



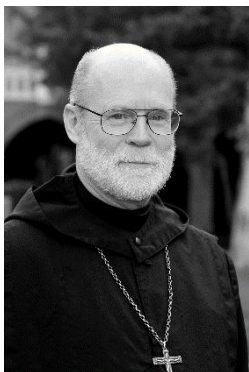
Belmont Abbey
COLLEGE

Student Handbook 2023-2024

Ut in Omnibus Glorificetur Deus
That in All Things God May Be Glorified

Catholic University pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a common dedication to truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the Institution its distinctive character. As a result of this inspiration, the community is animated by a spirit of freedom and charity; it is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals. It assists each of its members to achieve wholeness as human persons; in turn, everyone in the community helps in promoting unity, and each one, according to his or her role and capacity, contributes towards decisions which affect the community, and also towards maintaining and strengthening the distinctive Catholic character of the Institution.

~Pope John Paul II
Ex Corde Ecclesiae



A Message from Abbot Placid Solari, OSB Chancellor of Belmont Abbey College

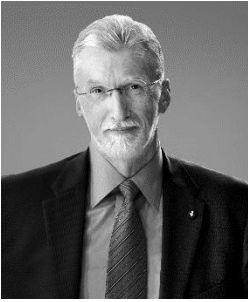
Dear Students,

On behalf of all the monks of Belmont Abbey, I am happy to welcome you to our home for a new school year. The opening days of school in August are an exciting time for us in the monastery. We are happy to see our returning students again, and look forward to meeting the new members of our college community.

A very important part of your Abbey education is learning how to form a good, healthy and supportive community with people of diverse backgrounds and interests. This is neither a simple nor an easy task. I recommend this Handbook to you as a guide in this important task. It represents the work and experience of many people, and outlines for you the values Belmont Abbey College believes are essential to a good campus community. I recommend it for your observance, using the same words Saint Benedict uses for us, the monks, in recommending his *Rule*: “We hope to set down nothing harsh, nothing burdensome. The good of all concerned, however, may prompt us to a little strictness in order to amend faults and to safeguard charity. Do not be daunted immediately by fear and run away...”

I wish you every success in this coming school year. Be assured that you will be accompanied by our prayers in the monastic community throughout this year.

In Christ,
Abbot Placid Solari, OSB



A Message from Dr. William K. Thierfelder, Ed.D President of Belmont Abbey

Dear Students of Belmont Abbey College,

Welcome to Belmont Abbey College! We are glad that you have come to join our community. I know that you will gain a great deal from your time here. My hope is that you will learn, grow, and prosper at the Abbey. I hope that you get to know God better, that you get to know yourself better and that you make excellent friends here. I hope that you gain the knowledge, wisdom, and discipline to live a happy, productive life, and as our mission statement says to be a blessing to yourself and to others.

In coming to our College, you are joining a community with roots in Belmont, North Carolina that go back more than one hundred and thirty years. In coming to a college begun by Benedictine monks - a group founded by St. Benedict 1,500 years ago – you are becoming part of a long tradition of learning and holiness that I hope you will make your own. For centuries, part of the genius of the Benedictines has been in creating vibrant, holy, communities of learning. We hope that you will help us to create such a community here. Much of this work has already been done by the monks, the faculty, and the students of this College, but much remains to be done – by you!

A millennium and a half ago, St. Benedict wrote a Rule to help his monks live together in community in a way that would make them better, holier people and better friends of God and of each other. St. Benedict recognized that the key to building a happy community was for each person to love God and to respect, love, and serve all the other members of the community. As we all know, this is not easy. In fact, sometimes it can be very hard to balance the rights of each person with the common good. Living together in harmony demands that all of us think of each other, pray for each other, make sacrifices for each other, and rejoice in each other.

The banners around campus proclaim our commitment to *Excellence and Virtue*. I urge you to make that commitment your own. If you do, you will be happy and holy. You will become wise. You will be productive. You will be loved, and you will radiate joy. In the Gospels we read that the early Christians were instantly recognizable because of the way they loved each other. Let us try to be that kind of community so, in the words of our school's motto, "that in all things God may be glorified."

I hope that this will be a year of joy and accomplishment for you, and I ask God to shower you with blessings.

William K. Thierfelder, Ed. D
President, Belmont Abbey College

Belmont Abbey College Vision Statement

Belmont Abbey College finds its center in Jesus Christ. By His light, Statement we grasp the true image and likeness of God that every human is called upon to live out. We strive to renew that likeness in all dimensions of College life through curricular and co-curricular programs of excellence and virtue based in the liberal arts, as practiced in the Catholic and Benedictine intellectual traditions.

By excellence and virtue, we mean the skills, attitudes, and stable dispositions of character that make possible the consistent practice of the good throughout the full range of human pursuits (scholarly, professional, and personal). Recognizing that each field has its own standards of excellence, we strive to achieve them, led by St. Benedict's desire "that in all things God may be glorified."

As a Benedictine institution, we find this glory especially revealed in the development of the whole person. Guided by the liberal arts, our goal is to be responsible stewards of the true, the beautiful, and the good. We welcome the talents of everyone, from any background and tradition, who is committed to fostering that development and contributing to the mission of the College. To the members of the Belmont Abbey College community, we offer a community animated by this vision where they may work towards their own full potential.

Major institutional objectives:

Embrace and instill the habit of excellence and virtue in all that we do.

Foster the development of each member of the Belmont Abbey College community as a whole person in keeping with the Rule of St. Benedict.

Provide our students with a liberal arts education that prepares them—mind, body and spirit—to pursue the good for themselves and for their communities.

Share the richness of our Catholic and Benedictine identity through College activities and communications so that we inspire others to become part of the worldwide Belmont Abbey College community.

Mission Statement

Our mission is to educate students in the liberal arts and sciences so Statement that in all things God may be glorified. In this endeavor, we are guided by the Catholic intellectual tradition, the Apostolic

Constitution *Ex Corde Ecclesiae* and the Benedictine spirit of prayer and learning. Exemplifying Benedictine hospitality, we welcome a diverse body of students and provide them with an education

that will enable them to lead lives of integrity, to succeed professionally, to become responsible citizens, and to be a blessing to themselves and to others.

Code of Student Responsibility

In keeping with the Catholic Benedictine tradition and history of Belmont Abbey College, I pledge my efforts and responsibility to foster an environment conducive to the pursuit of excellence and virtue.

I pledge to be respectful towards and actively engage my classmates, my academic pursuits, handbook policies, college property, faculty, staff, the monastic community and the mission of this college.

I do this as my contribution to fulfilling the goals set out in the college's mission statement: that in all things God may be glorified and that I may be a blessing to myself and others.

Students Rights and Responsibilities

Students at Belmont Abbey College, as members of the College community, enjoy certain rights and responsibilities. These rights and responsibilities include:

- Freedom to learn.
- Freedom from harassment or discrimination of any kind.
- The right to be evaluated properly and fairly without any form of prejudice or capricious application of standards or policy.
- Freedom of expression and inquiry within the boundaries imposed by civil law, college policies, and our Catholic, Benedictine identity.
- Protection from improper disclosure of confidential information
- Freedom to be considered for membership of any recognized student organization and to participate in student governance.
- The right to be a part of the Belmont Abbey College community.
- The responsibilities to participate fully in the academic life of the College, and within the capacity of each student to pursue wisdom, develop critical judgment and search for truth.
- A responsibility to respect and safeguard the condition and environment necessary to provide the freedom to learn.
- An obligation to preserve the community and protect others from harassment.
- An obligation to demonstrate respect for themselves and others, reverence for God and His creation, and responsibility to build community at BAC.

2023-2024 Academic Calendar

<https://belmontabbeycollege.edu/academics/calendar/#fall-2023>

College Resources & Support Services

Academic Advising

New Hall – Office Suite
M-F 9:00a – 5:00p
academicadvising@bac.edu

Accommodations & Accessibility Services

New Hall – Office Suite
M-F 9:00a – 5:00p 704-461-6228
carrieminnich@bac.edu

Student Accounts

Student Success Hub (Commons)
M-F 9:00a – 5:00p 704-461-6723
vickibrown@bac.edu

Campus Ministry

O'Connell Hall
M-F 9:00a – 5:00p 704-461-6545
campusministry@bac.edu

Campus Police

Raphael Arthur Hall
24/7/365 704-400-6200
campuspolice@bac.edu

Career Services

New Hall – Office Suite
M-F 9:00a – 5:00p 704-461-6873
careerservices@bac.edu

Counseling Services

Back of Haid Building – Garden Level
M-F 9:00a – 4:00p 704-461-5065
counselingservices@bac.edu

Dining Services

Main Dining Hall
704-461-6255

Financial Aid

Student Success Hub (Commons)
M-F 9:00a – 5:00p 704-461-7006
financialaidoffice@bac.edu

Health Services

Back of Haid Building – Garden Level
M-F 9:00a – 4:30p 704-461-6877
healthservices@bac.edu

Registrar

Student Success Hub (Commons)
M-F 9:00a – 5:00p 704-461-6241
registrar@bac.edu

Residence Life

O'Connell Hall
M-F 9:00a – 5:00p 704-461-7371
residencelife@bac.edu

STEM Learning Lab

Science Building – First Floor
ashleywhite@bac.edu

Student Activities

Student Commons – 204
M-F 9:00a – 5:00p 704-461-6780
studentactivities@bac.edu

Tutoring Services

704-461-6234
peytonanderson@bac.edu

Writing Center

Stowe Hall – Second Floor – 216
erinjensen@bac.edu

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GENERAL COLLEGE POLICIES & INFORMATION

Belmont Abbey College (“Belmont Abbey” or the “College”) is a Catholic, Benedictine learning community committed to developing each member of the college community in mind, faith, and character for a life of meaningful work and service. Our identity as a Catholic, Benedictine institution is central to all we do and teach at Belmont Abbey College.

Belmont Abbey is owned by and affiliated with the Southern Benedictine Society of North Carolina, Inc. whose Members are Benedictine Monks. The Monks founded the college on the basis of, and as an expression of, their Catholic faith. The Monks and the College itself, believe that the Bible is the divinely inspired Word of God and thus has authority for all Christian life. On the basis of the Catholic faith, the Monks and the College also believe that the Church was founded by Jesus Christ and given authority by him authentically to interpret the Word of God and to teach with binding authority on questions of faith and morals.

We affirm the dignity of all human beings and distinguish the inalienable dignity of each person from the behavioral choices a person makes. We believe that, as Catholics, we are called to treat all people with charity and respect, including those whose beliefs and behaviors differ from the teachings of the Catholic Church. We are not able, however, in good conscience to support or affirm choices and behaviors that conflict with our identity as a Catholic, Benedictine institution. We will make institutional decisions in light of this policy regarding housing, student admission and retention, appropriate conduct, employment, hiring and retention, and other matters.

This Student Handbook is published by Belmont Abbey College as a guide for students to grow within the Abbey’s unique community. All students are responsible for reading, understanding, adhering to, and supporting the information outlined in this publication. While every effort is made to provide accurate and current information, the College reserves the right to change any information contained in the Student Handbook. The most up to date version of the handbook can be found on our website. All the policies contained within this Student Handbook are applicable to all students and their guests on all College property. This handbook does not constitute a contract. If a student fails to adhere to or respect any part of the information in this Student Handbook he or she can be referred to the Student Conduct system. Any questions about the contents of this Handbook should be referred to the Residence Life Department, Student Life office or the appropriate office on campus.

“The one who lives with integrity will be helped, but one who distorts right and wrong will suddenly fall.”
Proverbs 28.18

ACADEMIC DISHONESTY

- In accordance with the moral and academic standards of Belmont Abbey College, scholastic dishonesty of any kind will not be tolerated. Please refer to the [Belmont Abbey College Academic Catalogue](#) for related policies and procedures.

“...let us agree to drink moderately, and not to the point of excess, for wine makes even wise men go astray.”
Rule of St. Benedict 39: 6-7

ALCOHOL

- The College's alcohol policy is in accordance with North Carolina State Law. According to North Carolina General Statute 18B-300—18B-302, use or possession of alcohol is restricted to those who are at least 21 years of age. In addition to sanctions resulting from the student conduct process, legal sanctions for the unlawful possession, use, or distribution of alcohol can be imposed by the Campus Police Department of the College, the City of Belmont, Gaston County, or the State of North Carolina.
- Alcoholic beverages may be consumed by those of legal drinking age at any College events, provided the presence of such beverages has been specifically approved by an official college office (student activities, residence life, academic affairs, alumni, etc). Beyond such events, alcohol beverages may be consumed in designated areas only. Those who are consuming alcoholic beverages must be prepared to verify their age and should prepare their guests to do so as well. To this end, any student or guest consuming an alcohol beverage is required to have their student ID or another acceptable form of picture identification on their person, or readily available. If a student consuming an alcoholic beverage cannot verify his or her age, the beverage will be confiscated and disposed of by the proper college official.
- A person under 21 years of age commits a violation against the College's alcohol policy if he/she attempts to purchase, purchases, assists in the purchasing, consumes, possesses, distributes, or knowingly and intentionally transports any liquor, liqueur, malt, wine, or brewed beverages.
- A person 21 years of age or older commits a violation against the College's alcohol policy if he/she purchases alcohol, wine, liqueur, or liquor and/or distributes said beverages to those under the age of 21; or if he/she assists in any way with the purchasing and/or distribution of said beverages to those under the age of 21
- Students assume the cost of all items confiscated and disposed of under the alcohol policies outlined in this section, and will not receive any form of compensation or remuneration from the College or its associates for such items.
- Sanctions for alcohol violations vary and are determined by the Student Conduct Hearing Officer, utilizing the circumstances and evidence of the conduct case.
- The Family Educational Rights and Privacy Act (FERPA) allows institutions to contact parents when their child is involved in certain policy violations. Therefore, the college reserves the right to contact parents of students under the age of 21 for any violation of alcohol policies.
- Guests who violate College alcohol policy will be removed from campus. The College may contact parents in incidents where guests (minors) are found violating alcohol policies. The guest may receive a No Trespass Letter to prohibit him/her from entering the campus in the future.
- Beverages containing grain alcohol (liqueurs with 90% alcohol by volume) are prohibited. All grain alcohol will be confiscated and disposed of.
- Due to additional medical risks, prepackaged beverages containing both alcohol and caffeine are prohibited. All such beverages will be confiscated and disposed of.
- Any devices or games designed to consume large amounts of alcohol are prohibited and will be confiscated, dispersed or disposed of. Devices include kegs, party balls, other free-flowing containers, beer pong, flip cup, etc. The college reserves the right to determine if a device or activity violates these policies. Activities that mimic alcohol games, but do not use alcohol (i.e. water pong, etc) are also prohibited.

- During documentations of alcohol policy violations, all and any alcohol on the premises of the situation is subject to confiscation and disposal. This includes alcohol legally owned by students, and alcohol that belongs to guests. College officials have discretion in determining what alcohol is considered involved in a situation. All empty containers will be treated as “in use.” Those residents who are over 21 years of age should dispose of all alcohol containers properly after consumption.
- **Residence Halls:**
 - Poellath Hall, O’Connell Hall, St. Benedict Hall, and St. Scholastica Hall are designated as dry residence halls. Therefore, no alcohol is permitted in any area or room of Poellath Hall, O’Connell Hall, St. Benedict Hall, and St. Scholastica Hall including any common use areas such as Clancy’s, laundry, or lounge. College officials will confiscate and dispose of any alcohol found in Poellath Hall, O’Connell Hall, St. Benedict Hall, and St. Scholastica Hall, even if a student is in lawful possession (according to State and Federal law) of the alcohol.
 - Consumption of alcoholic beverages is permitted in Cuthbert Allen Apartments, Raphael Arthur Hall, New Hall, and New Buildings 1 & 2.
 - If, in an apartment in Cuthbert Allen or a suite in Raphael Arthur or a room in the New Hall, there are both students of the legal drinking age and students under the legal drinking age, the following guidelines must be strictly adhered to: (1) In Cuthbert Allen, no alcohol products can be stored in common spaces of the apartment, specifically but not limited to the College-issued refrigerator, kitchenette cabinets, living room, dining room, bathroom, etc. (2) In Cuthbert Allen, Raphael Arthur, and the New Residence Hall, students 21 years of age or older must store all of their alcohol products in their personal bedroom. (3) If students 21 years of age or older consume alcohol beverages in the presence of students under 21, the 21+ student may only be in the presence of their roommate in accordance with the Presence Policy.
 - Open containers of alcohol are not permitted in public areas of residence halls (hallways, bathrooms, breezeways, balconies, etc.) or outside on campus grounds. This includes walkways, lawn areas, and parking lots around all residence halls and the patios of the Cuthbert Allen Apartments.
 - The amount of approved alcohol within an approved resident’s room cannot exceed 1 case of beer (288 fl.oz), or 2 standard bottles of wine (750 mL each), or 1 liter of distilled spirits (excluding grain alcohol) per resident of legal drinking age. One open drink per resident is permitted at any one time.
 - Public intoxication:
 - Public intoxication is not permitted, regardless of the age of the individual. Any individual on the campus who indicates signs of intoxication (slurred speech, red eyes, smell of alcohol on breath or clothing, difficulty with motor skills, public urination, etc.) will be subject to disciplinary action. Public intoxication is determined by the College official(s) (Residence Life staff, Campus Police, etc.) either confronting the individual(s), or by the student conduct hearing officer on the basis of witnesses’ accounts. While

not required, College Officials reserve the right to use breathalyzers in determining whether or not a student is intoxicated.

- Presence Policy:
 - Students who are not 21 years of age may not be in the presence of alcohol within a residence hall or apartment room, or outside of an official College-sponsored event. This policy is in place to help prevent situations in which underage students and of-age students may find themselves participating in or contributing to underage drinking. The only exception to this policy is when a roommate is under 21 - the roommate of legal drinking age may consume responsibly in the presence of the roommate.
- Hosting Policy:
 - The residents(s) living in the room/apartment where violation(s) has occurred will be held responsible for all pertinent violations, but will also be uniquely responsible for a Hosting Policy violation. Hosting is defined as providing a forum or area for persons who intend to, are, or did violate the College's policies.
- Display:
 - Display(s) of alcohol and/or alcohol paraphernalia are not allowed in any residence hall. Display(s) of alcohol and/or alcohol paraphernalia includes but is not limited to the following: posters and signs which advertise alcohol, posters which describe alcohol gaming, displays of alcohol containers, open or closed; beer pyramids, beer bottle collections, liquor bottle collections, beer cap collections, beer staffs, posters or signs which associate alcohol with immoral activity or activity which is offensive to the College's Catholic Benedictine identity, etc. Appropriateness of displays is at the discretion of College officials. Inappropriate displays will be taken down by students or staff, and items in the displays may be subject to confiscation. All empty containers will be treated as "in use." Those residents who are over 21 years of age should dispose of all alcohol containers properly after consumption.

ATTIRE

- Neatness, cleanliness, and good taste appropriate to the time, place, and situation are guiding norms for dress on campus. Attire which is insensitive or disrespectful to the College's Catholic Benedictine identity, community members or the student is not permitted. Discretion of appropriateness lies within the judgment of a college official.
- For reasons of health and safety, shoes, shirts, and pants are to be worn at all times in the cafeteria, administrative offices, and classroom buildings.
- Sunbathing in swimsuits of any kind is not permitted in public areas of campus.

BEHAVIOR OR CONDUCT OF CONCERN

- Any student who, in the judgment of a college official, is potentially harmful to himself or herself and/or others, may be asked to remain off campus or may possibly be dismissed. Re-entry into the residence halls and College grounds will be dependent on whether the individual has been compliant with the medical directives required by the Student Life or Academic Affairs administration, in consultation with other campus entities. Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls and campus.
- Refusal of professional help (external or internal) offered by any support office of Belmont Abbey College or following an action plan in emergency situations can and will be used as grounds to remove a student from campus, if necessary.

- Belmont Abbey College strives to balance the concerns for the health/safety of individual students with the educational health and safety needs of the larger campus community. When a student's conduct is disruptive or dangerous to campus life, or in the College's opinion a student's continued presence on campus or participation in an educational program/activity of the College presents a threat to the health/safety of the student and/or other students, the College will take appropriate action. When it is warranted the Dean of Student Life, in consultation with appropriate personnel can remove from campus or suspend a student until a resolution can be reached.
 - i. The intent of this policy is to be helpful to the student who appears not to be able to function effectively in the College community for medical or psychological reasons, without infringing on the rights of others in the community. It is also the intent of this policy to provide what help is possible to enable the student to eventually meet their academic goals. Upon appropriate consultation, the Dean of Student Life, in consultation with other college personnel, has the authority to separate a student from the College for reasons of physical or mental health as outlined above. Students separated from the College for reasons of health may not re-enter the College without written clearance given by the Dean of Student Life and will be subject to any restrictions or requirements issued by the Dean.
- The College will use assessment information in consultation with the student to determine whether the student can be permitted to attend or continue to attend Belmont Abbey College, and/or to participate in College sponsored educational programs and activities.
 - i. If a student chooses not to obtain an assessment, the College may limit the student's access to campus.
 - ii. The student is responsible for payment and fees of external assessments.

