Bennett Belle Book
2017 – 2018

Student Handbook

Bennett College is accredited by the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500, www.sacscoc.org; the National Council for the Accreditation of Teacher Education (NCATE); and the Council on Social Wok Education (CSWE).

Bennett College is a United Methodist Church-related institution.

"Bennett College prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, the College policy includes prohibition of harassment of students and employees (i.e. racial harassment, sexual harassment, and retaliation for filing complaints of discrimination).

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, Bennett College will make reasonable adjustments in its policies and practices to ensure equal opportunity and access for qualified students, employees, and members of the public to applicable programs, services, activities and facilities."

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Academic Year 2017-2018

11 August, Friday	Faculty/Staff Institute & New Faculty Orientation
11 August, Friday	PURGE Schedule Date *(Students who have not satisfied their financial obligations to the College for the Fall 2017 semester will have their schedules purged on this date.)*
15-19 August, Tuesday - Saturday	NEW STUDENT ORIENTATION - RESIDENCE HALLS OPEN – FISCAL REGISTRATION (Tuesday/Wednesday/Thursday/Friday 9:00 AM-4:00 PM, Saturday 9:00 AM-2:00 PM)
15 August, Tuesday	Add/Drop Period (Continuing Student)
15 August, Tuesday	NEW STUDENT - Academic Advising and Course Registration
17 August, Thursday	RETURNING STUDENT- RESIDENCE HALLS OPEN - FISCAL REGISTRATION Full Term and 1st Mini-Mester Classes
17-18 August, Thursday - Friday	Returning Students - Academic Advising and Course Registration
18 August, Friday	CASUAL WHITE BREAKFAST (8:30 AM-10:00 AM)
21 August, Monday	First Day of Classes Full Term and 1st Mini-Mester Classes
21 August, Monday	$200 Late Fiscal Registration Fee Imposed
21 August, Monday	DEADLINE: Last day to convert "I" - Incomplete grade (Spring 2017) to a Permanent Grade
24 August, Thursday	CONVOCATUM EST
25 August, Friday	DEADLINE: Last day to ADD/DROP Full Term Classes and 1st Mini-Mester Classes *(After this date a student who withdraws from a course will receive a grade of "WP" - Withdrawal without Penalty)*
25 August, Friday	PURGE Schedule Date *(Students who have not satisfied their financial obligations to the College for the Fall 2017 semester will have their schedules purged on this date.)*
31 August, Thursday	DEADLINE: Last day to apply for Graduation for December 2017 & May 2018
31 August, Thursday	CENSUS Date – Fall 2017
4 September, Monday	Holiday | No Classes
10 September, Sunday	FOUNDER'S DAY
16 September, Saturday	Constitution Day
18 September, Monday	DEADLINE: Last day to Withdraw from a course with "WP" – Withdraw without Penalty from 1st Mini-Mester Classes
22 September, Friday	DEADLINE: Last day to convert "I" - Incomplete grade (SUMMER 2017) to a Permanent
22 September, Friday	Summer School Transcripts Due
18 - 24 September, Monday - Sunday	FAMILY AND FRIENDS WEEK
26 September, Tuesday	PURGE Schedule Date *(students who have defaulted on their payment plans.)*
29 September, Friday	Spring 2018 schedule revisions due from Dean/Department Chairs
2-5 October, Monday - Thursday	Mid-Term Examinations
9-10 October, Monday - Tuesday	Fall Break: College Open – No Classes
11 October, Wednesday	Classes Resume at 8:00 AM
11 October, Wednesday	Mid-Term Grades Due for Fall 2017 (5:00 PM)
12-13 October, Thursday - Friday	Early Spring 2018 Course Registration (RISING SENIOR ONLY – CLASS OF 2018)
14 October, Saturday	Fall Open House
16–20 October, Monday - Friday	Academic Advising & Course Registration for Spring & Summer 2018 begins

17 October, Tuesday	**LAST DAY of Classes - 1st Mini-Mester Classes /1st Mini-Mester grades due by 5:00 PM**
17 October, Tuesday	**Residence Halls Open at 12 PM for 2nd Mini-Mester**
18 October, Wednesday	**FIRST DAY of Classes - 2nd Mini-Mester Classes**
20 October, Friday	**DEADLINE: Last Day to Withdraw from a course with "WP" – Withdraw without Penalty** *(After this date a student who withdraws will receive earned grade)*
20 October, Friday	**DEADLINE: Last day to ADD/DROP Full Term Classes and 2nd Mini-Mester Classes**
25 October, Wednesday	**CENSUS Date – Mini-mester II**
8 November, Wednesday	**DEADLINE: Last day to Withdraw from a course with "WP" – Withdraw without Penalty from 2nd Mini-Mester Classes**
21 November, Tuesday	**Holiday Begins at 5 PM**
22 November,	**Residence Halls Closed: Noon**
26 November, Sunday	**Residence Halls Reopen: Noon**
27 November, Monday	**Classes Resume at 8:00 AM**
7 December, Thursday	**LAST DAY of FULL TERM AND 2nd MINI-MESTER CLASSES**
8 December, Friday	**Reading Day**
11-14 December, Monday - Thursday	**FINAL EXAMINATIONS**
15 December, Friday	**Residence Halls Closed: Noon**
18 December, Monday	**DEADLINE: Full Semester and 2nd Mini-Mester final grades due electronically by faculty in BelleNet (5:00 PM)**
19-20 December, Tuesday - Wednesday	**Program & Administrative Unit Assessments Due**
21 December – 1 January, Thursday - Monday	**College Closed**
29 December, Friday	**PURGE Schedule Date – Spring 2018** *(Students who have not satisfied their financial obligations to the College for the Spring 2018 semester will have their schedules purged on this date.)*

2 January, Tuesday	**College Opens**
2-3 January, Tuesday - Wednesday	**Faculty/Staff Institute (Full day Tuesday/Half day Wednesday)**
4 January, Thursday	**Academic Advising & Course Registration begins for all students**
4-6, 8-9 January, Thursday - Tuesday	**NEW & RETURNING STUDENT ORIENTATION - RESIDENCE HALLS OPEN – FISCAL REGISTRATION (Thursday/Friday/Monday/Tuesday 9 AM – 4 PM,**
8 January, Monday	**Spring Full Semester and 1st Mini-Mester Classes Begin ($200 Late Fiscal Registration Fee Imposed)**
10 January, Wednesday	**Last Day to ADD/DROP for 1st Mini-Mester Classes**
10, January	**PURGE Schedule Date** ***(Students who have not satisfied their financial obligations to the College for the Spring 2018 semesterwill have their schedules purged on this date.)***
11 January, Thursday	**CONVOCATUM EST**
12 January, Friday	**Last Day to ADD/DROP courses** ***(After this date a student who withdraws from a course will receive a grade of "WP" - Withdrawal***
15 January, Monday	**Holiday |No Classes**
18 January, Thursday	**CENSUS Date – Spring 2018**
9 February, Friday	**DEADLINE: Last day to convert "I" - Incomplete grade (Fall 2017) to a**
12 February, Monday	**PURGE Schedule Date** ***(students who have defaulted on their payment plans.)***
15 February, Thursday	**HONORS CONVOCATION**
26 February – 1 March, Monday - Thursday	**Mid-Term Examinations**
3 March, Saturday	**RESIDENCE HALLS CLOSE at 12:00 PM**
5 March, Monday	**FALL 2018 schedule revisions due from Dean/Department Chairs**
7 March, Wednesday	**Mid-Term Grades due (5: 00 PM)**
5-9 March, Monday - Friday	**Spring Break: College Open – No Classes**
9 March, Monday	**1st Mini-mester classes end; Grades due by 5:00 PM**
11 March, Sunday	**Residence Halls Reopen at 12 noon**
12 March, Monday	**Full Term Classes Resume at 8:00 AM / 2nd Mini-Mester Classes Begin**
12-16 March, Monday - Friday	**Academic Advising for Summer & Fall 2018**
15 March, Thursday	**SENIOR DAY**
16 March, Friday	**DEADLINE: Last Day to Withdraw from a course with "WP" – Withdraw without Penalty**
17 March, Saturday	**Spring Open House**
19 March, Monday	**Early Summer/Fall 2018 Course Registration (Military Students)**
20 March, Tuesday	**Early Summer/Fall 2018 Course Registration (RISING SENIOR ONLY – CLASS**
20 March, Tuesday	**CENSUS Date – Mini-mester II**
21 March – 4 April, Wednesday - Wednesday	**Early Summer/Fall 2018 Course Registration (All Students)**
22 March, Thursday	**CHARTER DAY**
23 March, Friday	**Deadline for May Graduation Candidates to have Incompletes and other**
30 March, Friday	**Holiday |No Classes**
2 April, Monday	**Classes Resume at 8:00 AM**
6 April, Friday	**INTERDISCIPLINARY RESEARCH DAY**

12 April, Thursday RECOGNITION	RECOGNITION DAY
20 April, Friday	Graduation Application available for December 2018 and May 2019
27 April, Friday	Reading day
30 April – 3 May, Monday - Thursday	Final Examinations
3 May, Thursday	DEADLINE: Senior Grades Due (12 Noon)
3 May, Thursday	Faculty Vote on Senior Degrees (5:00 PM)
4 May, Friday	Residence Halls Close 12 noon for non-graduating students
4 May, Friday	BACCALAUREATE SERVICES
5 May, Saturday	COMMENCEMENT SERVICES / Residence Halls Close 3:00 PM for Graduates
7 May, Monday	Final Grades due from faculty in Bellenet by 5:00 PM
8-11 May, Tuesday - Friday	Program & Administrative Unit Assessments Week

SPRING 2018

SUMMER SESSIONS I & II

13 May, Sunday	Residence Halls Open at 12 noon
14 May,	Summer Session I Starts
16 May,	$200 Late Fiscal Registration fee imposed
18 May, Friday	DEADLINE: Last Day to ADD/DROP courses
21 May, Monday	DEADLINE: Last Day to Withdraw from a course with "WP" – Withdraw without Penalty *(After this date a student who withdraws will receive earned grade)*
28 May,	Holiday |No Classes
18 June,	Last day of Class
19-20 June, Tuesday -	Final Examinations
21 June,	Residence Halls Close at 12 noon/Summer Session I grades due by 5:00 PM
24 June, Sunday	Residence Halls Open at 12 noon
25 June,	Summer Session II Starts
27 June,	$200 Late Registration fee imposed
29 June, Friday	DEADLINE: Last Day to ADD/DROP courses
2 July, Monday	DEADLINE: Last Day to Withdraw from a course with "WP" – Withdraw without Penalty *(After this date a student who withdraws will receive earned grade)*
4 July,	Holiday |No Classes
30 July,	Last Day of Class
31 July - 1 August,	Final Examinations
2 August, Thursday	Residence Halls Close at 12 noon/Summer Session II grades due by 5:00 PM

IMPORTANT TELEPHONE NUMBERS

Office of the Provost	(336)517-2155
Student Affairs	(336)517-1374
Director of Campus Life	(336) 517-2200
Campus Safety	(336) 370-8621
Post Office	(336) 517-2214
Bookstore	(336) 517-2216
Student Activities	(336) 517-2200
Health Center	(336) 517-2230
Barge Hall	(336) 517-1200
Jones Hall	(336) 517-1401
Honors Hall	(336) 517-1396
Player Hall	(336) 517-1851
Campus Ministry	(336) 517-2334
Counseling Center	(336) 517-2229

PURPOSE

The Student Handbook is an official publication of the Office of Student Affairs and the College. It is provided to assist each member of the Bennett community to realize the importance of mutual responsibility and support for the policies, traditions, and future growth of Bennett College. Additionally, it contains pertinent information and instructions regarding conduct, clubs and organizations, the residence halls, and other pertinent information. Please read it carefully to ensure that you understand the standards and code of conduct expected of a Bennett Belle.

BENNETT COLLEGE'S HISTORY, MISSION AND PURPOSE

History

Bennett College was founded in 1873 as a co-educational institution. Its first sessions were held in the basement of St. Matthews Methodist Episcopal Church in Greensboro, North Carolina. The school was founded through the inspiration of newly emancipated slaves.

The Freedman's Aid and Southern Society of the Methodist Episcopal Church assumed responsibility for the support of the school. Lyman Bennett gave the first ten thousand dollars for the purchase of land and the erection of a building large enough to house the classrooms and serve as a dormitory. Shortly thereafter, Bennett died of pneumonia while seeking funds for the purchase of a school bell. The institution was named Bennett Seminary in memory of Bennett, and the first building was named Bennett Hall.

Achieving college status in 1889, Bennett, as a coeducational institution, graduated men and women who assumed positions of leadership in all walks of life. Two of the first Black Bishops in the Methodist Episcopal Church were graduates of the school. Early in the twentieth century, the Women's Home Missionary Society decided to build a college for the education of Black women. The Board of Education of the Methodist Church offered the Bennett College site for the project. The college was to be operated jointly by the Missionary Society and the Board of Education.

The reorganization of Bennett College was effected in 1926, when it became a senior college for women. The physical plant consisted of nine buildings, occupying thirty-eight acres. There were 151 high school students and 10 college students. The College grew steadily and by 1930, had a population of 138 young women. David Dallas Jones became the president of the new Bennett College in 1927. He built it into a 40 acre institution with 30 buildings. He attracted the attention of such educational foundations as the Pfeiffer Foundation, which made it possible to build Pfeiffer and Merner Residence Halls, the Chapel, the Heating Plant, the David D. Jones Student Union, Black Hall, and the Little Theatre. The Library was built in 1939 and named for a former trustee.

The first woman president was Dr. Willa B. Player. She was named to the post in 1955 when Dr. Jones was seriously ill. It was during her presidency that in 1957 Bennett became the only private, black college that had full membership in the Southern Association. By the end of her term, Laura Cone Hall and Ida Goode Health and P.E. Buildings were built and a new science building was started.
The next president was selected with the help of faculty. Under the leadership of Dr. Isaac H. Miller, Jr. the alumnae association became active, during his term from 1966 to 1987. In 1967 the largest dormitory on campus, the Willa B. Player Residential Hall was built. The Henry Pfeiffer Science Building came along the next year. In 1981 the Rose Catchings Complex was built to house the president's offices, Student Health Services, the Counseling Center, the Learning Center and the Belk Faculty Development Center.

The 12th President was Dr. Gloria Scott and for nine years there was growth in enrollment and capital. The Shell Hall was erected in 1991. Dr. Scott's successor was Dr. Althia Collins who led the campus during 2001-2001. For 6 months Dr. Charles Fuget was Interim President and served as Special Assistant for a year to Dr. Johnnetta B. Cole who came out of retirement to become the 14th president of Bennett in 2002 until 2007.

Dr. Julianne Malveaux became the 15th president and proceeded with a vision of Bennett as an oasis where women are educated and celebrated and transformed into 21st century leaders and global thinkers in communication, entrepreneurship, global awareness and leadership. Dr. Malveaux served as president from 2007 until 2012.

Dr. Esther Terry ’61 was appointed to the position of Interim President of Bennett College by the Board of Trustees, making her the first alumna to ever lead the College.

Dr. Terry's appointment follows her three year stint as the College's provost and vice president for academic affairs. During those three years, she is credited with having led in the redesigning of the General Education Curriculum, and for establishing the Honors Program that in its first year saw one of Bennett's students become a finalist as a Rhodes Scholar. Her strong emphasis on strengthening the College's offerings in mathematics and the sciences that undergird the STEM professions, and on encouraging faculty to advocate and support student interest in those professions led her to successfully apply to the National Organization of Delta Sigma Theta for a two-year $200,000.00 grant. Graduation rates, as well as graduate school matriculation, increased under her tenure as provost.

As interim president, in addition to guiding the day-to-day operations of the College, Dr. Terry hopes to build stronger external relationships - particularly with the Triad community, emphasizing Bennett College’s influence on Greensboro’s history.

Dr. Rosalind Fuse-Hall became the 17th president of Bennett College on July 1, 2013. Born in Atlanta, Georgia, she grew up in Fayetteville, North Carolina on the campus of Fayetteville State University, where her father was on the faculty. A 1980 graduate of the University of North Carolina at Chapel Hill, Fuse-Hall earned a Bachelor of Science degree in administration of criminal justice. In 1983, she earned her Juris Doctor from Rutgers School of Law, Newark, New Jersey. Dr. Fuse-Hall also studied at Harvard Graduate School of Education in the Institute of Educational Management.

