

PEACE COLLEGE

STUDENT HANDBOOK - CAMPUS POLICES



CAMPUS INFORMATION AND POLICES

ADVERTISING & POSTING- Origination, circulation, or posting of any advertising media that contains matter that violates or is contrary to College policies is prohibited. Advertising media that contains obscene language or patently offensive material is prohibited.

POSTING - Recognized student organizations, departments, and offices at the College, and members of the College community, may place posters on bulletin boards, cork strips, in kiosks, and other specifically designated areas around campus. (Posters shall be defined as signs, advertisements, flyers, brochures, or other informational devices.) However, the College recognizes that some of the most effective publicity ideas are often creative and out of the ordinary. Therefore, if an organization, department, or office at the College has unique posting ideas that do not appear to fall within said policy, please contact the Office of Student Development, Director of Student Engagement, to determine whether the idea is suitable within College guidelines.

Posters may be placed on campus under the following provisions:

- All materials must be approved and stamped before posting. Approval will be granted by the Director of Student Engagement.
- Individuals seeking approval for posting must bring a copy of the item to be posted to the Director of Student Engagement.
- A maximum of 25 posters will be stamped for approval.
- All postings must clearly display the name of the sponsoring organization.
- All posters must be in good taste. If controversy arises, the Dean of Students will make final decisions as to approval.
- The individuals sponsoring the event are responsible for hanging and removing their posters. Posters shall be removed by individuals within 3 days after sponsored events. If posters are not removed in this timely fashion, members of the Peace College staff and faculty may remove the posters.
- Failure by the individual to remove posters in a timely fashion may result in measures that affect the individual or group's ability to receive permission for future posting.
- If sponsors wish to slide advertisements under individual doors, they must be approved by the Director of Student Engagement as well.

Posting for outside organizations will be permitted on a case by case basis at the discretion of the Dean of Students or her designee.

ATTENDANCE: STUDENT PARTICIPATION IN COLLEGE SPONSORED EVENTS

Purpose: To articulate and adhere to a policy that governs student absences from classes for participation in activities in which they are representing the college (i.e., athletics, Chamber Singers, etc.). Student Advancement Committee, 2005

The policy should be responsive to (1) the needs/interests of the students while holding them responsible for their class work and their commitment to teammates/choir members/group members; (2) the need of faculty to have students maximize their participation in classes, especially when participation, group activities, or events which cannot be easily repeated are involved; and (3) the needs of coaches/teams, choir director/choir members, etc. which rely on participation in out-of-class activities/contests/performances of students who have practiced and prepared.

Each of the three constituent groups has specific responsibilities if we are to work together in a cooperative, cohe-sive, and congenial fashion. Members of each group will be asked to participate as follows:

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STUDENTS

- Alert the instructor at the beginning of the semester/season to your participation in College sponsored events (such as athletics and Chamber Singers).
- Attend every possible class meeting, saving absences for those times in which you must be out of class for participation in intercollegiate contests, performances, etc. For example, if a class allows 6 absences and you have 5 games/performances/etc, you will only have 1 absence remaining. If you know you are going to have more absences than the allotted number for that course, due to College sponsored events, you need to immediately speak with your instructor and consider whether you should be taking that course.
- Attend class until the designated time of departure of the group to travel to a scheduled contest/performance, e.g., attend a 9:00 a.m. class and plan to leave early if the van is leaving at 9:30 for a trip.
- Remind faculty of the need to leave class or miss class because of a College-sponsored trip on the class day before the event. Ask in advance about any work that needs to be done or activities which may be missed.
- Suggest an appropriate time as soon as possible to make up tests/quizzes.
- Alert group members if involved in group activities in class, checking schedules in advance to determine that no group presentations are scheduled at the time of an absence.

ACTIVITY SPONSORS (COACHES, DIRECTORS, ETC.)

- Coaches need to send team schedules and rosters to faculty at beginning of the semester. Other activity sponsors need to also e-mail faculty and staff with a list of students, dates, and times for events that will require students to miss classes. Please include the estimated time of departure. Invitations for performances by the Chamber Singers are received throughout the academic year; therefore, a complete schedule is not available at the beginning of each semester.
- Send a reminder e-mail to faculty at least two days before a trip about the exact time students will be departing and when they will be returning.
- Schedule departure of the vans for road trips at a reasonable time, allowing only time needed for travel, warm-up, etc.
- Encourage students to work cooperatively with faculty when difficulties arise.
- Alert the Provost if problems occur, after making an attempt to get the whole story from all sides.

FACULTY

- If you have an attendance policy that includes excused and unexcused absences, count absences as excused if the student is representing the institution in College-sponsored events.
- Allow students who miss classes because of participation in College-sponsored events to make up work they have missed, including making up a missed quiz even if they are allowed to drop the lowest grade(s).
- At the beginning of the semester, communicate clearly your expectations for class attendance and participation. If you have a strict attendance policy, be very clear in your syllabus. Also, hold a conversation with students you believe will be missing too many classes due to their out-of-class commitments.
- Hold students accountable for attendance and participation for times during which they are not away from campus, including class periods immediately before travel.
- Communicate directly with coaches/directors/staff if students are “taking advantage” of policies regarding participation in College-sponsored events or are not doing well in classes.

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DISRUPTIVE CLASSROOM BEHAVIOR

Students who engage in any prohibited or unlawful acts, or acts which result in disruption of a class, may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions or administrative withdrawal from a class for disruption may be determined by the Student Conduct or Academic Affairs proceedings.

ASSISTANCE TO STUDENTS EXHIBITING LIFE-THREATENING BEHAVIOR

Peace College attempts to assist students in resolving typical young adult developmental issues as well as stresses brought on by the college experience. Peace maintains the Student Counseling Center to provide counseling for students as appropriate. External and internal pressures for students may manifest themselves in an attempt by a student to take her life. It is Peace College's policy to regard all attempted suicides as serious regardless of the specific degree of lethality involved in the attempt.

If a student attempts suicide or exhibits life-threatening behavior (including eating disorders), the College's first priority is to attempt to ensure the student's safety and well-being. If it is known that a student has threatened (verbally or otherwise), attempted, or is attempting suicide, appropriate emergency/medical intervention should be initiated, and the Dean of Students should be notified immediately. The Dean of Students will notify appropriate College officials and/or staff members to secure the appropriate medical care for the student and attempt to render service as needed. In many cases, the student will need to be removed to a more appropriate medical setting. Peace College may also contact the parent(s) or guardian(s), if appropriate, and will interact with family members and/or significant others. In conjunction with any threatened or attempted suicide, or other behavior which jeopardizes the student's health, the Dean of Students may authorize a medical withdrawal of the student.

FITNESS FACILITY POLICIES

FITNESS CENTER – ROSS BASEMENT

- Equipment and facility in Ross Basement is open to all Peace College students, faculty, and staff whenever the college is in session (fall and spring semesters). Due to the limited size of the facility and amount of equipment, guests may not use this area.
- Unless posted otherwise, during summer school sessions, Peace College students who are residing on campus and/or taking summer school classes may use the Fitness Center Monday-Friday from 9:00 a.m. to 5:00 p.m.
- When the room is in use for a PEH class the room may be closed (according to instructor preference).

GYMNASIUM

- The gymnasium is open for use by all Peace College students, staff, and faculty whenever it is not in use for classes, athletic events, or other previously scheduled groups. Refer to the Master Schedule. Equipment may be checked out by contacting PEH faculty or athletic staff members.
- Only non-marking soft-soled athletic shoes are allowed for use on the floor.
- Students may bring one off-campus guest.

SWIMMING POOL

- The swimming pool is open for use by all Peace College students, staff, and faculty whenever there is a lifeguard on duty. Lifeguards must have completed an in-service training with the lifeguard supervisor. Open swim hours are posted and announced each semester.

TENNIS COURTS

- The tennis courts are open for use by all Peace College students, staff, and faculty whenever they are not in use for classes, athletic events, or other previously scheduled groups. Refer to the Master Schedule. Contact PEH faculty or Athletic staff members to gain access to the courts for recreational play.

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HARASSMENT

Peace College strives to ensure equal employment and study opportunities without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, national origin, or any other characteristic protected by applicable law. Peace College does not and will not tolerate discriminatory practices, including sexual harassment in any form or manner. Peace College requires the reporting of all perceived incidents of discrimination or harassment. It is the policy of Peace College to investigate such reports promptly. Peace College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

PURPOSE

Peace College is committed to a work and study environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in a professional atmosphere that prohibits discriminatory practices, including harassment. Sexual harassment is strictly prohibited. Harassment of students or employees at Peace College on the basis of race, color, national origin, ancestry, religion, creed, gender*, sexual orientation, age, or physical or mental disability is unacceptable and will not be tolerated. Such conduct is inconsistent with Peace College's commitment to excellence and respect for all individuals. This policy is intended to complement the College's Equal Opportunity and Affirmative Action Policy. The College is also committed to protecting the academic freedom and freedom of expression of all members of the College community. This policy will be construed and applied in a manner that protects the academic freedom and freedom of expression of all parties to the complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, philosophies, or religious beliefs, however controversial, in classroom or other academic settings.

Members of the College community and others who believe they have been harassed or believe that they have witnessed such conduct in violation of this policy by college employees, students, contractors, or vendors serving the college may contact the Human Resources Director if the concern is about an employee, or the Dean of Students if it is about a student. If the Human Resources Director is involved in the complaint, they will need to discuss concerns with the Vice President of Finance and Administration or the President. To knowingly file a false or malicious complaint or report of harassment is a violation of this policy. *This policy also covers gender-based harassment that is non-sexual in nature.



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DEFINITION: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic opportunities;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of sexual harassment are:

- Unwelcome sexual advances.
- Retaliation for resisting unwelcome advances.
- Requests for sexual favors.
- Granting preferences based on sexual favors.
- Creating an offensive atmosphere i.e. posting or distributing literature with contents of a sexual nature, making verbally direct or indirect sexual comments such as jokes and comments about physical anatomy, re-counting of sexual exploits, and using offensive language.
- Exhibiting physical conduct such as "appreciative" glances, leers, whistles, hugging, patting, caressing or pinching. Any "innocent" touching in the work place requires good judgment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work and/or learning environment;
- Has the purpose or effect of unreasonably interfering with an individual's work or learning performances; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Harassment may include creating an environment of intimidation or coercion between individual supervisor and employee.

Harassing conduct includes but is not limited to:

- Epithets, slurs or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Denigrating jokes; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated in the workplace or elsewhere on campus.

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PROCEDURES

1. Sexual harassment may be directed at men or women and may be woman to woman or man to man as well. Additionally, the victim of discriminatory practices, including sexual harassment in any form or manner, need not be the person to whom misconduct is directed. The discriminatory practices, including sexual harassment in any form or manner of one employee or student, may create an intimidating or hostile work environment for another co-worker or student.
2. This policy applies to all applicants, students and employees, including faculty and staff, whether related to conduct engaged in by fellow employees or students or someone not directly connected to Peace College, e.g. an outside vendor.
3. Conduct prohibited by this policy is unacceptable in the workplace or academic setting and in any work-related setting outside the College, such as during business trips, business meetings, business-related social events, student-faculty events, faculty-chaperoned field trips, etc.
4. Peace College encourages individuals who believe they are being subjected to such conduct to advise the offender firmly and promptly that his/her behavior is unwelcome and request that it be discontinued.
5. Any employee or student who believes that he/she has been the object of discrimination or discriminatory harassment has the duty to immediately report all perceived incidents of discrimination, harassment or retaliation, regardless of the alleged offender's identity or position. Employees who believe that they have been the objects of such conduct or believe they have witnessed such conduct shall discuss their concerns with the Human Resources Director, or if the Human Resources Director is involved in the complaint, with the Vice President of Finance and Administration or the President. Students who believe that they have been the objects of such conduct or believe they have witnessed such conduct shall discuss their concerns with the Dean of Students or her designee.
6. Any reported allegations of discrimination, harassment, or retaliation will be investigated promptly by interviewing the complainant, the accused, and any relevant witnesses.
7. Confidentiality will be maintained throughout the investigatory process to the extent consistent with the investigation process and appropriate corrective action.
8. Retaliation against an individual for reporting discrimination or harassment or for participating in an investigation of a claim of discrimination or harassment is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action. Acts of retaliation are to be reported immediately using the procedure outlined above and will be promptly investigated and addressed.
9. Misconduct constituting discrimination, harassment, or retaliation will be dealt with appropriately. Any employee who engages in any discriminatory act, whether or not sexual harassment, will be subject to disciplinary action up to and including termination. Any student who engages in any discriminatory act, whether or not sexual harassment, will be subject to appropriate student conduct action by the Student Conduct Board for violation of the Student Code of Conduct, up to and including expulsion from Peace College.
10. False and malicious complaints of discrimination, harassment, or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate student conduct action up to and including termination of employment, or, if a student, to appropriate student conduct action for violation of the Honor Code, up to and including expulsion from Peace College.

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IDENTIFICATION CARDS

In accordance with Peace College policy, persons are expected to provide appropriate identifications (college identification card (ID) or driver's license) when requested by a College representative or employee. Identification cards are used for admission to campus events, the dining hall, the library, and all campus facilities. ID cards are not to be used by anyone other than the person to whom they are issued. Students who falsify information on their ID cards are subject to student conduct action. The ID card is property of Peace College, issued to the student for her convenience. The card is to be returned upon termination of the holder's relationship with the College.

All lost or stolen cards are to be reported immediately to Campus Security or a Residence Life staff member. To obtain a replacement ID/Access card contact Campus Security, complete the required forms, and pay a replacement fee.

