



## **Student Handbook**

**2010-2011**

**This planner belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Note: Students will be notified of any handbook revisions that occur during the academic year. Revisions will be posted in the online version of the handbook at [saalem.premierplanner.org](http://saalem.premierplanner.org)

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### **President's Message**

It is my pleasure to welcome all of you to the 2010-2011 Salem College academic year!

Like you, I was drawn to Salem's rich heritage of educating and empowering women and to its vibrant present-day community. I am honored to belong to the long line of women who have shaped and been shaped by Salem – a tradition that you are now a part of as well.

As part of the Salem community, we take advantage of a powerful legacy of sisterhood, integrity and academic excellence. It is the responsibility of each of us to do our part in preserving that legacy for those who will come after us. We care for our campus' historic buildings; we strive to achieve our best in the classroom, on the athletic fields, on the stage and in the laboratory. And above all, we demonstrate our respect for one another through our Honor Code.

This is Salem's 239<sup>th</sup> year of challenging and rewarding women. I know that you will take time this year to explore the possibilities within yourself, forge lasting friendships and leave your indelible mark upon this institution. Good luck!



Sincerely,  
Susan E. Pauly, president



Dear Salem Student Body,

On behalf of the 2010-2011 SGA Exec Board, I extend a warm welcome to each and every one of you. I am hopeful this will be an exciting and fulfilling year!

To the Class of 2014: I have one recommendation for you and that is to remember that you only get out of your experiences what you put into them. You are starting an incredible journey full of new friends, a new atmosphere and new challenges that will affect you in ways you never expected. Keep an open mind. Participate in every way you can. Learn from your professors, and know that you have arrived on a campus that is thrilled to have you and always rooting for your success. Welcome to the sisterhood!

To the Class of 2013: My wonderful sister class. You are all so amazing, and I've grown to care for all of you so much. Your first year is now behind you, and you are now an authority on Salem traditions, expectations, academics and life. But don't get comfortable! This is your chance to do something different, step outside of the box, and discover you're potential. Your big sisters will always be here for you even if you do beat us at skits for Fall Fest!

To the Class of 2012: You've already made it through half of your time at Salem. Congratulations! You are now upperclass students, and I know to expect remarkable things to keep coming from your incredible class. Junior year is tough, but I know you will be active role models while still having fun. You have been leaders since you arrived, and I know you are going to leave your mark at Salem.

To the Class of 2011: Wow! I honestly don't think the world is ready for this class to graduate. We're getting ready to head off in all directions after graduation, but we will always be Salem Sisters. This is our last Fall Fest, these are our last exams and this is our last convocation. Let's make the most of it. But remember graduation will not be the end of the class of 2011, just our grand entrance to show the world what Salem women can do.

I challenge you to be involved, excited and an example of what it means to be a Salem sister. The SGA Exec Board cannot wait to make this a memorable year for you. Good luck this year!

Mary Lynn Paulson  
SGA President  
2010-2011



**The 2010-2011 Student Government Association Executive Board**  
(members listed left to right)

Michelle Faber, Off Campus Association Representative; Melissa Cox, Treasurer; Kaitlin Hamilton, Honor Council Chair; Lauren Moody, Secretary; Mary Lynn Paulson, President; Alessandra Bazo, Vice President ; Kari Ross, Judicial Council Chair



Dear Fleer Center Student Body,

I want to personally welcome all the new Fleer students to the Salem campus. I would also like to extend a warm welcome to returning Fleer Students for this 2010-2011 academic school year. It will certainly be an honor and a pleasure to serve as President of the Executive Board for the Fleer Center Leadership Council.

I hope that each of you will try to participate in our monthly meetings and functions throughout the year. These activities are a great way to meet Salem sisters and brothers and also to stay abreast of current issues on campus.

I wish each and every one of you success in this upcoming school year along your educational journey at Salem College. Just know that at Salem we start off as classmates, but as the school year goes by we become more like family. If along the way you need any information, help, a friend or just someone to talk you can personally email me, and I will do anything and everything within my power to assist you and get you going in the right direction. Good luck, and have a great school year!

Sincerely,  
Melissa K. Mitchell  
Executive Board President  
Fleer Center Leadership Council  
2010-2011



**The 2010-2011 Leadership Council Executive Board**  
(members listed left to right)

Raymond Hicks, Treasurer; Andrea Parker, Secretary; Joyce VanderLinden, Vice President; Melissa Mitchell, President.

## **Salem College Mission Statement**

*Salem College, a liberal arts college for women, values its students as individuals, develops their unique potential and prepares them to change the world.*

### **Statement of Values**

Rooted in the distinct Moravian commitment to education, our core values are:

#### **Learning Grounded in the Pursuit of Excellence**

Instilling commitment to scholarly inquiry  
Educating the whole person  
Transforming knowledge into action

#### **Learning Grounded in Community**

Recognizing individual potential  
Embracing diversity  
Exemplifying honor

#### **Learning Grounded in Responsibility to Self and the World**

Developing personal accountability  
Cultivating leadership  
Preparing global citizens

### **History**

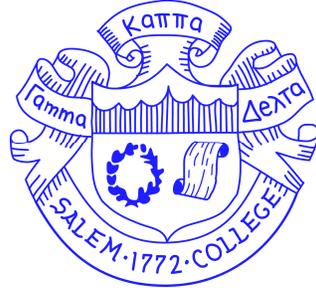
Salem College's history began in 1766, when the Moravians, an early Protestant denomination, established the village of Salem. Among the town's early residents were 16 girls and women who walked more than 500 miles from Bethlehem, Pennsylvania, to join the new community. One of them was 17-year-old Elisabeth Oesterlein, who would be the first teacher of what is now Salem College.

Believing that women deserved an education comparable to that given men, a radical view for that era, the Moravians began a school for girls in 1772. In 1802, it became a boarding school for girls and young women. In 1866, it was renamed Salem Female Academy. Salem began granting college degrees in the 1890s. Today, the American Council on Education in Washington, D.C., ranks Salem College as the oldest women's college in the nation by founding date and the 13<sup>th</sup> oldest college overall. Salem Academy, a college preparatory/boarding school for girls in grades nine through twelve, shares our 57-acre campus.

In its early years, the unmarried women of the Moravian community who were known as "Single Sisters" ran Salem and lived in the recently restored Single Sisters House. Oesterlein and her Sisters were economically self-sufficient, an extraordinary achievement for women of the 18<sup>th</sup> century. The meticulous records of the Moravians show that Salem educated girls of African-American heritage as early as 1785, and that in the 1820s, the daughter of a Cherokee Indian Chief attended the school but left to join the Trail of Tears.

### **Moravian Blessing**

*Come Lord Jesus, our Guest to be,  
And bless these gifts bestowed by Thee.  
Bless our loved ones everywhere  
And keep them in Thy loving care.*



### Seal

The Salem College seal first appeared in the College yearbook of 1907. Designed and drawn by Dorothy Doe, C'07, it was adopted by the Class of 1907 for their class pin and eventually evolved into the College seal. The Moravian Bishop at that time, Edward Rondthaler, interpreted the three Greek letters—Gamma, Kappa, Delta — to mean knowledge and virtue. The scroll symbolizes learning; the wreath, victory; and the section above the scroll and wreath represents Pilot Mountain (a mountain near Winston-Salem) and stands for strength. The four points of the shield symbolize the four corners of the earth from which the class had come.

### Alma Mater

*Strong are thy walls, oh Salem,  
Thy virgin trees stand tall,  
And far athwart the sunlit hills,  
Their stately shadows fall. **Chorus***

*Firm is thy faith, oh Salem,  
Thy future service sure,  
The beauty of thy heritage,  
Forever shall endure. **Chorus***

**Chorus:**  
*Then sing we of Salem ever,  
As proudly her name we bear,  
Long may our praise re-echo.  
Far may our song ring clear  
Long may our praise re-echo  
Far may our song ring clear.*

*True is our love, oh Salem,  
Thy name we proudly own,  
Thy joy of comradeship is here  
Thy spirit makes us one. **Chorus***

**School Mascot**  
Spirits



**School Colors**  
Blue and Yellow

### KΓΔ Kappa Gamma Delta

In recent years, Salem students have claimed the Greek letters “Kappa,” “Gamma” and “Delta” from the College seal to represent Salem sisterhood. Students have adopted the practice of wearing these Greek letters on hats and clothing, similar to social sororities on other campuses, to represent the everlasting bond of Salem sisterhood.

## Salem Traditions

### ***Candlelight Walk to God's Acre (Orientation Weekend)***

Accompanied by orientation leaders, new students make a candlelight walk into God's Acre to the grave of Sister Elizabeth Oesterlein, founder of Salem College, for a brief ceremony and introduction to the history of the College. The College president and chaplain lead this first ceremonial "walk" to symbolize the beginning of one's time at Salem. Students walk to God's Acre again on Founders Day of their senior year to symbolize the conclusion of their Salem experience. All students are welcome.

### ***Opening Convocation\* (August)***

Formal opening ceremony for the academic year. Held in Hanes Auditorium. Classes process to the ceremony behind their class banners. Seniors wear caps and gowns and traditionally wear funny or outrageous shoes. *Nice dress encouraged.*

### ***Movies in the May Dell (Fall/Spring)***

Salem students bring lawn chairs or blankets and gather in the May Dell for newly released and classic films before they are available in stores.

### ***Fall Lawn Party (September)***

Sponsored by the Campus Activities Board (CAB), this event is the first student party of the year. This event features popular college bands and an after party with a local DJ. *Dressy casual attire.*

### ***CAB Dances—SemiFormal, Formal and Spring Cocktail (Fall/ Spring)***

In addition to the Fall Lawn Party, the Campus Activities Board sponsors three dances each year. Students may bring dates, but attending with a group of Salem friends has become part of the tradition. SemiFormal is held in November at an off-campus venue with semi-formal attire encouraged. Formal is held in February at an off-campus venue with more formal attire encouraged. Spring Cocktail is held on campus in April. Dressy casual attire, such as sundresses, are encouraged for this event.

### ***Big Sis/Lil Sis (September)***

First-year traditional age students (under age 23) receive junior "Big Sisters" before Fall Fest. Big Sisters serve as mentors and introduce their Little Sisters to life at Salem.

### ***Fall Fest (September)***

This day of competition between the classes begins with a breakfast spirit rally and theme decorating contest in the Refectory. It continues with a parade contest at the athletic fields and concludes with a song and skit extravaganza in Hanes Auditorium. Truly a celebration of spirit and sisterhood! Listen for the cheering to begin in early fall. *Classes are suspended.*

### ***Family Weekend (October/November)***

Students' families visit campus for a fun weekend of social events and programs with faculty and staff, ending with a traditional Moravian Lovefeast on Sunday morning and a delicious Salem Sunday Brunch.

### ***International Club Events (November/April)***

Salem's International Club hosts three annual events for the Salem community to raise awareness about world cultures. The International Dinner, held in the fall, features a culinary feast of food from around the world. The International Show, held in April, is a celebration of international diversity through artistic performances such as dance. Also in April, the Club hosts "Holi," the Hindu festival of colors, on the Lower Pleasure Grounds.

**\*Academic program required for all traditional age students (under age 23).**

## Salem Traditions

### ***Candle Trimming (November)***

Students gather to trim candles for the Christmastide Moravian candlelight service.

### ***Christmastide Moravian Candlelight Service (December)***

This longstanding Salem holiday tradition celebrates our Moravian heritage and features performances by student choral groups. Hundreds of friends of the College attend this annual event in Hanes Auditorium which culminates with the lighting of Moravian candles. Not to be missed! *Nice dress encouraged.*

### ***Moravian Traditions Dinner (December)***

Students who attend the Christmastide Moravian candlelight service are invited to the fellowship hall of Home Moravian Church for a holiday dinner featuring homemade Moravian chicken pie and to celebrate the unique culinary traditions associated with our institutional heritage.

### ***Christmas Dinner (December)***

On the Monday before exams begin, faculty and staff serve the students a family-style holiday dinner. *Nice dress encouraged.*

### ***Off Campus Association High Tea (December)***

The Off Campus Association (OCA) sponsors an annual high tea on the last day of classes of the fall semester. The tea is held in the Rondthaler-Gramley (RG) House. Members of the OCA bake desserts and other treats to share with faculty, staff and students. Established by off campus students in the 1970s, this tradition provides an opportunity for residential students and off campus students to celebrate the end of the semester together.

### ***Exam Stress Relievers (December/May)***

The Order of the Scorpions places Krispy Kreme doughnuts in the refectory during finals as a campus morale booster and for good luck on exams. The Campus Activities Board and the Office of Student Activities sponsor stress-reliever programs, such as karaoke in the Refectory prior to exams.

### ***Black History Month (February/March)***

Black History Month (BHM) is celebrated at Salem during four weeks of campus and community activities. BHM begins with the annual Step Show featuring teams from Triad-area colleges, including Salem's own Ghost Ryders. The BHM Worship Service (sponsored by the Office of the Chaplain, BADU & ONUA) features the InterVarsity Gospel Choir and student speakers who read the liturgy and scripture. On the final weekend in February, Salem students, faculty and staff collaborate in a production of the Black History Month finale—a celebration of arts and culture.

### ***Fleer Senior Gathering (March)***

This event for all graduating Fleer seniors is held in the Rondthaler-Gramley House. Seniors receive information about graduation events and what to expect for the remainder of their senior year.

### ***Sophomore/Senior Banquet (April)***

For all traditional age students, the sophomore class hosts a special dinner and program to honor their Big Sister class. *Nice dress encouraged.*

### ***Celebration of Academic Excellence\* (April)***

This annual celebration showcases student work across the disciplines and features keynote speakers as well as new faculty research. Classes are cancelled this day so that students, faculty and staff may attend these important and thought-provoking panels, performances and presentations spotlighting undergraduate academic excellence. *Business attire encouraged.*

**\*Academic program required for all traditional age students (under age 23).**

## Salem Traditions

### ***Leadership Banquet (April)***

As part of the Celebration of Academic Excellence, the annual student leadership awards banquet replaces dinner that evening in the Refectory. Students are recognized for outstanding achievement in the areas of leadership, scholarship and service. The SGA president-elect makes her first official remarks. All students are welcome.

### ***Senior Class Walk to God's Acre (April)***

Seniors robe and meet early the morning of Founders Day on the steps of Main Hall. Seniors process with the president, chaplain and deans to Sister Oesterlein's grave in God's Acre and place a flower on her gravestone. Afterward, the seniors plant a class tree on campus with each senior allowed to add a personal memento as the ground is replaced around the tree. A special breakfast is served in the Refectory.

### ***Founders Day Convocation\* (April)***

Celebration in honor of Elizabeth Oesterlein, founding teacher of Salem Academy and College. Seniors wear graduation gowns and sunglasses and process to the Convocation in the May Dell (Hanes Auditorium in case of rain). Sophomore class processes ahead of their sister class. *Nice dress encouraged.*

### ***Honors Convocation\* (May)***

Ceremony marking the formal end of the academic year held in Hanes Auditorium on the last day of classes. Seniors wear graduation robes and funny or outrageous hats. Awards are given for academic achievement. Classes process to the ceremony behind their class banners. *Nice dress encouraged.*

### ***Senior Commencement Weekend (May)***

#### ***Back Porch Party***

Given by Fleeer juniors in honor of all graduating seniors on the afternoon of the last day of exams. *Garden party attire encouraged.*

#### ***Senior Lovefeast***

Held at Home Moravian Church on Thursday afternoon before commencement. Seniors do not wear robes for this event. *Nice dress encouraged.*

#### ***Baccalaureate***

Special service held at Home Moravian Church on Friday evening before commencement for graduates, families and guests. Graduates robe for the Baccalaureate service. The president's reception is held immediately following the service.

#### ***Commencement***

Held in the May Dell on Saturday morning (rain location is Hanes Auditorium). Graduates robe and process carrying daisies. A champagne brunch is held afterwards in the Refectory and Lower Pleasure Grounds for seniors, families and guests.

#### ***Champagne Brunch***

The Seniors class, their families and guests are invited to gather and attend a buffet brunch served in the Refectory and on the Lower Pleasure Grounds following Commencement. *Nice dress encouraged.*

**\*Academic program required for all traditional age students (under age 23).**

## SALEM COLLEGE CALENDAR 2010-2011

### 2010 Fall Term

August 21	Saturday	New Student Orientation begins Fleer Orientation 9:30 a.m.-3:30 pm Residence Halls open for new students (8:00 a.m.)
August 22	Sunday	Residence Halls open for returning students (1:00 p.m.)
August 23	Monday	Orientation/Advising
August 24	Tuesday	Registration <b>Opening Convocation* (7:00 p.m.)</b>
August 25	Wednesday	Classes begin (8:00 a.m.)
August 27	Friday	Class of 2014 Retreat (Departs 3:00 p.m.)
August 28	Saturday	Class of 2014 Retreat (Returns 5:00 p.m.)
September 22	Wednesday	Fall Fest Day (classes suspended)
October 8	Friday	Fall Break begins (5:15 p.m.)
October 13	Wednesday	Classes resume (8:00 a.m.)
November 5	Friday	Family Weekend begins
November 24	Wednesday	Thanksgiving Recess begins (8:00 a.m.)
November 29	Monday	Classes resume (8:00 a.m.)
December 7	Tuesday	Last day of classes
December 8	Wednesday	Reading Day
December 9	Thursday	Examinations begin (8:30 a.m.)
December 13	Monday	Examinations end (5:15 p.m.)
December 14	Tuesday	Residence Halls close (10:00 a.m.)

### 2011 January Term

January 2	Sunday	Residence Halls open (1:00 p.m.)
January 3	Monday	January Term begins (8:00 a.m.)
January 17	Monday	Martin Luther King, Jr. Day (classes suspended)
January 26	Wednesday	January Term ends (10:00 p.m.)

### 2011 Spring Term

January 27	Thursday	Fleer Orientation (5:00 p.m.-8:30 pm)
January 31	Monday	Classes begin (8:00 a.m.)
March 18	Friday	Spring Break begins (5:15 p.m.)
March 28	Monday	Classes resume (8:00 a.m.)
April 24	Sunday	Easter
April 25	Monday	Easter Monday (classes suspended)
April 26	Tuesday	Classes resume (8:00 a.m.)
April 27	Wednesday	<b>Celebration of Academic Excellence*</b> Leadership Banquet (5:30 p.m.-6:30 p.m.)
April 29	Friday	<b>Founders Day Convocation* (4:15 p.m.)</b>
May 11	Wednesday	Last day of classes <b>Honors Convocation* (4:00 p.m.)</b>
May 12	Thursday	Reading Day
May 13	Friday	Examinations begin (8:30 a.m.)
May 17	Tuesday	Examinations end (5:15 p.m.)
May 18	Wednesday	Residence Halls close (10:00 a.m. for non-graduating students)
May 21	Saturday	Commencement Residence Halls close (5:00 p.m. for graduating students)

\*Academic program required for all traditional age students (under age 23).

## **Emergency Information**

### **Major Incident Response Plan**

Salem College maintains a Major Incident Response Plan which is activated when emergency situations escalate to a point that demands the coordinated efforts of numerous institutional departments and/or officials. This plan copes with major incidents that may endanger human health and safety, property or the ability of the campus to function and activates the response team which elevates and responds to crisis situations until it is restored to a state of normalcy.

### **Emergency Notification Systems**

Salem has established mass notification systems to inform the community of emergency situations. One or more of these systems may be utilized to alert the community in the event of a significant crisis or emergency.

#### **Outside Emergency Alert System**

Salem has an outdoor alert system that uses a siren and prerecorded messages to warn the Salem campus of emergencies ranging from a tornado to a chemical hazard. The messages are prerecorded and are intended to alert faculty, staff, students and others in the event of a campus emergency. Speakers are located on the roof of the Fine Arts Center and at the physical plant office. The system is tested at the beginning of each semester.

#### **Telephone Messaging System**

Each campus telephone line and each subscribed cell number may receive an emergency alert. Calls may be answered live or a voice message is left on unanswered lines. Members of the Salem community are encouraged to subscribe to this feature. To enroll contact [Tommy.Williamson@salem.edu](mailto:Tommy.Williamson@salem.edu), or click on the link provided via email in August and February.

#### **Text Messaging System**

Text messages may be sent in conjunction with the telephone messaging system. Members of the Salem community are encouraged to subscribe to this feature. To enroll contact [Tommy.Williamson@salem.edu](mailto:Tommy.Williamson@salem.edu), or click on the link provided via email in August and February.

Salem also will utilize the homepage and email system to update and inform the community of other important information.

### **Evacuation Assembly Areas**

#### **Contained Area Evacuation**

If a building or cluster of buildings requires evacuation, building occupants should evacuate to an assembly area which is away from the building and away from emergency service vehicles. Locations include Hanes Auditorium-Fine Arts Center, Corrin Refectory, Bryant Hall/Gym area, Salem Square, MayDell or Salem Academy Auditorium.

#### **Campus-wide Evacuation**

In the event the entire campus must be evacuated, everyone should relocate to either the God's Acre cemetery near the Fine Arts Center or to the athletic field near pit parking.

## The Honor Tradition

### I. The Honor Tradition

The Honor Tradition is a vital and unifying aspect of the Salem College community that encourages each student to make a commitment to learning grounded in the pursuit of excellence, in community and in responsibility to self and the world. By accepting a place in our community of scholars, each student assumes full responsibility for her actions in all phases of her life at Salem. The Honor Tradition encompasses responsibility for maintaining academic integrity, as well as the expectation that students abide by North Carolina law, uphold College policies and treat all members of the community with civility and respect.

