



2023-2024 Undergraduate Student Handbook

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GENERAL INFORMATION

The Meredith College Student Handbooks are the official sources of information regarding academics, the honor system, college policies, safety procedures and services and opportunities available to students. Participation and personal responsibility are essential to the education of students at Meredith College. The College's honor system promotes an atmosphere of trust and integrity throughout the Meredith community.

Education at Meredith is not limited to class lectures, assignments, labs, and tests but extends into every facet of daily life. Meredith is committed to providing rich and varied opportunities for leadership, personal growth, fellowship, and fun through rigorous academics and a lively campus environment.

Mission

Meredith College, grounded in the liberal arts and committed to professional preparation, educates and inspires students to live with integrity and provide leadership for the needs, opportunities and challenges of society.

Nondiscriminatory Policies

Undergraduate Students

Meredith College admits women students of any age, race, creed, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national origin, religion, sex, disability, veteran's status, sexual orientation or age (as defined by the Age Discrimination in Employment Act) in administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs. Furthermore, it does not discriminate in admission or access to its programs and activities on the basis of disability as defined by Section 504 of the Rehabilitation Act of 1973. The vice president for business and finance at Meredith coordinates the College's nondiscriminatory policy on the basis of disability.

Graduate Students

Meredith's John E. Weems Graduate School admits qualified students without regard to race, creed, gender, sexual orientation, age or disability.

Title IX

Questions regarding Title IX may be referred to Meredith's Title IX Coordinator or OCR. Meredith's Title IX Coordinator is Pamela Davis Galloway, Director of Human Resources, Office of Human Resources, 122 Park Center, davisbam@meredith.edu. Meredith's Deputy Title IX Coordinator is Ann Gleason, Dean of Students, Office of the Dean of Students, 214 Park Center, gleasona@meredith.edu. Information about reporting Title IX violations and Title IX procedures

is found in this handbook and on the Meredith College Title IX web page at <http://www.meredith.edu/title-ix>.

Right to Amend

The College may amend, change, terminate, and/or make exceptions to the policies herein as it may determine in its discretion at any time.

This Student Handbook is produced by the Office of the Dean of Students, the Office of Student Leadership and Service, Division of College Programs, and Graduate Programs of Meredith College, Raleigh, North Carolina.

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ACADEMIC CALENDAR 2023-2024

Fall Semester 2023

Arrival of new students	SAT AUG 19
Registration and Add/Drop	TUE AUG 22
Classes begin	WED AUG 23
Last day to add and drop (no grade) courses	TUE AUG 29
Drop with a grade of "W" begins (refer to the fee schedule)	WED AUG 30
Labor Day Holiday--No classes held	MON SEP 04
Follows a Monday Schedule	WED SEP 06
Last day to make a grading change	WED SEP 20
Autumn Recess SAT	OCT 07 - TUE OCT 10
Classes resume at 8:00 a.m.	WED OCT 11
Mid-Term	FRI OCT 13
Progress Reports due at NOON	MON OCT 16
Spring 2024 Pre-registration begins	THU OCT 26
Last Day to withdraw, request LOA or drop a class with a grade of "W"	MON NOV 06
Thanksgiving Recess	WED NOV 22 - SUN NOV 26
Classes resume at 8:00 a.m.	MON NOV 27
Last day of classes	WED DEC 06
Reading Days	THU DEC 07, SAT DEC 9
Final Examinations (excl. SAT)	FRI DEC 08 - FRI DEC 15
Last Day of Fall 2023	FRI DEC 15
Final grades due for all students at NOON	MON DEC 18

Spring Semester 2024

Registration and Drop/Add.	TUE JAN 09
Classes begin WED	JAN 10
Holiday-Martin Luther King Day	MON JAN 15
Last day to add and drop (no grade) courses	WED JAN 17
Follows a Monday Schedule	WED JAN 17
Drop with a grade of "W" begins (refer to the fee schedule)	THU JAN 18
Last day to make a grading change	WED FEB 07

Mid-Term	WED FEB 28
Progress Reports due at NOON	FRI MAR 01
Spring Recess	MON MAR 11 - SUN MAR 17
All Offices Closed for Spring Break	FRI MAR 15
Classes resume at 8:00 a.m.	MON MAR 18
Last Day to withdraw, request LOA or drop a class with a grade of "W"	WED MAR 27
Fall 2024 Pre-registration	THU MAR 28
Easter Recess	FRI MAR 29
Classes resume at 8:00 a.m.	MON APR 01
Celebrating Student Achievement (No Classes)	THU APR 18
Last day of Classes	FRI APR 26
Reading days	SAT APR 27, WED MAY 01, SAT MAY 04
Final Exam Days	MON APR 29, TUE APR 30, THU MAY 02, FRI MAY 03, MON MAY 06, TUE MAY 07
Last Day of Spring 2024	TUE MAY 07
Commencement	SAT MAY 11
Grades due for all students at NOON	MON MAY 13

Summer 2024

Classes will not meet Monday, May 27, Wednesday, June 19, or Thursday, July 4.

First five-week session	MAY 20 – JUN/21*	Final grades due JUN 24
Second five-week session	JUN 24 – JUL 26	Final grades due JUL 29
First three-week session	MAY 20 – JUN 07	Final grades due JUN 10
Second three-week session	JUN 10 – JUN 28	Final grades due JUL 01
Third three-week session	JUL 01 – JUL 19	Final grades due JUL 22
Full Summer session	MAY 20 – JUL 26	Final grades due JUL 29

*First five-week courses, which run M-TH, hold class on Friday, JUN 21.

This calendar is subject to periodic review and change. Such changes will be distributed to the Meredith community and will be available in the Registrar's Office.

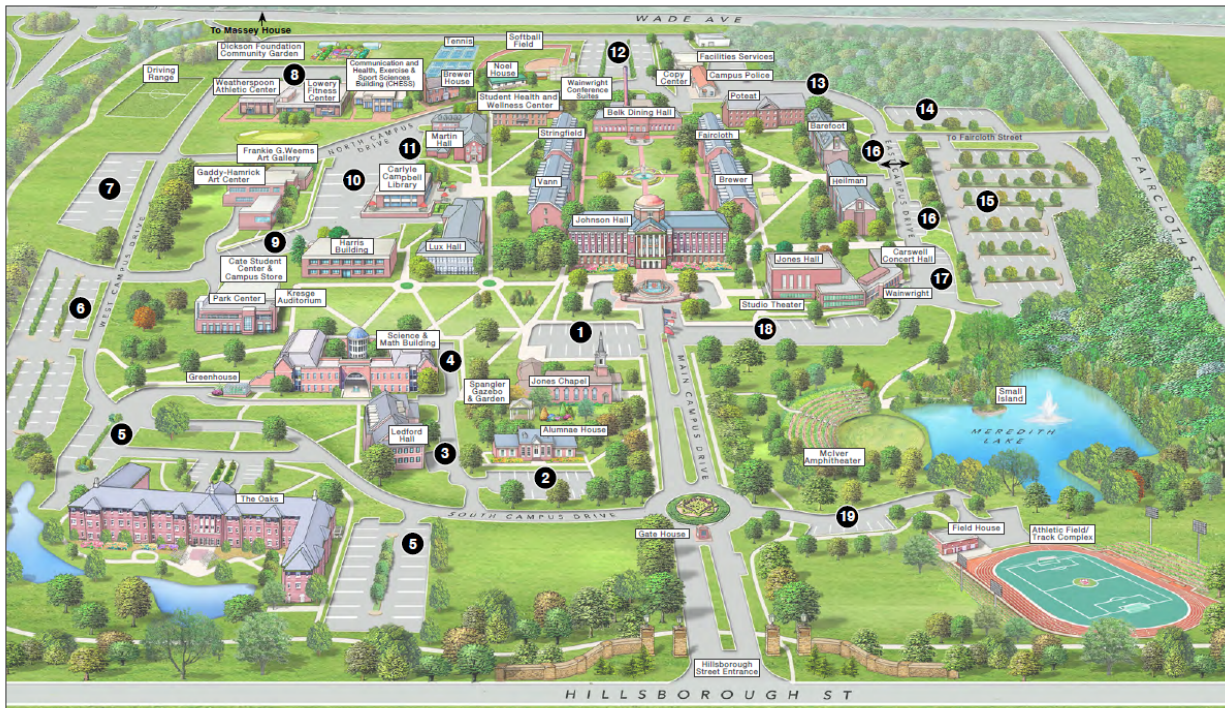
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STUDENT RESOURCES

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Meredith College Parking Areas



Meredith College Parking Areas

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> 1 Visitors, Faculty and Staff – Monday to Friday, 7 a.m. - 4 p.m. 2 Visitors, Faculty and Staff – Monday to Friday, 7 a.m. - 4 p.m. 3 Ledford Staff Parking 4 Accessible Parking for SMB and Ledford 5 The Oaks Parking | <ul style="list-style-type: none"> 6 Visitors, Commuter Students, Faculty and Staff – Monday to Friday, 7 a.m. - 4 p.m. 7 Commuter Students 8 Students, Faculty and Staff 9 Visitors, Faculty and Staff – Monday to Friday, 7 a.m. - 4 p.m. 10 Visitors, Commuter Students, Faculty and Staff 11 Faculty and Staff – Monday to Friday, 7 a.m. - 4 p.m. | <ul style="list-style-type: none"> 12 Resident Students, Faculty and Staff 13 Faculty and Staff 14 Resident Students 15 Resident Students 16 Resident Students (parking on both sides of street) 17 Commuter Students 18 Visitors, Faculty and Staff 19 Athletic Field Parking |
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May 2023 - 22-084



Administrative Offices

President of the College

Jo Allen,'80, 919-760-8511

As the chief executive officer of Meredith College, the President coordinates all administrative and educational areas of the College and is responsible to the Board of Trustees for the management, supervision, and governance of the institution. The President leads the College, serves as the College's official representative, and oversees the implementation of all Board policies and communication with the Board on issues related to policy-making and fiduciary functions. The Office of the President is located on the second floor of Johnson Hall.

Senior Vice President and Provost

Matthew Poslusny, 919-760-8514

The Provost supervises the academic programs of the College and is available to assist in matters relating to instruction. The Provost supports both students and faculty in their academic and intellectual work, which is the focus of our learning community. The Office of the Provost is located on the second floor of Johnson Hall.

Vice President for Business and Finance

Tammi Jackson, 919-760-8516

The vice president for business and finance is responsible for all financial matters except those that relate to student financial assistance, including student charges, payments, and accounting. In addition to financial matters, the vice president for business and finance is responsible for buildings and grounds, maintenance, housekeeping services, dining services, telephone services, technology services, post office, and copy center. The Office of the Vice President for Business and Finance is located on the second floor of Johnson Hall.

Vice President for College Programs

Jean Jackson,'75, 919-760-8556

The vice president for college programs is the chief student affairs officer for the college. The VPCP coordinates work of the division, including athletics, career planning, chaplaincy, campus security, commuter life and diversity programs, counseling center, dean of students, disability services, first year experience, health services, international student advising, residence life, StrongPoints®, student leadership and service, and volunteer services. The vice president sets policy and plans and encourages special opportunities related to these areas. She promotes student life at Meredith, supports student leadership, and seeks to enhance students' personal, physical, spiritual, social, and intellectual growth and development. The Office of the Vice President for College Programs is on the second floor of Johnson Hall.

Vice President for Institutional Advancement

Charles L. "Lennie" Barton, 919-760-8374

The vice president for institutional advancement is the chief administrative officer responsible for the development of external relations for the College. Institutional Advancement is comprised of donor relations, major gifts, gift planning, corporate and foundation relations, the Meredith Fund, alumnae and parent relations, development systems, prospect research, gift records and advancement services.

The members of the Institutional Advancement team work with the other administrative units of the College, as well as with the volunteers of the Alumnae Association and its committees, the Board of Trustees Institutional Advancement Committee, The Parents' Council, the Alumnae Legacy Scholarship Committee, the Student Ambassadors, the Meredith Fund Advisory Committee, the Young Alumnae Board, the 1891 Club, Meredith Alumnae Chapters and other external organizations. In addition to the development and enhancement of relationships, Institutional Advancement is responsible for the raising of funds for current support, endowments and deferred support of the college. The office of vice president for institutional advancement is located on the second floor of Johnson Hall.