INCLEMENT WEATHER

ADVERSE WEATHER POLICY

If the College is open, students, faculty, and staff are expected to make a genuine effort to be present and in classes. Sometimes it is possible to foresee adverse weather conditions and make arrangements to avoid hazardous driving, e.g. remaining on campus rather than choosing to travel. However, the College is certainly concerned about the safety and well-being of students, faculty, and staff and urges individuals not to put themselves knowingly in a position that is potentially dangerous. Faculty members who cannot get to the campus should attempt to leave a message on their phone or post the absence on Blackboard prior to the scheduled time for class. Students who cannot get to campus for a class that includes a test or presentation should make every effort to contact the professor by telephone or e-mail before the absence. The professor should clearly detail on the course syllabus how such absences will be handled. In any case, students are encouraged to remember that all absences from class for any reason must be within the limit established by the instructor in the syllabus.

AUTOMATED PHONE NOTIFICATIONS

In some circumstances, the College may use an automated phone notification system to provide timely information to students, family members, staff, and faculty. To avoid an interruption in receiving these notifications, it is critical that students notify the Registrar's Office of any changes in contact information.

CLOSING ANNOUNCEMENTS

The status of Peace College classes and offices will be broadcast to the public via Raleigh news media outlets. The following news outlets are used by Peace College to announce weather closings: WRAL-TV, WRAL-FM, NBC-17 (WNCN), and News 14 (Time-Warner Cable). Please note that Peace will provide this information early in the morning; however, we cannot control the time at which each station broadcasts it.

INCLEMENT WEATHER LINE

The College's Inclement Weather Line can be used by students, students' family members, and College employees to hear recorded messages concerning the status of classes and offices in the event of inclement weather. The Inclement Weather Line recorded message may be reached directly by dialing (919) 508-2390. The Inclement Weather Line message also may be reached through calling the campus switchboard during off-hours at (919) 508-2000 and choosing the provided option for the weather line message.

The College will endeavor to record updates to the Inclement Weather Line by 6 a.m. on mornings when bad weather affects campus operations. During other times of day when weather may cause early closing of classes and offices, updates will be posted to the Inclement Weather Line as soon as decisions are made. (Please be aware that if the College experiences a power outage, it may be impossible to update the Inclement Weather Line. In the event of a power outage, Peace College Campus Security may be reached at (919) 833-2277).

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PACER ALERT TEXT MESSAGES

The PACER Alert system - based on technology we lease from a firm called Rave Wireless - is designed to send short text messages to text-enabled cell phones. The PACER Alert system requires people to sign up for the service. Once you are signed up, you can receive alerts announcing weather closings and delays or information concerning campus emergencies. Signing up for PACER Alerts is easy. Follow these instructions:

- Open your web browser to Rave Wireless website (<http://getrave.com>)
- Select Peace College from the list of colleges.
- Enter your Peace College login name and password in the spaces provided.
- On the login page (with the Peace College logo), enter your Peace username and password. NOTE: If you receive a login or password error when attempting to connect, enter your username in all lowercase lettering.
- On the Create Account page, enter your First Name, Last Name, Mobile Number and Preferred Email in the spaces provided.
- Select Next after agreeing to Rave's Term of Use.

After a few additional confirmation steps, the registration process will be complete and you will be signed up with the PACER Alert service. This web-based service is user friendly and very intuitive. Please take a moment now to sign up for the PACER Alert system.

SEVERE WEATHER INFORMATION

Severe weather may occur in the Triangle area at any time. Severe thunderstorms occur most frequently in the spring and fall, while tornadoes are most frequent in March, April and May, although they may occur at any time of year. When severe weather and natural disasters occur, remain calm and act — don't react. Seek refuge away from windows and call 911 if necessary. Campus shelter areas are as follows:

- Finley residents: first floor Finley hallway
- Main residents: faculty hallway closest to Finley
- Frazier residents: Main hallway
- Ross residents: first floor hallways
- Davidson residents: first floor hallways
- New Hall residents: first floor interior hallway

The Dean of Students is the campus official responsible for providing instructions to students regarding procedures for severe weather. For resident students, instructions from the Dean of Students may be provided through the Director of Residence Life, the Director of Security, or their staff members. Remain in the above locations until notified by Residence Life staff, Campus Security, or the Dean of Students.

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PARKING

Parking areas are provided for staff, faculty, students, and visitors. Faculty, staff and students are required to obtain a parking decal from the Security Office. When using these parking areas, the following guidelines, when adhered to, provide a safer environment for all of the Peace College community.

PARKING CITATIONS

Parking citations will be issued for the following:

1. Permit improperly displayed
2. Parked in a no parking area, including any area temporarily marked off for special events
3. Encroachment of two spaces
4. Parking in street and/or driveway
5. Parking in crosswalk or sidewalk
6. Parking in and/or blocking a fire lane
7. Unauthorized parking in reserved/visitor space
8. No parking permit visible
9. Parked outside authorized permit area
10. Blocking dumpster and/or parking in dumpster area
11. Parking in a space designated for vehicles displaying a handicapped permit

All campus rules and regulations apply to your vehicle when parked on campus property. Possession of the following items is prohibited:

- Drugs, other than those prescribed to you by a doctor
- Firearms and/or weapons of any kind

PARKING SPACE AVAILABILITY

At certain peak time intervals during the week, when the total number of cars on campus is at its highest, on-campus parking may be more congested. A parking permit does not always guarantee a parking space on campus. Parking on adjacent city streets may be required for many student vehicle operators. When using adjacent streets, please follow all appropriate parking ordinances. Please allow sufficient time to park when arriving for class.

TOWING POLICY

Vehicles may be towed at the owner's expense for one of following reasons:

1. Parked in life safety areas: fire lanes or blocking emergency equipment/exits
2. Vehicles of habitual parking offenders - in excess of three tickets in one academic year
3. Vehicles with no apparent affiliation with Peace College in violation of any parking regulations
4. Vehicles parked illegally in individually reserved spaces, areas designated for visitors, or handicapped spaces
5. Vehicles which prevent other vehicles from movement
6. Displaying a parking permit that was reported stolen

It is the responsibility of the student to whom the vehicle is registered to recover a towed vehicle from the towing company and to pay all associated charges.

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PARKING PENALTIES AND APPEALS

Upon receipt of a parking violation notice, the person receiving the notice may pay the fine or choose to appeal within ten business days from date issued. Appeals must be sent to parking@peace.edu or mailed to Peace College Campus Security, 15 E. Peace St., Raleigh, NC 27604. Lack of knowledge of parking regulations or inability to find a space are not valid reasons for appealing violation notices.

Parking penalties must be paid at the Business Office located in Main Hall 1st floor. Failure to settle fines, fees, and charges can result in the following actions:

- Loss of campus parking privilege
 - Vehicle may be towed at owner's expense
 - Academic registration will not be permitted*
 - Transcripts will be withheld*
 - Possible sanctions through the student conduct process
- *Pending payment of fines

DESIGNATED PARKING SPACES

Reserved parking spaces are to be used by the assigned staff and faculty members. Visitor parking spaces are to be used by visitors to Peace College.

All visitors must sign in at the Campus Security Office/Main Hall Reception Desk. Visitors will be issued a visitor's parking tag to be hung on the rearview mirror of their vehicle. Each parking tag will be valid for the current day only and will be dated as such.

Handicapped parking spaces are to be used by persons who are legally handicapped. A valid North Carolina Department of Motor Vehicles plate/tag must be displayed at all times while parking in this space. All students parking on campus must register their Handicap Permit with Campus Security. Use of a handicap decal issued to someone else is considered a violation of campus policy.

Unless otherwise marked, all designated parking areas are enforced twenty-four hours a day, seven days a week.

REPLACEMENT PARKING DECALS

Replacement parking decals may be obtained from the Campus Security Office at no charge if the original parking decal is damaged or if the vehicle was sold, etc. The remains of the decal must be brought into the Campus Security Office to expedite the replacement process.

TEMPORARY PARKING PERMITS

The Campus Security Office will issue temporary parking permits for visitors, faculty, staff, and students who have a legitimate need to park on Peace College property. Temporary permits will only be issued to students who currently have a valid permit.

PETS

Pets are not permitted in the residence halls with the exception of fish in aquariums, in tanks no larger than 10 gallons. Pets are also not permitted in any College building in which food service is conducted, due to health regulations. Pets are not permitted in classrooms, computer labs, or academic building public areas. If pets are on campus, they should be on a leash and accompanied by their owners at all times. Dogs are not permitted to be tied up and left without their owners being present. Service dogs wearing harnesses and under the control of their owners are exempt from these provisions.

SEXUAL MISCONDUCT

Peace College, in its effort to foster an environment of respect for the dignity and worth of all members of the community, is committed to maintaining a work-learning environment free of sexual assault, abuse, and/or harassment. The students, faculty, staff, and administrators that comprise the Peace College community will not tolerate sexual assault and abuse. Incidents involving members of the Peace community that constitute sexual assault and/or abuse will result in disciplinary action.

The following are recommended procedures to be followed in cases of sexual assault and/or abuse.

1. Report any incident to Campus Security (833-2277). For the safety of themselves and the community, victims are encouraged to report incidents of rape or other sexual assault to Security. No legal action will be taken and no specific information will be released without the victim's consent.
2. Contact Health Services (x 2502) or local hospital emergency room. A victim of any form of sexual assault is strongly encouraged to seek medical assistance immediately, prior to personal cleansing or showering, and in any case within 24 hours of the incident for his/her own protection. If a victim decides to press charges, medical information will be essential.
3. Consult the Dean of Students (x 2319). The Dean of Students is a victim's central source of information regarding campus policy and options. When appropriate and requested, the College will make any reasonable changes in a victim's academic or living situation to increase feelings of safety.
4. Seek support. Sexual assault or abuse, committed by strangers or acquaintances, is a frightening experience. Confidential support is important for all concerned. Sources of support include: friends, family, Residence Life staff, the Chaplain (x 2049), the Counseling Center (x 2505), Health Services (x 2502), as well as off-campus resources: the National Domestic Violence Hotline (1-800-799-SAFE), a rape crisis hotline in Raleigh (919-618-7273), and Interact (919-828-3005).
5. Consider the legal options. No College official has the legal authority to require a victim to press charges or to prevent such action. If the alleged assailant is a Peace student, a complaint may be filed through the College student conduct process, whether or not legal charges are pressed. This process is begun by filing a complaint with the Dean of Students or the Student Conduct Officer within twenty school days following the alleged incident. A student may choose to be accompanied throughout the student conduct process by another Peace student, faculty, or staff member. If the alleged assailant is found responsible, sanctions may include loss of housing, suspension, or expulsion. A student may also choose to prosecute through the legal system. In a criminal prosecution, the alleged assailant may be charged with one of a variety of classes of felonies, as long as there is sufficient evidence to indict. This is why early reporting to the police and having a thorough medical examination immediately after the assault are so important. Civil prosecution differs from criminal prosecution in that one would file a lawsuit against the assailant in civil court and sue for financial damages. Please contact any of the above mentioned resources for more information or help in proceeding.

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CONFIDENTIALITY & EDUCATION

All members of the College community are expected to honor the privacy of a victim. The safety of the community must be balanced with confidentiality concerns. Members of the College community are expected to report information about sexual assault in compliance with federal law; provisions are made for both identified and anonymous reporting options through Campus Security.

Because of the need to educate and heighten awareness on campus about this issue, and in compliance with the federal law, campus crime statistics are published and disseminated annually, on the website, and through separate publications. The Office of Student Development, the Counseling Center, Health Services, the Residence Life Office, Campus Security, and SGA continue to be committed to educating the Peace community about issues relating to rape and other forms of sexual abuse and assault. Residential Life staff training, orientation programming, residence hall programming, and other educational programs and seminars presented through the Wellness Center and Campus Security, most of which are open to the campus, are representative of the College efforts to educate the campus community.

SMOKING

Smoking is not permitted at Peace College. As of January 1, 2009, Peace College transitioned to a tobacco-free campus. No tobacco use is permitted on College grounds which includes parking lots and vehicles. Smoking cessation assistance is available for all students, faculty, and staff members through the Wellness Center.

SOLICITATION AND FUNDRAISING

The solicitation of sales, services, memberships, or gifts on campus without permission of the Office of Student Development is prohibited. All student organizations must have their fundraisers approved by the Director of Leadership and Service or their club advisor.

Solicitation in the residence halls, in classrooms, in office buildings, or on a door-to-door basis for any purpose is prohibited. This includes sales of any kind or other fund-raising activities. Exceptions may be granted to student organizations who request fundraising approval, upon registration through the Office of Student Development.

SUNBATHING

Students may sunbathe on the College Green in front of Main Building in the grassy area behind the fountain, between the library and Kenan Recital Hall. Sunbathing is also permitted in the grassy areas behind Ross and Davidson Halls and beside Finley Hall. Students should not sunbathe in front of Finley Hall due to security and traffic concerns or on the roofs or catwalks of any buildings.

TECHNOLOGY

No student shall videotape, take photos of, or in any other way capture the image/voice recording of another student without approval. Web cameras may not be used in a room unless both roommates are aware of the camera's presence and approve of their image being captured. Students are advised to seek the permission of others before posting their pictures on Facebook or similar sites.

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TRANSPORTATION POLICY

Staff members at the College are not permitted to transport students in need of medical attention.

An ambulance or paramedics will transport any ill or injured student with a condition that requires specialized transportation. Call 911, then notify the Security Office at 833-2277.

