/her misconduct was very serious. Subsequent violations of College rules, regulations, or policies probation shall be restricted from certain privileges for a specified period of time. These limitations may include, but are not limited to, the following:

- A. Denial of residence hall visitation privileges.
- B. Denial of the right to vote in college-held elections.
- C. Denial of the right to attend specific, non-academic College functions.
- D. Denial of the right to participate in specific, non-academic College organizations or activities, including Greek activities.
- E. Denial of use of college facilities.
- F. Denial of the right to represent Livingstone College in any capacity.

G. Denial of the right to be elected or appointed as a member or officer of the Student Government.

H. Denial of the right to be elected or appointed as a member or officer of any student organization.

I. Denial of the ability to participate in intramural, intercollegiate, and club sports.

In addition, disciplinary probation becomes a matter of record in the Office of Student Affairs, and in those cases where it is determined that the student is classified as a dependent, his or her parents (legal guardians) may be notified of this sanction.

III. Temporary Suspension

Students may be suspended from the College for period of one or more semester(s) for infractions involving misconduct, including inappropriate behavior such as failure to respond appropriately to a College Official; cursing; use or possession of illegal drugs or drug paraphernalia; or unruly and/or otherwise threatening behavior. Students temporarily suspended from the College may not return to the campus during the period of suspension except to conduct official College business, and then only with the prior permission of the Vice President of Student Affairs. **The student is required to surrender his or her Residence Hall room key and student identification card before vacating the campus.**

IV. Suspension

Suspension is used in cases of serious misconduct or in cases when the student has violated the conditions of his/her disciplinary probation. A student found guilty of violating his/her probation, or who commits an offense serious enough to warrant suspension, may be suspended from the College for the remainder of that semester, and/or for an additional period. Usually the designated period of suspension will not exceed one year. Suspensions are noted in the student's permanent record. Students suspended from the College may not return to the campus for the duration of their suspension, except to conduct official business with the administrative officers or faculty members, and then only with the permission of the Vice President of Student Affairs.

V. Expulsion

Expulsion is the most severe sanction that can be imposed upon a student for a violation of disciplinary procedures. Expulsion is permanent dismissal from the College. Such a student is subject to the conditions and restrictions cited under disciplinary suspension, **except that the student is not eligible to apply for readmission to the College.**

Once such a case has been adjudicated via Administrative Hearing, and disciplinary sanction of expulsion is rendered, the student will be informed in writing within 72 hours. Students who disagree with the decision by the board or official in question may utilize the appropriate appeal process described below.

VI. Filing an Appeal

Students who desire to file an appeal may do so on one or more of the following grounds: (1) Severity of the sanction, (2) Failure to accord due process, and (3) Existence of added information, (4) Mitigating circumstances.

The student's letter or written request for an appeal must include pertinent information which will assist the Vice President of Student Affairs in determining whether an appeal is warranted based on one of the aforementioned appeal grounds.

In general, a student is entitled to appeal only once. If a student's request for appeal is denied, the student is not entitled to any other appeal decision in his or her case. In instances where a student fails to comply with the sanctions imposed, additional and more severe sanctions will be imposed. All appeal notices must be filed in writing to the appropriate appeal person as is stipulated in the decision letter, by the Vice President of Student Affairs.

Procedure for Student Complaints Regarding Faculty Members

The following procedure should be followed when a student has a complaint against a faculty member at Living-

stone College:

1. The student should set up a conference with the faculty member in an attempt to resolve the issue.
2. If the matter is not resolved following this conference, the student should initiate a meeting with his/her academic advisor in an attempt to solve the problem.
3. If the matter remains unresolved, the student should then write a letter of grievance, outlining the issues with supporting documentation attached, if needed. This letter should be sent to the faculty member's Division Chair for investigation and resolution. A copy of the letter should also be sent to the (Campus Minister) and to the faculty member who is charged with the complaint.
4. If the matter is still not resolved, a conference should be set up with the Ombudsman for resolution. The Student may request a hearing with the faculty member, the Division Chair, and student advocate (student's choice), the student, and the Ombudsman. The Ombudsman will inform the student of the final decision in the matter.

Threat Assessment Policy

Involuntary Health Withdrawal

If a student is behaving in a way that is threatening to the student or others, or which significantly interferes with the student's education or the rights of others, the Dean of Students (or designee) may initiate these procedures. This policy is meant to be invoked in those circumstances when a student is unable or unwilling to request a voluntary withdrawal or to participate in normal college proceedings (e.g., academic activities, student conduct processes), and such a withdrawal may be necessary to protect the safety of that student and/or others, or the integrity of the college's learning environment. The Dean of Students is empowered to define in his/her sole discretion and within his/her professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this procedure.

Basis for Interim or Permanent Involuntary Health Withdrawal

Livingstone College may initiate proceedings to withdraw a student if it is determined, by a preponderance of available evidence (that it is more likely than not) that the student is engaging in or likely to engage in behavior that poses a substantial danger of causing imminent harm to the student, to others or to substantial property rights, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others. The college will consider whether reasonable accommodations to policies, practices or procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the college. The Dean of Students (or designee) will seek, if appropriate and feasible, the cooperation and involvement of parents, guardians or spouse of the student. The decision to notify a student's family members will be weighed carefully against the student's privacy rights. The student's parents, guardians or spouse may be contacted without the expressed consent of the student if it is perceived necessary to protect the welfare of the student or others.

Referral for Evaluation

The Dean of Students may refer a student for evaluation if it is believed that the student meets the criteria set forth in this policy. This evaluation is to be conducted by an independent, licensed health professional (e.g., physician, psychologist, and psychiatrist) who is not a family member of the student and who has been approved by the Dean of Students (or designee).

Students referred for evaluation will be informed in writing with confirmed personal delivery. The evaluation must be completed within five business days of the date of the referral letter unless an extension is granted by the Dean of Students. Students undergoing mandatory evaluation shall sign an authorization to release personal health information allowing the health professional conducting the evaluation to communicate the following information with the Dean of Students (or designee): date(s) of evaluation, assessment of current functioning and risk of harm to self/others, recommendations, including possible accommodations to ameliorate risk. Decisions based on the evaluation data may include a student's continuation at the college without restrictions, continuation at the college pending the student meeting certain conditions (e.g., ceasing of disruptive behavior, use of accommodation arrangements, periodic re-evaluation), or withdrawal from the college. A student, who fails to

complete the evaluation in accordance with these policies and procedures, including providing the required authorization to release personal health information, may be suspended on an interim basis, referred for conduct action, or both.