Vice President for Marketing and Communications

Kristi Eaves-McLennan, 919-760-8455

The Department of Marketing is responsible for developing, implementing, and managing Meredith's internal and external strategic marketing programs. This department develops all primary, official, and regularly-scheduled College communications materials, including publications for student recruitment, enrollment, and retention; catalogs; handbooks; magazines; newsletters; videos; Meredith's website; fundraising and alumnae-related materials; the Meredith Institutional Graphic Identity Program (use of logos, seals, wordmarks, etc.); brochures and programs for Meredith events; and other materials. The department also holds primary and direct responsibility for development, implementation, and management of the College's internal and external programs for media relations, social media, publicity and advertising, community relations, campus store, and crisis communications. The Department of Marketing is located on the third floor of Johnson Hall; the Vice President's office is on the second floor of Johnson Hall.

Office of the Registrar

Shelly McMahon, 919-760-8593

The Office of the Registrar is responsible for scheduling classes, maintaining academic records, conducting registration for courses, and certifying graduation requirements. The Office of the Registrar is located on the first floor of Johnson Hall.

Dean of Students

Ann Gleason, 919-760-8521

The dean of students coordinates the work of the staff in these areas of campus life: First Year Experience, which includes new student orientation, the student advisor program, the First Year Experience class and activities designed to increase new student adjustment to the College community; student housing and residence life; commuter life and diversity programs; counseling center; disability services; health services; SGA Honor System and related areas; student profiles research; special programs related to student life; and personal counseling and interaction with students encountering difficulties. The Dean of Students is the ADA coordinator and Deputy Title IX Coordinator. The Office of the Dean of Students is located on the second floor of Park Center.

Student Services

- Assistance for International and Multicultural Students
- ATM Machine
- Campus Dining
- Office of the Chaplain
- Campus Police
- Career Planning
- Carlyle Campbell Library
- Commuter Life
- Copy Center
- Counseling Center & Disability Services
- Daisy Trade
- Diversity, Equity, and Inclusion (DEI) Coordinator
- Diversity Programs
- Events
- Facilities Services, Maintenance, Grounds and Housekeeping
- Financial Assistance
- First Year Experience (for undergraduate students)
- Fitness Center
- Health Services
- Insurance
- Inclement Weather Notification
- International Student Advisor
- Lost and Found
- MC Connect
- Meredith Campus Store
- Meredith Performs Box Office
- Post Office
- Publicity
- Recycling
- Residence Life (for undergraduate students)
- Seminars
- StrongPoints®
- Student Leadership and Service
- Student Success Center
- Technology Services
- Volunteer Services

Assistance for International and Multicultural Students

Office of International Programs, 919-760-2307, 124 Lux Hall, 919-760-2307. Website:
<https://www.meredith.edu/international-students/international-students-academic-services>

Staff members within the Office of International Programs and Division of College Programs are available to offer assistance, answer questions, address concerns and provide counseling. For inquiries regarding available resources, campus organizations, or committees that address the needs of students from diverse populations see:

- **Office of International Program**
124 Lux Hall; 919-760-2307

Website: <https://www.meredith.edu/study-abroad/>

Email: internationalprograms@meredith.edu

- **Office of the Dean of Students**

Park Center; Second floor; 919-760-8521

Website: <https://www.meredith.edu/dean-of-students/>

Email: deanofstudents@meredith.edu

- **Student Leadership and Service**

202 Cate Center; 919-760-8338

Website: <https://www.meredith.edu/leadership-service>

Email: leadershipandservice@meredith.edu

- **Vice President for College Programs**

Johnson Hall, Second floor East; 919-760-8556

Email: collegeprograms@meredith.edu

ATM Machine

A Wells Fargo automated teller machine is located in the lobby of Cate Center. The machine will provide most of the services, except deposits, normally available at ATM machines. There is no fee to customers of Wells Fargo Bank, although a small fee will apply to customers of other banks who use the Plus or Relay network to access their accounts. The lobby of Cate Center is open from 6:00 a.m. until midnight each day.

Campus Dining

Jayne Aimalfoa, Dining Services Director: 919-760-8656, jaimalefoa@meredith.edu or Aimalfoa-Jayne@aramark.com

Thomas Grabau, Chef: 919-760-8658, Grabau-Thomas@aramark.com

Belk Dining Hall: 919-760-8186, campusdining@meredith.edu

Beehive Café: Cate Student Center, 919-760-8328, campusdining@meredith.edu

Oak Leaf Catering: 919-760-8377, catering@meredith.edu

Website: <https://meredith.campusdish.com> or <https://www.meredith.edu/dining-services/>,

Instagram: [@Meredith_Dining](https://www.instagram.com/Meredith_Dining)

BeeHive Café

Located on the second floor of the Cate Student Center, the Beehive Café is the retail location where you're able to use your Dining Dollars to eat and perfect for a quick bite or a leisurely meal with friends.

BeeHive Café Hours of Operation

Monday – Thursday: 7:30 a.m. – 8:00 p.m.

Friday: 7:30 a.m. - 4:30 p.m.

Saturday – Sunday: CLOSED

Belk Dining Hall

At Belk Dining Hall, you'll find an abundant variety of fresh foods, prepared your way each day. Our team stands ready to serve up a changing menu of specialties cooked to your liking! Daily

Student Services

features include traditional, home-style meals and grilled favorites. Also enjoy our rotisserie, soups, a full-service salad bar, deli, Vegan/Vegetarian, Restaurant Rotation, and freshly made desserts. We also customize menus for specific students (vegetarians, vegans, & gluten-free, just to name a few).

Tips for Navigating the Dining Hall:

- Meal plan members must present their Cam Card (student I.D.) to enter Belk Dining Hall
- Not on a meal plan? Commuter and Apartment students may purchase a meal plan (see below or visit our website for more details). Cash, credit card and Dining Dollars declining balance are also accepted in all of our locations
- Guests of students must pay at the entrance to the Dining Hall to gain access.
- Food, dishes, and glassware are not to be removed from the dining hall. Personal dishes and cups may not be used in the dining hall because of health department regulations.
- For more information, please visit our [website](#).

Belk Dining Hall Hours of Operation

Monday – Friday

Breakfast: 7:30 a.m. – 9:30 a.m.

Continental Breakfast: 9:30 a.m. – 11:00 a.m.

Lunch: 11:00 a.m. – 2:00 p.m.

Late Lunch: 2:00 p.m. – 4:45 p.m.

Dinner: 4:45 p.m. – 7:30 p.m.

Saturday and Sunday

Continental Breakfast: 8:30 a.m. – 11:00 a.m.

Brunch: 11:00 a.m. – 1:30 p.m.

Saturday Dinner: 4:45 p.m.– 7:00 p.m.

Sunday Dinner: 4:45 p.m.– 7:30 p.m.

Meal Plans

Whether you're eating on campus every day or just a few times a week, you could be saving money with a meal plan. Many options help you choose the plan that offers the best value for your busy schedule.

Excellent service and clean environments make dining more pleasant and convenient locations on campus mean you don't have to give up your parking space. A meal plan might just make dining the most relaxing part of your day! Detailed information about residential and commuter student meal plans is found on the campus dining [website](#).

Residential Meal Plans: Residential meal plans provide the student a set number of all-you-care-to-eat meals per week in Belk Dining Hall and Dining Dollars per semester to spend in the Beehive Café. Your Cam Card identifies you as a meal plan member and must be presented at each meal. The cost of these plans are the same. Dining Dollars expire at the end of each semester.

Commuter/Apartment Living Meal Plans: Off-Campus Meal Plans provide you with a set allotment per semester of all-you-care-to-eat meals in Belk Dining Hall PLUS Dining Dollars to spend in the Beehive Café. Your Cam Card identifies you as a meal plan member and must be presented at each meal. All students residing in the apartments and commuters are eligible for these plans. Dining Dollars and meals expire at the end of each semester.

Dining Dollars: Pay as you go. Dining Dollars work like a bank debit card. Your purchases in the Beehive Café are subtracted from your account balance. If your Dining Dollars run low, just add to your account with cash, check, money order, or charge to your student account. When you want to replenish your Dining Dollars, go to the Accounting Office in Johnson Hall or visit our website.

Note: *Meals and Dining Dollars must be used within the semester they are purchased and do not rollover to the following semester.*

Oak Leaf Catering

Oak Leaf Catering is the exclusive catering company here at Meredith College and able to assist with all of your on-campus and off-campus catering needs. From light refreshment breaks for clubs and resident hall socials to formal luncheons and dinners, our goal is to ensure the success of every event. To see all what we have to offer & more, please feel free to visit our catering website at the following website:

<https://meredithcatering.catertrax.com/shopcustadminlogin.asp> where you are also able to order at your convenience. Our other contact information is listed below:

- By email: catering@meredith.edu
- By phone: 919-760-8377
- By Web: Oak Leaf Catering

Gift Packages & Birthday Cakes: We offer wonderful gift packages you can send to friends at just a touch of a button. These include but are not limited to:

- Get Well Packages
- Exam Crunch Packages
- Stock Your Room! Packages

Email our catering manager for more information or to order your kit today!

Campus Dining FAQ's

How do I sign up? Students living in an on-campus residence hall will be signed up automatically. Commuters and Oaks Residents can sign up online at www.meredith.campusdish.com.

What If I Have a Meal Plan Question? We have a FAQ section on our website that addresses and answers many of the questions students ask about our residential, apartment and commuter meal plans. You may also email us anytime at campusdining@meredith.edu or call us in the Dining Services office at 919-760-8656.

What If I Have Special Dietary Needs or Restrictions? We will do everything possible to accommodate your dietary needs, restrictions and preferences. Please contact our chef if you need assistance.

Office of the Chaplain

Rev. Stacy Pardue, *Chaplain*, 919-760-8346, pardues@meredith.edu

Meredith College offers opportunities for spiritual growth as an integral part of the life of the campus to its students from all faith traditions-- Buddhism, Christianity, Hinduism, Islam, Judaism, and others-- and for those who identify as agnostic, atheist or other worldviews. Everyone has valuable philosophical and spiritual ideas to contribute. The Office of the Chaplain provides guidance for the development of religious programs, as well as a pastoral presence for the campus community. The Chaplain is available to the College community for counseling pertaining to spiritual questions, spiritual/religious vocations, and personal challenges. Meredith's spiritual roots are founded in the Baptist tradition, which lauds religious freedom with respect for different belief systems. The Office of the Chaplain seeks to foster an environment respectful of all religious traditions, belief systems, and forms of spirituality. There is also a beautiful interfaith prayer and meditation room in Jones Chapel that is open to the Meredith community.

The Office of the Chaplain partners with several local organizations to build a healthy community, and provide opportunities for Meredith students to serve and learn practices and disciplines of reflection. We have a special partnership with the Raleigh non-profit Loaves & Fishes (LAF) that works with Sisters United, a student group that supports vulnerable girls and women. Mentoring Angels partners Meredith mentors with LAF for a weekly after-school program. The Chaplain addresses other social concerns as the advisor to Sisters United. This group has addressed a variety of issues including domestic violence, anti-human trafficking, poverty, and girls' education in the developing world. With a strong emphasis on service, the Chaplain has organized service trips to Belize, Central America; Ghana, West Africa; and one to New York City.

The Chaplain offers emergency financial assistance to students through a campus fund. Any student struggling with medical bills, food insecurity, utility payments, winter clothing, car and gasoline issues, or other incidentals should meet with the Chaplain to discuss their situation. The office also sponsors the Daisy Trade, a food and toiletries pantry for the Meredith community.

Students seeking a place of worship in the Raleigh community may contact the Chaplain for assistance. Information is available for all faith traditions. Students are invited to make use of the Jones Chapel Meditation Room and Reading Room, as well as visit one-on-one with the Chaplain.

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Campus Police

Al White, Chief, 919-760-8888, alwhite@meredith.edu

Meredith College is not tied into the Raleigh 9-1-1 communications system. Students are encouraged to program the Campus Police number, 919-760-8888, into their mobile phones to dial in case of emergency while on campus. From any campus telephone, dial extension 8888.

In the case of a life-threatening medical emergency, or if in immediate danger, call 9-1-1. Be prepared to identify yourself, provide your location, and the nature of the emergency. If calling from campus, inform the operator that you are a Meredith College student and where you are on campus. If a voice call would endanger your life or that of others, you can also text 9-1-1.

The Meredith College Police have full law enforcement authority on College property and maintain a close working relationship with the Raleigh Police Department. Campus police and security officers regularly patrol campus 24/7 and can quickly come to your aid to provide emergency and non-emergency assistance.