Examples of when an ambulance would be utilized include but not limited to:

1. Car accident victim
2. Unconscious student
3. Any suspicion of back or neck injury
4. Severe allergic reaction - involving difficulty breathing
5. Mental or emotional distress
6. Respiratory distress

When the student has minor injuries or problems and the condition is highly unlikely to deteriorate prior to receiving medical help, it will be the responsibility of the student to arrange transportation with friends.

Examples of such conditions include but are not limited to:

1. Normal off-campus physician appointments
2. Specialist or physical therapy appointments
3. Lacerations that are not bleeding profusely
4. Appointments for which the physician has agreed to see students at his private practice for earache, sore throat, etc.

If a student cannot secure transportation, she should contact Health Services for information about arrangements for taxi service; there are vouchers available which will allow the charge to be added to the student account.



COMMUNITY EXPECTATIONS

Peace College has established standards of conduct and regulations that further the educational purpose of the College, promote the health and safety of the community, protect its property, and preserve its integrity. Peace College believes the actions of persons living in the community, especially the campus community, inevitably affect other persons in some way. Individual student actions can impact the community and as a result individuals have a responsibility not only to themselves but to the entire Peace community.

The Honor Code and Student Conduct Code establish the minimum standards of conduct for maintaining the integrity of the College. Behavioral expectations for individuals and student organizations are incorporated into the minimum standards established by The Honor Code and The Student Conduct Code.

THE HONOR CODE

The Honor Code represents the important College values of integrity and accountability to the community. It sets the standard for personal behavior and is particularly relevant to behavior in academic matters. Acknowledging an Honor Code violation is the first step in correcting the violation. All new students are given the opportunity to sign The Honor Code to indicate their commitment, but all students are bound by it because of their membership in the Peace College community. Issues of academic dishonesty such as cheating and plagiarism are addressed initially by faculty, but may also be referred to the Student Conduct Board, which hears charges of alleged violations of both The Honor Code and The Student Conduct Code.

On my honor as a Peace College student, I will not lie, cheat, or steal; nor will I condone the actions of those who do.

- Every student shall be honor-bound to refrain from cheating.
- Every student shall be honor-bound to refrain from stealing.
- Every student shall be honor-bound to refrain from lying.

HONOR CREED

During the 2009-2010 academic year, a student, faculty, and staff workgroup created an Honor Creed. The goal of the student-led committee was to create a document that reflected the ideals and values of a Peace College woman.

I am a Peace College woman.

I will be diligent in the pursuit of a meaningful education.

I will be proactive in all of my endeavors.

I will embrace and demonstrate personal and academic integrity.

I will strive to lead a purposeful life.

We are Peace College women.

I am my sister's keeper; I will guide, mentor and empower her.

I will value the differences among us while embracing the lessons learned and the friendships shared.

I will be a responsible member of our community and will encourage the same in others.

I will hold myself and my sisters accountable.

We are a Peace College family.

I will honor the traditions and history of our college.

I will inspire and be inspired by my sisters' creativity and innovative spirit.

I will take pride in our campus community.

I will show compassion for others through service learning and community engagement.

We are a Peace College community.

We are Peace College women.

HONOR CODE VIOLATIONS

When an alleged violation of The Honor Code occurs, the faculty member has two options: handle the matter herself/himself or refer the matter to the Student Conduct Board. In either option, faculty members are required to notify the office of the Provost and the Student Development office when a student(s) has allegedly violated The Honor Code. If a student has a previous Honor Code violation, the Student Conduct Board will be convened. If the alleged Honor Code violation is referred to the Student Conduct Board the procedures for a conduct board hearing are outlined under the Student Conduct Code section.

If the faculty member chooses to handle the case, he or she will meet/communicate with the student(s) involved and clearly state the nature of the alleged violation. Most alleged violations can be satisfactorily resolved at this level. If the student(s) admits cheating or the faculty member has proof of an actual violation, the faculty member may impose appropriate conduct code sanctions including failing the student for the specific assignment, failing the student for the course, and/or other penalties specified in the syllabus.

If a student is found responsible or states responsibility for the alleged violation, the Provost will notify the student to let her know that a record of the violation will be retained in the event that a future violation occurs. A student cannot withdraw from a course in which she is facing a pending Honor Code violation. The accused student(s) has the right to appeal the assigned sanction and have a hearing by the Student Conduct Board.

In summary, there are three situations when the Student Conduct Board will be convened:

1. When the faculty member chooses to refer the case to the Student Conduct Board,
2. If the student(s) chooses to appeal the faculty member's sanction, or
3. If a student has a previous Academic Dishonesty violation on her record.



THE STUDENT CONDUCT CODE

ARTICLE I: DEFINITIONS

1. The term [College] means Peace College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate degrees. Persons who withdraw after allegedly violating The Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the College, including the campus in a foreign country or another state.
3. The term faculty member means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term College official includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term member of the College community includes any person who is a student, faculty member, College official or another person employed by the College. A person’s status in a particular situation shall be determined by the Assistant Dean or her designee.
6. The term College premises include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.
7. The term organization means any number of persons who have complied with the formal requirements for college recognition.
8. The term Student Conduct Board means any person or persons authorized by the Assistant Dean or her designee to determine whether a student has violated The Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “student conduct administrator” means a College official authorized on a case-by-case basis by the Assistant Dean or her designee to impose sanctions upon a student(s) found to have violated The Student Code. The Assistant Dean or her designee may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Assistant Dean or her designee may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term “Appellate Board” means any person or persons authorized by the Dean of Students to consider an appeal from a Student Conduct Board in determination as to whether a student has violated The Student Code or the sanctions imposed by the Student Conduct Administrator.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Assistant Dean or her designee is that person designated by the Dean of Students to be responsible for the administration of The Student Code.
14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Handbook, Academic Catalog, and College website.
15. The term “cheating” includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) use of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; 4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

16. The term “plagiarism” includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Additionally, students may not self-plagiarize (e.g., They may not duplicate information from an assignment in one class to an assignment for another class.)
17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that she has been a victim of another student’s misconduct, the student who believes she has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Assistant Dean or her designee shall determine the composition of the Student Conduct Board and Appellate Board and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2. The Assistant Dean or her designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of the Student Conduct Board Hearings that are not inconsistent with provisions of The Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. JURISDICTION OF THE COLLEGE STUDENT CODE

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

B. CONDUCT—RULES AND REGULATIONS

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

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when conduct occurs on College premises.

PEACE COLLEGE COMMUNITY

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to the persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under 21 years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without her prior knowledge, or without her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.

- f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the College computer use policy.
17. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under The Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Assistant Dean or her designee. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for the individual because of her status as a student. If the alleged offense is also being processed under The Student Code, the College may advise off-campus authorities of the existence of The Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. CHARGES AND STUDENT CONDUCT BOARD HEARINGS

1. Any member of the College community may file charges against a student for violations of The Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than three nor more than fifteen calendar days after the Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV (A)(7) below:
 - a. Student Conduct Board Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the “College” community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the “College” community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

- f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of The Student Code which the student is charged with violating.
 - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated The Student Code.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the "College."
 6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Assistant Dean or her designee to be appropriate.

B. SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated The Student Code:
 - a. Warning- A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation- A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges- denial of specified privileges- Denial of specified privileges for a designated period of time.
 - d. Fines- Previously established and published fines may be imposed.
 - e. Restitution- Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions- Work assignments, essays, service to the "College," or other related discretionary assignments.
 - g. Residence Hall Suspension- Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall Expulsion- Permanent separation of the student from the residence halls.
 - i. College Suspension- Separation of the student from the College for a definite period of time, after which the student is eligible to return.

- j. College Expulsion- Permanent separation of the student from the College.
 - k. Revocation of Admission and/or Degree- Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - l. Withholding Degree- the College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. The following is additional information about sanctions:
 - a. More than one of the sanctions listed above may be imposed for any single violation.
 - b. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record [insert preferred number] years after final disposition of the case.
 3. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV (B)(1)(a)-(e).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.
 4. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated The Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. INTERIM SUSPENSION

In certain circumstances, the Dean of Students or the Student Conduct Administrator may impose a College or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

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

D. APPEALS

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that The Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of The Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of The Student Code which the student was found to have committed.
 - d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of The Student Code shall be referred to the Dean of Students or her designee for final determination.
- B. The Student Code shall be reviewed every year under the direction of the Student Conduct Administrator.

RESIDENCE LIFE

COMMUNITY LIVING STANDARDS

Residential living is a unique experience. Your hall is a place where you will find opportunities to grow as a person, test new ideas, learn new skills and learn the importance of being part of a community. You will probably see yourself differently when the year is over. You will make new friends, rediscover old ones and hopefully realize that life holds many possibilities. It is our hope that the changes and experiences you have in the residence halls will be positive ones, which will enhance your self-confidence and help you achieve independence. As part of that independence, each individual hall will be working together to establish community living standards. These will help determine how each hall will manage itself. Halls will meet regularly to discuss issues within the hall, define the community standards and discuss any problems that might arise. You and your fellow residents will be accountable and responsible to each other. If there are things on your floor that you would like to see handled differently or you think that other members of your hall are not upholding the standards you set as a hall, it will be your responsibility as a community to discuss these issues.

Community living standards will not replace the Student Code of Conduct or Residence Life policies but will instead work in conjunction with them to help make each hall a unique home environment for the students who live there.

We have staff in each building to assist you and help facilitate change. This staff includes Resident Directors (RDs) and Resident Assistants (RAs). Along with your fellow residents and these Residence Life staff members, you can assure the hall is a good place to study, rest and socialize. RAs are students like you who live on each floor and will act as facilitators as each hall community develops its own community living standards.

You and your fellow students will be responsible for the quality of life in your residential community during the coming year. You are expected to be familiar with policies and procedures, which have been established to guide student conduct. Remember, you are part of a community in an academic environment and being part of any community brings with it responsibilities, including courtesy, consideration and empathy.

RESIDENTIAL LIVING

1. The College provides to the student a space in a residence hall, which is owned and operated by the College. Such space is to be used and occupied as a residence by the student and for no other use or purpose.
2. All full-time students are required to reside in the residence halls for two years. Exceptions to this policy are made for students who live with an immediate family member within a 30 mile radius of campus, students 21 years of age or older, students who are married, or students who have dependents. In order to be eligible to move off campus, a student must turn 21 prior to October 1. While appeals to this policy are rarely granted, they are always considered. Anyone wishing to appeal this policy should contact the Residence Life Office (Main Building) to get an exemption form and submit an official letter by no later than March 1 to hear the decision prior to housing sign up for the fall semester. The Assistant Director of Residence Life will convene the Housing Appeals Board to make a decision on the appeal. Transfer students are required to complete the residency requirement if they enter Peace with less than 4 semesters of college attendance. Transfer students may use any residency requirements fulfilled at another college or university toward fulfilling the Peace residency requirement. For example, a student who has lived on campus at another college for a year and transfers to Peace should live on campus for one academic year. A student must be a fulltime student, carrying a minimum of 12 academic hours, to live in College housing. Any resident student who drops below fulltime status must receive permission from the Director of Residence Life to remain living on campus.
3. Students moving off campus must notify the Registrar's Office of the new address prior to the end of the semester or as soon as the address is known.

RESIDENCE LIFE

ROOM ASSIGNMENT

1. The College assigns a space to the student according to date of receipt of the student's housing application and payment of all required fees.
2. The College does not guarantee assigning a student to a specific space in a specific residence hall, nor does it guarantee to assign a specific roommate to share the space. It will attempt to honor specific requests of this sort whenever possible.
3. Upon receipt of her residence hall assignment, the student becomes obligated to make payment to the College for all residence hall room charges for the full academic year, unless the Office of Residence Life is notified of any changes.
4. The term of the residence hall assignment is based on the general academic calendar and is for one academic year (two semesters). It begins the first day the student moves in and ends 24 hours after the student's final spring semester examination or commencement (if applicable). The Residence Halls close 4 times during the academic year: Fall Break, Thanksgiving, Winter Break and Spring Break. Except for Winter Break, students may stay in the halls with permission from the Assistant Director of Residence Life. Special guidelines apply during break housing and some privileges, such as visitation, are suspended for safety and security reasons. Residence Life reserves the right to charge students for break housing.
5. The College assigns a campus mail box to the student. This box shall be the student's official college mailing address during her residency at Peace College.
6. The College does not provide storage for belongings of any sort outside the residence hall room. Additionally, the College does not provide storage of belongings during the summer or other vacations.
7. The College reserves the right to remove students from the residence halls for non-occupancy, Student Code of Conduct violations, violation of residence hall policies and procedures and/or noncompliance with any College policy or procedure. If the College has reason to believe that a student residing in the residence halls poses a danger to herself or to members of the Peace College community, the student may be removed from the residence halls immediately at the discretion of the Dean of Students or her designee.
8. Residents are required to complete a roommate agreement during the first two weeks. This agreement will be on file with the RA.

MEDICAL SINGLE ROOM POLICY

Medical single rooms are given on an "as available" basis to students with documented medical need that has been approved by the College. To apply for a medical single, a student should submit a letter expressing the reason for the medical single room. The student should also attach to the letter documentation from a licensed professional specifically outlining the need for the room. The Assistant Director of Residence Life will review the documentation and consult with the Peace College Wellness Staff if necessary. During housing signups, students approved for a medical single room will be given the option to sign up for a single in Main. If a medical need exists for a different bathroom, other arrangements may be considered. Completed requests for medical single rooms must be turned into the Department of Residence Life no later than two weeks before the start of housing signup. New students should submit the request at the same time a housing application is submitted.