Interim Action

Involuntary Health Withdrawal

If the evaluation of an approved, licensed health professional supports an involuntary health withdrawal, a hearing will be scheduled before the Dean of Students (or designee) and the Director of Health Services. The student will be informed, in writing by confirmed personal delivery, of the time, date and place, and will be apprised of the conclusions reached by the health professional prior to the hearing. In addition, the student will be notified of who is expected to present information at the hearing, and is expected to notify the Dean of Students (or designee) in advance of any witnesses the student expects to bring. If the evaluation does not support an involuntary health withdrawal the student will be informed.

The student may present information for or against involuntary health withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however, the Dean (or other designated person in charge of the hearing) will exercise active control over the proceeding. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. A taped record of the proceedings will be made and kept pending final case resolution.

A written decision will be rendered by the hearing panel within two business days, stating the reasons for its determination. The decision will be sent to the student by confirmed personal delivery. If the student is withdrawn the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the hearing panel is subject to appeal to the Vice President of Student Affairs. Appeals must be made, in writing, within two weeks from the date of the decision, and the Vice President will render a decision within five business days of receiving an appeal. The Vice President's decision shall be based upon the preponderance of the evidence.

A student seeking readmission who has been involuntarily withdrawn must reapply, and may not reenter the college without providing competent professional evidence that any health condition that poses a direct threat no longer exists, or is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the situation that caused the health withdrawal. In addition to the information that the reapplying student submits, the college may require the student to undergo an evaluation by a licensed health professional who is not a family member of the student and who has been approved by Livingstone College. The results of such an evaluation must be disclosed to appropriate college personnel.

An involuntary health withdrawal is not considered a conduct action, though a prior involuntary withdrawal may be considered in subsequent conduct hearings involving the student, dependent upon the circumstances of subsequent conduct charges.

Support at Hearings

The student subject to either an interim suspension or involuntary health withdrawal hearing may be assisted in the hearing by an individual who serves as an advocate and support. This individual is limited to a family member, licensed health professional, or member of the Livingstone College faculty or staff, at the discretion of the Dean of Students (or designee). The student will be expected to speak for him or herself whenever possible.

World Wide Web Policy

Access to the World Wide Web on Livingstone College computing systems is a privilege provided to members of the Livingstone College community. Because the World Wide Web is a worldwide public electronic highway, Livingstone College users must conduct their activities in a courteous and professional manner. Appropriate use policies for Livingstone College computer accounts also apply to all Internet access.

Internet Access to the World Wide Web may not be put to inappropriate uses that include, but are not limited to:

1. Use of copyrighted materials in any form without the express written permission of the original copyright owner, also known as plagiarism.
2. Use of loud or obscene audio or video images (i.e., photographs, paintings, or derivatives thereof), videos, or movies of individuals
3. Use of any personal information that is not public record pertaining to other individuals without their express written consent.
4. Use of any images, data, vulgar websites that are abusive, obscene, harassing, threatening, or discriminatory.
5. Use of any images or data that violate Livingstone College policies (e.g., Sexual Harassment Policy) or local, state, or Federal laws.
6. Creation of direct hypertext links to abusive, obscene, harassing, threatening, or discriminatory material.
7. Use of materials whose nature or volume compromises the ability of the system to serve other users“ documents and individual home pages.
8. Any use which constitutes academic dishonesty.

Use of Electronic Mail

1. Email should be professional and courteous.
2. Email must not contain any illegal, libelous or offensive statements.
3. All statements meant to harass - sexually or otherwise - are prohibited.
4. Email is for business purposes, not for personal use.
5. All emails are college property.
6. The college reserves the right to access emails sent to or from every computer.
7. The college reserves the right to retrieve email stored on its servers that users have deleted from their email programs.
8. Employees who violate the email policy will be subject to disciplinary measures up to and including termination.

Policy Violations

Individuals who become aware of inappropriate, unethical, or illegal use of Livingstone College computing resources, inappropriate content of an individual home page, or any inappropriate electronic communication should notify the CIS office at 704-216-6241. During the investigation of an alleged policy violation, a user’s computing and network access may be suspended. Livingstone College reserves the right to examine a user’s recorded and stored information in the course of investigating an alleged policy violation. Violations of this policy may result in disciplinary action, including, but not limited to, suspension of Internet access, suspension of email privileges, suspension of computing privileges, suspension or expulsion from the College, suspension or termination of employment, fines, and legal action.

Cyber bullying

Cyber bullying is the use of technology to harass, threaten, embarrass, or target another person. By definition, it occurs among young people. When an adult is involved, it may meet the definition of **cyber-harassment** or **cyber-stalking**, a crime that can have legal consequences and involve jail time. Sometimes cyber bullying can be clear-cut. For example, leaving overtly cruel cell phone text messages or mean notes posted to Web sites. Other acts are less obvious, such as impersonating a victim online or posting personal information or videos designed to hurt or embarrass another person.

Livingstone College prohibits a person from using a computer or computer network to commit acts with the intent to intimidate or torment anyone.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to a counseling or behavior modification program; cessation of institutional merit-based financial aid.

DOMESTIC VIOLENCE POLICY

Domestic Violence is defined as any hurtful or unwanted physical, sexual, verbal, or emotional act inflicted by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated; a person similarly situated to a spouse of the victim under the domestic or family violence laws; or any other person against an adult or youth victim who is protected from that person's acts with the intention, either real or perceived, of causing pain or injury to another person.

RECOMMENDED PROCEDURE TO TAKE IF YOU ARE A VICTIM OF RELATIONSHIP VIOLENCE

- If you are in immediate danger, call 911 for help
- Contact the Dean of Students for support, or to file a complaint against the perpetrator
- The Counseling Center can provide resources and support regarding how to handle relationships that involve violence
- Contact law enforcement (not required) Devise a safety plan and notify friends and family members of your safety plan
- Seek medical treatment if you have been physically hurt by the other person

REPORTING DOMESTIC VIOLENCE

Victims of domestic violence are encouraged to file a report with the office of the Dean of Students and/or the campus police. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately. Actions taken by the College or the campus police may be separate and independent. College information may be kept in as confidential a manner as legally permissible. The College will cooperate to the fullest extent possible with state officials.

EVIDENCE THRESHOLD

In order to maintain and preserve the educational nature of the College, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the College under the Code of Conduct. Livingstone College utilizes a preponderance of evidence as opposed to "beyond a shadow of doubt."