Career Planning

Dana Sumner, Director, 919-760-8428

Jane Matthews, Associate Director, Employer Relations, 919-760-8343

Andrea Wogoman, Employer Relations Coordinator, 919-760-2344

Student Services

Courtney Jordan-Steele, *Career Counselor, Career Planning, 919-760-8213*

Ann Phillips, *Office Manager, 919-760-8341*

Location and Hours: *Park Center, Second floor; 8:00 a.m. - 5:00 p.m.*

Website: <https://www.meredith.edu/career-planning>

The Career Planning team encourages students to reflect, explore, evaluate, and select majors and careers that consider their interests, skills, strengths, values, and preferences. Specifically, we:

- Promote the discovery and use of strengths and provide insights on ways they can be applied to career choices.
- Provide career counseling to students, guiding and supporting them in making authentic career decisions to reach their career goals.
- Educate students to prepare professionally for jobs, careers, internships, and/or graduate school.
- Evaluate and share resources and information about the job market and economic trends, including organizational, employer, and industry insights.
- Teach two hands-on, highly collaborative undergraduate career planning seminars for academic credit. CPS 101: Design your Life, designed for freshman and sophomores, helps students learn more about themselves to create a meaningful professional and personal life. CPS 301: Future Focused: Get in the Game, for juniors and seniors, helps students gain cutting-edge insights on the future of work, economic trends, and how to adapt to a rapidly changing workforce.
- Connect students and career professionals – creating an opportunity to consider careers, make connections for information, internships, full-time jobs, or other opportunities.
- Provide support and guidance as students develop skills and competencies sought by employers, create resumes and other professional documents, prepare for interviews, build and sustain their network, think about graduate school options, and conduct an internship and/or job search.
- Provide access to Handshake, OCP's career development platform that gives students access to personalized and vetted internship, co-op, and full-time job listings, and to programs and events sponsored by OCP.
- Serve as a clearinghouse for internship positions and post these opportunities on Handshake. Academic credit for internships is determined by faculty internship coordinators in each academic department.
- Coordinate Cooperative Education, a program that integrates academic study with paid career-related job experiences.
- Host internship and career fairs, networking events, career panels, practice interviews, and events designed to help students investigate career options, practice and strengthen skills, articulate career competencies employers seek, discover internship and full-time opportunities, and make connections with professionals.
- Deploy the First Destination Survey to learn the post graduation plans of Meredith graduates.

Carlyle Campbell Library

Administration: 919-760-8531

Circulation Desk (Borrow): 919-760-8532

Information Desk (Ask): 919-760-8095

Media Services: 919-760-8444

Website: infotogo.meredith.edu

Visit the Library calendar [website](#) for daily hour changes and events. In addition to its website, the library is also on social media with Facebook, Twitter, TikTok, and Instagram accounts.

Follow us @cclatmeredith!

Library Hours of Operation, Fall and Spring Academic Terms

Carlyle Campbell Library

Monday – Thursday: 7:30 a.m. - 1:00 a.m.

Friday - 7:30 a.m. - 7:00 p.m.

Saturday - 11:00 a.m. - 5:00 p.m.

Sunday - 1:00 p.m. - 1:00 a.m.

Reference Services

Monday – Thursday: 9:00 a.m. - 5:00 p.m., 6:00 p.m. - 9:00 p.m.

Friday - 9:00 a.m. - 5:00 p.m.

Saturday: CLOSED

Sunday - 1:00 p.m. - 9:00 p.m.

Media Services

Monday – Friday: 8:00 a.m. - 6:00 p.m.

Saturday – Sunday: CLOSED

Learning Center

Monday – Thursday: 8:00 a.m. - 8:30 p.m.

Friday - 8:00 a.m. - 2:00 p.m.

Saturday – Sunday: CLOSED

About the Library

The Carlyle Campbell Library is the academic heart of the College, with a substantial collection of academic books and journals, musical scores and recordings, videos, and audiovisual equipment. Librarians and library staff are eager to help students, faculty and staff make the best use of resources available.

The library collection is designed to support the research requirements of Meredith students. It includes over 600,000 print and e-books, thousands of DVDs, and over 7,000 musical scores. Faculty college-wide assist the library in developing this collection. The library also purchases popular books, entertaining magazines, and games based on student recommendations. The library maintains the College's Archives, material related to the history and people of the College.

The library also has a large set of information materials in electronic form, including full-text copies of articles from thousands of academic periodicals and newspapers, as well as streaming videos and music. These are found in over 140 different databases. The electronic

Student Services

resources are available from anywhere on campus, and, after logging in, from off campus as well.

Videos assigned by instructors are sometimes placed in the Library's Digital Media Room (LDMR). The DMR lets you view videos from your laptop anywhere and at any time of day. Users access the LDMR through the library homepage. Access to certain course viewing assignments in the DMR requires a password from the instructor. Other videos, such as convocations, lectures, training programs, may not require a password.

The library is a center for intellectual exchange. We provide individual and group study areas, including five small group study rooms, two individual study rooms, and a classroom available to larger groups. The following may be reserved through the library's website.

Computers, copiers, scanners, and networked printers are available on the main floor and the ground floor of the library.

Research and Instruction Services

919-760-8095

The library's research and instruction librarians assist the Meredith community in their research. Librarians are on duty most of the time the library is open. You can find them at the Ask desk, chat online with them from the Library [website](#), make appointments for research consultations, or phone them for assistance. They are glad to help you with your research projects.

In addition to assisting you with materials in the Meredith library, librarians will also help locate useful materials in other libraries and have those materials loaned to Meredith for you. Librarians also instruct students in library research techniques in English 111, English 200, through the general education information literacy thread courses, and at the request of other faculty and student groups.

Media Services

919-760-8444

Media Services is Meredith College's main resource for all things media. We support classroom technology, such as Zoom Boards, projectors, flat-panel displays, audio systems, switchers, data cables, and all manner of adapters. We have many items available to borrow, including video cameras, calculators, audio recorders, sound systems and microphones. We can provide assistance and information about your digital media productions. We can help your student group arrange for "movie nights" with equipment and film licenses. We also have a laminator for your posters and documents. We take pride in being good listeners and consultants for any and all questions about media and AV technology.

Borrowing Library Materials

Circulation Desk: *919-760-8532*

The library lends many things. Your Camcard is your library card and you must have it with you to borrow library materials. For information about what we lend, how long you can borrow, and

the consequences of not returning the things you borrow, review the checkout policies on our [website](#).

Students conducting semester long research projects may borrow materials for that project for the full semester. Talk with the circulation supervisor about receiving this privilege. If the project lasts longer than a semester, permission must be requested again for the next semester. All materials are subject to recall if another student needs them and they have been checked out for more than three weeks.

Students needing extended use of a Library-owned laptop must complete the [Request for extended laptop loan](#) form. Extended loans are available under limited circumstances such as short term replacement while a laptop is being repaired or for course software requirements incompatible with a student's personal computer. Each request will be considered by the Circulation Supervisor in consultation with the Dean of the Library and other Meredith employees.

Most books may be returned via the outdoor book return kiosk located outside of the Library entrance. Reserve books as well as audio-visual and music materials must be returned to the Circulation Desk inside the building. If you keep material after its due date or owe more than \$10.00 in fines, your borrowing privileges will be suspended.

Renewing Library Materials: If you need to keep library materials longer than the loan period, you can renew online at [My Library Account](#). You can also renew materials in the library or by calling the Circulation Supervisor.

Late / Lost Library Materials: You are responsible for all materials you borrow from the library, even if you loan them to someone else. If you are unable to return the materials you borrow or if you damage them beyond repair, you must pay to replace them. The replacement cost will be determined whenever possible by standard sources such as Amazon.com or manufacturer catalogs. You will also owe a \$25.00 processing fee. If the replacement cost cannot be determined from a standard source, a default amount will be charged. Review the Overdue Fines charge on the Library [website](#) for fees assessed for different types of materials.

Commuter Life

Bailey Dunn-Phillips, Assistant Dean of Students, 919-760-8521

Email: deanofstudents@meredith.edu

Location and Hours: *Park Center, Second floor; 8:00 a.m - 5:00 p.m.*

Commuter students are encouraged to become fully immersed in the life and leadership of Meredith College by taking advantage of the opportunities for involvement in a wide variety of campus organizations and committees. Staff members within the division of College Programs are available to serve as a resource for any student desiring to increase their level of participation and involvement in campus organizations, events, and activities. The responsibility of seeking these leadership opportunities rests on the shoulders of each individual student.

Student Services

The Assistant Dean of Students supports programs and services that address the specific needs of commuter students as well as students from diverse backgrounds. A primary goal of the Office of the Dean of Students is to help students connect with Meredith College by becoming involved in campus organizations, attending events, and participating in activities within the campus community. The Assistant Dean of Students' office is located on the second floor of the Park Center.

In addition to the support and services provided by the Assistant Dean of Students, commuters can take advantage of the various areas on campus designed to support the needs of students on the go. There are lounge(s), study areas, open-use computers, networked printers, the BeeHive Café, a vending machine area, as well as a microwave and refrigerator, all located on the top floor of the Cate Student Center.

There are many other opportunities across campus for commuter students to feel comfortable and prepared for academic and personal success:

- First-Year Commuter Orientation sessions (held during fall orientation days)
- Association of Meredith Commuters (AMC)
- Annual Commuter Appreciation events
- Commuter meal plan (optional, dietary restrictions can be accommodated)
- Study and break lounges in academic buildings
- Vending machines across campus
- The Daisy Trade
- Commuter of the Month parking (awarded by AMC)
- Reservable private study spaces in the Campbell Library

Commuter students are expected to follow all College policies, rules and regulations as set forth elsewhere in this Student Handbook. See specific policies or regulations for details.

Copy Center

Kevin Walker, Director, 919-760-8677, walkerk@meredith.edu (email or Google chat)

Email: copycenter@meredith.edu

Hours: 8:00 a.m. – 5:00 p.m.

The copy center can produce high quality digital prints in both black and white and full color. Large format printing is also available. Students can make requests for printing by submitting a print job via the online portal: copyshop.meredith.edu.

The Copy Center requires a minimum 24-hour turnaround time for all jobs (standard turnaround time is 24- 48 hours and larger jobs may require additional time). Requests can be made for same-day turnaround for an additional charge. Contact our staff for these additional charges. Payment can be made via check or credit card.

The Copy Center also monitors the on-campus copiers and performs minor maintenance when needed.

Counseling Center & Disability Services

Beth Meier, *Director*

Carolyn Koning, *Assistant Director for Disability Services*

Cassidi Long, *Assistant Director for Counseling*

Karen Coffey, *Disability Counselor*

TBA, *Mental Health Counselor*

Mary Bryant, *Administrative Assistant*

Appointments: 919-760-8427

Location and Hours: *Student Health Center, Second floor*

Monday - Friday, 8:00 a.m. – 5:00 p.m.

Evening, early morning, and telehealth appointments available upon request

Website: <https://www.meredith.edu/counseling-center>

The Counseling Center/Disability Services is committed to providing students with confidential, evidence-based counseling and disability services rooted in cultural humility. Our philosophy encourages students' empowerment, the development of individual strengths, greater independence, and self-advocacy.

College is a time of transition, reflection, change, and growth – both academic and personal. The Counseling Center is a safe place to talk about anything you want and all of the services are free and confidential.

We offer students a place to work through individual challenges and stressors. We provide the following services in person or through telehealth:

- Individual, short-term counseling
- Crisis services
- Disability services
- Psychological consultation
- Outreach and training
- Resources and referral

Counseling

Counselors are licensed in the mental health field and are experienced in assisting students with the unique challenges that college students may face. Students seek counseling to address anxiety, depression, relationship issues, trauma and more. Counseling is free and confidential.

During the fall and spring semesters the center provides the community with a counselor-on-call to assist in crisis situations. The counselor-on-call may be accessed by calling Campus Police at 919-760-8888 or the Critical Response Team at 919-612-6350. The Counseling Center also offers a 1:00 p.m. crisis hour, Monday through Friday. Ultimately, services for acute psychological crises are provided by local hospitals.

Student Services

If you or someone you are assisting is experiencing a life-threatening mental health emergency, and you are off campus, call 911 immediately. If you are on campus, call Campus Police at 919-760-8888, so they can direct emergency vehicles to the correct location.