NOTIFICATION AND REFUNDS FOR RESIDENCE HALL ROOMS

1. Students who sign up for housing for the fall will complete a housing contract that goes into effect starting on June 1st. If a student is eligible and choose to live off campus prior to June 1st, she must notify the Office of Residence Life in writing to void the contract. After June 1st, she must appeal to break her contract by submitting an official appeal form and a letter outlining her reasons for moving off campus. Specific documentation verifying reasons should also be submitted. If financial in nature, please contact

RESIDENCE LIFE

the Financial Aid Office and get documentation that moving off campus would be beneficial. If approved, the student must also pay the \$700 contract break fee. Note- the contract is for the entire academic year and that students wanting to move off campus between semesters must follow the procedure outlined above; and are subject to the contract break fee if approved.

2. If a student is not enrolled as a Peace College student, the contract is automatically voided. Students must be enrolled in classes no later than June 1st in order to reserve her selected room assignment. Students with housing assignments that are not registered for classes will be removed from housing and the space re-assigned.
3. Students who withdraw will be refunded on a pro-rated basis as described in the College's Refund Policy.
4. Students who are removed from the residence halls or Peace College for student conduct reasons will not be entitled to a refund.

GETTING SETTLED

CHECK IN AND ROOM CONDITION REPORTS - When you check into your residence hall, you will be given a Room Condition Report (RCR). Upon checking into your room with an RA, you should compare the RCR to the room and look for any discrepancies. The RCR form indicates the condition of the room when you check in and is also used when you check out of the room. Your room should look the same when you move out as when you checked in. This will protect you from being charged with damages you did not cause. A portion of the RCR includes space for you to write your important information for medical emergencies and other concerns. Make sure all this information is given accurately.

KEYS - Along with your RCR, you will receive your room key. To ensure the safety of residents and their belongings, duplication of Peace College keys is prohibited. If a key is lost or stolen, it is the responsibility of the student to inform the Security Office within 24 hours. Procedures for replacement, lost or broken keys are as follows:

- **Broken Keys** -Notify the Security Office and take both halves of the key to the Office.
- **Lost Keys** - If the key is unable to be found by carefully reviewing all prior movements, the door to the room must be re-keyed and a new set of keys must be made. For security reasons, the lock will be changed. The resident should come to the Residence Life Office to obtain a key replacement form. The resident should then go to security to start the lock change process. The cost of a lock change is \$150 and it will be charged to the student's account.
- **Lock Outs**- If a student is locked out of her room, she should contact. an RA on duty after 5p.m. or Security.

FURNISHINGS - Furniture may not be removed from your room, lobby, study lounge or other residence hall areas. Special requests may be directed to the Assistant Director of Residence Life. Removal or relocation of furniture is a violation of the Student Code of Conduct and is considered theft.

ELECTRICAL APPLIANCES - All large appliances are strictly prohibited in the residence halls. The following small electrical items are acceptable: one small refrigerator per room (two amps or less), stereos, radios, and TVs. Open coil appliances, coffee pots, microwaves, electric grills, and halogen lamps are prohibited due to a potential fire hazard

EXTENSION CORDS - Extension cords are not permitted. Only surge protectors that are UL listed and have a built-in circuit breaker are acceptable (as outlined in section 703.1 of the Fire Prevention section of the NC building code). Electrical item(s) in violation of this policy will be confiscated and returned when arrangements are made to remove them from campus. Please consult your RA if you have questions about the use of any other appliances or equipment.

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WALLS, DOORS, AND CEILINGS - Walls, Doors, and Ceilings –All items used to decorate a room should be hung from the cork strip provided in the room. Painters tape may be used to hang pictures, posters and banners on walls or doors. Should damage occur from wall or door decorations, the student will assume the cost of repairs. Writing, painting, drawing or defacing of doors or walls is permitted. Hanging decorations or other objects from the ceiling is prohibited. If walls, doors and/or ceilings are defaced, the student will be fined to cover cleaning, repair and/or repainting costs. Due to fire code regulations, there should only be a limited amount of paper adhered to the door. Excessive amounts on paper are considered a fire hazard and the RA may require it be removed. Room numbers should be visible at all times.

Decorations are a matter of personal taste. Residence Life reserves the right ask a student to remove a decoration that is in public view. Decorations and signs should not be displayed in residence hall windows except with permission from Residence Life.

SIGNS - Students may not display highway signs, exit signs, markers, warning lights, business signs, etc., in their rooms, as it is a violation of local/state/federal law to have them in your possession. If signs are found, they will be confiscated and you will be charged with possession of stolen property unless you can produce verification of purchase. These items will be turned over to Campus Security.

ROOM CHANGES

A designated time period is set for room changes at the beginning of each semester. The room change period lasts for two weeks and begins the Monday after classes start each semester. Only students who follow the guidelines of the process will be eligible to move. If a student changes rooms without following appropriate procedures, she will have to move back to her original room. Room changes are subject to approval by the Residence Life staff.

In situations where it is determined that a student is being harassed by a roommate, the Residence Life staff may intervene and resolve the matter. If you are willing to pay an additional fee, you may apply for a private room in the fall semester. Private rooms are granted on a seniority (credit hours attained) basis, as available.

ROOM CONSOLIDATION

If one of the residents of a double room moves from that room, the Residence Life Office may assign a roommate for the remaining resident. The College will make every attempt to move students in single rooms into new roommate situations. The Office of Residence Life will contact students in single rooms early in each semester to be given an opportunity to select a roommate of their choosing. The College will make every attempt to secure adequate matches and will notify students in single rooms of the date for consolidation. If a student's roommate moves out of the room, and the remaining student is still paying for a double, that student must be willing to accept another roommate. In some cases, students living alone in a double room may request, (for a fee), to make their room a private room. These situations will be handled on a case by case basis, depending on occupancy.

Single rooms in Main cost an additional \$500 for the academic year. Single rooms can be guaranteed for the entire year if a year-long housing contract has been signed. Private rooms cost an additional \$1200.00 per year. In the event that your roommate never moves into the hall, or moves out during the year, one of three things may happen:

- Another roommate may be assigned to you,
- You may be moved to another room where a vacancy exists, within 3 days of notification, or
- You may remain alone in the room, provided that you agree to Private room fees.

RESIDENCE LIFE

ROOM SELECTION

Room selection for the following academic year occurs in March. Information regarding this process will be made available in March, near registration for the fall semester. Rooms are selected on a seniority basis that is determined by earned credit hours at the time of room selection.

RESIDENCE HALL CLOSING/CHECK OUT

The residence halls are closed and locked on the last day of classes before Winter Break. They will reopen on the day prior to the day classes resume. Peace College encourages students and their families to make travel plans in accordance with this schedule. Concerns should be directed to your RA.

Holiday break housing is not provided by Peace College. As you prepare to leave for holidays or breaks, please make certain you have disconnected all electrical appliances and locked your windows and doors. The Residence Life staff will often make health and safety checks during this time.

At the end of the year, or when a student changes rooms, check out procedures must be followed. You must find a residence life staff member to check out. This staff member will note discrepancies on your Room Condition Report and take your key. If you fail to check out with a staff member, you will be charged \$50 for improper check out. Also, failure to return your key will result in a \$150 charge to change the lock. Your room should be in the same condition as when you checked in. Students must leave 24 hours after their last exam at the end of fall and spring semesters.

RESIDENCE LIFE POLICIES

The following Residence Life Policies have been established to provide an environment in which all resident students may live comfortably, safely, and without infringing upon the rights of the College or the individual. Violations of Residence Life Policies may result in disciplinary action under the Peace College Student Code of Conduct.

- **ABANDONED PROPERTY**-Property which is left in the residence halls by a student at the end of her contract period, or when the student leaves an assigned space, will be boxed up by staff in the presence of a witness. The contents will be inventoried and stored in another location. The Residence Life staff will call the student at the number she has on file with the college, informing her that she must come and claim her belongings or they will be disposed of at that time.
- **CARD ACCESS SYSTEM**-Residents are issued cards that allow access to residence halls and other campus buildings. Residence halls are locked 24 hours a day. Most campus buildings are locked at 5:00 p.m. and may be entered only by use of an access card. At the beginning of the semester, the Security Office issues access cards to both commuter and resident students. Once issued, students keep their ID/access cards as long as they are enrolled. The replacement cost of the ID is \$25.00. Note that the ID also has debit capabilities and students may deposit cash into an account. The meal plan is also tracked on the card, so extra caution should be exercised around not losing the card.
- **BABYSITTING**-The residence halls are not designed to accommodate small children and, therefore, babysitting is not allowed within the residence halls.
- **BICYCLES**-Bicycles, not mopeds or motorcycles, are allowed in your room as long as they don't block doorways. Don't forget to ask your roommate if she minds. No bicycles may be left in halls, stairwells, lobbies or other common areas and will be removed if found.
- **CANDLES AND INCENSE**-Decorations with open flames such as candles, wick lamps, incense, etc., are prohibited in residence halls and will be removed by staff if found in the room.
- **COMMON AREA DAMAGE RESPONSIBILITY**-The members of a specific hall community are all responsible for the condition of the common areas. The cost of damage to common areas, including furniture, will be shared equally by the residents, unless it is known who is specifically responsible.

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- **COMMUNITY VANDALISM & PROPERTY DAMAGE**-Damage or vandalism to residential facilities (including but not limited to room and lounge furnishings, hallways, doors, locks, windows, card readers and vending machines) is prohibited. Students found in violation will be responsible for restitution of the item(s) damaged or vandalized, and further disciplinary action may be taken. Students responsible for accidental damage within their individual room or within a residential facility are encouraged to furnish this information to a staff member to take appropriate responsibility for their action. Students involved in this type of situation may be held responsible for the cost of repairing or replacing the damaged item.
- **ELEVATORS**-When you use the hall elevator, you are expected to show proper precaution by not overloading the elevator or forcing the door open.
- **ENTRY INTO ROOMS**-Peace College reserves the right to enter a resident's room at any time if there is just cause. Residence halls and rooms may be entered for inspection by the Director of Residence Life, Resident Director, Assistant Director of Residence Life, the Dean of Students, the Director of Campus Security, and other Peace College administrators at any time when a student's welfare is in question or for a maintenance concern. Resident Assistants and Head Residents may enter rooms for health and safety inspections, maintenance and housekeeping needs, suite bathroom lockouts, turning off alarm clocks, and when there is reasonable belief by staff that college policy or local, state, or federal laws are being violated. Rooms may also be entered when there are emergency conditions such as fire, and/or threatening weather so as to, secure the residence hall. Staff will make an attempt to enter the room when residents are present whenever possible. Peace College reserves the right to search rooms, without prior notice, if there is reasonable suspicion that items in the room are prohibited by law or College policy. The Director of Residence Life or a designee will provide authorization for a room search if it is deemed necessary based on the circumstances at hand. At no time whatsoever, will a staff member enter a room alone. Staff will only enter a room when another staff member or paraprofessional staff member is present. A note will be left for the students in the room if this occurs.
- **KITCHEN USE**-Kitchens are provided at Peace College for residents use. It is the responsibility of the students who use the kitchen to maintain the facility in a clean and healthy manner. Residents may choose to leave their pots, pans, plates, cups, utensils, etc in the cabinets at their own risk. Peace is not responsible for missing items left in the kitchen. All dishes, pots, pans etc, must be washed at the time of use and neatly stored. The counter tops should be wiped off after each use. The microwave should be wiped down after each use. The kitchen must be left in an acceptable and clean condition at all times. The Department of Residence Life at Peace reserves the right to close the kitchen at anytime it is found to be left in a unsatisfactory condition. If a kitchen is found to be left in an unsatisfactory conditions, that is with dirty dishes and dirty counter tops, microwave, etc., the kitchen will be closed for a week. The second time the kitchen is found unsatisfactory; the kitchen will be closed for 2 weeks. A third and final time a kitchen is found to be unsatisfactory, it will be closed for the rest of the semester. A posted warning will be issued when the kitchen is found to be unsatisfactory. The residents will have 24 hours to bring the kitchen back up to a satisfactory condition or the kitchen will be closed. Please enjoy the benefit of a kitchen in the residence halls but also be mindful the shared responsibility of its use.
- **FIRE SAFETY/FIRE DRILLS**-Fire prevention is an important aspect of community living. For that reason, fire safety tests and drills will be conducted regularly in residence halls throughout the year. When the alarm sounds:
 1. Exit your room immediately, closing and locking your door.
 2. Walk quickly and quietly to the nearest exit and stand in the designated area outside the building.

Each residence hall floor reviews exit routes and meeting areas during floor meetings at the beginning of each semester. Never assume that an alarm is false, or just a drill. Always exit the building during a fire alarm. Not exiting the building during a fire alarm is a policy violation and is not acceptable.