Dr. Phyllis Worthy Dawkins was appointed on July 5, 2017 by the Board of Trustees as President of Bennett College. Prior to her selection, Dr. Dawkins served as the Provost and Vice President for Academic Affairs at Bennett College. Prior to her arrival at Bennett College, she served as the provost and senior vice president for Academic Affairs and acting president at Cheyney University. Dr. Dawkins received her Ph.D. from The Ohio State University, M.A. from The University of Michigan, and B.S from Johnson C. Smith University.

Mission Statement

Bennett College is a small, private, historically Black liberal arts college for women. The College offers women an education conducive to excellence in scholarly pursuits; preparation for leadership roles in the workplace, society, and the world; and life-long learning in a technologically advanced, complex global society. As a United Methodist Church-related institution, Bennett College promotes morally grounded maturation, intellectual honesty, purposeful public service, and responsible civic action.

The College welcomes students, faculty, and staff from diverse backgrounds, recognizing that the educational experience is enriched and strengthened when multiple voices are represented and heard. Operating in an interdisciplinary, learning-centered environment, students, working with faculty and staff, will learn to use sophisticated intellectual skills, think analytically, and solve problems in ways that respect a variety of viewpoints and deepen their understanding of different cultures.

At Bennett College, education takes place in an environment of open inquiry where teachers and students are immersed in educational processes that build community, foster authentic research, create knowledge, and advance scholarship and personal empowerment. Students will leave Bennett College prepared for success in the world of work and further studies, possessing a greater appreciation of the history and culture of Africa and the African Diaspora, the struggles and accomplishments of women, and a realization of their own ability and the possibilities to help change the world.

Philosophy

Bennett College’s undergirding philosophy is that a high quality college experience should provide its women students with strong academic and co-curricular programs that encourage their personal development, endorse life-long learning, and prepare them to meet the needs of an ever-changing society. Bennett College values and respects every member of its community. As a United Methodist Church-related institution, the College believes that education should be related to humanitarian ends.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs provides a co-curricular program of educational development for the Bennett College student. Extra-curricular activities, programs, and services are offered that meet the academic, social, spiritual and recreational needs and interests of the students. The Division consists of the following areas: Professional & Personal Development Center (Career Services), Counseling Services, Health Services, Recreation and Athletics, Campus Life, Religious Life, and Student Activities. The Code of Conduct is administered through the Office of Student Affairs, and New Student Orientation and leadership development are a part of the division's function.

THE MISSION OF STUDENT AFFAIRS

The Division of Student Affairs supports the mission of Bennett College and provides a co-curricular program of educational development for our students. The Division is committed to creating an environment that encourages the development of the whole student, intellectually, culturally, socially, and spiritually. As educators, we assist students in developing the life skills (integrity, responsibility, self-respect, trust, and accountability) necessary to make effective and informed choices, promoting their well-being and preparing them for life beyond the college experience. The Division acknowledges the worth and value of all persons and strives to strengthen community through diversity.

CAMPUS LIFE

Residence Life

Mission

The Office of Residence Life strives to provide an on campus living environment that is safe, secure, comfortable, and convenient which promotes personal growth, social development, the celebration of individual differences and academic excellence.

Vision

The Office of Residence Life will provide a residential experience that recruits, retains and supports students through graduation. Our communities will provide opportunities for students to gain the skills needed for personal, social and academic success. Our services, programs, and activities will enhance each person's individual efforts towards academic and social growth, involvement and citizenship in a compassionate and inclusive community.

Core Values

The Office of Residence Life has the following core values:

- Community
- Student engagement and learning
- Diversity and inclusion
- Collaboration
- Integrity

Bennett College is a residential college and encourages its students to live on campus during their enrollment. Students classified as freshwomen and sophomores **must** reside on campus, regardless of the number of years enrolled. However, the College recognizes that certain circumstances may prevent on-campus living. Such cases will be considered by the Dean of Students on an individual basis.

Residence Life provides the student with an important opportunity for learning and practicing the value of group living. The policy of the College is for students to live on campus during their Freswhwoman and Sophomore years to assure each student a measure of contact with young women from a large geographical area, and of varying backgrounds and experiences. This fosters an understanding of regional and cultural diversity, and enhances the educational process.

Residents are expected to live by the general academic and social standards of the College as contained in the *Guide to Residential Living*, and all other institutional publications. The privilege of residing in the residence halls can be withdrawn by administrative action, pending investigation and hearing if students fail to adhere to and support residence hall and/or college regulations.

Freshwomen are required to sign out of their residence halls when leaving the campus on weekends and after 6pm during the week nights. They must sign in upon their return. Failure to do so will result in disciplinary action as determined by the Director of Campus Life. Curfew hours for Freshwomen are 11:00pm, Sunday-Thursday and 12:00am, Friday-Saturday.

Holiday Closings

The residence halls are **closed** during Thanksgiving and Winter Breaks. All buildings **MUST** be vacated. Please see the Academic Calendar for closing dates and times. During Spring Break, special consideration may be given to international students, student teachers, and others as necessary. Students requesting housing for Spring Break should notify their Residence Director (14) fourteen business days before the starting date of Spring Break.

Student Government Association

The Student Government Association (SGA) is responsible for addressing student concerns, planning activities, and supervising various student committees. Executive officers are elected each year, but all currently enrolled students are considered members of the organization. Every student is encouraged to become active in student government through participating in elections, attending meetings, involving themselves on committees and contributing ideas through their elected officials. A list of officers, committees and the SGA Constitution are on file in the SGA Office and the Office of Student Involvement.

Student Leadership

The Office of Student Involvement takes great pride in the development of student leaders. This focus is seen in the College's mission statement, which reads "The College offers women an education conducive to excellence in scholarly pursuits, preparation for leadership roles in the workplace, society and the world." The Division of Student Affairs is committed to leadership development. Leadership development is a key component of the Office of Student Involvement's plan for student development.

The Office of Student Involvement offers opportunities to develop and strengthen personal leadership skills. Opportunities offered include training programs and workshops based on nationally recognized books such as *7 Habits of Highly Effective People* and *Who Moved My Cheese*. Team building, programming, planning, and fiscal management are also stressed.

All students are encouraged to enhance their leadership skills through experiential learning by taking an active role in student organizations.

Recreation

Recreation is an integral component of any higher education endeavor. The Office of Student Involvement

provides an array of activities and programs for the wellness and holistic development of the students of Bennett College. Fitness activities such as the Bodies by Bella program have been implemented to assist each student with her nutritional and fitness goals.

Open gym is available several times a week in order to play basketball, volleyball, and use the fitness room. A walking track, swimming pool, outdoor basketball court and tennis courts are available for the students and community members.

Cafeteria Takeovers

All cafeteria takeovers must be coordinated with the Master calendar and cannot be scheduled in conflict with events that are happening in the Private Dining Room. No vulgar editions of music will be permitted. All music must be radio version or the edited/clean version in order to be played in the cafeteria. All disc jockeys are to provide their own equipment. The College will not provide mics or speakers for disc jockeys. Please follow the event approval guidelines for approval of café takeovers.

Gym Jams and Black Outs

All parties/dances must begin at 9 or 10pm and end at or before 2am. Sufficient College employee chaperones must attend gym jams and black outs. In gaining approval for parties and dances the Director of Campus Life's signature is required. The club or organization sponsoring the party and/or dance must provide a list of four (4) to eight (8) chaperones that will assist with the event five business days before the date of the event. Chaperones are required to be present the entire time of the event.

Also, the sponsoring organization must provide funds to cover the cost of an external security company that is selected by the college. Organizations planning to host a Gym Jam or Black-Out must contact the Director of Campus Life for the procedures to host the event at least 14 business days in advance. The capacity for the Gym is 500, the Student Union Foyer is 285 and the Coffeehouse is 200.

Off Campus Activities

Off campus activities must follow the same procedures as above. All rules, regulations and The Code of Conduct governing students on campus apply to students off campus. Infractions of the Belle Code of Conduct while off campus will be brought before the appropriate authority. Any vehicle transporting Bennett College students must be driven by a certified Bennett College staff person, whether the vehicle is owned by Bennett College or rented. If a bus is chartered, the company should provide its own licensed driver with liability coverage. Appropriate waivers should be signed as well.

OFFICE OF CAREER SERVICES (OCS)

Personal and Career Development services are offered on the first floor of the Student Union and support the mission, academic programs, and the advancement of the College. The Office of Career Services guides and inspires Bennett College students to take the leadership role in their personal and career development. By creating a supportive "life after Bennett" for each student, the community of faculty, parents and advisors prepare students a purpose for leadership.

The Office of Career Services is designed to prepare students for the world of work successfully in a comprehensive way. By providing a comprehensive knowledge of our students' needs and correlating this need with experiential and exploration opportunities. The department assists the College in ensuring that students prepared for the world after Bennett and provided programs that support a positive, open mind and motivated student in their transition.

Through the efforts of this office, students build skills through their ePortfolio that assist them in identifying, assessing and understanding their interests, personality traits, and capabilities about their career and continuing education choices. The Office of Career Services works in collaboration with academic

departments, student services, other campus divisions and external constituencies to augment the student's career development.

Services we offer will assist all constituents to have meaningful and positive interaction with the Office of Career Services. We strive to ensure each person empowered with the ability to take control of their "life after Bennett." We are a positive contributor to our graduate and alumnae search for career and advanced degree assistance, general personal and professional development programs. We offer special positive agent of change planning workshops and seminars. The OCS plans and conducts the annual Graduate and Professional School Day Fair, an Annual Career, and Internship Fair, in collaboration with the Alumnae Career Forums. OCS hosts campus recruitment visits by graduate schools and prospective employers. We assist students with getting prepared for job search, internships, and hone their self-marketing skills by finding and obtaining the career they want, or securing admission to a graduate school of their field-of-interest.

Students who desire to rise above the competition during their personal and professional development would be wise to develop their personal vision, confidence, and courage. These qualities require for future employers, post-graduate life, graduate school, or working abroad. We help students restructure their communication, which generates clarity, competence, confidence energy, drive, enthusiasm, and initiative. The OCS prepare students to reflect confidently on the skills they developed from classes, internships, and other college experiences to complement their new developed interpersonal and communication skills.

The Office of Career Services is a critical component of the undergraduate student experience. It is the student's link between college and their future endeavors. OCS embraces its responsibility in four years students learn about themselves and establish meaningful and satisfying plans for "life after Bennett."

COUNSELING SERVICES

The Counseling Center gives students a safe, relaxed, and confidential environment to work through individual challenges and stressors. The goal is to provide quality counseling and mental health services to enhance personal, social, academic, and intellectual growth. The Center works with students to help improve self-awareness, gain independence and skills to handle difficult situations.

Services

Services include assessment, individual counseling for short-term and long-term needs, support specialty groups (according to the interest and needs of students) crisis intervention, psychological consultation, outreach, peer education programs, and personal growth workshops. Students may also be seen for emergency walk-in appointments. For needs beyond services that the Center provides, professional referrals and resources are available.

Emergencies

Bennett College has an established emergency protocol for any student that is in need of psychiatric evaluation or hospitalization. All faculty, public safety, resident directors and staff are aware of this protocol. It is imperative that if a student is under psychiatric care before arriving to campus that the Director of Counseling is notified, so we can ensure that student has appropriate physiological care while enrolled.

Confidentiality

The Counseling Center ensures confidentiality. This means that information shared between student and counselor cannot be released to anyone, including family or college, without consent of student. The only time confidentiality may be released is if a student is in danger of harming herself or others. In such situations, the student will be referred to an outside agency for a behavioral assessment to determine if hospitalization is needed.

DISABILITY SERVICES

The Office of Disability Services (ODS) works with offices throughout Bennett College to assure that the programs and facilities of the College are accessible to every student in the College's community. Additionally, ODS provides reasonable accommodations in order for students with disabilities who are otherwise qualified to be as independent as possible to meet the demands of College life. The following information is a general description of facilities, programs and accommodations available for students with disabilities.

Bennett College ensures that no qualified person shall by reason of a disability be denied access to, participation in, or the benefits of, any program or activity operated by the College. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

The mission of the Office of Disability Services at Bennett College is to maximize the academic success, autonomy, social integration, and participation of each student, in addition to ensuring suitable working conditions for its faculty and staff. The Office of Disability Services will work persistently to assist students with emotional, physical, developmental, cognitive, and mental disabilities to achieve their academic or professional goals as well as advocate for its clientele (i.e. students, faculty, & staff) by eradicating attitudinal & institutional barriers. We will also provide ongoing, comprehensive support to students in the form of academic advisement, coaching, peer mentoring, and tutoring. Additionally, the staff will serve as advocates for students with disabilities and promote awareness of disability issues campus wide. The following services are offered:

- Peer Tutoring
- Supplemental Instruction
- Alternative Testing
- Disability Management Counseling
- Priority Registration
- Advocacy Assistance
- Referrals to External Resources
- Individual academic coaching and consultation services
- Workshops, seminars, and instruction in study skills, time management and transition to campus life
- Referral for additional testing services
- Academic consultation for course selection
- Development and implementation of an individual accommodation plan outlining classroom accommodation needs

DOCUMENTATION GUIDELINES

Bennett College works to protect the rights of its students, faculty, and staff. In order to assure that every individual is protected under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, documentation must be submitted that indicates the disability substantially limits some major life activity, including learning.

It is the responsibility of each student to obtain the documentation and present a copy to the Office of Disability Services. Any correspondence regarding the adequacy of the submitted documentation will be sent to the student. ***It is the student's responsibility to obtain additional information or clarification.***

Qualifications of the Examiner's Documentation must be submitted by a professional who is licensed, or certified in the area for which the diagnosis is made. Name, title, and license or certification credentials must be stated in the document. The documentation should be on office or practice letterhead, dated, signed, and specifically addressed to:

Kameka S. McMillian, MS, LCAS-A
Disability Services and Title IX Coordinator
Merner Hall First Floor
900 E.
Washington St.
Greensboro, NC
27401
Email: kmcmillian@bennett.edu

The evaluating professional should not be related to the student in any way other than professionally

GENERAL DOCUMENTATION REQUIREMENTS

The following information should be included in the documentation submitted to the Office of Disability Services. Additional requirements specific to various disabilities are located in the next section ("Required Documentation for Specific Medical Conditions or Disabilities). All documentation submitted to the Office of Disability Services will be stored for at least five years after the most recent date of contact or graduation from Bennett College. A student's file will be placed in an inactive status if there has been no communication with the ODS after four consecutive months.

History Personal - Psycho-social, medical, developmental, and/or education history relevant to the cause for evaluation should be included.

Specific Diagnosis - The documentation submitted to the Office of Disability Services should include a diagnostic statement that lucidly identifies the disability. The ICD and/or DSM classification must be included.

Methodology Instruments - Are critical in explaining how data is gathered for the student. Diagnostic methodology should be fully described and include all data and measurements from appropriate evaluation instruments. Data based evidence of disability and level of impairment is required for the provision of accommodations. A discussion of the methodology used and the results obtained should draw a direct link to the diagnosis and the functional limitations of the disability. NOTE: Screening instruments, though often used to support a diagnosis, are not sufficient indicators of impairment; they will not be used to determine specific accommodations.

Current and Substantial Limitations - In order to use valid results to determine accurate decisions based on the impairment, documentation should be age appropriate. Also, documentation must include a clear description of current limitations imposed by the disability as they relate to classroom performance and the various demands of College life. The documentation should discuss evidence of the impact of the disability on actual academic performance in the past year, including any accommodations or related services the student has used. Any impact, side effects, or functional limitations observed or expected from the use of medications should also be discussed. A discussion of the expected progress and/or stability of the disability should also be included.

Differential Diagnosis and Co-Morbidity - Documentation should include a discussion of assessment data that supports or refutes the diagnosis, including an exploration of alternative diagnoses as well as medical, psychiatric, educational and cultural factors that may contribute to symptoms. If multiple diagnoses are provided documentation should indicate primary and secondary diagnosis. Also, the report should discuss the functional limitations associated with each.

REQUIRED DOCUMENTATION FOR SPECIFIC CONDITIONS

In addition to the information provided by the general documentation requirements listed above, please

provide the following information based on the specific nature of the medical condition or disability.