BICYCLES & OTHER FORMS OF TRANSPORT

- Bicycles may be stored in individual student rooms or apartments. Care should be taken in the storage of bicycles to ensure that the room is not damaged. Bicycles should be stored on exterior bike racks if possible.
- Bicycles may not be kept or stored in lounges, hallways, stairwells, or other public areas. For reasons of safety and protection of the facilities, bicycles may not be taken inside of campus buildings other than a student's room in their residence hall.
- Bicycles that are abandoned will be subject to the Abandoned Property Policy.
- Due to fire hazards, the possession, storing, carrying or use of hover boards, electric scooters and other forms of automated, battery-powered movement are prohibited from any Belmont Abbey College property including residence halls, classrooms, administration buildings and grounds.

BUSINESS VENTURES ON COLLEGE PROPERTY

- Unless authorized by an official office of the College, Residents may not operate businesses using any facilities or addresses of Belmont Abbey College. Students cannot use the college's mailing address, room numbers, name, logo or likeness for a place of business.
- Subletting or short term rental of a student's residential room or bed is explicitly prohibited. Students found responsible face residential suspension and/or other restorative corrections.

CHANGES OF ADDRESS

- The Office of the Registrar is to be notified in advance by the student when he/she changes his/her home or off-campus address, gets married, or discontinues college.

- All changes must be reported immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence.

"No temptation has overtaken you but such as is common to man; and God is faithful, who will not allow you to be tempted beyond what you are able, but with the temptation will provide the way of escape also, so that you will be able to endure it.

1 Corinthians 10:13

CHRISTIAN SEXUALITY POLICY

- With specific regard to our human sexuality, Belmont Abbey College believes that all persons are called to lives of chastity and purity. Chastity is that virtue which governs the sexual powers and appetites and directs them toward their proper end. The Catholic Church teaches that sexual activity is properly reserved for a man and a woman who have joined themselves to one another in holy matrimony, and that it must always be oriented toward procreation. Sexual activity of any kind outside of marriage is contrary to our design as sexual beings and is prohibited by Belmont Abbey College.
- Public displays of affection should be limited by reason and an awareness and respect for others. The college reserves the right to refer students to the conduct process (formal or informal) when a complaint is made.
- Possession, in digital form or otherwise; use, manufacture, or distribution of pornography is prohibited. All pornography, including pornography in digital formats, will be confiscated and disposed of by College officials. Students who are in violation of this policy will be referred to the student conduct system. Students found downloading or viewing pornography on the College's network may have their use of the College's network restricted or terminated.
 - If you find that you are having difficulty with a possible addiction to pornography, please contact our Campus Ministry office (704-461-6545). We have tools and programs to help students who may be struggling with pornography. Those who honestly seek help will not be referred to the student conduct system.
- Possession of "sex toys" or sex-related paraphernalia (including condoms) are prohibited. All such items will be confiscated and disposed of by College officials.
- The college reserves the right to and does block pornographic websites and other sites that stand in opposition to our identity as a Catholic institution.
- Posters and other displays that objectify persons are prohibited from residence halls and other areas of campus.
- For more information and guidance on the topic of human sexuality, please reference the Catechism of the Catholic Church paragraphs 2337-2345.

COMPLIANCE WITH COLLEGE OFFICIALS

- Students are expected to comply with the directives of College personnel, faculty, staff and administration in the performance of their duties. Failure to do so is considered non-compliance. Any abusive or defiant language, any disrespectful or non-compliant behavior toward College personnel will be referred to the student conduct process. Depending on the degree of seriousness, such behavior may result in banning from the residence halls, classrooms, common areas, athletic facilities, dining facilities or may result in dismissal from the College.
- Failure to turn in requested forms, notifications, student conduct sanction materials, or other materials requested and/or required by college officials is also considered non-compliant when the requested information has a specified due date attached. Fines can be assessed for missing the due dates. College offices and departments cannot be

responsible for the consequences of a student failing to turn in requested materials or responding to a college official in a timely manner.

- All students are required to follow the instructions stated in any official communications received from a college official. Disregard for this regulation may result in disciplinary action. Failure to check one's email and/or campus mailbox for such notices will not be considered an acceptable reason for non-compliance.

COMPUTER USE

- Belmont Abbey College strives to maintain access for its faculty, administrators, staff, and students to local, national, and international sources of information and to provide an atmosphere that encourages the sharing of knowledge, the creative process and collaborative efforts within the College's educational, research, and public service programs.
- Access to electronic information systems at Belmont Abbey College is a privilege which can be revoked, not a right, and must be treated as such by all users of these systems. With this privilege, come the following responsibilities:
 - All users must act honestly and responsibly.
 - Every user is responsible for the integrity of these information resources.
 - All users must observe appropriate etiquette in electronic communication.
 - Users are responsible for protecting their accounts from access by others, and shall keep private their passwords and ID's.
 - All users must respect the rights of other computer users.
 - All users must respect the integrity of the physical facilities and controls.
 - All users must respect the pertinent license and contractual agreements related to College information systems.
 - Users who incur access or user charges for services provided by off-campus services (such as commercial databases, processing time, etc.) are responsible for full payment of such charges.
 - All users must act in accordance with relevant local, state, and federal laws and regulations.
- Belmont Abbey College is a provider of a means to access the vast and growing amount of information available through electronic information resources. Belmont Abbey College is not a regulator of the content of that information and takes no responsibility for the content of information, except for that information the College itself, and those authorized to act on its behalf, create. Any person accessing information through Belmont Abbey College information systems must determine for him /herself whether any source is appropriate for viewing and use.
- The full text of the Computer Use Policy is available at <http://support.bac.edu/home/documents-policies>.

CONFISCATED ITEMS

- Students assume the cost of all items confiscated and disposed of under the policies described in this Student Handbook, and will not receive any form of compensation or remuneration from the College or its associates for such items.
- College officials have discretion as to what confiscated items are returned to students, and/or when such items are returned to students. The College reserves the right to dispose of any confiscated items that, in the opinion of the appropriate College officials, represent a threat to any person on campus, or conflict with the values of the College, or are illegal according to state and federal law, or for any other reason described in sections of this Handbook that apply to confiscating and disposing of items belonging to students or their guests.

“Whoever fails to keep the things belonging to the monastery clean or treats them carelessly should be reprov’d.”
Rule of St. Benedict 33:4

DEFAMATION OF COLLEGE REPUTATION

- Each student represents Belmont Abbey College and is therefore responsible as a member of the community for how he/she advertises the image of the College by his/her behavior. Should a student defame the reputation of the College in any way with any persons, groups, or agencies, outside of or within the College itself, the student will be referred to student conduct. This includes the use of the college name, icons, logos or any identifying image on any social media, advertisement, or unauthorized mass media source.
- If students have concerns about important issues regarding the college, they are strongly encouraged to seek appropriate channels to address them. Whether a student attempted to remedy concerns in the appropriate way can be considered to determine if the event constituted a defamation of the college’s reputation.

DISCIPLINARY RECORDS

- According to FERPA (Family Educational Rights and Privacy Act) the Director of Residence Life or her subordinates cannot discuss the disciplinary record of a student unless the student has signed a written release of those records. If a student wishes his/her disciplinary record to be discussed in full with a particular party, he/she must submit and sign a letter to the Office of Residence Life releasing the Director or her designee to discuss the disciplinary record with a particular party. The letter must indicate the specific party (parent, legal guardian, etc.) with whom this record is to be discussed. In the case where a written notification is sent to the parent/legal guardian for an alcohol or other drug offense, the hearing officer in the case is allowed to discuss that particular offense and sanction. A letter of release allows the hearing officer to discuss the entire disciplinary record of the student with the party specified in the letter.
- Students may review their discipline file in the Office of Residence Life or Student Life under the supervision of a College official. However, no other party may review that file without the explicit written permission of that student. No portion of that file may be photocopied or removed from the Office of Residence Life.
- Records of more serious conduct violations (suspensions, expulsions, etc) will be reserved indefinitely by the Office of Student Life.
- All disciplinary records are kept in the student’s file for a period of five years from the most recent violation, graduation, or last semester of attendance. After that point in time the file will be destroyed.

“Be of sober spirit, be on the alert. Your adversary, the devil, prowls around like a roaring lion, seeking someone to devour.”
1 Peter 2:9-10

DRUG POLICY

- The College’s drug policy is in accordance with Federal and North Carolina State Law. The unlawful use, possession, manufacture, or distribution of drugs, narcotics, drug paraphernalia, or other controlled and/or illegal substances on Belmont Abbey College property will not be tolerated under any circumstances. Legal sanctions for the unlawful use, possession, manufacture, or distribution of drugs, narcotics, drug paraphernalia, or

of other controlled and/or illegal substances can be imposed by the Campus Police Department, the City of Belmont, or any other appropriate civil entity. Those found to be responsible for the manufacturing and/or distribution of drugs will be subject to suspension.

- Natural and/or substances derived from illegal or legal sources (e.g. Marijuana, Cannabis Oil, THC oil) or chemical concoctions with the intent to impair the mental or physical faculties of the user (e.g. K2, Spice, Delta-8, Delta-10, etc) are prohibited.
- To enter the campus under the influence of any non-prescription drug or any illegal substances is a violation of College policy, and will be treated the same as if the individual used the substance on College property.
- Complicity implies that the violator has not used the controlled substance, but has been in the presence of others using the controlled substances and has not expressed disapproval, attempted to persuade the users to cease their activity, and/or has not removed him or herself from the situation.
- All prescription medications must be in the appropriate labeled container, and must be in the possession of the individual for whom it is prescribed. Those found to be in possession of prescription medications not prescribed to them will be in violation of the college's drug policy. The lawful owner of the prescription may be deemed complicit in the transfer of a controlled substance.
- Displays of drug paraphernalia, even if the items are lawfully possessed, are not allowed under any circumstance for any reason. Drug paraphernalia will be confiscated and disposed of. College officials have discretion as to what constitutes drug paraphernalia.
- Violations of this policy will be treated severely. Sanctions for violations of the Drug Policy range from significant monetary fines, mandatory counseling, external drug tests, dismissal from the residence halls, suspension from the college and up to and including expulsion from the College. The College reserves the right to notify parents and/or guardians informing them of a violation of this drug policy.

DOOR USE, EGRESS AND ENTRANCES

- For security and safety of the College community, the propping or attempting to force open exterior building doors once locked, and entering a building once it has been locked, is prohibited without proper authority.
- Doors allowing entrance into the suite, floor, or apartment residence halls are to remain closed and secure at all times. Unauthorized entry to halls, suites, rooms, or spaces will be subject to disciplinary action.
- Obstructing the safe and efficient egress or entrance ways, narrow corridors, stairwells, exits, and windows is prohibited.
- No personal items or College property can be stored in areas needed for easy exit in the case of an emergency (e.g. suite hallways, common spaces, porches).

DUAL-ENROLLED STUDENTS

- Dual-enrolled students are welcome to use academic and social spaces open to traditional students such as the library, Holy Grounds, and Student Commons and attend Belmont Abbey College events that are open to the public (Athletics, Abbey Players, Arts at the Abbey, etc).
- Dual-enrolled students may not attend social programming or utilize support services sponsored by Belmont Abbey College including but not limited to: Wellness Center, Student Activities events, workout facilities, athletic fields/courts, and residence halls.

ELECTRONIC COMMUNICATIONS

- All students and alumni have a Belmont Abbey College email account. Only current active students will have a network account. The network account also is used to access My Abbey <http://MyAbbey.bac.edu> for all course and billing related information. Email is

provided by Google, which also includes a calendar, file storage, and other general applications. See the IT web site <http://support.bac.edu> for additional information. Any person accepting an account and/or using Belmont Abbey College's information systems shall constitute an agreement on behalf of the user to abide and be bound by the provisions of this policy. This includes any person using a privately owned machine on the College's network as well as any person using the service provided in the residence halls.

- College reserves the right to monitor and/or restrict certain applications, downloads and websites on college networks to ensure a positive, respectful campus community and upholding of its Catholic and Benedictine identity.
- The College uses official campus email to notify students of important information on issues relating to campus safety, parking, policies, and events. Faculty use this account for coursework and communication. Thus, it is recommended that students check their official BAC email account daily.
- Students may opt to forward their @abbey.bac.edu email address to a personal email address (e.g. @gmail.com). Forwarding official Belmont Abbey College emails to personal addresses may compromise security and/or normal IT functions. Forwarding emails to personal addresses does not excuse a student of the responsibilities associated with information communicated through their official BAC email address.
- Students may not use the College email system to solicit for any purpose. Use of campus-wide email distribution lists is limited to College-related information and can be sent only by those persons approved to do so. Emails must conform to the College's harassment and discrimination policies. Copyright laws and license agreements also apply to email.
- The risks in social media and online communities include but are not limited to: Identity theft, cyber stalking, damage to the reputation of individuals and the College, promotion of illegal, immoral, and College-prohibited behavior.
 - All College policies pertain to students' and employees' behavior even when the behavior occurs online. Therefore, someone that violates a College policy in an online community faces the same disciplinary sanction as someone that violates the same policy outside of an online community.
 - Sanctions for violating this policy will range from warning to dismissal from the College, depending upon the severity and/or repetition of the violation.
 - The College logo, pictures, videos, or stylized images of members of the College community cannot be posted without the written consent from the individual they represent. Any employee or student posting a picture, video, and/or stylized image of a member of the College community must remove the image immediately if requested to do so. Failure to do so will result in disciplinary action.
 - Belmont Abbey College is a registered trademark and any use of any Belmont Abbey College mark must be approved by the Marketing & Communications Office of the college. Anyone wishing to use a mark for promotional or other purposes must seek the approval of the Office of Marketing & Communications.
 - Students that feel they are being cyberbullied are encouraged to bring this to the College officials.
 - Impersonation of a person or any entity connected with Belmont Abbey College is a serious offense. When applicable, information will be turned over to Student Life and/or Campus Police for investigation.

ELECTRONIC DEVICES

- Cellphones, Smart phones, MP3 players, laptops, and other electronic devices shall not be used during a class without the approval of the supervising instructor. All guidelines that an instructor sets regarding the use of electronic devices in the classroom shall be

followed at all times, and ignorance of the guidelines will not absolve a student from any penalty that the instructor chooses to levy regarding this policy. All necessary accommodations will be made for students who have a documented disability that requires the use of a personal electronic device during class, provided that the student has submitted all required paperwork to the Office of Academic Assistance, and the student has indicated to the instructor that he or she would like to have these accommodations available to them for the class in question.

- Utilizing a camera phone for the purposes of photographing test questions or for other forms of academic misconduct, or for any illegal activity, is strictly prohibited, as is photographing individuals in secured areas, such as bathrooms or locker rooms. Taking photographs of individuals against their will is strictly prohibited.
- In the performance of their official duties, College officials may take photos of individuals, items, or areas for evidentiary purposes, even if the individuals do not grant permission. Such instances are generally but not exclusively limited to the following: Taking pictures of damages or vandalism in residence halls, taking pictures of wounds individuals suffered during an accident or fight, or taking pictures of confiscated or illegal items. Any such photos taken will be turned over to the Office of Residence Life or Campus Police, and only kept for as long is necessary, barring any legal restrictions.
- Recording of interactions between students without the consent of both parties is prohibited.
- A supervising instructor in a class may ask students to turn off all personal electronic devices for the duration of the class. When students are taking tests, an instructor may ask students to give them temporary custody of all technological devices. If a student violates the professor's rules concerning use of technological devices in class, the instructor may—for the duration of the class period—ask that the student give him or her the technological device in question.
- Sanctions for violating the electronic device policy range from a disciplinary warning up to and including expulsion.

ENTERTAINMENT

- Personal entertainment selections (visual, audio, etc) must respect the Catholic, Benedictine identity of Belmont Abbey College and should seek to instill a respectful campus community. Sacrilegious, obscene, denigrating, or gratuitously violent entertainment content is not permitted.
- Audible entertainment should be at levels that do not disturb others.

EXPECTATION OF RESPONSIBILITY

- All Belmont Abbey College students are active members in creating a safe and supportive environment on campus. The safety and well-being of all community members is paramount. Belmont Abbey College students are expected to respond, exercise care and concern and contact appropriate authorities when they come in contact with another student who is in a medical emergency. This applies to situations where policy violations (specifically alcohol and drug violations) may have been involved.
- Fear of conduct sanctions or ramifications of policy violations should not be a deterrent to getting someone immediate medical assistance. This policy is meant to remove barriers to students in danger getting necessary help.
- In situations where a student requires medical assistance due to alcohol or drug use/abuse, students are expected to:
 - Proactively contact appropriate authorities (Residence Life, 911, Campus Police, etc) to alert them to the situation
 - Stay with the student requiring assistance until emergency personnel arrive
 - Cooperate with College officials and emergency personnel

- Students who do not respond and/or seek help for a student in danger will not be exempt from any specific sanctions and will be held responsible for not upholding the Expectation of Responsibility policy.
- Students who respond to situations and adhere to the three expectations above will be exempted from certain sanctions including Residential Probation, Residential Suspension, College Probation and College Suspension.
 - Students may still be assigned formative and educational sanctions including but not limited to: community service, alcohol/drug education course, educational meetings, educational paper
- This policy does not apply to policy violations that may have been committed along with alcohol or drug violations (i.e: sexual assault, vandalism, hazing, harrasment, physical violence, theft, etc)
 - Conduct sanctions appropriate for policy violations other than alcohol or drug will be assigned

FALSE & DISRUPTIVE INFORMATION

- Providing Resident Assistants, Residence Life Staff, Campus Police officers, or any college official with false information– including but not restricted to false names, false halls, false rooms, false age, false ID, etc., is considered a very serious offense and will result in severe disciplinary sanctions.
- Production, distribution, or use of false IDs is prohibited.
- Knowingly furnishing false information to the College is considered fraud. This includes any information asked for or provided to the College for admittance, student employment, or financial aid. Fraud also includes forgery, alteration or misuse of miscellaneous documents, misuse, or equipment (including computers), records or identification.
- Knowingly starting or participating in gossip or rumors with the intent or outcome of hurting or defaming another’s character can and will be investigated through student conduct.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- Belmont Abbey College believes in the protection of confidentiality of student records and the preservation of students’ rights to inspect the contents of their educational records. Detail about what is maintained in the educational records, how students may view the contents, and the process for challenging the content is explained in the College Catalogue.
- The Family Educational Rights and Privacy Act of 1974 and its amendments (FERPA) govern the policies about educational records. FERPA provides that parents of a student may have access to all educational records if the student is claimed as a dependent with the Internal Revenue Service. Belmont Abbey College assumes that all fulltime traditional students are dependent unless evidence to the contrary is submitted to the appropriate college official. The College assumes that all students enrolled in the Adult Degree Program are independent unless evidence to the contrary is submitted to the appropriate college official.
- In the case of a student with divorced parents, where only one parent claims the student as dependent, it is the responsibility of the student to notify the Dean of Student Life or the Registrar and indicate the name and address of the parent claiming dependency of the student. The Dean of Student Life or the Registrar will notify other campus offices of this information.
- A student giving permission to parents or others through FERPA release(s) does not require or impel College officials to discuss or disclose a student’s educational record if the College determines that it is not in the best interest of the student.

- Students with any questions about FERPA or any of its provisions as they relate to Belmont Abbey College are encouraged to speak with the Registrar.
- In cases involving alcohol violations, drug violations or other violations of the law while enrolled as a student, the College reserves (as a provision of the Family Educational Rights and Privacy Act (FERPA)) the right to notify parents for all students under the age of 21.

FIREARMS, WEAPONS & DANGEROUS MATERIALS

- Firearms, other dangerous weapons, and weapons paraphernalia (ammunition, shell casings, etc) are prohibited at all times on all College property.
- Firearms and weapons as defined in this Handbook cannot be stored in vehicles.
- Weapons include but are not limited to firearms, knives with a blade longer than 2 inches, dangerous weapons, axes, hatchets, crossbows, slingshots, water guns, nerf/foam guns, explosives, airsoft guns, BB guns, pellet guns, paintball guns, unapproved flammable fluids and materials, kerosene heaters, dangerous chemical mixtures, fireworks, or propelled missiles or any item which is used or could be used in a threatening manner.
- Any failure to comply with these rules shall be subject to penalty by local, state, and federal law and also referred to the College's student conduct system.

FIRE REGULATIONS

- Fire safety equipment is designed and placed for protection against fire. Misuse and/or abuse of these items (e.g., discharge of fire extinguisher, activating false alarms) will be looked upon as a serious disciplinary matter and will result in dismissal from the residence halls. In addition to student conduct sanctions imposed by the College, legal sanctions for the misuse and/or abuse of fire safety equipment will be imposed by the Campus Police Department, the City of Belmont, or any other appropriate civil entity.
- Anyone setting a false alarm or causing a false alarm by tampering with the system may be subject to immediate suspension from residence halls, the College for a minimum of one year or expulsion, and could face criminal charges.
- All students must evacuate any building when the alarm has sounded, no matter how many times or how inconvenient it is. Students and/or occupants must evacuate to the designated rally point. Students are not permitted to re-enter the building until instructed to by Campus Police, or the appropriate college official. Any student failing to abide by this policy will be sanctioned for failure to comply with a fire alarm.
- No person is to start a fire outside except in approved cooking areas. If any person wishes to have a controlled fire in any area other than stated above, a written request must be submitted to the Chief of Campus Police at least 24 hours in advance of the event and show evidence of appropriate fire suppression materials.