The Honor Tradition is longstanding at Salem College and is highly regarded by students, faculty, staff and the administration. Perpetuating such a tradition is made possible in the community because each individual student is expected to be personally accountable for the impact of her actions on herself and other members of the community.

Every student is responsible for encouraging other students to uphold the Honor Tradition. The Honor Tradition is only as strong as the commitment of the individuals in the community that lives by it.

### II. The Honor Code

Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity and civility.

As a responsibility to my honor community:

- I. I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.
- II. I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.
- III. I will show respect for faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I acknowledge that I will be held accountable for my decisions and behavior, and I will accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its traditions.

### III. Privileges of the Honor Code

By virtue of the strength of the Honor Tradition, students are extended the following privileges:

- A. Self-scheduled exams.
- B. Unproctored and take-home tests (based on the discretion of the professor).
- C. Faculty and administration trust and respect.

### IV. Violations at Another Institution

In the case of a violation of the Honor Code by a student who is cross-registered at either Salem College or Wake Forest University, the home campus where the student is enrolled will handle the case through its own judicial process.

### V. The Honor Council

The Honor Council acts as a neutral hearing body that is supportive of the student. The Council does not judge the accused student as a person, but rather judges the student's actions as they relate to the preservation of honesty, integrity and civility within the honor community.

The Honor Council is comprised of the chair and the secretary (both elected by the student body), one representative from each class, one representative from the Off Campus Association, one

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representative from the Flee Center program, the president of the Student Government Association and the chair of the Judicial Council. A non-voting faculty representative from the Faculty Advisory Board must be present at all Honor Council hearings. The dean of students or her designee from the student affairs staff serves in an advisory capacity to the Honor Council and must be present at all Honor Council hearings.

The Honor Council will investigate and act upon alleged Honor Code infractions. The Honor Council also will handle cases related to test and examination procedures, unauthorized removal of library materials and election contestations.

The Honor Council has the right to turn over any case to the dean of students. The administration of the College reserves the right to investigate and take action regarding any alleged violation of the Honor Code.

### VI. Procedures for Reporting Honor Code Infractions:

- A. Self-reported infractions  
Acknowledging an Honor Code violation is the first step in reconciling one's responsibility to the honor community. A student who wishes to acknowledge her violation should report the violation to the Honor Council by way of the chair of the Council.
- B. Infractions reported by a student  
A student who witnesses a violation of the Honor Code by another student is expected to confront the student and reveal the nature of the infraction observed to the student before she contacts the Honor Council chair. She also should encourage the accused student to contact the Honor Council chair to report her violation.
- C. Infractions reported by a faculty or staff member  
All faculty members are to report suspected violations of the Honor Code to the Honor Council chair. The faculty member should contact the chair after explaining the nature of the alleged infraction to the student.

### VII. Social Responsibility and Residence Life Policy Infractions

The administration of the College reserves the right to investigate and take action in any alleged violation of social or residence life policy. The dean of students and director of residence life, in conjunction with the Judicial Council and residential coordinators (RC's), handle infractions of the social responsibility and residence life policies as part of Salem's Honor Tradition which calls students to be responsible to themselves and others.

All reports of alleged social responsibility or residence life policy violations will be documented and given to the director of residence life. Based on the nature of the offense and the specifics of the situation, she will determine if a hearing is warranted, whether the Judicial Council will hear the case or whether the matter will be handled administratively. Upon reviewing precedent cases and sanctions, the director of residence life, in conjunction with the chair of Judicial Council, may choose to sanction minor offenses with no hearing; however, the student has the right to request a hearing if she believes she is not responsible for the violation.

Cases may be heard by either of the following judicial bodies:

**Judicial Council:** The Judicial Council is made up of the chair (elected by the student body), secretary (elected by the student body), Honor Council chair, SGA president, first-year class representative, off-campus representative and the presidents of each residence hall. The director of residence life or her designee from the student affairs staff must be present in an advisory capacity at all Judicial Council hearings. The Judicial Council will

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hear cases such as alleged violations of the following Social Responsibility and Residence Life policies: alcohol, event/party policy, fire safety, guests and visitation. The Judicial Council has the right to turn over any case to the dean of students.

**College Administration:** The residential coordinators will hear first-time and minor Residence Life policy infraction cases. The administration will hear cases of the most serious nature including alleged violations of the following policies: weapons, illegal drugs, hazing, harassment and other cases of an urgent nature, such as when there is immediate danger to one or more students.

### VIII. Rights of an Accused Student

An accused student has the following rights:

1. To be notified in writing of any accusation made against her.
2. To have a hearing.
3. To have an adviser who is either a Salem College faculty member or member of the administration. The role of the adviser is to provide advice to the student throughout the judicial process. The adviser may only counsel the student, not speak with the Council or the accuser(s) or witness(es) during a judicial hearing.
4. To appeal the decision of the hearing body.
5. Fler students: to have a Fler student representative sit on the Honor Council or Judicial Council when a case concerns a Fler student as the accused.

### IX. Preliminary Hearing for Honor Council and Judicial Council Cases

The chair will notify the accused student *in writing* of any accusations made against her, as well as her rights as an accused student. The written notification also will include the time, date and location of the preliminary hearing.

The purpose of the preliminary hearing is for the chair and secretary to allow the accused to respond to the charges made against them and to determine whether the evidence warrants a full hearing by the Council. The accuser may be present at the preliminary hearing or may provide information in writing regarding the accusations. If the accused student denies the accusations made against her but the chair and secretary determine that substantial evidence exists that these accusations are just, the Council will hear the case as soon as possible.

The chair and secretary of the Council will make every effort to hold a preliminary hearing with the accused within one week of the reporting of an infraction.

If a student fails to appear at the preliminary hearing without a valid excuse, the chair and secretary in their absence will determine whether available evidence warrants a full hearing with the Council.

If the accused student accepts responsibility for the charges, the chair and secretary will call a meeting of the Council as soon as possible to determine the appropriate sanctions for the violations.

Any member of a judicial body who has a role or personal interest in a case must recuse herself from the proceedings related to that case.

### X. Hearing Procedure for Honor Council and Judicial Council Hearings

If a student fails to appear before the Council without a valid excuse, the Council will hear the evidence presented in her absence and make a decision based on available evidence.

1. The accuser (if one is present), accused and the accused's adviser (if there is one) enter the room. All parties involved in the hearing are introduced to each other and the hearing begins.

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2. The accuser gives her account of the case, followed by any questions from the Council. If the accuser is not present, the chair will read the accuser's written statement.
3. The accused then gives her account of the case, followed by any questions from the Council.
4. The accused questions the accuser(s). The Council may interrupt with questions.
5. Once the accused is finished, the accuser(s) may question the accused.
6. If there are witnesses for the accused, they will come in individually to give their statement and answer questions by the Council, the accused and the accuser. Witnesses may submit signed letters if they are unable to be present.
7. Once all the witnesses for the accused have testified, the witness(es) against the accused will testify following the procedure stated above.
8. The accuser, accused and adviser are excused from the hearing. The accused student will have the option to wait to learn about the decision of the Council. The Council, taking all statements and evidence into consideration, will deliberate and determine responsibility and then determine appropriate sanctions if they deem any necessary.
9. The Council will then invite the accused and adviser back into the room for the announcement of its decision on the case, any sanctions that it will recommend to the Faculty Advisory Board for further consideration and a rationale for its findings.
10. If the Council does not find the student responsible or gives the student the sanction of warning, the student will receive written notification of the Council's decision as soon as possible.
11. If the Council finds the student responsible and recommends a sanction of probation or higher, the Faculty Advisory Board will convene at the earliest time possible to review the decision. The student will receive written notification of her sanction following the Faculty Advisory Board's review of the case.
12. The dean of students office will inform appropriate offices of any sanctions issued to an undergraduate student on a need-to-know basis.
13. In Honor Council cases brought by the faculty, the faculty member will be notified of the decision and recommendation for sanctions.

**Note: No cell phones or recording devices are allowed in a preliminary hearing or formal judicial hearing.**

### **XI. Sanctions for Honor Code Infractions**

The College deems serious any violation of the Honor Code. The role of the Honor Council in hearing cases and determining sanctions is intended to be educational in nature, not punitive. The Council may encourage students to seek additional support through academic support services on campus. The terms of the sanction will be determined by the Council in accordance with precedent set by previous cases and the seriousness of the violation.

Regardless of the decision of the Honor Council, assignment of a grade for academic work in question is left completely to the discretion of the faculty member.

The Council may recommend one of the following sanctions:

**Warning:** This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible by the Council, a warning is put on the student's judicial record in the dean of students office until graduation. The Council advises the student to learn from this experience as she reflects on the importance of her behavior and its impact on the Salem College community.

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**Probation:** This sanction is given when a student is responsible for a violation that is of a serious nature. It is stressed to a student that this is a time for reflection and contemplation about what she has done and what it means to live and abide by the Honor Tradition. Probation may entail a loss of social privileges for the length of probation and/or educational assignments and a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA and CAB, and visitation privileges.

When a student is a repeat violator of the Honor Tradition, this sanction may be given to insure that the student understands the importance of the Honor Tradition and the vital role it plays in Salem's community. If a student is found responsible for a violation by the Honor Council or Judicial Council while on probation, this additional offense may activate a sanction of suspension. The sanction of probation remains on a student's judicial record in the dean of students office until graduation.

**Suspension-Held-in-Abeyance:** This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the Council's judgment, should be allowed to continue her coursework at Salem. A sanction of Suspension-Held-in-Abeyance will entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA and CAB, and visitation privileges. A student who is on Suspension-Held-in-Abeyance is not eligible for membership in any campus clubs or organizations nor may participate in the intercollegiate athletics program.

If the student is found responsible for any other violation by the Honor Council or Judicial Council while on Suspension-Held-in-Abeyance, this violation may activate a sanction of suspension or expulsion, and the student will be required to leave campus within 24 hours unless she appeals the decision (see "Suspension"). Suspension-Held-in-Abeyance stays on a student's judicial record in the dean of students office until the student graduates.

**Suspension:** This sanction is given when the student is found responsible for a violation of an extremely serious nature. The student must leave campus within 24 hours unless she decides to appeal the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to Salem. Suspension remains on the student's judicial record in the dean of students office for two years after graduation.

**Expulsion:** This sanction is given when a student is found responsible for a violation that is of the most severe nature. This sanction is given when the Council feels that the student grossly neglected the importance of the Honor Tradition. This may include such violations as being a repeat violator of the Honor Tradition. The student must leave campus within 24 hours unless she appeals the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. A student who receives the sanction of expulsion may not return to Salem's campus for any reason, including alumnae events. The sanction remains on the student's judicial record in the dean of students office.

### XII. Sanctions for College Policy, Social Responsibility and Residence Life Policy Infractions

The College deems serious any violations of College policy, social responsibility and residence life policies. When a violation has been committed, the assigned sanction(s) is

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intended to be educational in nature, not punitive. Failure of a student to fulfill her sanction by the date specified will result in an automatic reappearance before a judicial body.

One or more of the following sanctions may be deemed appropriate, depending on the nature and severity of the violation, and whether the student is a repeat violator of community standards:

**Fines:** Usually associated with violations of policies such as parking, pets and official residence hall closing times.

**Restitution:** Payment assessed for damages to property or related to special cleaning or other services.

**Relocation of residence:** The student may be sanctioned to relocate from her current residence hall room to another room in the same building or to another part of campus. This sanction is given primarily in cases that involve disrespect for the community in which the student resides. Relocation arrangements will be made specifically with the director of residence life.

**Loss of Social Privileges:** The purpose of this sanction is to provide the student with time for reflection on the responsibility related to enjoying the privilege of attending social events and having visitors in the future prior to this privilege being restored. For a designated period of time, the student may not attend any College-sponsored social events, such as events sponsored by SGA or the Campus Activities Board (CAB). The student loses all visitation privileges. Specific questions about which events are prohibited will be addressed by the director of residence life in conjunction with the Judicial Council chair.

**Loss of Visitation:** For a designated period of time, the student may not have any guests on Salem College property or at Salem-sponsored off campus events.

**Community Service:** A set number of hours of service to the community, either assisting grounds, housekeeping, public safety, dining services or another office on campus may be assigned by the Council. The student must call the physical plant or other office as appropriate to speak with the supervisor in charge of that area. Upon completion of the service commitment, the student must have the supervisor sign the Verification of Community Service form, and the student must return the signed form to the Judicial Council secretary by the due date. If the chair is not notified and/or the service not completed by the specified deadline, the student will receive further disciplinary action. Documentation will be put in the student's judicial file acknowledging fulfillment of her sanction.

**Mediation:** Intervention designated by the director of residence life for the purpose of bringing parties together to discuss and resolve issues of disagreement.

**Substance Abuse Assessment:** The Council may refer the student to the dean of students office for arranging a substance abuse assessment by a health professional, either on campus or in the local community.

**Educational Sanctions:** A student may be required to complete workshops or attend programs on campus or in the local community on topics related to the violation, such as alcohol awareness. Students may be required to write a reflection paper, make a presentation or complete a special project intended for learning from their behavior.

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**Warning:** (See section XI.)

**Probation:** (See section XI.)

**Suspension-Held-in-Abeyance:** (See section XI.)

**Suspension:** (See section XI.)

**Expulsion:** (See section XI.)

### XIII. Faculty Advisory Board

The Faculty Advisory Board (FAB) works at the request of the dean of students in an advisory capacity with the Legislative Board, Judicial Council, Honor Council and the Executive Board of the Student Government Association as they create and maintain campus standards. A member of the FAB must attend all Honor Council hearings and serve in an advisory capacity. The Board automatically convenes in the event that the Honor Council or Judicial Council issues a student a sanction of probation or higher. When cases arise related to other student government issues, the FAB shall meet at the request of the dean of students.

The procedure for an FAB review of judicial decisions is as follows: FAB will meet with the Council chair and secretary and will hear the specifics of the case. FAB may request to meet with the accused. The accused may request to meet with FAB. If FAB does not concur with the sanction recommended by the Council, the chair of the Council will inform the Council and take another vote of the Council. If the Council and FAB cannot reach a mutual decision, the two bodies (FAB and the Council) must meet jointly to reach consensus with respect to the sanction.

### XIV. Appeal Process for Judicial Cases

An accused student who feels that the Honor Council or Judicial Council violated her rights or that the decision (handling and/or sanction) reached was arbitrary shall have the right to appeal to the Appeal Board within 24 hours of receiving written notification of the sanction.

#### **Procedures for Appealing an Administrative Decision:**

An accused student who believes that a case handled by an administrator has violated her rights or that the decision (handling and/or sanction) reached was arbitrary, shall have the right to appeal. Students wishing to appeal a decision determined by a residential coordinator must do so by contacting the director of residence life in writing within 24 hours of receiving written notification of her sanction. Students wishing to appeal all other administrative cases must do so in writing within 24 hours of receiving written notification first to the dean of students, then to the vice president for academic and student affairs and dean of the College and then to the president of the College.

#### **Procedures for Appealing a Judicial Council or Honor Council Decision:**

**Filing an Appeal:** The accused student must inform the chair of the Appeal Board (dean of the College) in writing concerning the basis on which the appeal is being made and the reasons why she deems her case worthy of hearing by the Appeal Board. The student must file this formal appeal within 24 hours after the student receives written notification of the decision of the Honor Council or Judicial Council.

**Convening the Appeal Board:** The chair of the Appeal Board will notify the Honor Council chair or Judicial Council chair regarding the basis for the appeal and will convene the Board. A formal review date will be set by the Board so that the complete process will not exceed seven days (from the time the chair receives the written appeal to the time of the hearing). When possible, a decision must be rendered no less than three days before Commencement. Guidelines for a review by the Appeal Board are as follows:

1. The Appeal Board will meet to consider the basis for the appeal. If the Board decides the appeal has no merit, the decision of the Honor Council or Judicial Council stands.
2. The chair will explain the Board procedure to the student who is appealing the decision of the Council.

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2. During the appeal review the Honor Council or Judicial Council representatives will be invited to present the rationale for their decision(s) and sanction recommendations. The Appeal Board may pose questions to the representatives. After the representatives have responded to the Board's questions, they are dismissed.
3. The student who has submitted the appeal is then asked to come in and present the rationale for her appeal. The Board may ask her questions regarding the grounds for the appeal. Once the student has responded to the Board's questions, she is dismissed.
4. The Appeal Board will deliberate and render a decision in writing. If issues related to the appeal are sufficiently problematic, the Appeal Board reserves the right to reopen the substantive case.
5. The chair of the Appeal Board will notify all parties involved of the decision that was reached. In Honor Council cases brought by the faculty, the faculty member will be notified of the sanction.

**Decision of the Appeal Board:** Should the Appeal Board uphold the original sanction, the sanction becomes effective as soon as the student receives written notification of the decision. Should the Appeal Board render a different sanction, the student will be notified in writing of the sanction and its stipulations. The Appeal Board cannot render a more severe sanction than that of the Honor Council or Judicial Council.

**Appeal to the president:** If the student feels that she was not treated justly by the Appeal Board, she may appeal to the president of the College. The student must appeal in writing to the president of the College within 24 hours after the student receives notification of the outcome of the Appeal Board hearing. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

## College Policies

It is the responsibility of each student to know the regulations and policies of the College. Failure to abide by the stated regulations and policies may result in disciplinary action by the appropriate student judicial council or the administration of the College. Sanctions may range from warnings, fines, loss of privileges, probation and suspension, up to and including expulsion, depending on the circumstances. The regulations are operative while the College is in session.

A student is expected to comply with College policies as with all laws and regulations of the city, state and nation. Her right to due process in cases of infractions is recognized and accepted. It must be noted, however, that in some instances penalties may be assessed by both civil and College authorities.

The Salem College Department of Public Safety will investigate all criminal activity. State and/or local law enforcement agencies may be called in for assistance in investigations. If a student becomes the focal point of an investigation, the student should be prepared to make the necessary decisions (seeking legal advice, informing parents, etc.) concerning the incident. College officials may assist students with contacts and will make every effort to be a supportive resource; however, neither the College nor its personnel may interfere with the legal process.

Policies and regulations may be amended from time to time by the action of appropriate bodies.

**Alcohol Use**                      See Social Responsibility section.

**Assault**                              Assault is defined as the physical abuse, injury or the threat of harm to oneself or others. These acts include but are not limited to, assault, battery and all other forms of personal abuse. North Carolina General Statutes Chapter 14, Sections 33-35 address different forms of assault including personal, weapon use and the act of hazing. Any type of assault is strictly prohibited.

**Chalking**                            Chalking is permitted on asphalt driveways only with washable chalk. Chalking on buildings or other campus fixtures, such as streetlamps and signs, is strictly prohibited. Groups or individuals violating the chalking policy will be responsible for any charges related to special cleaning and chalk removal.

**Computer Usage**                The Salem College Computer Usage Policy provides guidelines for and promotes the responsible and ethical use of the shared computing resources of Salem College. It is in the best interests of the community as a whole that computing resources be used in a manner which protects the equipment and the rights of all users.

This general policy applies to all computer and computer communication facilities owned, leased, operated or contracted by Salem College. This policy covers usage of word processing equipment, microcomputers, minicomputers, mainframes and associated peripherals and software, regardless of whether used for administration, research, teaching, learning or other purposes. This policy also extends to any use of campus facilities to access computer facilities elsewhere.

Those responsible for campus computing facilities not administered by Information Technology may have additional regulations consistent with this policy to control their use. System administrators are responsible for publicizing any additional regulations concerning the authorized and

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appropriate use of the equipment for which they are responsible.

### I. Basic Principles:

As in all aspects of life, a user of computing facilities should act in a manner consistent with ordinary interpersonal and ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism and harassment are just as wrong when done in the context of computing as they are in all other aspects of conduct. Individuals should use only those computing facilities they have been authorized through ordinary channels to use.

### Specifically, but not exclusively, users may not:

1. Attempt to gain unauthorized access to any computer on campus.
2. Give their account information to any other individual.
3. Use the computer access privileges of others.
4. Use the computer for commercial activities without prior written permission.
5. Use applications which affect bandwidth to the extent they inhibit or interfere with the use of the network by others, such as chain letters and Spamming (the sending of mass unsolicited email either off campus or to Salem College addresses).
6. Give lab combinations to other users or admit people who are not students, faculty or staff.
7. Access, copy or modify the files of others without their explicit written permission.
8. Participate in illegal use of any kind, including the illegal copying of licensed software, texts or music. This restriction includes making copies of commercial applications and the sharing and downloading of music files. Not only are these practices illegal, but they expose Salem to potential virus infections since illegal sites are not necessarily monitored for virus activity.
9. Interfere with the normal operation of computing systems or the legitimate use of computing facilities by authorized users (the transmission of extremely large files of a non-business/academic nature may be considered interference).
10. Violate the restrictions for computing systems they use, on or off campus.
11. Attempt to subvert the restrictions associated with campus computing facilities.
12. Use electronic media to harass or threaten others, either on or off campus, in any way.
13. Connect network devices or running network services on any PC. Network devices such as hubs and wireless access points should not be installed on a network as they can disrupt regular network traffic. Additionally, PCs should not be set up to share files with others. This act could be construed as illegal file sharing and also potentially exposes your personal files to others (including hackers).

### Users should:

1. Take reasonable measures to protect account information, lab combinations and any other information related to access to Salem data resources.
2. Use best practices for securing their computer accounts.