RESIDENCE LIFE

- **HALLWAYS AND STAIRWELLS**-Safety regulations require that hallways and stairwells be clear at all times.
- **HEALTH AND SAFETY INSPECTIONS**-The purpose of health and safety inspections is to ensure that reasonable conditions of health are being maintained in each residence hall room and that all conditions associated with safety regulations of the College are being met. Excessive damages by a student to her residence hall room may result in the loss of campus housing privileges for the remainder of the student's stay at Peace College and liability for repairs and/or cleaning. Health and Safety inspections are conducted twice a semester and will be announced 48 hours in advance. During inspections, the staff will check the room for general cleanliness and search for any potentially dangerous or unhealthy conditions and fire hazards. Refrigerators will be examined for cleanliness. We reserve the right to check any areas in the room of which we have concern. Violations will be noted and residents given 48 hours to correct the violation. Illegal items will be confiscated immediately and reported as student code of conduct violation. If a violation is not corrected, we reserve the right to confiscate the items and report the infraction as a student conduct violation. Rooms found to be consistently below sanitary standards of housekeeping and residence life staff will be subject to fines and student conduct charges.
- **MICROWAVE**-Microwaves are not allowed in the residence halls except in the kitchen areas in each hall. Residents of New Residence Hall can have one microwave per cottage, but all microwaves must remain in the kitchen area.
- **PETS**-Pets are not allowed in residence halls at anytime. Residents can, however, keep small fish as long as the holding tank does not exceed 10 gallons.
- **PROPERTY LIABILITY**-Peace College does not assume any legal obligation or responsibility for injury to individuals, or loss or damage to personal property. Students are encouraged to carry appropriate insurance to cover loss of, or damage to personal property occurring in College buildings or grounds.
- **QUIET HOURS**- Students should be mindful at all times how their noise level affects their hallmates. Courtesy hours are in effect 24 hours a day, 7 days a week. Campus quiet hours are Sunday-Thursday 10pm-10am and Friday-Saturday, midnight to 10am. During exams, quiet hours are extended to facilitate a quiet study environment. Hours will be posted on the halls during that period.
- **REPAIRS AND MAINTENANCE REQUESTS**-Repairs and maintenance needs, including broken furniture, malfunctioning equipment and fixtures, leaks, burned-out bulbs, and any other matters requiring attention should be reported immediately via the work order request system online, SchoolDude. Specific procedures for reporting work orders will be discussed during the first week of each semester. Maintenance emergencies should be reported to the RA or RA on-duty, or to the Campus Security Office. Maintenance staff, except in cases of urgent repair, will only enter rooms between 9:00 a.m. and 3:30 p.m. A note will be left for the student stating the nature of the work done and who performed it.
- **ROOM CAPACITY**-For individual and campus safety, the North Carolina Fire Safety Code has established that a maximum of 10 people at any time may be present in an individual residence hall room. Events requiring larger spaces need to be planned in advance in conjunction with the Office of Visitor Services. Students who entertain more than 10 people in their room are in violation of the Student Code of Conduct. The College reserves the right to disperse such gatherings as necessary.
- **ROOM CONDITION**- Residents rooms should be kept in a reasonably clean condition. Residents will be charged for any damage done to the room. Any cleaning that has to be done once a resident has left a room will be charged to the students account. When a resident moves out of a room, the furniture should be returned to the original formation with beds un-bunked.
- **SOLICITATION**-To protect your privacy in the residence halls, solicitation is not allowed without approval from the Dean of Students, or her designee.

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- **SPORTS IN THE HALLWAYS**-No sport should be played in the hallways of a residence hall. Athletic events should be held in the recreational areas provided, unless you have special permission from residence life. If you want to lift weights in your room, use plastic-covered weights to keep down the noise in your room.
- **USE OF THE RESIDENCE HALL ROOM**
 1. The student may not sublet her room. The student may not change rooms without proper authorization from the Assistant Director of Residence Life.
 2. The residence hall room may not be used for any commercial/non-residential purpose.
 3. The student may not make alterations, additions, improvements, repairs or changes to the space, furnishings or equipment assigned without consent from the Residence Life staff.
 4. The student shall keep the residence hall room free of waste or debris. She will maintain the space and all furnishings therein in good condition except for ordinary wear and tear.
 5. The student assumes liability for any damages whatsoever to the space and any furnishings or equipment therein, or to any portion of the residence hall in which the space is situated, that results from acts of the student.
 6. The student shall not duplicate any College keys.
 7. The student agrees to accept and comply with the Student Code of Conduct, all residence hall policies and procedures and all other College requirements.
- **WITHDRAWAL AND/OR CANCELLATION OF HOUSING**-If a resident withdraws or leaves the College, she must have her room inspected by a member of the Residence Life Staff in her building and follow the check out procedures noted earlier. In addition, the resident must stop by the Office of Student Development to officially withdraw. Any student leaving the residence halls must fill out a withdrawal form in the Office of Student Development.

RESIDENCE HALL SERVICES

- **Cable Television**-Residents will receive cable service in each residence hall room. The cost of cable service is included in the housing fee.
- **Kitchens**-Residence hall kitchens are located in Frazier, Finley, Main, Joyner House and Ross residence Halls. New Residence Hall has kitchens in each cottage. Kitchens are available to students at any time and regulations concerning use and care are posted in the kitchens. Students are responsible for cleaning the kitchens after each use. Pots, pans and other kitchen utensils are not provided by the College and are the responsibility of the student to provide and clean. Kitchens are subject to being closed if found dirty. Residents will be warned prior to the kitchen being closed.
- **Laundry**-Laundry rooms are located in Frazier, Finley, and Ross Halls. Each New Residence Hall cottage also has a washer and dryer. Residents must provide their own laundry supplies. Any problem with laundry machines should be reported to the RA.
- **Telecommunications**- Most students choose to use cell phones as their primary phone service. For this reason residence hall rooms do not have land lines. Campus phones are located in residence halls and other campus buildings for local calls only. Students may use their personal long distance calling cards on campus phones. For students who do not have cell phones, the ITT department has information on companies that offer discounts to Peace College students. Residence Life encourages students to share their cell phone numbers with college personnel for emergency purposes.

HOUSING OPTIONS

DAVIDSON HALL houses 63 students on three floors. Rooms are arranged in suites in which four students share a bathroom. A breezeway connects Davidson to Ross Hall.

FINLEY HALL houses 95 students on three floors. Rooms are arranged for double occupancy in suites where four students share a bathroom. A breezeway connects Finley to Main Building.

FRAZIER HALL accommodates 42 students in housing on the second and third floors. Rooms are arranged in suites in which four students share a bathroom. Frazier is the only hall that does not have an elevator and it connects to Main via breezeway.

JOYNER SERVICE HOUSE is renovated living unit housing 11 students, Joyner House provides the feel of a house with the closeness of campus. Joyner House has seven bedrooms, four baths, a kitchen, laundry room, and living area. The house is wired for cable and internet access. Students must apply and be selected to live in Joyner Service House. Joyner residents work closely with the community service office to coordinate and participate in service opportunities on and off campus.

MAIN BUILDING the oldest building at the center of our campus, houses students on its third and fourth floors. Main consists mostly of single rooms and residents share hall bathrooms, as well as beautiful large balconies with rocking chairs and swings. Administrative and faculty offices occupy the first and second floor. Dinwiddie Chapel and Leggett Theatre are also located on the second floor of Main.

BINGHAM RESIDENCE HALL is Peace's newest residence hall, which opened in the Fall of 2005. It is designed for interested juniors and seniors. This building offers independent living based on a community expectations model. Students will determine their own community expectations by cottage with the help of Resident Assistants. Each cottage houses six or eight students, and includes three or four bedrooms, along with two bathrooms. Each cottage has a kitchen and dining/living area as well as a washer and dryer. Each bathroom has two sinks with a separate bathroom and shower area. All eight person cottages have a separate study room. The bedrooms and living rooms are hardwired for cable and internet access.

ROSS HALL houses 90 students on three floors in suites where four students share a bathroom. A large laundry room, kitchen, and exercise room are located in the basement area.



RESIDENCE LIFE

RESIDENT DIRECTORS (RD)

Resident Directors (RDs) are professional staff members who are responsible for the overall management of the residence halls. RDs strive to help residents grow and develop as individuals and as members of a positive and supportive community. RDs and Head Residents (HRs) serve on a duty rotation and one staff member is on call at all times.

HEAD RESIDENTS (HR)

Head Residents are specially selected upper-class students who have served at least one year as Resident Assistants. HRs are responsible for the overall management of the residence halls. Three HRs supervise the residence halls with the help of student Resident Assistants (RAs). HRs strive to help residents grow and develop as individuals and as members of a positive, supportive community. HRs serve on a duty rotation, and one HR is on call every day and night.

RESIDENT ASSISTANT (RA)

Resident Assistants are undergraduate students who have been specifically trained to assist residents within the residence halls. RAs are a crucial link between their residents, the Division of Student Development, and other campus departments. RAs are available to assist residents in a variety of situations. An RA from each hall is on duty each week night from 5:00 p.m. to 8:00 a.m., and there is 24 hour coverage on Saturday and Sunday. The RA is available to assist residents with concerns and emergency needs.

DIRECTOR AND ASSISTANT DIRECTOR OF RESIDENCE LIFE

These professional staff members are responsible for the overall management of the Residence Life program at Peace College. The Director and Assistant Director are full-time college employees who are available to assist residents at any time. The Assistant Director lives on campus and serves on call with the HRs.

For more information on Residence Life, please see the Peace College website.

FEDERAL REGULATIONS

RECORDS AND RIGHT-TO-KNOW

The Family Educational Rights and Privacy Act (FERPA, 1974) is a federal law designed to protect the privacy of a student's educational records. The law applies to all educational institutions that receive any federal financial support. Peace College complies with the conditions and procedures of FERPA. FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the individual, who becomes an "eligible student" when he/she reaches the age of 18 or is attending any school beyond the high school level. At Peace, all enrolled students are considered "eligible" and these rights are guaranteed under FERPA. Relevant portions of FERPA which have greatest application to Peace students are outlined below:

1. Students have the right to inspect and review their personal educational records maintained by the College. The College is not required to provide copies of record materials unless, for reasons such as great distance, it is impossible for students to inspect records personally.
2. Students have the right to request a hearing to review College records believed to be inaccurate or misleading. If after the hearing, the College refuses to effect the correction, the student has the right to place a statement in the records commenting on the contested information.
3. Generally, the College must have written permission from the student before releasing any information from a student's record. However, the law allows the College to disclose records without consent to the following parties: College employees who have a need-to-know; other colleges or universities to which a student is transferring; parents when a student over 18 is still dependent for purposes of financial aid determination, or when the student has given the College permission to do so; certain government officials in order to carryout lawful functions; organizations doing certain studies for the College; accrediting organizations; persons who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; state and local authorities to whom disclosure is required by state laws adopted before 1974.
4. Certain information may be routinely released by the College to those who inquire. If the student requests in writing to the Registrar before September 1 that this information not be released, it will remain confidential. Forms are available in the Registrar's Office. If a request is not filed, Peace College assumes that neither eligible students nor parents object to release of the directory information. Directory information includes: student's name, address, telephone number/email address, date and place of birth, participation in officially recognized activities and sports, major field of study, enrollment status and level, weight and height of athletic team members, dates of attendance, degrees and awards, and most recent previous educational agency or institution attended by the student.
5. Students do not have access to records where a conflict exists regarding privacy rights of others. Examples of such records include financial information submitted in support of financial aid application and confidential letters and statements of recommendation placed in their records in cases where students have signed a waiver of their right of access. Waivers normally are related to confidential recommendations concerning admission to college, job placement, etc.
6. If you wish to review your education records or have questions about FERPA, contact the appropriate office as listed below:

File	File maintained by:
Academic Records	Registrar
Admission File	Director of Admissions
Enrolled students	Registrar
Non-enrolled students	Director of Admissions
Financial Aid Files	Director of Financial Aid
Financial File	Vice President of Finance
Medical Records	Director of Student Health Center
Student Development/Conduct Files	Dean of Students

The Office of Student Development maintains student conduct records for currently enrolled students.

FEDERAL REGULATIONS

CAMPUS SECURITY ACT OF 1990

The Clery Act (Campus Security Act of 1990) dictates that students have a right to know about public crime committed on college campuses. In right to know about public crime committed on college campuses. In accordance with this act, Peace College publishes and distributes an annual Campus Security Report by October 1 of each year. The intent of the act is to inform prospective students and prospective employees about campus crime and to provide timely notice to the campus community about crimes that are considered to pose a threat to safety. The Campus Security office is required to maintain a public log of all reported crimes and submit their crime statistics to the U.S. Department of Education. Peace College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Peace College and on public property within, or immediately adjacent to the accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting Chief of Campus Security.

ENROLLMENT POLICIES

ADMINISTRATIVE WITHDRAWAL

There are situations when students may not be able to receive benefits from College provided educational and/or Wellness Services or may become a threat to themselves or to others in the community. For the safety and protection of all, a student may be administratively withdrawn if she is exhibiting behavior that could indicate a physical, mental, emotional, health, or psychological condition that poses a danger or threat of harm to the student, other persons or their property, or causes the student to interfere with the rights of other community members or with the exercise of the functions of the College or its personnel. The Dean of Students, Provost, or her designee has authority for implementing an administrative withdrawal and procedures for the withdrawal of the student. The readmission of a student who has been administratively withdrawn must be approved by the Dean of Students.

MEDICAL WITHDRAWAL

The mental and physical health of students can strongly affect their academic and social success as well as influence other members of the College community. The Student Counseling Center and Student Health Services are staffed by qualified medical and counseling professionals who provide short-term counseling and health services to students. For some students, pre-existing conditions or severe stress may create a situation where the student must be referred to community resources that can give long-term or in-patient care that the College is not equipped to provide.

There are situations when students may not be able to receive benefits from College-provided educational and/or health care services or may become a threat to themselves or to others in the community. For the safety and protection of all, a student may be administratively withdrawn if she is exhibiting behavior that could indicate a physical, mental, emotional, or psychological health condition that poses a significant danger or threat of harm to the student, other persons or their property, or causes the student to interfere with the rights of other community members or with the exercise of the functions of the College or its personnel. The Dean of Students or her designee has authority for implementing an administrative medical withdrawal and procedures for the withdrawal of the student. Medical withdrawals can also be initiated by the student; sufficient medical documentation must be presented to support the withdrawal, and such withdrawals cannot be initiated within the last two weeks of class for the semester. Further detail is available from the Dean of Students.