Blind and Visually Impaired Documentation should explain the current functional limitations imposed by the medical condition and should contain:

Specific diagnosis indicating current visual acuity -Near and distant vision (left and/or right) -Visual fields, with and without corrective lenses

Chronic Medical Conditions -The documentation should explain the current functional limitations imposed by the medical condition and should contain:

Specific Diagnosis -Whether the limitations and/or symptoms are constant or episodic the frequency and/or duration of the limitations and symptoms -Current medications and possible side effects -Any information that may assist the ODS in determining reasonable accommodations

Cognitive Impairments Cognitive impairments may include Learning Disabilities (LD), Acquired Brain Injuries (ABI), Autism/Asperger's Syndrome or Attention Deficit Hyper Activity Disorder (AD/HD). The documentation should explain the current functional limitations imposed by the condition, and should include the following:

Indication of psychological and/or psycho-educational tests used

Explain all data and/or scores used to support diagnosis -Current medications and possible side effects -Interviews, surveys and other data collected to support diagnosis

Deaf and Hard of Hearing The documentation should include a comprehensive audiologist's report and should also include:

A specific diagnosis - Date of onset (pre/post lingual) -Current hearing levels and whether hearing loss is stable of progressive -Speech reception levels with and without hearing aids and/or assistive listening devices

Physical/Mobility Impairments The documentation should identify functional limitations with respect to:

Gross or fine motor functioning -The permanent or temporary nature of the condition (if temporary, expected duration of the limitation or impairment)

Psychological/Psychiatric Conditions - The documentation should explain the current functional limitations imposed by the condition. The following should be addressed:

Basis upon which an Axis I and/or an Axis II diagnosis was made

If psychological and/or psycho-educational tests were used, indicate all tests, data and scores used to support diagnosis

Current medication including dosage and possible side effects -Short/long term prognosis -Therapeutic interventions and level of compliance -Educational implications and nature and severity of limitations.

INSUFFICIENT DOCUMENTATION - In cases where documentation is incomplete, students will be asked to provide additional or clarifying information from the evaluator. Students leaving the college for any reason may, upon readmission, be asked to submit updated documentation prior to receiving accommodations or services.

Generally, the following documentation is NOT sufficient for the provision of services and accommodations:

Documents in which screening instruments or rating scales are used as the sole diagnostic tool -Medical chart notes or prescription pad notations -Documentation that is more than three (3) years old -Testing instruments normed (standardized for children rather than adults)

VOLUNTARY DISCLOSURE: To disclose a disability that may require accommodations contact:

Kameka S. McMillian, MS, LCAS-A
Disability Services and Title IX Coordinator
Merner Hall First Floor
900 E.
Washington St.
Greensboro, NC
27401
Email: kmcmillian@bennett.edu

DISCLOSURE PROCESS AND STUDENT RESPONSIBILITIES

Once documentation has been provided to the Office of Disability Services, it is the responsibility of the student to make an appointment to review the documentation. The student must qualify for, and then assist in the development of the accommodation plan. Student input is a critical part of the process in promoting self-awareness and self- advocacy skills necessary for success at the postsecondary level.

Once the accommodation plan has been completed, it remains the responsibility of the student to provide each instructor with a copy of the plan, and to arrange a meeting time with each instructor to discuss the plan and any accommodations that the student will need in that course. However, at the student's request, ODS may be called in to assist the student in explaining her individual needs to an instructor. Instructors may consult with ODS on any general concerns about accommodations for disabled students however, student confidentiality may not be broken without the written consent of the student.

FREQUENTLY ASKED QUESTIONS FOR STUDENTS WITH SPECIAL NEEDS

1. Does Bennett College have a Learning Disability Program?

Bennett College has comprehensive support services for students with learning disabilities, physical, mental, emotional, and developmental disabilities. In addition to classroom accommodations, the Office of Disability Services can provide or refer the services listed in the section titled Highlight of Services.

2. To whom can I send or give my documentation? Documentation should be sent to:

Kameka S. McMillian, MS, LCAS-A
Disability Services and Title IX Coordinator
Student Union First Floor
900 E.
Washington St.
Greensboro, NC
27401
Email: kmcmillian@bennett.edu

3. Do professors give untimed tests?

The student and ODS review existing documentation and determine the nature accommodations that are warranted. In some cases, that may be un-timed tests. This service is provided in the Office of Disability Services not by professors.

4. *Will professors allow me to tape their classes?*

Yes, however, that accommodation must be stated in the accommodation plan and you must request permission of the faculty member before recording any lectures. While by law, this accommodation should be denied by individual faculty members, they might ask students to either destroy or forfeit tapes after the end of a semester in an effort to protect intellectual property.

5. Does Bennett College provide tutors?

Yes, peer tutors in general education courses are available through Academic Services. These students are upperclasswomen usually majoring in the area in which they tutor, and recommended by faculty members. In addition, professional tutoring services are available in some skill areas. These services are available to any Bennett College student, not just to students with disabilities.

6. *Does* Bennett College provide note takers?

If "peer notes" are identified on the accommodation plan, the student, professor, and the Office of Disability Services will identify an appropriate classmate to serve as a note taker. Copies of notes are provided electronically to the student by the ODS. If the student receiving notes wishes to remain anonymous, he or she can make these arrangements through the office.

7. Does Bennett College waive course requirements?

No, course waivers are not granted for students with disabilities. At Bennett College, we believe in all students' ability to succeed. Peer tutors and learning specialists are provided free of charge to assist in your journey to academic success.

8. What are my responsibilities as a student?

Once documentation has been provided to the Office of Disability Services, it is the responsibility of the student to make an appointment to review the documentation. Students must qualify for, and assist in the development of the accommodation plan. Student input is a critical part of the process in promoting self-awareness and self-advocacy skills necessary to success at the post-secondary level.

9. If I had a 504 Plan or an IEP in High School, am I guaranteed services and accommodations in college?

No, not necessarily. Services for high school aged students are governed by the IDEA (Individuals with Disabilities Education Act). Students with a federally recognized disability are guaranteed services. Colleges and Universities are held to the standards outlined in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. These pieces of legislation are anti-discrimination laws requiring that institutions make provisions and accommodations to insure full participation and non-discrimination regardless of disability.

In this instance, the need for a given accommodation is determined by demonstrated functional disability, not merely by diagnosis. However, it is the intention of Bennett College to meet or exceed federal guidelines and provide the support services that all of our students need in order to gain full access and opportunity. If you have any concerns about eligibility for accommodations or services at Bennett College, please feel free to contact our staff at any time.

10. Once I have decided to attend Bennett College, what should I do before school begins?

- If you have not already done so, make arrangements to visit the campus and request a personal meeting with the Office of Disability Services.
- Provide your documentation to the Office of Disability Services as soon as possible. Early action will allow plenty of time to address any discrepancies or issues that may arise concerning eligibility for services or completeness of documentation.
- Make sure that the student is familiar with the contents of his or her documentation packet, the nature and extent of the disability, and is able to discuss the accommodations being requested.
- Fill out and return the Request for Accommodations form once you are accepted into the college.
- Participate in Belle Beginnings or early placement testing. If accommodations are necessary when taking Math, English, or Reading- be sure to notify the Office of Disability Services in advance when you know when you plan to take them. Accommodations may not be available without prior notice.

11. Who is responsible for requesting an interpreter?

Students requiring an interpreter for class must make the request to the Office of Disability Services. For outside class requirements, such as field trips or other assigned activities, as well as office hours, students should make a request for an interpreter at least two weeks ahead of time or more, depending on the event. The Office of Disability Services cannot guarantee an interpreter when requests are made less than two weeks before the event.

NON-DISCRIMINATION POLICY

Bennett College prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, the College's policy includes prohibition of harassment of students and employees (i.e. racial harassment, sexual harassment, and retaliation for filing complaints of discrimination).

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, Bennett College will make reasonable adjustments in its policies and practices to ensure equal opportunity and access for qualified students, employees, and members of the public to applicable programs, services, activities and facilities.

Inquiries regarding the College's compliance with state and federal non-discrimination laws or filing a complaint should be directed to:

Kameka S. McMillian, MS, LCAS-A
Disability Services and Title IX Coordinator

Merner Hall First Floor
900 E. Washington St. Greensboro, NC 27401
Email: kmcmillian@bennett.edu

HEALTH SERVICES

Bennett College recognizes the importance of physical and mental health. Each student has the privilege of

using these services and the responsibility of familiarizing herself with the general operating procedures of this department.

Alsie Trammell Student Health Center
The Alsie Trammell Student Health Center's mission is to enhance the educational process by modifying and/or removing health-related barriers. Located in the Catching's Complex, the center promotes an optimal level of wellness; enables individuals to make informed decisions about health-related concerns, and empowers individuals to be self-directed consumers of health services. A Nurse Practitioner is available Monday- Friday from 2:00pm-5:00pm and the College Physician is by referral appointment, coordinated by the nurse practitioner.

Health Requirements
Prior to entering the college, each student is required to submit a report of her medical history signed by a licensed physician and proof of required immunizations in accordance with the North Carolina Immunization Law, G.S. Article 6, Part 2. The Center must have complete immunization records for each student prior to arriving to college including three (3) Diphtheria Pertussis Tetanus (DTP Vaccines), one (1) Tdap (Tetanus Booster) done within the last 10 years, one (1) Hepatitis B immunization, two (2) MMR (Measles, Mumps, Rubella) vaccines, three (3) Polio vaccinations, and for students born after 1994.

After Hours Emergencies
For residential students, urgent problems should be reported to the Resident Director or Resident Assistant. She will assess the situation and determine the next steps. In an extreme emergency, contact Campus Safety at 336-370-8621. They will contact 911. **Students, faculty and staff should not call 911 directly**. This may negatively impact their response and possibly delay service. Campus Safety will need to know the location of and the nature of the emergency.

Student Health Insurance
In April 2012, the Federal Affordable Health Care Act became effective and it is required that all students have health insurance meeting a minimum standard, which will be charged to the Student Account, unless a waiver is received. The electronic waiver process can be accessed through www.Bennett.edu at *Quicklinks*.

What To Do When You're Sick
Students should not remain in the residence halls while seriously ill without being in contact with the Health Center. **Under no circumstances should another student telephone the parents of a student who is ill without the request and/or permission of the ill student.** This is the responsibility of the student or a College official. A cooperative effort between the Health Center, Campus Life, Campus Safety and the student is necessary to ensure immediate, efficient health care and safety for Bennett College students.

Communicable and Infectious Diseases
Students that are diagnosed as having a communicable or infectious disease by the College Physician or other healthcare provider will be sent home until the incubation period is over, or as directed by the College Physician. The College Physician will clear the student to return to the residence hall and class. Students suspected of having a communicable or infectious disease who have not been seen by the doctor will be isolated in their rooms. Students having a communicable or infectious disease or exposure to a communicable or infectious disease will be advised as to proper courses of action for treatment and/or prevention. Examples of such conditions include flu, mononucleosis, chicken pox, measles, hepatitis, etc.

Confidentiality
All student health records are kept confidential, according to HIPAA Compliance Law & the Security and Privacy Regulations in North Carolina. Health records may not be released without **written** permission from the student if she is 18 years or older, or parent, if the student is under 18 years. Injuries sustained during a violation of college policy or that endangers the welfare of the community, including the student involved, will be communicated to the appropriate staff member (i.e. Associate Provost for Student Affairs,

Counseling Services, Campus Safety).

Referrals
Referrals to other physicians and health care facilities are made as necessary by the College Physician or the Nurse Practitioner. Referrals may also be made at the request of the student. The Health Center staff or the student may make the initial contact to the referral resource. Parents of students under the age of 18 are notified before the referral is made. Students 18 years old and over are responsible for notifying their parents of the referral.

All dental-related problems are referred. A choice of dentists is given to the student, who will make her own appointment. In some cases, the nurse may facilitate the contact. **Fees for consultation and referrals are the responsibility of the students and/or their parents.**

RELIGIOUS LIFE

POSTING AND ADVERTISING

We greatly appreciate the support of all churches, worship centers and religious affiliated organizations. If you have an announcement you wish to make others aware of, you may share information through your personal email or other social media such as Facebook, Twitter, etc. However, an email blast to the campus or printed advertisements on campus will not be endorsed by this office and are not permitted. The Office of the Chaplain cannot specifically endorse any church sponsored events and activities beyond those related to the UMC.

GUEST SPEAKER/MINISTRY REQUEST

If you are considering extending an invitation for a minister or other religious leader to speak to the campus, it is necessary to complete **the Guest Speaker/ Ministry Form** which includes submission of a manuscript or video presentation of a message delivered by the proposed speaker.

Additional information required includes: the name of the guest speaker; phone number; name of home church/ ministry; and the pastor and contact information. In order to facilitate this process, please do not wait until the last minute to make preparations. **All information must be submitted 30 days prior to the proposed activity, in the event an alternate speaker must be secured.**

The request must be approved by this office before the guest is confirmed to speak. If the information is not presented in a timely manner and approved, you will need to reschedule or restructure your event.

The Office of The Chaplain and Campus Ministry adhere to the policies of the Student Activities. A description of the event, participants, date and facility requested is required. A separate Facilities Reservation Form is to be completed and returned to the Student Activities Coordinator.

In planning events, please let us be mindful of our sisters and other Bennett Community members. We will, as best as possible, attempt not schedule services, programs and events when other activities are already scheduled.

Fliers for all approved activities and speakers must be reviewed by the Chaplain before submitting to the Student Activities Office. The fliers/posters must be approved and stamped by Student Activities before they can be officially posted. Announcements without proper authorization will be removed from display.

No off-campus ministry and/or ministry representatives are to be invited to the campus to conduct or sponsor any type of Bible or religious study, worship service, support and/or discussion groups or hold any gathering without proper approval from the Office for the Chaplain.

This policy is in place to avoid any hint or the appearance of favoritism or discrimination and to avoid a contention or competitive spirit. The guidelines will also provide opportunities for our students to develop their leadership abilities within the Bennett family and extend to the community at large by leading such groups.

NOTE: The Chaplain, in conjunction with the Associate Vice President of Student Affairs and/or the President, reserves the right to cancel or close out any event which goes beyond the scope of the intended program or operates without approval.

Office of the Chaplain
Bennett College
Guest Speaker/Ministry Request Form

The Office of The Chaplain is excited by your interest in bringing outstanding speakers to share with the Bennett College community. In order to facilitate their visit, the following information is required prior to the scheduling of the event featuring them.

Academic Year: _____

Date of request:_____Date of Event: _____

Name of guest to be considered: _____

Contact phone number: _____

Name of home church or ministry: _____

Name of pastor: _____

Contact information: _____

Please provide a sample of a message delivered by the speaker. This may include written manuscript or video presentation. Please provide the link: _____

Name of person making the request: _____

I understand it is the responsibility of this organization to provide all requested information. I further understand that an event **will not be scheduled** if this information is not secured in a timely manner.

If the approved activity is cancelled or postponed, I must notify the Office of The Chaplain and the Coordinator of Student Activities within five (5) days prior to the event. I recognize it is also my responsibility to contact all event participants and notify the community of the change.

Responsible Officer's Signature: _____

Office/ Position: _____

On Campus Faculty/Staff Advisor: _____

Phone:_____ Email: _____

FINAL APPROVAL: Approval: Yes_____No _____

Signature:_____ Date: _____

Phone:_____ Email _____

ACADEMIC CULTURAL ENRICHMENT SERIES (ACES)

History

When Bennett College was co-ed, long before it became a women's college, it was felt that graduates of Bennett College needed more than "book learning" and intellectual discourse to be successful. Bennett College graduates needed to be well-rounded; the whole person needed to be prepared to deal with the ever-changing world. Therefore, as students, they needed to have opportunities to come together as a community and have common cultural and spiritual experiences. Thus, special convocations, lectures and seminars, now called Academic Cultural Enrichment Series (ACES) became a part of the Bennett Way of Life.

Throughout her existence, Bennett College has always afforded her students with opportunities to interact with well-known personalities and dignitaries. Female "movers and shakers", artists, performers, political figures and spiritual leaders have graced our campus and impacted the lives of faculty, students and members of the local community. These experiences encourages students to enhance their cultural and intellectual development, learn how to appreciate and accept ideas and beliefs different from theirs, learn how to listen, learn to dress in professional attire, and acquire behaviors that often make a significant difference in how one is perceived and accepted by others. Bennett students, by way of ACES, in a community setting, learn those things that easily identify them as a woman of the 21st Century—a Bennett woman— who knows what is appropriate.