SANCTION OR PREVENTITIVE MEASURES

The following sanctions for a policy violation include but are not limited to:

- No contact orders.
- Change in class schedules, mealtimes, or traveling schedules.
- Restriction of access to residence hall, campus buildings, and campus grounds
- Counseling Intervention requirements
- Suspension
- Dismissal

PARENTAL NOTIFICATION POLICY

In 1998, Congress passed an amendment to the Higher Education Act that now permits colleges and universities to inform parents or legal guardians any time a student under twenty-one violates drug and/or alcohol policies. Consequently, when deemed necessary and appropriate by the Office of the Dean of Students, a Livingstone College official may communicate with parents when such violations occur.

SEXUAL MISCONDUCT POLICY

Sexual Misconduct is defined as any form of sexual contact without the consent of all parties involved, which includes but is not limited to:

- Sexual Intercourse committed using physical force, coercion, intimidation, or threat (actual or implied) by a person(s) known or unknown to the victim.
- Non-Consensual Sexual Intercourse (attempted or committed) including anal, vaginal, or oral penetration with

any object, however slight, and without regard to the gender of either party.

- Non-Consensual Sexual Contact (attempted or committed) including any intentional sexual touching with any object, however slight, and without regard to the gender of either party.
- Attempted intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature by a person(s) known or unknown to the victim.
- Sexual Exploitation, including taking non-consensual or abusive sexual advantage of another person for the benefit or advantage of anyone other than the person being exploited. Examples may include, but are not limited to, nonconsensual video or audio taping of sexual activity, engaging in voyeurism, or going beyond the boundaries of consent (such as allowing another person to watch you have consensual sexual activity without the knowledge or consent of the other party) The need for consent of individuals shall include situations where a person is unable to give consent because of mental incapacitation, drug or alcohol influence, or loss of consciousness.

Consent includes healthy sexual activities involving mutually expressed and understood consent:

- Both individuals are physically free and capable to act
- Both are clear about their intent to engage in sexual activities and are willing to do so
- Silence does not in and of itself constitute consent
- Past consent of sexual activities does not imply ongoing future consent
- The act is free of any type of coercion
- Both are sober of all substances and mentally capable to consent to the act

RECOMMENDED PROCEDURES TO TAKE AFTER A SEXUAL ASSAULT

- If you are in immediate danger, call 911 for help.
- Immediate medical attention is recommended to treat any injuries that may have been sustained, including any possible sexually transmitted infection, and to collect or establish information related to the rape or assault. Immediate medical needs can be taken care of by the College Health Center, or a hospital, as necessary. College officials may accompany the person, at his/her request or consent, and render whatever assistance is needed.
- Counseling for both a person who has been the victim of sexual assault and those accused may be provided by the Livingstone College Counseling staff or those who are in a position to assist. In the event that long-term assistance is necessary, referrals to the appropriate outside resources may be made.
- Contact law enforcement (not required)
- Contact the Dean of Students for support, or to file a complaint against the perpetrator.

EVIDENCE THRESHOLD

To maintain and preserve the educational nature of the College, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the College under the Code of Conduct. Livingstone College utilizes a preponderance of evidence as opposed to “beyond a shadow of doubt.”

SANCTION OR PREVENTATIVE MEASURES

The following sanctions for a policy violation include but are not limited to:

- No contact orders.
- Restriction of access to residence hall, campus buildings, and campus grounds
- Counseling Intervention requirements
- Suspension
- Dismissal

REPORTING

Victims of sexual misconduct are encouraged to file a report with the office of the Dean of Students and/or the

campus police. The report may be informational and not require immediate action or may be in the form of a complaint for action to be taken immediately. Actions taken by the College or the campus police may be separate and independent. College information will be kept in as confidential a manner as legally permissible. Sometimes victims are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to College officials. To encourage reporting, Livingstone College pursues a policy of offering victims of sexual misconduct immunity from being charged for policy violations related to the incident. While violations cannot be completely overlooked, the College will provide referrals to counseling and may require educational options, rather than punishment, in such cases.

CONDUCT PROCESS OPTIONS

Informal Process. The Informal Process provides Livingstone College and/or those who believe they have been sexually assaulted with a range of options designed to bring about resolution of their concerns. While an initial investigation will be pursued for every identified complaint, disciplinary action will not be taken against the accused unless the formal complaint process is initiated by the accuser or the College. Depending upon the nature of the complaint and the wishes of the accuser, informal resolution may involve one or more of the following:

1. Reviewing the College Sexual Assault Policy with the accused.
2. Providing the opportunity for the accuser to express his/her feelings about what allegedly occurred. This can be expressed in writing or communicated through a designated College representative or in person via a privileged communication source if both the accuser and the accused agree to a facilitated meeting.
3. The determination of any future interaction as agreed upon by the accuser and accused.

Formal Process. The Formal Process is used when the person bringing the complaint wants to file a complaint of sexual assault against another member of the community and/or if the College, after conducting an initial investigation, determines there is sufficient evidence to make a charge of sexual misconduct. The case will be referred to the College Conduct Board as described in the Conduct Process section of the handbook.

RELATIONSHIP OR DATING VIOLENCE POLICY

Relationship or Dating Violence is defined as any hurtful or unwanted physical, sexual, verbal, or emotional act inflicted by a casual or intimate dating partner who is or has been in a social relationship of a romantic or intimate nature with the victim with the intention, either real or perceived, of causing pain or injury to another person.

RECOMMENDED PROCEDURE TO TAKE IF YOU ARE A VICTIM OF RELATIONSHIP VIOLENCE

- If you are in immediate danger, call 911 for help
- Contact the Dean of Students for support, or to file a complaint against the perpetrator
- The Livingstone College Counseling Center can provide resources and support regarding how to handle relationships that involve violence
- Contact law enforcement (not required)
- Devise a safety plan and notify friends and family members of your safety plan.
- Seek medical treatment if you have been physically hurt by the other person

REPORTING RELATIONSHIP VIOLENCE

Victims of relationship violence are encouraged to file a report with the office of the Dean of Students and/or the police. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately. Actions taken by the College or the campus police may be separate and independent. College information may be kept in as confidential a manner as legally permissible. The College will cooperate to the fullest extent possible with state officials.

EVIDENCE THRESHOLD

To maintain and preserve the educational nature of the College, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the College under the Code of Conduct. Livingstone College utilizes a preponderance of evidence as opposed to “beyond a shadow of doubt.”