Once a student has been medically withdrawn from Peace for any of these reasons, she must present clear evidence of the remediation of the difficulties before she is granted readmission to Peace College. This may include documentation which is satisfactory to the College from an appropriate physical or mental health professional about the treatment she has received. The readmission of a student who has been medically withdrawn must be approved by the Dean of Students.

CAMPUS SERVICES

BOOKSTORE

Location: Belk Hall, 2nd floor- Textbooks, supplies, stationery, Peace College t-shirts, sweatshirts, college memorabilia, and miscellaneous items are for sale Monday through Friday from 9:00 a.m. to 5:00 p.m. in the bookstore. Items may be purchased with cash, check, or credit card but may not be charged to student accounts. The bookstore also sells postage stamps and will cash students' personal checks up to \$50.

MEAL PLANS

All residential students are required to be on a meal plan. Commuters may elect to purchase a block of meals or declining balance.

- Green Plan – 19 meals per week plus Pacer Points declining balance
- White Plan – 14 meals per week plus Pacer Points declining balance
- Pacer Plan – 10 meals per week plus Pacer Points declining balance – available to juniors and seniors living in Bingham Residence Hall or students living in Joyner Service House
- Block Plans – offered in blocks of 25 or 50 meals and include Pacer Points. Plans do not expire until the end of the academic year

The Green Plan provides students with all 19 meals offered during the week - breakfast, lunch and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday. Each time a student eats in the dining hall, one meal is subtracted from their weekly balance. On the White and Pacer Plan, students eat any combination of meals per week. Meal plans are not transferable, and students may not lend their IDs so that others can gain entrance to the dining hall.

PEACE PERK

Location: Library. Coffee, smoothies, and more! Use declining balance, cash, or one card for coffee drinks, cold drinks, snacks, and grab-and-go sandwiches and salads.

FACILITIES

The Facilities Management Department is responsible for maintenance, housekeeping, and grounds services. Students are encouraged to report maintenance (or information technology/telecommunication) needs promptly so that Facilities/ITT can respond in a timely manner. Maintenance requests should be submitted electronically through SchoolDude. A link to SchoolDude can be found on our intranet at <http://pride.peace.edu/>. First-year students should register prior to submitting a maintenance request. The password for registration or submitting maintenance requests is: peace.

RECYCLING

Peace College highly encourages recycling. The campus community has a "single stream" recycling program in place. A single stream program allows for collection of paper, glass, aluminum, and plastic in one container. Blue recycling containers are located throughout campus. To learn more about our recycling program, contact Randy Bass, Facilities Supervisor, at rbass@peace.edu.

INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS (ITT)

Location: Brown-McPherson Music Building

The Information Technology and Telecommunications Office is responsible for the design, administration and management of Peace's information technology resources. Services provided include Peace e-mail accounts, storage space for personal web pages, storage space for personal files, and internet access from all residence halls. An ample number of workstations provide students with easy access to IBM-compatible computers in the computing

CAMPUS SERVICES

labs in Finch Library and Flowe Building. In addition to word processing, spreadsheet, and graphics software, the other computing labs located across campus house a variety of instructional software in courses such as chemistry, mathematics, psychology and economics. All workstations provide network and Internet access. Lab assistants staff the center during afternoon and evening hours. Multiple desktop and laptop computing labs with Apple computers are available for program-specific usage in the Pressly Arts and Science Building and Flowe Building. For assistance with computer-related issues, submit help desk requests through SchoolDude.

E-MAIL ACCOUNTS

All enrolled students are assigned an e-mail account through the Information Technology and Telecommunications Office. Students should activate their account and use it regularly to check for important information regarding the College, especially as e-mail is considered the primary means of communication at Peace.

Computer Labs

There are two general student use labs located in the Flowe Building: Flowe Lab, 24 hours and must have access card to enter building; Poole Global Learning Center (Language Lab), not available for general use. This lab contains specialized software and equipment for class instruction. Hours of operation for this lab are determined by the instructors and will be posted regularly.

INFORMATION TECHNOLOGIES

This policy addresses the acceptable use of technology resources provided by Peace College. Peace expects employees and students to use computers, networks, network access, telephones and other information technologies in a responsible, considerate, ethical, and lawful manner. Compliance with policies that ensure the security and integrity of all College information systems is mandatory and critical to ensure continuing provision of technological resources to the entire College community. This policy applies to all Peace students, faculty, and staff and to all users of technology resources provided by the College.

POLICY

Peace College understands that information technology has become vital to our educational purpose. Thus, Peace College owns a variety of technological resources that are provided primarily to support its academic and administrative functions, such as education, research, academic development, and public service by the college community. These technological resources enable users to locate and disseminate information, communicate and collaborate with others in a global setting, and build the necessary strategic technologies for the current and future needs of the College community.

Use of College technology resources shall be consistent with local, state and federal law and in accordance with all College policies, codes, regulations, and procedures. All users are responsible for using technology resources in an efficient, responsible, considerate, ethical, and lawful manner.

Disregard for the rights of authorship, including plagiarism, invasion of privacy, unauthorized access, and copy-right violations, may be grounds for sanctions against members of the College community. Access to technology resources is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Users of College technology resources who are determined to have purposely violated any of the information technologies policies will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion and/or legal action.

CAMPUS SERVICES

ACCEPTABLE USES

College information technologies resources may be used for such purposes as instruction, independent study and research, and the official work of the College. Any information distributed by a user of College technologies must accurately identify the creator, distributor, and recipient of that information.

UNACCEPTABLE USES

College technology resources may only be used for legal purposes and may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College, or that may subject the College to liability. Unacceptable uses include but are not limited to the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software or data belonging to the College or to others
- Disruption or unauthorized monitoring of electronic communications and electronically stored information
- Infringement of copyright or trademark laws or rights of others
- Use of the College's logo without prior approval of the Vice President for External Relations

VIOLATION OF COMPUTER SYSTEM SECURITY

- Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others
- Unauthorized access to the College's information systems, Internet or other networked computers
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications or e-mail exchanges, abuse of interactive network utilities, etc.
- Use of computing facilities for commercial business purposes unrelated to the College
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Posting, sending or accessing pornographic, sexually explicit, or offensive material
- Posting, sending or accessing material that is contrary to the mission of the College
- Intentional distribution of computer viruses, Trojan horses, time bombs, worms or other rogue programming

CONFIDENTIALITY

Peace College personnel or designees generally will not access content of user files unless subject to the following types of exceptions: the user gives prior consent, the College needs to ensure the security or operating performance of its systems or networks, the College has a reasonable concern that a violation of College policy or applicable law has occurred, or the College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction. While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. Because Peace College may need to access individual electronic information, users of College technologies do not have a reasonable expectation of privacy in that electronic information.

CAMPUS SERVICES

MAIL

Mail is delivered Monday through Friday to student mailboxes in Ross Residence Hall. Students must show ID to pick up packages through Office Services. Stamps can be purchased in the College bookstore.

RECYCLING

Location: Recycling bins are located in common areas on every floor of the Residence Halls

What can be recycled: Newspapers, white paper (including junk mail), colored paper, magazines and catalogs, #1 & #2 plastic bottle drinks, glass food and beverage cans, aluminum cans. What cannot be recycled: trash bags, wood/yard waste, tires, batteries, liquids (please empty and clean out all plastic bottles) If you would like a personal recycling bin for your room, please visit the Center for Community Involvement (first floor Ross) to submit a request.

SWITCHBOARD

Location: Main lobby

The college switchboard is operated from 8:00 a.m. to 10:00pm Sunday-Saturday. Peace College student workers operate the switchboard at night and on weekends. Switchboard receptionists direct phone calls, greet visitors, register guests, and serve as a central point of information on campus.

STUDENT DEVELOPMENT

Mission statement: The mission of the Division of Student Development at Peace College is to foster a community committed to the holistic development of each student in a women-centered environment that advocates diversity and develops leadership potential.

DEAN OF STUDENTS

The Dean of Students is responsible for the Division of Student Development. The division provides services and programs that focus on students' individual needs within the educational environment. These services help students adjust to college life; use academic resources; plan their career paths; learn to appreciate cultural and individual differences; maintain mental and physical health; and integrate personal, social, and spiritual values.

The Office of the Dean of Students coordinates policy formation and program and budget development for all areas of Student Development. The Dean of Students represents the division on several bodies and administrative committees within the College; works with student leaders and the general student body in an advisory capacity; assists students who have appeals and grievances; provides oversight for the student conduct process; and serves as the advisor to the Student Government Association.

Student Development includes intercollegiate athletics, residence life, student conduct, the Student Counseling Center, the Student Health Center, the chaplain, spiritual life, student activities, orientation, leadership development, community service, and security.

ATHLETICS

Peace is a member of the National Collegiate Athletic Association Division III and of the USA South Athletic Conference. As a member of NCAA Division III, Peace does not offer athletic scholarships; instead, NCAA Division III athletics promotes a spirit of participation and a love for sports as the primary motivators for intercollegiate competition. Peace fields intercollegiate teams in basketball, volleyball, tennis, softball, cross country, and soccer.

STUDENT DEVELOPMENT

Student athletes must be in good standing with the institution, be full-time students, and abide by the rules of the NCAA. As representatives of Peace College, student athletes will conduct themselves with integrity and good sportsmanship. Their behavior will reflect the high standards of honor and dignity that characterize participation in collegiate competitive sports. The primary importance of the intercollegiate athletic program is the welfare of the student athletes. The Athletic Department maintains the same standards required of all college departments, with the same commitment to the education and personal development of student athletes.

COMMUNITY INVOLVEMENT

The mission of the service office is to build a strong community of humanitarians at Peace College, through service and civic engagement to reach the local and global community to develop sustainable change in the lives of both students and others. Located on 1st Floor Ross, the service office serves as an outlet for volunteer service opportunities on and off campus. The areas of service coordinated through the office include service-learning courses that connect service to the curriculum; on-going programs that occur weekly or monthly throughout the academic year; events such as Service Break trips and other one-time opportunities open to everyone on campus; and a clearinghouse for service opportunities in the community.

LEADERSHIP

The leadership office coordinates the co-curricular leadership initiatives on campus. Students are presented with the opportunity to participate in ongoing leadership opportunities through leadership programming, retreats and conferences. This office is also responsible for assisting with students interested in creating new student organizations.

ORIENTATION

New student orientation programs are provided during the summer, as well as prior to the start of classes, for students entering in August. All first-year students are required to participate in Pacer Camp, a two-day program offered twice in the summer. During their session students will be introduced to Peace, and then attend an overnight camp to learn more about Peace and get to know their fellow classmates. Transfer Transitions is a one-day orientation program offered twice in the summer for all incoming transfer students. Fall Orientation (Pathways) occurs immediately prior to the beginning of the fall semester and gives all new students more opportunity to become acquainted with Peace College.

All orientation programs are coordinated through the Office of Student Development by the Director of Student Engagement, and information and dates for this program are mailed in the spring semester, after a student has submitted her enrollment deposit. An abbreviated program is provided for any new students entering in January. The January orientation program is coordinated through the Office of Student Development.

New student orientation is a comprehensive and diverse program to acclimate students and family members to the Peace community. Programs and activities are planned to help students transition successfully to college life and to have opportunities to meet fellow classmates, student leaders, and college officials. Orientation is also an opportunity for students to learn about the services and resources available to them on campus.

RESIDENCE LIFE

The residence hall environment encourages students to create community through relationships with others. Resident Assistants (RAs) are an integral part of the community and live on each floor. An RA is an undergraduate student assigned to a residence hall floor who works to facilitate the community environment. RAs serve as peer helpers, educators, resources, and role models for their floors. Please see the full Residence Life section for more information.

STUDENT DEVELOPMENT

SECURITY

Peace College Campus Security works to provide a safe and welcoming environment to enhance the well-being of students, faculty, staff and visitors, and protect all College property.

The Office of Campus Security strives to achieve this mission by means of a community-friendly approach that enhances safety through the visibility of security personnel, preventive patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs. The Office of Campus Security collaborates with local law enforcement and community organizations in fulfilling its mission.

Campus Security officers are on duty 24 hours a day, seven days a week, and can be contacted at anytime by calling (919) 833-2277. Emergency phones designated with blue lights are located at various points on campus for urgent situations. Campus Security offers the following services:

- Crime Prevention/Education
- Patrols and Escort Services
- Parking Permit Issuance; Parking Control/Enforcement
- ID Card Issuance
- Criminal Investigations
- Emergency Response Coordination

Peace College Campus Security may utilize various resources during the course of an ongoing investigation. These resources may include, but are not limited to, the following: various forms of technology; anonymous hotlines; CCTV or video cameras, both covert* and plain view; and access control devices (magstripe/proximity cards, bar code identification). Other non-technical resources may include, but are not limited to, local police department staff and off-duty police officers. *Used only in specific cases when warranted, in compliance with State and Federal guidelines

CRIME PREVENTION/CRIME ALERTS

Crime Prevention Alerts are published primarily through emails when crimes occur on or near campus and potentially threaten the College community, as determined by the Director of Campus Security and the Dean of Students.

Campus postings or alerts on the webpage may also be used.

SECURITY LOG

Campus Security maintains a daily log, written in a form that can be easily understood, which records all relevant incidents reported to the Department. The log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known. Except where the release of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, all entries in the log are open to the Campus community within two business days of an initial report being made to the Department. When new information about a log entry becomes available to the Department, that information shall be recorded in the log within two business days after its receipt.

If there is clear and convincing evidence that the release of some specific details would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, that information may be withheld until the feared damage from the release of such information is no longer likely to occur.

LOST & FOUND

- Any items of value found on campus should be turned in to the Campus Security Office or switchboard.
- Unclaimed items will be disposed of by the Business Office in accordance with North Carolina law.
- Any person losing an item on campus should contact the Campus Security as soon as possible after discovering the item is lost.