The Center also offers a problem solving drop-in hour Mondays, Wednesdays, and Fridays at 10:00 a.m. for students with counseling or disability concerns.

Disability Services

Meredith College values the diversity of its community and works to promote the academic endeavors of all students. Therefore, Disability Services collaborates with faculty, staff, and students to create an inclusive environment in which all students have equal access to all courses, programs, events, activities, and facilities at the College.

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Meredith College is committed to equality of educational opportunities and ensures that no otherwise qualified person shall, by reason of a disability, be denied access to, participation in, or the benefits of any program or activity offered by the College. Self-identified students who are certified through Disability Services will receive reasonable and appropriate accommodations which eliminate barriers and create equal access to all aspects of the College.

It is the student's responsibility to disclose a disability, request accommodations, and file grievances. Individuals seeking reasonable accommodations are responsible for initiating contact with Disability Services and for providing current, comprehensive documentation to support the accommodation request.

Disability Services is responsible for establishing eligibility based on thorough documentation, student self-report, and federal guidelines. Accommodations are determined on an individual, case-by-case basis. In addition to providing accommodations, Disability Services offers support services designed specifically for students with disabilities.

For more information about the certification process, documentation guidelines, assistive technology, and other services, please visit www.meredith.edu/disability.

Daisy Trade

For information: *Office of the Chaplain, 919-760-8346*

Location and Hours: Jones Chapel, kitchen & reading rooms (adjacent to the common room)

Monday - Friday, 8:30 a.m. - 5:00 p.m.

Satellite Location: 123 Martin

The Daisy Trade is an on-campus food pantry housing nonperishable food items, occasionally fresh produce, personal hygiene items, and basic school supplies. Its second location, in Martin Hall, is managed with the help of the Nutrition Department. There are also two outdoor Daisy Trade kiosks for easy accessibility to food and books.

The Daisy Trade is open to the Meredith Community. There is no charge for the items available in the pantries or kiosks. Visitors are only asked to sign in with a date and their student ID (if applicable).

Diversity, Equity, and Inclusion (DEI) Coordinator

Liliana Madrid, *Coordinator and Special Assistant to the President for DEI, Park 114*
Phone: 919-760-8068

The DEI Coordinator champions policies and actions that reaffirm the College's lasting commitment to fostering an inclusive campus environment. Serving as a strategic leader working with all campus partners, the Coordinator is an anchor who identifies, coordinates, and implements diversity, equity and inclusion strategies and initiatives. The Coordinator also organizes the processes and meetings of the bias impact response team and works to unify stakeholders across campus to train, support, and convene community members for special initiatives and opportunities.

Diversity Programs

The College offers a variety of programs, services and support for students to promote diversity, equity, inclusion and belonging (DEIB). Students are encouraged to seek opportunities for cultivating awareness, learning, and increased understanding of individuals' unique differences and identities. Campus events, workshops and programs sponsored by campus student organizations and departments are held throughout the academic year. Students are encouraged to seek social, cultural, educational and leadership programs that promote feelings of Diversity, Equity, Inclusion, and Belonging through participation in on-campus activities, student organizations, and clubs. Descriptions of current Meredith student organizations, as well as information on starting new clubs or organizations are also included in the Student Opportunities section of the Student Handbook, the Student Life website (<https://www.meredith.edu/student-life/clubs-organization>), and on [MC Connect](#).

College-sponsored programs for new students include Summer Symposium (mid-summer for incoming first-year students) and New Student Orientation (beginning of fall and spring semesters). First Year Experience (FYE) classes (1 credit) often include workshops on personal identity, development, local resources for students, and building inclusive leadership and community practices.

Leadership programs, sponsored by the Office of Student Leadership and Service, are held throughout the academic year. Events are also led or facilitated by the College's Diversity, Equity, and Inclusion Coordinator, who supported the creation of the Student Collective, a student group including leadership from various student organizations focused on identity, who come together bi-monthly to share support and ideas across campus.

In 2022, the SGA Executive Board added an additional position, the Diversity, Equity, Inclusion and Belonging Board Chair. The purpose of the DEIB Board Chair is to oversee and facilitate

Student Services

SGA inclusivity projects, annual goals, and student-led events on campus, and to work with the student body to collaborate on belonging initiatives to ensure a diverse and equitable environment on campus.

Meredith staff and faculty are available to assist students individually. Though not an exhaustive list, the following offices and committees offer a variety of opportunities for assistance and support for students from all backgrounds and identities (individual meetings, programs, services, etc.):

Campus Chaplain, Jones Chapel; pardues@meredith.edu

- Counseling Center, Student Health Center; Second floor; counselingcenter@meredith.edu
- DACA and Undocumented Support Committee; bphillips@meredith.edu
- DEI Coordinator, First floor Park Center; lamadrid@meredith.edu
- Disability Support Services; disabilityservices@meredith.edu
- Office of International Programs, First floor Lux Hall; internationalprograms@meredith.edu
- Office of the Dean of Students, Park Center, Second floor; deanofstudents@meredith.edu
- Office of First Year Experience, Second floor Park Center; fye@meredith.edu
- Office of Residence Life, Second floor Park Center; reslife@meredith.edu
- Student Leadership and Service, Second floor Cate Center; leadershipandservice@meredith.edu
- Student Success Center (Advising, Coaching, and Tutoring); success@meredith.edu

Events

Bill Brown, *Director*

Eric Leary, *Assistant Director*

Savi Swiggard, *Event Relations Coordinator*

Jim Frick, *Production Supervisor*

Chris Droessler, *Production Supervisor, Events*

Bob Autry, *Events Mover*

Phone: 919-760-8533

Website: <https://www.meredith.edu/events/event-spaces>

All reservations for rooms, buildings, and outdoor spaces should be confirmed through the Office of Meredith Events. Requests must be made at least four business days in advance of your event.

Students should request space through MyMeredith.edu. Access the Events tab of the Self-Service Portal homepage. Select the “Event Request Form” link and enter all pertinent information. Be sure to select “Add A Meeting” at the bottom of the form to add necessary meeting details (i.e., date, preferred room, time, etc.). Follow-up will include the receipt of two confirmation emails from the Office of Meredith Events: an initial email to confirm that your request was submitted successfully and a final email clarifying all scheduling details.

For all other requests, please email events@meredith.edu or call 919-760-8533 for further assistance.

Facilities Services, Maintenance, Grounds and Housekeeping

Todd Lechner, Director, 919-760-8560

Website: <https://www.meredith.edu/facilities-services/service-requests/>

Requests for maintenance, housekeeping and groundskeeping may be made to Facilities Services by completing a Service Request Form on our [website](#).

Financial Assistance

Kevin Michaelsen, Director, 919-760-8565

Betty Harper, Associate Director, 919-760-2245 (Graduate, Certificate, or Duke Tuition Grant)

Belinda Brooks, Assistant Director, 919-760-8155 (Loans: Parent PLUS, Student Alternative Loans, and Summer FinAid)

Samantha Wilkins, Assistant Director, 919-760-2829 (Undergraduate A-G, NC Residency Determination, Leave of Absence or Withdrawal)

Judith Schram, Assistant Director, 919-760-8841 (Undergraduate H-P or Study Abroad)

Jill Jenkins, Enrollment Management Student Services Administrator of Financial Assistance , 919-760-8159 (Undergraduate Q – Z)

Chaz Glenn, Information Manager, 919-760-8165 (All FAFSA questions and TEACH Grant)

Leslie Castro, Office Manager, 919-760-8565 (General Questions, Federal Work Study, and Community Employment)

Email address: finaid@meredith.edu

Location and Hours: Johnson Hall, first floor

Monday - Friday, 8:00 a.m. - 5:00 p.m. (open until 6:00 p.m. during Drop/Add periods)

The Office of Financial Assistance is located on the first floor of Johnson Hall East and is committed to working with you, and/or your family, to help guide you through the financial aid process. We strive to provide all the information and resources available in order to help make your education affordable.

The Office of Financial Assistance administers a variety of scholarships, grants, and loan programs. Any student who needs assistance in order to attend Meredith, or who has questions about an award that has been received, should contact the Office of Financial Assistance.

To apply for financial assistance:

US Citizens and Permanent Residents should file the FAFSA (Free Application for Federal Student Aid) each year. The FAFSA can be completed online at FAFSA, or check out the new myStudentAid app for iOS and Android. The FAFSA is available beginning October 1st for the following academic year. Filing priority dates are listed below:

Student Services

Student Status	FAFSA Filing Priority Date	Aid Offer Letter Available
New Undergraduate Students		
Early Decision	Nov 15	By Dec 1
Early Action	Jan 15	After Feb 15
Regular Decision	Feb 15	After Mar 15
Current Undergraduate Students	Mar 15	After Jun 1
New Graduate Students	Mar 15	After May 1
Current Graduate Students	Mar 15	After Jun 1

International and Undocumented Students (undergraduate only) should complete the Application for Institutional Aid each year. The application is available beginning October 1st for the following academic year. See the above chart for Application priority dates and Offer Letter dates.

Student Employment opportunities for undergraduate students can be found on the MyMeredith.edu portal. Undergraduate students who are eligible for Federal Work-Study are able to view the available on-campus positions. All students are able to view the off-campus positions which include babysitting, tutoring and other part-time opportunities.

First Year Experience (*for undergraduate students*)

Chrissie N. Bumgardner, *Co-Director, 919-760-2284*

Lisa B. Brown, *Co-Director, 919-760-2205*

Committed to the success of every first year student, the First Year Experience staff is available to assist with transitional issues, academic concerns, and other personal needs. Orientation, student advisors, Freshman Discovery, Summer Reading Program, Fire and Water Dinner, and First Year Experience classes are among the programs coordinated through this office, located on the second floor of the Park Center.

First Year Experience Course

First Year Experience (FYE 100) is a course open to all first year students and is designed to facilitate a successful transition for women entering Meredith. Each section is taught by a faculty or staff member who places emphasis on academic success, personal growth, and campus and community resources. Topics in this course include StrongPoints®, study skills, communication skills, interpersonal/ community relationships, ethical decision making, personal discovery, and appreciating differences in others. Students who enroll and successfully complete the course will receive one hour of course credit.

Student Advisors

Student Advisors are experienced students who have been selected and trained to assist freshmen in working through transitional issues that new students may encounter, particularly during the first few weeks of school. Wings and Transfer Student Advisors assist new adult and transfer students. A Chief Student Advisor and Chief Wings and Transfer Advisor are selected through an application process to lead the student advisor team. Student Advisors must have at least a 2.5 GPA and cannot concurrently hold a major campus office without permission from

the FYE office. Students with concerns about their student advisors and students who are interested in applying for student advisor positions are encouraged to contact staff in the First Year Experience Office located on the second floor of the Park Center.

Fitness Center

Dr. Heather Sanderson, Director; hlsanderson@meredith.edu

Website: <https://www.meredith.edu/fitness-center/>

Location and Hours: Lowery Fitness Center, Weatherspoon Athletic Center

Monday - Thursday: 11:00 a.m. - 6:00 p.m.

Friday: 11:00 a.m. - 2:00 p.m.

Closed during all Meredith breaks and holidays.

Note: Academic courses and Athletics have priority scheduling and equipment use.

The Lowery Fitness Center was opened in 2017. Under the direction of the Department of Nutrition, Health and Human Performance, it serves as a research and teaching laboratory for the Health, Exercise, and Sport Sciences program and a teaching facility for Health and Physical Learning courses.

It is the center for the Athletic department strength and conditioning program. Other group fitness classes such as AIM (Angels in Motions) and WOW! (Working on Wellness for employees) are offered at the fitness center. It also serves as a health and wellbeing activity space for the Meredith College community.

Health Services

Mary Johnson, '07, DNP, APRN, FNP-BC, CWP, Director of Health Services

TBA, Assistant Director

Anne Smithson, MD, College Physician

Victoria Dalalau, APRN, FNP-C, Nurse Practitioner

Phone: 919-760-8535; Fax: 919-760-8534

Website: <https://www.meredith.edu/health-services/>

Location: First floor, Student Health and Wellness Building (between Belk Dining Hall and Martin Hall)

Hours: Monday - Friday 9:00 a.m. - 4:00 p.m.

Residential students should contact the RD on Duty at 919-612-6350 for after-hours instructions. For information regarding after hours care, please visit our [website](#).

Medical Emergencies After Hours (4:00 p.m.–9:00 a.m.) and weekends (4:00 p.m.