Procedures

Students are to follow all procedures as written to receive credit. Students must attend all events on time and late arrival of 15 minutes after the program will prohibit a student from entering the Chapel and receiving ACES credit for that program event. At the conclusion of each program, all students, marshals and program participants must present a valid ID card for scanning. It is the student's responsibility (not the scanner's) to confirm that the information is correctly displayed on the computer monitor. Credit will not be given for lost ID cards. You may not present an ID card for another student. It is the responsibility of the student to confirm attendance and to follow up on ID issues or concerns by two (2) business days. ***You will not be allowed to go to your room or off-campus residence to retrieve your ID card to receive credit.***

Grading

The ACES attendance requirement is applicable to all full-time students for **each semester** you are enrolled at Bennett. Each program is assigned a point value of one (1) or three (3). A grade will be awarded during each semester based on the total points earned. To receive a grade of "S" (satisfactory), you must attain seventy-five percent (75%) of the ACES program points in keeping with the College's class attendance policy. If you fail to achieve the 75% total, a grade of "U" (unsatisfactory) will be earned.

Attire

Standard attire for ACES programs includes dresses, skirts, business dress pants and pant suits. These items should be suitable for work, internships, presentations and participation in business and academic functions. Students wearing jeans, khakis of any color or corduroy pants, midriff-baring tops, ankle or drawstring pants or shower shoes will not be awarded credit or admitted into the Chapel. White dresses, skirt suits and blouses and skirts, are required for formal convocations which include *Convocatum Est*, *Founder's Day*, *Honors Convocation*, *Senior Day* and *Charter Day*. Credit will not be awarded for pants or pant suits for formal convocations. See the Bennett College Dress Code in the Belle Handbook.

Conflicts

If there are circumstances which prevent you from attaining the seventy-five percent (75%) quota of points for the semester, you must apply for an attendance waiver during the first six (6) weeks of each semester by the deadline date. If you are granted an ACES waiver, you must earn 50% of the total points required. **FAILURE TO COMPLETE**

THIS REQUIREMENT WILL RESULT IN AN UNSATISFACTORY GRADE FOR THE SEMESTER. To apply for an ACES Waiver or to discuss extenuating circumstances, see Ms. Natalie McLean, Office of Religious Life located in the basement of the Annie Merner Pfeiffer Chapel Hall. ACES waiver requests are subject to approval or disapproval each semester.

ACES Contingencies

You may not receive academic honors during Honors Convocation or apply for membership in any national sorority sanctioned by the College, if you earn a grade of "U" in any semester. To run for a class office or SGA office and be accepted as a Resident Assistant candidate, your ACES grade must be "S" for one (1) semester prior to your application. In addition, students who receive a "U" in ACES during their last semester will not graduate with honors.

Appeals

If you have a concern about receiving credit for attendance, you have five (5) business days after the date of the program. You will receive a response in writing within three (3) business days, if applicable. It is your responsibility to check with the Office of Provost after every program to verify your attendance.

COMMUNITY SERVICE

The mission of Community Service and Civic Engagement at Bennett College is to prepare students to take leadership roles and learn communities beyond the classroom. We want our students to use field experiences as educational landscapes for exploring different dimensions of entrepreneurship, global education, communication and social justice.

What is Community Service? Community service is intentional volunteer work that benefits the local community. Volunteers seek meaningful relations with a community agency or an approved work site to perform duties that revolve around problem-solving initiatives in education, public safety, the environment, and other human needs. Through community service, student volunteers build networks and form partnerships that often lead to internship opportunities and or full-time employment.

Why is Community Service important? The College has mandated that all students must complete a total of eighty (80) hours of community service before graduation. Transfer students must complete a minimum of twenty (20) hours for each year of matriculation at the College.

Where can I volunteer? Consulting the Community Resource Guide is an excellent place to match your individual interests and skills with one of many agencies in need of assistance. The guide includes community organizations, descriptions of assistance needed, and hours of operation. Students should call the organization listed in the guide and inquire about other programs that may be offered.

Need more information? If you have questions, please contact Ms. Rachel Pridgen at 336-517-2200

ACADEMIC SUPPORT PROGRAM

The Division for Student Success and Retention (DSSR) is dedicated to enhancing retention and graduation rates through peer and professional tutoring, academic advising, mentoring, and supplemental instruction that will ensure success for all students in a Global Society. Our approach is informed by best practices and focused on providing exceptional service to all students.

MISSION: The mission of The Division for Student Success and Retention is to provide comprehensive tutoring services, supplemental instruction, mentoring, and advising to all students throughout their matriculation at Bennett College. Student success professionals are committed to providing an exceptional learning environment that enables individuals to develop their full potential, pursue their dreams and become enlightened leaders in local and global communities.

CORE VALUES: To increase retention and graduation rates by providing students with access to free tutoring in core courses, success skills seminars, mentoring, supplemental instruction, and academic advising, thus fostering the independent, critical thinking skills that all students need to succeed at Bennett College and beyond.

PROGRAM GOALS:

To maximize every student's potential to achieve academic success and to adjust responsibly to the individual and interpersonal challenges presented by the College.
To provide resources and support services that will ensure student success through the coordination and collaboration of all academic divisions on campus.

STUDENT RESPONSIBILITIES AND EXPECTATIONS:

Students are expected to take an active role in their education by participating in all available resources offered on campus that will enhance their learning.
Students must be prepared to learn and to be intellectually challenged.
Students must strive for academic excellence in all of their courses

THE CURRICULUM LEARNING CENTER

The Curriculum Learning Center (TCLC) is designed to allow students an opportunity to become proficient active learners and develop the confidence needed to increase their skill levels and succeed in academic coursework at Bennett College. The TCLC helps students create learning strategies necessary for today's analytical and critical thinkers by providing instructional support services to all currently enrolled students. Group and individual tutoring sessions as well as supplemental instruction sessions and Success Seminars are provided for all students. There is no charge for any of the following services provided by the Curriculum Learning Center:

Professional and Peer tutoring in gateway courses and various 100-200 level courses across all disciplines
Supplemental Instruction Leaders in all LW102 and LW103 sections
Specialized Academic Counseling
Success Seminars and Workshops

ACADEMIC ADVISING

The Academic Advising Coordinator assesses student's needs, goals, interests and prior academic experiences in order to guide students in the design and implementation of a successful academic plan. The Academic Advising Coordinator also collaborates with faculty members to address the academic advising needs of students and are also responsible for understanding and interpreting the College's policies and academic degree programs to help facilitate academic success for all students.

EMERGING SCHOLARS

Emerging Scholars (ES) are students who have been admitted to the College with a high school cumulative grade point average of 2.0-2.39. Students remain Emerging Scholars for their entire Freshwoman year (2 semesters). Emerging Scholars are restricted to a maximum of 15 credit hours per semester while they are on Emerging Scholar status and have the opportunity to be paired with an on-campus mentor. These are faculty/staff volunteers who are committed to providing additional support and guidance for the student. Emerging Scholars meet twice each month with the Academic Advising Coordinator. This monthly meeting is designed to check in with students, provide additional information and to discuss any difficulties.

There are a series of monthly Success Seminars and Workshops in which Emerging Scholars are required to attend. These seminars range in the content areas from test taking strategies, goal setting, time management, reading and understanding your syllabus and many more. Emerging Scholars are required to sign up for and attend tutoring.

MENTORING

All Freshwomen are assigned a mentor during their first academic year at Bennett College. The goal of the Mentoring Program is to help retain the incoming Freshwomen class through guided mentorship, skill building, and goal setting. The mentors will serve in a variety of capacities to the students, such as, providing accurate information about

navigating through college, college success tips, building personal connections to the College and surrounding community. The mentors and mentees will complete training and be provided with group activities monthly to build their relationship.

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction Leaders (SI) assist students with improving their academic experiences in designated gateway courses. This academic support model is a peer assisted study session to improve student retention and success in historically difficult courses. The Supplemental Instruction Leaders attended the class during the designated times and hold sessions after the class to assist students with understanding concepts.

Dean, Dr. Althea S. Truesdale	**336-517-2183**
Assistant Director, Ms. Aurrielle Cobb	**336-517-1687**
Administrative Assistant, Ms. Kathy Warren	**336-517-2273**
Academic Advising Coordinator, Ms. Bridgette Holmes	**336-370-8625**

FOOD SERVICES

Food Safety Procedures

All campus events which include the serving of food must have that food provided by Sodexo, unless Sodexo prefers not to cater the event or has given the approval for an outside vendor. All outside food vendors must be approved by Sodexo Food Services, and a copy of their vending license and food service certificate presented to the Office of Student Activities one (1) week prior to the event. In the event of selling food to the campus community (such as bake sales) food should be pre-wrapped prior to sale. No individual will be permitted to sell food or baked items not pre-wrapped. The College's Dining Services provider is Sodexo Campus Services. A variety of meals are planned daily to address the dietary needs of students.

The College Dining Hall serves three (3) meals Monday-Friday and two (2) meals on weekends (cafeteria style), which are available to all resident students. Non-residents can purchase meals at a nominal fee. Dining Hall hours are as follows:

Monday-Friday:		***Saturday and Sunday:***	
Breakfast	7:00am –9:00am	Brunch	10:00am – 1:00pm
Lunch	11:30am –1:30pm*	Dinner	4:30pm – 6:00pm
Dinner	4:30pm – 6:30pm		

*__Tuesdays and Thursdays 12:00pm – 1:30pm on ACES days__

All resident students are required to be on the meal plan and are to present a valid student identification card to gain access and eat meals. Those with special dietary needs should consult the staff in the Dining Hall regarding this matter.

CAMPUS SAFETY

The administrative responsibility for the Department of Campus Safety at Bennett College rests with the Vice President for Administration & Finance. All staff members receive training consistent with the policies of the department.

Campus Safety Services
The Department of Campus Safety provides the following services to the members of the Bennett College Community:

- 24-hour public safety protection and awareness: the patrolling of campus areas with primary concern for personal safety of all students, staff, faculty and visitors
- 24-hour base dispatch with Department of Campus Safety; in case of true emergencies 911

- 24-hour campus wide surveillance
- Crime prevention programming to assist all community members in heightened awareness of safety issues
- On-campus escorts upon request
- Liaison services to all local law enforcement agencies
- Property identification to minimize theft
- Monitoring safety conditions and filing safety-related work requests
- Enforcement of campus vehicle registration and parking regulations
- Campus facilities access control
- Fire, health, safety and risk management responsibilities

Safety and Crime Prevention Programs - The Department of Campus Safety presents safety awareness and crime prevention programs each year during orientation and at special events. The Department of Campus Safety staff also works in close cooperation with the Residence Life staff to conduct relevant and useful programming in Bennett College residence halls. Safety awareness and crime prevention programming is also a part of new employee orientation, in cooperation with Bennett College. Some features of this programming include:

Campus Safety Alert Bulletins - The Department of Campus Safety quickly notifies the community of any serious incident that may be a threat to other community members. Bulletins outlining the incident, describing any suspects involved, and precautions that should be taken are disseminated in a timely manner to help prevent a similar incident from occurring.

Rape Aggression Defense Systems - The R.A.D. System offers a basic education of confrontation principles and personal defense. Our program ranges from awareness, risk reduction and avoidance, to basic physical defense, aerosol defense options and advanced self-defense methods.

North Carolina Sex Offender Registry - The Department of Campus Safety provides a monthly updated registry of sex offenders that reside within a one mile radius of Bennett College's Campus.

Campus Safety Tips

1. Keep your room locked at all times.

2. Never copy your room keys. Report lost keys to Residence Hall staff immediately.

3. Do not prop exterior residence hall doors.

4. When walking across campus at night, walk with a friend or in a group.

5. Report suspicious persons or activities to the Department of Campus Safety.

6. Report theft or other crimes to the Department of Campus Safety immediately.

7. Lock your vehicle. Do not leave valuables unattended.

8. Maintain accurate records of your belongings and their serial numbers.

9. Do not let strangers into your residence hall or room.

The Department of Campus Safety encourages all students to be conscious of their own safety and security and to report unsafe conditions.

EMERGENCIES AND CRIMES ON CAMPUS: DIAL 911

For routine **non-emergency** information and assistance, call the Department of Campus Safety at 336-370-8261.

When calling 336-370-8621 line on your cell or land-line phone which serves as the central dispatcher for the Department of Campus Safety, and is located in the Campus Safety Building. The base dispatcher is trained to handle emergencies. Remember to: give your name, location and phone number; be prepared to respond to the operator's questions or instructions.

In response to your call, the base dispatcher will dispatch public safety personnel and the appropriate local police, fire or emergency medical teams to your location immediately. The Department of Campus Safety Officers are in direct communication with Base dispatcher in the Campus Safety Office. The Department of Campus Safety is operational 24 hours a day, seven days a week, 365 days a year.

Responsibility of Students

- Students should **not** fraternize with Campus Safety Officers. When on duty, officers should remain focused. Idle conversation could prove distracting.
- Students should report any nuisance or badgering immediately to a Campus Safety Officer, who will report any violations of College regulations to the appropriate College official.
- Students should not bring weapons of any kind on the campus. It is a criminal offense for anyone other than authorized on-duty law enforcement personnel to have weapons on any college property.
- Students should not walk alone in isolated areas of the campus. A Campus Safety escort is available by calling 336-370-8621. Understand that the response for escort may not always be immediate.

MOTOR VEHICLE REGULATIONS

General Regulations

The operation of a motor vehicle on the Bennett College campus is a privilege granted by the College to juniors and seniors. Violations of this campus policy may result in the loss of parking privileges. Please refer to the Bennett College Parking and Traffic Handbook for more information.

Bennett College assumes no responsibility for the care and/or protection of any vehicle (or the contents of the vehicle) while parked on the campus. Vehicles owned and/or operated by Bennett College employees or students are required to be registered with a current parking permit properly displayed. Students must secure parking permits from Campus Safety. (**The student parking permit is $60.00 per year and $30.00 for additional permit.)** Bennett College employees are to secure permits from Campus Safety between 8:00am – 5:00pm, Monday – Friday. **Motor vehicles must be registered within 72 hours after the official beginning of classes for the academic year.** Motor vehicles acquired during any part of any semester must be properly registered within 72 hours. Visitors may secure visitor passes in the Campus Safety Office.

Motor Vehicle Registration Requirements

In order to register motor vehicles, an applicant must present:
1. Valid Driver's License and Bennett College ID
2. Registration Card
3. Name, address & policy number of the insurance company (North Carolina law requires collision and liability insurance).

Individuals with outstanding parking tickets are not able to register their vehicles on campus.

Permit Display

1. The Official College Permit (decal) must be displayed in the designated location preferably the rear window driver's side at the bottom.

2. Permits are not transferable and must be removed from the vehicle immediately upon change of ownership, or as soon as the registrant is no longer connected with the College.

Regulations for Moving Vehicles

1. At no time should the speed limit on campus exceed 5 m.p.h.
2. Pedestrians always have the right-of-way.
3. The following are traffic violations:
    a. Excessive noise by vehicles
    b. Driving while under the influence of alcohol
    c. Reckless driving
    d. Faulty lights
    e. Faulty mufflers
    f. Speeding
    g. Driving on lawns not specifically designated as parking areas.

Moving (Civil) Motor Vehicles Infractions

As authorized by the Director, the Department of Campus Safety Officers is authorized to stop vehicles on Bennett College campus for moving civil and criminal infractions. Citations issued are not state citations and therefore does not affect one's insurance. Excessive moving violations may result in having a motor vehicle on campus revoked. The operator of that vehicle is responsible for the issued citation. All citations issued to a vehicle counts towards that particular vehicle's "total citations" received for the season. Examples of moving civil infractions include, but are not limited to: excessive speed driving thru campus and operating a vehicle where it is not intended for vehicle travel (fields, grass, sidewalks and etc.)