STUDENT DEVELOPMENT

SPIRITUAL LIFE

Location: 2nd Floor Main, Chaplain's Office and Dinwiddie Chapel

Peace College is committed to providing an environment where the development of the whole person can take place, including one's spiritual development. The Chaplain's Office, which directs all spiritual life campus activities, is committed to creating an atmosphere of welcome and acceptance where students can explore and deepen their own spiritual commitments while simultaneously experiencing the diversity of religious expression on our campus.

Peace College was founded by the Presbyterian Church and continues to be affiliated with the Presbyterian Church (USA), a mainline reformed Christian denomination. Our chaplain is an ordained Presbyterian Minister of the Word and Sacrament and an active member in the Presbytery of New Hope. We also have a close, historic relationship with the First Presbyterian Church of Raleigh. While the college is rooted in its Presbyterian heritage, students from all religious and faith backgrounds attend Peace and all beliefs are respected.

Since the inception of Peace College, chapel services have been central to the life of the campus community. While Peace College enthusiastically welcomes students from all religious traditions and belief systems, Peace College is historically affiliated with the Presbyterian Church (USA), a protestant denomination. First Presbyter-ian Church of Raleigh, a nearby local congregation, is a strong advocate of the college and its spiritual life. In honor of the college's rich ecclesial affiliation, weekly services are held on campus in the Dinwiddie Chapel.

While all students, staff and faculty are welcome and encouraged to attend chapel services, all first-year students and transfer students with less than 30 hours are required to complete two semesters of chapel attendance during their first year at Peace. Transfer students with more than 30 hours are required to complete one full semester of chapel during their first year at Peace. The chapel requirement is necessary for all graduates of Peace College. Specific attendance requirements and opportunities for make-ups are made available by the Chaplain.

Chapel services continue to honor the college's Presbyterian heritage and remain distinctly Christian. Alternative chapel experiences are offered to those of other faiths and are supervised by the William C. Bennett Chaplain. The Chaplain and offers spiritual nurture and pastoral care for all students. In addition to Chapel, other opportunities for spiritual enrichment are offered through the Chaplain's office and the various groups the Chaplain advises.

STUDENT ENGAGEMENT

Peace College is committed to the holistic development of each individual student. The Director of Student Engagement initiates programs, activities, and events to provide personal growth opportunities through student activities, class council, orientation, and special events, as well as through social, recreational and cultural opportunities.

WELLNESS CENTER

STUDENT COUNSELING CENTER

Location: Ross Hall, first floor, adjacent to the Health Center

The Counseling Center offers professional counseling services to assist students as they cope with the challenges of college life and strive to develop healthy relationships and productive lives. The Counseling Center views counseling as a learning process in which students and counselors work as a team to help individuals manage emotions and stressors, adapt to change, increase self-confidence, and solve problems.

Counseling services are free of charge and include individual short-term counseling, crisis intervention, consultation, resources and referrals, and outreach programming. Counselors will assist with referrals to off-campus professionals, the cost of off-campus counseling is the responsibility of the student.

To make an appointment, please call one of the counselors (Director of the Counseling Center @ x2505 or Peace College Counselor @ x2504) and leave a confidential voicemail message. You may also stop by the Counseling Center in Ross Residence Hall; however, if the counselor's door is closed, she is in session with another student. Please leave

STUDENT DEVELOPMENT

your name and phone number, and she will schedule an appointment with you as soon as possible. However, in the event that a student demonstrates she is potentially harmful to herself or to others, appropriate action will be taken. Please see section on Assistance to Students Exhibiting Life-Threatening Behavior section for more details.

Counseling services are confidential in accordance with state and ethical guidelines.

DISABILITY RESOURCE CENTER

Disability Resource Center, 110 Ross

The mission of the Disability Resource Center (DRC) is to provide equal access to the academic and campus environments for students with disabilities. It is also our desire to enable students to understand and manage their disability in order to successfully achieve their individual goals. In this spirit, the DRC assists students with disabilities in accessing and using appropriate accommodations, and in making sound choices about course load, study skills, strategies and self-advocacy.

It is our responsibility to:

- provide appropriate accommodations and support services to students with disabilities;
- provide referrals to appropriate on and off-campus resources;
- encourage and assist students with disabilities to develop greater independence by fostering self-advocacy awareness and skills, study skills, and strategies;
- increase faculty and staff understanding of the needs for students with disabilities; and
- provide assistance to faculty and staff in removing barriers which prevent students with disabilities from accessing the same educational environment as their non-disabled peers.

Students who have a disability may be eligible for accommodations appropriate to their disability according to the guidelines of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All accommodations are determined on a case by case basis by the Director of the Disability Resource Center and based upon the diagnostic information as reported in the documentation submitted by the student.

Examples of reasonable accommodations may include:

- Reduced course load (9-10 credits for the first two semesters)
- Priority registration
- Extended time on tests (includes course, placement, and competency tests)
- Taking tests in a separate, distraction-reduced environment (includes course, placement, and competency tests)
- Alternate test formats such as use of a computer, tape recorder, or oral testing (includes course, placement, and competency tests)
- Tape recording of lectures
- Use of assistive technology
- Alternate text formats (Braille, audio)
- Sign-language interpreter
- Accessible parking
- Accessible campus housing

Incoming students with a disability who are interested in having accommodations must contact the center director for specific documentation guidelines for the disclosure process. Returning students who are already registered with the

STUDENT DEVELOPMENT

Disability Resource Center must contact the DRC for an appointment at the beginning of the semester in order to create an academic accommodations plan for each semester. Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, college students are fully responsible for requesting accommodations and following any procedures involved in the process.

For all inquiries and additional information, please contact Michele Fountain, Director of the Disability Center at 508-2493 or mfountain@peace.edu.

STUDENT HEALTH CENTER

Our mission is to provide confidential holistic health care and First Aid to enhance the academic potential of our students. Health Services sees each student encounter as an ideal opportunity to educate about prevention and also use the opportunity to talk about risk reduction to help promote life-long healthy choices. Health Services is committed to providing quality and accessible services in a non-judgmental atmosphere that values diversity and respects individuality.

Health Services, available to all Peace students, operates Monday through Friday from 8:30a.m. to 5:00p.m during the academic year. The office is staffed by Health Services Director and the Wellness Center Service coordinator. The college physician is on campus for appointments on Mondays and Wednesdays from 8:00a.m. to 9:30a.m.

Services include: immunizations; allergy shots; fertility awareness education; treatment for acute minor illnesses and uncomplicated injuries; monitoring chronic medical conditions such as hypertension, diabetes, and asthma; nutrition advice; free STI testing with counseling and treatment; pregnancy tests, breast health education; referrals to off-campus specialists; smoking cessation assistance, alcohol and drug awareness information; complimentary healing arts resources; and guidance about maintaining a healthy immune system.

The health clinic is designed to provide routine treatment of minor injuries and illnesses. A registered nurse, who directs the delivery of services, can dispense certain types of over-the-counter medications, give allergy shots, and make referrals and appointments for students with physicians in the area. The college physician is available in the clinic at designated hours every week to see students with health concerns. Students needing to see the college physician outside the on-campus clinic hours may schedule an individual appointment in his office. This is the student's responsibility to take care of any medical fees/charges when she visits the college physician in his office.

After hours, students may utilize local urgent care centers or hospital emergency rooms, if necessary. The college does not provide facilities to accommodate students who are confined and need around-the-clock nursing care. Any student who needs this type of extended care or who is having outpatient surgery needs to make arrangements for this care at home or off-campus.

Fees for medications, lab services, immunizations, and supplies are payable to the Business Office at the time service is rendered. A \$5 late fee is assessed for bills not paid within 15 days.

Class excuses are not provided by Health Services. With a student's written consent, the director can verify the date and times of the student's visits. Medical information is confidential and is not available to anyone outside of Student Health Services staff without the consent of the student.

All new students must have a complete physical examination with appropriate laboratory tests prior to reporting to school. Additionally, North Carolina state law requires that all new students present proof of completed required immunizations before enrolling. This documentation will be kept on file in Health Services in order for the student to receive health care services on campus. In the event that a student fails to submit proof of required immunizations within 30 days after the start of the semester, she will NOT be allowed to continue attending classes until she submits these records to the Health Services office.

Every Peace student is required to have health insurance. Students who already have coverage must show proof of insurance and complete an online insurance waiver annually at the beginning of the semester in which the student enrolls prior to registration. Students who do not have health insurance will automatically be billed on their student account for a 12-month insurance policy by United Healthcare. Students are responsible for filing all claims.

STUDENT DEVELOPMENT

STUDENT ACCIDENT AND SICKNESS INSURANCE

Peace College strongly encourages all degree seeking-students to have health insurance coverage. Any questions concerning the policy should be directed to the Dean of Students.

MEDICAL EMERGENCIES

If a life-threatening medical emergency arises, the following should be notified: 911, Campus Security, and the HD on Duty or appropriate member of the Residence Life Staff. During office hours (8:00 a.m. – 5:00 p.m., Monday-Friday), students should also notify the Director of the Health Center. The Director of the Health Center or Residence Life staff member will notify the Dean of Students when appropriate to do so.

In case of all other non-life threatening medical situations, resident students are required to contact their RA and RD immediately. A Residence Life staff member will assess the situation and facilitate any emergency medical care that might be needed.

STUDENT ORGANIZATIONS

GENERAL GUIDELINES

Student organizations must be compatible with the stated and implied purposes of Peace College and may not be in violation of any federal, state, or institutional regulations.

The leadership of the group and control of the activities of the organization must rest with the student membership. The student organization must have at least one full-time faculty or administrative staff member of Peace College who has indicated a willingness to serve as its advisor and agreed to attend its meetings and activities. Advisors should provide active on-going support.

Student organizations must afford membership privileges, including voting and officer positions, to members on the basis of personal merit and not age, creed, nationality, race, religion, sex, sexual orientation, physical or mental disability.

Organizations other than honor societies, organizations related to an academic discipline, and organizations related to student resident status; must be open to all students.

BEHAVIOR OF MEMBERS

- Student organizations will be held responsible for the behavior of their members when their actions evolve from or are in any way related to their association with or activities of the group.
- Student organization members who act in concert to violate College, state, or federal regulations may be considered to have joint responsibility for such actions.
- Student organizations that condone or encourage behavior that violates College, state, or federal regulations may be assigned joint responsibility for such actions. Student organizations are responsible for conduct that adversely affects Peace College.
- Every student organization has the duty to take all reasonable steps necessary to prevent violations of College policies and state and federal laws as they relate to the organization's activities.
- The Office of Student Development will address violations of College regulations, policies, the Honor Code, or the Student Code of Conduct by student organizations.

STUDENT DEVELOPMENT

FUNDRAISING GUIDELINES

Recognized student clubs and organizations may conduct fund-raising events involving the sale of goods, services, subscriptions, and tickets with written permission of the Student Development Office, Director of Leadership and Service. Organizations planning solicitation or fund-raising activities must register their activity with the Director of Student Life prior to beginning the fundraising activity.

All fundraising activities must follow the following guidelines:

1. The primary purpose of such fund-raising shall be to raise money for the benefit of the affiliated group, the Peace College community, or for the benefit of a charitable group sponsored by the affiliated group.
2. The sponsoring club or organization is responsible for compliance with all College rules, local ordinances and state laws governing solicitation.
3. Only recognized student clubs or organizations are allowed to fundraise.
4. More than one fundraiser, from within the same organization, may not occur simultaneously.
5. Any project which involves fundraising must have a clearly stated start and finish date. The finish date must occur within two weeks of the start date, unless special circumstances arise and permission is granted by the Director of Student Life, at the discretion of the Director.
6. No College-affiliated organization will enter into a contract with an individual agency or corporation except through established College procedures.
7. Peace College reserves the right to audit all proceeds from fund-raising events conducted on campus by recognized student organizations.
8. Any recognized student organization that violates these fundraising guidelines will be subject to student conduct action.

The College recognizes that some of the most effective forms of fundraising may be more creative. Therefore, if a student organization has a unique fundraising idea which does not appear to be covered in the guidelines above, please contact the Office of Student Development, Director of Student Engagement, to determine whether the idea is suitable within College guidelines.

FUNDING REQUESTS

Each year the Student Government Association receives the student activity fee. This funding set aside for student clubs, organizations, and honor societies to request support for projects and programs. In order to receive funding, a club, organization, or honor society must submit a proposal to the SGA Finance Committee and follow the outlined procedures and protocol. For more information on this process, please contact the Director of Leadership and Service or a member of the Student Government Association. This process ensures that the student fee will always be available and protected for student use.

MEMBERSHIP DUES

Student organizations are allowed, but not required, to collect dues from their members in addition or place of fundraising activities. If your organization decides to ask members to pay dues, you may want to meet with your advisor or the Director of Leadership and Service to discuss different procedures and methods of collecting dues. Remember to deposit all dues into your on-campus club account. If you do not already have an on-campus account, contact the Director of Leadership and Service to request that one be established. You will be responsible for any lost or stolen dues.

REGISTERING INACTIVE ORGANIZATIONS

If a club has been inactive for over 3 years, the organization will be treated as a new organization and will have to follow the process listed in the "Formation Process" section. If a club has been inactive for 3 years or less, the organization's constitution will be reviewed by the Director of Leadership and Service and SGA Executive Council in accordance with the section below entitled "Three Year Constitution Review."