SANCTION OR PREVENTATIVE MEASURES

- The following sanctions for a policy violation include but are not limited to:
- No contact orders.
- Change in class schedules, meal times, or traveling schedules
- Restriction of access to residence hall, campus buildings, and campus grounds
- Counseling Intervention requirements
- Suspension
- Dismissal

STALKING POLICY

Stalking is defined as any person who engages in a course of conduct demonstrating unwanted or obsessive attention toward another whether in-person, remotely, or electronically wherein it would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

RECOMMENDED PROCEDURES TO TAKE IF YOU ARE BEING STALKED

- If you are in immediate danger, call 911 for help.
- Clearly communicate an unwillingness to engage in further contact with the stalker.
- Set firm personal boundaries with the person engaging in stalking behavior.
- If you are not comfortable with face-to-face interaction with the stalker, write a letter to the person
- Keep a journal of all contacts that the stalker has made with you and keep records of other interactions
- Devise a safety plan and let your friends know about it.
- Contact the Dean of Students for support, or to file a complaint against the perpetrator
- The Counseling Center can provide resources and support regarding how to handle stalking.
- Contact law enforcement (not required)
- Seek medical treatment if you have been physically hurt by the other person.

REPORTING

Victims of stalking are encouraged to file a report with the office of the Dean of Students and/or the campus police. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately.

Actions taken by the College or the campus police may be separate and independent. College information will be kept in as confidential a manner as legally permissible. The College will cooperate to the fullest extent possible with state officials.

EVIDENCE THRESHOLD

In order to maintain and preserve the educational nature of the College, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the College under the Code of Conduct. Livingstone College utilizes a preponderance of evidence as opposed to “beyond a shadow of doubt.”

SANCTION OR PREVENTITIVE MEASURES

The following sanctions for a policy violation include but are not limited to:

- No contact orders.
- Change in class schedules, mealtimes, or traveling schedules.

- Restriction of access to residence hall, campus buildings, and campus grounds
- Counseling Intervention requirements
- Suspension
- Dismissal

INFRACTIONS, VIOLATIONS, AND RECOMMENDED PENALTIES

Penalties for violations of these policies include, but may not be limited to, the sanctions listed in this section. **All fines must be paid within fourteen business days! If fines are not paid within 14 business days, students will be suspended from the institution, and will vacate the residence halls by 5:00pm of the day of suspension.**

Section 1: Lying

No student shall lie, cheat, or knowingly furnish false information to the College, professors, instructors, officials, or judiciary boards; or perform other forms of dishonesty in College-related affairs. This includes making a false statement to any member of the College community, or giving false statements during a College judicial hearing.

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; a fine in the range of \$100-\$300; decrease and/or cessation of institutional merit-based financial aid.

Section 2: Disorderly Conduct or Expression

A) Disorderly conduct means conduct that is offensive or annoying to others or is disruptive of the rights of others. It includes excessive and inappropriate noisemaking, including loud talking; shouting; loud stereo, radio, or television sets; horseplay, practical jokes, and general annoyance; habitual or repeated incidents of excessive noise; violation of quiet hours' rules; and misuse of musical instruments and noise producing devices in such a way as to violate the right of others to live in an atmosphere conducive to learning and studying.

B) Such conduct also includes breaking lines (in the cafeteria, during registration, at campus events and activities, etc.).

C) Obstruction and disruption of college activities.

Possible sanctions: warning; educational tasks; up to 20 hours of community service; a fine in the range of \$50-\$200; removal from campus housing.

Section 3: Distribution of Offensive Materials

The distribution of printed materials that are libelous, scurrilous, sexually explicit, or pornographic, or that encourage violation of public laws or College regulations, including T-shirts, buttons, and/or hats, is prohibited.

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; a fine in the range of \$100; decrease and/or cessation of institutional merit-based financial aid.

Section 4: Offenses against morals or decency

Students are prohibited from lewd, indecent, or obscene conduct or expression, or other offenses against morals and decency. Such offenses include, but are not limited to, indecent exposure, peeping, exhibitionist sexual practices, or the use of indecent language on a telephone.

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; decrease and/or cessation of institutional merit-based financial aid.

Section 5: Failure to Pay Disciplinary Fines

Students must pay disciplinary fines to the Business Office within ten working days of written notification.

Possible sanctions: Failure to pay disciplinary fines within 10 working days will impede a student from receiving a final examination permit, pre-registering for classes, and/or receiving copies of his/her transcript/suspension.

Section 6: Gambling;

Gambling is prohibited on College-owned or controlled property or at College-sponsored activities or functions. Gambling includes the playing of cards or any other game of skill or chance for money or other items of value. Exceptions may be granted for College-approved fundraising activities.

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; a fine in the range of \$100- Decrease and/or cessation of institutional merit-based financial aid.

Section 7: Theft

Regardless of where it occurs, stealing from another person, agency, institution, or the College; the taking of property belonging to another, with intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of someone else's credit card; and/or acting as an accomplice to a theft is prohibited. No student shall take, attempt to take, or keep in his/her possession, any items of college property, or any items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to a counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 8: Illegal and/or Unauthorized Possession, Sale, or Damage to Property

No student shall intentionally damage, or attempt to sell or remove, property belonging to the College, to a member of the College community, or to a visitor to the campus.

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; decrease and/or cessation of institutional merit-based financial aid.

Section 9: Disorderly Assembly

No student shall assemble on the campus for the purpose of creating a riot, destruction of property, or causing a disorderly diversion that interferes with the normal operation of the College. This section should not be construed so as to deny any students the right to peaceful, non-disruptive assembly.

Possible sanctions: warning; educational tasks; up to 15 hours of community service; a fine in the range of \$20-\$120; removal from campus housing.

Section 10: Failure to Comply

All students must comply with the directives of college officials (including resident assistants) when those officials are acting in the performance of their appointed duties. This includes the evacuation of a building during a fire alarm or when otherwise ordered to do so by a college official.

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; social probation; a fine in the range of \$100-\$300; decrease and/or cessation of institutional merit-based financial aid.

NOTE: For failure or refusal to present proper identification upon request by a College official, the Students will be detained by Campus Police and will be subject to arrest and suspension from the college. Students must also allow College officials entry to their motor vehicles (as owner, operator, or registrant), residence hall rooms, or any other facility on the campus grounds when there is reasonable suspicion that a violation of College policies or of local, state, or federal laws has occurred.