Fines

Parking violations are from $25 to $100 depending on the violation. Basic parking violations are $25, moving violations are $50 and handicapped violations are $250. The following are examples of parking violations and associated fines:

Handicap Violation: $250
Reserved Parking: $25
Double Parked: $25
Fire Lane: $25
Immobilized Vehicle: $25
Littering: $25
Unauthorized Parking: $25
Speeding and Reckless Driving: $50
Unregistered Vehicle: $25
Failure to Comply: $25
Invalid License Plate: $25
Parked on Grass: $25

Fines must be received by the OFFICE OF FISCAL AFFAIRS within 14 days of the citation. Appeals must be received by the Director of Campus Safety within 7 days!

Penalties for Violation of Parking Regulations

1. Tickets for violations vary depending on the violation and fines are payable within fourteen (14) days. Student fines not paid within that time period will be automatically billed to the student's account with an additional penalty for failure to pay within fourteen (14) days.

2. Cars parked in restricted or prohibited areas are subject to towing at the owner's expense.

Note: If you loan your vehicle to someone and it is parked illegally, it is the registered owner's responsibility to pay and/or make arrangements to appeal the citation. The owner is determined by the displayed current year parking permit.

Consortium Students
Any Bennett College student who has a registered vehicle and is taking courses on another campus may obtain the consortium decal from the Campus Safety Office. The sticker is to be displayed inside the left rear window behind the driver.

AUXILIARY SERVICES

MAIL CENTER

Mail Center Hours	Monday - Friday 8:00am – 5:00pm **Service Window Hours of Operation** Monday – Friday 9:30am – 12:30pm 2:00pm – 5:00pm
Mail Center Location	We are located in the basement of the David Dallas Jones Student Union.
Staff	Mail Services Specialist Phone Number: (336) 517-2214 Fax number: (336) 517-2211
Mailboxes	Each student is provided with an exclusive mailbox. You should remember your combination and keep it confidential.
Mail Delivery	Mail is distributed to students' mailboxes daily. All packages are treated with the utmost care and consideration. If you receive a package Notification Slip in your mailbox, you must present your College ID to receive your delivery. To avoid any delays in the receipt of your mail, please ask that your mail be addressed in the following manner: **(Your Name)** **(Your Box Number)** **Bennett College** **900 E. Washington Street** **Greensboro, NC 27401**
Services Provided	A postal service drop box is located near the service window for all stamped mail. Stamps and envelopes may be purchased from the Mail Service Specialist. UPS, copying and faxing services are also available.

TRANSPORTATION
While enrolled as a Bennett College student you will be able to ride the Higher Education Area Transit (H.E.A.T.) bus with your Valid ID card. This card will allow you to use routes connecting the Greensboro college campuses with each other and downtown Greensboro and Friendly Center. Your card will also allow you to use other services provided by the Greensboro Transit Authority.

Bus schedules and routes will be posted at the Mail Center and in the Campus Safety Office. Bus stops for this service are located on Washington Street (near Office of Campus Safety) South and North side of Washington.

Lost ID cards should be reported immediately to the Director of Campus Life. Replacement cards will be provided for a fee of $75.00.

VENDING SERVICES

Bennett strives to maintain a balance of nutritional and healthy snacks and beverages in our vending machines. Greensboro Vending and Coffee Company maintains all the snack machines. Pepsi Bottling Company provides soda and soda vending machines for the campus.

Call the College Operator at 517-2110 to report malfunctioning equipment or machines that is out of product by indicating:

- Problem (i.e. need product, taking money)
- Type of vending (i.e. soda: bottle/can, snack, juice)
- Building name and floor

You may obtain a refund for money lost in the beverage or snack vending machines from the Office of Campus Safety, the College Operator located on the first floor of Race Administration Building or your Resident Director. You will need to indicate your name, amount of money lost, date and location of machine.

Beverage and/or Snack Machine Locations

Robert Jones Hall
John Race Administration Building
Ida Goode Gym
Willa Player Hall
Ethel Black Hall
Annie Merner Hall
David Dallas Jones Student Union
Campus Safety Office
Carrie Barge Hall
Honors Hall
Henry Pfeiffer Science Building

STUDENT IDENTIFICATION CARDS

An identification card bearing the photograph of the student is issued during the student's first semester by the Office of Student Affairs, and is kept throughout matriculation. The ID card is the official college identification and should be carried at all times. It is not transferable and is for the student's exclusive use.

Replacement of lost or stolen ID cards may be requested at the Office for Campus Life after a **$75.00** fee has been paid in the Cashier's Office.

ID cards must be shown to receive credit for ACES, borrow library materials, cash checks, vote in student elections, enter the dining hall, use the student health center, enter student activities and ride the H.E.A.T. bus. After closing hours, students must show their identification to Campus Safety to be admitted to the residence halls. The **ID card is used to gain entry into the residence halls and must be carried at all times.**

Failure to show ID cards to college officials upon request is a violation of the Code of Student Conduct and may subject the student to disciplinary action.

OTHER SERVICES

Lost and Found

Lost and found articles are to be turned into the Director of Campus Life on the second floor of Jones Student Union (Office E) and also Campus Safety. Articles are held for one (1) month. When identification is possible, the owner will be notified. The College does not assume responsibility for lost articles.

Bulletin Boards

Bulletin boards are in various locations on the campus. Students should read all bulletins daily because information of importance may be placed there. **Before posting signs and posters, students must obtain permission from proper sources.** Permission to place notices and signs in residence halls is obtained from the Director of Campus Life or the Resident Directors.

Permission to place notices in the Student Union and other campus buildings is obtained from the Director of Campus Life or Coordinator of Student Involvement. **Signs may not be put on walls, doors, windows, or trees. Notices and signs not properly posted will be removed.**

Bennett College

Code of Student Conduct

Student Conduct

By enrolling in Bennett College, a student signifies her willingness and agreement to live in accordance with the following minimal ethical standards:

- Each student shall be honest in all behavior and conduct with the College. Any form of cheating, plagiarism, falsification of records, or the deliberate giving of false information to College officials is a breach of the ethical standards of the College.
- Each student shall respect the personal rights, safety, and health of others. There will be no emotional, verbal or physical abuse of any individual at Bennett College. No student shall disrupt or disturb the study of others, nor should there be any disruption of College activities.
- Each student shall respect personal property. No student shall damage or misuse the property belonging to others, and there will be no damage or misuse of College property or facilities.
- Each student shall obey and honor specific standards of the College. Each student shall refrain from the possession, use, or distribution of any form of alcoholic beverage and/or controlled drug or substance while on the property of the College.
- Each student shall respond to administrative or faculty directives.
- Each student shall satisfy her financial obligation to the College.

Violations of ethical standards found to be Code of Student Conduct infractions may result in disciplinary action. Such action may take the form of any of a series of sanctions, including, but not limited to, reprimand, probation, or in more extreme cases, suspension or expulsion from the College. Suspension or any disciplinary action short of expulsion is not considered punishment, but part of the educational process. A student may be suspended for an indefinite period of time, depending upon the offense. Expulsion is permanent.

The Director of Campus Life, in its functional role of Student Conduct Office, serves to promote a safe and secure learning community of civility and integrity, while treating each student with dignity and respect.

<u>Goals of the Student Conduct Process</u>

1. To hold students accountable for their behaviors with fairness and dignity to all involved parties.
2. To protect the welfare of the Bennett College community and its constituents.
3. To educate students about the expectations Bennett College has regarding the standards of behavior all students are to maintain.
4. To instruct, educate, and advise students to cease offending behaviors and obtain assurances that these behaviors will not be repeated.
5. To provide developmental learning experiences that give students the opportunity for insight and reflection about why they are at Bennett College and how to best accomplish their educational and personal goals.
6. To educate students about what it means to be a part of a community and to strive to cultivate an atmosphere of respect and understanding among the diverse sisterhood of the Bennett College Community.
7. To fairly, effectively, and efficiently administer the Code of Student Conduct.

BENNETT COLLEGE CODE OF STUDENT CONDUCT

1) General Provisions

   a) Introduction. This Code seeks to apply the principle of responsible freedom as it guides the conduct of Bennett College students. Responsible freedom is exercised when actions are directed by ethical standards. Moreover, the Code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible.

      (1) Scope. Bennett College jurisdiction regarding student conduct is generally limited to conduct of any Bennett College student that occurs on Bennett College premises. In addition, the College reserves the right to impose discipline based on any student conduct, regardless of location, when that conduct may adversely affect the College community or its constituent programs. The College further reserves the right to restrict contact with specified individuals when facts and circumstances dictate

such action. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by Bennett College. This Code of Student Conduct applies to student conduct and will not be used to impose discipline for the lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in the Student Handbook.

b) The processes for adjudicating violations of local, state and federal law and violations of the Code of Student Conduct are separate and may be pursued independently and/or simultaneously.

c) Authority.

i) Authority for student discipline ultimately rests with the Board of Trustees, then delegated to the President, who delegates this authority to the Vice President for Student Affairs (hereinafter "Vice President") or designee for potential non-academic violations. The Vice President delegates this authority to the Director of Campus Life. Under the direction of the Vice President, the responsibility for implementing the student conduct system rests with the Director of Campus Life, the resident directors, and appropriate Campus Life staff. The Vice President (or designee), Director of Campus Life, or resident directors may take direct jurisdiction of any case due to the inability or disqualification of the appointed hearing officer to serve, or when it is determined by the immediate circumstances that taking direct jurisdiction is in the best interest of the College. The Vice President (or designee) has the authority to designate individuals as hearing or appellate officers, as defined in Section 3) c) iv) when appropriate.

ii) The Vice President (or designee) also has the authority to notify the person listed as a student's emergency contact (or other appropriate person) in case of an emergency involving that student.

iii) All hearing bodies have the authority to consult with other appropriate College officials in order to resolve a Code of Student Conduct case effectively.

iv) Decisions of the Student Conduct Board(s) are considered recommendations to the Director of Campus Life (See *1) d) vii.* below).

v) Decisions of administrative hearing panels are recommendations to the Director of Campus Life, or the designee of the Vice President of Student Affairs or Provost (See *1) d) vii.* below).

vi) All recommended student conduct decisions must be approved in writing by the appropriate authority (or designee) and only then will be communicated to the student (see *1) d) iii.-vi.* above). The appropriate authority may adopt or amend the recommended decision, or order a new hearing. Prior to amending or ordering a new hearing, the authority will confer with the appropriate hearing body. Upon approval, the recommended decision becomes a first-level student conduct action.

vii) Decisions of all other hearing bodies constitute first-level student conduct actions.

viii) If a first-level student conduct action is not appealed as provided herein, that decision becomes final agency action.

ix) Appellate officers are listed in *Section 4), Appeals*. Appellate decisions are considered recommendations to the Vice President and Provost and become final agency action upon approval by the Vice President and Provost (or designee).

d) Definitions.

i) Advisor. The term "advisor" means any one person chosen by the charged student, complainant, or any witness to assist throughout the student conduct process, unless service in this capacity would unreasonably conflict with the fair administration of the student conduct process as determined by the Director of Campus Life (or designee).

ii) Charged Student. The term "charged student" means any student who has been formally charged with an alleged violation of the Code of Student Conduct.

iii) Class day. The term "class day" means any day that either classes or final exams are scheduled.

iv) Hearing. The term "hearing" means an informal or formal proceeding, conducted by a hearing body in accordance with the Code of Student Conduct, at which determinations of responsibility and non-responsibility are made and sanctions imposed.

v) Hearing Body. The term "hearing body" means any person or persons authorized by the Vice President of Student Affairs or Director of Campus Life or as provided for in this Code of Student Conduct to conduct hearings to make recommended findings regarding whether a student has violated the Code of Student Conduct and to recommend sanctions.

vi) On-Campus. The term "on-campus" means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets, sidewalks, and parking lots. See also subsection xi), "College," below.

vii) Policy. The term "policy" means the written statements of the College as found in, but not limited to, the Code of Student Conduct, the General Bulletin, the Online Student Policy Handbook, the Directory of Classes, the Guide to Residence Living and other written requirements of departments, organizations, and clubs. All College policies must have prior approval of the Board of Trustees.

viii) Preponderance of the Evidence. "Preponderance of the evidence" means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This standard shall be used in adjudicating all student conduct cases within this Code of Student Conduct.

ix) Reasonable person standard. The "reasonable person standard" is a concept that utilizes the hypothetical person, referred to as the reasonable/prudent individual, who exercises care, skill, and judgment in conduct that society requires of its members for the protection of their own and of others' interests, as a standard measure of interaction within a relevant community. The "reasonable person" is not an average person or a typical person. Instead, the "reasonable person" is a composite of a relevant community's judgment as to how a typical member of said community should behave in situations that might pose a threat of harm (through action or inaction) to the public. The standard also holds that each person owes a duty to behave as a reasonable person would under the same or similar circumstances.

x) Student. The term "student" means any person who is admitted to and enrolled in any credit-bearing course or program in any school or division of Bennett College, any person who is admitted to the College and is present on campus for the purpose of being enrolled in any College course or program, including Orientation, or any person who has been enrolled in any credit-bearing course or program at the College and continues to be associated with the College, because the student has not completed the course or program in which the student was enrolled. In cases of dual enrollment, jurisdiction over a student's conduct will be determined in consultation with appropriate officials at the student's other institution.

xi) Student Advocate. The term "Student Advocate" means any person provided by the Director of Campus Life, either through formal appointment or informal referral, to serve as a resource and advisor to the charged student.

xii) College. The terms "College" and "College properties" mean Bennett College, including the main campus, all property leased, used or controlled by the College, facilities and College consortia locations. The Code of Student Conduct applies to the College as defined herein. Non-substantive procedural modifications that reflect the particular circumstances of each campus are permitted.

xiii) College Community. The term "College community" includes any person who is a student, faculty member, College official, visitor, contractor, volunteer, representative of the College, or any other person employed or contracted by the College.

xiv) College Official. The term "College official" means any person employed or appointed by the College to perform assigned teaching, research, administrative, professional or other responsibilities.

2) Violations. The following violations, or the aiding, abetting, conspiring, soliciting, or inciting of, or attempting to commit these violations, constitute violations of the Code of Student Conduct:

a) Sexual Misconduct.

i) Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent. Consent is defined as the willing and clear participation in the sexual act. Consent is not freely given if no clear verbal consent is given; if the individual is not able to give consent or if perceived consent is achieved through force, threat of force, or coercion. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent is not the lack of resistance; there is no duty

to fight in order to indicate lack of consent. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions. Inability to give consent includes but is not limited to situations where the individual is:

(1) under the influence of alcohol, drugs or other substances (including but not limited to prescribed medications);

(2) unconscious, asleep, ill or in shock;

(3) under the age of eighteen and therefore legally incapable of giving consent; or

(4) known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to give consent.

ii) Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.

iii) Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based behaviors, actions or comments.

b) Endangerment.

i) Physical violence towards another person or group.

ii) Action(s) that endanger the health, safety, or well-being of another person or group.

iii) Interference with the freedom of another person to move about in a lawful manner.

c) Harassment.

i) Conduct, not of a sexual nature, which creates an intimidating, hostile, or offensive environment for another person.

ii) Action(s) or statement(s) that threaten, harm, or intimidate another.

iii) Acts that invade the privacy of another person.

iv) Bullying behavior, defined as: the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment, or destruction of property.

v) Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.

d) Hazing. Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing. Hazing includes, but is not limited to:

i) Unreasonable interference with a student's academic performance.

ii) Forced or coerced consumption of food, alcohol, drugs, or any other substance.

iii) Forced or coerced wearing of apparel which is conspicuous and/or inappropriate.

iv) Forced or coerced exclusion from social contact.

v) Branding.

vi) Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep).

vii) Deprivation of food.

viii) Beating, whipping, or paddling in any form.

ix) Line-ups and berating.

x) Physical and/or psychological shocks.

xi) Personal servitude.

xii) Kidnapping or abandonment.

xiii) Unreasonable exposure to the weather.

xiv) Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation or humiliation.

xv) Expectation of participation in activities that are unlawful, lewd or in violation of College policy.