FUNDRAISING POLICY

- The College requires that any organization planning to do fundraising, whether it is for national or local causes, must consult with the College Relations Office and the Office of Student Life so that fundraising conflicts do not occur. Club and organization fundraising information can be obtained from the Office of Student Activities (Commons 204).
- College Relations will also advise all organizations on proper fundraising techniques, and give advice on legal and ethical issues. For further information, please contact the College Relations' office.
- Any mention of Belmont Abbey College in fundraising with outside entities must be approved by the Office of Student Life and the Office of College Relations.

HARASSMENT/OFFENSIVE BEHAVIOR

- In order to guarantee the total well-being of each student, harassment of any nature in any medium will not be tolerated. This includes but is not limited to, verbal, nonverbal, written, electronic, or third-party harassment. In particular, sexual harassment will not be tolerated.
- Any student who believes that he/she is a victim of harassment, domestic violence, dating violence, sexual assault, or stalking should bring the matter to a college official immediately. Once a complaint is brought to the official's attention and in accordance with the Title IX guidelines, the following steps will be taken:
 - A complaint will be written containing, but not limited to, date and place of the alleged incident as well as the names, addresses, and telephone numbers of any and all witnesses
 - The complaint will be investigated fairly, thoroughly and promptly by an official trained in issues related to domestic violence, violence, sexual assault and stalking
 - Both accuser and accused will be notified of all steps in written notice simultaneously including hearings, outcome, and appeals process
 - The substance of the complaint and the identities of the individuals involved will be held in strict confidence and revealed only on a "need-to-know" basis. The severity of any disciplinary action taken will depend on the seriousness of the incident.
- All students and College employees are to be treated with respect. Abusive language, including but not limited to, profanity, threats, prank phone calls, racist or degrading language, offensive remarks; unwanted physical contact, inappropriate sexual language, gestures, or activity; are all considered harassment and/or offensive behavior. Such behavior degrades the dignity due to all persons and will be dealt with severely.

"Do not repay one bad turn with another. Do not injure anyone, but bear injuries patiently."

Rule of St. Benedict 4:29-30

HAZING

- Hazing is defined as any intentional action taken or created, whether on or off the college campus, that produces mental or physical discomfort, embarrassment, or exposes those involved to harassment or ridicule. The College does not permit hazing in any form whether voluntary or involuntary, public or private, intentional or unintentional.
- Although commonly associated with student membership, initiation, or affiliation with an organization, hazing is not limited to the above mentioned. Accordingly, no student, organization, alumni of an organization, administrator, employee, or faculty member of Belmont Abbey College shall condone, encourage, or permit the hazing of any person.
- Hazing activities and situations include but are not limited to the following:
 - Subjection derogatory, profane, or obscene language
 - Exposure to uncomfortable environments (e.g. extreme temperatures, confined quarters)
 - Creation of excess fatigue
 - Forced consumption of any substance
 - Temporary or permanent marring or marking of the body
 - Physical or psychological shocks
 - Publicly wearing apparel which is conspicuous and not normally in good taste
 - Engaging in public stunts or jokes
 - Emotional or physical isolation
 - Degrading or humiliating games or activities

- Sensory deprivation or overload
- Unreasonably late night or early morning sessions
- Academic dishonesty such as cheating or plagiarism
- Activities that expose personal values to compromise or ridicule
- Stunts which have no meaningful relationship to the objectives of the organization
- Hazing also includes the forced participation in treasure hunts, scavenger hunts, road trips, or other activities that require participation to travel long distances and find their way back from isolated areas; conduct that is considered a crime by the criminal code of North Carolina or Federal Government; and any other activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the rules and regulations of Belmont Abbey College.
- Students and/or organizations that are found to be responsible for singular or institutionalized hazing will receive serious sanctions that can include, but not limited to: probation with stipulations, reformatting of an organization, suspension for a period of time, loss of official recognition, restitution and expulsion.

IDENTIFICATION (ID) CARDS

- Each student will be issued one identification card that will be used for their meal plan, library, etc. Admission to activities and use of facilities of the institution may be denied unless the card is presented upon request.
- The ID card will be validated for the first semester and for each semester thereafter, but only after the student has received financial clearance from the Business Office.
- Students are required to show their ID cards to Campus Police, Residence Life staff, or any official of the College upon request. Refusal to do so will result in disciplinary action.
- The student is wholly responsible for the use of his/her ID card. Any student who misrepresents his/her age or identification, mutilates or falsifies the ID card, or lends his/her card to another person will be subject to disciplinary sanction.
- A fee of \$35.00 will be charged for a replacement ID card if the original card is lost, stolen or damaged (make sure others know the higher price).

ILLEGAL ACTIVITIES

- All students are required to abide by the local, state, and federal law. Students are subject to disciplinary action from the College for a violation of any local, state, or federal law on or off-campus.
- Any student abetting or acting as an accessory to a violation of a College policy or law can be held accountable for the violation. All Abbey students are obligated to report any violation to the Office of Residence Life or other appropriate office.
- The unauthorized taking or keeping in one's possession any property (including those items belonging to the College Dining Hall) rented, leased, or placed on campus by the College, or items belonging to the students, faculty, staff, or guest of the College is prohibited. Students who think they have had something stolen should report it directly to Campus Police and let the Office of Residence Life know as well.
- Destroying, defacing, or damaging College property or property belonging to students, faculty, staff, or guests of the College, is prohibited.

IMMUNIZATIONS

- North Carolina state law (General Statute 130A-155.1) requires anyone entering college to present a certificate of immunization that documents his/her compliance with all required immunizations.
- <https://immunization.dph.ncdhhs.gov/schools/collegesuniversities.htm>

- All new, transferring, and international traditional students must submit an up-to-date official immunization record from their healthcare provider office or from a state registry. A personal immunization record is acceptable if it has the student's name, date of birth and healthcare provider's signature or office stamp. A notice of deficiency will be given if a student does not have the state required immunizations by orientation.
- As required by North Carolina law, if the student fails to submit a completed or in-progress immunization record by the state deadline, he or she may not attend class or live in the Residence Halls.
- North Carolina law does permit medical and religious exemptions for immunizations.
 - Medical Exemption: A student applying for a medical exemption must have a North Carolina physician complete a specified form provided by the Commission for Health Services, which indicates the need for the medical exemption. This form can be found on this link: <https://www.immunize.nc.gov/schools/ncexemptions.htm>
 - Religious Exemption: If a student's religious beliefs are contrary to the immunization requirements, he or she may provide a written statement of his or her bona fide religious beliefs and opposition to the immunization requirements. See more information on this link: <https://www.immunize.nc.gov/schools/ncexemptions.htm>
- There are various locations that students can receive missing immunizations. Preferably, the student can get his or her missing immunization(s) at his/her family doctor office, or he/she can visit various pharmacies, quick clinics, or local health department. The Belmont Abbey College Wellness Center does not carry the required immunizations.
 - Required immunizations
 - Students 17 years of age or younger at time of arrival on campus
 1. 3 DTP (Diphtheria, Tetanus, Pertussis) one of which must be a Tdap
 2. 3 Hepatitis B
 3. 2 Measles (Rubeola), 2 Mumps, 1 Rubella (Usually given as MMR combination vaccine)*
 4. 3 Polio doses
 5. 1 Varicella (if born after 04/01/2001) or documentation from your provider stating that you had chicken pox*
 - Students 18 years of age or older at time of arrival on campus
 1. 3 DTP (Diphtheria, Tetanus, Pertussis) one of which must be a Tdap
 2. 3 Hepatitis B (If born on or after July 1, 1994)
 3. 2 Measles (Rubeola), 2 Mumps, 1 Rubella (Usually given as MMR combination vaccine)
 4. 1 Varicella (if born after 04/01/2001) or documentation from your provider stating that you had chicken pox*
 - NOTE
 1. The first MMR must have been given on or after the first birthday.
 2. Blood tests documenting protective antibody titers against Measles, Mumps, Rubella and Varicella are the only titers acceptable if vaccine documentation is not available. Laboratory test results must be attached.
 3. International student records MUST be in English
 - Recommended Vaccines and PPD Testing
 1. Meningococcal (Meningitis) – a 2nd dose is recommended at age 16 if the 1st dose is given before age 16

2. Tuberculin Skin Test (PPD) is recommended within twelve months preceding the beginning of classes (and chest x-ray if test is positive).
3. Yearly Influenza (Flu) Shot

INFECTIOUS DISEASE POLICY

- Belmont Abbey College reserves the right to update policies and procedures related to infectious diseases in response to cases on campus. Policies and procedures subject to change include, but are not limited to: residential, academic, social, health, dining, financial, and administrative. Changes will be communicated to campus community through Belmont Abbey College-provided email addresses and the official Belmont Abbey College website.

INSURANCE FOR PERSONAL PROPERTY

- Belmont Abbey College's insurance policy does not cover personal property in case of accident, theft, or fire. It is advisable that students insure their personal property with an insurance company of their choice. Parent or guardian's homeowner's/renter's insurance will often cover their student's personal belongings while at college. Please check with your insurance provider for further information.

KEYS

- No student shall possess, make, or have made any key or key card to college property or buildings without proper authorization. (See Residence Hall Policies for more specifics on room keys.)
- Students may not give their key to any other person for any reason. Students who are found to have done this can be referred to the student conduct system.
- Students welcoming guests to their residence hall must accompany their guest(s) at all times while in the space.

LOST AND FOUND

- The College assumes no responsibility for theft, damage, or loss of money, data, valuables, or other personal property.
- Report all losses to Campus Police or the Office of Residence Life. For purposes of insurance claims, it is recommended that a police report be filed.
- Lost and found locations are: Residence Life Office (O'Connell Hall), Campus Police (Raphael Arthur Hall) and the Student Commons (room 202).

MISSING PERSONS POLICY

- Anyone concerned that a residential student may be missing should report this concern immediately to a college official: Dean of Student Life, Chief of Campus Police, Director of Residence Life or other appropriate college personnel.
- Upon receiving the report, the college will make a good faith effort to contact the student by all means available. During this outreach, the appropriate College official will also gather pertinent information (attendance records, dining hall use, printing, etc) to help gauge the student's interactions with various campus services and offices.
 - The Office of Residence Life and Campus Police will work together to cover the campus in search of the student while tracking down further information of the student's last whereabouts.
 - During this time, Campus Police will also be notified that a report of a missing student has been reported and is being investigated internally.
- When a student is officially reported missing and all other avenues to locate the student internally have been exhausted, the College will locate and verify emergency contact information from various sources (housing forms, wellness records, student information system, etc). The Dean of Student Life or his designee will attempt contact with the student's emergency contacts.

- Emergency contact information is only accessible to authorized campus officials. This information can be shared with Belmont Abbey Campus Police to aid in the investigation.
- If the student is under the age of 18 and is not emancipated, the college will make a good faith effort to contact the student's custodial parent, legal guardian or designated emergency contact of the student.
- Regardless of age, the college will officially notify Campus Police and other constituencies (if needed) within 24 hours of a determination that the student is confirmed missing.
 - The above directive holds in cases where Campus Police was not the first entity informed of a missing person.
- At the time of registering for classes and/or signing up for housing for each semester, students will be asked to update their emergency contact information.

PARENTAL NOTIFICATION

- The College recognizes each student as a responsible adult. However, on certain occasions the College may notify parents or guardians concerning a specific incident or situation. These occasions include violations of the College policy on alcohol and/or other drugs, hospitalization, or situations where a student's health or safety may be in jeopardy. The College is cognizant of the sensitive nature of these occasions and therefore will do so only at the authorization of the Dean of Student Life, Chief of Campus Police or their designees.

PAYMENT OF FEES, CHARGES, AND FINES

- Students are required to pay fees, charges, and fines within the appropriate specified time.
- Failure to pay fines in a timely manner will result in the withholding of grades, dropping of classes, removal from residence halls and/or transcripts until the bill is paid in full. The College reserves the right to charge a student's account for any unpaid fees, charges, or fines, even after a student withdraws, transfers, or graduates. More specific information can be obtained through the Business office or in the Academic Catalog.

“...no one has the authority to... strike any of his brothers”

Rule of St. Benedict 70:2

PHYSICAL CONTACT/USE OF FORCE

- Physical contact/use of force against any person will not be tolerated. Students and employees of the College are entitled to be free of intimidation, fear, or the threat of physical contact or the use of force.
- This policy includes intimidation where the offender causes apprehension of harm. Threats and/or intimidation are considered to be any action, explicit or implied, that would cause reasonable apprehension of harm to a person or property. Such actions include, but are not limited to verbal threats, nonverbal threats, stalking, written threats, telephone threats, email/computer, and any other form of communication or communication that is intended to intimidate, create, imply harm, or destroy property.
- Violations of this policy could result in severe disciplinary action—including removal from the residence halls, and/or being placed on college probation, or expulsion from the College.

POSTING POLICY

- All fliers posted in residence halls must first be approved by the Residence Life Department. Student Life approves fliers for other bulletin boards on campus, other than for Academic Affairs programming or events.
- Posted materials may not be affixed to surfaces using packing, 3M, electrical or duct tape or other means that may cause damage to surfaces (nails, screws, etc). Suggested materials include masking tape, staples, or poster tacking.
- Unless prior permission is received, materials posted on bulletin boards cannot be larger than 11" x 17".
- Posters and flyers may not be placed or hung from painted surfaces, metal surfaces, light poles, windows, ceilings, or doors.
- Posted materials may not be placed in outdoor spaces. This includes, but is not limited to: trees, lamp posts, benches, trash cans, or buildings.
- Materials may not be placed on vehicles.
- Reasonable efforts must be made to not post excessive materials. Multiple and identical signs should not be posted next to one another, as space is needed for all campus events.
- Organizations and campus departments are responsible for prompt removal of posted materials. All advertising flyers should be removed within 1 week of the event.
- Complete removal of all posted materials will occur at the end of each semester.
- All materials posted on campus are subject to the following content guidelines:
 - Posting is restricted to the advertisement of events, meetings, involvement, or employment opportunities.
 - All posted materials must contain the following: (1) The full name of the sponsoring group {no acronyms}; (2) The time, date and place of the event, if applicable; (3) a contact number or email for more information.
 - Posted materials should make every effort to be inclusive and indicative of the College population.
 - Materials that include demeaning sexual and/or racial connotations, offensive language, or distasteful references will not be approved.
 - Promotion of events, programming, causes in conflict with Belmont Abbey College's identity as a Catholic, Benedictine institution are prohibited.
 - No materials advertising or implying the sale or use of alcoholic beverages and tobacco will be approved.

REMOVAL FROM STUDENT LEADERSHIP POSITIONS

- Student leaders found responsible for serious student conduct violation(s); who demonstrate behavior that is not representative of the College' mission, identity or excercises; or whose behavior is in direct conflict with the position they hold, may be removed from their leadership position by the Dean of Student Life, the director of the particular leader group or advisor of the student's club or organization.
- While directors of various student leadership programs will communicate mission and identity expectations, it is the responsibility of the student leader to discern whether or not an action or decision is within the understanding of how the college conducts itself as a Catholic, Benedictine institution of higher education.
- If there is a concern of conduct violations on the part of a student leader, it is encouraged to alert the Director of Student Activities, Dean of Student Life or the Director of Residence Life of leader of a particular program or team.
- Student leaders include, but are not limited to: Resident Assistants, Hintemeyers, Honors Scholars, St. Thomas More Scholars, Curlin Scholars, Oetgen Scholars, New Student Mentors, Abbey Ambassadors, Student Government Association, team captains, club leadership, etc.

SENIOR WEEK GUIDELINES

- Senior week is a tradition in which graduating seniors have the opportunity to make final memories with friends before moving on from Belmont Abbey College.
- All student handbook policies and expectations for student conduct will remain in effect between the last day of exams and graduation day.
- Specific guidelines will be communicated just before Senior Week towards the end of the spring semester.

SEXUAL MISCONDUCT REPORTING, POLICY & PROCEDURES

- Belmont Abbey College is committed to maintaining and strengthening an environment founded on civility and respect and to providing programs, activities, and an educational environment free from sex discrimination and sexual misconduct. The College also is committed to fostering a community that promotes the prompt reporting of all types of sex discrimination and sexual misconduct, as well as the timely and fair resolution of such reports. In furtherance of these commitments, the College has adopted the below policy, which complies with federal regulations concerning the investigation and adjudication of complaints of sexual misconduct, incorporates the thoughtful recommendations of a cross-section of College constituents
- The policy applies to all students and employees of the College. It sets forth available resources, describes prohibited conduct, and establishes procedures for the investigation and adjudication of allegations of sex discrimination and sexual misconduct. The policy takes effect immediately. Any allegations of sexual misconduct of which the College becomes aware will be handled pursuant to this policy, regardless of when the incident occurred.
- Because Sexual Misconduct may in some instances constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal action, the College encourages individuals to report alleged Sexual Misconduct promptly to campus officials and to law enforcement authorities, where appropriate.

Individuals may choose not to report alleged Sexual Misconduct to campus officials. The College respects and supports the individual's decisions with respect to reporting; however, if information about Sexual Misconduct comes to the attention of the College, the College may (1) start an investigation even in the absence of a filed Complaint and / or (2) notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Anyone wishing to make a Complaint under this Policy should contact one of the following individuals or offices:

- (i) Title IX Coordinator. The College's Title IX Coordinator is Mr. Roderick Golding, whose office is located in Stowe Hall, Suite 115. Mr. Golding may be contacted during business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) by phone at 704-461-6713 or by email at roderickgolding@bac.edu.
- (ii) Campus Police Department. The Belmont Abbey Campus Police Department is located in Raphael Arthur residence hall. The Campus Police Department is also available by phone at 704-461-6200. Campus Police Officers are available 24 hours a day, seven days a week.
- (iii) Office of Residence Life. The Office of Residence Life is located in O'Connell Hall,. The Office of Residence Life is available during business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) by phone at 704-461-7371.
- (iv) Human Resources Office. The Human Resources Office is located Stowe Hall, Suite 115. The Human Resources Office is available during business

hours (8:00 a.m. to 5:00 p.m., Monday through Friday) by phone at 704-461-6714.

- If at any point during the complaint, investigative or disciplinary processes, the Assigned Title IX Coordinator deems it necessary for the protection of any member of the College community the Assigned Title IX Coordinator may take interim actions such as the following: changing of class schedule for either party, issue no contact orders, provide counseling services, move those involved to other living arrangements, etc.
- A copy of the policy is also available on the College's website at <http://belmontabbeycollege.edu/about/title-ix-policy/>. Please read the policy carefully and in its entirety and feel free to reach out to the Title IX Coordinator, Roderick Golding (704-461-6713) or a Deputy Title IX Coordinator, Halie Reed (704-461-6892) and Paul Lyon (704-461-5048).

SMOKING/TOBACCO USE

- Tobacco use is banned in any buildings, entrance or exit doorways, or anywhere on the front campus. No smoking or tobacco use is allowed within 50 feet of a building.
- Vaping machines, hookahs, e-cigarettes and other smoking apparatus are prohibited from campus.
- It is the responsibility of all members of the College community to observe and comply with this smoke-free policy. Enforcement of the smoking/tobacco use policy on campus and in college buildings is the responsibility of all members of the college community. Visitors are expected to adhere to this policy, as well.

SOLICITATION POLICY

- Soliciting by outside entities is prohibited on campus at all times. Student solicitors must obtain prior permission from the Dean of Student Life or his designee.
- Handouts, brochures, and fliers for distribution within the residence halls must be approved by the Director of Residence Life or her designee.
- The presence of unauthorized or suspicious persons anywhere on the campus should be reported immediately to campus police (704-461-6200).
- The college reserves the right to trespass individuals or companies that solicit on campus without permission.

"So that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God."

Colossians 1:10

STUDENT CONDUCT

- Athletic Events: The philosophy of the College on athletics is that sport is a vehicle of virtue. Coaches, student athletes, and participants are held to a standard that reflects the values of this philosophy.
 - As leaders, coaches are to display respect in their demeanor and language for their student-athletes, for the game officials, and for the players and staff of the other team.
 - As participants in the athletic event, players are to treat their team, their hosts, and the spectators with respect. Foul language, inappropriate or offensive gestures, and ridiculing the opposing team are not acceptable and will be disciplined accordingly. Team members are to demonstrate respect for the accommodations and the environment as well.
 - As spectators of an athletic event, members and fans of the College Community are to demonstrate respect for participating teams, the environment, and the rules and regulations of the game. Foul language, inappropriate gestures, inappropriate

- clothing or ridiculing the opposing team's players in any way (throwing objects, defacing property, etc.) will not be tolerated and will be referred to the student conduct process.
- Classrooms: It is expected therefore that a degree of civility be maintained in the classroom. Respect for fellow students and for the professor is required. Disagreement with others is part of the academic enterprise but at no time should such disagreement result in disrespectful or offensive behavior.
- Dining Halls: Those who dine are expected to treat fellow students and workers with respect. Offensive behavior of any kind will not be tolerated. The throwing of food is unacceptable and will result in disciplinary consequences. Any complaints related to misconduct in the dining facilities should be submitted to the Director of Dining Services.
- Any student who allows other students or guests to use their dining plan will be referred to the student conduct process.