Possible sanctions: Automatic disciplinary suspension.

Section 11: Student Identification Cards

All students must always have their college-issued Student Identification Cards in their possession.

No student shall lend, sell, or otherwise transfer his/her ID card. Use of a student's ID card by anyone other than its original holder is prohibited.

NOTE: For failure or refusal to present proper identification upon request by a College official, the Students will be detained by Campus Police and will be subject to arrest and suspension from the college.

Section 12: Pets and Animals

The current Livingstone College Policy prohibits having animals of any type in on-campus housing; however, The Office of Disability Services will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an ESA that is necessary due to a disability. **However, an ESA may NOT reside in College housing at any time prior to the individual receiving official approval as a reasonable accommodation pursuant to this Policy.** Unapproved ESAs will result in the removal of animals and/or student from the residence hall by the Dean of Housing and Residence Life and/or Judicial Officer. If the individual with a disability is granted permission for an ESA and is allowed in on-campus housing under FHA, the ESA **is not permitted** in other areas of the College (i.e., dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, offices, common areas in residence halls, etc.).

Possible sanctions: Reprimand; removal of pet by student; \$100 fine; loss of campus housing; disciplinary probation.

Section 13: Violation of Outside Laws

Any student found to be in violation of local, state, or federal law, on or off the campus, will be subject to prosecution by that agency.

Possible sanctions: Reprimand and additional sanctions based on the gravity of the incident. Any student charged in such an incident can be removed from campus housing immediately. Any student convicted of criminal misconduct will be expelled from the College.

Section 14: Hazing

Hazing is strictly prohibited not only in fraternities and sororities, but among other groups and individuals. In instances involving other groups and individuals, the sanctions for hazing will be the same as those that apply to fraternities, sororities, social fellowships, and other Greek-lettered organizations.

No student in any recognized College organization should, during the rites or ceremonies of induction, initiation, or orientation into college life or into the life of such a group, cause physical or mental suffering to another student.

Hazing is against North Carolina state law (North Carolina General Statutes, sections 14-35), which defines hazing as acting —to annoy any student by playing abusive or ridiculous tricks upon him/her, to frighten, scold beat or harass him/her or to subject him/her to personal indignity. Punishment for this misdemeanor offense consists of a fine not to exceed \$4,500, imprisonment for not more than six months, or both. State law also requires that the faculty or governing board of a college or school expel any student convicted of hazing. **Note: The College may take disciplinary action independent of any court action.**

It is noted that hazing occurs not only in fraternities and sororities, but also among other groups and individuals. In instances involving other groups and individuals, the sanctions are the same as those that apply to fraternities, sororities, and other Greek letter organizations.

Hazing in any form is prohibited in accordance with the law as established by the State of North Carolina. The scope of hazing includes activities that are planned or unplanned, on or off the campus, whether sponsored by fraternities, sororities, social fellowships, or other student organizations and groups recognized by the College. Examples of hazing include: any form of paddling; physical or psychological shocks; morally degrading or humiliating activities or games; post-midnight work sessions; any activities which cause excessive physical fatigue; and activities which interfere with an individual's scholastic achievements.

Possible sanctions: North Carolina state law (Statue Section 14-35) requires the faculty or governing board of a college or school to expel any student convicted of hazing.

Section 15: Physical Abuse

An encounter with blows or other personal violence, which includes rape, pushing, shoving, and other acts of physical

abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault on or off the campus. Assault-is placing one in imminent fear of serious bodily harm. No student shall push, strike, or physically assault any member of the faculty, administration, staff, or student body, or any visitor to the campus.

Possible sanctions: suspension (interim or up to one year); immediate removal from campus housing until adjudication of alleged incident; disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Note: If weapons, or objects which are used as a weapon or which may be construed as weapons, are used in an altercation, the student will be automatically expelled from the College.

Section 16: Verbal or Mental Abuse or Harassment

The use of verbally abusive language by any person on college-owned or controlled property, or at college-sponsored or supervised events, is prohibited. This includes language that insults, taunts, or challenges another person, so as to provoke a violent response, communication of a threat, defamation of character, use of profanity, verbal assaults, derogatory, sexist, or racist remarks or any behavior that puts another member of the College community or any other person in a state of fear or anxiety.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 17: Unauthorized Use of College Facilities

Unauthorized use includes, but is not limited to, commuter students who stay in the Residence Halls without proper authorization to do so, or resident students who allow other students and/or persons to stay in their rooms without proper permission for an extended period of time; the erection of tents, and/or the use of grounds for sleeping facilities; illegal, illicit, or prohibited acts; failure to vacate a College building by announced closing deadline.

No student shall make unauthorized entry into any College building, office, or other facility; nor shall any person remain in any building after normal closing hours without authorization.

No student shall make unauthorized use of any College facility.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; loss of campus housing; social probation; fines; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 18 Safety and Health Procedures

1. No student shall report a false fire or bomb alarm by any means, including a telephone call or use of a warning device. Also prohibited are any tampering with fire extinguishing or safety equipment or exit signs, fire mischief, or the violation of College guidelines regarding fire safety.

Recommended sanction: Expulsion from the College:

2. No student shall set, or cause to be set, any unauthorized fire in or on college property.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

3. No student shall possess or use fireworks, candles, or incense on College property, or at events sponsored or supervised by the College or any recognized College organization. Fireworks are defined as —any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or denotation.

Possible sanctions: Confiscation of fireworks; suspension (up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 19: Solicitation

Students must be authorized by the appropriate College official in order to sell goods, collect monies, or act as agents for business firms which entail solicitation or the receiving of business offers or goods on College property.

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; decrease and/or cessation of institutional merit-based financial aid.

Section 20: Firearms and Weapons

The possession or use of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air-guns, BB guns, or other firearms; bowie knives, daggers, switchblade knives, or metallic knuckles; explosives, such as firecrackers; dangerous chemicals, etc., unless authorized by the Director of Campus Security and the Vice President of Student Affairs is prohibited at any time on College-owned or controlled property or at College-sponsored activities:

1. Students are prohibited from possession or use of firearms on college property or at events sponsored or supervised by the College or any recognized College organization. The possession or use of any other offensive weapons is also prohibited.
2. Students are prohibited from the possession or use of items that resemble guns, knives, or other weapons, such as, but not limited to, water guns, cap guns, starter pistols, and guns used for military-like drills.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); immediate removal from campus housing until adjudication of incident; parental notification; cessation of institutional merit-based financial aid.