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3. Use strong passwords, i.e., passwords that are at least eight characters long and contain upper-case, lower-case and numeric characters.
4. Create a password that is not the same as your login name, first or last name or any word that would be easy to guess.
5. Remember your password. Do not write it down.
6. Lock your workstation if you are going to leave it for longer than a few minutes (ctrl + alt + del, then k for Windows XP workstations)
7. Use proper Netiquette when communicating.  
Be polite. (Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.)
8. Honor and protect the privacy of yourself and others. (Do not reveal addresses, passwords, phone numbers or any other personal information.)
9. Report any defects in the system to the IT Department via the Helpdesk website.
10. Understand use of the network for school work shall take precedence over personal use.
11. Utilize current anti-virus software. Anti-Spyware also is recommended.

### II. Disciplinary Action:

Reasonable suspicion of a violation of the principles or practices described in this policy statement may result in disciplinary action. This action will be taken by appropriate institutional channels such as the administration, Honor Council or other supervisory authority to which the individual is subject. Violation of local, state or federal statutes may result in civil or criminal proceedings.

Users should have no expectation of privacy when using Salem's systems. While administrators do understand and respect the right of privacy of users and the confidentiality of their data, system administrators have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes and any other material that may aid in an investigation or maintain the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users or who refuse to cease improper behavior may have, at the very least, their user privileges revoked with or without notice. In the event that access to a system is revoked, users may be provided a copy of their files.

**III. Anti-virus Software Requirement:** Students are required to use current anti-virus software. Anti-Spyware is also recommended. Commercial anti-virus applications like McAfee, Symantec and Kaspersky cost approximately \$50/year. AVG (<http://free.avg.com/>) and AVAST! ([http://www.avast.com/eng/avast\\_4\\_home.html](http://www.avast.com/eng/avast_4_home.html)) have free anti-virus software. These programs can be downloaded at no cost for individual use and provide adequate protection against infection.

Installing anti-virus software is an extremely important responsibility for all members of the Salem College community of scholars. An infected computer not only has a negative impact on the performance of the PC, but important data may be lost. An infected computer also may reduce the

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performance of the College network and negatively affect other institutions if the virus generates large volumes of email.

**IV. Computer Lab Policy:** The computer labs are provided by Salem to give students a suitable environment for academic work. While personal or recreational computer activities are not prohibited, they certainly have a lower priority than academic work. Therefore, students should be respectful of the needs of other students and defer non-academic computer use to times when the labs are less utilized.

Food and soft drinks are prohibited in the labs. Students should clean up after themselves and remind others to do so. Students should leave the workstation and lab area clean for those who follow.

It is difficult for students to concentrate when someone in close proximity is having a conversation on a cell phone or has the volume on their headphones turned up so that others nearby can hear them. Students should be respectful of other students by setting cell phones to vibrate when in the labs and leaving the room to take calls. Students should keep music at a volume that will not disturb others.

The PCs in the lab are a limited resource. Students should not occupy a PC by leaving it logged in when they go elsewhere for extended periods of time. Other students may need the equipment for their academic work. If a PC is not utilized for 15 minutes and another student is waiting to use it, lab assistants will log-off and allow the waiting student to use it. This practice affirms the principle of being respectful of the needs of other students.

Students are expected to understand that the lab assistant's job is to keep the labs running smoothly, alert the IT department to technical problems and assist with ensuring that the guidelines above are observed by everyone. Students are expected to cooperate with lab assistants when asked to adhere to these basic rules.

**V. Wireless Policy:** Wireless connectivity on campus is reserved for Salem faculty, staff and students.

### Convocation Attendance

Traditional students (under age 23) are required to attend three academic convocations each year: Opening Convocation, Founders Day Convocation and Honors Convocation. Fler students are encouraged to attend the convocation programs, if their schedules permit. To be excused from attending a convocation, a student must submit an excuse in writing to the SGA vice president at least two hours before the event. Excused absences for convocations would be granted for a death in the family or for illness certified by a note from a medical doctor. Work is not an excuse. Any unexcused absences will result in a \$25 SGA fine.

Caps and gowns must be worn by seniors at required convocations. The president or the dean of the College will notify the senior class president if caps and gowns are to be worn on occasions other than those listed.

### Cooperation with College Officials

Refusal to cooperate with the request of any staff member, such as a public safety officer, while performing their job is considered failure to cooperate with a College official and may result in disciplinary action.

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<b>Cyber-bullying and Cyber-stalking</b>	Salem College prohibits cyber-bullying and cyber-stalking. A student who repeatedly follows or sends unwanted communication to another—placing a person in reasonable fear for their safety or causing a reasonable person emotional distress, humiliation or embarrassment—is a violation of this policy.
<b>Disruptive/ Disorderly Behavior</b>	<p>Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action. Disorderly/ disruptive behavior includes a single act of inappropriate behavior or a pattern of behavior that disregards the rights of individuals and/or the community, causes physical damage to property or interferes with the normal functioning or safety of the community.</p> <p>Any individual deemed to be disruptive or dangerous while on campus property must comply with a request by a public safety officer or other campus official to leave campus immediately. The individual will not be allowed to return to campus until granted permission by the chief of public safety.</p> <p>If a student is granted permission to return to the campus, the student will be required to meet with a representative of the administration and commit to conditions of behavior specified by the administration to continue studies at the College. Where the student's inappropriate behavior has been directed at a Salem employee, this employee will be apprised of the student's return to campus and of those conditions of the student's continuation that are relevant to the employee involved.</p>
<b>Drugs</b>	Cases involving illegal possession, use or sale of drugs or drug paraphernalia are subject to criminal prosecution as well as being heard administratively. The abuse or misuse of prescription drugs by any student is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed and providing or selling drugs to others. Any student involved in illegal or misused drugs on campus will be subject to a penalty up to and including expulsion. The administration of the College reserves the right to notify the parents of a traditional age student if she has been involved in a drug violation.
<b>Financial Responsibility</b>	Students may not register for classes or receive transcripts or diplomas unless ALL fees and accounts are cleared. Such fees include, but are not limited to, library fines, parking fees and room damage fees. Each student is financially responsible for damages to College property at any location (classrooms, residence halls, dining room, recreation rooms, etc.) on campus.
<b>Grievance Policies</b>	Salem College has policies regarding grade appeals (see <i>2010-2011 Salem College Academic Catalog</i> online policy statement), sexual harassment (p. 34, <i>2010-2011 Salem College Student Handbook</i> ), judicial review of Honor Council rulings (p. 22, XIV. "Appeal Process for Judicial Cases", <i>2010-2011 Salem College Student Handbook</i> ), the appeal for financial aid awards (see "Satisfactory Academic Progress (SAP)" information in <i>2010-2011 Salem College Academic Catalog</i> ), and for the appeal of campus parking/traffic citations (p. 61-62, <i>2010-2011 Salem College Student Handbook</i> ).

## College Policies

Salem College students who have concerns in areas not covered by these policies may seek resolution through the following policy:

- General Grievance Policy** Students are encouraged to resolve concerns themselves first by talking directly with the College personnel involved. If resolution is not reached, students may file a written grievance with the dean of students (for cocurricular issues) or with the dean of undergraduate studies (for academic issues). This process should be initiated as soon as possible, preferably within 30 days of the occurrence. The student should complete the Student Grievance Form, which is available in the Office of the Dean of Students and in the Office of the Dean of the College, and submit it to the dean of students or the dean of undergraduate studies, respectively. The dean will review the written grievance and respond to the student within 15 business days while the College is in session. Depending upon the nature of the grievance, the dean may request that all parties involved meet to mediate the situation and find a reasonable solution.
- If the resolution is not satisfactory to the student, she may refer the matter in writing to the vice president for academic and student affairs and dean of the College for further consideration.
- Guests** Students are responsible for escorting their guest(s) at all times while on campus. Students are responsible for the conduct of their guest(s) and must insure that they do not violate College policies or North Carolina law both while on campus and at off-campus Salem-sponsored events. Residential students, please see "Visitation Policy" in Residential Life Policies for more specific information.
- Harassment** Verbal, physical or written threats, verbal or physical abuse, intimidation, harassment, coercion and/or other conduct that threatens or endangers the physical and/or mental health or safety of any person will not be tolerated. Harassment can include demeaning the race, gender, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of any individual or individuals. Harassment of any kind will not be tolerated and undermines the College's commitment to education grounded in community.
- Sexual harassment is addressed specifically in a separate policy. (See p.34, "College Policies: Sexual Harassment").
- Students who wish to file a complaint of harassment or who have questions or concerns about harassment may file a written grievance with the dean of students (see "College Policies: Grievance Policies"). The administration reserves the right to handle complaints of harassment through the administrative judicial process.
- Hazing** Hazing is a violation of North Carolina General Statute §14-35. Hazing is defined by statute as "to subject another student to physical injury as part of an initiation, or as prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority or other similar group".

## College Policies

Hazing, which can be construed as an act that: 1) endangers the mental or physical health or safety of a student (whether intentional or not); 2) negatively impacts academic performance or 3) damages 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, is prohibited. Hazing allegations may be handled by the Judicial Council or the administration.

This policy exists for the protection of all students. Students are expected to realize the detrimental potential of participating in hazing traditions and activities. Activities that begin as harmless pranks may result in unintended injury or death. In the same way, group pressure, alcohol use, hidden physical or psychological disabilities or unforeseen circumstances may result in harm to individual students, regardless of one's willingness to participate.

### Immunization Requirements

In compliance with North Carolina state law, every student is required to have a physical examination, including a complete and updated immunization record. Special needs or medical problems should be noted on the health form and brought to the attention of the director of health services. Any student participating in intercollegiate sports is required to obtain clearance from her physician prior to her arrival on campus.

All Flier students are required to submit, as part of the application process, the appropriate documentation of the state's immunization requirements that apply, according to the student's age. The Guidelines for Completing the Immunization Record can be obtained online, in the Flier office and in the Health Center. The completed record must be received and approved by the director of health services BEFORE the student will be allowed to attend class. Staff is available to accept immunization records and to answer questions during clinic hours.

### Inclement Weather

In the event Salem College cancels all classes because of snow or ice, local radio and television stations will be requested to make the announcement (in particular WSJS and WXII). Cancellations and delays also will be posted at [www.salem.edu](http://www.salem.edu) and on the switchboard voice mail service (721-2600). In some instances, bad weather may prevent professors from coming to class even though the College is not closed. Students concerned about this possibility may call the College switchboard at 721-2600 between 8:30 a.m. and 9:00 a.m. Faculty members not able to drive to campus are encouraged to notify the switchboard between 8:00 a.m. and 8:30 a.m.

Students are encouraged to ask professors teaching 8:00 a.m. classes what method is best for obtaining information about whether that particular class will be held in the event of inclement weather.

### Intercollegiate Athletics

Please see the *Student Athlete Handbook* available through the Department of Athletics or online at [www.salem.edu/athletics](http://www.salem.edu/athletics).

### Institutional Vehicle Usage

Salem College allows recognized student groups to use institutional vehicles for official business approved by the Office of the Dean of Students. For more information see the Institutional Vehicle Policy located on the College website under MySalem or <https://my.salem.edu>

## College Policies

### Missing Student Notification Policy and Procedure

*The purpose of this missing student policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing.*

A Salem College residential student is determined to be "missing" when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. The chief of public safety or designee in conjunction with the dean of students or designee will make the official determination of whether a student is deemed missing.

Any concerned person who has information that a residential student may be a missing must notify the public safety department or director of residence life as soon as possible so that an official determination may be made about whether or not the student is missing.

Note: In order to avoid jurisdictional conflicts when a Fleeer or off-campus student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The public safety department will assist external authorities with these investigations as requested.

#### **Procedure for designation of confidential emergency contact information**

Residential students will have the opportunity annually to identify an individual or individuals to be contacted by the dean of students or designee no later than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to the public safety department, dean of students and the director of residence life. The administration of the College reserves the right to notify the parents of a student if she has been determined to be missing.

For those students under the age of 18 and not an emancipated individual, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the student is determined to be missing.

#### **Procedure for official notification for missing students**

1. The public safety department and residence life staff will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student. Appropriate staff will include the residential coordinator on-call, the director of residence life and the dean of students.
2. If the above actions are unsuccessful in locating the student within 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), the student will be determined to be a missing student.
3. Within 24 hours after a student is determined to be missing, (1) the dean of students or designee will notify the emergency contact per

## College Policies

the emergency contact process, and (2) the chief of public safety or designee will notify the appropriate local law enforcement agencies for assistance. In addition, the administration of the College reserves the right to notify the parents of a student if she has been determined to be missing.

**Parental Notification** Salem College reserves the right to notify parents or guardians of traditional age students in the event of health and safety emergencies, hospitalizations or when in our judgment the health, safety and well-being of a student or other members of the Salem community is or may be at risk.

Whenever possible, students will be informed ahead of time that their parents or guardians will be notified about a particular situation.

**Pets** For health and sanitation reasons, no pets are permitted on Salem College property or in the residence halls, with the exception of fish. Pets of guests are also prohibited. An official of the Forsyth County Humane Society and/or the Forsyth County Animal Control Shelter will remove all pets found from campus. The name of any student who is in violation of the pet regulation will be reported to the director of residence life. Students will be responsible for any charges associated with cleaning, extermination or damages resulting from the pet. All stray animals seen on campus must be reported immediately to public safety. Students are not to handle or feed stray animals as they may be dangerous and/or carry a disease.

**Research Project Approval** The Human Subjects Review Committee comprised of faculty from the natural sciences and social sciences, must consider all research proposals to determine if they conform to the expected standards for research with human subjects. Students wishing to submit a research proposal for consideration should contact the dean of the College to initiate the process.

The following information should be submitted to the Committee for its approval prior to collecting data:

1. What is the purpose of the study? This should be a specific statement including the kind of measurements to be made on the subjects, the type of analysis, and potential relevance of the results. Also indicate:
  - a. number of subjects required
  - b. age/sex of subjects
  - c. time required per subject in the study
  - d. the manner in which subjects will be recruited for the study
  - e. how "informed consent" is obtained from the subjects
  - f. how anonymity is maintained
  - g. how this will be an educational experience for the subjects involved.
2. If a questionnaire is to be administered, a cover letter that conveys a brief description of the study and the nature of the items contained in the questionnaire should be included. The letter should emphasize the voluntary nature of participation and assure anonymity and confidentiality of results. Finally, it must instruct students of their right to withdraw from the study at any time.

**Residential Living** Salem College is a residential campus for traditional age students (under age 23). All students must live in College residence halls on campus unless they make their home with members of their immediate families or legal

## College Policies

guardians. Students living in College residence halls must be full-time students (registered for a minimum of three course credits). Infractions of this policy will be handled by the College administration.

### Sexual Assault

Salem College does not tolerate sexual assault and other forms of sexual misconduct such as non-consensual intercourse (rape), non-consensual sexual contact and sexual harassment. (See “Sexual Harassment” policy for more specific information). All forms of sexual misconduct are acts of aggression and coercion, not an expression of sexual intimacy and are therefore prohibited. Anyone alleged to have violated this sexual assault policy is subject to College judicial processes as well as prosecution by law enforcement officials. Anyone can be a perpetrator or victim of sexual assault and, therefore, this policy is gender neutral.

#### ***If you (or someone you know) have been sexually assaulted, tell someone what happened.***

Our primary concern for a victim of sexual assault is to provide immediate medical and emotional assistance. Victims are not required to report a sexual assault incident, but should consider the option to do so. Decisions about reporting a formal complaint can be made later, and having immediate assistance makes that option viable. Do not let illegal drug or alcohol consumption deter you from seeking help.

#### **I. Options for Seeking Immediate Medical and Emotional Assistance**

- Notify Salem Public Safety or Winston-Salem Police;
- Notify a Residential Coordinator (RC);
- Notify a Residential Assistant (RA);
- Notify a Student Affairs staff member;
- Talk with a counselor, physician or nurse at the Health Center;
- Get immediate medical attention:
  - a. Forsyth Medical Center (336-718-5000)
  - b. Wake Forest Baptist Medical Center (336-716-2011)
- Call Family Services 24-hour Crisis Line at 336-722-4457 for a victim advocate, or ask a staff member to contact them on your behalf. A victim advocate can be with you and support you in making decisions throughout the process regarding on campus support, community health and legal involvement. Calling Family Services does not require you to file charges.

#### ***Important Considerations: Preserve all physical evidence***

- a. Save your clothing- It is preferred that you do not take off your clothing. If you have done so, put items in a *paper* bag, and take them with you to the hospital.
- b. Do not bathe or shower, go to the bathroom (if at all possible), brush your teeth, smoke, comb or brush your hair, eat or drink.

#### **II. Options for Reporting an Assault**

- ◆ **Anonymous or “Blind” Reporting** This option allows a student to confidentially report an incident and to request a “no contact” prohibition to maintain victim confidentiality.
  - You may call Family Services to get a victim advocate, or Student Affairs or Public Safety may call on your behalf.

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- Contact a Student Affairs staff member or Public Safety who will confidentially assist you. You do not have to provide your name.
  - A campus alert may be issued with no information identifying the victim if there is an immediate threat to the campus community.
  - If you choose not to pursue charges initially, you may change your mind later.
- ◆ **Reporting to Pursue On-Campus Judicial Procedures** *This option is available for students who have been assaulted by another Salem College student and would like their case to be heard through the campus judicial process.*
- You may call Family Services to get a victim advocate, or Student Affairs or Public Safety may call on your behalf.
  - Call Salem Public Safety.
  - The process will be explained by the Public Safety officer. A thorough investigation will be completed.
  - Physical evidence will be collected.
  - Upon completion of the investigation, report is forwarded to the Office of the Dean of Students for follow-up and adjudication through the campus judicial process.
- ◆ **Reporting to Press Criminal Charges** This process is similar to the On-Campus Judicial Procedures option , except for the following:
- Family Services victim advocate will assist you throughout the process.
  - Investigation is conducted by the Police with assistance from Public Safety investigator.
  - Completed investigation report is forwarded to the Office of the County District Attorney for possible prosecution.
  - Any prosecution occurs in the criminal courts.
- ◆ **Reporting to Pursue both On Campus Judicial Procedures and Criminal Charges**
- Family Services victim advocate will assist you throughout the process.
  - Processes outlined in options for Anonymous or “Blind” Reporting and On-Campus Judicial Procedures occur simultaneously.
  - On-campus and criminal adjudication processes occur independently.

**Sexual Harassment** Salem College reaffirms its belief that the quest for knowledge can only flourish in an atmosphere free from sexual harassment. Salem College opposes any and all forms of sexual harassment and will continually take steps necessary for the prevention of such behavior. Conduct in violation of this policy may result in disciplinary action, up to and including termination of employment or enrollment.

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### Definitions of Sexual Harassment

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

1. submission is made an express or implied term or condition of employment or status in a class, program or activity;
2. submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course);
3. the conduct has the purpose or could be reasonably judged to have the effect of interfering with a person's work or education performance;
4. the conduct has the purpose or could be reasonably judged to have the effect of creating an intimidating, hostile or offensive environment for work or learning.

### Examples of Sexual Harassment

Examples of behavior that may be deemed sexual harassment include:

1. physical assault;
2. direct or implied threats that submissions to sexual advances will be a condition of employment, work status, promotion or grades;
3. a pattern of unnecessary sexually explicit statements, questions, jokes or anecdotes not related to classroom material;
4. unwelcome touching, patting, hugging or brushing against a person's body;
5. remarks of a sexual nature about a person's clothing, body, sexual activity or previous experience.

### Consensual Relationships

#### *Section I*

Salem College deems unethical romantic or sexual relationships between students and faculty members or supervisors and employees when a substantial power differential exists between the individuals.

1. Romantic or sexual relationships between students and faculty members in such a circumstance are wrong because the faculty member has professional responsibility (such as grading and/or advising) for the student. While such relationships may appear to be consensual, the voluntary consent of the student is in doubt as a result of the power imbalance in such relationships.
2. Formal supervisor/employee relationships of a romantic or sexual nature are wrong in such a circumstance because the supervisor has professional responsibility (job preferment, promotion, etc.) for the employee. The same may be said of informal supervisor/employee relationships (e.g. a departmental chairperson and a faculty member in that department) of a romantic or sexual nature. While such relationships may appear to be consensual, the voluntary consent of the employee is in doubt as a result of the power imbalance in such relationships.

#### *Section II*

Salem College deems unwise romantic or sexual relationships among members of the Salem Community even though a power differential may not exist.

2. Student/faculty romantic or sexual relationships in such a circumstance may lead to difficulties because a situation could arise in which the faculty member comes to have professional responsibility for the student, and a power differential is thereby created. At that point the

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- relationship would be unethical.
2. Any faculty member in a relationship where no power differential exists should nevertheless realize that the end of such a relationship could be followed by a charge of sexual harassment. In such a case it could be exceedingly difficult to prove immunity on grounds of mutual consent.
  3. Employee/student romantic or sexual relationships may lead to the same problems as described above.