STUDENT COMPLAINT POLICY

- Belmont Abbey College is committed to treating all members of its community with justice and respect and makes every effort to resolve student complaints fairly and quickly, with due regard for all parties involved. The College seeks to promote a community of mutual trust, good faith, and courtesy among students, faculty, and staff. However, if any student has a complaint about the institution or some aspect of it or believes he or she has been treated unjustly or in violation of College policies, he or she may file a complaint with the College and expect the matter to be resolved appropriately.
- The vast majority of conflicts and misunderstandings can be resolved without pursuing the formal complaint procedure. Accordingly, the College encourages students to seek resolution informally by first discussing the complaint with the individuals directly involved and/or a direct supervisor. Students are encouraged to pursue the issue orally and by e-mail correspondence through appropriate administrative channels of the area with which the complaint is concerned. In keeping with the Catholic and Benedictine ideal of subsidiarity, our aim is to resolve complaints at the closest and lowest relevant level.
- If a satisfactory resolution is not reached by these informal means or if a situation does not lend itself to informal resolution, students may seek resolution through the formal complaint process. Students should normally attempt resolution of the issue through the informal process before pursuing formal complaint procedures. Students may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints; however, Belmont Abbey's response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits a formal written complaint.
- Formal Complaint Procedure
 - Formal complaints must be filed within a reasonable time frame whenever possible, usually within ten days if there was a specific incident. College officials will make reasonable efforts to give an initial response to complaints within ten working days of receipt, although the process of resolving a complaint may take longer.
 - Formal complaints should be submitted to the appropriate administrator. To determine the appropriate administrator for a complaint, students should consult the administrative organization chart in the Academic Catalogue.
 - Formal complaints must:

1. Specify that a formal complaint is being made, and be addressed to the appropriate College official; a printed letter signed by the individual is preferred
 2. Describe the situation/incident/event and identify the person or office involved
 3. If relevant, indicate how attempts have already been made to resolve the issue.
- The administrator receiving the complaint will either attempt to resolve and respond to the complaint directly or route the complaint to the director/chair of the appropriate department. The student will receive a response in writing within ten working days. If the complaint was routed to a chair/director, and the student believes that the complaint has not been satisfactorily resolved, he or she may raise the matter again, in writing, with the appropriate administrator, who will give a response within ten working days.
 - Academic Complaint Appeals
 - In academic matters, the decision of the Vice Provost for Academic Affairs is final.
 - Non-Academic Complaint Appeals In the event that a student continues to believe that a grievance exists in a non-academic matter, the student may send a written appeal to the Grievance Committee in care of the President's Office. The President's Office will forward the complaint to the Chair of the Grievance Committee, who will then convene the committee in accordance with the requirements specified in the *College Handbook*.
 - Exclusion Of Appeals The college-wide complaint policy above excludes some student appeals. The policies and procedures for the following types of appeals can be found in the cited locations: Academic Dismissal Appeals (Academic Catalogue 39) Academic Dishonesty Appeals (Academic Catalogue 41-42) Financial Aid Appeals (Financial Aid Handbook 8-9) Student Conduct Sanctions (Student Handbook, Student Conduct Process, section 7)
 - Post Secondary Education Complaints
 - To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at <http://www.ncdoj.gov/complaint>.
 1. For residents within North Carolina, please call 1 (877) 566-7226. For those outside of North Carolina, please call (919) 716-6000.
 2. If you choose to mail a complaint, please use the following address:

Consumer Protection
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

VEHICLE AND PARKING REGULATIONS

- Parking regulations are subject to change at any time. Excessive violations of the Automobile and Parking rules and regulations may lead to parking privileges being revoked for a student.
- College parking privileges will be granted only to students who have properly registered vehicles, employees of the institution who have properly registered vehicles or individuals who have obtained appropriate authorization. It is the responsibility of the vehicle operator to know and abide by all traffic and College parking regulations. Permits are issued by the Campus Police Department. Parking permits and placards must be visibly

displayed in or on the vehicle at all times that the vehicle remains on the property of Belmont Abbey College.

- All persons operating a vehicle on campus must have a valid driver's license and all vehicle must have a current registration and insurance.
- Obtaining a parking permit does not guarantee the availability of a parking space. Inability to locate an authorized parking space is not considered reasonable cause for parking in a non-regulated area.
- Only cars and motorcycles with current, properly displayed parking permits may be parked in residential student parking lots. Parking permit holders cannot park in visitor or restricted parking spaces or in parking lots not assigned to them.
- It is prohibited to drive motorized vehicles on campus grounds unless authorized by Campus Police.
- Speeding, reckless driving or other inappropriate use of vehicles on campus can and will be referred to the student conduct system. Students can lose the privilege to have a car on campus should they show through their on-campus driving a disregard for speed limits and other traffic policies.
- Riding in the back of pickup trucks is strictly prohibited and can result in suspension of a parking permit and criminal charges.
- The speed limit for the campus is 20 miles per hour. Campus Police Officers may utilize speed detection devices or other tactics at times to ensure compliance and safety. Violations of speed limit or other moving violations are subject to citations and student conduct referrals.
- Pedestrians will be given the right-of-way at all times.
- The College assumes no responsibility for damage or theft of or from vehicles while parked on the property of Belmont Abbey College. This includes damage caused by baseballs, softballs, lacrosse balls, or soccer balls.
- Any cars parked illegally or in an unauthorized area may be subject to fines, booting, NC State citation, towing or other penalties.
- Fines must be paid in the Business Office within one month of the violation. Failure to comply will result in a charge per violation to the student's account. Failure to pay fines will result in student's not being able to register for future classes, or withholding of student's transcripts and/or diplomas.
- Appeal forms for parking violations are available in the Campus Police Office. All appeals are made to the Chief of Police or their designee and must be made within 14 days. Appeals will not be heard based on lack of knowledge of parking regulations, regulations for operation of a motor vehicle on campus, appointment tardiness, time of day, or inability to locate an authorized parking space.
- Temporary parking passes can be obtained at the Campus Police office for use on a temporary vehicle.

VISITING SPEAKERS & ENTERTAINERS

- All student organizations wishing to schedule speakers from outside the Belmont Abbey College community must obtain written approval from the organization's advisor and the Dean of Student Life at least four weeks prior to the event.
- When considering approving a guest speaker or presenter, the college reserves the right to review the person or message in light of the College's mission and identity as a Catholic institution.

WITHDRAWAL DURING CRISIS

- There are occasional situations where a student's physical or psychological health is of a nature that it is in the best interests of the College and the student for the College to request and require the student to withdraw and/or for the student to withdraw. Every

effort will be made to encourage the student to withdraw to make room for the appropriate level of care. This action could occur if, in the judgment of the College, the condition were such that the student could not benefit from the academic program; and/or could not benefit from the limited available therapeutic resources of the College; and/or if the student were a threat to self or others; and/or if the student were a disruptive concern to others.



“The work and prayers here shall spread God’s blessing over this beautiful country in years to come, when perhaps few of you who are listening to me now shall be among the living.”

**-Abbot Leo Haid,
1st Abbot of Belmont Abbey**

RESIDENCE LIFE POLICIES AND PROCEDURES

GENERAL INFORMATION

LIVING FACILITIES

- Belmont Abbey College residence halls consist of Poellath Hall, O’Connell Hall, Raphael Arthur Hall, St. Scholastica Hall, St. Benedict Hall, Cuthbert Allen Apartments, New Hall, and New Buildings 1 and 2.
- Freshmen students typically live in Poellath and O’Connell halls which are suite style, typically with between seven (7) and nine (9) residents sharing a bath.
- Upper-class students may choose any of the following housing options as well as options listed above:
 - i. Raphael Arthur Hall is suite style with four rooms that can accommodate single or double occupancy. Four to eight residents may share bathroom facilities.
 - ii. Cuthbert Allen Apartments are four (4) bedroom apartments with a combined living room, dining room.
 - iii. St. Benedict Hall and St. Scholastica Hall are suite style with two (2) residents sharing a bath and small common room.
 - iv. Poellath and O’Connell Halls which are suite style with typically eight (8) or nine (9) residents sharing a bath. Poellath and O’Connell Hall contain rooms for double and triple occupancy.
 - v. New residence hall (fall 2020) is for upper-classmen and features dormitory-style living with double occupancy and two shared bathrooms per floor.
 - vi. New Building 1 and 2 (fall 2023) are primarily for upper-classmen and feature a mix of double occupancy rooms and quad occupancy suites with shared private bathrooms.
- Students needing special housing accommodations should contact the Office of Residence Life for more information. Special housing accommodations are subject to external verification, request date, and availability.
 - Requests for specific halls or rooms cannot be made.

- Requests for specific roommates cannot be made. Special housing accommodations are for the requesting student only.

OFFICE OF RESIDENCE LIFE

- The Office of Residence Life is made up of professionals and paraprofessional staff members. The RA (Resident Assistant) is a well-trained upper-class student who is charged with the daily management of an assigned residential area. All Residence Life staff, in the performance of their official duties, act so as College officials.
- All residents are encouraged to take an active role in creating community with their roommates, suitemates, floor residents, building residents, and the rest of the members that make up the Belmont Abbey community. Residence Life staff members are here to assist in creating that community. They will also assist residents in interpretation of college policy, understanding of why policy is set, and enforcement of those policies.
- If students have a question or concern regarding residence life or housing, they are encouraged to first speak with their Resident Assistant. If they need assistance in addition to their Resident Assistant, students should speak to the Area Coordinator who oversees their residence hall. The Area Coordinator will bring a student's question or concern to the Area Coordinator or Director of Residence Life as needed.
- The residential community is divided into three areas for which Area Coordinators are responsible:
 - i. Area 1: O'Connell Hall and Poellath Hall
 - ii. Area 2: New Hall, New Building 1, and New Building 2
 - iii. Area 3: Cuthbert Allen Apartments, Raphael Arthur Hall, St. Benedict Hall, and St. Scholastica Hall

RESIDENTIAL NETWORK

- Internet service to Belmont Abbey College Residence Halls is provided by the Abbey IT department. All residential rooms have wireless internet access.
- The use of personal routers or switches is not allowed and will be immediately disconnected from the Belmont Abbey network.
- Information on connection requirements, restrictions, special requests and troubleshooting can be found at <http://support.bac.edu> under "Students → Residential Students → Wireless Network."

RESIDENTIAL REQUIREMENTS

- All students ages 25 and under receiving institutional aid and/or are participating in college-sponsored activities are required to live on campus. The only exceptions to this policy are as follows:
 - i. They live within commuting distance of the campus with a parent or legal guardian, less than a 35 mile distance
 - ii. Legally married and living with spouse
 - iii. Demonstrated financial hardship
- Part-time are generally not allowed to live on campus unless otherwise approved by the Director of Residence Life. This includes students that drop below full-time status (12 hours) during the semester.
- Regarding ages of residents, the college has the following restrictions:
 - i. Students under the age of 17 are not permitted to live in campus residence facilities without the written consent of their parents/guardians and the Director of Residence Life. Students younger than 17 may lack the maturity and social coping skills required for community living, especially with others who are older in years.
- Residential students are required to purchase a meal plan with Belmont Abbey College dining service provider, Chartwells Dining Services.

RESIDENCE HALL POLICIES

The following policies have been established as a means to maximize the comfort, convenience, and safety of residents and to express expectations of behavior essential for congenial and productive coexistence in a residence community. Students are responsible for the contents of their assigned rooms, as well as all behavior occurring in their rooms. All policies pertain equally to residence halls and the apartments unless otherwise specified.

ABANDONED PROPERTY

- The College has the right to remove and store the property at the owner's expense after the final checkout dates. The college may try to contact the student if items are left behind but it is assumed that if items are left behind, they were meant to be.
- The College has the right to and will take possession of any personal property left in a student's room after the moving out. If the property is not reclaimed within (30) thirty days, the College shall have the right to and will give away or sell the property.
 - i. This policy applies similarly to those students who leave at the end of the semester or are suspended/expelled. If suspended or expelled, expectations for gathering belongings will be communicated in the suspension/expulsion letter and supercede the 30 day policy.

ADVANCE SEMESTER DEPOSIT

- A non-refundable \$300 advance deposit must be paid to the College Business Office prior to a returning student applying for a room for the coming academic year. This deposit covers both registering for classes and securing a bed for the upcoming semester. Proof of payment will be required at time of housing sign-ups for all returning students.
- No deposit is required for Summer Session Term.
- The room cost for each semester shall be paid in full as outlined by the Business Office.

AIR CONDITIONERS

- Window air conditioners have already been installed in Raphael Arthur, Poellath and O'Connell Halls.
- Cuthbert Allen Apartments, St. Benedict Hall, St. Scholastic Hall, and the New Residence Hall have central HVAC that is controlled from within each suite or room.
 - i. Additional window or floor air conditioning units are not permitted.
- Due to humid conditions in North Carolina, there must be continuous air flow through rooms to reduce the possibility of moisture concerns. This can be accomplished through air conditioners and it is the responsibility of the student to ensure that air conditioners are running and providing this important air flow.

APPLIANCES

- The capacity of the electrical system in the residence halls is limited, and overloading these systems can present fire and safety hazards.
- Use of electrical "octopi" (multiple head plugs) to obtain a greater number of outlets is prohibited as well as use of extension cords. We highly recommend that students purchase a UL-approved multiple outlets that contain their own fuse and have surge protection.
- Radios, stereos, computers, desk lamps, small televisions, single-serve coffee makers (Keurig, etc) and other small appliances are permitted, provided the equipment is kept in safe operating condition.

- The following items are not permitted in residence halls:
 - i. Open element appliances (i.e., hot plates, griddles, broilers, space heaters, coffee pots, immersion heaters, ovens, toasters, or kerosene heaters)
 - ii. Power tools
 - iii. Halogen touchier lamps, lava lamps, etc.
 - iv. Sun lamps
 - v. Outside antennae
 - vi. Surge Protectors
 - vii. Cookers designed for prolonged usage (air fryers, open fryers, crock-pots, pressurized cookers, etc)
- MicroFridge is an Energy Star rated combination refrigerator/freezer and microwave oven designed specifically for college residence halls. The College has partnered with *Standards For Living* to allow students living anywhere on campus to rent or purchase the units for the school year. Contact *Standards For Living*, via their website: www.standardsforliving.com. A unit will be delivered to your room just before the start of fall semester classes.
- Approved microwaves have been placed in the Cuthbert Allen Apartments. Students are responsible for keeping microwaves clean; microwaves cannot be placed in a closet or other enclosure that restricts adequate ventilation. Students living in all halls may also rent or purchase MicroFridge units from Standards For Living.
- Refrigerators no larger than 3.6 cubic feet are allowed. Over long vacation periods (Christmas and Spring Break), residents are expected to clean, defrost, empty, and unplug their refrigerators to conserve electricity and/or prevent spoilage of food.
- It is critical that users exercise precautionary measures when using appliances. Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings. Placing cords under an item, such as a rug, is prohibited. All Fire Code regulations, which are in accordance with the Belmont Fire Marshal, must be met at all times. Failure to do so could result in the closing of a hall, or a personal fine to those in violation.
- Inspections by Residence Life staff will occur as necessary to insure compliance with said policies.

BATHROOMS/SUITE HALLWAYS

- Housekeeping staff cleans the bathrooms and suite hallways in the residence halls each week day in the O'Connell, Poellath, Raphael Arthur, St. Benedict, St. Scholastica, and New Halls. Cuthbert Allen Apartment bathrooms are cleaned once per week.
- Students are required to keep these areas free of personal belongings (no personal items can be left in the bathrooms on countertops, on floors, etc.) to allow for staff to thoroughly clean and sanitize the surfaces. This includes the suite hallways - no carpets or rugs are to be kept in this shared space to allow for consistent sanitation efforts. This is a matter of safety and security of our students' ongoing well-being. Students found out of compliance with this policy will be referred through the student conduct process.
- Students are not to flush food or other non-degradable items down toilets and sinks to prevent clogs and damage. These include, but not limited to, tea bags, coffee filters, towels, tennis balls, shoes, fish tank rocks, and "flushable" personal wipes. Students and/or an entire suite can be charged for repairs due to negligence or purposeful tampering.
- Only residents of the specific living space (room, suite, or apartment) are permitted to use the bathroom facilities at any time

- Students who do not meet these requests may lose housekeeping services or asked to leave campus housing.
- Students of the opposite sex are not permitted to loiter outside of suites in other single sex residence halls nor are they permitted to use the suite bathroom facilities at any time.

BREAKS

- Residence halls remain open for the fall, Thanksgiving, spring, and Easter breaks. The residence halls close for all students during the Christmas break and all residents must vacate the premises during this break. The College keeps the residence halls open to provide assistance to students who are unable to leave campus for the shorter breaks. At the same time, campus residences remaining open constitutes a privilege, which may be revoked at any time.
- Dining services are not available during the Thanksgiving, Christmas, Spring, and Easter breaks.
- Students staying over a break must follow the following guidelines. Failure to do so will result in the student being required to leave campus for the duration of the break.
 - i. All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate receptacles.
 - ii. Students are responsible for their own meals.
 - iii. Students may not enter any residence hall or apartment other than the one to which they are assigned.
 - iv. All policies of the Student Handbook must be upheld at all times. Additional policies are in place during breaks and are as follows:
 1. Visitation and guests are not permitted (unless the student has advance, written permission from the Director of Residence Life).
 2. Consumption of alcohol is not permitted, including for residents of legal drinking age who live in residence halls in which alcohol is permitted.
 3. 24-hour quiet hours are in place.
 - v. Policy violations that take place during a break will be addressed through the student conduct process and will result in more severe consequences.
- Checkout times will be posted and properly enforced by Residence Life Staff.
- When leaving for Christmas and Summer breaks, students will be required to follow closing responsibilities that will be distributed via their RA.
- Failure to leave the assigned room in the appropriate condition will result in a fine to be determined by the Director of Residence Life.

CABLE TV/INTERNET

- Any attempt to utilize cable when one has not agreed to pay for the service, is a violation of State and Federal law, as well as College policy. Violators will be subject to disciplinary sanction as well as possible criminal charges. Students are responsible for damage caused to Belmont Abbey wireless or Apogee Cable equipment in their living areas and shall be responsible for all costs to repair or replace the damaged equipment.
- Internet service is provided by the Belmont Abbey IT Department. Troubleshooting information can be found on the IT website: www.support.bac.edu under Students – Residential Students
- Belmont Abbey College does not supply cable TV to residential rooms. Community spaces (Clancy’s, Student Commons, etc) have cable TV available for student use.

CARPETS AND RUGS

- Students are permitted to have carpets or rugs in their residence hall rooms, but they may not place carpets in the suite or apartment hallways. Carpets in the hallways

interfere with the Housekeeping staff cleaning these areas. Carpets cannot impede movement to the exits of any room and cannot cover electrical or other cords.

CHANGE IN RESIDENTIAL STATUS

- Students who wish to change their residential status (from residential to commuting or commuting to residential) must complete a “change of status” form in the Residence Life Office to apply for consideration.
- Changing one’s status can impact the amount and type of financial aid received. It is strongly recommended that any student considering changing their status contacts the Office of Financial Aid (financialaidoffice@bac.edu) and inquire how this change could impact their financial aid.
- Approval of requests for housing will be based upon availability of housing and individual circumstances. Students should contact Residence Life for more information.
- The college reserves the right to place deadlines and processes for changes in status, especially from resident to commuter. The college will take into consideration financial aid, previous business office interactions, student conduct and other important sources of information when determining whether a change of status will be approved.
- All students ages 25 and under that receive institutional aid and/or are participating in college-sponsored activities are required to live on campus. Exceptions to this policy:
 - i. Student is married and living with their spouse
 - 1. To apply for an exception, students must submit a legal marriage certificate and home address
 - ii. Student will be commuting from their parent’s (or legal guardian) residence within 35 miles of the main campus
 - 1. To apply for an exception, students must submit a signed letter from their parent/guardian stating that they will be residing with them at the home address and commuting to campus while enrolled at Belmont Abbey College, a photocopy of parent/guardian official ID or driver’s license and the home address where the student will be residing with their parent/guardian
 - iii. Student has a demonstrated financial hardship
 - 1. To apply for an exception, the College will collect information from student accounts to verify the financial hardship and the student must submit a letter stating the particulars of their financial hardship.
- The College reserves the right to change its residency requirements when the need arises and to close exceptions when the need has been appropriately met.
 - i. Students applying for special consideration during times of loosened residency requirements must follow the housing application process in the event that their commuter status is not approved. We encourage students to do this so they can confirm that they will have housing for the upcoming year as they can always cancel their housing if their commuter request is approved.
 - ii. If the college has a waiting list for students to be considered, a student cannot appeal or make a special request to be approved from the waiting list. When a spot opens, the college will approve those on the waiting list on a first-come, first-serve basis.
- Signing a lease agreement with an off-campus entity is not grounds for and cannot be used as evidence for approval of commuter status.
- Students who are designated as residential students and not approved to move to commuter status will be billed for housing and dining for the upcoming semester.
- Students are approved for commuter status one at a time and may not request for other people on the list to be approved with them at the same time.
- Meal plan exemptions cannot be used as a reason to grant commuter status.