Section 21: Use of Motor Vehicles

Students must register their vehicles with Campus Police and park in designated areas only.

Possible sanctions:

- a. **Vehicles parked in unauthorized areas will be towed at the owner's expense.**
- b. **Vehicles not properly registered will be towed at the owner's expense.**
- c. **Loss of campus parking privileges.**
- d. **Suspension (temporary or up to one academic term).**

Section 22: Alcoholic Beverages

No student shall possess or consume alcoholic beverages on College property or at events sponsored or supervised by the College. There shall be no possession of alcoholic beverages, whether in opened, unopened, or empty containers, anywhere on college-owned property, including student vehicles and vehicles belonging to others. Alcohol is prohibited.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Drug-Free Campus Policy (Zero Tolerance Policy)

The basic mission of Livingstone College is to provide an environment that is conducive to healthy intellectual growth. The academic community, including the student body, the faculty, and staff, has a collective responsibility to ensure that the environment is conducive to the process. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

Consumption of Alcoholic Beverages

1. The possession, transfer, sale, or consumption of alcoholic beverages on Livingstone College property is strictly prohibited. In addition, students are liable for violation of NCGS, Section 18B-302 while on College Premises:
 - a. Sale-It shall be unlawful for any person to:

- I. Sell or give malt beverages or unfortified wine to anyone on College property.
 - II. Sell or give fortified wine, spirituous liquor, or mixed beverages to any one on College property.
- b. Purchase or Possession- It shall be unlawful for:
- I. Any persons on College property, to purchase, to attempt to purchase, or to possess fortified wine, spirituous liquor, or mixed beverages.
- c. Aiding and Abettor
- I. By underage person- Any person who is under the lawful age to purchase and who aids or abets another in violation of subsection a or b of this section shall be guilty of a misdemeanor punishable by fine of up to \$500.00 or imprisonment for not more than six months, or both, at the discretion of the court, in addition to College sanction.
 - II. By person over lawful age- Any person who is over the lawful age to purchase and who aids or abets another in violation of subsection (a) or (b) of this section shall be guilty of a misdemeanor punishable by a fine of up to \$2,000.00 or imprisonment for not more than two years, or both at the discretion of the court, in addition to College sanction.
2. Students are responsible for conforming to state laws referencing:
 - a. Transportation of alcoholic beverages.
 - b. Consumption of alcoholic beverages in public places.
 - c. Consumption of alcoholic beverages by students under the legal drinking age.
 - d. Abuse of alcoholic beverages.
 3. There will be no consumption of alcoholic beverages in a motor vehicle while on College property.
 4. There will be no consumption of alcoholic beverages on College-owned or controlled property. College property shall include classrooms and Residence Hall rooms and snack bars, all hallways, stairwells, lounges, bathrooms, and other student residences owned, controlled, or administered by the College, and all sports areas on and off the campus in which Livingstone College events take place.
 5. No student shall be under the influence of alcohol on the campus (defined as —a loss of the normal use of his or her mental and/or physical faculties due to alcohol).
 6. No possession and/or consumption of alcoholic beverages. This includes possession and/or consumption on College-owned property, at any campus event, at areas off the campus at which College-sponsored events take place, or returning to campus after consuming alcoholic beverages off-campus.
 7. Providing/Distributing Alcohol. This includes any individual or any organization that provides or distributes alcohol on College property.
 8. Sponsorship on campus of any activities involving the unauthorized use of alcoholic beverages by students in organizations recognized by the College. This means any activity sponsored on the campus or on property owned or controlled by the College in which alcoholic beverages are used without specific College approval for use of such beverages. Sponsorship means that one or more students or organizations are responsible for conducting the activity or event.
 9. There will be no use of alcoholic beverages on campus.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 23: Drugs

1. Possession, use, or the reasonable suspicion of use of narcotics or drugs in any form. This means the illegal use of narcotics or drugs, including prescription drugs without a valid medical prescription; possession of such drugs, whether on the person or in the possession of a student on any College-owned or controlled property and/or at events sponsored by the College; and in areas outside the campus. This section also involves such incidents that are subject to prosecution under local, state, and federal laws. —Reasonable suspicion is defined as the presence or odor of marijuana or any other narcotics / drugs in any form.

Note: Individuals who are involved in any drug-related violations are subject to criminal action, and it is the duty of the College to report these individuals to the proper legal authorities.

2. Distribution and/or sale of narcotics or drugs. This means the illegal distribution and/or sale of narcotics, including prescription drugs without a valid medical prescription, on the person or in the possession of a student of the College; also involves such related incidents that are subject to prosecution under local, state, and federal laws.
3. Possession of drug paraphernalia. The illegal possession and/or use of drug Paraphernalia including, but not limited to, roach clips, bongs, scales, balances, sandwich baggies and their corners, sifters, spoons, chamber pipes, homemade pipes, film canisters, diluents, carburetor pipes using screens, water pipes, and any other equipment, products, and materials that can be directly linked to the usage of controlled substances. Drug paraphernalia is also defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, or growing of drugs or drug-related plants.
4. Individuals caught smoking marijuana in the residence halls or common areas will be adhered to the following: 1. First offense; \$250.00 fine, that must be paid in two weeks, plus sanctions of 30 community service hours, and must see the student code of conduct officer. 2. Second offense; \$500.00 fine, that must be paid in two weeks, plus sanctions of 30 community service hours, and must see the student code of conduct officer. 3. Third offense; removal from residence halls.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); immediate removal from campus housing until adjudication of incident; parental notification; referral to counseling or behavior modification program; cessation of institutional merit based financial aid.

Section 24: Being an Accessory to a Violation

Students shall not have knowledge or give aid before and/or after the fact about any violation of the Standards of Conduct, or any other College regulation or policy, and/or any local, state, or federal laws. **Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.**

Section 25: Harboring

Students shall not knowingly harbor or transport onto College property any student, employee, or any other individual who has been suspended, expelled, terminated, or banned from the College.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 26: Attempted Offenses

Any attempt to commit a violation of the College Standards of Conduct, or of any local, state, or federal law, on campus or College-owned or controlled property, or involving members of the College community (faculty, staff, students, or campus visitors).

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 27: Misrepresentation

1. Misrepresentation of oneself, such as by way of an admission application, transcript, etc.; giving a false name, date of birth, Social Security number, or other identification to a College official; or otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive.
2. Forgery, alteration, destruction, misuse, or attempted or intended misuse of College documents, records

(including altering one's work time sheet), College-issued identification, or other property, including the unauthorized transfer, sale, and/or use of computer applications.