### Operating Procedures

The College has considered the rights and concerns of both the complainant and the accused in the following special procedures for redress of incidents of sexual harassment:

1. Sexual Harassment Grievance Board
  - A. The president of Salem College will appoint a standing Sexual Harassment Grievance Board to receive complaints of sexual harassment from students, faculty and staff members. The Board will emphasize mediation and conciliation and will rely on discreet inquiry, persuasion, confidentiality and trust in dealing with complaints brought for its consideration. When the Board cannot resolve a complaint to the satisfaction of those concerned, it will, in an advisory capacity, refer the matter with recommendations to the president of the College. All members of the Salem community are expected to cooperate fully with the Board.
  - B. The president will appoint a chairperson of the Board. This member will act as convener of the Board and will facilitate administrative operations and equitably assign Board members' responsibilities for Board activity.
2. General operating procedure for students, faculty and staff members:
  - A. Any student, faculty or staff member may ask questions about procedures, seek advice or lodge a complaint to any member of the Board, either orally or in writing. No one will be penalized for inquiring about or reporting incidents of sexual harassment. A complainant should be assured that confidentiality will be maintained to the fullest extent possible; however, no promise of inaction or anonymity can be made once a complaint has been lodged. The chair of the Grievance Board must be informed in writing of any formal complaints made to Board members within five days after the complaint has been received. The individual will be encouraged to make a written complaint; if she/he declines, consultation and advice from a Board member is still available.
  - B. Malicious gossip or unsubstantiated hearsay about individuals with regard to sexual harassment may irreparably affect the standing of any member of the Salem community. False statements will be considered as a violation of this policy. In the event that the Board observes a pattern of complaints against the same individual over a period of time, it shall notify the president and the individual involved and may conduct an investigation.
  - C. The Board will be generally available to consult with the Salem community on the issue of sexual harassment and will be responsible for helping to educate the College about issues related to sexual harassment.
  - D. The Board will refer matters that do not fall under its purview to the president or appropriate officer of the College for action.
3. Operating Procedures for Complaints of Sexual Harassment  
The Board will proceed in the following manner:

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- A. The Board member first contacted, after initial discussion with the complainant, will describe the incident in writing to the chair without disclosing details about the identity of those involved. The chair will decide if the complaint should be brought to the Grievance Board. The decision of the chair shall be communicated in writing to the members of the Board within five days.
- B. The Board will decide whether the complaint falls under its purview. If it concludes that the Board should consider the complaint, the persons involved will be identified to the Board. At this point Board members who identify a potential conflict of interest will be required to withdraw from consideration of the complaint.
- C. Three members of the Board, assigned by the chair to conduct a preliminary informal investigation, will meet as soon as possible with the persons directly involved in the complaint in order to clarify what incidents occurred and what view each holds. The person complained against shall be informed of the name of the person making the complaint as well as the substance of the complaint. A written record of all findings of the preliminary informal investigation will be filed with the chair within 10 days. The chair will retain such files for three years.
- D. The chair will convene the Board within five days of receipt of the written report of the preliminary investigation. The members of the Board who have been involved in the informal investigation will report back to the Board to determine how to proceed. It may then be necessary for them to speak with persons other than the parties involved in the complaint; if so, they will speak with those parties only after informing the complainant and the accused and before making their final report to the Board. Minutes of all Board meetings will be taken and retained for three years.
- E. When the appropriate information and views are collected, the informal investigation team will make its final report to the Board. After review of the information, the Board will report its findings, with recommendations for action in writing, to the president, who may consult with any affected parties in her/his deliberations.
- F. The president will inform the Board of the final disposition of complaints referred to her/him and will consult with the Board before taking actions at variance with the recommendations of the Board.
- G. If either the complainant or the person named in the complaint is dissatisfied with the Board's recommendations, that person may meet with the president to discuss her/his concerns.

### Smoking

All facilities are smoke-free. Violations of the smoking policy will be sent to the Judicial Council. Smoking is prohibited within 20 feet of the residence halls.

Students should discard cigarette butts in containers only. Discarding in landscaped areas poses a fire hazard. Students should not stamp out cigarettes on wood structures because it is a fire hazard.

In order to accommodate everyone, the College has designated several exterior areas on campus as smoking areas. These include but are not limited to designated areas of the back porch of Main Hall including

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underneath the back porch, the entrance of the science building, physical plant dock and other posted areas.

### **Solicitation**

Solicitation is not permitted on the Salem College campus. If a solicitor is seen in the residence halls or anywhere on campus, contact public safety immediately.

### **Student Health Insurance**

Salem College requires that all traditional age students (under age 23) have adequate health insurance. Please refer to Salem's webpage for current information on the student health insurance plan that is available through Salem College.

Fleer students are eligible to enroll in the student health insurance plan on a voluntary basis. Please refer to the Fleer Center webpage for rate and enrollment information.

### **Substance Abuse**

In accordance with the Drug-Free Schools and Communities Act (P.L. 101-226), the following information is provided in order to outline Salem College's Substance Abuse Policy:

1. The consumption of alcohol by people under 21 and the illegal possession, use or sale of drugs is strictly prohibited and is subject to judicial action on campus by the Judicial Council or the administration, as appropriate, as well as prosecution off campus by local authorities.
2. According North Carolina General Statute §90-5 and Title 21 of the United States Code, anyone who is found to have manufactured, sold or delivered or possessed with intent to manufacture, sell or deliver a controlled substance is subject to imprisonment and possible fines. Chapter 188 of the North Carolina General Statutes outlines the penalties for violations of alcoholic beverage consumption and distribution. Penalties may also include imprisonment and/or fines.

Offices on campus are available to serve as resources for the campus community regarding counseling, treatment or rehabilitation programs. Health services and counseling services can provide limited treatment, counseling, guidance and referrals. Information regarding community agencies also is available.

### **Theft**

Theft of any kind is strictly prohibited. All thefts should be reported immediately to public safety. Although the College takes normal precautions to safeguard property, it is not responsible for loss or damage to student property.

### **Trespassing**

The campus of Salem College is private property. The facilities of Salem College exist for the benefit and use of its students, faculty, staff and guests. Accordingly, Salem has the right to require individuals who do not have permission to be on campus to leave the campus and, if necessary and appropriate for the best interests of the institution and its students, faculty and staff, to charge such individuals with trespassing.

The Salem community or certain members of the community may be informed about trespassing incidents when considered necessary or appropriate. All members of the Salem community are required to cooperate with and adhere to the policy on trespassing. Accordingly, members of the

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community are required to inform the Office of Public Safety promptly should they learn of individuals on campus who have been required to leave or charged with trespassing.

Community members are expected to act responsibly. No community member should engage in any dispute or argument with such individuals or try to force them to leave; rather, community members should contact the Office of Public Safety immediately. Likewise, no member of the Salem community should offer any assistance to an individual who has been required to leave the property owned or controlled by the Academy or College or charged with trespassing. Accordingly, conduct by any community member contrary to this policy will be subject to administrative review and action.

Students, faculty and staff should carry a valid Salem ID card at all times, and this ID must be produced upon request by any public safety officer or staff member of Salem College.

### Vendors

For the safety of the Salem community, solicitation on campus is prohibited. Only approved vendors are permitted on campus under the following conditions:

1. Any vendors on campus require approval by the dean of students.
2. Vendors may not include merchandise or activities that are incompatible with the values of the institution.
3. Contracts for vendors (available from the Office of the Dean of Students) must exist between the institution and vendor.
4. Approved vendors must check in at the Office of Public Safety upon arrival on campus to receive temporary identification.

### Weapons

North Carolina General Statute §14-269.2 specifically prohibits weapons on campus or other educational property. Possession of weapons, concealed or otherwise (firearms, knives, dangerous chemicals or other weapons) or intentional possession of a dangerous article or substance as a potential weapon in the residence halls, apartments, classrooms, laboratories or elsewhere on campus is prohibited and may result in suspension or expulsion from the College, as well as prosecution under North Carolina State Law.

### Webpage

Salem College recognizes the educational value and societal significance of the Internet and its invaluable resource as a public relations tool for the institution. To that end, this policy seeks to insure that all contents of webpages related to Salem College are compatible with the Honor Code and other policies of Salem College and with local, state and federal laws. This requirement includes links to other pages.

Salem's website should be considered as an additional institutional publication. Therefore, the process of overseeing the content and appearance of the website resides with the director of communications. No personal webpages may use the Salem College logo, and no personal webpage may be directly linked from the Salem College homepage. Individual departments, divisions and student organizations sanctioned by Salem College may add material to the Salem College website through the following procedure:

## **College Policies**

Materials must be written and submitted along with any desired photographs or graphics, in electronic format, for content approval and editing. The director of communications may ask for materials to be rewritten, as deemed necessary.

The director of communications, in conjunction with the computing staff, will determine a timetable for placement of materials on the website. All requests may be subject to a waiting period depending on workload of the computing staff, the complexity of the request/ materials and institutional priorities.

### **Guidelines for Personal Webpages**

All publishers of personal webpages should remember that a search for "Salem" will reveal their page if the word appears as text. Thus, publishers should exercise both good taste and discretion in their material because outsiders will judge Salem College by what they find there. As stated above, personal webpage publishers may not use the Salem College logo. In addition, they must not use materials that:

1. Are copyrighted images, text or software, unless they have received permission to use such materials, subject to the copyright laws of the United States. If you have a question about copyrighted materials, call Dr. Rose Simon, director of Gramley Library at 917-5421.
2. Are offensive, pornographic, obscene or threatening. Are for private financial gain or compensation not relevant to the mission of the College or otherwise in violation of any College policies.
3. Intimidate or single out individuals or groups for degradation or harassment in violation of federal or state law.
4. Engage in any illegal activity.

### **Disciplinary Action**

Reasonable suspicion of a violation of the principles or practices described in this policy statement may result in disciplinary action. Such action will be taken through the appropriate College channels such as administrative procedures, the Honor Council or other supervisory authority to which the individual is subject. Violation of local, state or federal statutes may result in civil or criminal proceedings.

## Academic Privileges and Responsibilities

### Academic Regulations

The current issue of the *Salem College Catalog* contains the official statement of academic regulations and programs. Students are responsible for the information printed in the *Catalog*. The notes included below are to supplement and to assist your understanding of college expectations. They do not replace statements in the *Catalog*.

### Faculty Advisors

The dean of undergraduate studies serves as a general adviser and is available for conferences with individual students. Students should not hesitate to make an appointment for a conference. The faculty adviser is appointed for each first-year student before the fall term. Students keep this adviser until they declare a major.

The adviser or the student may arrange conferences at any time so that she may receive assistance in academic matters. A student may change her adviser by consulting with the dean of undergraduate studies. Students should feel free to make appointments with the faculty for whatever assistance may be needed. Faculty advisors for majors are appointed from the department in which the student has made a choice of major subject.

### Written Work

Students are expected to prepare all written work in accordance with the principles of the Honor Code. Any deviation from these principles in the preparation of themes or term papers will be considered a very serious violation of the Honor Tradition.

### Preparation of Papers

A student may freely discuss ideas with others, since such a discussion is valuable stimulation to independent thought. She must be especially accurate in the documentation of work and/or ideas which are not her own. Instructors can give specific guidelines about the preparation of papers, open book tests and outside assignments. Individual instructors may have different requirements about the extent to which students may discuss ideas, edit each other's work or otherwise assist each other in the preparation of assignments.

### Documentation

The following statements regarding documentation of papers were adapted by the faculty in April, 1990: "It is customary in all your writing to acknowledge all ideas and phraseology which you have not thought of yourself. At Salem College, this rule applies to the ideas and phrases of other students as well as to those of published scholars. There are various specialized ways of making such acknowledgments, but in general two principles should be kept in mind: (1) that you must state the source from which you get an idea or expression; and (2) that you must indicate what it was (idea, fact, technical term or phrase) that you got from this source. "

"The method of stating where your source for a statement is located varies with the kind of writing you are doing. In a formal paper you will use specific methods required by your instructor; in a less formal paper, you will simply mention the name of the author in the statement. In a test, when you are referring to a matter of fact you learned from your textbook or from class, you will assume that it is common knowledge and needs no specific citation. Matters of opinion or distinctive phrases, however, require some mention of the name of the person who uttered them."

"Showing what you got from a source once you have cited it is done by making the following distinction in your writing: an idea, fact or an opinion,

## Academic Privileges and Responsibilities

stated entirely in your own words needs no further acknowledgment beyond citation of the source. Any quotation (including technical terms which might not be recognized by your reader), however, must be included in quotations and indented. You must quote exactly, showing omissions by the use of three spaced periods and insertions by the use of square brackets.”

“In order to show that you understand your subject beyond what is implied by the ability to copy someone else’s words and in order to make what you cite serve your purposes rather than those of the original author, you will normally paraphrase material written by someone other than yourself. But remember that when you paraphrase you must use the words that come naturally to you rather than those suggested by your source. Even short phrases of two or three words, as well as long ones regardless of their degree of distinctiveness, that come from your source must be set in quotation marks.”

“Failure to make acknowledgment by these forms which have been discussed gives a false impression to your reader. The reader may think some idea, perception or elegance of phrasing is your own when it really is not. It is your responsibility to go out of your way to play fair with your reader in giving credit where it is due by means of scrupulous acknowledgment of sources. If you have any doubt as to the correct way to treat a source, ask your instructor what to do, and if your instructor is not available, bend over backwards to insure that you have made full acknowledgments. Failure to document papers properly is plagiarism and an Honor Council offense. Students should consult the “Research Resources” section of the Salem College Library webpage for further information on correct documentation and plagiarism.”

Students may also contact the Center for Learning Enhancement (917-5381) for information on workshops on correct citation and documentation or refer to the College webpage for assistance.

### Absence Policy

Students are expected to attend classes regularly and promptly. The individual faculty member has the right to establish attendance regulations for her or his classes and the responsibility to inform students of these regulations at the beginning of each term. Students assume responsibility for class attendance by meeting the standards set by their instructors and are also responsible for discussing with faculty members any extenuating circumstances that affect their attendance. If a student is absent from class, it is her responsibility to meet with her faculty members who will determine whether or not the absence is excused and how missing work will be handled.

Authority for granting excused absences or extensions for missed class time or an assignment rests with each individual faculty member. Faculty may request that students provide written verification of health or counseling appointments, but this information serves as notification/verification only. In the event of a family emergency or an extended illness that results in absence from more than two class sessions, students may contact the dean of undergraduate studies who will provide information regarding the absences to the appropriate faculty. The Office of the Dean of the College does not excuse absences. In the same way, the Health Center staff do not write excuses for missing class due to illness.

## Academic Privileges and Responsibilities

### Drop/Add Policy

A student may drop a course during the first week of classes by submitting a signed change of registration card to the Office of the Registrar. After the first week and through the ninth week, a student will receive a Withdrawal (W) noted on her transcript if she drops the course. After the ninth week of the term, students may no longer drop courses. A student may add another course during the first complete week of classes only. Deadlines are posted online at the start of each term. Deadlines for January and summer terms, and for half-term courses in the fall or spring term, are posted prior to the start of the given term.

No schedules are mailed; schedules are posted online through the Student Information System.

**After registering for a course, a student is responsible for payment unless she drops the course before the published deadline. Students are responsible for monitoring their course registration on the Student Information System to be sure they are enrolled in the appropriate classes.**

### Withdrawal

Students who wish to withdraw from the College are required to have an exit interview and complete a written form provided by the dean of undergraduate studies. If the student withdraws from the College during the first nine weeks of the term, she will receive a Withdrawal (W) in each course, depending on her status in the course at the time of the withdrawal. The W grade is not counted in computing the student's grade point average.

If a student must withdraw for health or family emergency reasons at any point during the term, the dean of the College may authorize the grade of Withdrawal (W) for her courses, provided that the student has submitted the appropriate documentation for this type of withdrawal. A student who withdraws from the College for other than approved medical or emergency reasons after the first nine weeks of the term, or who stops attending class without officially withdrawing, will receive a grade of F for those courses in which she was enrolled. A student who withdraws during the term will have to apply for readmission if she wishes to re-enroll for a subsequent term. In the case of a medical withdrawal, the College requires a letter from a medical professional stating that the student is prepared to re-enroll as a student before a student may be considered for readmission. Once a student has been granted a medical withdrawal, she is not allowed to stay in a residence hall or participate in campus activities unless she is granted permission by the Office of the Dean of the College.

The College reserves the right to require, at any time, the withdrawal of a student who does not maintain the required standards of scholarship, whose presence tends to lower the standard of conduct of the student body or who in the judgment of the College physician, director of counseling services or dean of students could not remain without danger to her own health and safety or to the health and safety of others. The College reserves the right to discipline, suspend or expel a student for conduct not in accordance with the spirit of Salem College.

*A student who withdraws from the College must leave the College within 24 hours of notification. The dean of the College must approve any exceptions.*

## Academic Privileges and Responsibilities

<b>Traditional Students Who Do Not Graduate in Four Years</b>	<p>It is the intention of Salem College that traditional students (under age 23) graduate within four years of their matriculation. Salem College will provide institutional financial aid for eligible students during those four years. In addition, the College requires that all traditional students live on the campus for those four years or live at home with their families. Salem College does not provide institutional aid or housing for students after the fourth year of enrollment (eight regular semesters of full-time enrollment). A traditional student who has not completed her course work after eight regular semesters at Salem will live off campus and be charged as a Fleeer student. Any student who wishes to retain her status as a traditional student after eight regular semesters must apply to the dean of the College for an exemption.</p>
<b>Examinations</b>	<p>The final week of the fall term and of the spring term is set aside for term examinations taken in accordance with the regulations of the faculty and the Committee on Self-Scheduled Examinations. The self-scheduled exam system, managed by the students, operates in accordance with the Honor Code. Students decide, and are not required to tell a faculty member, what exams they will take at any given exam period during the exam week. Students must not discuss finished exams. Exams are picked up at any time during a given three-hour exam period, are taken in Bryant Hall, and are returned at the end of the period. The Honor Council handles infractions of the examination procedures. Sanctions may range from a warning to expulsion.</p>
<b>Services for Students with Disabilities</b>	<p>In accordance with the Americans with Disabilities Act (ADA), Salem College seeks to provide reasonable accommodations for individuals with documented disabilities. A student with a learning disability should seek assistance through the Office of the Dean of Undergraduate Studies. When the student presents the appropriate documentation, the Office of the Dean of Undergraduate Studies will work with the student to make reasonable accommodations within the confines of the College's program. In the past such accommodation has included referral for tutoring and extended time limits on tests.</p> <p>Appropriate documentation must include testing results and recommendations from a licensed professional in the field of the student's particular disability. The report must be no older than three years or have been prepared during the student's undergraduate career and must include the current status of the disability. The documentation should relate how the student's disability affects her in the post-secondary setting. It is the responsibility of the student to contact the dean of undergraduate studies early in the academic term for assistance. Once the student opens a file in the Office of the Dean of Undergraduate Studies, the dean and she will complete a contract outlining those accommodations recommended in the student's documentation. It is the student's responsibility to share the information in the contract with her faculty.</p> <p>Because Salem is an historic institution, not all facilities are easily accessible to the mobility-impaired. Food service is accessible. Limited housing and classroom facilities are available. All administrative and library services can be provided. Interested applicants should discuss their individual needs with the dean of undergraduate studies so that adequate preparations can be made to facilitate attendance.</p>

## **Academic Privileges and Responsibilities**

**Transcript Requests** Transcripts will be made upon written request to the Office of the Registrar. A transcript fee applies for each copy that is issued to the student or a third party on the student's behalf. Student transcripts are not released if there is a hold on the record for any reason, including but not limited to library fines, unpaid tuition or other business office holds.

## **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 accordance with this act, Salem 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 Office of Public Safety is required to maintain a public log of all reported crimes and submit their crime statistics to the U.S. Department of Education.

Salem 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 Salem College and on public property within, or immediately adjacent to or 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. Students may obtain a copy of this report by contacting public safety or via the Salem College website.

### **Americans with Disabilities Act (ADA)**

In accordance with the Americans with Disabilities Act (ADA), Salem College seeks to provide reasonable accommodations for individuals with documented disabilities. Students should contact the dean of undergraduate studies for assistance. (see p. 44, Services for Students with Disabilities.)

### **Student Records (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, was passed and put into effect in January 1975. The purpose of the law is to protect the college student against the wrongful use of personal information and permit the student to know what material is maintained in her educational record. The law provides that information from student educational records may be released without prior consent of the student in such instances as:

1. to either parent, if the student is a dependent of either parent according to the IRS tax code;
2. to faculty and staff of Salem College who have an educational interest in the student;
3. to officials of other schools where she seeks to enroll (transcripts);
4. to certain government agencies specified in the legislation;
5. to an accrediting agency in carrying out its function;
6. in emergency situations where the health or safety of the student or others is involved;
7. to educational surveys where individual identification is withheld;
8. in response to a properly issued judicial order or subpoena;
9. in concession with financial aid.

The law also provides that a student may request and have access to her official records and files. The registrar and placement office files excluded from student access are:

1. confidential information placed in the record before January 1, 1975;
2. medical and psychological information;
3. private notes and procedural matters retained by the maker or substitutes;
4. financial records of parents.

The student may challenge any data in her educational record that she considers inaccurate or misleading or in violation of the privacy or other rights of the student. The student shall file a written challenge with the dean of the College. A committee made up of the dean of the College and two members of the Academic Appeals Subcommittee, to be appointed by the dean of the College, will review and rule on any challenge. The College is permitted to make public certain "directory information" which may include name, home and residence hall address, home and school email addresses, photo, date and place of birth, major, extracurricular activities, dates of attendance, previous institutions attended, degree and awards. It is Salem College's policy not to release lists of student names and addresses or telephone numbers to outside parties with the exception of state and federal agencies or as required by law. Any student who wishes to place a further privacy hold on the release of directory information must notify the registrar in writing.