CHECK-IN

- All students living on campus are required to go through appropriate check-in procedures at the beginning of the academic term.
- Students will not be able to move into their residence hall if they have outstanding balances or other important documents are missing from campus offices. The college can exercise discretion with regards to this policy and will do so only under extreme circumstances.
- Failure to comply with the check-in procedures could result in a student's classes being dropped, fines, or referral to the student conduct system.
- Each residential student is required to complete a Room Condition Report (RCR) via *MyHousing* by no later than midnight on the first Sunday following move-in weekend. Students will be responsible for any change in the condition of the room and its furnishings. During check out, the RCR will be checked against the condition of the room as it is described in the RCR during check in, and the student will be financially responsible for any damage not cited on the report during check in. It is therefore in the student's best interest to accurately document the condition of their room at check in so that they are not held responsible for pre-existing damage. Every effort will be made by the college to assist the student to complete their RCR. The college reserves the right to place holds on student activity or accounts for persistence in not completing RCRs.
- The key registration card will be completed as a record of the keys issued to an individual student. All keys issued must be returned or a replacement fine will be assigned to the responsible student's account.
- Every time a student changes rooms, the Room Condition Report must be completed for the new room.

CHECK-OUT

- When occupancy is terminated, a Residence Life Staff member will inspect the room and relieve the occupant of responsibility for the room, its furnishings and equipment, or recommend an assessment against the occupant for damages and missing property. Failure to properly checkout with the Residence Life Staff will result in a fine being levied and additional assessment charges for damages and/or missing furnishing, equipment and/or keys.
- All students should follow the steps below when checking out of residence hall:
 - i. Contact their RA or the Residence Life Office to schedule a check-out time when the room can be checked for damages and cleanliness.
 - ii. Remove all personal belongings from the room.
 - iii. Clean the room, sweep floors, clean out the desk, close drawers and lock windows.
 - iv. Remove all garbage.
 - v. Be sure all college-owned furnishings are returned to their original condition and location.
 - vi. Turn in keys to Residence Life staff within the communicated process.
 - vii. Sign the check-out forms.
- Students will be assessed for all damages, improper check-out, and loss of keys. These charges may be appealed in writing to the Office of Residence Life within one (1) week of receiving the bill from the College Business Office. All charges will be listed on the student's *MyHousing* home page under "more task" and "billing summary". Appeals received after the one (1) week deadline will not be considered.
- Improper check-out and key charges are non-negotiable.
- A student who fails to check-out with a staff member will forfeit the right to challenge any damage or cleaning assessments.

- If damage is found in a common area of a suite, apartment, or hall and no resident takes responsibility, the bill for the damage will be split evenly amongst the residents and applied to their student account.

COMMON AREAS

- The lounge and lobby areas are for student use. Only a collective responsibility and respect from all can maintain these areas. Removal of furniture or equipment from a lounge or lobby area is not permitted. School-provided or personal furniture may not be moved or stored outside in breezeways, walkways, porches or surrounding areas of any residence halls. Repeated violation of this policy can result in referral to student conduct and/or restitution fines for damages.
- There are occasions when damage occurs in the common area of a suite, apartment, building, or grounds, and the individual(s) responsible cannot be determined. In such cases, the College reserves the right to levy charges against the entire suite, apartment, or residence hall.
- All members of a suite, apartment, or hall are jointly responsible for the cleanliness of all common areas, which include bathrooms, hallways, walkways and apartment living rooms, kitchens, and patios. A General Assessment charge will be levied for extensive cleaning or damages.
- All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate receptacles. No personal items can be left in shared common areas to allow for regular cleaning and sanitation.

CONSOLIDATION OF ROOMS

- The College reserves the right to change room assignments to best meet the needs of all students. Traditional-aged freshmen are not permitted to have singles. If a student finds themselves in a room without a roommate, they will be asked to move into another room with a roommate.
- If occupancy warrants space, upper-class students may pay to keep their room as a single. See Private/Single Room.
- Students are expected to keep their room ready to accept a roommate at any time and understand that it is their responsibility to keep half (½) the room clean and cleared of personal property. Failure to do so could result in a fine levied.
- Should triple occupancy exist at any time in Poellath or O'Connell Halls, the college will attempt to move students out of a triple room as soon as the possibility arises. If a student is originally placed into a triple room and is moved into a double occupancy room early in the semester, the college will honor the triple rate only for that semester. Beginning the semester after being moved from a triple to a double occupancy, the student will be charged the double occupancy rate.

DAMAGES

- Students are expected to respect the facilities where they live and to act responsibly. All students will be held accountable for any damage or vandalism caused by themselves or by their guests. This accountability will include costs for repair as well as disciplinary action.
- Damage to College property will be charged to whoever is responsible. When damage cannot be identified, any costs may be prorated to the suite, the residence hall or the campus, depending upon the location of the damage.
- Students will also be charged for alterations to rooms, equipment, furnishings, and for any extra cleaning necessitated by improper care of the room, furnishings, etc. To prevent such damage charges, students are encouraged to use white poster putty (not thumbtacks, nails, double sided tape, etc.) to hang items on the walls or doors. For a list of damage charges, see Residence Life.

- Disciplinary action will be taken if the damage is a consequence of irresponsible conduct on the part of any student. Deliberate destruction of College property will not be tolerated. Offenders may be asked to live off campus (banned from halls), or may be suspended.

EMERGENCY RESIDENCE HALL PROCEDURES

- Each suite is provided with an Emergency Residence Hall Procedures poster. This poster must remain in the suite and be readily accessible to room occupants. The residents should familiarize themselves with the information in this document. Failure to follow procedures and/or emergency staff can result in endangerment to others which could result in disciplinary action. Refer to the *Crisis and Emergency Procedures* at the back of this Handbook for specific procedures for individualize crises.

FIRE DRILLS AND ALARMS

- Fire drills will occur twice per semester by Campus Police and Residence Life staff. These drills are mandated by the State of North Carolina.
- Drills will not be announced. Any time a fire alarm sounds, students are required to take the alarm serious and follow procedures.
- Students are to follow guidelines listed in the “Emergency Guidelines” which can be found on the back of their residence hall room door and meet the Residence Life staff in the designated location.

FIRE SAFETY

- Due to fire regulations, the following are mandated by the Belmont Fire Marshal and set forth by local, state, and federal law:
 - i. Extension cords are prohibited.
 - ii. Multi-plug outlets require surge protection and must be hung 18 inches from the floor.
 - iii. The use in individual rooms of open-coil or open-plate devices such as hot plates, George Foreman grills, lava lamps, halogen lamps, coffee pots, space heaters, sun lamps, and toasters is prohibited (See Appliances);
 - iv. Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug is prohibited.
 - v. Prohibits the use of open flame or ember devices such as candles, incense or oil lamps.
 - vi. Fire doors cannot be propped open.
 - vii. The use of electric Christmas lights is prohibited. LED lights are allowed.
 - viii. No live Christmas trees are allowed.
 - ix. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area.
 - x. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance.
 - xi. All pathways/stairwells leading to exits must be clear of all obstructions.
 - xii. Mechanical rooms cannot have any storage items in them.
 - xiii. Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered or tampered with in any way.
 - xiv. Students cannot alter or repair electrical equipment or fixtures which belong to the College. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
 - xv. Any wall hangings must be hung at least 18” away from the ceiling.
- The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, door and fire alarm systems is prohibited and will result in referral to the student conduct system

- Failure on the part of any student to follow fire safety policy stated above will result in a fine levied and possible referral to the student conduct process.
- The Residence Life staff will conduct periodic fire drills throughout the semester; every student is required to follow the procedure for evacuating the building and follow the staff's instructions. Failure to do so will result in a referral to the student conduct system.
- No person is to start a fire outside except in approved cooking areas. If any person wishes to have a controlled fire in any area other than stated above, a written request must be submitted to the Chief of Police and Director of Campus Safety 24 hours prior to the event.
- Because of fire and public health concerns, cooking is restricted in the residence halls. Use of a personal grill/hibachi in or around living areas/buildings is prohibited.
- Students are permitted to grill on permanent units provided by the College with permission and reservation through the Office of Residence Life. The student(s) using the grill unit is responsible for all clean up.
- Due to potential fire hazards, the possession, storing, carrying or use of hover boards and other forms of automated movement are prohibited from any Belmont Abbey College property including residence halls, classrooms, administration buildings and grounds.

GATHERING POLICY

- For reasons of general safety, fire safety, and reasonable noise levels, students are limited to a maximum of 10 people in a residence area at one time. A residence area is defined as a suite in the residence halls or an apartment, including the porch area, in Cuthbert Allen. The maximum number (10) includes the residents of that suite or apartment.
- The college reserves the right to approach and disperse of any gathering where there is the potential of violations of College policy (noise level, underage drinking, etc.). All present at the party can be documented for disciplinary action and referred to the student conduct system, regardless of the number of people present.
- Moving a party or disruptive gathering from location to location is not permitted.
- Belmont Abbey College is a private property and is under no obligation to approve demonstrations on campus to students, guests, or external entities. The College, at its sole discretion, reserves the right to deny entry to campus any persons, groups or demonstrations that may interfere with the normal functions or identity of the institution. For more information, contact Belmont Abbey College Campus Police.

HEALTH & SAFETY INSPECTIONS

- All rooms, suites, and apartments will be inspected by residence life staff as is necessary, and at least twice a semester, to ensure compliance with health and safety standards, and other College regulations.
- If a staff member finds that a student is not in compliance with a policy, they will be given 24 hours to rectify the problem and/or be subject to confiscation of violation item, fines, or and referral to the student conduct system. Additional subsequent failures may result in termination of the housing agreement and/or reassignment to a new room.
- The staff will not be searching the living areas but ensuring that fire safety codes are being upheld, trash is being emptied, clothes are stored properly, the living areas are being cleaned regularly, and other College regulations are being followed. The presence of the occupants during Health and Safety Inspections is optional. These inspections may also be carried out if there is sufficient evidence that a student's living habits (leaving food out, hygiene, pets, etc) may be contributing to an unhealthy environment for roommates, suitemates or hallmates.

- If an item is found that is against College policies and/or is illegal in accordance with local, state, or federal law, the Residence Life staff is obligated to confiscate the item with support from Campus Police when appropriate. Additionally, some type of legal action by the appropriate civil authority may be taken.

HOUSING AGREEMENT

- Every resident student must electronically sign a Belmont Abbey College Residence Hall Agreement (via *MyHousing*) before being assigned a room. The agreement is for one academic year and expires at the end of the Spring semester. Information on room changes, room deposits, cancellation, and general housing policies are included in the agreement as well as in this document.
- The College may terminate a student's housing contract for the following reasons, including but not limited to:
 - i. Student enrolled in fewer than 12 credit hours without the Director of Residence Life's permission.
 - ii. Student's health condition causes group living to be unwise or unhealthy.
 - iii. Student's behavior indicates that he/she cannot abide by the expectations of group living.
 - iv. Student repeatedly violates residence hall and/or College policies.
- Only Belmont Abbey College students enrolled in and attending classes are eligible for residency in our halls. The housing agreement can be terminated by the College if a student stops attending classes or terminates enrollment.
- The existing refund policy schedule from the College Catalogue will remain in effect for students withdrawing from the College.
 - Students withdrawing from the College during the Drop/Add period will not be charged tuition.
 - Students withdrawing from the College during the Drop/Add period will be charged Room and Board on a prorated basis. All applicable fees will remain.
 - Students withdrawing from the College after the Drop/Add period will be charged 50% of Tuition, Room, and Board during the five (5) business days following, and 100% after that. All applicable fees will remain.
 - Students withdrawing from the College, during the five (5) business days after the Drop/Add period, will receive a 50% reduction to any institutional award(s) on their account.
- Due to the inherent disruptions associated with pandemics and the mitigating measures taken by the College, students will be charged Room and board per its existing policy. In the event of (a) a transition to remote delivery of instruction combined with the closure of its housing and dining facilities or (b) a mandated closure by local, state, or federal authorities, students will be charged Tuition, Room, and Board according to the schedule in its existing policy. Students will not receive a discount nor a refund of tuition for remote delivery of instruction.

KEYS & CONTROLLED ACCESS

- For the sake of policies contained in this handbook, keys can be defined as physical keys, virtual keys, FOBs, and ID cards with near-field communication (NFC) capabilities.
- Room keys and identification cards are property of Belmont Abbey College and may not be duplicated for any reason.
- It is the responsibility of each student who obtains a key to make sure that these keys are never loaned or duplicated. The misuse of keys, including the loaning of keys to another individual, will be referred to the college's student conduct system.

- Students are expected to lock their room and suite doors; apartment residents are expected to lock their room and front doors. Taping open or propping open suite/apartment doors is prohibited as it endangers the entire suite or apartment. A student who props a suite/apartment door or prevents it from closing and locking will be referred for disciplinary sanction. If the person responsible cannot be identified, each resident of the suite or apartment will be levied a fine for behavior that endangers others.
- If a student is locked out of his/her room, he/she should contact the Residence Life Office or any Resident Assistant who is on duty. Students are reminded that responding to a call for a lockout is not an emergency and the staff will respond as soon as possible.
 - i. Each lockout is recorded by the Office of Residence Life. Students receive two free lockouts each academic semester. A \$5.00 charge will be placed on the students account for every lockout over the free allotment.
- A student who loses his/her key is to report this immediately to the Residence Life Office. The Residence Life Office will make the determination if the lock is to be changed. The student is responsible for the charge of lock change and new keys. A lost key necessitates the changing of five individual locks and new keys for all residents of the suite. Thus, the minimum charge assessed for a lost key in the residence halls is \$275.
- For safety and security purposes, keys will be collected when students depart for Christmas break and the end of the spring semester.

LAUNDRY FACILITIES

- Laundry facilities are on the bottom floors of O'Connell Hall, Poellath Lobby, Cuthbert Allen Apartment building number 1, St. Benedict Hall, St. Scholastica Hall, and each floor of New Hall and New Building 1 and 2.
 - i. Poellath residents must use the laundry facilities in Poellath Hall and residents of O'Connell Hall must use the facilities in O'Connell.
 - ii. Raphael Arthur Hall residents are asked to use the laundry facility in Cuthbert Allen Apartment building 1 or males to use the Poellath Hall laundry facility and females to use O'Connell Hall laundry facility.
- Unlimited use of washing machines and dryers is available free of charge for residential students
 - i. Commuter students, former students and guests are not permitted to use on-campus laundry facilities. You may be asked for your student ID and where you lived by college officials.
- Students should stay with their laundry to prevent thefts. Students should report any problems with the washers or dryers to the Residence Life Department. Students can monitor their laundry via www.laundryview.com.
- Laundry services are permitted only during the academic year. Students found using laundry facilities outside of the academic school year (summer, longer breaks, etc) may have their laundry privileges revoked for the following year.
- Students are encouraged to remain with their clothes while they are being washed or dried. Delays in moving clothes from machines can cause inconveniences to other residents.

MAINTENANCE REQUESTS/WORK ORDERS

- All maintenance requests (except internet) are to be reported to the Office of Residence Life.
- Students should report any maintenance problems as soon as possible to their Resident Assistant or Residence Life staff so that repairs can be made in a timely manner via the maintenance request form. The form is found at this link which is listed on the Residence

Life website and linked to the QR codes found throughout the Residence Halls.. It is the responsibility of the student to make known any maintenance issues.

- Students are not permitted to make, nor arrange for, their own repairs. Doing so will result in applicable damage assessments and possible disciplinary action.
- It is important to remember that the college can only fix something if they know it is broken. Students are responsible for making the Office of Residence Life aware that something is wrong with their hall, room or bathroom.

MEAL PLAN EXEMPTIONS

- All residents must be enrolled in a meal plan. Exemptions from the meal plans are accepted only in cases of demonstrated health needs. It is the student's responsibility to demonstrate a case for an exemption. If the student needs an exemption from the meal plan he or she must proceed accordingly:
 - Complete the meal plan exemption application, including any requested documentation and return to the Director of Dining Services
 - In cases where a condition develops during the course of the academic year, the student must submit the application and the physician's report as soon as possible and no later than two weeks after the diagnosis of the medical condition.
 - Your application will be reviewed, and a decision will be returned to you promptly.
 - Outcome of exemption request will be provided via email to your BAC email address.
- You have an obligation to pay for your meal plan until the exemption request is approved. A refund will be processed from the date the request was approved. Every attempt will be made to process requests in a timely manner provided all documentation is submitted promptly. Belmont Abbey College will not adjust outstanding balances minus meal plan during the exemption process.
- Typically, approved exemptions are valid for two semesters and do not automatically "roll over." If a student wishes to continue past two semesters, he/she will need to submit a letter annually to the Nurse Practitioner (Wellness Center), Business Office, Residence Life and Dining Services stating there is no change in the health condition that warranted the exemption.
- Exceptions to the meal plan for resident students are extremely rare as Dining Services will work to accommodate most reasonable requests.
- It is understood that if a meal plan exemption is granted, an adjustment may be made to your financial aid package.
- Meal plan exemptions cannot be used as a reason to grant commuter status.

PETS, SERVICE ANIMALS & EMOTIONAL SUPPORT ANIMALS

- Because of health and nuisance factors, the only pets allowed in the halls or apartments are non-carnivorous fish, which need to be kept in a regularly cleaned water tank that is no larger than five (5) gallons. The pet policy applies to all residents and their guests. The limited space of a residence hall room or apartment is not an appropriate environment for animals. The only exceptions to this policy are guide dogs for the visually impaired or other service dogs.
- Any student found to have pet paraphernalia suggesting that a pet is living in their room will be fined \$100 immediately.
- If it is confirmed that a student has an unauthorized animal on campus living in their room, they will be given 24 hours to remove the pet and find it a permanent home off campus. A member of the Office of Residence Life will make a follow-up appointment after 24 hours to confirm that the pet is no longer living on campus. If the student has

not removed the pet from campus permanently, a \$500 fine will be assigned to their account.

- i. The college reserves the right to check in on a student's room at a time in the future (determined by the college) to verify that the unauthorized animal is indeed gone.
- o If a student is found with an unauthorized animal living on campus for a second time, they will be issued a \$500 fine immediately and will be placed on Residential Probation.
- o On the 2nd violation or failure to remove animal and/or pet paraphernalia will result in eviction from the residence halls with no refund.
- o Belmont Abbey College recognizes the importance of Service and Emotional Support Animals to individuals with disabilities. The policies in place regarding Service and Emotional Support Animals are to ensure that students with disabilities, who require the use of Service or Emotional Support Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals and/or the therapeutic support they provide. The Office of Residence Life, in consultation with the Office of Academic Assistance, Disability Services, is committed to supporting residents with disabilities and their use of Service and Emotional Support Animals in on-campus housing to facilitate their full-participation and equal access to the College's programs and activities. Guidelines have been established concerning the protocols associated with Service and Emotional Support Animals. For more information, please make an appointment with the Office of Academic Assistance.
 - i. Animals found on campus are assumed to be pets unless explicitly approved through the Office of Academic Assistance and the Office of Residence Life.
 - ii. Animals are not officially Emotional Support Animals until they have gone through the application process and are approved. Emotional Support Animal accommodations are not retroactive.
- o College administration and staff (including Resident Assistants) reserve the right to ask a student with an animal if that animal is residing on campus and if it has been approved.

PREGNANT ON CAMPUS

- o Belmont Abbey College professes and believes in the Catholic Church's teachings on human sexuality and the sanctity of life. The College is fully committed to supporting life in all its forms and at all stages, including providing support and encouragement to our students who become pregnant while attending our institution. Specifically, the Director of Residence Life, Director of Campus Ministry, and NCAA Faculty Athletic Representative are willing and happy to connect male and female students with resources in the event of an unexpected or crisis pregnancy. Additionally, MiraVia offers a variety of services and support to students facing an unexpected pregnancy, including outreach assistance and a maternal residential program on the campus of Belmont Abbey College. For additional information, please visit www.mira-via.org.
- o Belmont Abbey College residential halls are not structured to support long-term living with infants or children.

PRIVATE/SINGLE ROOM

- o Cuthbert Allen, St. Benedict, and St. Scholastica halls are single occupancy rooms and Raphael Arthur Hall can be a mix of double and single occupancy. O'Connell Hall, Poellath Hall, New Hall, and New Buildings 1 and 2 are double occupancy.
- o Students with a medical reason for requesting a single room must complete the Request for Special Housing Accommodations form with their medical provider and submit supporting documentation to the Office of Residence Life. The Office of Residence Life will do its best to meet the requests stated in the documentation within its capabilities and reasonable expectations.

QUIET HOURS & NOISE POLICY

- Residents are expected to respect the right of fellow students to study and sleep in a quiet atmosphere at all times. Quiet hours are enforced and require that no noise from a room or apartment can be heard outside of that room or apartment. Quiet Hours are:
 - i. Sunday-Thursday 10:00 pm – 12:00 pm=All halls and apartments
 - ii. Friday-Saturday 12:00 am – 12:00 pm=All halls and apartments
- Students who have repeated violations of the Quiet Hours may have their stereo, television, or other such items removed for the remainder of the year.
- A student who is disturbed by noise coming from another room or apartment should request the residents of that area to decrease the noise to an acceptable level. This is an example of the respect necessary in a community living setting. If the request is not respected, the student should contact Residence Life staff for assistance.
- During final exams 24-hour quiet hours will be in place for the benefit of studying and preparing for exams. No noise will be tolerated.