Friday–9:00 a.m. Monday), **call 9-1-1 and then Campus Police 919-760-8888.**

The Residence Life Critical Response team can be reached at 919-612-6350.

Health Services provides confidential clinical care for minor illnesses, minor emergency care, disease prevention services, health education and promotion for students. The Health Center has a physician, nurse practitioner, and a registered nurse on staff to serve our students.

Health forms are due prior to matriculation. Fall entry deadline for all forms is July 1st and Spring entry deadline for all forms is December 1st.

Student Services

All required forms can be accessed through the student wellness portal, on the front page of the portal under "Pending Forms," using your Meredith email and password. Students gain access to the portal using their Meredith account information prior to their on-campus StartStrong session. For more information, please visit www.meredith.edu/health under "Forms and Resources."

The Health Center hours are 9:00 a.m. to 4:00 p.m., Monday–Friday during the fall and spring semesters. Health care provider hours are 9:30 a.m. to 1:30 p.m. during the academic year with the exception of breaks and holidays.

Students should call the Student Health Center at 919-760-8535. The Student Health Center **does not accept walk-in appointments** in order to keep well and sick visits separated and will conduct some services through telehealth visits and consultations as necessary. **Students can also contact the Student Health Center through the secure messaging system in the [student wellness portal](#).**

During the academic year, the Student Health Center has partnered with Residence Life and other campus departments to provide housing for students who are unable to return home while ill and require on campus quarantine or isolation spaces.

The student health fee, which is included in the residence hall room and board fees, covers the costs of most services rendered in the Health Center. The Health Center provides some prescription and over-the-counter medication to students without additional charge. Additional charges may be applied to student accounts for student teacher physicals, TB skin tests and some laboratory tests. Major illnesses or injuries will be referred off campus and are the financial responsibility of students, including, but not limited to labs, x-rays and consultations with off-campus physicians.

Residents of The Oaks apartments and commuter students must pay the Health Center fee, \$100 per semester (\$50 after Fall/Spring break), in order to be seen by a provider at the Health Center.

Health Center policies are as follows:

- Written class excuses are not provided by the Health Center. The Health Center will, however, verify the student was seen in the Student Health Center, should a faculty member require verification of a visit, but only with the student's permission. Specific medical details will not be released to faculty, staff, parents or others without written permission of the student.
- The health services staff is also responsible for the maintenance of health records. All records are confidential and are not part of a permanent educational record at Meredith. In order to obtain a copy of your records, you must submit a signed records release request. This form can be found on the [Health Services website](#). As of Fall 2022, the student health center transitioned to an electronic health record system—all forms and messages should be sent through the secured [student wellness portal](#).

Scales and blood pressure machines are available for students, faculty, and staff to use in the Health Center.

Peer Health Educators

Meredith PEARLS (Peer Educators Advocating Responsible LifeStyles) is a student-led initiative that addresses health topics related to college-aged students. The goal of PEARLS is to provide Meredith students with the necessary information to help them make informed decisions about their health. PEARLS help educate the Meredith community on the following topics: nutrition; fitness; healthy relationships; sexual health; sleep; stress management; alcohol, tobacco, and other drugs; sun safety and cold/flu prevention. To learn more about PEARLS, please visit the Student Health Center website at meredith.edu/health or MC Connect and search “PEARLS”

Wellness Services

Website: <https://www.meredith.edu/wellness/>

Meredith College recognizes the importance of wellness in supporting students' thriving and success. Visit the website to learn more about the dimensions of wellness and campus resources for services, assistance and support.

Insurance

Meredith College values the health and welfare of its students. To serve the health needs of our student community, Meredith requires health insurance as a condition of enrollment for all full-time undergraduate (12 credit hours or more), licensure only, pre-health, international, Sansepolcro students, I/O Psychology, and dietetic interns to assure that students have access to health care services beyond what is available on campus. **All of the aforementioned students must take action in the insurance portal by Wednesday, September 13, 2023 at 5:00 p.m. EDT.**

If you have health insurance and wish to opt out of the plan that Meredith College offers, complete the waiver at <https://www.meredith.edu/health-services/health-forms/>. You will receive an email confirmation in 1-3 business days. The waiver will be available starting in mid-June. **If this form is not completed by Wednesday, September 13, 2023 at 5:00 p.m. EDT, your student account will automatically be charged for the insurance plan Meredith is offering.** If you are enrolling in spring, the spring waiver will be available starting in mid-November; see <https://www.meredith.edu/health-services/student-health-insurance/> for more details.

Students who do not have health insurance may purchase a health insurance policy and complete the waiver at meredith.edu/health. You can find your own policy through the healthcare exchange (healthcare.gov) or enroll in Meredith's BlueCross Blue Shield of North Carolina (BCBS-NC) plan (meredith.edu/health). **The waiver will be available starting in June. The waiver form needs to be completed by Wednesday, September 13, 2023 at 5:00 p.m. EDT or your account will automatically be charged for the insurance plan Meredith is offering.**

Student Services

Students should check with their insurance provider to see if coverage is appropriate for Raleigh, North Carolina and is comparable to our current plan. To view the current benefit summary for Meredith's plan for the 2023-24 academic year, please go to the meredith.edu/health-services/student-health-insurance webpage.

Inclement Weather Notification

If the College is closed and classes are canceled or delayed because of inclement weather, the College will submit announcements to local radio and television stations and send announcements via MC ALERT. To receive MC Alert notifications, sign-up is required. Visit <https://www.meredith.edu/emergency-planning/mc-alert>.

When the College has not elected to cancel classes, individual professors have the option of canceling their classes. Professors will have inclement weather and class cancellation information on their syllabi. Student organizations should consider canceling organization meetings or activities in conjunction with the cancellation of classes.

In the event of college-wide class cancellations or those made by individual instructors, students should periodically check MyMeredith and Brightspace class listings for postings about alternate arrangements for classwork, tests, and the like.

Several dates in the calendar are reserved for potential inclement weather make-up classes. In the event that Meredith has a delay or closing, the Provost will make a decision about whether to make up one or more class periods that were missed. If the decision is made to do so, a campus-wide notification will be sent through Meredith email alerting students and announcing which class period(s) will be made up and which day and time.

Use Meredith's official Facebook page and Twitter feed as additional sources of weather-related information:

<https://www.facebook.com/MeredithCollege>

<https://twitter.com/meredithcollege>

For more information about how inclement weather decisions are made and announced, visit our [inclement weather](#) website.

International Student Advisor

Jennifer Glass, *Assistant Director of International Programs*, jsglass@meredith.edu,
919-760-8397

The international student advisor is available to assist international students with a variety of issues related to immigration regulations and cultural adjustment, among others. The advisor also coordinates an international student orientation prior to the campus-wide orientation for new students. The purpose of this orientation is to introduce new international students to the

U.S. American educational system and academic expectations, as well as to provide practical information related to moving to Raleigh and getting involved at Meredith.

Lost and Found

Phone: 919-760-8888

Lost and found articles are collected in the Campus Police Department. Proper ID is required when reclaiming found property. All persons and departments are encouraged to turn in all found items to Campus Police as soon as possible.

MC Connect

Meredith students have a wide variety of opportunities to become involved on campus. Meredith College is home to over a hundred student organizations and numerous involvement experiences that encourage students to explore a variety of interests, grow their leadership skills, and connect with the Meredith and local communities.

MC Connect is the centralized place for information about student involvement at Meredith College. Browse the MC Connect website or phone app to view and join student organizations or search for upcoming events on the student activities calendar. MC Connect is the place to go to get involved in Meredith campus life. MC Connect is available online at meredith.presence.io. The MC Connect phone app is free and available for download in the Apple Store and Google Play Store under the name MC Connect at Meredith College.

Meredith students can track their campus involvement using MC Connect. MC Connect provides tools for a student to record their engagement including club membership status, attendance at campus events, and community service hours. Students can track their campus involvement under the student profile tab through the methods below:

- **Record Membership/Officer Status in a Registered Student Organization:** MC Connect can document students' membership and club officer status within registered student organizations on the student profile page. Students who join a club's MC Connect page as members or officers will see their membership status on their profile page.
- **Record Attendance at Campus Events:** A student attending a campus event in which attendance is being recorded in MC Connect should have their CamCard swiped by the event organizer. Attendance at the event will be documented within MC Connect following the event.
- **Track Community Service Hours:** MC Connect offers the ability to track students' volunteer hours through two methods: scanning into a campus service event which is tagged as a service opportunity or self-reporting community service hours within the students' individual profile page.

MC Connect is sponsored by the Office of Student Leadership and Service. Questions? Call 919-760-8338 or email leadershipandservice@meredith.edu.

Meredith Campus Store

Emily Kelleher, *Manager*, 919-760-8545

Location and Hours: *Cate Student Center, First floor*

Monday - Thursday: 8:30 a.m. – 5:00 p.m.

Friday: 8:30 a.m. – 4:00 p.m.

Holiday and summer hours may vary

The Meredith College Campus Store sells Meredith College branded merchandise, including shirts, hats, key chains, school supplies, and other items. To shop online for Meredith merchandise, visit <https://www.shop-meredith.com/>.

Course material and textbook ordering is completed entirely online through the Meredith College Online bookstore. Access the online bookstore at meredith.edu/textbooks. Textbooks are not held in stock at the campus store. Orders are placed online and then shipped on an individual basis. Students who select on-campus pick up can pick up their orders at the Meredith College Campus Store. Students must present their Student ID to claim their packages.

Meredith Performs Box Office

The Department of Dance and Theater offers many performances throughout the year. Tickets can be reserved by emailing datreservations@meredith.edu.

Post Office

Nicole Ward, *Supervisor*

William Binder, *Postal Services Assistant*

Phone: (919)760-8464

Location and Hours: *Cate Student Center, First Floor*

Monday - Friday: 8:00 a.m. - 5:00 p.m.

Outgoing mail pickup: Monday - Friday: 5:00 p.m.

The Willie J. King Postal Center is named for a long-time Meredith employee.. The center is not an official U.S. Post Office, but stamps and supplies are available for purchase and packages will be accepted to send out via USPS or UPS. These services are available while classes are in session. The Center does not handle outgoing mail that requires special handling such as registered mail. The closest US Post Office to Meredith College is the Method branch located at 3919 Beryl Road, within walking distance of campus (hours: Monday - Friday, 9:00 a.m. - 4:30 p.m.).

Student mail is available for pick-up Monday through Friday, during regular business hours. Students who receive packages by U.S. Mail, United Parcel Service (UPS) or FedEx will receive an email letting them know their package and/or letter mail is ready to be picked up. Students are required to bring their CamCards in order to receive mail and packages. Only the student to whom the letter/package is addressed may pick up the item.

The following example shows the proper format for a student mailing address:

First and Last Name
Room or Apartment Number, Residence Hall or Apartment Name
Meredith College
3800 Hillsborough Street, Raleigh, NC 27607-5298

Publicity

Bulletin Boards/Publicity Items

Bulletin boards in Cate Center provide a communication center where campus offices and organizations post information about programs, projects, and meeting times. Each student organization using a bulletin board is responsible for posting its own announcements, and each publicity item should be stamped and approved by the Office of Student Leadership and Service. Individuals may use the bulletin boards on the first and second floors of the Cate Center to post information as long as they have the items stamped for approval. To provide adequate space for each group, all announcements are recommended to be posted no more than two weeks prior to the event, and all posted items must be removed by the sponsoring group within three days following the program. Unapproved announcements will be removed.

No publicity may be placed on outside doors of residence halls, on the doors of other campus buildings (including the dining hall), or on inside or outside walls. Only banners are allowed in breezeway areas if they are laminated and hung by string. Each residence hall has a designated bulletin board where fliers pertaining to campus events can be posted by the Resident Assistant. Upon receiving approval from the Office of Student Leadership and Service, students must drop off 28 copies to the Residence Director mailboxes in the Office of Residence Life, second floor of the Park Center.

In the on-campus apartments, students are able to post one flier in the mail room. To place fliers in each mailbox, use quarter sheets and provide one per apartment. The student must consult the Apartment Manager to set up a time to place the fliers in the mailboxes. Fliers are not allowed in stairwells, in elevators, or on doors within the building.

Approval for posting announcements in Cate Center of non–Meredith College events must be secured from the Office of Student Leadership and Service prior to posting. Approval for posting announcements in residence halls must be secured by the Residence Director in each hall or the Director of Residence Life prior to posting. Unapproved announcements will be removed.