Please refer to the Bennett College Hazing Policy and Section 1006.63, North Carolina Statutes, for more details.

e) Retaliation for Reporting Hazing. Retaliating against any individual who reported a hazing violation or suspected hazing violation to College or law enforcement officials.

f) Weapons.

i) On-campus possession or use of firearms, antique firearms, explosives, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, tasers, metallic knuckles, archery equipment, swords, sword canes, ornamental or decorative swords/daggers/knives, or any dangerous chemical or biological agent. Note: This section does not apply to any law enforcement officer who is a student or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations of the United States Government.

ii) Off-campus, unlawful or unauthorized possession or use of firearms, explosives, or other weapons or dangerous articles or substances.

g) Fire and Safety.

i) Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.

ii) Unlawful possession, or removal of, damage to, or tampering with fire safety or other emergency warning equipment.

iii) Failure to evacuate a College building or facility within a reasonable amount of time after a fire alarm is sounded.

iv) Arson, or the setting of any unauthorized fire in or on College property

h) Alcohol, Controlled Substances, and Illegal Drugs.

i) Unlawful possession or use of controlled substances, including prescription medicine belonging to another individual.

ii) Possession or use of illegal drugs

iii) Purchase, distribution, delivery, or sale of illegal drugs or controlled substances.

iv) Possession or use of drug paraphernalia.

v) Possession or consumption of alcohol on campus.

vi) Possession or consumption of alcohol when under the age of 21 as specified by the State of North Carolina.

vii) Providing alcoholic beverages to an individual who is under the age of 21 as specified by the State of North Carolina.

viii) Driving while under the influence of alcohol or any controlled substances or illegal drugs.

ix) Intoxicated behavior.

x) Open house party. An open house party is defined as an event at a residence where hosts, owners, or others in control of the event fail to take reasonable steps to ensure legal compliance, reduce the risk of harm, and ensure the safety of guests (including, but not limited to, removing those in violation or requesting law enforcement to assist) if alcoholic beverages are known to have been consumed at the residence by person/s under the age of 21 and/or illegal drugs or controlled substances are unlawfully possessed, distributed or used.

i) Disruption.

i) Failure to comply with a lawful order of a College official or any non-College law enforcement official.

ii) Providing false information to a College official or to a non-College law enforcement official, including student conduct hearing bodies.

iii) Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College or the rights of other members of the College community. This includes acts that occur both inside and outside of the classroom setting and may involve use of electronic or cellular equipment. This also includes behavior off campus during a College sanctioned event or activity or an event where the student serves as a representative of the College (including, but not limited to an organizational leadership role).

iv) Commercial solicitation on campus without prior approval from College officials.

v) Acts that disrupt the College student conduct process including attempting to coerce or influence a person regarding their participation in any student conduct proceeding.

j) Failure to provide at request of College official, misrepresentation or misuse of identity or identification.

i) Permits another person to use his or her identification.

ii) Inappropriate use of another person's identification.

iii) Impersonation, or misrepresenting the authority to act on behalf of another or the College.

iv) Forgery, alteration, or misuse of identification, documents, records, keys, or access codes.

v) Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.

k) Property.

i) Damage or destruction of public or private property.

ii) Theft - without authorization removes or uses the property or services of another person or of the College, with the intent to permanently deprive the person or College of the property.

iii) Misappropriation – without authorization temporarily removes or uses the property or services of another person or the College, but without the intent to permanently deprive the person or the College of the property.

iv) Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen.

v) Enters or uses the property or facilities of the College or of another person without the proper consent or authorization.

l) Computers.

i) Unauthorized access or entry into a computer, computer system, network, software, or data.

ii) Unauthorized alteration of computer equipment, software, network, or data.

iii) Unauthorized downloading, copying, or distribution of computer software or data.

iv) Any other act that violates North Carolina law or the Bennett College policies for use of campus computer and network resources.

m) Recording of Images without Consent. Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person's consent and when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The sharing and/or distributing of such unauthorized records by any means is also prohibited.

n) Recording of Oral Communications without Consent. Acquires, by listening or by recording using any device, any wire, oral, or electronic communication, when such communication is uttered by a person exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation (i.e., in a situation in which the person has a reasonable expectation of privacy), and the person has not given consent to the acquisition or recording of the communication.)

o) Gambling. Engages in or offers games of chance for money or other gain in violation of the laws of the State of North Carolina.

p) Other Violations.

i) Violation of Federal or State law or local ordinance.

ii) Aids, abets, conspires, solicits, incites, or attempts to commit, any other violation of Federal law, State law, or local ordinance.

iii) Violation of any other College regulation or policy as described in the BENNETT COLLEGE General Bulletin, Student Handbook, College Housing contract, The Guide to Residence Living, other Campus Life publications, the BENNETT COLLEGE Online Student Policy Handbook, the official BENNETT COLLEGE website, Student Activities and Organizational Policies (Student Organizational Manual or other College policies and Student Organization Advisor's Manual), or other College policies directly related to departments, organizations or clubs.

iv) Violation of the Academic Honor Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Honor Policy. Refer to the Academic Honor Policy for violations and descriptions.

3) Conduct Hearings

a) Students' Rights.

i) Notice: Charged students will be given written notice of the Code of Student Conduct charge(s) and the allegations upon which the charge(s) is/are based.

ii) Hearing: Students will be given an opportunity to present information, including witness testimony and/or statements, during a fair and impartial hearing. (A more complete description of the procedures utilized to implement these rights is found in *Section (h), Procedures*.)

b) Complainants' Rights. The College provides the following rights to the complainant. The cases to which these rights may apply include but are not limited to sexual misconduct, endangerment, harassment, stalking and hazing. The College shall provide notice to the complainant of these rights at least five (5) class days prior to a student conduct hearing. Complainants must notify the Director of Campus Life or Residence Life hearing officer at least two (2) class days prior to the scheduled hearing, if they wish to exercise any of the following rights listed in this section:

i) To have her unrelated past behavior excluded from the hearing. The hearing body will decide if such information is unrelated. The past sexual history of the complainant is not relevant, unless deemed essential by the hearing body to protect fundamental due process.

ii) To attend an information session, during which time the complainant can view all materials related to the case and receive instruction regarding the disciplinary process and the charged student's and complainant's rights.

iii) To have an advisor accompany the complainant when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.

iv) To present evidence including presenting witnesses and/or signed written statements, as well as other relevant reports and documentary evidence.

v) To question the charged student and witnesses during the hearing. Questions to the charged student will first be posed to the hearing body, and depending on the case, the hearing body will pose the questions to the charged student.

vi) To submit an impact statement to the Director of Campus Life. This information will be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the charge(s). The charged student may request to view the impact statement. The request will be considered by the Director of Campus Life or Campus Life in consultation with the complainant.

vii) To request to testify in a separate room from the charged student so long as the process does not unduly compromise the charged student's fundamental due process right to question the witness.

viii) To request to be present throughout the entire hearing, or portions thereof. This option will be considered by the hearing body, and its decision shall be final and not subject to appeal.

ix) To be simultaneously notified of the status and outcome of the Code of Student Conduct process at the first hearing level and final outcome to the extent that the outcome directly relates to the complainant and the notification does not violate the privacy rights of the charged student.

x) To appeal any first-level decision, provided that one or more of the reasons for appeal listed in *Section 4) c)* is relevant to the case. On appeal, the burden of proof rests with the complainant to show clearly that an error substantially affecting the outcome of the proceedings, or constituting a fundamental due process right of the complainant, has occurred during the first level hearing process. The appellate body varies depending on the initial hearing body and is outlined in Section 4), Appeals. All appellate decisions are considered recommended decisions to the Vice President (or designee).

c) Procedures. The Director of Campus Life is charged with implementing the Code of Student Conduct in ways that are congruent with the Bennett College philosophy and ethical standards and with all applicable laws and regulations. The procedures implemented by this office will be consistent with all appropriate due process rights accorded to students in College Code of Student Conduct proceedings.

i) Charges. A review for possible charges may be initiated in the following ways:

(a) Providing a signed statement to the Director of Campus Life. For violations that occur in the residence halls, the statement may be submitted to a Residence Hall Director. All information will then be reviewed by an appropriate staff member to determine whether Code of Student Conduct charges will be filed or if alternative action, including mediation, is appropriate. When practicable, reports should be submitted by the Director of Campus Life to either Public Safety or the appropriate administrator in a timely manner.

(b) Filing a report with BENNETT COLLEGE Public Safety or requesting that a report from another law enforcement agency be sent to the BENNETT COLLEGE Public Safety Office. All such reports that indicate a potential Code of Student Conduct violation will be forwarded by BENNETT COLLEGE Public Safety to the Director of Campus Life in a timely manner.

(c) Formal Code of Student Conduct charges may be filed at the completion of all law enforcement investigations or as soon as practicable, even if a law enforcement investigation or criminal proceeding is ongoing.

ii) Notice. The written notice given to any charged student will include the following:

(1) Sufficient detail to prepare a defense (including source of information, alleged violation, and specific Code of Student Conduct charges).

(2) An invitation to attend an information session, during which the student may view all materials related to the case, receive instruction regarding the student conduct process and the student's rights, and confirm the forum in which the case will be heard.

(3) Notice of a formal hearing will occur at least five (5) class days prior to the hearing of the case. Informal hearings will be scheduled at the convenience of the charged student and the hearing body.

(4) Parent(s) of any student under the age of eighteen at the time of the alleged violation may also be notified of pending charges.

(5) The Director of Campus Life may place a conduct hold on the records and registration of any student who fails to address the Code of Student Conduct charges in a timely manner. Any pending conduct matters must be resolved prior to a student's graduation, the release of transcripts, transfer of credits to another institution, or re-enrollment at the College.

(6) The contact information on file with the College Registrar's Office will be used for all student conduct notices sent to the charged student.

iii) Investigation. The Director of Campus Life may investigate or assign a Campus Life staff administrator to investigate a complaint against a student. During the investigation, both the complainant and the charged student will be allowed to do all of the following: bring an advisor (of the student's choosing / See *Section 3) b) iii)*) to any meeting with a hearing officer; meet with the hearing officer and tell the student's story; submit documents and other relevant evidence to the hearing officer; and identify witnesses who may have information relevant to the complaint. Investigations should be completed as promptly as possible under the circumstances.

iv) Hearing Bodies and Authorities. Any specific procedures used by hearing bodies will comply with the requirements of this Code of Student Conduct.

(1) The Director of Campus Life (and designee(s)) may conduct both informal and formal hearings.

(2) A hearing officer designated by the Vice President of Student Affairs may conduct both informal and formal hearings.

(3) The Student Conduct Board may conduct both informal and formal hearings. Panels are composed of five (5) Student Conduct Board members selected by the Director of Campus Life. In times of limited student availability or when conflicts are identified, hearings may proceed with less than five (5), but not less than three (3), Student Conduct Board members.

(4) An Administrative Hearing Panel may conduct formal hearings. Panels are composed of one (1) faculty member, one (1) staff member, both designated by the Vice President of Student Affairs (or designee), and two (2) Student Conduct Board members. In times of limited student availability, panels may proceed with one (1) Student Conduct Board member with approval from the Director of Campus Life and consent of the charged student and complainant (if any).

(5) Residence Life hearing officers (Director, Resident Directors and designees) may conduct both informal and formal hearings regarding cases arising in Residence Life in which the charged student is a resident of Campus Life.

(a) Informal hearings for Residence Life policy violations may be conducted by the Residence Hall Director.

(b) Formal hearings for Residence Life hall violations must follow the standard format for student conduct hearings.

v) Choice of Hearing Type and Hearing Body. Charged students may request both the hearing type and the hearing body to adjudicate their case subject to the restrictions stated in Section c) iii., above. Further restrictions to that choice include:

(1) When it is determined that a case requires a formal record of proceedings, a formal hearing may be chosen by the Vice President of Student Affairs (or designee).

(2) When two or more individual cases stem from the same incident, those cases should typically be heard by the same hearing body. In such cases, the Director of Campus Life (or designee) may either pre-select the hearing type and hearing body or consult with the students involved before making the decision.

(3) The Vice President of Student Affairs or Director of Campus Life (or designee) reserves the right to select the appropriate hearing type and body for other administrative or case-related reasons.

(4) During time periods in which any of the hearing bodies are not officially constituted, the Vice President of Student Affairs or Director of Campus Life (or designee) may select an appropriate alternative as the hearing body.

vi) Types of Hearings. Two distinct types of hearings are provided for by the Code of Student Conduct. Informal hearings are held when cases involve few or no disputed questions of fact and possible sanctions do not include separation from the College. Formal hearings are held when cases involve disputed questions of fact or serious alleged violations of the Code of Student Conduct (i.e., violations that could lead to separation of the charged student from the College).

(1) Formal Hearings will follow the following guidelines:

(a) Require the hearing body to call appropriate witnesses or obtain witness statements, reports, or other information in support of the charges.

(b) Will be held no sooner than five (5) class days after notice is received by the charged student. The student may submit a written request to hold the hearing before the five (5) class days. The request will be considered and acted upon by the Director of Campus Life.

(c) Will be audio recorded. This recording will serve as the official record of the proceedings. See *Section 5) Records* below.

(d) A formal decision letter will be sent to the student within seven (7) class days from the conclusion of the hearing. This time limit may be extended if additional consideration of evidence and deliberation is required. In such a case, the student should be notified of the extension of time to a date certain by the Hearing Officer within seven (7) class days of the conclusion of the hearing.

(e) The following order of presentation is recommended for use in formal hearings. The hearing body may change the order if deemed appropriate, including modifications in accordance with the Code of Student Conduct Statement of Complainant's Rights.

(i) Presentation of formal charges.

(ii) Opening statement by the College, followed by the opening statement of the charged student. Either party may waive the right to provide an opening statement.

(iii) Presentation of evidence and witnesses by the College, followed by questioning of those witnesses by the hearing body and the charged student. Witnesses are then dismissed.

(iv) Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body. Witnesses are then dismissed.

(v) Questions directed to the charged student by the hearing body.

(vi) Closing statement by the College, followed by the closing statement of the charged student. Either party may waive the right to provide a closing statement.

(2) Informal hearings will follow the following guidelines:

(a) The College does not automatically call witnesses to support the charges, although the hearing body may gather any additional information needed, including calling witnesses. The charged student will be informed of any additional information gathered by the hearing body. The charged student may call witnesses and present evidence.

(b) Are scheduled at the convenience of both the charged student and the hearing body.

(c) Brief written decisions (including findings of fact) will serve as records of informal hearings and will be communicated within seven (7) class days of the hearing body's final meeting with the student. This time limit may be extended if additional consideration of evidence and deliberations are required.

vii) Hearing Guidelines. Hearings will follow these guidelines:

(1) All hearings will be fair and impartial and will use a reasonable person standard when assessing whether the information presented constitutes a preponderance of the evidence. A charged student may submit a challenge to the impartiality of any member of a hearing body to the Director of Campus Life or the hearing body. Decisions on challenges shall be final and not subject to appeal.

(2) A charged student will have the opportunity to present evidence on his or her behalf, including presenting witnesses, if available, and/or signed, written statements from witnesses, and other documentary evidence. Witness testimony is not required and the inability of the charged student to question a witness who has provided a written statement is not a violation of the due process rights of the charged student, as the charged student has the opportunity to review and respond to the written statement and may offer evidence to rebut the witness statement and other evidence presented at the hearing. Witness statements are entitled to be given the same weight by the hearing body as live witness testimony. Witness statements need not be sworn or in affidavit form, but must be confirmed as authentic by the hearing officer.

(3) The charged student, complainant, and any witnesses may be accompanied during the hearing by an advisor. Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student unless expressly authorized to do so by the hearing body. The charged student, complainant, and any witnesses shall provide the advisor's name in writing to the Director of Campus Life two (2) class days prior to the hearing. The advisor may not serve as a witness.

(4) A student may choose not to answer any and all questions posed by a hearing body.

(5) The burden of proof at a first-level hearing always rests with the College. The standard of proof will be the preponderance of the evidence, meaning that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.

(6) The legal rules of evidence do not apply to Code of Student Conduct proceedings.

(7) Witnesses.

(a) Appropriate witnesses will be called by the College to all formal hearings (See *3) c) v)* above for a description of "formal" versus "informal" hearings). Those witnesses who appear may be cross-examined by the charged student. If called witnesses do not appear, their written or taped statements may be considered by the hearing body. In some cases, student witnesses who fail to appear may be charged with a violation of the Code of Student Conduct.

(b) Appropriate witnesses may also be called by the charged student to all hearings, provided they are reasonably available and do not disrupt or delay the hearing. In the event a witness is not reasonably available or the witness's presence may disrupt the hearing, a written statement from the witness may be substituted. Witness statements need not be sworn or in affidavit form.

(8) Hearings may be held in the charged student's absence if the charged student fails to appear after proper notice or fails to cooperate in the Code of Student Conduct process.