ROOFS, LEDGES, & WINDOWS

- Students must consider roofs and ledges of College buildings “off limits”.
- Articles are not to be placed on exterior window ledges.
- Window screens are not to be removed.
- Windows cannot be used for general entrance or exit for a building, unless directed to do so by emergency personnel.
- Throwing objects from windows may be dangerous and is prohibited.
- Windows cannot be covered by paper, plastic, or any other material at any time.
- Students found occupying ledges, rooves or other off-limits areas of campus will be referred to the student conduct system.
- Students wishing to use hammocks can use the hammock garden in the residential quad. Hammocks may not be strung between support columns of the residence halls.
- These policies can be applied to other elevated locations, structures, and features (e.g. trees) not explicitly communicated in this handbook.

ROOM CARE & DECORATING

- The College shall not be liable for any property of any kind which may be lost, stolen, damaged, or destroyed by fire, water, steam, defective refrigeration, or other natural and unnatural forces and causes, while on the leased premises or in any storage space owned by the College. Therefore, these guidelines should be followed when occupying your room:
 - i. College-supplied furniture and Residence Hall Emergency Guideline Charts may not be removed from individual student rooms. Therefore, students may not bring their own beds to campus. If a student removes or disassembles any furnishings him/herself, he/she will be charged for any damage or replacement.
 - ii. Students can only occupy the space assigned to them. Students may not utilize empty bedrooms in suites or apartments for any means. Should an unoccupied bedroom be entered and used the result will be all residents of the suite or apartment being held responsible.
 - iii. Students living in CA apartments may not enter or use locked closets.
 - iv. Plumbing issues will occur when inappropriate items are flushed down the toilets or dumped down the drains. The following items have caused issues in the past. If it is found that any of the following are for damage, the student(s) will be held accountable for the repair, replacement, and/or damage.
 - 1. “Flushable” personal wipes
 - 2. Tea bags
 - 3. Bath, hand, or facial towels

4. Plastic bags
 5. Fish tank pebbles or rocks
 6. Coffee grounds or filters
 7. Grease or oil
 8. Wax
 9. Tennis balls (or any type of balls)
 10. Tape
- v. Room furniture is not permitted on apartment patios or lawn areas, or on lawn areas around the residence halls. Furnishings deemed to be a fire or safety hazard are not allowed in rooms, common areas, apartments, or patios.
 - vi. Each student is responsible for the condition of his/her room and its furniture. All members of the suite are jointly responsible for the condition of the hallway and bathroom, which are considered common areas. Students are expected to keep common areas clear of all personal property and debris.
 - vii. Items left in the hallway or bathroom may be removed and/or thrown away by College staff.
 - viii. Students are not permitted to paint or wallpaper their room; nor are they permitted to put nails, screws, or hooks into woodwork, walls, or ceilings.
 - ix. Absolutely no drilling into the walls is permitted.
 - x. Contact paper, decals, duct tape, foam tape, and bumper stickers may not be affixed to College property.
 - xi. It is recommended that masking tape be utilized to hang posters and pictures. Additionally, many 3M products are designed for the purpose of causing little or no damage to the walls, however, these products are not permitted in St. Benedict, St. Scholastica, and New Hall.
 - xii. Personal lofts, waterbeds, or water filled furniture, and wood paneling are not permitted in student rooms.
 - xiii. Students are not permitted to hang items, including but not limited to, blankets, clothing, plants, etc., from their ceiling, or on any exposed pipes. Students who disregard this notice can be held responsible for any and all damage resulting from the breaking of piping.
 - xiv. Ceiling tiles serve as a smoke and heat barrier, and may not be removed.
 - xv. Windows may not be utilized to enter or leave a building.
 - xvi. The outside of room doors and windows are visible to all members of the community, and therefore, decorations should be kept to a minimum. Residents will be asked to remove any offensive or inappropriate materials. Any displays in any location not consistent with the Catholic, Benedictine values deemed inappropriate must be removed immediately. The Residence Life Department will remove offensive items.
 - xvii. Ironing must be done only on an ironing board, not on the floor or other furniture.
 - xviii. A student may not use his/her room for commercial purposes.
 - xix. One (1) five (5) gallon fish tank per resident is permitted.
 - xx. Portable hot tubs, pools, or Jacuzzis are not permitted on campus.
 - xxi. Exterior antennas are not permitted. Tampering with the cable TV in common areas is against College policy.
 - xxii. Questions regarding the appropriateness of decorations should be directed to the Residence Life Department.
 - xxiii. Students will be assessed for any and all damages to College property for which they are found responsible for.

ROOM ASSIGNMENTS/SELECTION

- Belmont Abbey College believes that residence hall living is an educational experience that contributes to the development of each student. The residential experience provides many opportunities for students to meet friends, develop personal relationships, and learn to live and communicate with a diverse group of people. As part of this process, returning students have the option of selecting their own roommates and room (if possible) during Room Selection in April. The Residence Life Department coordinates all assignments. Once room assignments have been made students are not permitted to make changes without prior permission from the Director of Residence Life or her designee.
- Assignments for new students are completed on a first-come, first-serve basis. Housing information will be emailed to students in July. A deposit must be paid to the Admissions Office prior to receiving a room assignment. The College's acceptance of an application, contract, and advance room payment within the assigned deadlines for each does guarantee an assignment.
- Assignments for returning students are based on completed academic hours and then by GPA. At the time of room selection, students must have deposited and registered for the following semester's classes; are required to fill out a housing contract; and must pay the \$300 registration/housing deposit.
- If the Student fails to occupy their room within twenty-four (24) hours after the first day of classes, the room assignment may be cancelled unless proper notice of late arrival is given to the Director of Residence Life or her/his designee.
- Students remain in their same room for the duration of the academic year.
- Students cannot sublet or offer for short-term leave their assigned room or bed to another party, or change rooms without advance approval of the Residence Life Department.
- If a student should find themselves in a double occupancy room by themselves, they must keep their room ready to receive a roommate at all times. This means that the student can only use ½ of the space and furniture. Significant fines will be levied should the space be found occupied with personal belongings.
- The Residence Life Department reserves the right to move any student to a new location should it be deemed necessary by the Director of Residence Life or her/his designee.
- As permitted by federal law (see [34 C.F.R. § 106.32\(b\)](#)), the residential model at Belmont Abbey College is based on single-sex housing. Residence halls are separated between men and women and students are placed into halls based on their birth sex. Belmont Abbey College does not allow housing selection or assignment based on gender identity.
- Belmont Abbey College does not have housing for married couples.

ROOM/ROOMMATE CHANGES

- All room changes must be approved by the Director of Residence Life or her designee.
- Any students who perform a roommate switch or move to another room without approval and authorization from the Office of Residence Life will be subject to severe disciplinary action. Placement in a specific bed is not only an important function to control residence hall capacity but is also a function of safety as it may be vitally important to know the exact location of a student's residence in the case of an emergency. Room change requests will only be considered in extenuating circumstances for the health and safety of our campus community.
- Steps for mediating roommate challenges:
 - i. Discuss with your roommate your concerns and how you may be willing to collaborate to find a solution.
 - ii. Discuss the situation with your RA and set up a time for a mediation.

- iii. If concerns remain after these steps, the RA and your Resident Director will assist you in additional steps.
- o It is the responsibility of the student to move their belongings in a room change.

SAFETY IN HALLS

- o A safe and secure living community for residents is important. The safety of the community is everyone's responsibility, not just the responsibility of Campus Police. It is important that everyone take the community's safety seriously and look out for each other's wellbeing. Any action on the part of a resident that threatens the safety or security of another resident, or his/her property, will result in disciplinary action.
- o Keep all doors and windows locked when you are out of your room or asleep.
- o Do not remove screens from your windows.
- o If you observe a stranger lingering around outside the residence halls, call the Campus Police Department immediately.
- o If you encounter any wildlife on campus and do not feel safe, contact Campus Police immediately and give them your location. Heed all warnings and directions from Campus Police and safety with regards to wildlife.
- o If you lose your room or building key, notify the Residence Life Department immediately.
- o Do not block open entrance doors.
- o Never loan your hall or room keys to anyone.
- o Be familiar with all emergency procedures and fire exits.
- o If you return to your room and notice that it has been broken into, do not go into the room. Notify the Campus Police Department immediately.
- o Solicitors are not permitted on campus. If one comes to your door, contact the Campus Police Department immediately.
- o Never leave anything in the hallway unattended.
- o For your safety and that of the campus community, do not bring guests that you do not know onto campus.
- o When dressing, keep your window blinds closed.

SEARCH AND SEIZURE/ENTERING INTO A ROOM

- o Searches may be made with the permission of the occupant(s) of the room and in their presence, when applicable; or without their permission and presence in cases of necessity or extreme emergency. The Director of Residence Life or her designee may authorize a room search when there is probable cause and/or in cases of investigation for suspected violations of College policy, local, state, or federal laws.
- o Rooms and apartments may be entered by authorized representatives of the College, including but not limited to the Residence Life staff, maintenance staff, and Campus Police for any of the following reasons:
 - i. Repair or inspect reported or suspected damage.
 - ii. Inspection of area and its condition, for compliance with health, safety, or other College regulations.
 - iii. Inspection of room to insure that the area is vacated during fire drills, emergency situations, and vacation periods.
 - iv. Investigation and/or enforcement of suspected College policy violation(s). Searches can include looking in and going through personal items within the entirety of the room, adjoining bathroom and closets.
- o In a non-emergency situation, only the Director of Residence Life or her designee may authorize a search of a student's room and belongings. Should this occur, the presence and consent of the occupant(s) of the room may be requested but is not necessary. If a Head Resident Assistant or Resident Assistant performs a room search, they will

instruct the student on opening drawers to provide visible access to each part of the student's room.

- Law enforcement officials with a search warrant have lawful entry to a student's room. College staff will seize a student's personal items that violate a College policy; local, state or federal law; or any item that is needed as evidence in a student conduct case; or that could later cause personal harm. See Confiscated Items Policy in General College Policies and Regulations.

STORAGE

- No personal belongings or furnishings from a residence hall room may be stored in the residence halls due to a lack of storage space.
- The College does not provide storage for personal belongings of students.
- Items left by students are presumed abandoned after 30 days and the items then are subject to disposal without notice.

SUMMER RESIDENCY

- Currently enrolled, traditional-age students are permitted to reside on campus (without a housing charge) during the summer term if they are enrolled in six credit hours during a summer session. Students must complete a housing application through MyHousing to be assigned to summer housing. While housing is free, students in summer housing are required to purchase a meal plan, which they can select in MyHousing when completing their housing application.
- If a student is working for Belmont Abbey College for a considerable number of hours over the summer, they may live on campus. Approval must be given prior to student moving in and varication must be secured from the faculty, staff or office that is employing the student for the summer.
- Students found responsible for conduct violations or non-compliance with College policies over the previous 12 months may not be allowed to reside on campus over the summer. The determination if a student may reside on campus lies with the Director of Residence Life.

VISITATION

- The College's visitation policy is implemented with the intent of facilitating a strong community in each of our residence halls. Similar to how guests leave a family's house at a certain point in the evening so family members can relax and spend time together, the visitation policy allows for residents of a hall to have quality time together at the end of the day. Furthermore, the policy encourages the respect of personal space and consideration for others, particularly among roommates and suitemates. The visitation policy is also intended to promote healthy relationships and boundaries with members of the opposite sex.
- Residents may have guests in the residence halls or apartments, as long as they do not infringe on the primary right to privacy of other resident students, and as long as they do not violate College policies, including visitation. It is the responsibility of the host/hostess to familiarize his/her guests with College policies and to escort the guest(s) at all times. The student host/hostess is responsible for the actions of the guest and will be subject to disciplinary action if the guest does violate any College policy. Guests, whether enrolled students or not, may be required to leave any room/apartment/area by a College official if a violation of College policy has or is occurring in that area.
 - Visitation Hours for the different residential facilities are as follows:
Visitation Hours for O'Connell and Poellath Halls:
Sunday – Saturday 12:00 pm – Midnight
Visitation Hours for Raphael Arthur Hall, New Hall, St. Benedict Hall, St. Scholastica Hall, New Building 1 and 2, and Cuthbert Allen Apartments:

Sunday - Thursday 12:00 pm – Midnight

Friday - Saturday 12:00 pm – 2:00 am

- Visitation is defined as those times when a resident may have a visitor that is of the opposite sex, whether student or non-student, in his/her residence area. Students who abuse the privilege of visitation will face disciplinary action including, but not limited to the loss of the privilege.
- Non-Abbey guests found on campus outside of visitation hours, or not accompanied by a student host/hostess at any time, may be subject to arrest for trespassing.
- Guests of the opposite gender are not permitted to use a suite bathroom. In the case of an emergency the guest should only enter the bathroom when the host is present. The host should stand outside of the bathroom and notify other suitemates. At no time should a guest use a suite bathroom without the host's knowledge.
- Opposite gender guests are not permitted to use a suite shower at any time.
- Due to fire code, students are limited to a maximum of 10 people in a residence area at one time. A residence area is defined as a suite in the residence halls or an apartment (including the porch area) in Cuthbert Allen. The maximum number (10) includes the residents of that suite or apartment. female residence halls and vice versa. If a student of the opposite sex wishes to wait for their friend, they must do so in the quad or in an open space close to the residence hall.
- Those who violate the visitation policy on a regular basis or have one egregious violation can and will be forwarded to the student conduct system and this privilege can be revoked.
- Cohabitation is prohibited by Belmont Abbey College in all spaces including residence halls.

"Now, therefore, after ascending all these steps of humility, the monk will quickly arrive at that perfect love of God which casts out fear."

Rule of St. Benedict 7:67

STUDENT CONDUCT PROCESS

CIVIL LAW AND THE STUDENT

- The College upholds civil law, whether it pertains to traffic, drugs, disorderly conduct, alcohol, felonies, or other offenses. Each student is liable to sentence and appropriate penalty when he or she is found guilty of an infraction of law by civil authority or court. The College does not grant—indeed it cannot grant—immunity to a student simply because he or she is a student. Violations of civil law may result in additional sanctions imposed by the College, including penalties above and beyond those imposed by civil authorities.
- Belmont Abbey College, as a private institution, reserves the right to create policies and procedures independent from the legal system and courts of law. Disciplinary policies and procedures at the College are essentially educational in nature and purpose, and thus distinct from legal standards and legal procedures/processes.

PHILOSOPHY

- Student Life employs a student development approach in handling disciplinary situations. The purpose of the student conduct system is to maintain order within the residential and College community, and to foster the development of students in accord with the mission of the College. Student conduct hearings are to be educational, with

the end result being positive, appropriate behavior. Student conduct hearings can be helpful to students in encouraging individual responsibility and self-discipline, and protecting the good of the community.

- Disciplinary action for violations against college policies is meant to provide an educational opportunity for the student to learn from the offense and to ensure the good order of the college and residential community.
- Belmont Abbey College employs, when possible, a restorative justice approach to the student conduct system. Student's conduct and decisions have consequences that often extend to other students, offices and the overall student community. Sanctions provided through the conduct process will help each student become aware of who was impacted by their decisions and what can be done to repair those relationships.

If a brother is found to be stubborn or disobedient or proud... he should be warned twice privately by the seniors in accord with our Lord's injunction (Matt 18: 15-16)."

Rule of St. Benedict 23:1-2

GENERAL PROCEDURES

- If a student has reason to believe that a policy has been violated, he or she may bring this information to a Resident Assistant or a member of the Residence Life professional staff. The Residence Life staff will then investigate the situation and proceed as necessary.
- A pre-meeting *may be* scheduled when the alleged conduct is very serious. The prehearing can be held with the officer hearing of the case within twenty-four (24) hours of the student receiving meeting instructions. The purpose of the pre-meeting is to review the charges and the disciplinary procedures. The pre-meeting is not intended to review the content or the merits of the case, but merely the procedural aspects of the student conduct process. If the student involved in the incident does not contact the Residence Life Department within 24 hours of notification then a pre-meeting will not be set. It is not necessary to conduct a pre-meeting in order to have a meeting. A pre-meeting can be conducted at the request of the accused or at the behest of the Director of Residence Life.
- Neither parents/legal guardians nor legal counsel may be present at a student conduct meeting. Parents and attorneys may meet with the Director of Residence Life or her designee prior to or after the conduct meeting.
- The outcomes of student conduct meetings are confidential except when the law requires specific disclosure.
- Guests of Belmont Abbey College students and/or non-students may be charged for violations of residence hall policies. Resident students will be held liable for the behavior of their guests, up to and including being equally sanctioned for their actions. Egregious or repeated violations demonstrate a lack of respect for the college and its policies. Therefore, guests can be barred from college property.
- When the student is an athlete, member of a leadership program, or holds a leadership position, the appropriate athlete personnel and advisors will receive notification that a student under their direction has been documented on an incident report. Once a decision has been made about the student's responsibility, the athlete personnel and/or advisor will be copied on the outcome.
- The totality of a student's conduct record can be considered when determining an appropriate sanction for a violation of policy. Repeat violations of any college policies can and will escalate corrective actions.

- The rules of evidence in a court of law do not apply to a student conduct meeting. All that is required to establish responsibility is the preponderance of evidence. The conduct officer is not bound to the standards of criminal or civil courts of law.

HEARING OFFICER

- Hearing officers are the professional members of the Residence Life Department, other Student Life professionals of the College, or any designee of the Director of Residence Life. Hearings may be conducted either by an individual hearing officer or a panel of them, depending on the offense, the record of the individual(s) involved, and the discretion of the Director of Residence Life.
- Students may not request a specific hearing officer(s).

FAIR PROCESS

- To ensure that the student conduct process is fair, these guidelines will be followed:
 - i. When possible, a student will receive student conduct summons from the Residence Life Department within thirty-six (36) business hours, or four (4) business days, of the reported violation. The student conduct summons will state the related conduct violations.
 1. Students will receive an email to their BAC email address with the subject line: "Correspondence for Case [Number]" and will require a login using BAC credentials for identity verification.
 - ii. Initial letters will include the assigned hearing officer for the case and a date and time for the student conduct hearing. The hearing officer will make every effort to schedule the conduct hearing such that it does not interfere with the student's class schedule.
 1. Campus Police or other authority's investigations may or may not delay the beginning of the student conduct process depending on the severity of the situation.
 - iii. Student conduct letters will be delivered via student email accounts, or U.S mail (usually only for non-resident students). Students are expected to schedule and attend the conduct hearing. Failure to schedule and/or attend will result in a decision without the benefit of the student's input or record of events. In such cases, the student waives his/her right to review or appeal the decision.
 - iv. The student shall receive written notification of the finding(s) and sanction(s) as soon as possible after the conclusion of the hearing.
 - v. These processes nor procedures do not, nor do they intend to, afford neither the specificity nor due process of criminal or civil statutes or procedures.
 - vi. Belmont Abbey College can choose to delay the student conduct process until criminal or civil proceedings have concluded.

SUSPENSIONS PENDING HEARING

- In rare cases, the Dean of Student Life (in consultation with other personnel) may suspend a student from the residence halls or from the campus pending the resolution of a disciplinary hearing. Suspension pending a hearing does not assume responsibility before the fact, but is meant to protect all parties in a dispute until a formal decision is made regarding the case. This decision may not be appealed. If the resolution of the hearing results in suspension or expulsion from the College, then the student has the right to appeal that decision.

APPEALS PROCESS

- An appeal hearing is not a re-adjudication of the case. If the student has been found responsible, the student is bound to that judgment.
- A student must appeal a decision on at least one of three grounds:

- i. Lack of Fair Process: The student was not informed of the charges within the appropriate period of time or was not given a hearing.
 - 1. Please note that this ground for an appeal is not dependent on whether the student feels that he or she thought the hearing or the sanction fair, but on whether the process afforded the individual to be informed of the charges beforehand and on whether an opportunity was given for the student to give his/her account of the incident.
 - ii. New Information/evidence: The student has become aware of new information essential to the case.
 - iii. Proportionality between Offense and Sanction: The student asserts a lack of proportionality between the sanction and the offense. This ground does not apply simply on the basis on that a sanction is severe. A severe violation will accrue a severe sanction. Rather, the ground applies if the sanction seems disproportionate.
- All appeals must be made on at least one of these three grounds. Appeals cannot be made on grounds other than one of these three. The hearing officer to whom the appeal is made may reject to hear the appeal if insufficient grounds are present. In such cases the student is bound to the original sanctions.
 - **Steps to Appeal**
 - The student appealing the decision must send their appeal to the original hearing officer. The original hearing officer will determine the most appropriate appeal hearing officer and forward the appeal. The student can expect to hear from the officer responsible for the appeal shortly after receiving the appeal.
 - i. An intent to appeal is not considered a full appeal. A student must submit an appeal utilizing the grounds explained above.
 - The student appealing the decision must submit the appeal via their @abbey.bac.edu email address to the appropriate entity within two (2) business days of being informed of the sanction as defined by the date on the sanction letter.
 - Sanctions are suspended while the appeals process takes place. Should the student be found responsible for handbook violations during the appeals process, he or she will be removed from campus while the appeals process takes place.
 - **Levels of Sanctions and Appeals**
 - The Director of Residence Life serves as the final authority on sanctions of Residential Suspension, Residential Probation, and all lower sanctions.
 - i. If the Director of Residence Life is the original hearing officer for the sanctions less than Residential Suspension or Residential Probation, he/she may allow another conduct hearing officer to hear the appeal.
 - ii. If the Director of Residence Life gives a sanction of Residential Suspension or Residential Probation, the student must appeal to the Vice Provost and Dean of Student Life.
 - iii. There will be no appeal committee for Residential Suspension, Residential Probation, or lesser sanctions. The decision of the appeal hearing officer is the final word.
 - Sanctions of College Expulsion, College Suspension, and College Probation must be submitted to the Vice Provost and Dean of Student Life.
 - i. Upon reception of the appeal, he/she will confer with the Director of Residence Life to determine if there is sufficient reason to move forward with the appeal. If there is sufficient reason to move

forward with the appeal, the Vice Provost and Dean of Student Life will convene a three person committee to consider all information pertinent to the student and the specific conduct case.