STUDENT DEVELOPMENT

STARTING A NEW ORGANIZATION

Introduction:

It is the intention of Peace College to encourage and empower interested persons to form and join organizations to promote their personal and common interests so long as they are consistent with the mission and purpose of the College. Student organizations are those formed for specific educational, professional, social, recreational, service, or other purposes, which derive membership and leadership from within the student body.

Peace College reserves the right to review and approve all proposed student organizations seeking College recognition. Such measures are to ensure that proposed organizations are compatible with Peace College's mission statement and in compliance with all federal, state, and College regulations.

Students interested in forming a new club or organization must adhere to the following guidelines. If one or more steps are omitted, Peace College reserves the right to bar the group from organizing using the College's name, facilities, or resources. The information provided in these guidelines is intended to support student success in planning and implementing student organizations.

Formation Process Steps:

Meet with the Director of Leadership and Service in order to discuss your proposed student organization, the formation process and to obtain a Proposed Student Organization Form.

After meeting with the Director of Leadership and Service receiving the Proposed Student Organization Form, you may begin provisional advertising via posters, emails, and table tents to generate interest in the proposed organization. Remember that you must follow all publicity guidelines outlined in the Posting Policy (found in the Student Handbook).

Fill out the Proposed Student Organization Form and return to the Director of Leadership and Service. The Proposed Student Organization Form asks that you obtain the following information:

- Name of Proposed Organization
- Primary Contact Person (student) and Contact Information
- Statement of Purpose
- Name and signature of a full time faculty or staff member agreeing to serve as advisor
- Signatures of 8 prospective members
- Organization Constitution – to be written by the organizing group (sample format can be obtained from the Director of Leadership and Service)

Turn in the Proposed Student Organization Form to the Director of Leadership and Service.

After your Proposed Student Organization Form and Constitution is reviewed by the Director of Leadership and Service and Student Government Association Executive Council, the primary contact person will be notified whether the organization has been approved.

If approved, the organization will have the full privileges of an official Peace organization, which includes: access to reserving space on campus, participation in the activities fair, fundraising abilities, opportunity to submit a funding proposal to SGA Executive Council, and access to all services related to publicity.

Formation does not indicate that Peace College endorses the views of the organization's membership or any views expressed during meetings. The individuals involved are solely responsible for any views held or expressed. Peace College also reserves the right to review the activities of student organizations and to monitor compliance within College policies.

STUDENT DEVELOPMENT

Approval Process:

After submitting the Proposed Student Organization Form, the approval process usually takes 2-4 weeks. During that time, the activities of the proposed organization will be limited to meetings and membership recruitment drives. No other activities, solicitation, or programming will be allowed until the organizations have received final approval from the Director of Leadership and Service and Student Government Association Executive Council.

Three Year Constitution Review:

Every three years that an organization remains active, the SGA Executive Council will call for a review of the organization's constitution. Constitutions will be reviewed to insure that they still uphold the mission of Peace College and are in accordance with changing times. Organizations will be notified by the Director of Leadership and Service when they will be under review.

Yearly Registration Process:

Each fall all clubs and organizations must submit an Organization Registration Form to the Director of Student Life. This form indicates that the organization intends to be active for the current school year and provides contact information for the organization leaders (including advisor). If any changes were made to the constitution during the previous school year, a new constitution must be submitted at this time to the Director of Leadership and Service and the President of the Student Government to be re-approved by the Student Government Association. If at any time during the academic year, organization information (including names, phone numbers or email addresses of members, officers, or advisor) changes, the new or current President is responsible for submitting up-dated information to the Director of Leadership and Service.

STUDENT INVOLVEMENT

Peace College campus life is positive and engaging for all students. The Student Development staff encourages students to get involved in student organizations, athletics, and student leadership opportunities. Many students also choose to devote time to service activities in the local community.

AIGA – American Institute of Graphic Arts, the professional association for design

Students majoring in Graphic Design have the opportunity to network with other statewide design students and professionals in the field. They attend local events and networking options.

ANTHROPOLOGY CLUB- The purpose of the Anthropology Club is to provide interested students an opportunity to explore the subjects outside the classroom, sponsoring events such as educational speakers, informational sessions, discussion groups, and a service project.

CAMPUS ACTIVITIES BOARD- This organization, a part of the Peace Student Government Association, is responsible for developing and implementing social, educational, and cultural activities that meet the needs of the student body.

CLASS COUNCIL- Comprised of the class officers from each of the four classes, the Class Council works together, as sister classes, and as individual classes to provide activities and uphold campus traditions. Class Council also has a representative on the SGA Executive Council.

COLLEGE DEMOCRATS- The purpose of College Democrats is to provide information and support for students interested in becoming more involved in politics.

COLLEGE REPUBLICANS- The Peace College Republicans aim to educate the entire campus as to the political process and provide students with an environment in which they can speak on issues that are important.

STUDENT DEVELOPMENT

COMMUTER STUDENT ASSOCIATION- The mission of the Commuter Student Association is to represent the views and concerns and encourage involvement of commuter students in campus activities. The Commuter Association meets regularly and plans many activities designed especially for commuter students throughout the year. The Commuter Student Association also has a representative on the SGA Executive Council. Commuter students are a significant population at Peace College. The college recognizes that there is much diversity in the interests and needs of its commuter students. Studies indicate that commuter students who are involved in campus life enjoy college more and tend to do better academically in comparison with those who limit their experiences to the classroom. Commuter students are encouraged to become involved in the Commuter Student Association to express their needs and concerns.

DIVERSITY COMMITTEE- A committee of the SGA, this group is open to students, faculty, and staff interested in diversity issues on campus. The chair of the committee sits on the SGA Executive Council.

EDUCATION CLUB- The purpose of the Education Club is to provide interested students an opportunity to further explore education by sponsoring events such as educational speakers, informational sessions, discussion groups, and a service project.

GOSPEL CHOIR- The Gospel Choir promotes spiritual awareness and appreciation for gospel music. The choir periodically performs for chapel services and other special campus events.

GREEN TEAM- The Green Team works to promote recycling and to advocate for an environmentally friendly campus.

HELPING HANDS- The Helping Hands operation strives to empower Peace students to take initiative, push comfort zones, extend a hand to people in need and grow from their experiences with community service.

HISTORY CLUB- The purpose of the History Club is to provide interested students an opportunity to cultivate their interest in history and promote knowledge about the world through trips to places of historical significance, exhibitions, and attendance at lectures and presentations.

HOME SWEET HOMES- Home Sweet Homes is a group devoted to involving the Peace College community in our local community by assisting with the building of homes. The group will strive to give families the joy, happiness and a home they can call their own.

MULTICULTURAL STUDENT ASSOCIATION- The mission of the Multicultural Student Association is to promote multicultural awareness and the appreciation of diversity. All students are welcome to participate.

PEACE COLLEGE PSYCHOLOGY CLUB- The Psychology Club provides students information about the world of psychology. Members enjoy educational information, fun, and help with career and graduate school planning.

PEACE SPIRITUAL LIFE ASSOCIATION- The mission of PSLA is to provide students with opportunities for religious community on campus. Students of all faiths and denominations may participate in PSLA. Hosting a number of campus wide events that help build community. PSLA also has a representative on the SGA Executive Council.

PEACE STUDENT GOVERNMENT ASSOCIATION- The mission of the Peace Student Government Association is to represent the views and voice concerns of the student body by acting as a liaison between administration and students. PSGA strives to create an environment that welcomes and appreciates diversity, promotes student involvement, and empowers women to be leaders and citizens not only to Peace College, but also to the community at large.

STUDENT DEVELOPMENT

PEACE STUDENT RECREATION ASSOCIATION- The Peace Student Recreation Association initiates and coordinates the intramural, recreational, and outdoor activities program, creating opportunities for competitive participation and non-competitive recreational activities throughout the year. PSRA also provides educational programs, clinics and workshops.

PHILOSOPHY CLUB-The members of the Philosophy Club discuss philosophical issues, watch and discuss movies with philosophical themes, and go on trips to nearby campuses in order to participate in philosophy discussions there. For example, in the past, they have discussed the existence of God, have watched and discussed the movie “The Matrix,” and have gone to Duke University to participate in a conference on abortion. Philosophy Club events are open to anyone including students with no prior experience with philosophy.

POLITICAL CLUB- The Political Club was created to bring together students of all political views. The group strives to increase political involvement of college students.

RESIDENCE HALL ASSOCIATION- The mission of the Residence Hall Association is to celebrate the campus community by representing issues and concerns of resident students and providing opportunities for their active involvement.

SCIENCE CLUB- Science Club, a chapter of the Collegiate Academy of the North Carolina Academy of Sciences (CANCAS), is open to all students with an interest in science. CANCAS activities include educational programs, community service projects, and field trips that promote scientific understanding.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT- The Peace chapter of the Society for Human Resource Management (SHRM) provides students information about the world of human resources; opportunities to develop planning, organizing, and leadership skills; and the chance to build a network with area professionals and fellow students.

SPECTRUM- Spectrum is dedicated to developing gay and straight student alliances on campus while promoting an appreciation of diversity. Members participate in several programs annually both on campus and in the Raleigh area.

STUDENT ATHLETE ADVISORY COMMITTEE (SAAC)- SAAC is committed to representing the concerns of athletes at Peace College while striving to improve sportsmanship and unity by sponsoring various activities that will bring all sports together to support one another.

STEP TEAM- The Step Team strives to empower young women of Peace College and of the community to create awareness of social issues affecting their lives through powerful movement.

STUDENT CONDUCT BOARD - The Student Conduct Board is charged with upholding the Honor System in the Peace community. The board educates new students about the importance of the Honor Code, the Student Code of Conduct, and their individual responsibility to the campus community. Under the supervision of the Assistant Dean, the Student Conduct Board adjudicates violations of the Honor Code and the Student Code of Conduct and emphasizes the importance of students taking responsibility for their behavior.

TRAILBLAZERS- The Trailblazers organization bridges the gap between “new” traditional and traditional students through recognize the barriers and obstacles many women experience when they decide to return to college.

STUDENT DEVELOPMENT

WOMEN FOR WELLNESS- Women for Wellness seeks to encourage and promote overall wellness in all aspects of life. This group will work collectively to design campus programming for the purpose of wellness through speakers, discussion panels and information sessions.

TRADITIONS AND EVENTS

Peace College has a series of events which occur annually and have been a part of campus life for many years. We encourage you to take part in experiencing these activities and events that are unique to Peace! Many events are sponsored by SGA, the Campus Activities Board, or Class Council.

ARTS AND LECTURE SERIES The Arts and Lecture Series allows Peace students to experience a diverse spectrum of cultural, educational, and artistic programs.

AWARDS CONVOCATION Awards Day is held each spring to recognize students who have demonstrated outstanding accomplishments in academics and campus leadership. Faculty wear traditional academic regalia symbolizing the importance of the event.

CLASS DAY Class Day is a traditional student ceremony held each spring to install the newly elected Student Government officers for the next academic year and recognize graduating and outstanding students. Leadership and Service awards are also awarded to students, student organizations, and advisors.

CONVOCATION Convocation is the official opening of the academic year. While all students are invited, all first-year students are required to attend. Faculty wears full traditional academic regalia.

COMMENCEMENT The culmination of the academic year is commencement. Activities are scheduled throughout the week of commencement to celebrate the achievements of our graduates. A traditional baccalaureate service will be held the night before commencement. The commencement ceremony is held on the College Green, accompanied by bag-pipes, and concludes with graduates circling the fountain to sing the Alma Mater. At commencement, bachelor's degree graduates wear traditional academic regalia and green robes. In 2000, Peace began the tradition of embroidering the graduate's name and class year on the sleeve of her graduation robe, and so the robes each year bear the names of graduates from previous years.

FALL COCKTAIL Fall Cocktail is the annual semi-formal dance sponsored by the Campus Activities Board. Fall Cocktail is traditionally held off-campus and marks the conclusion of Fall Fest.

FALL FEST Fall Fest is a week of fun activities to foster competition between the sister classes (First-Years & Juniors v. Sophomores & Seniors). Fall Fest is planned & sponsored by the Campus Activities Board and Class Council. Fall Cocktail is traditionally held at the conclusion of the week.

FAMILY WEEKEND During Family Weekend, held in late October, family members are encouraged to visit campus and mingle with faculty and staff while enjoying their daughter's company and an active schedule of events. Invitations will be sent prior to the event; advance registration is required.

HONOR CHAPEL Held during a chapel service early in fall semester, this is a time to focus on the importance of the

STUDENT DEVELOPMENT

Honor Code in our life together. First year students participate in a long-standing tradition by signing their names to indicate their commitment to the Honor Code.

LITTLE SIBS WEEKEND Held in the spring semester, Little Sibs Weekend introduces the siblings of Peace students to college life. Siblings of all ages and other local children are invited to campus to have fun and enjoy being on campus.

PEANUT WEEK Sponsored by Peace Spiritual Life Association, Peanut Week is a very popular student life tradition at Peace where students, faculty and staff participate in having a “secret peanut” for the week and exchanging gifts. At the conclusion of the week, participants find out who their “peanut” is! Peanut Week is scheduled in February, near Valentine’s Day.

RED ROSE BALL The Red Rose Ball is the annual spring formal sponsored by PSGA’s Campus Activities Board. The ball is usually held at an off-campus location and is a popular event for all students.

STUNT NIGHT During Stunt Night, students coordinate a production that focuses on spoofing campus life and characters. Sister classes are judged on creativity, costuming, make-up, sets, staging, printed programs, use of existing facilities, number of student participating, and attempts at excellence in acting, singing, writing, etc. Stunt Night provides an opportunity for keen competition and class spirit while encouraging students to be creative, witty, and dramatically expressive. Stunt Night is held in the spring semester.