All announcements/fliers must identify the sponsoring organization and/or a contact person. Meredith College reserves the right to deny permission to post publicity from any group that is not in accord with the philosophy of the college. For additional publicity locations and contact persons, contact the Office of Student Leadership and Service. Students are asked to follow the guidelines in each building to determine placement of fliers on bulletin boards or in bathrooms.

Student Services

Office of Student Leadership and Service: 202 Cate Center, 919-760-8338

- Small sandwich board; banner paper; flier approval
- Detailed information is available on the Office of Student Leadership and Service MyMeredith site (see Engage section).

Campus Photography

Photographers and videographers will be photographing and filming Meredith College students, guests and visitors' activities throughout students' undergraduate and graduate years. The photos and videos may be used in various Meredith publications and presentations, including brochures, advertisements, magazines, newspapers and online features, to promote Meredith and its programs and events. Please visit www.meredith.edu/marketing for more information.

Halo Happenings

The SGA Executive Board creates a weekly on-line newsletter called Halo Happenings. Student organizations may submit items related to awareness, events, service, fund-raisers, and campus updates by the deadline each week. To learn how to add your organization's news, see the Halo Happenings [submission instructions and guidelines](#). For questions, e-mail halohappenings@email.meredith.edu.

Meredith Herald, Campus Newspaper

Article ideas, tips, and announcements can be submitted electronically to themeredithherald@gmail.com. Submission guidelines can be found at meredithherald.com.

MC Connect

The Office of Student Leadership and Service hosts and maintains an online student engagement and involvement platform called MC Connect. MC Connect can be used to find information and get involved with student organizations, events, activities, and more! Meredith student organizations and campus offices can advertise activities or meetings on the MC Connect calendar by submitting a form submission to the form titled Event Registration.

MC Connect can be accessed by visiting: meredith.presence.io.

Recycling

It is the individual student's responsibility to deposit waste and recycling materials in proper locations. Outdoor trash locations next to residence halls and apartments also include containers for depositing recyclable materials.

In addition to outdoor recycling containers near living areas, there are also three large, mixed-stream, 8-yard containers on campus that are labeled to accept the following materials:

flattened cardboard	magazines	office paper	junk mail	phone books
brown paper bags	newspapers	paperboard	steel cans	plastic bottles
empty aerosol cans	glass bottles	glass jars	aluminum cans	aluminum foil

These large containers can be found on the east side of The Oaks Apartments, the Cate Center service area and Belk Dining Hall loading dock area.

Small recycling containers are available in all classroom buildings, and recycling bins are placed near most large campus events.

Residence Life (for undergraduate students)

TBD, Director, reslife@meredith.edu, 919-760-8633

Mary Bryant, Administrative Assistant

Location and Hours: *Park Center, Second floor*

Monday - Friday: 8 a.m. – 5 p.m.

Resident students at Meredith enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of those living together in a community. Each resident must take personal responsibility to abide by the rules and regulations so that the group as a whole can function effectively and benefit from the creative interaction of residence hall community living. The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, and Oaks community assistants.

Residence Directors

Residence Directors (RDs) are professional staff members in the Division of College Programs who live in apartments in the residence halls on campus. They perform a variety of duties on campus, working through the Office of Residence Life, as well as being available to assist any student with questions or problems. RDs supervise the work of resident assistants and serve as a resource to all campus students.

Resident Assistants

Resident Assistants (RAs) are current students who live on each floor of a residence hall, are supervised by the residence director of their residence hall, and work to build community among residents on the floor and in the residence hall.

Apartment Staff

One full-time Apartment Manager lives in The Oaks apartments and oversees the operation of the apartments and Community Assistants. There are four CAs who work in the Oaks.

Residence Life Residence Director on Duty

If you have a critical situation such as a flood, electrical outage, health emergency, etc. that needs immediate response, contact the RD on Duty at **919-612-6350** (leave voicemail message if there is no answer) or Campus Police at 919-760-8888. For medical emergencies, call 911 and then Campus Police so they can direct EMS to the correct location.

Seminars

Seminars are offered throughout the year by the Division of College Programs. Topics range from health and wellness issues to campus adjustment for new students. Contact the Dean of Students Office (919-760-8521 or deanofstudents@meredith.edu) for information on topics, location, and time of seminars.

StrongPoints®

Beth Hwang, *Director*, 919-760-8210

Emily Caldwell, *Assistant Director*, 919-760-2255

Ann Phillips, *Office Manager*, 919-760-8341

Location and Hours: *Park Center, Second floor, 8:00 a.m. – 5:00 p.m*

StrongPoints® is Meredith's comprehensive advising and coaching initiative designed to help students make the most of their experience at Meredith. Through StrongPoints, students learn to develop and apply their personal strengths through academics, experiential involvement, financial decision-making, and career planning. StrongPoints® is designed to:

- Assist students in making intentional academic choices based on values, interests, skills, and strengths.
- Guide students as they seek opportunities to develop personal, professional and leadership skills.
- Provide resources to help students effectively plan and manage resources for financial wellbeing.
- Create opportunities for students to explore career options, analyze implications of potential careers, develop a career path, and navigate the job search process.

Student Leadership and Service

Cheryl Jenkins, *Director*, 919-760-8338

Emily Saylor, *Assistant Director*, 919-760-8338

Kacey Reynolds Schedler, *Assistant Director*, 919-760-8338

Kathy Owen, *Office Manager*, 919-760-8338

Email: leadershipandservice@meredith.edu

Website: <https://www.meredith.edu/leadership-service>

Location and Hours: *202 Cate Student Center*

Monday - Friday: 8:00 a.m. – 5:00 p.m.

The Office of Student Leadership and Service (SLS) offers a variety of co-curricular experiences for Meredith students to actively engage within the campus and Raleigh community.

Opportunities include becoming involved in student organizations, traditions and campus activities, volunteer opportunities and student self-governance. The office also offers numerous leadership development programs throughout the year. Students benefit from leadership development programs that challenge them to have a greater understanding of self, others and the community in a dynamic environment that emphasizes active and collaborative learning.

SLS cultivates a sense of community and civic engagement by coordinating one-time service events and providing ongoing service opportunities. Through participation in leadership activities

and service opportunities, students at Meredith College will develop skills necessary to lead people, manage projects and handle real-life experiences. By taking on leadership roles on campus, students gain confidence in their abilities, enhance communication skills, and learn the importance of integrity.

The Office of Student Leadership and Service offers or assists with the following campus activities, leadership initiatives, and service opportunities:

- Campus-wide and Class Traditions
- Campus Activity Events
- Organization Management
- Student Organizations and Services Fairs
- Organization Officer and Advisor Trainings
- Organization Presidents' Retreat
- Emerging Leaders Seminar
- Leadership Speaker Workshops
- Leadership Conference Opportunities
- Celebrating Student Achievement
- SPLASH! into Service
- One-time Service Events and Community Agency Partnerships
- Spring Break Service Trip
- Alternative Breaks
- Orientation Crew

The Office of Student Leadership and Service also offers a variety of services for use by student organizations as well as the Meredith community:

- MC Connect Organization Webpages
- MC Connect Activities Calendar
- Student Organization Registration Process
- Fundraising Ideas
- Fundraising/Publicity Tables
- Imprinted Item Pre-Approval Process
- Traditions Fund
- Off-Campus Trip Approval and Release Forms
- Banner Paper and Markers
- Leadership Library
- Maintenance of Cate Center Bulletin Boards
- Reservations of Cate Center Conference Rooms
- MyMeredith site (resources for student organizations)

For more information on any of the listed services, please refer to related sections of this handbook, the Office of Student Leadership [website](#), and the MyMeredith.edu Service portal.

Student Success Center

Academic Advising | Success Coaching | Tutoring | Testing

Tina Romanelli, Director, cromanelli@meredith.edu

Victoria Munn, Associate Director, vmmunn@meredith.edu

Steven Lemmons, Associate Director of Wings and Transfer Student Support,
jslemmons@meredith.edu

TBA, Success Coaches

Taylor Mullins, Academic Advising, tbmullins@meredith.edu

William Christy, Learning Specialist and Tutoring Coordinator, wachristy@meredith.edu

Lilly Wood, Administrative Assistant and Testing Facilitator, lwood@meredith.edu

The Student Success Center provides academic advising, success coaching, tutoring, mentoring, and testing services to Meredith students in any major or discipline. With offices located both adjacent to the Cate Student Center in first floor Park and on the lower floor of the Carlyle Campbell Library, the SSC team promotes equity through academic and personal achievement through one-on-one and small group consultations that encourage student self-leadership and advocacy. The Student Success Center partners with students, faculty, and staff across campus to increase student satisfaction, success, retention, and graduation and may also conduct presentations on learning styles and study skills, academic planning, time management, goal setting, and major exploration.

Academic Advising

Location: *Park Center, First floor, 919-760-8062*

As part of the Student Success Center, Academic Advising provides support to students planning their academic paths, including course selection, registration, and academic progress. In collaboration with campus partners, Academic Advising offers guidance on course registration and planning software, 25 including Student Planning in Self-Service. Academic Advisors also host the majors fair and academic planning drop-in days.

Success Coaching

Location: *Park Center, First floor, 919-760-8318*

The Success Coaching Program offers Meredith students a personal consultant dedicated to their forward progress. Success Coaches are excellent partners for students in their college career because they engage with students regularly through intentional conversations to provide just-in-time support. Success Coaches answer questions, connect students with resources across campus, and help create plans for their holistic success.

Tutoring in the Learning Center

Location: *Carlyle Campbell Library, Ground floor, 919-760-2800*

The Learning Center provides free, one-on-one or small group tutoring to any Meredith student in world languages, mathematics, science, or writing for any class. We also provide embedded tutoring in select courses to promote collaborative learning outside the class time. Help in other subjects varies by semester.

All tutors in the Learning Center are Meredith students who have excelled in their coursework and have been trained to assist their peers. The Learning Center is a collaborative learning environment that benefits all students.

Students may schedule an appointment online at MyMeredith or walk in to receive tutoring. Online sessions are available whenever the Learning Center is open. The Learning Center is located on the ground floor of the Carlyle Campbell Library.

Testing in the Learning Center

Location: *Carlyle Campbell Library, Ground floor, 919-760-2800*

In collaboration with Disability Services, the Testing Center offers a space for students with documented accommodations to receive separate-setting and extended-time on their assessments. The Testing Center only proctors tests for students who have current documentation on file and who are enrolled in classes on Meredith's campus. Professors must make reservations at least one week in advance of the test date through a google form provided by the staff at learningcenter@meredith.edu.

Technology Services

TBA, Chief Information Officer

Technology Help Desk: techsupport@meredith.edu, 919-760-2323

Technology Services is the technology leadership and support organization for the College. The department is organized around the major functions for which it is responsible:

Network Services

This group focuses on the telecommunications infrastructure (data, voice and video) and wireless infrastructure of the college. It sets the policies and guidelines for the use of College-owned technology. For more information, see the CamNet Responsible Computing Policy under College Policies and Regulations.

Support Services

This group provides technical support for Meredith students, faculty and staff, coordinates departmental technology requests and incorporates the Help Desk (techsupport@meredith.edu, extension 2323, off campus call 919-760-2323) and Desktop Support staff. Questions about computer labs, email accounts, and connecting to the campus network should be addressed to the Help Desk.

This group is also responsible for the campus Print & Copy Center and campus Postal Services.

Instructional Design and Academic Technology

This group focuses on the use of Brightspace as an instructional tool, offers consulting and training for the suite of the College's standard software packages and also offers an expanded variety of web-based initiatives.

Student Services

Information System Services

This group is responsible for the administration and maintenance of the college's core information systems, as well as the server infrastructure of the college. The functionality of the College's database and Informer reports are supported by this group. This group also focuses on the technical systems administration of the college's core file servers and administration of Meredith's email system.

Services provided by the Technology Services department include:

- Maintaining all components—both wired and wireless, and telephones, of the campus network
- Providing email accounts to all members of the college community
- Providing Brightspace and MyMeredith system accounts.
- Providing Internet access to all systems that are part of the campus network
- Maintaining college owned computers (faculty, staff, and labs)

Volunteer Services

Kacey Reynolds Schedler, *Assistant Director, Office of Student Leadership and Service*,
919-760-8338

The Office of Student Leadership and Service offers service opportunities for all members of the College who are committed to affecting change through civic engagement within the local community, the state, the nation and the world. We coordinate one-time service events on campus, connect students with outside agencies, and provide ongoing service opportunities through in-house volunteer programs. Through advocacy and meaningful service experiences students, faculty, and staff learn about themselves and the world around them.