(9) Prior records of student conduct action and witness/complainant impact statements are considered by the hearing body only in the sanctioning phase of deliberations.

(10) The hearing body's determination of "responsible" or "not responsible" will be based solely on the information presented at the hearing. However, when additional information that affects this determination is gathered outside the hearing, it may be used provided it is shared with the charged student and the student has an opportunity to respond to the information. In cases involving multiple

students charged, information provided at one hearing may be used as evidence in the related case(s).

(11) To request the cancellation of a previously scheduled formal hearing, the charged student must submit a written statement to the Director of Campus Life five (5) class days prior to the hearing date. At the discretion of the Director of Campus Life (or designee), the hearing may be rescheduled or conducted in the charged student's absence.

(12) All first-level recommended decisions will be communicated in writing to the charged student and will include the findings of fact, determination of responsibility, sanctions (if applicable), and notice of appellate rights.

viii) Sanctions. In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual student found to have violated the Code of Student Conduct. Certain sanctions may result in a financial cost to the student. If a student does not complete a sanction by the required deadline, a hold may be placed on the student's record. Decisions regarding falsification of admission, readmission, or other non-academic information may be forwarded to the appropriate office for review of the application and appropriate action regarding admission.

(1) Reprimand (written or verbal).

(2) Service Hours - Completion of tasks under the supervision of a College department or outside agency.

(3) Educational Activities - Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.

(4) Counseling Assessment - Referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.

(5) Restitution - Only in cases involving College property. Restitution must be submitted to the appropriate College department in a manner that is approved by that College department.

(6) Conduct Probation - A period of time during which any further violations of the Code of Student Conduct may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to

(a) limited participation in College or student activities

(b) limited representation of the College on athletic teams or in other leadership positions

(c) limited entrance into College residence halls or other areas of campus, or

(d) limited contact with specified individual(s).

(7) Disciplinary Probation - A period of time during which any further violation of the Code of Student Conduct puts the student's status with the College in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion from the College. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to

(a) limited participation in College or student activities

(b) limited representation of the College on athletic teams or in other leadership positions

(c) limited entrance into College residence halls or other areas of campus, or

(d) limited contact with specified individual(s).

(8) Change in campus residence hall assignment.

(9) Removal (either temporary or permanent) from the campus residence halls. Removal is the maximum sanction for residence hall policy violations, however, more severe sanctions may be imposed for concurrent Code of Student Conduct violations.

(10) Restricted contact with specified individual(s).

(11) Suspension - Separation from the College for a specified period, not to exceed two (2) years after the effective date of the suspension. This may include restricted access to campus and/or other specified activities.

(12) Dismissal - Separation from the College for at least two years and up to seven years. This may include restricted access to campus and/or other specified activities. Readmission is possible, but not guaranteed, and will only be considered when the full period of time sanctioned, after the effective date of the dismissal, has expired. The previously dismissed student must first obtain approval to begin the readmission process from the Vice President of Student Affairs or designee. Once approval is granted, she must then meet all readmission criteria.

(13) Expulsion - Separation from the College without the possibility of readmission. This may include restricted access to campus and/or other College-sponsored activities.

(14) Withholding of diplomas, transcripts, or other records.

(15) Transcript Notations - a written notation indicating that student conduct action was taken. This sanction may be applied only in cases in which the student has been permanently separated (i.e., expelled) from the College.

(16) Interim Disciplinary Action. Based upon a student's alleged behavior, the Vice President of Student Affairs (or their designee(s)), may impose an interim disciplinary action prior to the initiation of formal charges under the Code of Student Conduct or to a student's hearing on the facts of the case.

(a) When the student's actions/behaviors affect the safety, health, or general welfare of a student and/or the College community, an interim disciplinary action may also include prohibiting the student from being on College property, attending classes, attending programs and activities, and using College facilities.

(b) The interim disciplinary action may include notification of appropriate faculty and staff, and restrictions may include but are not limited to

(i) suspension

(ii) limited class attendance

(iii) limited use of College facilities

(iv) limited participation in College or student activities

(v) representing of the College on athletic teams or in other leadership positions

(vi) limited entrance into College residence halls or other areas controlled, leased or used by the College, or

(vii) limited contact with specific individual(s).

(c) A student will receive written notification of any interim disciplinary action.

(d) The College or the student may request a meeting to discuss the restrictions imposed by the interim disciplinary action. The student's request must be in writing to the Vice President of Student Affairs or designee.

(e) If a meeting is requested on the interim disciplinary action, a meeting will be scheduled within three (3) class days of the receipt of a written request. The Vice President of Student Affairs (or designee) will conduct the meeting. The student will be notified of the outcome of the meeting in writing. The written notification of the outcome is final as to the interim disciplinary action, pending the final results of the Code of Student Conduct process.

4) Appeals. An appeal may be requested on any first-level decision, provided that one or more of the reasons for appeal listed in *Section 3) d) viii)* is relevant to the case. On appeal, the burden of proof rests with the student to show clearly that a fundamental due process error that would substantially impact the outcome of the hearing has occurred during the first level hearing process. The appellate body varies depending on the initial hearing body and is outlined below. All appellate decisions are considered recommended decisions to the Vice President (or designee).

a) Right to Appeal.

   i) In the event that an incident involves a complainant (including but not limited cases involving allegations of sexual misconduct, endangerment, harassment, stalking and hazing), both the charged student and the complainant have the right to appeal the first-level decision. In the event that both parties submit an appeal request within the stated timeframe (see *(b)1.* below), one appellate officer will be assigned and one appeal hearing will be conducted (see *(a)* below). Both parties will be provided the opportunity to attend the appeal hearing and the appeal decision outcome will be communicated to both parties.

   ii) If the charged student appeals, the complainant will be notified of the appeal, will be provided the opportunity to attend the appeal hearing and will be notified of the appeal outcome.

   iii) If the complainant appeals, the charged student will be notified of the appeal, will be provided the opportunity to attend the appeal hearing and will be notified of the appeal outcome.

b) Appellate Officers.

   i) Recommended decisions of Residence Life hearing officers may be appealed to the Director of Campus Life (or designee).

   ii) Recommended decisions of the Student Conduct Board may be appealed to the Vice President of Student Affairs (or designee).

   iii) Recommended decisions of Administrative Hearing Panels may be appealed to the Vice President of Student Affairs (or designee).

   iv) Recommended decisions of the Director of Campus Life (and designees) may be appealed to the Vice President of Student Affairs (or designee).

   v) Recommended decisions of other hearing officers appointed by the Vice President of Student Affairs may be appealed to the Vice President of Student Affairs (or designee, including a panel).

   vi) Recommended decisions of hearing officers appointed by the Director of Campus Life may be appealed to the Director of Campus Life (or designee).

c) Appeal Requests.

   i) A written request shall be submitted to the Director of Campus Life or Residence Life within three (3) class days after the student is notified of the first-level hearing decision.

   ii) The request shall state the reason(s) for appeal (see *d)* below), the supporting facts, and the recommended way to correct the error.

d) Appeals are not opportunities for full rehearings of cases already decided. Appeal considerations are limited to:

   i) due process errors involving violations of a charged student's fundamental due process rights (see *Section (1)(f)*) or a complainant's rights (see *Section (1)(h)*) that substantially affected the outcome of the initial hearing.

   ii) demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.

   iii) newly discovered, relevant information that was not reasonably available at the time of the original hearing and that would have substantially affected the outcome of the original hearing.

   iv) a sanction that is extraordinarily disproportionate to the violation committed.

v) the preponderance of the evidence presented at the hearing does not support the finding with regard to responsibility. Appeals based on this consideration will be limited solely to a review of the record of the first-level hearing, except newly discovered evidence under *Section d) iii*) above may also be considered.

e) Appellate Review.

i) Will involve an initial file review by the appellate officer. The appellate officer may make a determination based solely on this review. The outcome of the file review may become the official decision (see *Section (f)* below regarding appellate decisions).

ii) If the appellate officer determines a need for additional information, that officer may request written materials and/or an appeal hearing with the charged student and/or complainant (see *Sections iii-vii* below).

iii) If deemed necessary, an appeal hearing will be scheduled within ten (10) class days of receiving the written request for appeal.

iv) If deemed necessary, an appeal hearing will involve hearing the charged student and/or complainant and any witnesses called by the student and/or complainant; the appellate officer may determine whether there is a need to call any further witnesses or gather additional information.

v) An appeal hearing will be audio recorded; this recording will serve as the official record of the hearing.

vi) The charged student and/or complainant will be afforded the opportunity to bring an advisor to the appellate hearing.

vii) All hearings will be fair and impartial.

viii) If the charged student and/or complainant fails to appear at the scheduled appeal hearing after proper notice or otherwise fails to cooperate with the Code of Student Conduct process, the hearing may still be held in their absence.

f) Appellate Recommendations and Decisions.

i) The appellate officer may recommend to affirm, modify or reverse the first-level hearing decision, or order that a new hearing be held. The appellate officer may not modify or reverse a finding of "not responsible," but, may recommend that the finding be set aside and a new hearing be held.

ii) All appellate recommendations are transmitted to the Vice President (or designee). The Vice President has the right to affirm, modify, or reverse the recommendation, or to order a new hearing.

iii) The final decision is communicated in writing within ten (10) class days of an appellate decision. This time period may be extended if necessary for consideration of the record on appeal.

iv) Once approved by the Vice President (or designee), appellate recommendations become final agency action.

v) Except in the case of an interim disciplinary action pursuant to *Section 3) c) vii) (16)*, the charged student's status will remain unchanged until the appellate process is final.

5) Records.

a) Records of all student conduct cases will be maintained in the Director of Campus Life. Records which result in a finding of not responsible or result in suspension or a less severe sanction shall be destroyed in compliance with North Carolina Public Records law. Dismissal records shall be permanently retained as official records, unless the student is readmitted and successfully completes a degree, at which point the record should be removed five years beyond the date of readmission. Expulsion records shall not be removed from the official files under any circumstances. Any records kept beyond these limits for statistical purposes will not be considered or released as official student conduct records.

b) The release of student conduct records will be governed by applicable federal and state laws regarding the privacy of education records.

c) Recordings of hearings may be reviewed at the Director of Campus Life. The Director of Campus Life may require the reviewer to sign a confidentiality agreement as a condition of the review. Copies of recordings are not available unless all parties and witnesses have provided written confidentiality waivers.

d) Transcripts of recorded hearings will not be prepared by the College. Any person desiring a transcript of a recorded hearing should contact the College's General Counsel, which will arrange for the preparation of the transcript by a court reporting service. The court reporting service will provide the transcript to the College's General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requestor shall bear the cost of the transcript preparation and confidentiality review.

OTHER BENNETT COLLEGE STUDENT POLICY

BENNETT COLLEGE STUDENT GRIEVANCE PROCEDURE

Any student who has an unresolved disagreement or dissatisfaction with a faculty or staff member, another student, student group or administrator has the right to file a written complaint without prejudicing her status with the College.

Definitions

Complaint*: A complaint involves a concern, problem or issue other than a disciplinary measure. Appeals are made through established procedures. Complaints may be academic or nonacademic.

**The appropriate response to a disciplinary measure which is deemed unfair or excessive, or dissatisfaction with a grade, or progression, probation, or dismissal from a program, is an appeal, not a complaint.*

• Academic Complaint: An academic complaint may be brought by a student regarding the provision of education and academic services affecting her role as a student. Academic grievances can include but are not limited to the following types of allegations: discriminatory action toward students within the classroom by a faculty member, e.g., by singling out specific students for either preferential or adverse treatment; failure of a faculty member to follow policies in the conduct of classes or examinations; or capricious or unreasonable arbitrary actions by a faculty member that adversely affects student performance.

• Nonacademic Complaint: A nonacademic complaint may be brought by a student regarding a disagreement or unresolved dissatisfaction with a faculty or staff member, another student, student group or administrator. Nonacademic grievances can include but are not limited to the following types of allegations: issues regarding discrimination or an alleged infringement upon the rights or sensibilities of an individual by a College employee, student or student organization.

Procedure

The student is encouraged to attempt to resolve all grievances at the lowest possible level. When the student feels comfortable doing so, she may first attempt to resolve the issue by approaching the person(s) whose decision or action is being contested to resolve the issue, or she may report by written complaint to the appropriate dean or supervisor. A complaint must be based on a claimed violation of a rule or policy that has not been resolved through ordinary processes. Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation. A complaint should normally be filed within 10 working days of the incident or incidents. NOTE: This policy does not limit the College's right to change rules, policies or practices. The student should put her grievance in writing according to the following guidelines:

- What is the grievance? Identify it.
- What are the grounds for the grievance? Explain the basic justification for it based on a claimed violation of a College rule or policy.

- How would you like to see it resolved? What do you want done?

For academic grievances (other than disability or gender-based misconduct) the student will submit the complaint in writing to the Provost. The Office of the Provost will ensure that the complaint receives a timely response. The student may appeal the response in writing to the Office of the President within 10 days. The results of complaints appealed to this level are final and may not be further appealed. The Office of the Provost will keep on file a record of each complaint, its nature and resolution.

For non-academic grievances (other than disability or gender-based misconduct), the student will submit the complaints in writing to the Associate Vice President of Student Affairs (AVPSA). The AVPSA will ensure that the complaint receives a timely response. A record of each complaint, its nature, and resolution, will be forwarded to the Office of the Provost. Students should also see the online Student Handbook.

Disability Discrimination: Any student who believes that an employee has discriminated against her due to a disability should file a grievance with the Manager of Student Disability Services within 10 days from the date of the alleged incident. For the complete process and policy information see the Student Disability Services policy.

Gender-based misconduct: Any student who feels that she has been a victim of gender-based discrimination, violence, or other misconduct should submit a written complaint to the Title IX Coordinator or to Campus Safety. The complaint is subject to EOP 12.01: Title IX General Policy and/or STAF 11.02: Sexual & Relationship Misconduct.

Students who wish to file a formal complaint regarding an individual, group of individuals or department should follow the procedure outlined below. Student Complaint Forms are available under the Student Affairs tab in Bellenet. Non-academic issues include, but are not limited to, student disputes, sexual harassment, discrimination, student services, records and confidentiality, policy violations and general grievances.

Once the proper documentation is received, the Associate Vice President of Student Affairs will review the information. The staff member reviewing the form will determine if additional information is needed to pursue the complaint.

2. The written complaint must be signed by the student and filed with the Office of Student Affairs as close to the actual incident as possible, usually within three (3) days. Complaints not filed in a reasonable amount of time will be considered on a case-by-case basis.
3. Complaints will be assigned to an administrator for resolution. Involved parties will have an opportunity to provide additional information in an effort to address the matter.
4. Written determination as to the validity of the complaint and a description of the resolution (if appropriate) will be prepared by the Office with a copy forwarded to the complainant.
5. In some cases, an investigation may be necessary and conducted by the Office of Student Affairs. The investigation is usually conducted within thirty (30) days of the date that the written complaint is filed.

Complaints regarding student services, non-academic departments, and other grievances will generally be forwarded to the appropriate office or administrator for resolution. The Office of Student Affairs will forward the information and maintain copies of all pertinent information related to the complaint in the office.

POLICY ON SEXUAL HARASSMENT

It is the policy of Bennett College that employees and students regardless of race, color, religion, sex, disability or national origin, be free from sexual harassment.

Sexual harassment is defined as any unsolicited and unwelcomed verbal, or non-verbal expression, and/or physical behavior of a sexual nature, made explicitly or implicitly to an employee or a student. Sexual harassment includes, but is not limited to the following:

- Submission to or rejection of behavior by an individual that is used to make academic, employment or other institutional decisions affecting that individual.

- Behavior that interferes with an individual's work performance, academic activities, student activities, or creates an intimidating, hostile, demeaning, or offensive working and/or educational environment.
- Behavior that suggests disgust or disdain for a different life style or different cultural values.

Disciplinary action will be taken against individuals found by the College to have committed an act of sexual harassment. In other instances, the adjudicating body shall determine whether or not the student or faculty/staff member has violated the Bennett Code of Conduct and/or other community standards. If a violation is found, appropriate action will be taken.

POLICY ON FRATERNIZATION

The expectation of the College is that there will be no questionable personal relationships between faculty, staff, and/or students except in the case of those acknowledged by law (e.g. marriage). Such relationships between faculty/staff and students are considered unprofessional conduct and may be grounds for termination of employment for the faculty/staff person involved.