## Records Maintained at Salem College

<b>Academic</b>	<p>The Office of the Registrar maintains a permanent cumulative academic record for each student, including identification information and all coursework and grades (including transfer work) applicable toward a degree at Salem College. Each student's file contains the application for admission to the College, a copy of the high school transcript, copies of transcripts from other colleges and copies of any other documents pertinent to the student's academic progress while at the College. As indicated in the preceding section on student records, the student and College officials with a legitimate educational interest have access to the student's file. The student must provide a signed written request, pay any appropriate fees and clear any financial obligations to the College in order to have a copy of the Salem College academic transcript released to another party. (Note: Salem College cannot release copies of transcripts from other institutions which the student has attended; the student must request official copies of those records directly from the school in question.)</p> <p>Once a student graduates, a notation is made on the transcript record regarding the graduation date, the degree received, the major(s) and minor(s), the final cumulative grade point average (both Salem and overall) and any graduation honors received (College honors, Latin honors or departmental honors).</p>
<b>ADA</b>	<p>Documentation related to the Americans with Disabilities Act (ADA) submitted by the student and records of service by the College are maintained by the dean of undergraduate studies.</p>
<b>Judicial</b>	<p>All records involving violations of the Honor Code, Social Responsibility, Residence Life or other College policies will be maintained in the Office of the Dean of Students. This material is available only to the judicial body involved, the student involved or members of the administration, as directed by the dean of students. Information regarding judicial sanctions of Warning, Probation and Suspension-Held-in Abeyance will be destroyed when the student graduates. Information regarding judicial sanctions of Suspension will remain on file for two years after the student graduates. Information regarding judicial sanctions of Expulsion will remain on file permanently.</p>
<b>Counseling</b>	<p>Counseling files that contain information (such as testing scores) are available only to counselors. This information is confidential and released only at the written request of the student and in accordance with the Privacy Act of 1974.</p>
<b>Health</b>	<p>When a student enters Salem College as a new student she submits a health information form to the Health Center. In the fall of each succeeding year, the student is requested to update the information if there have been changes in her physical condition. These forms are kept in the Health Center and notations are added of any sickness or medical problem handled by the Health Center during each school year. The files are closed to all except the school physicians and staff. Upon a student's graduation, medical information is kept for a period of 10 years in the Health Center.</p>
<b>Financial Aid</b>	<p>A financial aid record is maintained for each student who applies for financial assistance and enrolls at the College. This file contains the applications, supporting documentation provided by the family, and miscellaneous paperwork. A listing of any aid provided to the student is maintained</p>

## **Records Maintained at Salem College**

electronically at Salem College. In addition, work-study supervisors are asked to complete an annual evaluation on each of their student workers, and these evaluations become a part of the student's financial aid record. A student has the right to review all materials in her financial aid record except parental financial reports. Records may only be released with express written consent by either one of the parents listed on the tax return or by the student. All records except those concerning Perkins (NDSL) loan obligations are destroyed in accordance with federal regulations three years after the student's last date of enrollment and/or the loan's final payment, cancellation or assignment.

## Social Responsibility

In keeping with the Honor Tradition at Salem College, each student is to assume full responsibility for her actions in all phases of life at Salem. This expectation extends to student participation in Salem events held on and off campus. Social Responsibility policies and Residence Life policies (see "Residence Life Policies" section) are designed to foster the personal integrity of students and to promote a community of mutual respect. Student behavior should demonstrate respect for oneself, respect for others, respect for authority, respect for property and honesty and integrity. This responsibility includes Salem events both on and off campus.

### Social Policies

#### I. Alcohol Use Policy

Salem College strives to create a campus atmosphere in which students have a sense of responsibility for their behaviors. The consumption of alcoholic beverages is a concern of all constituents of the community (students, faculty and staff, trustees, administration and residents of Old Salem). Students and their guests on campus are expected to comply with North Carolina State Laws concerning alcoholic beverages and with the Salem College Alcohol Use Policy. Failure to comply with North Carolina State Laws and the Salem College Alcohol Use Policy presents a safety and health risk and constitutes a serious offense that will be handled accordingly. The policy is administered by the Judicial Council in conjunction with the Office of the Dean of Students and the Faculty Advisory Board.

Any student or guest who violates North Carolina law or the Salem College alcohol policy automatically assumes personal responsibility for her actions. This may include criminal charges or prosecution from law enforcement officials.

North Carolina Law allows possession and consumption of beer, wine, ale and other alcoholic beverages by those people 21 and over ONLY. North Carolina State Law states that a person less than 21 years of age may not purchase, attempt to purchase or possess alcoholic beverages, including malt beverages, fortified or unfortified wine, liquor or mixed drinks [G.S. 18-B 302 (b)(2)]. Those underage persons who aid or abet other minors to violate the above prohibition are subject to a fine up to \$500 and/or six months in jail [G.S. 18-B 302 (b)(1)]. Upon conviction of this offense, the Department of Motor Vehicles shall revoke the operator's licenses (G.S. 20-17.3).

Persons who are over 21 years of age who aid and abet underage persons to purchase, attempt to purchase or possess malt beverages or unfortified wine are subject to fines up to \$2000 and/ or two years in jail [G.S. 18/B 302 (c)(2)].

Anyone who sells or gives any alcoholic beverages to persons under 21 violates G.S. 18-B 302 (a) (1) or (2). It is unlawful to obtain or attempt to obtain alcoholic beverages by using false or fraudulent identification [G.S. 18-B 302 (e)]. Lending one's identification to another who would use it to purchase alcoholic beverages is also prohibited [G.S. 18-B 302 (f)]. Anyone convicted of using fraudulent identification or lending an ID to an underage person to purchase alcoholic beverages shall have their driver's license revoked for one year [G.S. 18-B 302 (g)] and (G.S. 20-17.3).

If a person who is 19 or 20 years of age possesses, purchases, or attempts to purchase malt beverages or unfortified wine, the maximum fine is \$25, and the violation is not a crime but only an "infraction" [G.S. 18-B 302 (1)]. The administration of the College reserves the right to notify the parents of a student if she has been involved in an alcohol violation.

## Social Responsibility

### A. Designated Drinking Areas

Consumption of alcohol by people over 21 shall be limited to areas designated by the administration. Alcoholic beverages are not allowed on any paved surface that might be used for emergency vehicle access. Approved areas are:

1. Recreation rooms in residence halls (in upperclass halls only)
2. Students' private rooms in residence halls other than first-year halls (only in rooms where all students and guests present are 21 and older)
3. Clewell Patio (bricked patio area only, not including adjacent walkways)
4. R.G. House
5. Strong Friendship Room
6. Fogle Flats common spaces
7. Alcoholic beverages may be allowed for special events in the following areas if approved by the dean of students:
  - a. Corrin Refectory
  - b. May Dell
  - c. Bryant Hall Complex
  - d. Upper and Lower Pleasure Grounds

### B. Misuse of Alcohol

Misuse of alcohol will not be tolerated. Misuse shall include but is not limited to:

1. Compromising personal health and safety
2. Drinking games
3. Endangering or damaging the reputation of the College
4. Infringing upon the rights of others
5. Disrupting the life of the community (e.g. public intoxication)
6. Possessing or consuming alcohol under the age of 21
7. Possessing alcohol paraphernalia under the age of 21
8. Aiding and abetting a minor in the consumption or possession of alcohol
9. Use of fake ID
10. Alcohol abuse

### C. Violations by Organizations

If there is a violation of North Carolina Alcohol Laws or the Salem College Alcohol Policy by a sponsoring student organization or group, the violation will be reviewed by the Executive Board of the Student Government Association in conjunction with the Judicial Council. If the violation merits a sanction, then it may result in the suspension of that organization's right to have alcoholic beverages at its events for the remainder of the academic year or longer and other sanctions as deemed appropriate.

## II. Salem College General Party/Event Planning Policy

### Student Event Registration Process

All Salem College student events must be registered with the director of student activities **four weeks prior** to the event by filling out an event registration form, which is available in the Office of Student Activities. After the event is approved by the director of student activities for placement on the institutional calendar, all clubs and organizations must set up a time at least **two weeks prior** to the event to meet with the director of student activities to plan the logistics of the event. All requests for facilities, tech requests, physical plant needs, etc, must be processed by the director of student activities upon completion of the event registration form. Only recognized clubs and organizations may register for events.

Students or organizations wanting to hold organized campus functions with alcohol in approved designated drinking areas must file a party contract with the director of student activities, receive permission and follow party contract conditions (See "Party Policy" section). Alcoholic beverages may be served to students of legal age under special circumstances at the discretion of the administration, such as Senior Commencement festivities.

## Social Responsibility

### A. Purpose

1. Encourage responsibility in the drinking behaviors of Salem students and their guests at organized campus events.
2. Insure proper care and use of College facilities and property.
3. Clarify North Carolina State laws concerning the consumption and possession of alcoholic beverages and enforce the Salem College Alcohol Use Policy.

### B. Party/Event Contract Conditions

Salem students must comply with the following procedures to insure responsible event planning, participation and use of facilities:

1. All parties must conform to the Salem College Alcohol Use Policy and North Carolina State Law concerning the possession and consumption of alcoholic beverages.
2. All parties must contract for the event with the director of student activities at least four weeks in advance.
3. All parties involving alcoholic beverages must provide alternate nonalcoholic beverages and food.
4. The sponsor of the event is responsible for planning the event with the director of student activities and making sure the General Party/Event Planning Policy and event contract procedures are followed.
5. All off-campus parties must be held at facilities reserved exclusively for Salem students and their guests, unless specified as a mixer with members of an outside organization.
6. All off-campus parties are open to Salem students and one guest, unless specified as a mixer with members of an outside organization.
7. All on-campus parties are open to Salem students and up to five of their guests, unless specified as a mixer with members of an outside organization.
8. Students will be required to sign in their guests at the door, acknowledging they accept responsibility for the behavior of their guests.
9. Use of the Salem College name or the name of a Salem College student organization to promote an event at an off-campus facility is strictly prohibited.
10. Student organizations may not co-sponsor or take a cut at the door of off-campus facilities that serve/sell alcohol.
11. State law prohibits exchange of money at any on-campus event where alcohol is present (cover charge at the door, etc.)
12. Students planning parties in their own residence halls, with or without alcohol, need to notify and get approval from their residential coordinator. It is recommended that a student does not have more than 12 people in her room for a social gathering, and it is understood that the student is at all times responsible for the area.

### C. Party/Mixer/Social Event Contracts

Event contracts are available from the director of student activities and must be completed at least **four weeks prior** to the event. The event contract form pertains to planned parties using College facilities other than students' rooms. A planned event is a gathering of Salem students with or without alcoholic beverages. General consumption of alcohol is permitted at other on and off-campus locations when acknowledged on the event contract.

A student or organization wishing to host a mixer on campus property or off campus must meet with the director of student activities **at least four weeks in advance** of the planned event. The director of student activities will act as liaison between the outside organization and Salem College. The director of student activities may also coordinate mixers, events and activities with outside organizations in accordance to North Carolina state law and College policy for social events.

1. The organization or group sponsoring an event has the responsibility to uphold North Carolina drinking laws and the Salem College Alcohol Policy.
2. The sponsoring group is expected to assist with the overall monitoring and management of the event.

## Social Responsibility

3. Salem student and guest identification for all parties/events:
  - a. Verification for Salem students must be made with a Salem College ID.
  - b. Verification for guests must be made with one of the IDs listed: Driver's license, Passport, Military ID. Additionally, a second form of identification must also be shown. All Salem party guests must be 18 years old or older. Students are responsible for escorting their guest(s) at all times.
4. The sponsoring group may not purchase alcohol with College funds.

### D. Alcohol Control at Events

1. Basic Guidelines
  - a. Nontransferable armbands will be used at all functions where alcohol is served.
  - b. After presenting a valid ID, for those 21 or over, an armband will be issued.
  - c. All armbands must remain intact throughout the event.
  - d. Any person attempting to receive alcoholic beverages must present an armband identifying them as 21 or over.
  - e. Students and guests may only receive one drink at a time.
  - f. All consumption of alcohol must be within the confines of the event. No alcohol may be taken out except when leaving an event designated BYOB. No open containers of any kind may enter or leave any event.
  - g. All student organizations sponsoring events with alcohol must complete a public safety "Request for Service" form at least **two weeks prior** to the event.
  - h. Any event with alcohol must have local law enforcement officers and public safety officers present, unless an exception is granted by the director of student activities and the chief of public safety.
2. Alcohol Control Options

Alcohol control options available to sponsoring organizations may be selected from the following and must be approved by the director of student activities. Party sponsors must meet with the director of student activities to complete a party contract.

  - a. BYOB (on or off-campus)
    - i. No distilled liquor will be allowed at BYOB events, including Jell-O shots. Only beer, wine, malt beverages and non-alcoholic beverages will be allowed at BYOB events.
    - ii. Upon arrival, all persons age 21 and over must immediately check in their alcoholic beverages in their unopened containers, 12 ounces or smaller. Party monitors will in turn issue them means of identification allowing them to get their alcoholic beverages during the event. Any beverages not checked in will be confiscated.
    - iii. Once persons age 21 and over get the remainder of their alcohol, they must leave the event immediately, or the alcohol will be confiscated and disposed of.
  - b. Off-Campus Cash Bar—Facility as Vendor (For events held at facilities where BYOB is not an option, such as Sawtooth Center)
3. Acceptable Forms of ID for Alcohol Control/Age Verification
  - a. For Salem students one of the following: driver's license, passport or military ID.
  - b. For Salem student guests one of the following: drivers license, passport or military ID. A college ID will not be accepted.

### E. Fogle Flats Party Policy

Fogle Flats residents must comply with the following procedures to register parties **two weeks prior to an event** in an effort to insure responsible party planning, participation and use of facilities:

1. All registered parties must conform to North Carolina State Law concerning the possession and consumption of alcoholic beverages and to the Salem College Alcohol Use Policy which designates all on-campus parties must follow BYOB guidelines (see "Alcohol Control Options: BYOB").

## Social Responsibility

2. All events with more than 10 guests present in a flat will constitute a party and therefore require party registration. Flats occupants are responsible for monitoring any gathering (planned or unplanned) in their flat which has not been registered. It is the students' responsibility to restrict attendance in their flat.
3. All party sponsors must conform to the Salem College General Party/Mixer/Social Event planning policy.
4. All party sponsors must notify in writing and seek approval from the director of residence life and their neighbors in Fogle Flats at least two weeks prior to the event.
5. All party sponsors are required to contact the chief of public safety **at least two weeks prior to the event** for guidance in obtaining and paying for security for the party if there are 25 or more guests, or when two or more flats are having a party on the same night.
6. Students will be required to have one or more Fogle Flats residents checking IDs of guests at the door. Students checking IDs may not drink alcohol.
7. Each flat resident is allowed to sign in and assume responsibility for a maximum of five guests, up to a maximum of 30 guests per flat at a given party. Parties must be held in common spaces.
8. Alcohol may not be taken into the Fogle Flats parking lot.

The director of residence life will investigate reports of undisclosed parties, late disclosure of parties, exceeding capacity or violations of Salem College Policy and/or North Carolina State Law which may result in sanctions such as the loss of all visitation privileges (male or female visitors) and/or a loss of privileges to stay in Fogle Flats and relocation to central campus.

### III. Sunbathing

Sunbathing is ONLY allowed on Babcock Beach, the Gramley sun porch and the area outside the swimming pool, as stipulated by the Department of Physical Education. Appropriate attire must be worn while sunbathing and when walking to and from these designated areas.

### IV. Open Fires/Grilling

No open fires, including grilling of any type, are allowed on campus without prior permission from the administration and acquisition of required permits. Student groups wishing to plan "cookout" type meals or bonfires should first contact the director of student activities for assistance in coordinating the logistics for the event with the appropriate offices on campus.

### V. Special Events and Respect for Campus Property

Student organizations or classes sponsoring and participating in special events, such as Fall Fest and the Sophomore-Senior Banquet, take responsibility for assuring campus facilities and grounds utilized for events are cleaned up as swiftly as possible. Groups will be charged for any special cleaning due to insufficient clean-up. At no time should items be taken from classrooms, the Refectory, offices or other campus facilities without permission.

Participants will be responsible for any disturbances or damages caused on campus or to the surrounding areas of Old Salem, and offenses will be handled by the Judicial Council or handled administratively. If no one claims responsibility for disturbances or damages, the entire group will be held responsible.

### VI. Responsibility for the Environment

The College and the Student Government Association are concerned with behavior that affects and preserves the environment and atmosphere in which we live. The following suggestions are given to maintain this environment. Walk on the sidewalks, not on the grass. Use trashcans for trash and recycling receptacles for all recyclable materials. Paper, cardboard, aluminum and plastic recycling containers are located throughout the campus. State environmental regulations prohibit plastic and aluminum containers in landfills.

## **Residence Life Policies**

### **Residence Hall Living**

All policies and regulations are based on consideration for other students living in the residential community. Infractions of Residence Life and Social Responsibility policies will be handled by the director of residence life and dean of students, in conjunction with the Judicial Council. See “Social Responsibility” section.

#### **I. Air Conditioners**

Air conditioners are permitted in student rooms only with documentation by a physician stating that it is medically necessary. This documentation must be on file in the Office of Residence Life prior to the air conditioner being installed. The unit should be 110 volts and not more than 8,000 BTU. All air conditioners must be supplied by the student. Physical Plant is not responsible for installation or maintenance. Air conditioners are not permitted in windows on front campus due to Old Salem Historical District regulations. In addition, no window units are allowed in Bahnson, South, Bitting or Fogle Flats. These halls have central air conditioning.

#### **II. Appliances**

Any appliance with an open heating coil (ex. hot plate) is absolutely prohibited because of fire hazards. No electrical appliances such as toaster ovens, deep fat fryers or George Foreman Grills are allowed. Halogen lamps also are not permitted. Students should unplug appliances after use and should be especially careful with heat element appliances such as irons, curling irons, etc. Refrigerators that do not exceed six cubic feet and use less than four amps of power are permitted. Refrigerators must be plugged directly into the wall or be the only appliance on a heavy-duty extension cord with a surge protector. Microwaves are provided in each residence hall and are not permitted in student rooms.

#### **III. Babysitting**

Babysitting is prohibited in the residence halls.

#### **IV. Candles/Incense**

Candles and/or incense are not permitted in any residence hall on campus due to the fire hazard they create.

#### **V. College Closing—End of Term and Vacation Periods**

The residence halls at Salem College will remain open throughout the academic year, except for the Winter Break period. The residence halls will be open during Fall Break, Thanksgiving Break and Spring Break; however, the Refectory will be closed. Also, no visitation will be permitted during these break periods.

The director of residence life will inform students of residence hall closing dates and times. At the end of the spring term, all students except graduating seniors, marshals, Honor Council, Judicial Council and Appeal Board members must leave campus within 24 hours after their last exam, and not later than 10:00 a.m. the morning following the last day of exams. All other students must leave campus by 5:00 p.m. on the day of Commencement. All students failing to leave by their appointed time will be assessed a \$50 per day late checkout fee.

All residents must officially check out of their room prior to departure from their building. Prior to checking out, residents must remove all belongings and insure the room is in good order (swept, trash removed, original furniture in place and set up as they were at the beginning of the academic year). Specific instructions for the checkout processes will be made available to students prior to closing.

During a checkout appointment a staff member will evaluate the condition of the room, noting any damages, trash, missing items and/or cleaning concerns. The resident will be notified of the assessment and of any possible charges or bills related to the room's condition. Each violation will be handled as an individual fine. Failure to properly complete a checkout will result in a \$25 Improper Checkout Charge.

Students who need to enter their residence halls during Winter Break will be charged \$25.

## **Residence Life Policies**

### **VI. Decorations**

Students are encouraged to decorate their rooms. However, painting of walls, ceilings or doors is prohibited. The use of nails, scotch tape or other materials that may damage the wall, ceiling or floor surfaces of any room is not permitted. Students will be held responsible for any damages to the room and will be billed for the cost of repairs. For fire safety purposes, Christmas-type lights and cut holiday greenery are not permitted in residence hall rooms, and residents may not use combustible decorations (paper, poster, wrapping paper, streamers, crepe paper, etc.) on doors and in corridors.

### **VII. Exams**

- A. Visitation  
Regarding Fall semester, visitation ends at midnight before Reading Day and resumes the first day of January Term. In the case of Spring semester, visitation ends at midnight before Reading Day and will resume for seniors after the last exam period through Commencement. It will resume for underclassmen on the first day of classes the following semester.
- B. Quiet Hours  
23-Hour quiet hours will be in effect starting at 7:00 p.m. on the night before Reading Day and continuing throughout the last exam period. Noise will be permitted only during Happy Hour (9:30 p.m.-10:30 p.m.).

### **VIII. Extended Visitation**

Extended visitation is a privilege granted by the Board of Trustees. If excessive violations occur, these privileges may be revoked at any time. Upperclass students will have extended visitation weekends twice a month on weekends designated by the dean of the College. First-year students will have extended visitation weekends twice during the first semester on the two dance weekends and once a month for the second semester. These dates will be announced at the beginning of each school year. Violations of Extended Visitation policies will be addressed through the College Judicial process.

- A. Extended Visitation (EV) weekend hours are Friday noon – Sunday midnight.
- B. All guests for EV weekends must register with public safety for ID check and a temporary parking sticker.
- C. All guests must sign in and out of the residence hall with their hostess each time they enter or exit.
- D. Each student may have only one overnight male guest per night.
- E. On EV weekends, each residence hall will determine a method for designating shower hours.
- F. The extended visitation roommate contract must be signed in advance by all roommates in order to participate.
- G. All first year students are required to attend a residence hall meeting to discuss the rules for EV weekends prior to the first visitation weekend.

### **IX. Fire Safety and Fire Safety Equipment**

In case of a fire alarm or drill, all students must leave the building at once. Students are not permitted to re-enter the building until instructed to do so by the RC or public safety. Students refusing to vacate or returning before they are told to do so will be subject to disciplinary action. Any student who activates a false alarm or tampers with fire safety equipment (ex. fire extinguishers and door alarms) is placing the lives and safety of her fellow students in danger and will be subject to disciplinary action, up to and including legal action.

### **X. Fogle Flats**

Fogle Flats are considered on-campus housing and residents are responsible for all rules and regulations thereof (ex. Student Parking Regulations, College Closing, etc.).