A student can volunteer with one of the many community service organizations, participate in a focused service event on campus or in the surrounding community, create a self-led service project, host a campus donation drive, or participate in a service learning trip. These service experiences support the College mission by creating an engaged campus and challenging students to become active learners and responsible citizens.

For additional volunteer opportunities, contact the Chaplain's office at 919-760-8347.

Student Opportunities

- Classes
- Clubs and Professional Organizations
- College-Sponsored Programs
- Cultural Organizations
- Event Planning Associations
- Honor Societies
- Intercollegiate Athletics
- Religious Organizations
- Performing Arts: Dance and Theatre Companies
- Publications
- Service Organizations
- Student Government Association

Classes

Class officers and co-chairs coordinate traditional class events. 2023-24 class officers are:

Freshman Class President: *TBA*

Freshman Class Advisor: TBA

Sophomore Class President: *Amanda Cordell*

Sophomore Class Advisor: Madison Johnson

Junior Class President: *Sophie Phillips*

Junior Class Advisors: Lauren Hickey and Marissa McCauley

Senior Class President: *Abby Dittmann*

Senior Class Advisor: Kaitlin Toxey

Clubs and Professional Organizations

American Chemical Society (ACS)

ACS is a professional association for chemists, chemical engineers, and professionals from other related fields. ACS is the largest scientific society in the world. Membership to the MCACS will give an opportunity for students of a chemical science to become better acquainted with chemistry, to secure the intellectual stimulation that arises from a professional association, to obtain experience in preparing and presenting technical material before chemical audiences, and to foster a professional spirit among the members. ACS activities include Science Fest, Chemistry Career Panel, National Chemistry Week Celebrations at Museum of Natural Sciences, etc. *President: Kate Erb*

American Society of Interior Designers (ASID)

The ASID Student Chapter at Meredith College is a national professional association for interior designers that helps to provide opportunities that promote professional development. Members are encouraged to participate in networking events with current students, alumnae, and professionals within the interior design industry. The chapter also allows members the opportunity to attend conferences as well as local and national chapter events. Membership is open to majors and minors in interior design. *Co-Presidents: Madison Dameron and Abigail Taylor*

Angels for Disability Advocacy

The purpose of Angels for Disability Advocacy is to inform students, faculty, and staff about disability while providing opportunities for disability advocacy both on and off campus. The organization also serves to create a positive campus dialogue surrounding disability. *President: Rebecca Simmons*

Angels for the Environment (A4E)

A4E is Meredith College's primary environmental organization. They are a passionate group that cares about the environment and works to create positive differences within the Meredith Community as it pertains to environmentalism and sustainability. The mission of A4E is to increase awareness of environmental issues, engage Meredith students in sustainable projects, and provide opportunities for students to appreciate the earth. Throughout the year, A4E hosts meetings and events that focus on educating students about environmental issues. A4E engages its members through outdoor activities, service projects, and activism. For the wider campus community, A4E puts on events such as environmentally-themed game nights, plant sales, documentary screenings, and a stargazing night. Recently they have focused on raising awareness on intersectional environmentalism, where social and environmental justices meet. A4E is a sisterhood of passionate women who love the environment and work to make a difference. *President: Abigail McPherson*

Artists' Alliance

The purpose of the Artists' Alliance is to provide fellowship through a series of informative lectures, social activities, and community events that enhance the Meredith learning experience. *President: Kelsey Smith*

Broyhill Business Fellows

The purpose of Broyhill Business Fellows is to take a leadership role in the Business School by participating in activities that enhance skills, planning special functions, and projects throughout the 11 year, and improving the communication between students and faculty of the School of Business. Members should set an example of excellence and contribute to the improvement of the School, College, and broader society through leadership and service activities. *President: Machaela Murrell*

Canaday Math & Computer Science Club

The Canaday Math and Computer Science Club, or Math/CS Club, promotes interest in mathematics and computer science and provides information on the current applications of

these subject areas. Membership is made up of students and faculty who have an interest in mathematics or computer science. *President: TBA*

Communication Club

The Communication Club provides an opportunity for the education and fellowship of Meredith College Communication majors and those interested in the fields of human and mass communication. The club seeks to offer opportunities for growth and development in the Communication field, including panels, speakers, internships, socials, and networking relationships. *President: TBA*

English Colton Club

This club encourages participation of all students who are English majors or who have English-related interests. The organization is named after Miss Elizabeth Avery Colton, a professor of English at Meredith from 1908 to 1920. *President: TBA*

Extra Theatre Company (ETC)

The company provides an organized forum through which Meredith students may produce theatrical works that are not a part of the scheduled theatrical season. Membership is open to all Meredith students interested in theater. *President: TBA*

F.I.R.E. (Fierce, International, Rhythmic Expression)

The purpose of F.I.R.E. shall be to form lasting bonds between members while educating individuals about other cultures through the art of dance. *President: TBA*

Healthier Meredith Minds

The purpose of HMM is to help the Meredith community improve their mental health, mainly through education, self-care events, and partnered events with different organizations on campus. *President: Alysia Rosenzweig*

International Society of Pharmaceutical Engineering (ISPE)

The Student Chapter of ISPE is a club that focuses on building a network of professional connections between Meredith College students and professionals and companies in the Raleigh area. The club opens up many opportunities for internships and jobs through the connections made at conferences, club meetings, volunteering, and company tours. *President: Noelle Daley*

Iris Ambassadors

Iris Ambassadors share the unique stories of Meredith College through the talents and strengths of current students. Leaders in this role help recruit new students to the Meredith community by creating connections with prospects and communicating with them about the many academic and social opportunities available. Student members give weekly campus tours to visiting prospects and their families and are involved in other recruitment events through Admissions. The organization values diversity and inclusion and seeks to share experiences across varied backgrounds and perspectives. Members are selected through an application and interview process. *President: Hadleigh John*

Meredith Accounting and Finance Association

The association was established in 1985 for all students with an interest in the field of accounting and finance. Its purpose is to inform students of current accounting and finance issues and educate them on available career alternatives. *President: Alexis Houser*

Meredith Advocates for Young Children (MAYC)

MAYC is open to all students in child development and related fields and committed to improving the quality and availability of services for children from birth through age eight. Activities include speakers, discussions, hands-on learning and volunteer opportunities. *President: MacKenzie Anderson*

Meredith Alliance for Children in Healthcare Settings (MACHS)

The purpose of MACHS is to promote interest in Child Life and other careers that include working with children in healthcare settings and to provide information on the current applications of careers in all of its applicable subject areas. The club aims to create a community among individuals interested in these subject matters. *President: Annie Paschal*

Meredith Angels Dance Team (MADT)

The purpose of MADT is to bring performance Jazz to Varsity Athletics at Meredith College. MADT's goals are to promote physical fitness and foster community support for its dance team members. *President: Stevie Melvin*

Meredith Anime Angels

The purpose of MAA shall be to create a space that allows students to immerse themselves in the world of anime, manga and cosplay. This organization will allow them to gain a better knowledge of the different types of anime that are readily available, the best resources for reading manga, and how to create costumes if they wish. MAA will also serve to unite the anime, manga and cosplay indulgers on the Meredith College Campus. *President: Brianna Long*

Meredith Association of Family and Consumer Sciences

The Meredith chapter of the American Association of Family and Consumer Sciences is open to students majoring in any area of human environmental sciences (i.e., child development, foods and nutrition, clothing and fashion merchandising, interior design and family and consumer sciences). *President: TBA*

Meredith College College Republicans (MCCR)

The purpose of MCCR shall be to create an outlet for Meredith students to develop their political beliefs and learn more about the Republican Party's mission and ideals. *President: TBA*

Meredith College Dance Crew (MCDC)

MCDC is a student-led hip hop organization that creates, rehearses, and performs hip hop routines for the Meredith Avenging Angels basketball team. They also perform for the MDT/MJTCO Fall concert, perform for DanceWorks Spring concert and hold weekly/biweekly free hip hop classes to the Meredith community. The purpose of MCDC is to establish lifelong relationships between members while also informing individuals about hip hop culture through dance. *President: TBA*

Meredith College Democrats

The club provides a space for self-identified Democrats and those interested in the Democratic Party to come together and share ideas. The club hosts both partisan and bipartisan events throughout the year to promote political education and participation and foster discussion about politics. Membership is open to all Meredith students. *President: Allyson Bell*

Meredith College History, International Studies, and Political Science Club (HIP)

The purpose of HIP is to raise awareness of and promote campus interest and literacy in History, International Studies, and Political Science. HIP provides a forum for Meredith students to discuss historical, international, and political topics, especially those influencing current events. The club will meet regularly, take part in informational events on and off campus, and maintain both a campus and an online presence for the dissemination of information about both political and historical topics of interest to HIP members, and, when possible, make speakers available to the campus community. *President: TBA*

Meredith Dance Association (MDA)

The purpose of MDA shall be to encourage exploration of choreography, performance, dance education pedagogy, research, community outreach, and advocacy in the context of a broad dance program. MDA will stimulate dialogue and networking between students, faculty and experts. The honors component of MDA will celebrate academic excellence in Meredith Dance. MDA will advertise activities and accomplishments of Meredith Dance students. It will strengthen connections between Meredith Dance students and provide a platform for recognizing student-led initiatives within Meredith Dance. Finally, MDA will strive to develop future leaders in the field of dance arts and will celebrate the Meredith Dance Program community. *President: Michaela Rehbein*

Meredith Educators

Meredith Educators is the organization for students who are interested in teaching and education- related issues on the Meredith College campus. This organization seeks to provide knowledge, support, discovery, and connection in the educational field through speakers, workshops, service events, networking, and professional development. *President: TBA*

Meredith Fashion Association

This organization provides for the professional development of fashion merchandising and design students at Meredith College and those involved in the Cooperating Raleigh Colleges (CRC) program. Membership is open to students majoring or minoring in clothing and fashion merchandising and those who have a general interest in this major. *President: TBA*

Meredith Health Professions Society

The purpose of this organization is to encourage excellence in pre-health (pre-medical, pre-dental, pre-veterinary, etc.) study. Our endeavors promote cooperation and contact between pre-health students and health professionals within the community. Other endeavors encourage pre-health students to provide their services to the surrounding community. We also aid in the gathering and bonding of students with similar interests for the benefit of charities, the community, and for themselves. This organization provides opportunities to improve

Student Opportunities

participation, not only for the Meredith community, but also for the greater Raleigh community and beyond, while aiding our members in better preparing themselves for future goals.

President: Sammi Leggott

Meredith Hues

Meredith Hues is a group of multicultural students who promote the College to multicultural high school students by assisting the Office of Admissions. On campus recruitment opportunities include Visitation Days, speaking on student panels, and communicating with newly accepted students via phone, email, mail and social media. The purpose of Meredith Hues is to increase diversity in the College and support diverse multicultural students at Meredith College.