BENNETT COLLEGE SUBSTANCE ABUSE
POLICY STATEMENT – GOVERNING STUDENTS

It is the policy of Bennett College that a drug-free educational and work environment be maintained. The College therefore prohibits the manufacture, sale, distribution, possession, or use and misuse of any controlled substance, including alcoholic beverages, as defined in Schedule I through VI of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and further defined by regulation in 21 CFR 1300.11 through 1300.15, or by the North Carolina General Statutes. This policy will govern each student while on any property owned by or under control of the College. In addition, this policy shall apply at any time during which an individual acts in the course and scope of her enrollment with the College.

It is a condition of enrollment at the College, that each individual shall comply with this **POLICY STATEMENT,** and that she will notify the Office of Student Affairs of her convictions of any criminal drug statute no later than five (5) days after such conviction. Violation of this **POLICY STATEMENT** will subject a student to disciplinary action by the College up to and including expulsion. Students may be referred for mandatory evaluation and treatment if substance abuse is suspected.

Each student will sign and receive this **POLICY STATEMENT** during registration along with the Bennett Honor Code.

NO-SMOKING POLICY

It is the goal of the College to protect the public health and environment of its students and employees. This is reflected in objective #1of the Institution's Fourth Strategic Goal which states that the College will "provide and maintain a safe and healthy environment." As an initial step in working toward the attainment of this objective, the College Administration has declared the Bennett College campus a smoke-free workplace. The policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to students, employees and visitors to the College. All students and employees of the College share in the responsibility of adhering to and enforcing this Policy. They also have the responsibility for bringing the policy to the attention of fellow students, employees and visitors.

The College also supports and encourages individual efforts that will support the achievement of this and other College goals and objectives.

Bennett College Anti-Hazing Statement

Bennett College will not tolerate or condone hazing in any form. Any practices, ceremonies, behaviors, or rites of induction which tend to allow mental or physical suffering are prohibited. It shall be a violation for any person to

haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a college organization.

The College defines hazing as any willful act by one (1) student alone or acting with others, directed against any other student(s) that:

- Subjects the student intentionally or unintentionally, on or off campus to indignity, humiliation, mental or physical discomfort, embarrassment, harassment, ridicule, the violation of College rules and regulations, the violations of laws or policies of the parent organization and/or the violation of any local, state or national laws;
- Intimidates the student by threatening or ostracizing her, in public.
- Submits the student to shame or disgrace among fellow students.
- Discourages the student from remaining at Bennett College or causes her to leave rather than to submit to such acts.
- Constitutes a legal assault, by striking, beating, bruising, maiming or any other type of physical violence, which includes threatening to do these acts.

Specifically forbidden hazing activities include, but are not limited to, paddling in any form, nudity at any time, tasks of personal servitude, any work sessions or meetings which interfere with scholastic activities or requirements, loud noises or activities that disturb the neighborhood, temporary or permanent disfigurements or cosmetic changes, calisthenics (push ups, jogging, runs, etc.), activities or actions that require or include theft or other illegal practices, creating excessive fatigue, physical and psychological shocks, publicly wearing apparel that is bizarre and not in good taste, engaging in public stunts, morally degrading or humiliating activities, depriving persons of the opportunity for sufficient sleep, forcing or coercing persons to consume alcohol or unusual substances as unprepared food, blindfold trips, inhumane treatment, walking in line or "Hell Week" activities and any requirement that may cause a student to violate the Bennett Honor Code or the code of Conduct, or any College, state or federal laws. All rites, ceremonies or practices of initiation or orientation into college life or into the life or membership of any college group or organization, should be of an educational, historical, functional and inspirational nature.

Each and every organization has the responsibility for informing its membership, both old and new, of any important college policies including those on hazing. All Bennett College organizations are responsible for the actions of all visiting members, friends, and/or alumnae who will be subject to the same behavior standards and policies as members of the organizations. Hazing is forbidden by the College and anyone suspected of hazing will be investigated and may face disciplinary action and legal action.

North Carolina Hazing Law:

CHAPTER 14. CRIMINAL LAW

SUBCHAPTER 03. OFFENSES AGAINST THE PERSON

ARTICLE 9. HAZING

Go to the North Carolina Code Archive Directory

N.C. Gen. Stat. Â 14-35 (2007)

Â 14-35. Hazing; definition and punishment

It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor.

HISTORY: 1913, c. 169, ss.1,2,3,4; C.S., s. 4217; 1969, c. 1224, s. 1; 1993,, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14(c); s.a.

BENNETT COLLEGE DRESS CODE

In order to fully prepare the women of Bennett for success in their future careers and life endeavors, it is our responsibility to provide an educational experience that develops the whole student. Subject knowledge, character development and appearance enhancement are all key elements of the educational experience that we are committed to provide. To that end, a dress code is appropriate for all students as follows:

1. Clothing must be appropriate, neat, clean and inoffensive. Examples of inappropriate and offensive attire are:

    - Bare midriffs
    - Obscene or profane language and lewd pictures on clothing
    - Symbols of alcoholic beverages, tobacco, drugs or drug paraphernalia on clothing
    - Visible undergarments when wearer is bending, sitting or walking
    - Pajamas worn outside of the residence hall
    - Shower or bedroom shoes worn outside of the residence hall
    - Pant legs dragging or touching the floor
    - Slits that are higher than 3 inches above the knee in skirts and dresses
    - Skirts and shorts that are higher than 3 inches above the knees
    - Hair rollers, pin curls, shower caps and "Doo Rags" outside of the residence hall

2. Bottom wear must be the appropriate size for the wearer, with no sagging or bagging and must be secure around the waist as not to reveal undergarments and tattoos.

3. Professional attire must be worn when on a community service assignment or attending all ACES sessions. Professional attire means young ladies wear a dress, skirt suit (minis not allowed) or pant suit or skirt with a comfortable fitting blouse.

    - Many ACES events require dresses and skirts only, especially convocations
    - Blouses must not be too tight or low cut and pants must fit properly
    - Jeans, capris and khaki pants are not appropriate professional attire
    - Earrings of extraordinary large size are distracting and not recommended for professional attire
    - Visible tattoos and facial piercings may cause you to lose an opportunity

4. You are never fully dressed without a smile.

Society has relaxed its standards, and at times away from BC it may be appropriate to wear some of the items mentioned as "inappropriate" above. However, it should always be remembered that we at BC are a particular people, set apart and striving for excellence. We believe we must be models for those who will come after us. Therefore, we should make every effort to be our best at all times. Practice makes perfect, so we wear professional attire for ACES and other special events. We bathe/shower daily, comb our hair, fix our faces and select appropriate clothing because we may meet someone who can make a change in our lives or just because we want to feel good ("A little powder and a little paint can make us feel like what we ain't"). We must not forget that visitors come on campus daily, males and females, young and old, who will take away an impression of us by what they see us doing. Ours is a fantastic institution and we do not want anyone to get a mistaken view of us.

Here are some specific tips on how to present yourself as a Belle.

Formal Convocations:

- White dresses or skirt suits only; should fit properly
- Tops should not show cleavage, nor should the buttons pull open
- Skirts should not be above the knee; nor should they be so tight

as to limit your ability to maneuver on stairs

- The fabric should not be what might be worn for "after 5" events
- No back out, halter top, spaghetti strap, or see through tops should be worn without a jacket or cover-up
- No pants are permissible at formal convocations
- Black pumps with flesh tone hosiery
- Heels should not be so high as to limit your ability to maneuver safely on stairs
- Closed toe pumps are required when wearing academic regalia.
- Evening shoe wear is generally not appropriate for college daytime events.
- Satchels/large handbags are not appropriate for formal convocations and usually should not be used at evening events. A small evening bag and a small clutch should be staples in your wardrobe to hold your keys, telephone, tissue/handkerchief, make-up and "mad money".

Presentations or Official Activities:

Black dresses, appropriate skirts or pant suits are required when presenting at ACES. To serve as a Marshal the appropriate attire is a black skirt suit or dress, and occasionally at other special events. This is usually for daytime wear; there are other occasions when black evening attire may be needed.

Academic Cultural Enrichment Series (ACES):

Professional attire is required for all ACES programs that are held in the Merner Chapel. On a few occasions, ACES events are held elsewhere (Gym, Coffee House, Pfeiffer Hall, etc.) and the required attire may be different to suit the event.

Professional attire is as stated previously, but with no color restraints. There should be no athletic gear, jeans, capris, khaki pants, flip/flops, Timberland boots, shorts and T-shirts, baseball caps, and sleepwear worn in the Chapel.

If dresses and skirts are not preferred, slacks with shirts or blouses are permitted (except for convocations) with dress shoes (pumps, loafers, oxfords, flats, or sandals).

Off campus visits and official events:

Professional attire is always appropriate for luncheons, interviews and community meetings. Students often have interviews for scholarships, internships and jobs, invitations to dinner at the home of the President, and participation in town meetings, luncheons, dinners and conferences.

Some official uniforms or designated attire may be required by approved organizations.

Title IX
Investigation Procedure

In the event of a Title IX Investigation, the following will occur:

Once a student has reported to the **Title IX Coordinator** of an event that violates **Bennett's Code of Conduct,** the student will then be referred to as the complainant. The complainant will then provide a formal written statement of the allegations. After receiving the formal written statement, if the Title IX Coordinator decides a breach of the Student Code of Conduct has been made, formal action will be taken. Next, the complainant and the respondent (the accused party) will both receive a letter from the Title IX Coordinator notifying them of the following allegations, their rights as students, and information for their conduct hearing. Students must receive this letter **five (5) class days** prior to their conduct hearing. The hearing will take place no sooner than **five (5) class days** after receiving the letter from the Title IX Coordinator. Students have the right to inform the Title IX coordinator **two (2) class days** prior to the hearing of which right the student will be utilizing.

The **Hearing Body** will be selected by the Title IX Coordinator, and will include at least **three (3)** members of faculty and staff. The members of the Hearing Body receive monthly training on components of Title IX and proper judicial procedures. The Hearing Body will follow the guidelines of formal hearings outlined in the Student Code of Conduct.

After the conclusion of the formal hearing, the complainant and respondent must be notified within **seven (7) class days** of the Hearing Body's final decision. **A formal decision letter will be sent to both parties simultaneously.** If the respondent is formally charged by the Hearing Body, sanctions issued will follow those described in the Student Code of Conduct. An appeal must be issued to the Title IX Coordinator within **five (5) class days** of receiving the final outcome letter. The entire adjudication process will be complete within **sixty (60) days,** but could last longer depending on the cooperation of all parties involved.

LEVELS OF SANCTIONS

LEVELS OF VIOLATIONS AND POSSIBLE SANCTIONS

Level I Violations-are those which primarily affect an individual or, if others are involved, are unintentional and non-malicious. Such behaviors are most likely to be addressed in ways not formally connected with the student disciplinary action system. It is possible that these would be considered relatively minor violations of the Code of Conduct. If they occur in the residence halls and it is the first time a student has been involved in such an incident, these behaviors are most likely to result in the student having an administrative conversation with the Residence Director.

The following are Level I violations and possible outcomes for violations:

- Improper disposal of trash
- Guest and visitor procedures
- Pets
- Quiet, courtesy hours, and noise
- Room inspections
- Overnight guests
- Posting procedures
- Unintentional false fire alarm
- Solicitation
- Parking violations
- Attempt at self-injury (dependent on circumstances and determined in conjunction with counseling staff)
- Damage to College property (relatively minor and unintentional)
- Damage to another person's personal property (relatively minor and unintentional)
- Drinking underage

Possible sanctions for Level I violations, include but are not limited to:

- Letter of warning
- Disciplinary counseling
- Educational project
- Monetary fine
- Restitution
- Letters of apology
- Mediation
- Community Service (small number of hours able to be completed in a month)

Level II Violations-include repeated or more serious instances of Level I behaviors. In addition, these behaviors tend to have a greater impact on the community as well as broader implications for the individual resulting in a more significant violation of the Code of Conduct. It is possible that these kinds of cases may be heard by the Residence Director, it is also possible that they may be referred to the Director of Campus Life for action if they occur in the residence halls.

The following are Level II violations and possible outcomes for violations:

- Use/abuse of student ID
- Security violations
- Smoking
- Solicitation and sales on campus
- Technology misuse and/or abuse
- Second Level I violation within a 12 month period
- Violation and conviction of a local, state and/or federal law
- Fighting when the fight is mutual
- Sexual harassment

- Verbally abusing another person
- Engaging in behaviors that target individuals and/or groups in harmful ways based on race/ethnicity, sexual orientation, etc.
- Harassing another person (calls, emails, in person confrontations)
- Lewd behavior
- Tampering with fire equipment
- Providing alcohol to underage students
- Hosting parties of any size with underage drinking
- Marijuana use
- Possession of drug paraphernalia
- Disrupting a College class, event or activity

Possible sanctions for Level II violations include but are not limited to:

- Disciplinary counseling
- Educational project
- Special Assignment
- Monetary fine
- Restitution
- Restrictions (residential, visitation, contact, etc.)
- Residential suspension
- Residential probation
- Disciplinary conduct probation
- Community service (significant number of hours)
- Mediation
- Residential relocation
- Letters of apology

Level III Violations-are more serious violations of the Student Code of Conduct. They include repeated and/or more serious instances. These behaviors are more intentional, malicious and/or have a greater likelihood of causing harm. These cases are more likely to be referred to the Director of Campus Life.

The following are Level III violations and possible outcomes for violations:

- Alcohol/Underage drinking
- Male Visitation
- Electronic copyright infringement
- Disorderly conduct
- Hitting or hurting another person with no physical provocation
- Disorderly intoxication
- Fire safety-minor (candles, halogen lamps/bulbs, coil appliances, incenses)
- Failure to appear before a student conduct officer or hearing board)
- Furnishing false identification and/or information
- Gambling
- Hazing
- Illegal entry/trespassing
- Intimidation
- Keys-duplication and unauthorized possession
- Second Level II violation within a 12 month period
- Sexual misconduct
- Theft, attempted theft, possession of stolen property (under $150.00)
- Third Level I violation within a 12 month period
- Violation committed while on residential or disciplinary probation
- Violation or conviction of local, state, and/or federal law

Possible sanctions for Level III violations, include but are not limited to:

- Educational project
- Monetary fine

- Restitution
- Restricted access
- Residential probation
- Residential dismissal
- Disciplinary probation
- Disciplinary probation with restrictions
- Alcohol/Drug and Anger Management assessment
- Suspension

Level IV Violations- are more serious violations of the Student Code of Conduct. They include repeated and/or more serious instances. These behaviors are more intentional, malicious and/or have a greater likelihood of causing harm. These cases are more likely to be referred to the Director of Campus Life.

The following are Level IV violations and possible outcomes for violations:

- Assault
- Concealed weapons
- Drugs-possession, use, sale and drug paraphernalia
- Failure to comply with a student conduct administrative or hearing board decision
- Failure to comply with College official/Public Safety
- Firecrackers
- Fire safety (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
- Fourth Level I violation in a 12 month period
- Harassment
- Malicious destruction of property
- Second Level III violation within a 12 month period
- Sexual assault and sexual violence
- Theft, attempted theft, possession of stolen property ($150.00) or more
- Third Level II violation within a 12 month period
- Violations committed while on residential or disciplinary probation
- Violation or conviction of local, state, and/or federal law

Possible sanctions for Level IV violations, include but are not limited to:

- Monetary fine
- Restitution
- Restricted access
- Residential probation
- Residential suspension
- Loss of privileges
- Disciplinary probation
- Disciplinary probation with restrictions
- Alcohol/drug/anger management assessment
- Suspension
- Dismissal

Level V Violations- are more serious violations of the Student Code of Conduct. They include repeated and/or more serious instances. These behaviors are more intentional, malicious and/or have a greater likelihood of causing harm. These cases are more likely to be referred to the Director of Campus Life.

The following are Level V violations and possible outcomes for violations:

- Two level IV violations is one year
- Any offense or series of offenses that poses a threat to the health, safety, and well-being of a student, members of the campus community or to the College
- A violation or conviction of local, state, and/or federal law
- Fighting
- Possession of firearms

Possible sanctions for Level V violations, include but are not limited to:

- Suspension
- Dismissal