3. Fraudulently obtaining, fabricating, altering, falsifying, transferring, loaning, selling, or misusing or attempting/intending to misuse an ID card, meal card, or meal card validation sticker, enrollment validation sticker, library card, vehicle registration, or other College document or service; transferring, lending, or selling such items;

Note: Students are subject to detention and arrest for trespassing if they cannot present suitable identification.

4. Telephone fraud, including misuse or abuse of telephone lines or services, including fraudulently placing long-distance telephone calls.
5. Wearing a mask, disguise, or other item to disguise one's face or facial identity while on the property of the College or at a College sponsored event.

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.

Section 28: Behavior of Guests

Students are responsible for the behavior of guests they have invited to the campus or permitted to visit them on the campus. If guests are found to be in violation of the Standards of Conduct while in the company of their student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

Possible Sanctions: Whatever sanction is described for the violation(s) committed by his or her guest(s), including suspension (interim or for the duration of the term).

Violations Appendix

Adjudication and Resolution:

Depending upon the violation, the following methods of adjudication will be utilized to resolve any allegations:

1. Informal Resolution:

In some instances, incidents and/or allegations are most appropriately resolved in a manner not resulting in formal judicial charges, including, but not limited to, voluntary resolution via the Counseling Center, the Director of Residence Life, and/or a faculty/staff member or other College official as appropriate.

2. Administrative Hearing:

- a. **Level I** -- The Director of Residence Life or his/her designee may adjudicate all violations where responsibility is freely admitted and/or where there is no dispute of facts in an administrative hearing. In cases where separation from the College is a likely outcome, the Dean of Students or his/her designee will conduct the sanctioning portion of the hearing.
- b. **Level II and Level III** – The Dean of Students or his/her designee conducts an administrative hearing.

3. The Judicial Board:

This is a body of three (3) students (the student Attorney General and two at-large students) and four (4) faculty/staff members who adjudicate alleged Level III violations of the Code of Conduct in cases where students do not accept responsibility for those violations.

Students who challenge the alleged violation may request a judicial hearing, which is typically held on Tuesday or Thursday. If such a board cannot be convened, the matter will be handled administratively under normal guidelines.

Summary of Violations and Possible Sanctions

Level I

- Disorderly Assembly**
- Littering**
- Misuse of Student Identification**
- Noise**
- Residence Hall Policies and Procedures**

“Simple” Assault, Assault & Battery, and Affray

Most of the time, assault and battery, assault, and affray are charged as Class 2 misdemeanors. In these situations, the victim has suffered minor injury only (of a type that would not require a doctor's attention). When the defendant has no prior convictions, a Class 2 misdemeanor is punishable by probation and a sentence of one to 30 days in jail. If the defendant has prior convictions, the sentence can be as long as 60 days. The judge can also impose a fine of up to \$1,000.

However, North Carolina punishes some offenses more severely in several situations, described next.

(N.C. Gen. Stat. Ann. § 14-33.)

Possible sanctions: warning; educational tasks; up to 15 hours of community service; a fine in the range of \$20-\$120; removal from campus housing.

Level II

- Abuse and harassment**
- Major vandalism and criminal damage Distribution of Offensive Materials**
- Failure to comply.**
- Gambling**
- Falsification of information**
- Other college policies**

Possible sanctions: up to 40 hours of community service; educational tasks; restitution; removal from campus housing; suspension (interim or up to one year); parental notification; a fine in the range of \$100-\$300; decrease and/or cessation of institutional merit-based financial aid.

Level III

- Aggressive Behavior**
- Alcohol (Abusive use/misconduct under the influence of alcohol)**
- Contempt of the Judicial System**
- Disruptive Conduct**
- Drugs (Possession, use and/or distribution of drugs or paraphernalia)**
- Endangering Health and Safety**
- Fire Safety *NC Statue Section 14-286***
- Local, State, or Federal Laws**
- Disruptive Conduct**
- Drugs (Possession, use and/or distribution of drugs or paraphernalia)**
- Gang Activity**
- Sexual Misconduct**
- Non-consensual sexual contact**
- Sexual Harassment**
- Sexual Exploitation**
- Non-consensual Sexual Intercourse**
- Sexual Harassment**
- Major theft**
- Unauthorized Entry, Use or Possession of College Property**
- Weapons and Fireworks (N.C. General Statute Section 14-269.2)**
- Hazing (N.C. General Statute Section 14-35)**

More Serious Assaults, Assaults and Batteries, and Affrays

When the offense involves specific weapons, injuries, or certain victims, North Carolina imposes more severe penalties. The following offenses are Class A1 and Class 1 misdemeanors. Penalties are explained below.

Severe injury

An assault that inflicts severe injury is a Class A1 misdemeanor. A serious injury, while not defined in the statute, is any injury that could require medical attention. Usually, the victim is not required to actually seek or receive medical care; it is enough that the injury is of the sort that could require a doctor's attention.

(N.C. Gen. Stat. Ann. § 14-33.)

Using a deadly weapon

An assault that involves a deadly weapon is also a Class A1 misdemeanor. A deadly weapon, while not defined in the statute, is any object that could be used to kill someone. Any item that is not normally thought of as a weapon but that is actually used in the offense is a deadly weapon, as are guns, knives, and blunt objects.

(N.C. Gen. Stat. Ann. § 14-33.)

Domestic violence

Domestic violence, another Class A1 assault and battery misdemeanor, is an assault with a deadly weapon or one that causes severe injury against someone with whom the defendant has a “personal relationship,” when the assault occurs in the presence of a minor child. The minor must have been in a position to observe the assault.

“Personal relationship” is broadly defined to include spouses, children, grandchildren, former spouses, people who have lived together as a family, and people who have dated one another or who have children together. The minor child must be under the age of 18, must live with or be under the care of the defendant, and must have a personal relationship with the defendant.