1. While the committee's members and representation may vary due to availability and ability to be objective, every effort will be made to have a representative from Student Life, Academic Affairs, and College Administration on the appeal committee.
- ii. Once the committee has considered all of the information, they will arrange for a time to meet. The student will have the opportunity to appear before the appeal committee to state the reasons for their appeal in person, if they so desire. This is not a rehearing of the case and the student's remarks must be based on the three reasons for appeal listed above.
 1. As per regular conduct policies and procedures, parents and/or legal representation are not permitted in appeal meetings.
- o Alleged victims of reported incidents are not permitted to appeal student conduct outcomes as they relate to the alleged perpetrator unless permitted by law.

RESTORATIVE CORRECTIONS & SANCTIONS

- o All sanctions are cumulative, as the disciplinary record of an individual indicates whether he or she is willing to live according to the standards of the community. If it has been determined that a student has violated a policy, a sanction or combination of sanctions is imposed. The hearing officer determines and issues sanctions, giving consideration to the following: seriousness/severity of the incident, the comportment of the student during the disciplinary hearing and the incident, cumulative disciplinary record of the student, any special or mitigating circumstances, and rights of others in the community.
- o Sanctions for violating the College's Student Handbook include, but are not limited to, the following:
 - i. *Written Warning*: Formal notification that the student has violated policy and that future violation of the same policy or other policies will be met with a more punitive measure(s).
 - ii. *Educational Sanction*: The student is required to present a program, attend counseling sessions, write a paper or report, and design a poster or bulletin board or other related activities. For alcohol-related offenses, the student may be required to participate in an alcohol education program. A student may be asked to write a letter of apology to another party by a certain date.
 - iii. *Community Service*: The purpose of community service is to give the student opportunity to give back to the community from which he/she detracted through violation(s) of College policy. The student may be required to participate in a prescribed number of community service hours. The type of work, service location, and number of hours will depend on the violation.
 - iv. *Fine*: Fines may be imposed in addition to any other sanctions, or as the only sanction for an offense. The amount of the fine is determined by the seriousness of the offense, and other appropriate factors. There are set fines for some offenses and situations.

- v. *Restitution*: Full payment for the cost of materials and labor for repair or replacement of damaged, destroyed, or stolen College property, or property belonging to individuals affected by the violation.
- vi. *Suspension from non-academic activities and athletic participation*: The student will lose residence hall and/or College privileges for a temporary period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, loss of privilege to participate on an athletic team, loss of lottery status for residence hall placement for the following year, being barred from residing in or entering a particular residence hall for a period of time, etc.).
- vii. *Expulsion from non-academic activities*: Permanent separation of the student from all non-academic activities and functions (i.e. visitation to the residence halls/apartments, activities, sports events, athletics, etc.).
- viii. *Residential Probation*: If found responsible for a violation while on residential probation, the student will be removed from the residence halls. While on residential probation a student may be barred from representing the College in any public function, including but not limited to Student Government leadership, athletics, clubs, and memberships in campus organizations. Permission to represent the College while on residential probation must be obtained from the Dean of Student Life, or his designee.
- ix. *College Probation*: College probation is the second and more serious form of probationary status. If a student is found responsible for a residential or College violation while on College Probation then he or she will be removed from the College either for a period of time (suspension) or permanently (expulsion). While on College Probation a student may not represent the College in any public way. A student may also be banned from the residence halls while on College Probation.
- x. *Residential Suspension*: Separation of the student from the Residence Halls for a specified period of time, with the minimum length of time being one (1) semester or until specified conditions are met. A student suspended from the Residence Halls/Apartments may continue to attend classes but living arrangements are at the student's expense. However, he/she shall not be inside of, or in the immediate vicinity of any College Residence Hall/Apartment; this includes all lawn areas, sidewalks, parking lots near the Residence Halls/Apartments, etc.
 - 1. If a student is dismissed from the residence halls then he or she must leave the residence halls within the period of time designated by the Student conduct Hearing Officer. The student may apply to the Director of Residence Life to re-enter the residence halls after the period of dismissal has expired. Dismissal from the residence halls automatically bans the student from entering the residence halls. Any entrance to or attempt to enter the residence halls after dismissal will be viewed as trespassing and charges may be pressed against the individual. The Director serves as the final appeal in cases of dismissal from the residence halls.
 - 2. Students suspended from the residence halls are not entitled to any refund for room and board.
 - 3. Students must submit a letter to the Director of Residence Life prior to the semester they would like to return to on campus living explaining the steps they have taken to change their behavior and

describe the plan for success and appropriate conduct moving forward.

- xi. *Residence Hall Expulsion*: Permanent separation of the student from the residence halls. A student expelled from the residence halls shall also lose all future visitation privileges. The student may not be inside of, or in the immediate vicinity of any College residence hall/apartment; this includes all lawn areas, sidewalks, parking lots near the residence halls/apartments, etc.
 - 1. Students expelled from the residence halls are not entitled to any refund for room and board.
 - xii. *Class Only Limitation*: A Student conduct Hearing Officer may also limit a student's presence on campus to attendance of classes only.
 - xiii. *No-Contact Order*: A Hearing Officer may also prevent a student(s) from addressing or communicating with particular parties and/or individuals. This limitation is particularly important in cases where one party has threatened, intimidated, harassed, or caused apprehension of harm to another party. Non-compliance with a No-Contact Order and its ensuing directives could result in very serious sanctions, including dismissal from the halls or from the College on a temporary (suspension) or permanent (expulsion) basis.
 - xiv. *Held in Abeyance*: The Student Conduct Hearing Officer on rare occasion may relegate a student to be "held in abeyance." To be held in abeyance means that a student who has been on probationary status and is found responsible for a very minor violation may be maintained on probationary status but not dismissed from the residence halls or from the College. Also, under such conditions the Director of Residence Life may lengthen the probationary time period in addition to holding in abeyance. It should be noted that this status is levied at the Director's discretion and is rarely applied. Therefore, if an offense is committed while on probationary status then the correlative dismissal is expected.
 - xv. *College Suspension*: Separation of the student from the entire College, and all College premises, for a specified period of time, or until certain conditions is met.
 - xvi. *College Expulsion*: Permanent separation of the student from the entire College, and all College premises. The Expulsion shall be noted on the student's academic transcript as follows: "Expelled per Student Code of Conduct" and the effective date of the expulsion.
- All sanctions must be completed within the manner and time stated as part of the sanction. Failure to do so shall result in the student being held responsible for Non-Compliance with College Officials. In addition, the hearing officer shall prescribe a more severe disciplinary action, or require the student to complete the original sanction and a new sanction, or remove the original sanction and issue a severe fine.
 - Other than College Expulsion, disciplinary sanctions shall not be made part of the student's permanent academic transcript, but shall become part of the student's confidential record. Upon graduation and written application to the Dean of Student Life, the student's confidential record can be expunged of disciplinary sanctions other than Residence Hall Expulsion, College Suspension, or College Expulsion. Cases involving the imposition of sanctions other than Residence Hall Expulsion, College Suspension, or College Expulsion shall be expunged from the student's confidential record five (5) years after the final disposition of the case.

STUDENT ACTIVITIES & INVOLVEMENT

The Office of Students Activities complements the classroom experiences by providing channels for students to become actively involved in extra-curricular activities and services. The staff encourages each student to take full advantage of numerous growth and development opportunities existing on and off campus. Our goal is to assist students in becoming well informed, responsible, and contributing members of the Belmont Abbey community. We are here to assist students by listening to and meeting their needs all while using the mission and goals of Belmont Abbey College as our guide.

- Supports all BAC registered student clubs organizations and acts as a liaison, financial manager, and resource for student club and organization activities
- Supports campus-wide programs such as Orientation, Welcome Week, Abbey Experience, Homecoming, Campus Activities Board, etc
- Serves as coordinator for involvement, student leadership, and character development
- Manages facility and equipment reservations for student club, student organization, and interdepartmental programs and events
- Oversees the Intramural Sports and Recreation Program
- Provides poster and banner making supplies and marketing assistance to registered clubs and organizations: Including Rolls of colored paper, poster paper, markers, paint, and other resources. Also manages posting policies for clubs, organization, events and programming
- Students are encouraged at any time to bring their ideas to the Director of Student Activities (Commons 204) as well as their ideas on how to execute the events for the campus community.

DEFINITION OF STUDENT CLUB AND ORGANIZATION

- **Club:** A club is comprised of a group of students who share a similar interest for a social, literary, sporting, or other common activity/ideal. Clubs can be run/organized by a single person or group without defined roles and responsibilities. Members of a club need to adhere to the policies and expectations of Belmont Abbey College and do not need a constitution or by-laws. Each club will be required to have a staff/faculty advisor to help plan meetings and events as well as ensure the club's adherence to the College's policies and expectations. Clubs will also receive limited funding for meetings and events.
- **Organization:** An organization is a group of students organized for and acting toward a particular cause/purpose. A group of elected students will lead the organization, following the specific expectations/guidelines that have been set in organization's constitution and by-laws. All activities of the club, including elections, event/program planning, and meetings should follow the expectations/guidelines in the constitution and by-laws. The charter members of an organization will draft a constitution and by-laws. The Director of Student Activities will assist in the drafting of the constitution and by-laws. All members of organizations will be required to be in good standing with Belmont Abbey College and the organization. Organization members will respect and follow both the rules and expectations of Belmont Abbey College and the ones set by the organization. Membership requirements will be defined in the constitution and by-laws of the organization. Organizations will also receive limited funding for meetings and events.

RECOGNITION OF STUDENT ORGANIZATIONS

- It is the policy of Belmont Abbey College that all student clubs and organizations be recognized and registered through the Office of Students Activities. Accordingly, student clubs and organizations are expected to meet and maintain certain standards that are in keeping with the mission of the College. College recognition of student clubs and organizations is an opportunity that is given to all students but may be revoked at any time based on conduct of said organizations.
- The College reserves the right to monitor all activities and to conduct both regular and periodic reviews of approved student clubs and organizations to ensure consistency with the original goals and purpose of each club and organization and alignment with the mission and identity of Belmont Abbey College. The College may, at any time, suspend or revoke recognition of a student club or organization. Furthermore, student clubs and organizations that violate College policy or standards of conduct, or conflict with the mission, policies, parties, or goals of the College, or its Catholic, Benedictine traditions and beliefs, may be subject to disciplinary action, including the suspension or loss of College approval. Recognition of a student club or organization by the College or application for recognition in no way implies consent or endorsement of the positions or viewpoints espoused publicly or privately by members of the club or organization. Consequently, student clubs and organizations will, at all times, represent themselves in a manner which reflects this policy, using disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organizations are its own and not necessarily the views, opinions, or beliefs of the College, its faculty, administration, staff, or student body.

RIGHTS OF REGISTERED STUDENT CLUBS ORGANIZATIONS

- Student clubs and organizations in good standing will be granted the following benefits:
 - Use of the College's name in association with the club or organization in a manner designated by the College
 - Participation in the Crusader Involvement Fair held at the beginning of the fall semester
 - Use of College facilities and equipment, at no charge, provided appropriate scheduling and requesting procedures are observed
 - Ability to post events and meetings on campus event calendars
 - Use of campus bulletin boards and other designated posting areas according to the College's posting policy
 - The right to request funding from Student Government Association and Student Activities
 - Use of the club's or organization's name to solicit membership on campus
 - Inclusion in Student Activities publications including website
 - Ability to receive communications from the Office of Student Activities regarding campus policies, events and opportunities
 - Use of the Office of Student Activities materials for advertising, this includes making copies for official organization use
 - Access to leadership and professional development through the Office of Student Activities.

ASSEMBLY POLICY

- Although Belmont Abbey College will provide clubs and organizations space to assemble and conduct activities, it reserves the right to limit or restrict time, location, and functional use of its facilities.

NEW STUDENT ORGANIZATION RECOGNITION PROCESS

- A student club or organization is officially recognized by Belmont Abbey College only when it has followed the approval process outlined below. It is important to remember that officially recognized clubs and organizations of Belmont Abbey College carry with them the approval of the institution. Therefore, the college reserves the right to stop the application process for any clubs or organizations that are directly or indirectly opposed to our identity as a Catholic, Benedictine institution.
- An individual or group must initiate the recognition process by setting up a meeting with two interested students and the Director of Student Activities. The vision and goals of the proposed club will be discussed and if approved, the proposed club or organization can begin the process of applying for recognition.
- The group must submit a completed New Club Application or New Organization Application and any supporting materials to the Office of Student Activities. A complete submission should include the following:
- A written proposal to include:
 - A statement of purpose and goals which are consistent and compatible with the mission and goals of the College and its Catholic, Benedictine beliefs
 - A statement demonstrating how the club or organization would benefit Belmont Abbey College and how its purpose and goals contribute to the overall educational mission of the institution.
 - A schedule of proposed activities for the first academic year of its existence along with a statement demonstrating how those activities will contribute to the advancement of the social, moral, cultural, intellectual, and/or spiritual development of its membership and the College community.
 - A sustainability plan that explains the process by which students are recruited and information/organizational memory is passed on from year to year
- Student organizations are required to draft a constitution and set of bylaws; if applicable, a copy of the constitution and bylaws of national and/or local affiliates. A template can be obtained from the Office of Student Activities. Student clubs will not be required to draft a constitution or set of bylaws.
- A list of at least five (5) currently enrolled Belmont Abbey College student members to include their student identification numbers and signatures. Within the 5 interested students, at least 2 students must be officers.
- A completed Advisor Agreement Form designating a full-time Belmont Abbey College faculty/staff member as the student club or organization advisor.
- All information listed above must be submitted to the Office of Student Activities and will then be considered by the Director of Student Activities, Dean of Student Life, and the SGA President.
- The Dean of Student Life, Director of Student Activities, and SGA President will conduct a question and answer session with the 2 listed officers.
- All information will be considered again, in light of the question and answer session and a decision will be made to:
 - Full Approval
 - Conditional Approval (all conditions must be met before approval will be given)
 - Deny (reasoning will be communicated to listed officers)

GREEK LIFE

- Belmont Abbey College no longer hosts or recognizes active Greek communities, local or national. Students interested in starting or restarting a Greek Community must meet with the Director of Student Activities and propose a sustainable financial and recruitment plan.

REGISTRATION OF STUDENT ORGANIZATIONS

- All recognized student clubs and organizations must be registered with the Office of Student Activities in order to be eligible for the rights and privileges afforded to recognized student groups. In order to remain “active” as a registered club or organization, student groups must submit a Registration Update Form each fall and at any time in which new officers are elected or appointed. The completed form must be submitted within two (2) weeks of the beginning of the semester or officer elections and be accompanied by a current membership roster and, if applicable, a changed or updated constitution.

STUDENT ORGANIZATION OFFICERS

- In order for an individual to be eligible for, elected to, appointed to, or hold office in any registered student club or organization, he or she must meet the following requirements:
 - Must be enrolled as a full-time student at Belmont Abbey College
 - Must have a minimum of a 2.2 cumulative grade point average
 - Must be in good standing with the college and be under no academic or disciplinary probation
 - Must meet all other reasonable academic standards established by the student club or organization and included in the group’s constitution and/or bylaws
- Officers of a club or organization (as listed with the Office of Student Activities) may represent the group in official relations with the College. Only those individuals listed as officers are permitted to reserve space, schedule events, make purchases from campus accounts, and conduct other business on behalf of the club or organization.

ADVISORS

- All registered student clubs and organizations are required to have an advisor who is a full-time faculty or administrative staff member at Belmont Abbey College (contract employees and adjunct faculty may not be advisors). An advisor should be able to do the following:
 - Be aware of and follow policies that govern student clubs and organizations
 - Encourage and assist the group in setting club or organization goals
 - Be available to the officers of the club or organization for consultation
 - Encourage the officers to maintain accurate records
 - Stay up-to-date on what is occurring within the club or organization
 - Assist the officers in understanding their duties and organizing programs
 - Advise and consult club or organization officers on budgets and other financial affairs
 - Provide continuity to a club’s or organization’s policies, programs, and traditions
 - Promote personal growth and leadership development among group members
- Each faculty/staff advisor is required to sign the Advisor Agreement Form. By signing this agreement, the Belmont Abbey College faculty/staff member certifies that he/she will fulfill the duties of a registered student club or organization advisor to the best of his/her ability.
- The college reserves the right to assign any club or organization an advisor.

STUDENT ORGANIZATION CONDUCT & RESPONSIBILITIES

- Whether on or off campus, student clubs and organizations and their members are representatives of Belmont Abbey College and are expected to act in accordance with the policies outlined in the Student Handbook. In addition, student clubs, organizations, and their members are responsible for complying with applicable local, state and federal

laws as well as any national regulations that their club or organization may have. As such, any student clubs and organizations found in violation of these policies may be subject to disciplinary action through the Office of Student Activities.

- No officially recognized student club or organization represents the views of Belmont Abbey College.
- Officially recognized political clubs and organizations cannot endorse candidates for political office. The Office of Student Activities will not register or recognize a student club or organization that has as its goal the support of a particular candidate. As a non-profit, private institution of higher education whose activities are in part by Section 501(c)(3) of the Internal Revenue Code, the University itself is prohibited from directly or indirectly participating in any political campaign on behalf of or against any candidate for elective public office. Violation of this prohibition can carry serious consequences.
- If a student engages in business ventures on behalf of a club or organization of Belmont Abbey College but does not have the authority or has not obtained official permission to do so, he/ she may incur disciplinary action, and will be held personally accountable for any financial arrangements he/she engaged.

FORMAL COMPLAINTS

- Any member of the faculty, staff, or student body may formally submit allegations of student club or organization misconduct to the Office of Student Activities. A report may be filed by submitting a written statement to the Director of Student Activities that includes specific allegations and supporting details (names, dates, etc.).

STUDENT ORGANIZATION INQUIRY PROCESS

- In the event that the college is presented with information calling into question a club's or organization's compliance with Belmont Abbey College policies, the college may respond to this information by conducting an inquiry. An inquiry enables the college to determine the veracity of the information received and whether the situation warrants further action and/ or investigation. During the inquiry process, a representative of the Office of Student Activities and/or the Office of Student Life may ask to speak with current or prospective club or organization members and/or other members of the college community. The following protocol shall be observed when a current or prospective student club or organization member is asked to speak with a departmental or divisional representative:
 - The meeting shall be scheduled at a time designated by the College Official at a mutually agreed upon time, if possible.
 - At the start of the meeting, the student shall be advised of the purpose of the meeting and why his or her presence was requested. The purpose of the meeting shall be to seek information relevant to the subject matter of the inquiry.
 - The meeting shall be conducted in an informal and civil manner. At no time shall either party engage in threatening or belligerent behavior.
 - The student may bring a student club or organization advisor to the meeting. In the event that a student is not yet affiliated with the club or organization or the advisor is unavailable, a mutually agreed upon advisor or campus faculty/staff member may be utilized. The observer may not be an attorney. The primary role of the third party observer is to serve as a neutral witness. However, either the student or the departmental/divisional representative may confer privately with the third party to ensure the fairness of the inquiry. The third party, however, shall not serve as either party's representative.
 - Students, as well as student clubs and organizations as a whole, are obligated to cooperate with the inquiry. A representative of the Office of Student Activities

and/or the Division of Student Life may draw appropriate inference from a student's or student organization's failure to respond to an inquiry, and students are reminded that they remain subject to the policies and sanctions set forth in the BAC Student Handbook.

- To the extent possible, all participants in the process shall keep the inquiry confidential.
- At all times, Belmont Abbey College reserves the right to proceed with a formal judicial investigation of the matter.

STUDENT ORGANIZATION SANCTIONS

- Student clubs and organizations found in violation of Belmont Abbey College policy may be sanctioned through the Office of Student Activities and/or the Division of Student Affairs. Possible sanctions may include, but are not limited to, the following:
 - Censure: Written reprimand to the club or organization for its violation of specified regulation(s). Further violations of College and/or Student Club and Organization policies may result in additional disciplinary sanctions.
 - Disciplinary Probation: Club's and Organization's exclusion from participation in privileges or extra-curricular activities as set forth in the notice of disciplinary probation for a specified period of time.
 - Restitution: Reimbursement for damages or for a misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage per the discretion of the College.
 - Suspension: Revocation of the group's status as a recognized student organization and the privileges associated therewith for a designated period of time and/or until specified performance objectives have been achieved.
 - Restrictions: Limitations or parameters placed on the group to utilize College facilities/resources or regarding the manner in which the group may conduct its activities for a designated period of time and/or until specified performance objectives have been achieved.
 - Revocation of Recognition: Termination of a student club's or organization's official status as a recognized student group at BAC, and its funding, for an indefinite period.