## **Residence Life Policies**

All residents of the Fogle Flats are required to attend an orientation session at the beginning of the academic year with a residence life staff member regarding the management of their facilities and should refer to their contract for specific policies and the Salem College General Party/Event Planning Policy section for the “Fogle Flats Party Policy.”

### **XI. Hallways**

For safety reasons, all hallways must be kept clear of items at all times. If the hallways are not kept clear, visitation may be revoked, and students may be fined until the items are removed.

### **XII. Health and Safety Inspections**

Rooms will be periodically inspected to insure that there are no fire hazards, illegal or restricted items. Any illegal or restricted items will be confiscated by residence life or public safety staff.

### **XIII. Keys**

Each student will be issued a bedroom key and an entry card upon check-in. (In some halls, other keys may be issued as well). Loss of your room key or other key issued by the College will result in a \$75 fine. Loss of an entry card will result in a \$15 fine. Any key issued by the College is not to be duplicated. Duplicating keys will result in disciplinary action. Any lost key or entry card should be reported immediately to the RC. For safety reasons, your key should never be given to anyone for their personal use. The key remains the responsibility of the person to whom it was issued.

### **XIV. Locked Doors and Lockouts**

Anyone entering or leaving a residence hall entry door or combination door who purposefully unlocks the door or props the door is subject to disciplinary action. These doors are locked to insure the safety of the residents. Exceptions are made for moving in and out of the residence hall during breaks.

Any person found to be using a key or tampering with locks to access a room that has not been officially issued to them will be subject to the College judicial process. Any student who enters a room (occupied or unoccupied student room, storage room, attic, etc.) without being assigned to the room by the Office of Residence Life will be subject to the College judicial process. Public safety will unlock rooms and buildings for Salem College students 24 hours a day, seven days a week (not including periods when residence halls are closed). During daytime hours, students should check with their RC prior to calling public safety. Access will be granted if the student lives in the room and can provide proof of identification with their Salem student ID. Each time a student is “locked out” she will be fined as follows:

- Lockouts \$5.00
- Lockouts during break periods \$25.00  
(when residence halls are closed)

When a public safety officer or RC arrives to unlock the door they will ask for proof of identification and issue a room lockout citation. This fine is similar to a parking citation and must be paid at the Business Office.

### **XV. Male Housing**

Male housing is available for overnight male guests. All male housing guests and their vehicles must be registered with public safety. Contact the Residential Coordinator on call for more information.

### **XVI. Personal Belongings**

Regardless of whether a student lives in on-campus housing or off campus, Salem College does not provide insurance coverage for the personal belongings of its students. This type of insurance should be arranged by the student or her family. It is a standard provision of a homeowner’s policy to provide insurance for the personal belongings of students while they are temporarily in residence away from the insured home.

## **Residence Life Policies**

In exceptional cases in which personal items are packaged and shipped to a student, the student will incur the cost. If the College determines that a student is no longer attending the College and/or has abandoned her belongings, any personal items left will be discarded.

### **XVII. Posting**

The posting of any paper, cardboard, poster or other flammable material is prohibited on any exterior door or the exterior of any residence hall facility. Any postings will be removed and discarded.

### **XVIII. Pregnancy**

Students who are pregnant or become pregnant during the academic year may continue living in the residence halls but are strongly encouraged to notify health services and the director of residence life to develop a plan of support for their pregnancy. Under no circumstance may infants live in residence hall facilities.

### **XIX. Quiet Hours**

The quiet hours policy is in effect to provide an atmosphere in which students can sleep and study in their rooms without disturbances. Quiet hours are times when reasonable quiet must be maintained. Quiet hours are Sunday-Thursday: 10:00 p.m. - 8:00 a.m.; Friday and Saturday: 1:00 a.m.-10:00 a.m. All other hours are courtesy hours during which you must show respect for your neighbors by maintaining a reasonably quiet atmosphere. During exam periods, 23-hour quiet hours are in effect. There will be a Happy Hour nightly from 9:30 p.m.-10:30 p.m.

### **XX. Residence Hall/Room Searches**

Students who live in College residences are assured of the privacy of their rooms and freedom from the admission into or search of their rooms by unauthorized persons. However, the College is obligated to maintain responsible surveillance of the residential areas to promote an environment consistent with the aims of an academic community. When room searches are deemed necessary, they will be done in the presence of a student whenever possible.

#### **A. General searches may be conducted under the following circumstances:**

1. Upon suspicion of violation of residence life policy or North Carolina law.
2. When an outside door is found unlocked or the possibility exists of a breach in security.
3. Consent of the occupant.
4. Presentation of a legal search warrant.
5. Presentation of a written authorization from the dean of students or persons designated to act as the dean's representative. Authorization to search will specify the reason for the search and the area to be searched.
6. Exigent circumstances which include, but are not limited to, criminal activity in progress, emergency situations or immediate threats to the preservation of the building and safety of the occupant(s) and/or residential population.

B. When it is reported to public safety that a visitor is inside a residence hall after visitation hours, the public safety department as well as a residential coordinator will do a room-to-room search. Once the guest is located, the search will cease.

### **XXI. Room Assignments**

Although every effort is made to honor specific room, roommate and residence hall assignments and requests, space limitations and high demand for specific halls may prevent honoring all requests. All assignments are made without regard for race, color, creed, religion, national origin, military veteran status, political affiliation or sexual orientation.

## **Residence Life Policies**

### **XXII. Room Care Instructions**

Although the College respects the privacy of individuals, the College administration reserves the right to inspect, maintain and repair College property. When the College closes for vacation times, each residential coordinator inspects the rooms in order to determine if windows are closed, lights are turned off, appliances are disconnected and to make sure that there are no fire or safety hazards. Students will be fined when their rooms are not left as instructed. Occasionally during the year, students will be asked to prepare their rooms for the exterminator. Specific instructions will be given to students concerning room preparation.

In order to guarantee that rooms are cleaned and protected from abuse, students are expected to adhere to the following guidelines:

1. Each student room will be evaluated when the student arrives on campus in the fall and evaluated a second time when the student leaves campus. A fee schedule for damages is listed on the room condition report that each student will sign at the time of both room evaluations.
2. When a student leaves a room, it must be in the same condition as it was when the student checked in.
3. No adhesive tape of any kind may be used on the walls.
4. No nails, thumbtacks or pins of any size may be used on the walls or doors.
5. When two or more students share a room, the cost of damages in the room will be divided equally among the occupants of the room unless one student claims responsibility for all or part of the damages.
6. Fees for any damages should be paid to the Business Office at the time of check-out. Payment for damages will be deducted from the deposit of seniors only. In the event that a student fails to make payment and the damage exceeds the deposit, the grades and transcripts of that student will be withheld until the bill is cleared with the Business Office.
7. All walls and woodwork are painted in colors designated by the College administration. No other paint may be used, no permanent fixtures added to the walls or murals painted on the walls.
8. Students are financially responsible for abuse or damage to College property.

### **XXIII. Room Changes**

Room changes are not permitted during the first two weeks of classes each semester. If students experience problematic situations in their living environment, they are encouraged to contact a residence life staff member. In most cases, room changes will be approved by a residential coordinator once students have completed a mediation process.

### **XXIV. Single Rooms**

Students who choose a single room will pay an additional \$850 per semester. If a student finds herself in a single room, not by choice, she has the following options:

Secure her room as a single room by paying the single room fee.

Move in with someone else who has an empty spot in her room.

Keep the space open in the event that a student is placed in the room.

A student who is informed by a residence life staff member that she is getting a roommate should prepare her room for the roommate to move in. If the roommate is declined, the student will be charged \$850 for the semester (for both semesters if the assignment happens in the fall) to maintain the room as a single. This charge will not be pro-rated based on the date that the roommate is assigned. Students who find themselves without a roommate during the year may be asked by a residence life staff member to move in with another student who also does not have a roommate.

## Residence Life Policies

### **XXV. Storage**

General student storage areas are not provided in the residence halls. All college furniture must remain in the residence hall rooms and common areas. Salem College does not assume responsibility for any personal property, nor does it carry insurance to cover loss of personal property. Over the summer, all personal items must be removed. Any personal items left will be discarded.

### **XXVI. Student Injury or Distress**

A student should notify a residence life staff member in cases of serious personal injury, illness or emergency. If a student goes to the hospital, a residence life staff member should be notified as soon as possible and upon return. If a staff member cannot be contacted immediately, contact public safety.

### **XXVII. Unauthorized Entry**

Students are not permitted to enter, store belongings or reside in rooms that are not officially assigned to them by Residence Life. Any student found to be occupying an unassigned room may be charged for two residences.

### **XXVIII. Vacation Sign-in/Sign-out**

The purpose of vacation sign-in/sign-out is to provide a means of contacting a student who is off campus in case of an emergency. All students should sign in and out when leaving for and returning from a scheduled break.

### **XXIX. Visitation Policy**

The rights of a student to study or sleep outweigh the right of a roommate to have visitors and/or socialize in the room with a visitor. Cohabitation with non-roommates or patterns of extended visitation are not allowed. Cohabitation is defined as guests sleeping/staying in the room which infringes on the rights and privacy of residents in the living area. This policy also applies to cohabitation by Salem students other than the official roommate.

1. Visitation Hours are: Sunday – Thursday: Noon – Midnight; Friday/Saturday: 11:00 a.m. – 2:00 a.m. Bahnsen House, Biting and Fogle Flats have 24-hour visitation except during exam periods. Visitation will begin for all upperclass students on the first official day of classes. There will be no male or female guests for first-year students on the first weekend of school unless voted on by the residence hall.
2. Salem students must escort their guests at all times.
3. Guests are allowed in the lobbies of residence halls from 10:00 a.m. until 2:00 a.m. seven days a week.
4. Guests may be entertained in rooms and lounges only, not stairways or halls. Guests may be entertained in the Student Lounge 24 hours a day, provided they are accompanied by a Salem student. However, guests and students may not sleep in the Student Lounge.
5. All guests are limited to a maximum three-day stay on campus per seven-day week. If a student wishes to entertain a guest more than three consecutive nights per each seven-day week, she must get permission from the director of residence life and written consent from her roommate or suitemates.
6. For the safety and security of all residents, guests must be signed in and out by their hostesses at the central location provided in all residence halls. This includes all non-residential students and all guests – male or female regardless of age. Guests must carry identification at all times. The RC should be made aware of overnight guests so that they may be located in the event of an emergency.
7. If a student has an overnight guest, or if that guest is present for 12 or more hours, the guest must register their vehicle with public safety.
8. Students may not give guests entry cards, keys or the door combination or leave their room unlocked to provide guest access.

## **Residence Life Policies**

9. Hostesses are responsible for their guest's behavior and will be subject to disciplinary action if their guest violates a residence life or College regulation. In cases where a guest is causing a disturbance, the student may have her visitation rights limited or restricted completely.
10. During break periods, visitation is not allowed.
11. Visitation for an entire residence hall can be suspended for the following reasons:
  - a. Any single violation of regulations that can be shown to have jeopardized the security of any Salem student.
  - b. Any pattern of violations of regulations that can be shown to have interfered with the privacy of others or with the rights of the minority to be protected from the practice of the majority vote.
  - c. Any pattern of failure to report infractions of rules or any behavior in connection with the policy that threatens to bring discredit upon Salem College.
12. Repeat violators of the Visitation Policy will be sent before the Judicial Council.
13. Each Salem student is responsible for letting public safety and the RC know when any unescorted guest is present in the halls or a student's room at any time.
14. Guests can only be signed in to a residence hall by a resident of that particular hall.
15. No guests under the age of eight will be permitted to stay overnight in the residence halls.

## Public Safety

The Public Safety Department's fundamental duty is to serve the Salem community and provide a safe educational and work environment. The department strives to achieve this goal through proactive patrol, investigation of incidents, victim assistance and educational programs. Officers provide campus coverage 24 hours a day, seven days a week and 365 days a year. The office is located on the ground level behind Main Hall.

Public safety officers respond to calls for service including when the safety of any student, faculty, staff or visitor has been or could be threatened. If officers need additional support, they request assistance from professional staff, Winston-Salem Police Department, Winston-Salem Fire Department and Forsyth County Emergency Medical Services.

The department is staffed with twelve (12) employees including a chief of public safety. Student workers complement the department by assisting with lockouts and administrative duties. Public safety promotes safety and educational programming for the benefit of the Salem community.

Public safety maintains written reports, parking conduct rules and regulations, parking appeals and vehicle registration and identification cards.

**Read this information carefully. If you have any questions, please call the public safety department at 917-5555 or x5555 on campus.**

### Emergency Contacts

Anyone experiencing an emergency situation on campus should contact public safety immediately (917-5555). If the public safety officer determines professional staff, Emergency Services (EMS), Winston-Salem Police Department and /or the Winston-Salem Fire Department need to be contacted, the public safety officer will obtain assistance.

### Reporting Criminal Activity

Campus safety is a community effort at Salem. Students and guests are strongly encouraged to report suspicious incidents and any criminal activity they become aware of as soon as possible. Students may report suspected criminal activity on campus by calling Public Safety directly at 917-5555, emailing [publicsafety@salem.edu](mailto:publicsafety@salem.edu), or using the web link on the public safety page of the College website. Anonymous reports may be filed online using a link on the Public Safety webpage or by phone at 336-917-5550. Anonymous reporting is for non-emergency incidents.

### Escorts

Public safety offers escorts to all students. Escorts are performed on foot and occasionally by golf cart. Golf cart escorts are reserved for injured students. Walking escorts are provided for any student who is concerned for her safety when walking alone on campus, especially at night. Officers will escort students who are sick and unable to walk to the Health Center but will not give rides off campus. Escorts are not provided for transportation of personal items. Students requesting an escort must call 917-5555 and advise the officer who they are, where they are located and the location to which they would like to be walked. Students are encouraged to wait inside a building until a public safety officer arrives. Students waiting in vehicles are asked to leave their parking lights on to signal the responding officer.

### Lock-Outs

Public safety is available to assist any student, faculty or staff member who may become locked out of a facility to which they would reasonably have access. Identification is required for access to all facilities. Access will not be granted to individuals not assigned to a particular room. See Lock-Out Policy in Residence Life Policies section for information on residence hall lock-out fines.

### Fire Drills/Alarms

Each residence hall is expected to pass a fire drill each semester. The public safety department and

## Public Safety

residential coordinator schedule the drill in compliance with all applicable fire code regulations. A time is chosen when the majority of residents will be in the building. Each building has three minutes to successfully complete the drill. If the drill is not successful, another drill will be attempted. The fire drills will continue unannounced until successfully completed. Ensuring the safety of students is the goal.

### Mandatory Safety Meetings

Each residence hall resident is expected to attend a safety meeting at the beginning of each semester. Meetings are designed to discuss issues and concerns students may have and such issues as sexual assault, domestic violence, personal safety, alcohol and illegal drug use.

### Lost and Found

Lost and found items are maintained in the Office of Public Safety. The items turned into lost and found will be disposed of every three months. These items will be either donated or destroyed.

### College Identification Cards

Hours for the ID process will be posted at the Office of Public Safety. Students do not need to call and schedule a time for an ID. Students must bring a driver's license or some other form of picture ID before a college ID will be made. Without these forms of ID, students will not receive a Salem College identification card. The fine for a replacement card is \$15.00.

### Parking Conduct Rules and Regulations

Salem College determines and enforces parking conduct rules and regulations. These regulations are designed to promote safety on and around campus, provide adequate parking for all students, faculty, staff and visitors and address parking needs of the Old Salem residents and visitors, Home Moravian Church and the Salem Congregation.

Salem College parking, traffic and safety regulations are rules of conduct issued and enforced by public safety. Salem's regulations are separate and apart from any North Carolina State Laws or Winston-Salem City Ordinances, which are enforced by State or City law enforcement agencies. If a violation of a Salem regulation also constitutes a violation of a City Ordinance or State Law, a student may be subject to a fine by Salem in addition to any penalty assessed by the City or State.

The following parking conduct rules and regulations shall apply to all students, guests and visitors. These parking conduct rules and regulations are in place and enforced 24 hours a day, including breaks, commencement and holidays. Students will be notified of the violation and fine through campus mail, the U.S. Postal Service or by placing the notification on the vehicle.

### Vehicle Registration

Vehicle registration is required within 48 hours upon arrival on campus. Registration forms are available on the public safety webpage. Registration fees must be paid in the Business Office.

### Vehicle registration is NOT complete until a sticker is displayed on the rear of the vehicle.

(Convertibles may place the sticker on the front lower right of the windshield.) The sticker should be placed on the left side (driver's side) or the rear bumper or the lower left side of the rear windshield. If any vehicle other than the originally registered vehicle is brought to campus, a temporary parking permit must be obtained within 24 hours to avoid receiving a Failure to Register fine.

All students vehicle registration fees:            Full year: \$55.00            One semester: \$30.00

**Failure to register your vehicle may result in a \$25.00 fine every 48 hours until the vehicle is registered.**

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### Bicycle and Motor Scooter Rules and Regulations

Salem College encourages registration of bicycles and scooters. There is no charge for registering. Registration forms are available on the public safety webpage.

Bicycles should be placed in a bicycle rack. Racks are located behind Babcock Residence Hall, underneath the back porch of Main Hall and the Fine Arts Center parking lot. They should not be parked on sidewalks or under stairwells. Students riding motor scooters should follow the parking conduct rules and regulations.

### Parking for Visitors and Guests of Students

Each student is responsible for the conduct of her guests including parking conduct rules and regulations. If a guest or visitor violates any parking conduct rules or regulations, the student hostess will be fined for the violation committed by the guest or visitor.

Any visitor who wishes to stay overnight or for an extended period (3 days) of time, must register his/her vehicle with the public safety department. They will be issued a temporary parking pass and must follow the parking conduct rules and regulations.

### Towing Policy

Salem College has the authority to tow, at the owner's expense, any vehicle on campus that is in violation of the parking conduct rules and regulations.

### Vehicle Searches

Upon suspicion of violation of College policy or local, state or federal law, Public Safety reserves the right to search vehicles parked on campus property for evidence inside the vehicle.

### Residential Student Parking Conduct Rules and Regulations

The Salem College Fine Arts Center parking lot and "The Pit" parking area, which is located near the tennis courts at the rear of the campus, are the only areas where students are permitted to park while school is in session. Residential students are assigned to the FAC, tennis courts or pit parking. Seniors and Fogle Flats residents are allowed to park in FAC, tennis courts or pit parking while all other residential students are only assigned to tennis courts or pit parking. Students who are not assigned to FAC parking and choose to park in the FAC will be fined. Residential students are not allowed to park in the following areas:

- 1. Fire Lanes - (\$50.00 fine):** The paved roadway that goes through the center of campus (starting between Single Sisters House and South Residence Hall and traveling past Corrin Refectory) is a fire lane. Any student parking on either side of this roadway is subject to being fined. Any student parking in any fire lane, including the Historic District, is subject to being fined.
- 2. Front Campus/Historical District of Old Salem - (\$15.00 fine):** Parking is not permitted on front campus by residential students. **If a student chooses to park on front campus she will be fined. If a student is parked on front campus on Sunday morning she will receive a parking fine for Parking in Old Salem Historic District on Sunday morning (\$50.00 fine).** Front campus/Historic District consists of the following streets: Church Street, Blum Street, West Street, Academy Street, Walnut Street, Race Street and Main Street.
- 3. Residential Coordinators' Parking - (\$15.00):** These areas are located behind Strong Residence Hall across from the physical plant and beside Gramley Residence Hall in clearly marked parking spaces.
- 4. Faculty/Staff Parking - (\$15.00 fine):** These areas are located at Physical Plant,

## Public Safety

Bryant Hall, Shober House and all other posted areas. During the hours of 7:30 a.m. - 5:00 p.m., Monday through Friday, Fler and other off-campus students are prohibited from parking in all designated faculty and staff parking areas. Students are permitted to park in spaces behind the Fine Arts Center and behind the Shober House after 5:30 p.m. but their vehicles must be moved by 7:30 a.m. the following morning. Fler and day students may park in the Inspector's Lot after 5:30 p.m. At no time are residential students permitted to park in the Inspector's Lot.

**5. Institutional Parking - (\$15.00 fine):** This area is located behind Corrin Refectory and behind the pool and gymnasium areas.

**6. Handicapped Parking - (\$250.00 fine):** These areas are very limited; therefore any student needing special permission to use handicap spaces must bring documentation from a doctor or a member of the administration before public safety will temporarily grant permission to use the parking spaces.

**7. Loading Zones and Maintenance Hill - (\$15.00 fine):** At no time are students allowed to park in these areas.

**8. Health Center/Medical Staff Parking - (\$50.00 fine):** During the hours of 7:30 a.m. – 4:30 p.m., Monday through Friday, students are prohibited from parking in the Health Services medical parking in front of Lehman Hall.

### Off-Campus Students

Fler and other off-campus students are permitted to park on front campus in the Historic District. However, they are not exempt from parking penalties if they park in restricted areas. They also are subject to North Carolina State Laws and Winston-Salem city ordinances.

### Parking Conduct Fines

All fines must be paid to the Business Office within 21 days. If not paid within the 21-day time period, late fees will be added.