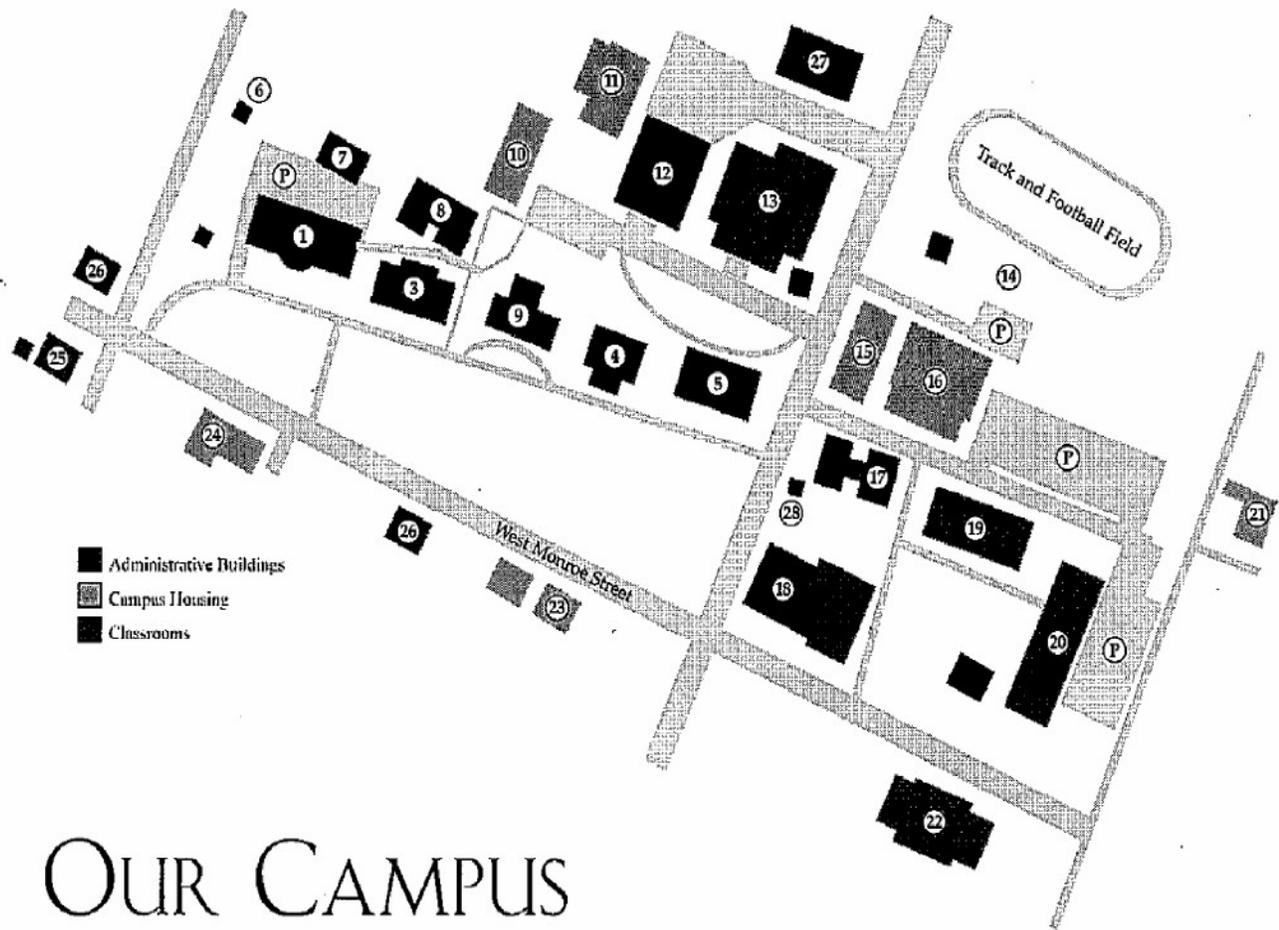
(N.C. Gen. Stat. Ann. §§ 14-33, 50B-1.)

Sexual battery

Sexual battery, a Class A1 misdemeanor, is any sexual contact or physical contact committed for sexual purposes by force and against the victim’s will. Sexual battery is also any sexual contact with a victim who is mentally disabled, physically helpless, or otherwise incapacitated, where the defendant knows or should know of the victim’s disability.

(N.C. Gen. Stat. Ann. § 14-27.5A.)

Possible sanctions: suspension (interim or up to one year); disciplinary dismissal (expulsion); parental notification; referral to counseling or behavior modification program; cessation of institutional merit-based financial aid.



OUR CAMPUS

AT LIVINGSTONE COLLEGE

- | | | |
|------------------------------------------------------------------------|------------------------------------------------|---------------------------|
| 1. Joseph Charles Price Memorial Hall
Price Administration Building | 12. J.K. K & Rose Douglas Aggrey Student Union | 22. S.E. Duncan School |
| 2. Old Hood Theological Seminary Building | 13. William Johnson Trent Gymnasium | 23. Edward E. Moore House |
| 3. J.W. Hood Building | a. Old Trent | 24. Koontz Center |
| 4. Andrew Carnegie Library | b. New Trent | 25. Old Alumni House |
| 5. William E. Dodge Hall | 14. Alumni Memorial Stadium | 26. Admissions |
| 6. Poets and Dreamers Garden | 15. C.M. Harris Hall | 27. Willie Blake Building |
| 7. William Jacob Walls Heritage Hall | 16. Dancy Memorial Hall | 28. Security Booth |
| 8. Robinson Health Center | 17. Stephen Ballard Hall | |
| 9. William H. Goler Hall | 18. James Varick Auditorium | |
| 10. Mary Reynolds Babcock Hall | 19. S.E. Duncan Science Building | |
| 11. Annie Vance Tucker Hall | 20. Harriet Tubman Building | |
| | 21. Stone Garden Apartments | |

P Parking

Alma Mater



MY LIVINGSTONE

O Livingstone, my Livingstone!
Thy dear old name we sing,
While memories cluster thick and fast,
And closer to us cling.
Beneath thy maples and thy oaks
The zephyred breezes blow,
Just as they will in years to come
No matter where we go.

O Livingstone, my Livingstone!
When thou art old with age,
Perhaps thou, too, shalt hold a place
That's bright on mem'ry's page,
And in the sky no cloud shall be Instead,
thy sun shall beam
Prosperity shall live always
Amid its golden gleam.

O Livingstone, my Livingstone!
Thy students come and go,
The moments fly, the years go by
With all their weal and woe,
Along with fleet and nimble feet
Oh, hasten on the way,
And fling the light of wisdom out
Across the Wand'rer's way.

O Livingstone, my Livingstone!
Upon thy campus wide,
In numbers many students roam,
Some from the other side;
And still they love; we can but hope
That they may e'er be true
To both thy names and colors too
The modest black and blue



Livingstone College
701 W. Monroe Street
Salisbury, NC
28144