STUDENT ORGANIZATION TRAVEL

- Each instance of student club or organization travel will be assessed on a case-by-case basis and school officials will seek counsel from whomever they see fit to protect the integrity of the process and decision. Any funds requested from SGA by an approved club or organization will be subject to further review, even if SGA has given approval. Student clubs and organizations who wish to travel more than 25 miles from the college for events and activities must follow the policies and procedures as outlined below:
 - Student clubs and organizations must turn in a completed Travel Request Form to the Office of Student Activities no less than three (3) weeks prior to travel date. The form must be accompanied by a completed Travel Waiver with the signatures for each student traveler. If College providing vehicles and driver, one blanket waiver with all signatures acceptable per event.
 - Students utilizing privately owned vehicles must complete and sign a Personal Vehicle Use Waiver prior to travel. If College organized event, and will be transporting students by personal vehicle, driver must be approved by Campus Police to operate College vans/vehicles.
 - Members of student clubs and organizations who are traveling to conferences and activities are considered representatives of Belmont Abbey College and are expected to behave accordingly. Students must follow all policies outlined in

Belmont Abbey College Student Handbook and act in accordance with all local, state, and national laws. Any failure to do so may result in disciplinary action.

- Any accidents, injuries, or incidents occurring while traveling must be reported immediately to the Director of Residence Life, Dean of Student Life, Campus Police and/or Wellness Center.
- Students must return to the College in the same vehicle in which they arrived at the event.
- A roster should be provided to Student Life prior to departure of students participating and how being transported; i.e., college van, rented van, John Smith's personal car, etc.

LIABILITY & SAFETY

- In order to ensure the safety of Belmont Abbey College students, student club and organization representatives must notify appropriate College personnel if any serious incident occurs at any student club or organization event. A "serious incident" is defined as any occurrence in which it is reasonable to believe that a person(s) safety or well-being is at risk or that an individual or group's behavior may put the safety or well-being of others at risk. If such an incident occurs, student club and organization representatives must immediately contact the Director of Student Activities or his/her designee. If the incident requires that a student be returned to campus, the representative must also contact the Residence Life professional staff member On-Duty. Student organizations hold the responsibility of ensuring that they have the contact information for all appropriate College personnel.

FUNDRAISING

- Student clubs and organizations are permitted to engage in activities or programs to support their student club or organization and/or community organizations. As a non-profit institution, all fundraising should be for implementing club or organization programs or to raise money for philanthropic causes. It should be noted that all fundraising activities are deemed an "event" and must be registered with the Office of Student Activities. In the event that fundraising activities include the solicitation of businesses and/or external constituents, approval is required by the Belmont Abbey College Vice President of College Relations, or his/her designee. Student organizations must provide a written list (email or hard copy) of potential donors or sponsors to the Vice President of College Relations or his/her designee. Before approaching any outside source for donations and/or sponsorship, a signed copy or email of approval from the Director must be forwarded to the Office of Student Activities in conjunction with the Event Registration Form.
- The misappropriation or misuse of student club or organization funds or property, or the sale of text books by any student other than the book owner, is strictly prohibited.

ADVERTISING & PROMOTIONAL PRODUCTS

- See "Posting Policy" for particular policies for location, flyer size, and other pertinent information
- Student clubs and organizations must promote and publicize their group and events in a manner that is in accordance with the mission and values of Belmont Abbey College. Publicity and promotional items that utilize the name or trademarks of Belmont Abbey College and/or its registered student clubs and organizations (either directly or indirectly) are subject to limitations set forth by the College. Student clubs and organizations are responsible for ensuring that any materials produced are in line with College policies. Advertising and promotional items (including, but not limited to, printed advertisements or publications, t-shirts or other attire, give-always or favors) may not include the following:

- Implicit or explicit mention of alcohol products or alcohol consumption
- Words or images that may be deemed offensive, demeaning or in poor taste
- Illicit images, language, inappropriate references or sexual innuendo
- Inappropriate use of Belmont Abbey College trademarks or symbols as defined by the Office of Marketing and Communications
- The above list is not meant to be exclusive in nature and other examples of inappropriate actions may be deemed a violation of this policy. The Office of Student Activities reserves the right to interpret the above policy and may hold organizations responsible for the above actions and any others where the spirit of this policy may have been violated. Student clubs and organizations found in violation may be subject to sanctions or disciplinary action. If there is any doubt about the appropriateness of a promotion or advertisement of an event or organization, please speak with the staff in the Office of Student Activities.

CAMPUS FACILITY RESERVATIONS

- Registered student clubs and organizations may reserve campus spaces by submitting a Program Proposal Form to the Office of Student Activities. Facilities are reserved on a first come first serve basis. Failure of the reserving party to return the facility to its original state of cleanliness (including disposal of garbage in appropriate containers) will result in clean-up fees. It is expected that clubs and organizations will respect all College policies and guidelines when using facilities. Failure to follow facility guidelines may result in sanctions or disciplinary action. Registered student clubs and organizations may utilize a number of resources for events and programs. Those clubs and organizations reserving and utilizing Belmont Abbey College’s resources and equipment are responsible for its proper use and for ensuring that all items utilized remain in good condition. Requests for setup and equipment usage should be made well in advance to ensure that they are reserved.
- Students may request event setup for reserved spaces by including the necessary information on the Facilities Reservation Form. Clubs and organizations are encouraged to submit requests as early as possible to ensure proper setup, but forms must be submitted a minimum of one week prior to an event.

Crisis and Emergency Procedures

CRISIS HOTLINE INFORMATION

- Below is a list of crisis hotlines local and national open to the public. If you are in need of immediate assistance, please utilize these resources and any found on campus.
 - Partners Mental Health Hotline (local) 888-235-4675
 - Phoenix Mental Health Hotline (local) 855-527-4747
 - SAFE Alliance (Violence & Sexual Assault) (local) 704-375-9900
 - RAINN (Rape, Abuse, Incest National Network) 800-656-4673
 - NC Poison Control (local) 800-222-1222
 - National Suicide Hotline 800-SUICIDE
 - Self-Harm Hotline 800-DONTCUT
 - Pregnancy (24 hr. helpline) 800-712-HELP

EMERGENCY AND SECURITY PROCEDURES

- Student and their guests are required to follow the emergency procedures and follow the instructions of college officials or emergency personnel.
- Failure to leave the facility or respond to instructions is considered non-compliance with a college official and will result in a referral to the student conduct system.
- Residential students should utilize their “Emergency Guidelines” flipchart located on the back of their room door.
- **CRUSADER ALERT**
 - **Log into *MyAbbey* (Self-Service) and ensure your information is up to date.**
 - **Download the Everbridge App when you receive the invitation.**
 - **Text messages will alert you of emergencies, closings and threatening weather.**
 - **Phone and email messages will follow if you don’t get the first message.**
 - **Outdoor alarm may broadcast alerts on campus.**
 - **Emergency personnel or college officials will contact you**
 - **Tune into local news for updates.**
- Medical Emergency
 - For emergencies that are not life threatening, call the Wellness Center for assistance during regular business hours.
 - INCASE OF LIFE THREATENING EMERGENCIES, CALL 911. Then contact Campus Police.
 - Please let your RA or Residence Life Professional Staff know that you are going to the hospital.
- Safety
 - Although the College and Belmont are generally considered to be relatively safe places to live, it is important for students to take responsibility for their own safety and well-being. Safety is everyone’s responsibility.
 - Crime prevention is essentially being aware of your environment and avoiding those situations that could make you vulnerable to crime. We strongly encourage everyone to use common sense and take steps to ensure the safety and security of themselves, others, and their belongings:
 1. Lock your room door and carry your keys.
 2. Do not open your room door or building door to strangers or let strangers into a building.
 3. Do not prop doors open!
 4. Do not give your name, address, or phone number to strangers. This includes placing personal information on websites such as facebook.com and other internet communities or sites.
 5. When going out, let your roommate, friend, or RA know where you are going and when you expect to return.
 6. At night, travel in well-lighted areas. Do not take shortcuts through dark or deserted areas. Walk in groups and avoid walking alone at night.
 7. Do not keep large sums of money or items of high monetary value in your room.
 8. Avoid advertising your valuable and/or prescription medications - keep them out of sight in your room.
 9. Keep a record of the serial numbers of your personal possessions.
 10. Never lend your keys to anyone. You will be held responsible for whatever they do with them.
 11. Follow all fire safety regulations.

12. Familiarize yourself with the location of the campus emergency call boxes. They are located: Near soccer field, in front of St. Leo's Hall, in the rear parking lot of the Science Building, in the post office building parking lot, on the side walk in front of Cuthbert Allen Apartments Building One, outside the Police Department.

EMERGENCY NOTIFICATION

- Belmont Abbey College uses two emergency notification systems to alert our campus to danger. These consist of an emergency notification siren which is located in the center of the campus near the dining hall and the Crusader Alert.
- The siren when activated will sound for 30 seconds. If you hear this siren you are to immediately seek cover if outside or shelter in place if indoors. The Crusader Alert will also be activated to provide additional information. Students are encouraged to sign up for the Crusader Alert as it is the primary notification system for used by the college for communications on our campus.
- Please follow instructions for sign up for our CrusaderAlert system to stay up to date on important information in the case of an emergency in the Belmont Abbey College campus community. You can sign up through SelfService.

FIRE RESPONSE

- **For Residential Fire Alarms**
When a fire alarm sounds, or college personnel request evacuation, react immediately:
 - Leave room, closing your door. Take keys but don't worry about personal belongings.
 - Walk quickly to the nearest exit encouraging others to do the same.
 - Report to your designated evacuation check point.
 - Follow direction of college personnel.
 - In case of an emergency, each building has an evacuation check point where all persons in the building are to meet safely when evacuated from the building. Please report immediately to the following areas in case of evacuation.
Be prepared to move further from the building as directed by college or emergency personnel. This meeting place is also used during fire drills:
 - O'Connell /Poellath – Blessed Mother statue in front of the Dining Hall
 - Raphael Arthur- the Raphael Arthur parking lot
 - Cuthbert Allen Apartments- the Raphael Arthur parking lot
 - Saints Benedict and Scholastica – Baseball practice field
- **For Non-Residential Fire Alarms**
Evacuate the building quickly and quietly and close all doors to prevent the spread of the fire. Be aware of any occupants with disabilities exiting the building, assist them if asked or needed. Be aware of any emergency personnel or vehicles that need to have access to the building. Report to designated evacuation location and report to college personnel, be prepared to follow their direction. Do not return to the building until instructed by college personnel or emergency responders to do so.
- **For Actual Fires**
If fire is discovered:
 - Extinguish only if you can do so safely and quickly. Use only the fire suppression equipment available.
 - Confine the fire by closing the doors
 - Activate the fire alarm
 - Call 911
- **For person evacuating from an area where a fire is suspect:**

- Feel the door from top to bottom with the back of your hand. If it is hot, DO NOT proceed; go back.
- If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit. DO NOT use the elevators!
- Stay near the floor where the air will be more breathable.

Building Name	Primary Rally Point	Secondary Rally Point
Adoration Chapel	O'Connell Parking Lot	Residence Life Office
Alumni House	Science Quad/Yard	Science Building
Basilica	Basilica Parking Lot	Stowe Hall
Carpentry Shop	Basilica Parking Lot	Haid Parking Lot
Chi Rho House	Softball Field	Alumni House
Cuthbert Allen Apartments	Cuthbert Allen Parking Lot	Wheeler Center
Haid	Haid Parking Lot	Library
Holy Grounds	Haid Parking Lot	Library
Library	Science Quad/Yard	Science Building
Maintenance Building	100 yards from building	Monastery Lane
St. Benedict Residence Hall	Baseball practice field	Student Commons
St. Scholastica Residence Hall	Baseball practice field	Student Commons
O'Connell Residence Hall	Blessed Mother statue in front of the Dining Hall	Student Commons
Poellath Residence Hall	Blessed Mother statue in front of the Dining Hall	Student Commons
Post Office	Saints' Halls Parking Lot	Haid
Raphael Arthur Residence Hall	Raphael Arthur parking lot	Wheeler Center
Science Building	Science Quad/Yard	Library
St. Leo's Hall	Haid Parking Lot	Haid
Stowe Hall	Haid Parking Lot	Haid
Student Commons	Student Commons Parking Lot	Haid
Wheeler Athletic Center	Soccer Field	Commons Parking Lot
Dining Hall	Quad/ Residence Life	O'Connell Parking Lot
Old Music Building	Basilica/ Yard	Basilica Parking Lot
Mercedes Hall/ Sacred Heart	Rear Parking Lot	Summerhouse
McAuley Hall/Sacred Heart	Rear Parking Lot	Summerhouse
Sacred Heart Gym	Summerhouse	Rear Parking Lot
New Residence Hall	Baseball practice field	Student Commons

LOCKDOWN/SHELTER IN PLACE COMMUNICATIONS AND RESPONSE

- The activation of the Emergency Notification Siren will signal the immediate need to lockdown and shelter in place. Persons who are outside, ie on the Athletic fields, etc. should come inside the closest indoor facility if it is safe to do so.
- The Crusader Alert will also be utilized to provide specific details as to the type emergency the campus is facing and will provide specific information and instructions as they become available. Please note that most emergencies such as active shooter situations are fast moving and rapidly changing. This means the situation may have changed even before the previous known information can be transmitted. It is therefore vitally important that all students, faculty, and staff be observant to their surroundings at all times.
- For this reason the following options for other responses during a lockdown/active shooter situation are therefore given: Please note the following response types SHOULD NOT REPLACE common sense and/or experience. Students/staff should not typically deviate from **Lock Down/shelter in place** mode unless instructed through the Crusader Alert, campus safety and police, or emergency responders. But based on their observation of the situation in their particular location, if the situation warrants it, the following response options are provided:

1. BARRICADE

- This is an extreme version of the routine LOCK DOWN procedure; if evacuating is not possible, you and your students should find a place to hide where the Active Shooter is less likely to find you
- Hide if you cannot reach a secure classroom or you are unable to secure your door and get out of the assailants view
- Seek protection if shots are fired in your direction
- Stay away from doors and windows.
- Try to hide in a place that will not trap you or restrict your options for escape if that becomes possible
- Lock the door (if possible) and barricade the door with desks or filing cabinets
- Dial 911 if possible; alert police to the active shooter's location; if you cannot speak, leave the line open to allow the dispatcher to listen

2. AVOID

- In extreme cases WITH NO OTHER OPTIONS and you face an imminent threat, the situation may dictate that you RUN
- Run if you are outside on a athletic field or parking lot (If you are near a wooded area, these provide a very good option for cover and concealment)
- Leave your belongings behind, keep your hands visible and follow the directions of law enforcement officers, if present
- Dial 911 when you are safe

3. COUNTER

- Use this response only as a LAST RESORT and only if your life or the lives around you are in imminent danger. Fight to survive.
- Use chairs, heavy objects or improvise a weapon to attack the shooter
- Yell or shout at the shooter. If you make contact with the assailant, seek to gain control of their hands

Department of Homeland Security that addresses Run, Hide and Fight.

https://www.youtube.com/watch?v=zcnA_Cq_Csk

- Should you be alerted to that the campus is on lock down, take the following steps.
 - DO NOT leave the building in which you are located
 - Lock and/or barricade the room where you are located

- If you are outside take shelter in the closest facility you can safely enter.
- If you are on the athletic fields, take shelter in the Wheeler Center if it can be safely entered.
- Wait to be notified by police or other campus personnel before you leave your location
- This will occur either in person, via Crusader Alert, and/or the emergency notification siren.
- Should you see anyone out in the open that you can identify, as discreetly as possible and without putting yourself in danger, bring them inside

SEVERE WEATHER

- The region in which Belmont is located is prone to snow and ice storms during the winter months. Additionally, the area is prone to tornadoes. When then National Weather Service is predicting such a storm, please use good judgment when venturing out and regularly check your email if possible. Do not call Residence Life or Campus Police about closings. This ties up the phone lines and prevents these offices from dealing with the emergency as is necessary.

Alert Information

Listen To: WFAE 90.7 FM, WSOC 103 FM

Watch: WBTB Ch. 3, WSOC Ch. 9, WCNC Ch. 6

THUNDERSTORMS

- Threat assessments:
 - **Severe Thunderstorm Watch:**
 - Conditions are favorable for the development of severe thunderstorms.
 - **Severe Thunderstorm Warning:**
 - Thunderstorms have been reported by the spotters or by radar- imminent danger
- If you are outside a building:
 - Move to the shelter area of the nearest buildings as quickly as possible.
 - Do not seek shelter under trees, near metal fences, or in exposed locations. Avoid open fields and tall objects. Avoid objects that conduct electricity.
 - If you cannot get into a building, seek shelter in a vehicle, ravine or ditch. Stay away from water.
 - Do not park vehicles under electrical lines or trees. If you are in a vehicle, stay inside it and avoid touching exposed metal parts.
- If you are inside a building:
 - Stay indoors and stay away from doors, windows, metal objects, appliances and plumbing
 - Avoid using land line telephones or computers. Lightning will travel through data lines. Unplug all electronics, if possible.
 - Do not handle flammable liquids in open containers.

TORNADOES

- Threat Assessment:
 - **Tornado Watch:**
 - Conditions are favorable for a tornado. During a tornado watch be alert to weather conditions.

- **Tornado Warning:**
 - A tornado has been sighted in the area. The Emergency Siren and Crusader Alert will be initiated. Take cover when you see a tornado or receive information a tornado has been sighted. **Danger is imminent.**
- If you are outside a building:
 - Move as quickly as possible to the emergency shelter area of nearest building.
 - If there is not enough time to enter a building, get into a ditch or depression away from power lines and trees.
 - Lay as flat as possible. Duck and Cover. Remain in that position until the danger passes and the all clear signal is given.
- If you are inside a building:
 - Stay indoors.
 - Position yourself on the floor against the suite interior wall or closet, duck and cover until the danger passes and the all clear sign is given. Be prepared for debris caused by furniture, equipment, and other objects as these may impede evacuation
 - If directed to evacuate a building, students should move to the designated evacuation site for that building.

Emergency Situations

In case of an emergency always **call 911 immediately**. Campus Police and other appropriate emergency resources will be dispatched.

Non-Emergency Situations

For non-emergency situations Campus Police can be contacted at **704-400-6200**. For general issues or problems contact your Resident Assistant.

Other Information

MASS AND PRAYER TIMES

- Sunday Mass is offered in the Abbey Basilica at 11:00 am with the Monastic Community and (during the academic year) 7:30 pm Student Mass (Fall 2020)
 - Social distancing only allows for 30 participants in the Basilica.
 - Sunday student Mass is tentatively planned to occur in the Wheeler Center to ensure social distancing.
- Daily Mass is offered at 11:00am in the Abbey Monday through Saturday.
 - For fall 2020, there will be an additional Mass for students Monday-Friday at 7:30p in the Haid Ballroom. Social distancing and masking is required.
 - Students are strongly encouraged by the Abbot to attend this daily Mass.
- The monastic prayer schedule is open to all faculty, staff, and students.
 - For the most up to date prayer schedule please go to www.belmontabbey.org for more information.
 - Visitors to prayers are asked to sit in the naiv of the Basilica, masked, and refrain from chanting along with the monks.
- The St. Joseph Adoration Chapel is currently available for prayer and devotion 24 hours a day. Social distancing and masking must be recognized and respected when praying in the chapel. Form more information on the Eucharistic Adoration schedule or to sign up for an hour, please contact the Office of Campus Ministry (704-461-6545).

WELLNESS CENTER

- The Wellness Center is available to all traditional students and is located in the lower level of the Haid.
- The Wellness Center houses Counseling Services and Health Services. Both offices offer services free of charge and are strictly confidential.
- If a student has a medical need that is not within the scope of care provided by Health Services, they may be referred out to a local doctor's office or specialist. All efforts are made to assist students in Health Services.
- Health Services is primarily an urgent care facility staffed by a Certified Family Nurse Practitioner and a Registered Nurse.
- Counseling Services are staffed by two Licensed Professional Counselors and can help students with a number of mental health issues and counseling.
- Appointments for both Health and Counseling Services can be made by calling 704-461-6877 or emailing wellness@bac.edu.



Alma Mater

ung to the melody of Beethoven's Chorale "Ode to Joy")

Gather we from far-flung places
Loyal in the bond we share;
Friends of Abbey ever splendidous
Gallant spirits proudly bear.
Voices raised on high are singing-
Bells are chiming to proclaim
Alma Mater! Belmont Abbey!
Sacred do we hold your name.

Dear to us the vast expanse
Of skies that arch your crimson sod;
Dear your mighty spires lifted
Like our hearts to honor God
Let your truth shine forth unfailling:
Let all know your beauty rare.
Hail! O Abbey, Alma Mater-
Hear your praises fill the air.