- 1. Parking in the Old Salem Historic District - \$15.00**
- 2. Parking in the Old Salem Historic District on Sunday morning - \$50.00**
- 3. Parking in reserved areas - \$15.00**
- 4. Parking in fire lanes - \$50.00**
- 5. Parking in medical staff parking - \$50.00**
- 6. Operating or parking a vehicle on a pedestrian path, sidewalk or grass - \$15.00**
- 7. Failure to stop or otherwise heed the instruction of a public safety officer - \$50.00 (This includes moving cones in order to park.)**
- 8. Operating a vehicle without responsible regard for safety - \$15.00 (This violation includes parking in two or more spaces and/or parking too close to another vehicle preventing the owner from gaining entry into their vehicle.)**
- 9. Failure to register a vehicle - \$25.00**
- 10. Parking in a handicapped space - \$250.00**
- 11. Sleeping in a vehicle - \$50.00 and/or probation. No student may sleep in a vehicle for reasons of personal safety.**

### Loading and Unloading

Students may not park in front of campus buildings except for brief periods of loading or unloading. If it is evident to a public safety officer that the student is unloading (clothes or other belongings inside the car) the officer may permit the student to remain there for what the officer deems is a briefly sufficient amount of time. It will assist the officer to know that a student is loading or unloading if the car's flashers are on.

## **Public Safety**

### **Parking Conduct Appeals**

Any student may appeal any parking conduct fine she receives. Each student who files an appeal must do the following, or the appeal is invalid:

1. The student must obtain an appeal form from the Public Safety webpage.
2. Completed forms must be emailed to [parking.appeals@salem.edu](mailto:parking.appeals@salem.edu). Incomplete forms will not be accepted.
3. Appeals must be submitted within 21 days of receipt of the parking conduct fine. Appeals received outside that timeframe will not be accepted.
4. The appeal is reviewed and voted on by members of the Parking Appeals Committee. Each student is permitted to appeal an appeals decision once. Once the second appeal is returned to the student, if the second appeal is denied, all fines must be paid in the Business Office.

### **Unpaid Parking Conduct Fines**

A hold will be placed on the student's account if parking conduct fines are not paid in full to the Business Office.

***Parking conduct rules and regulations are subject to change during the academic year.***

## Campus Resources

- Bryant Hall Complex**
- Grille/Java City:** The Grille is a food service area located on the middle level of Bryant Hall. Dining options include smoothies, yogurt, Java City coffee, upscale deli sandwiches and grilled items. The Grille offers a variety of meals as an alternative to the Refectory. This space opens onto the balcony which provides additional seating.
- BB&T ATM:** Accessible in lower entry foyer.
- Fitness Center:** The Fitness Center is located on the upper level of Bryant Hall. ID cards are required for access. The Fitness Center houses weights, stair climbers, stationary bicycles and treadmills, as well as various other equipment. See webpage for hours.
- Pool:** The pool is located inside Bryant Hall on the lower level and is used for meets, practices and classes, as well as for recreation. Locker rooms equipped with bathrooms, showers and lockers are located near the pool. See webpage for hours.
- Patio:** The Bryant Hall Patio, located between the gym and the pool, has outdoor seating and picnic tables and is available for informal student use. It may be used for sunbathing; however, bathing suits are not allowed in any other area of Bryant Hall, except the pool.
- Guests:** Salem students may entertain guests in Bryant Hall at any hour; however, for safety reasons no one is allowed to sleep in the building. Students should not be alone in the building. Students are encouraged to notify public safety when they are in the building late in the evening. A campus phone is available in the stairwell on the Grille level.
- Students have access to Bryant Hall 24 hours a day, though access to some space may be limited during special events. The building usually remains unlocked until 10:00 p.m., but students may enter the building through card access. For security reasons, no door may be propped open, and access cards must never be given to non-students.
- Bookstore**  
Salem Square
- |                  |                 |                         |
|------------------|-----------------|-------------------------|
| Fall term hours: | Monday—Thursday | 9:30 a.m. to 6:30 p.m.* |
|                  | Friday          | 9:30 a.m. to 5:00 p.m.  |
|                  | Saturday        | 11:00 a.m. to 3:00 p.m. |
|                  | Sunday          | Closed                  |
- \*Extended until 7:30 p.m. during the first week of each term. Bookstore hours are subject to change throughout the year.
- Business Office**  
Lehman Hall
- Student banking hours: 10:30 a.m. to 12:45 p.m., Monday through Friday. A BB&T ATM is located in Bryant Hall for students' banking needs 24 hours a day. The Business Office is available to students for cashing checks during posted banking hours. There is a \$25 charge for all returned checks.
- Career Development & Internships**  
Shober House
- Students who want to assess their career interests, investigate careers, research internships, identify appropriate job openings and graduate programs, network with alumnae and learn effective job seeking skills may schedule an individual appointment with the director. Students also may attend workshops on various career-related topics or access the career

## Campus Resources

development webpage to see the latest job listings, event schedules and other useful career-oriented information.

The director of career development and internships also assists international students with the process of applying for internships, employment and graduate study in the U.S.

<b>Center for Learning Enhancement</b> Main Hall Annex	The Center for Learning Enhancement (CLE) offers academic support for all students. The Writing Center and the Office for Academic Support are housed in the CLE. Professional staff in the CLE offer workshops on a variety of topics, free assistance in writing and information on tutoring services in a variety of subjects.
<b>Center for Women Writers</b>	The Center for Women Writers provides an opportunity for writers to express their creativity in conversation, in workshops, in community and college courses and through readings, lectures and other special programs. The Center encourages participation by everyone interested in writing, in various genres of expression and in the publication process.
<b>Corrin Refectory</b>	<p>The Refectory is an all-you-care-to-eat dining facility that features deli, vegetarian, pizza, pasta, grill and salad bar options. The Refectory serves breakfast, lunch and dinner.</p> <p><b>Take-out:</b> All students are encouraged to dine in the Refectory, and when schedules do not permit, Eco ClamShell (take-out) containers are required. Each new residential student receives an initial reusable to-go container at no charge from the dining hall during a designated timeframe, usually the first full week of classes. Replacement containers are available for \$5. Residential students are issued one container to be used for their four years at Salem College. Other members of the Salem community may purchase a reusable to-go container for \$5.</p> <p>To-go containers are intended for taking meals out and should not be brought in and exchanged when planning to eat inside the dining hall. Students should bring in the clean containers, exchange, fill with food and exit the dining hall. Students are not permitted to fill their own containers with either food or beverages, and dining services reserves the right to confiscate such containers.</p> <p><b>Dining Etiquette:</b> Proper attire should be worn in the Refectory to insure a respectful atmosphere for everyone (i.e. shoes, no bathing suits). For special dinners, such as Thanksgiving and Christmas, nice dress is encouraged.</p> <p><b>Refectory Serviceware:</b> China, glasses and flatware are expensive to replace and should not be removed. This expectation is in keeping with Salem's Honor Tradition and is a matter of respecting community property. Students found taking Refectory serviceware may be required to perform community service hours in the Refectory (cleaning or washing dishes) and may be charged to replace missing items.</p> <p><b>Bag Meals:</b> Dining Services will provide a bag meal if a student must be off campus during regular meal hours. Bag lunch forms are available at the greeter station and should be turned in 24 hours prior to needing the meal.</p>

## Campus Resources

**Guests:** All non-residential students and guests of students must pay to eat in the Refectory.

<b>Dean of the College</b> Main Hall	The Office of the Dean of the College is open to all students for consultation concerning academic regulations and requirements at Salem. The dean of undergraduate studies is available to assist students with academic advising and planning.
<b>Dean of Students</b> Shober House	The Office of the Dean of Students is open to all students for assistance with issues pertaining to life outside of the classroom. The dean of students is available to meet with individual students as well as with student groups and organizations. The dean processes all requests for waivers of the residential living requirement for traditional age students (under age 23) and serves as the adviser to the Honor Council.
<b>Department of Public Safety</b> Main Hall	Telephone 917-5555. Officers are available 24 hours a day, seven days a week. Public safety provides student IDs and vehicle registration. On campus, dial extension 5555.
<b>Director of Teacher Education and Graduate Studies</b> Main Hall	The Office of Teacher Education and Graduate Studies processes applications for undergraduate and graduate students interested in teacher education. This office submits licensure applications to the Department of Public Instruction. In addition, graduate students submit all enrollment and course registration forms to this office. Prior to enrollment in any teacher education program, students should make an advising appointment with the director of teacher education.
<b>Fine Arts Center (FAC)</b>	The Fine Arts Center houses the art, music, and theater departments. Hanes Auditorium, Shirley Recital Hall, the Drama Workshop, student lounge, practice rooms, art studios, computer labs and galleries are also located in the Fine Arts Center. Alcohol, food and other beverages are not allowed in Hanes Auditorium, Shirley Recital Hall or the Drama Workshop.
<b>Health and Counseling Services</b> Clewell Hall Lower Level	<p><b>Health Center</b></p> <p>The Health Center provides traditional age students (under age 23) with care for acute illness, information and education on women's health issues, gynecology exams, allergy injections and referrals to offsite specialists. Nursing care clinics are held Monday—Friday 8:30 a.m.—12:00 noon and 1:00 p.m.—4:00 p.m. Appointments to see the on-campus physician may be scheduled by calling the Health Center. If a student needs medical attention after hours, she should notify her residential coordinator or contact public safety in case of an emergency.</p> <p>The Health Center staff <i>does not</i> write excuses for missing class due to illness. The staff will notify faculty of a student's medical appointment, if requested.</p> <p>Fleer students do not pay a health fee and are not eligible for services through the Health Center.</p> <p><b>Counseling Center</b></p> <p>The Counseling Center provides assistance to traditional age students (under age 23) by providing professional and confidential counseling and support for a variety of emotional and personal issues, such as grief and</p>

## Campus Resources

loss, body image and eating concerns, stress management, coping with depression and other student concerns as needed and requested.

Our goal is to help meet the psychosocial and developmental needs of our students through on campus support, individual and group counseling, workshops and educational programs. Our professional counselors will demonstrate objectivity and sensitivity in the assessment of student needs and concerns and will make referrals to community professionals as is appropriate.

Fleer students do not pay a health fee and are not eligible for provision of all services offered in the Counseling Center; however, services provided at no fee include personal workshops and access to the personal development library. Fleer students may receive one free visit to the Counseling Center for assessment and referral to a therapist in the community.

**International Student Services**  
Shober House

Salem College welcomes students from all over the world to our campus. International students must comply with U.S. government regulations in order to maintain their F-1 visa status. The director of career development and internships provides assistance with F-1 visa regulation compliance and immigration matters.

New and returning international students are required to report to the director of career development and internships at the beginning of each term to confirm their enrollment. Students should provide the director with copies of all current immigration documents along with foreign and domestic contact information.

F-1 international students have strict regulations for seeking off-campus employment in the U.S. Unauthorized employment will result in the termination of F-1 visa status. All applications for employment authorization including CPT (Curricular Practical Training), OPT (Optional Practical Training) and employment based on severe economic hardship should be done through the director of career development and internships. International students should contact the director for specific requirements and procedures.

**Library Services**

Gramley Library	Monday—Thursday	8:30 a.m.—midnight
	Friday	8:30 a.m.—8:00 p.m.
	Saturday	9:00 a.m.—5:00 p.m.
	Sunday	1:00 p.m.—midnight
	Rudolph Fine Arts Center Library	
	Monday—Thursday	8:00 a.m.—10:00 p.m.
	Friday	8:00 a.m.—4:30 p.m.
	Saturday	CLOSED
Sunday	2:00 p.m.—10:00 p.m.	

See webpage for variations in basic schedule.

The libraries of Salem College provide students and faculty members with computers (including wireless laptops), collections of books, periodicals, recordings and other materials that support the curriculum and encourage general reading. Sound recordings and music scores are housed in the Rudolph Fine Arts Library. Experienced professional librarians offer

## Campus Resources

invaluable assistance with carrying out term paper research, finding answers to questions or just choosing a good book.

**Catalog:** The online catalog helps you identify and locate materials in the Salem libraries, as well as items owned by other area colleges (Bennett College, Greensboro College and Guilford College). You may place online requests for circulating materials in these libraries or borrow directly from them using your current Salem ID card.

**Fines/Penalties:** Most library materials circulate for one month; overdue fines are five cents per day for Salem materials and \$1.00 per day for Interlibrary Loan materials. Overdue notices are sent via Salem email as a reminder, but borrowers are responsible for returning or renewing materials on time. Borrowers will be charged the replacement cost and the processing fee for unreturned materials. All unpaid accounts are turned over to the business and registrar's offices at the end of each term.

**Triad Academic Library Association (TALA):** By demonstrating that you are a current Salem student, you may borrow books directly from 11 area academic libraries, including the Z. Smith Reynolds Library at Wake Forest University. The dean of students office runs weekly shuttles to the Z. Smith Reynolds Library. Check the Salem Library webpages to learn more about participating TALA libraries and the types of materials that you may borrow.

**Student Study Areas and Collaboratories:** Located on the second floor of the Gramley Library are two group study areas with desktop computers (and connections for wireless laptops with large screen monitors for group work). Self sign-up reservations may be made for up to three hours per day.

**Martha H. Fleer  
Center for Adult  
Education**  
Main Hall

The Martha H. Fleer Center for Adult Education provides admissions, advising and services for Salem students who are age 23 and older. This office manages the Courses for Community programs. Extended hours are offered in the evening to accommodate adult student schedules. See website for extended hours information.

**Off-Campus  
Student Lounge**  
Main Hall

The Off-Campus Student Lounge is located adjacent to the Faculty Lounge behind Main Hall. Space is available for studying or taking a break between classes. All off-campus students are welcome.

**Office of the  
Registrar**  
Lehman Hall

The Office of the Registrar assists students with registration procedures, requests for transcripts, enrollment verification letters, transfer credit and summer school. Most information about student coursework, such as academic standing, GPA and transferred credits are available to the student online via SIS, within the secure mySalem portal. In order to graduate, students must make written application for the degree with the Office of the Registrar by submitting the Diploma Information Form. Traditional-age seniors will automatically receive a senior letter, outlining the remaining requirements for the degree, at the beginning of the fall semester of their senior year. For students in the Martha H. Fleer Center for Adult Education, the Office of the Registrar will generate a senior letter upon receipt of the Diploma Information Form. Upon receipt of the senior letter, the student must confer with her adviser and affirm in writing that she understands the remaining graduation requirements.

## Campus Resources

### Package and Mail Services Main Hall & Bryant Hall

**Deliveries:** Residential students receiving deliveries will receive notification via email and may pick up their deliveries (with proper identification) in the package room in the basement of Main Hall during specified hours.

**Address for packages:** **Name**  
**c/o Main Hall Basement**  
**Salem College Box#**  
**601 S. Church St.**  
**Winston-Salem, NC 27101-5376**

**Additional Services:** Services in the package room for the Salem community include:

1. Postage stamps available for purchase.
2. Postage for packages and over-sized envelopes. Bring your ready-to-mail items to the mail room for postage rates.
3. FAX services.
4. Color copies.

Mail room services are cash only.

Hours: Monday—Friday 8:00 a.m. to 4:30 p.m. (closed noon to 1:00 p.m.)

**Mail:** Mail service for all boarding students is in combination-lock boxes located in the Java City/Grille area in Bryant Hall. Boxes are provided at no charge, and students keep the same boxes throughout their years at Salem. A mail tray for campus mail is located in the package room in Main Hall, and campus mail is delivered in the same manner as outside mail. Campus box numbers are available from the Office of the Dean of Students with a picture ID.

**Address for standard mail:** **Name**  
**Salem College Box #**  
**601 South Church St.**  
**Winston-Salem, NC 27101-5376**

### Religious Life Clewell Hall Church Street Entrance

Salem College provides for its students through the resources of the campus community and faith institutions of Winston-Salem opportunities for worship and religious and spiritual growth. All denominations and faiths are respected and encouraged to be a part of the College community. The religious groups of the broader community cooperate in making their programs and their facilities available to students both organizationally and through individual denominational campus ministers and religious advisors.

### Residence Life Shober House

The Office of Residence Life is responsible for the administration, coordination and staffing of the six residence halls, the Bahnson House and the Fogle Flat apartments. Professional residential coordinators (RCs) live on campus to provide support and assistance to students living in a richly diverse educational environment. In addition, the halls are staffed with resident assistants (RAs). RAs are sophomores, juniors and seniors who have been selected and trained to help students have a positive and successful college experience. The RCs and RAs coordinate programs throughout the year in each hall to address various aspects of personal wellness in support of students academic persistence. Students are encouraged to talk to their RA and/or RC regarding any problems or concerns about their living situation or their need for assistance.

### Rondthaler-Gramley Guest Housing

The Rondthaler-Gramley House, built in 1888 and located in the heart of the Salem campus, was home to former Salem presidents Rondthaler and

## Campus Resources

Gramley and their families until the early 1970s. The house was later used as the Salem Education department and Orton Learning Center for children with learning disabilities. In the mid-1980s, the house was renovated and is now used for entertaining alumnae, parents and other guests of the College. Students may call the Office of Institutional Advancement at 721-2607 for overnight rates and reservations for family members.

<b>Rondthaler Science Building</b>	The Rondthaler Science Building houses the science, math, psychology and IT departments. The PC lab in Room 304 offers general purpose software as well as software for business/economics, chemistry, physical education and math classes.
<b>Shuttle Services</b>	The Office of the Dean of Students operates shuttles to area shops, restaurants, banks and the Z. Smith Reynolds Library at Wake Forest University. The shuttles run at posted times each week during the academic terms. See webpage for times and destinations.
<b>Student Activities</b> Shober House	The mission of the Office of Student Activities is to develop students' unique leadership potential and prepare them for a productive life in a diverse world. The Director of Student Activities offers training for student leaders and assists student organizations with event planning for our richly diverse campus community. The office provides a wide array of student activities including the Java City coffee house series, college football tailgate socials and mixers with area colleges. Additionally, the Office of Student Activities coordinates Orientation, Family Weekend and January Term activities.
<b>Student Lounge</b> Corrin Refectory, Lower Level	Located on the lower level of the Refectory, the lounge provides a casual meeting place for students and their guests. A TV/DVD and pool table are located in the lounge, and students may use them on a first come first served basis. Students may use the lounge for social gatherings by contacting the director of student activities.
<b>Writing Center</b>	The Writing Center offers free, individualized help with every stage of the writing process and is located in the Center for Learning Enhancement behind Main Hall. Tutoring sessions can be arranged by appointment. Hours are posted online.

## Campus Ministers and Religious Advisors

<b>Chaplain</b>	Clewell Office : 917-5087
Rev. Dr. Amy Rio-Anderson	amy.rio-anderson@salem.edu
<b>Episcopal Campus Minister</b>	758-5249
Father Bob McGee	mcgeebob@wfu.edu
<b>Presbyterian Campus Minister</b>	575-5340
Rev. Amanda Davee Lomax	amandapcm@gmail.com
<b>United Methodist Campus Minister and Wesley Foundation</b>	758-5019
Rev. Larry Jones	joneslv@wfu.edu
<b>Roman Catholic Campus Ministry</b>	758-4214
	www.wakeforestcatholic.com
<b>Baptist Campus Minister</b>	788-7331
Rev. Sam Sorrells	samsorrells@hotmail.com
<b>Moravian Campus Minister</b>	722-8126
Rev. Brad Bennett	bbennett@mcsp.org
<b>InterVarsity Christian Fellowship</b>	862-9209
Achlai Ernest Wallace	achlai.ernest@gmail.com
<b>Lutheran Campus Minister</b>	722-8144
Rev. Shirley Harrison	
<b>Emmaus Campus Ministry</b>	723-1621 ext. 245
Rev. Justin Lewis	juestinL@1stpres.com
<b>Jewish</b>	758-5403
Dr. Andrew Ettin	
<b>Muslim</b>	416-5531
Imam Khalid Griggs	griggska@wfu.edu

## Getting Involved in Life at Salem

Salem College offers students the opportunity for involvement in a variety of activities on campus that complement their academic experience and prepare them for lives of leadership and service. Participation in the activities of our richly diverse community contributes greatly to student satisfaction with their comprehensive educational experience and supports the development of personal and professional skills, including multicultural competencies.

### Regulations for Student Organizations

#### Advisor

Each student organization shall have a faculty adviser and shall provide the name of the adviser on the registration sheet filed in the Office of Student Activities. Organizations shall select their advisors annually. If an adviser is not selected, then the director of student activities will serve as adviser by default.

#### Account Withdrawals

The signature of the student organization adviser or the director of student activities or designee is required by the Business Office for all requests for withdrawals from student organization accounts.

#### Constitution

A copy of the constitution of each student organization shall be filed in the Office of Student Activities and the Student Government Association (SGA) office.

#### Eligibility

All campus officers shall have a cumulative average of 2.0 or better, and all absolute officers shall have a cumulative average of 2.3 or better. Officers shall be classified according to the provisions of each organization's constitution.

#### New Organizations

New clubs and organizations may come into active existence after approval by the Legislative Board and the dean of students. Any student who wishes to begin a new club/organization must present the purpose of the club/organization and a copy of the organization's constitution to the Legislative Board. The template for writing a constitution may be obtained from the Executive Board of SGA.

If the club/organization is approved by the Legislative Board, she must submit a proposal letter and a copy of the purpose and constitution to the director of student activities. When the club/organization has been approved by both parties, the proposal must be approved by the dean of students. Following approval by the dean of students, she may recruit members and choose a faculty adviser, and the club/organization will come into active existence. All paperwork shall be filed in the Office of Student Activities and in the SGA office.

#### Officers' Notebooks

The director of student activities will issue student organizations notebooks during student organization training meetings. Notebooks must be returned to the director of student activities before the academic year is over. Any student organization not returning their notebooks will be fined for the cost of replacing the notebook.

Officers of budgeted student organizations should keep accounts of all proceedings and events. Monthly updates will be given by officers each month at Legislative Board. These records include committees, reports, fundraiser reports, budget reports, etc. Failure to keep notebooks current may lead to removal from office.

## **Getting Involved in Life at Salem**

### **Officer Training Meetings**

All student organizations MUST attend one of several student organization officer meetings conducted within the first month of the fall semester. During this training meeting students will receive guidelines and forms on how to remain active as student organizations at Salem College.

Any student organization whose officers do not attend a training meeting will not be recognized as an active organization by the College until this requirement has been fulfilled, and the student organization's account will be frozen.

### **Policy for Soliciting Funds/Contributions from External Sources**

Student organizations wishing to solicit funds from individuals, retail businesses, corporations or foundations must first contact the vice president for academic and student affairs and dean of the College to discuss the need for financial support at least six weeks before the need for funding.

The vice president for academic and student affairs and dean of the College will decide whether the need is appropriate for fundraising; if so, she will refer the student organization to the Office of Institutional Advancement.

Institutional advancement will approve the student organization's prospect list, remove any contacts that are conflicts with institutional fundraising and perhaps add to the student organization's list.

Institutional advancement must approve the draft of any fundraising letter before it may be sent from a Salem organization.

Institutional advancement will assist the student organization with receiving and depositing gift checks so that the donor will receive an official Salem receipt and an acknowledgement from an appropriate administrator in addition to the organization's acknowledgement.

Appropriate forms to be filled out before each meeting are available from the Office of the Dean of the College and the Office of Institutional Advancement.

## **Leadership and Service Organizations**

### **Ambassadors**

The Ambassadors is a student organization affiliated with the Office of Alumnae Relations . The members (juniors and seniors) are chosen from the student body with a maximum membership of 20. The members serve as volunteers for alumnae and development events on campus throughout the year and attend alumnae events as appropriate as special guests and/or volunteers. Sophomore students are invited to apply for membership in the spring.

### **Creating Hope in Cancer Survival (C.H.I.C.S.)**

C.H.I.C.S. members are dedicated to educating the Salem campus community about the nature of cancer and ways to prevent it. They provide a support group for those who are dealing with cancer as well as activities and projects that provide a service to Salem College and the greater community of Winston-Salem. "Race for the Cure", which occurs every spring semester, raises money and awareness for breast cancer and is their signature event.

### **Fleer Leadership Council**

The Fleer Leadership Council is comprised of Fleer student representatives interested in working on behalf of the Fleer student population. The Council meets monthly. All Fleer students are welcome to attend. See the Martha H. Fleer Center for more information.

### **Fremdendienerin**

Fremdendienerin is a German word meaning "one who serves strangers". This student organization is affiliated with the Office of Admissions. Members are chosen from the student body. Fremdendienerin is responsible for records concerning prospective students. Members assist the admissions office with events, host students overnight and contact students as needed. Honor Guides or tour guides are selected from within the organization and are specially trained. Chairs are chosen each year from the junior and senior class. The group meets monthly. See the dean of admissions for more information.

### **Habitat for Humanity International**

The Salem College Sisters for Habitat is an organization that is committed to helping provide affordable housing to people in need. In partnership with the local Forsyth County Affiliate members participate in building "blitz" projects, fundraising and educating Salem and surrounding communities about affordable housing. Collegiate Challenge trips and HabiFest are opportunities for anyone interested.

### **Order of the Scorpion**

The Order of the Scorpion was established at Salem in the 1920s with the purpose of fostering the true spirit and ideals of the College. Membership of the Order consists of 14 juniors and seniors who choose to keep their identities anonymous until graduation. The members of the Order are selected by the current Scorpion members. Members of this order typically have held a leadership position or have been a major part of an organization. The members of this Order display their love for Salem through their actions inside and outside of academics. Their identities are revealed on graduation day when they paint a silver scorpion on their caps and wear forget-me-nots on the outside of their robes. The Order works to serve the College with no desire of recognition. The Order of the Scorpion completes projects that are vital to the student body, though often small and unknown.

### **Rotaract**

Rotaract is an international organization of service clubs for college students that fosters leadership and professional development, encourages high ethical standards in business and promotes international understanding and peace.

## **Leadership and Service Organizations**

### **Salem Leadership Connection**

The Salem Leadership Connection is a community outreach program that provides college access information to students in our local community who would be the first in their families to go to college or who come from underrepresented backgrounds. Salem students interested in this initiative train through an intensive process and speak with students in middle schools and high schools about how to be successful when they apply to college and once they matriculate.

### **Student Government Association (SGA)\***

The Student Government Association is the governing body for traditional age undergraduate students (under age 23). SGA meetings are held on the second Tuesday of the month during the fall and spring semesters. Meetings take place at 4:00 p.m. in Hanes Auditorium. Attendance is mandatory for traditional students, and Fleeer students are welcome to attend as non-voting guests. The SGA office is located on the lower level of Shober House.

***A copy of the Student Government Association Constitution is posted on the Salem College website at the following address <http://www.salem.edu/student/sga.shtm>***

## **Multicultural Organizations**

### **Black Americans Demonstrating Unity (BADU)**

Black Americans Demonstrating Unity is a group formed to provide support (academic, social, moral, etc.) for students who are African American. BADU also sponsors cultural events and activities implemented through unity, hoping to continuously bridge the gap between traditional and nontraditional students, as well as other cultural clubs on campus. Open to all Salem students.

### **German Club**

German Club celebrates German culture and language, especially within its historical context in the College and the Winston-Salem community. The club sponsors many activities including Oktoberfest, movie nights, fundraisers, trips and service projects. All students are welcome to join!

### **Helping Organize Latin Americans (HOLA)**

The goal of HOLA is to celebrate Hispanic culture and educate the Salem community about the culture, as well as to sponsor activities and projects of service for Salem College and the Hispanic community of Winston-Salem. All Salem students are welcome to join!

### **International Club**

The purpose of the International Club is to foster the interests of Salem students in international affairs, foreign culture and study abroad. It recognizes the contributions of international students to the Salem community and provides cultural and academic events of an international nature. All Salem students are invited to join!

### **ONUA\***

ONUA is the coordinating organization for multicultural programming groups on campus. Members are concerned with promoting diversity and multicultural awareness and overseeing the coordination and sponsoring of activities and projects that promote multicultural awareness within the Salem College community.

## Special Interest Organizations

### Accounting Club

The Accounting Club's mission is to promote understanding and broaden the appreciation of the accounting profession. The club accomplishes this goal by creating leadership opportunities (club officers), organizing events for professional guest speakers to talk about careers in accounting, networking, internships and mock interviews, volunteerism (VITA), preparing the members for their future careers in accounting and creating a sense of community for the members within the larger community of Salem College. Membership is available to students who wish to gain a better understanding of accounting. This stipulation includes all accounting majors, business majors and others who have taken at least two accounting courses. The members are expected to attend all meetings and be active in promoting the club in a professional manner. Activities are highlighted on facebook. For membership information, contact [salemaccountingclub@salem.edu](mailto:salemaccountingclub@salem.edu)

### American Society of Interior Design (ASID)

Student chapter membership in ASID offers students the opportunity to become more prepared in the field of interior design through professional interaction and insightful programs. Students attend monthly meetings for speakers, field trips, current updates and to discuss fundraising. Membership is open to all students and is strongly encouraged for interior design majors.

### Campus Activities Board (CAB)\*

The Campus Activities Board (CAB) is responsible for sponsoring diverse social and entertainment programs both on and off campus. These programs include parties, special events, dances and entertainment that bring diverse types of performances to campus. Also, the Campus Activities Board is responsible for the Fall Lawn, Semi-Formal, Formal and Spring Cocktail events. Elected students form the CAB Executive Board; however, all interested students are encouraged to become members of the General Board.

### Club Sports

**Club Sports Philosophy:** Students interested in club sports, please see the *Club Sports Handbook* available through the Department of Athletics and Physical Education. A student may also make an appointment with the director of athletics to discuss club sport options for a particular year.

### Off Campus Association (OCA)\*

The Off Campus Association (OCA) is an organization for traditional age off campus students. The purpose of this organization is to create an awareness of the activities and opportunities available to students who live off campus and to encourage their participation in the life of the College. The OCA Executive Board consists of a president (or co-presidents), vice president, secretary, treasurer, Honor Council representative and Judicial Council representative. OCA meets the first and third Tuesday of each month (location will be announced through MySalem and email).

### Open Up

Open Up is the gay/straight alliance at Salem College. Its purpose is to educate members of the Salem community on the topic of sexuality and its affects on people in our everyday society. Open Up is a forum for the exchange of ideas, views, perceptions and opinions. It provides a safe space for students to share these feelings and experiences without fear of harassment or ridicule. All faculty, staff and students are invited to be a part of Open Up.

### Salem Connections

Salem Connections is the Fleeer outreach program and is comprised of a group of team leaders, each of whom focuses on one aspect of outreach to current students, the Salem community and to the larger community beyond Salem. Membership in Salem Connections is open to current or stepped-out students and alums.

## **Special Interest Organizations**

### **Salem Society of Ramblers**

The Society of Ramblers was created in order to provide a venue for students to participate in outdoor activities. It is the hope of the club that its activities will promote and encourage well-being and environmentalism among students on campus.

### **Student National Education Association (SNEA)**

The Johann Comenius Chapter of the Student National Education Association is an organization for students who are planning to pursue a career in education. Programs include discussions and speakers on special topics of interest to educators such as the career ladder and interviewing. The programs are planned with the interest and needs of the membership in mind. Student teachers are required to be members of SNEA. In addition, underclassmen planning to join the education department are welcome. Special programs are open to anyone interested.

## **Performing Arts Organizations**

### **InterVarsity Gospel Choir**

The InterVarsity Gospel Choir is an ensemble dedicated to performing soulful Gospel music at Salem College and in the community at large. The group is made up of proud young women who believe in the power and the fulfillment Gospel music can bring. Students who are inspired and dedicated to Gospel music are encouraged to join. There are informal audition requirements for all who wish to join. All rehearsals are mandatory.

### **The Pierrette Players**

The purpose of the Pierrette Players is to stimulate interest in drama as a fine art and to encourage students to participate actively in theatrical productions. The Pierrette Players typically present two productions a year. Any Salem student is eligible to audition for the plays or to work on the production crew. For each production, the Pierrette Players need actresses and seamstresses, as well as artists and students to build sets and work on lighting and sound. The Pierrette Players are also involved in attending and supporting other theatrical productions in the Winston-Salem area. New members are always welcome!

### **Salem College Choirs**

Both music majors and non-music majors are welcome to sing in Salem's choral ensembles. The choirs perform on campus several times each year, including at the annual Christmas Candlelight Service, one of Salem's most beloved traditions. Check the class schedule for rehearsal times. Auditions for both groups are held during the days before classes begin.

### **Salem College Dance Company (SCDC)**

Salem College Dance Company seeks to create an appreciation of modern dance, to develop dance technique and creative ability and to plan, choreograph, teach and present concerts. The current members select new members through auditions held each semester. In the past, SCDC has performed for special campus festivities and a concert is presented in Hanes Auditorium at the end of each semester. Practices with the dance faculty are held weekly.

## **Political and Activist Organizations**

### **Environmental Concerns Organization (ECO)**

ECO is an organization to inform the Salem community about environmental issues and to inspire positive change. Any Salem College student who is concerned about our environment may join.

### **Feminist Majority Leadership Alliance (FMLA)**

The Feminist Majority Leadership Alliance (FMLA) is a non-sectarian, non-partisan organization affiliated with the Feminist Majority Foundation. The purpose of the FMLA is to study and take action on national, state, local and campus feminist issues and concerns; to educate the College community about feminist issues and to create an open and candid space for feminist dialog and experience.

### **Salem College Democrats**

The Salem College Democrats club is affiliated with the North Carolina Federation of College Democrats. The Federation is a division of the North Carolina Young Democrats and offers many of the same opportunities to students. As the Federation Handbook states, "students can have a greater impact on the political process in NC than ... through any other student organization. The Federation is the officially recognized college division of the NC Democratic party... and thus can influence politics that shape our lives." Students can participate actively in our political system through the College Democrats.

### **Salem College Republican Club**

The Salem College Republican Club, a member of the North Carolina Federation of College Republicans, offers each student a chance for practical work and experience in the American political system and a new range of social outlets. In addition to campaign work for Republican candidates on all levels, mixers are held with other CR clubs, rallies, guest speakers and statewide College Republican conventions.

### **Student Activist Movement (SAM)**

The Student Activist Movement (SAM) is a group of students that strives to empower other students to be involved in activism both at Salem and in the community.

### **Salem Students for Choice**

Salem Students for Choice is a chapter of the national organization Choice USA that mobilizes and provides ongoing support to young people who promote and protect reproductive choice both now and in the future. We are committed to providing education for Salem students and the surrounding community, making the campus and community more just and lobbying for issues concerning reproductive justice.

## **Student Publications**

### **Incunabula\***

*Incunabula* is the arts magazine of the Salem College community. It consists of creative works (art, music, prose, poetry and photography) submitted by Salem students, alumnae, faculty and special guests. *Incunabula* seeks energetic staff members to gather submissions, type, proofread and edit the magazine. Membership is open to any Salem student with a desire to promote literature and the arts.

### **The Salemite\***

The school's student newspaper, *The Salemite*, has been serving the Salem community since 1920. In keeping with Salem's tradition of open and thorough communications, the paper keeps the campus informed of events both within and beyond Salem Square. Some opportunities available to staff members include writing articles, selling advertisements, drawing graphics, taking pictures and working on the layout of the paper. Previous experience in journalism is not required for membership and new members are welcome to join at any time.

### **Sights and Insights\***

*Sights and Insights* is Salem's yearbook. It features photography and written narrative that records the major events of the year. Students are needed for photography, art work, design layout and to sell advertising. No previous experience is necessary. For more information contact the co-editors.

## **Religious Organizations**

### **Baptist Student Union (BSU)**

The BSU is a group of students who meet weekly and seek ways to relate the Gospel to their lives.

### **Catholic Student Association (CSA)**

Catholic campus ministry, based out of the Wake Forest University campus, serves the needs of Catholic college students in the Winston-Salem college and university community. A Franciscan priest serves as the full-time campus minister at Wake Forest and is available to Salem students. Students may join others from the area for Sunday mass at Wake Forest University's campus, dinners on Wednesdays, retreats in the Fall and Spring, spring break service trips, service weekends and more.

### **Emmaus**

Emmaus is based out of the First Presbyterian Church of Winston-Salem and welcomes students from all walks of faith. Join us Tuesday nights at 7:30 p.m. for worship, prayer and a biblically-based message. (Come in the "back door" of the B Building of First Presbyterian Church on 300 N. Cherry St.). Emmaus encourages spiritual growth and personal development through small group bible studies and outlets of service to the Winston-Salem community. Visit <http://emmaus.ws> for more info!

### **Episcopal Student Fellowship (ESF)**

Episcopal Student Fellowship is a group on campus that brings together Episcopalians who enjoy fellowship and food. Episcopal campus ministers periodically schedule special trips for fellowship meals. Retreats are scheduled periodically as well, including one with Wake Forest University.

### **Interfaith Council**

Composed of student representatives from various faith groups, the Interfaith Council coordinates a variety of worship services and campus wide activities throughout the year to meet together for fellowship, worship, study and exploration of religious issues. As a College that has a religious heritage, consideration of religious and ethical values is a part of its tradition.

### **InterVarsity Christian Fellowship**

InterVarsity Christian Fellowship is an inter-denominational group that exists to help students grow in knowledge of God's love for them and others within a community of people who are pursuing a real relationship with God and others. Large Group meetings, Small Group Bible studies and prayer meetings are held each week, as well as retreats during the year. All students are welcome.

### **Presbyterian Campus Ministry**

Presbyterian Campus Ministry meets weekly for discussions about faith and current issues. Retreats are hosted with other Presbyterian college students. Everyone is welcome.

### **The Wesley Foundation**

Wesley Foundation is a Christian organization affiliated with the United Methodist Church but is open to everyone! The Wesley Foundation has a United Methodist campus minister who offers a Bible/book study on a weekly basis for anyone who is interested. Chances for fellowship, spiritual growth and personal support and encouragement are all a part of the Wesley experience.

## **Academic Honor Organizations**

### **Alpha Epsilon Delta**

Alpha Epsilon Delta is the only national honor society for premedical students. Alpha Epsilon Delta has a purpose to function as both an honor society and service organization. The Salem College Premedical Honor Society chapter of Alpha Epsilon Delta intends to encourage and recognize excellence in premedical scholarship; to stimulate an appreciation of the importance of premedical education; and through its service component, benefit the entire healthcare community. Membership is open to students with a 3.0 grade point average as well as Salem alumnae. Faculty participation is welcome.

### **Alpha Lambda Delta**

Alpha Lambda Delta is a first-year honor society. Its purpose is to promote intelligent living and a high standard of learning and to encourage superior academic achievement. A first-year student must have a grade point average of at least 3.5 and must take a full academic load to be admitted to ALD. Students are initiated at the beginning of the fall and spring terms.

### **Alpha Psi Omega**

Alpha Psi Omega is a national honorary dramatic fraternity that offers membership to those students who achieve a high standard of work in dramatics. The organization meets at least twice each term and initiation and induction occur once a year. Students who have completed at least 60 hours on stage and crew work are eligible for membership into the society.

### **Alpha Sigma Lambda**

Alpha Sigma Lambda, the premier and largest chapter-based honor society for full and part-time adult students, was established in 1946 to recognize outstanding scholarship and leadership in adult students pursuing their first undergraduate degree. Alpha Sigma Lambda recognizes students in this population who have taken a minimum of six graded courses in Liberal Arts/Sciences at Salem (not transfer course credits), are drawn from the top 20% of students in the undergraduate degree program whether full or part time, and have a minimum cumulative GPA of 3.2.

### **Beta Beta Beta**

Beta Beta Beta is the national biological honor society that emphasizes the stimulation of scholarship, dissemination of scientific knowledge and promotion of biological research. Regular members of the Beta Alpha chapter must be biology majors of junior standing or above, possess a 3.0 average in all biology courses and a 2.67 overall average. Associate members must exhibit a strong interest in science and a 2.67 overall average.

### **Kappa Delta Pi**

Kappa Delta Pi is an international honor society in education that is dedicated to scholarship and excellence. This community of scholars is dedicated to scholarship and excellence in education, the development and dissemination of educational ideas and practices, the continuous growth and leadership of members and inquiry and reflection on educational issues.

### **Lambda Pi Eta**

Lambda Pi Eta is the national honor society for communications majors. Membership is open to juniors and seniors with outstanding achievement in communication studies. Faculty may also be members.

## **Academic Honor Organizations**

### **Marshals**

The marshals are selected from the rising junior class by academic standing. They then elect the chief marshal. Marshals must be full-time and in attendance for at least the second semester of the year of appointment. The marshals assist at assemblies, concerts, commencement and other College programs. They have various duties such as handing out programs, planning seating arrangements, leading processions and creating a positive atmosphere on campus. In addition, the marshals are responsible for seeing that proper assembly behavior is maintained.

### **Mortar Board**

The Arete Chapter of Mortar Board is an honor society for senior women who have demonstrated ability and achievement in scholarship, leadership and service to the College and community. Mortar Board works to contribute to humanity in College and community life. Members are tapped for the society at the end of their junior year.

### **Omicron Delta Epsilon**

Omicron Delta Epsilon is an international honor society that encourages and recognizes academic excellence in economics. Students are required to have a 3.0 overall GPA and a 3.0 average in at least four economics classes. ODE is committed to advancing the field of economics through dialogue and academic exchange both on and off campus.

### **Omicron Delta Kappa**

ODK recognizes outstanding juniors and seniors who have demonstrated a high standard of efficiency in collegiate activities and who have inspired others to strive for similar attainment. Members are tapped in the fall and in the spring.

### **Phi Alpha Theta**

Phi Alpha Theta, the international history society, encourages and recognizes outstanding achievement in this field of study. Inductions are held once each term for faculty and students who have completed at least four courses of history with superior grades and who have earned above average grades in all other subjects.

### **Phi Sigma Iota**

Phi Sigma Iota is the national honorary society in foreign languages. It is open to faculty, juniors and seniors who meet high standards of performance in advanced French, German, Spanish and Latin.

### **Pi Gamma Mu**

Pi Gamma Mu, founded in 1924, is an international social science honor society that recognizes achievement in the social sciences. The motto of the society is "ye shall know the truth and the truth shall make you free." Membership is open to juniors and seniors who meet its high standards and are in the upper 35% of their class through their coursework in history, political science, economics, psychology and sociology.

### **Pi Kappa Lambda**

Pi Kappa Lambda is the most prestigious national college honor society in music. It recognizes the highest levels of musical achievement and academic scholarship in colleges, universities and other institutions of higher learning which must offer music degree programs in one or more fields. Membership is open to juniors and senior who have demonstrated high academic achievement in music.

## **Academic Honor Organizations**

### **Sigma Beta Delta**

Sigma Beta Delta is the international honor society in business, management and administration. Its purposes are to encourage and recognize scholarship and achievement among students and to encourage and promote personal and professional improvement and a life distinguished by honorable service. Students must be business, economics or international business majors of junior or senior standing and possess a 3.7 grade point average.

### **Sigma Tau Delta**

Sigma Tau Delta is the international English Honor Society. Its purpose is to promote scholarship in literature and language. Membership of the Alpha Eta Kappa chapter is open to distinguished English faculty and students. Active members must be an English major or minor, have at least a 3.0 GPA in her English courses and be in the top 35% of her class.

### **Theta Alpha Kappa**

Theta Alpha Kappa is the national honor society for theology and religious studies. Its purpose is to encourage, recognize and maintain excellence in these fields of study. Theta Alpha Kappa sponsors a scholarly journal which publishes the works of the undergraduate students.

**\*Student-budgeted organizations supported by the SGA budget and student activities fees.**