President: Scisah Muhammad

Meredith Immigrant and Refugee Club

This club hopes to provide a safe space on campus for students who identify as or would like to be involved with refugees and immigrants on campus or in the Raleigh area. Our club activities include service work both on and off campus and exposing students to the refugee and immigrant community. We hope to bring awareness of current issues on immigration around the world to campus and educate the Meredith community on how they can help and support each other. *President: TBA*

Meredith Nutrition and Wellness Association

This organization is designed for any major interested in topics related to nutrition and wellness. Established in 1989 to promote nutrition throughout the Meredith campus and surrounding Raleigh areas, to market the dietetics program at Meredith College, and to explore career opportunities in the areas of nutrition, food service and wellness. *President: Anna-Moriah Fung*

Meredith Student Veterans Association (MSVA)

This organization aims to foster interaction and camaraderie amongst the Meredith College military veteran community. Members are primarily undergraduate and graduate student veterans and military family members (spouses and children). The organization is also open to anyone who supports and/or advocates the group's mission. MSVA is a hub for veterans to address issues of transition, including advocating for veteran benefits. MSVA organizes goodwill missions and veteran-oriented events on campus and within the local community. MSVA educates the campus community about the unique experiences and circumstances, strengths, and special needs of veterans. *President: Trina Condit*

Meredith Students for Life

Meredith Students for Life seeks to empower and educate students on the importance of life, protecting the preborn, and supporting young pregnant mothers and post-abortive women. In furtherance of these goals, members seek to promote respect for life at Meredith College and on a local, state, and national level, to educate on life issues, to help those in need so that life is a promising choice, and to work with others who share common goals. *President: Jennifer Bruton*

National Association of Catering and Events (NACE)

NACE serves its members by enhancing their knowledge of the catering and events industry and providing access to hands-on educational programming. Members plan events on campus and regularly attend Triangle NACE chapter meetings, a great opportunity for students to network with industry professionals. This organization also serves the catering and event industry by helping to develop highly qualified, well-prepared professionals. *President: Emma Anderson*

Peer Educators Advocating Responsible LifeStyles (PEARLS)

PEARLS is a student-led initiative that addresses health topics related to college-aged students. The goal of PEARLS is to have peer educators provide students with the necessary information to help them make informed decisions about their health. The group is composed of proactive, energetic students who have an interest in health promotion and want to make a difference at Meredith. *Co-Presidents: Mackenzie Howell and Allison Wade*

Phi Beta Lambda – Business Club

Phi Beta Lambda seeks to develop and demonstrate business knowledge and leadership skills through advancing job skills, networking opportunities, fundraising activities, academic competitions, and community service projects. This club is open to all Business majors and minors who want to hear from business professionals and enhance their network. *President: Aniston Sennett*

Pre-Law Club

The purpose of the Pre-Law Club is to guide and inform Meredith College students who are interested in pursuing a career in the legal profession; and to assist in navigating the law school application and LSAT processes. *President: TBA*

Psychology Club

Meredith College's Psychology Club shares the importance of psychology with members of the Meredith community and beyond campus. Activities include sponsoring the Special Populations Dance, inviting guest speakers from all areas of specialization (i.e. Clinical, Art Therapy, Occupational, Industrial/Organization, etc.), hosting socials, and finding ways to actively weave the club's core values throughout the Meredith Community. *President: Victoria Rogers*

Queer Space

This organization provides a support group for all members of the campus community regarding topics of sexual orientation, gender identity, and ally development. Members include people who identify as lesbian, gay, bisexual or transgender; people with family and friends who are gay, lesbian, bisexual or transgender; and others who are interested and/or supportive. Queer Space serves as an educational forum, fostering tolerance and understanding by promoting campus dialogue through films, discussions, and lectures. *President: Lydia Bonecutter*

Social Work Club

This club promotes activities related to social justice on campus and in the community to promote interest and awareness in the field of social work. In addition, members serve as the

Student Opportunities

student advisory entity for the Bachelor of Social Work Program at Meredith. All majors are welcome. *President: TBA*

Society for Human Resource Management (SHRM)

Affiliated with Raleigh-Wake Human Resource Management Association, this professional organization allows students the opportunity to participate in programs that will enhance job skills and networking opportunities. A concentration in Human Resources is not required to become a member of SHRM. *President: Sophie Campbell*

Sociology/Criminology Club

This organization is for sociology/criminology majors or minors and anyone who is interested in sociology or criminology. The club sponsors events such as Sociology/Criminology Week and is involved with the social needs within our community.

President: TBA

Sports Science Association (SSA)

This organization promotes the importance of health and wellness in the Meredith College and Raleigh community through various events such as hosting annual 5Ks/fun runs, volunteering at health or sport related events, offering free exercise classes to Meredith students, as well as recruiting professional speakers who focus in the Exercise and Sport Science field. SSA supports their members by offering professional development funds for certifications, internship related needs, etc. Membership is open to any student interested in the Exercise and Sport Science field. *President: Brooke Herring*

Transferring Into Angels

The purpose of Transferring Into Angels is to provide a support system for both incoming and current transfer students. By sharing transfer-specific information regarding things such as traditions and campus life, we hope to encourage transfers to join the Meredith community and feel welcome on campus. Transferring Into Angels provides a safe place for students to honestly share concerns or challenges they have experienced with other transfer students in order to find solutions. We also connect with Meredith faculty and staff, if needed, to receive the support for their unique college paths. *President: Sara Grace Lane*

College-Sponsored Programs

College-sponsored programs are generally open free of charge to Meredith students. Such opportunities are intended to enrich the total educational experience.

- Convocations provide a forum for intellectual, cultural, and social ideas through national and regionally acclaimed guest speakers or performances from various fields. These events happen in different locations and times throughout the year.
- Meredith College hosts arts performances and events in the areas of dance, music, and theater. Guest artists from the community also are showcased in various venues including Jones Auditorium, Studio Theatre, and Carswell Concert Hall.
- The Meredith Art Department hosts student and guest works in the Frankie G. Weems Gallery in the Gaddy-Hamrick art building and the Johnson Hall Rotunda.

- Interfaith religious programs are organized by the Office of the Chaplain.
- Student Life Committee's student forums typically convene on Mondays. The SGA Executive Board holds regular Open meetings for members of the student body to attend.

Cultural Organizations

Angeles Latines

Angeles Latines serves a dual role by addressing the concerns of self-identified Latines as an ethnic minority and educating the Meredith community of the rich heritage their presence adds to our diverse campus. Membership is inclusive of all who are interested in sharing and learning about the Latino culture. Angeles Latines promotes connections through academic support, building of identity, and community involvement, while also striving to develop understanding by promoting campus dialogue through discussions, cultural events, lectures, and recreational activities. Co-Presidents: *Yakira Gonzalez and Vanessa Jaimes Bustos*

Asian Studies Club

This organization serves as a resource for those interested in learning about Asian culture. The club provides opportunities for students with similar interests to network and participate in on campus events that surround Asian culture. *President: Danika Ray*

La Tertulia Spanish Club

This club promotes interest in the Spanish language and cultures by presenting informative programs and cultural activities, both on and off campus, involving the Hispanic communities abroad and here in the USA. *Co-Presidents: Georgia Meade and Gabriella Rodriguez-LeBron*

Le Cercle Francais French Club

Le Cercle Francais fosters interest in and a better understanding of the French language and culture. *President: Amber Dobbins*

Tavola Italiana Italian Club

Tavola Italiana is a club for students with an interest in Italian culture, language, and food. This group welcomes all to join for further discovery and celebration of all things Italian. *President: TBA*

Event Planning Associations

Black Student Union (BSU)

The Black Student Union supports and empowers strong Black students (Black Africans and other Afro cultures), and unifies and promotes positive perceptions of Black cultures. The BSU promotes awareness of Black cultures on Meredith's campus through assisting in the planning and organizing of events and programs geared towards the interests of Black students. It seeks to encourage interaction with diverse student organizations at Meredith College and surrounding campuses to promote diversity, and to acknowledge and celebrate the cultural diversity found within the Meredith College community. *President: TBA*

Student Opportunities

Meredith Activities Board (MAB)

The purpose of Meredith Activities Board is to encourage active participation by the students of Meredith College through providing a variety of social and entertainment events. These events are intended to promote unity, community, and fellowship on campus. Events include, but are not limited to: Sizzlin' September, Comedy Night, Fall Fest, White Iris Ball and more. *President: Jillian Jackson*

Meredith International Association (MIA)

MIA shares knowledge and understanding of the different cultures in the Meredith community, and serves as a support group for international students. The organization promotes interest in other cultures, as well as explores cultural values and social and political issues through interaction with other students, faculty, administration, and community groups. To facilitate this purpose, the members of the association sponsor MIA Week activities each year. *Co-Presidents: Daniella Martin and Atiqua Prithu*

Meredith Recreation Association (MRA)

MRA provides co-curricular recreation activities for the entire college community. These activities include Cornhuskin', Stunt, and a "Bond" Fire in the spring. Students interested in participating in the planning of MRA activities are encouraged to contact an MRA officer, attend an MRA meeting, or email mra@email.meredith.edu. Every student who attends an MRA meeting is a member of the Meredith Recreation Association. MRA strives to be inclusive and provide reasonable accommodations for all students who wish to participate. *President: Lizbeth Burgos De Pena*

Honor Societies

Alpha Kappa Delta (Sociology)

Alpha Kappa Delta acknowledges and promotes excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities that will lead to improvement in the human condition. *President: Nia Simpson*

Alpha Lambda Delta (First-Year Students)

The national honor society for first-year students. Freshmen who have completed their first semester with an overall GPA of 3.5 and rank in the top 20% of their class are inducted during the spring semester. *President: TBA*

Alpha Psi Omega (Theatre)

Alpha Psi Omega is a national theatre honor society. Alpha Psi Omega started as a way to help grow the interest in theatrical college organizations across America. To be selected for a membership in Alpha Psi Omega takes hard work and dedication to the Meredith theatre department. Membership is earned by participating in three approved Meredith theatre shows in both onstage and offstage positions. Also, the members must maintain a high grade point average and attend the regularly scheduled meetings. *President: Emma Johnson*

Alpha Sigma Lambda (Adult Students)

Alpha Sigma Lambda National Honor Society is devoted to the advancement of scholarship and recognition of nontraditional students pursuing their first bachelor's degree. A nontraditional student at Meredith College is identified as a woman 23 years of age or older at the time she begins classes in her most recent admission to Meredith College. Students invited for Alpha Sigma Lambda membership induction are identified as being in the top 20% of the class of nontraditional students seeking a first baccalaureate degree who are matriculated in an undergraduate degree program and who have earned at least 24 graded credits at Meredith College, with a 3.2 minimum GPA. These college credits must not include transfer credits, and at least twelve credits of the student's total credits (transfer and Meredith combined) should be earned in courses in Liberal Arts/Sciences, not including applied Arts/Sciences courses.

Chapter Counselor: *Dr. Tina Romanelli*

Beta Beta Beta (Biology)

The Tau Xi Chapter of Beta Beta Beta was installed at Meredith in 1982. The organization recognizes the interest and achievement of faculty and students in biology. Members are typically junior or senior science majors who have taken at least 12 credit hours in biology and have a 3.0 average in biology courses and a 2.8 GPA overall. *President: Noelle Daley*

Chi Alpha Sigma

The purpose of Chi Alpha Sigma is to recognize the achievements of student athletes at Meredith College. The organization will provide networking opportunities through the national chapter, scholarship opportunities, and recognition at graduation ceremonies. Membership invitations are extended to those students who have completed 60 total credit hours, achieved a cumulative GPA of 3.4, and are currently on an athletic roster at the time of induction. To remain a member, a 3.4 GPA must be maintained and the student must remain on an athletic roster.

President: TBA

Edwin H. Sutherland Criminology Honor Society (Criminology)

The Criminology Honor Society fosters a community of young scholars dedicated to enhancing their understanding of the causes, prevention, control and treatment of crime and delinquency. The Society also strives to link the mission of the College to help its members become well-rounded and effective academicians and practitioners in the many fields of criminology and criminal justice with a commitment to social justice and service through their community internship placement. *President: Sara Shuller*

Iota Sigma Pi (Chemistry)

The purpose of Iota Sigma Pi, an honor society exclusively for women, is to promote: interest in chemistry among women students; mutual advancement in the academic, business and social lives of women in chemistry; and individual accomplishment in the fields of chemistry. The aim is to establish a more predominant image of women in the field of chemistry. Iota Sigma Pi engages in service projects to promote education not only in our generation, but also the next generation, allowing members to see the difference that they can make in the world. *Advisor: Dr. Walda Powell*

Kappa Delta Pi (Education)

An international honor society that promotes excellence in and recognizes outstanding contributions to education. Kappa Delta Pi strives to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work. To these ends, it invites as members persons who exhibit commendable professional qualities, worthy educational ideals, and sound scholarship, without regard to race, age, color, religion, sex, or disability. Membership is composed of those students who excel and maintain excellence in the department of education. Students must be accepted into the department of education; additionally, undergraduate students must have a cumulative GPA of 3.5 and graduate students must maintain a GPA of 3.75. *President: Sara Perry*

Kappa Nu Sigma (Junior/Senior Academic Honors)

Organized in 1923, this scholastic honor society takes its name from three Greek words Kallos, Nous, and Sophia, meaning beauty, sound mindedness, and intelligence. The purpose of the society is to promote scholarship at Meredith. Membership is limited to students classified as juniors with a 3.9 GPA or higher and students classified as seniors with a 3.8 GPA or higher. At least 59 of these hours must be taken at Meredith. *President: TBA*

Kappa Omicron Nu (Human Environmental Sciences and Nutrition, Health, and Human Performance)

Kappa Omicron Nu is a national Honor Society for students majoring in a Human Environmental Sciences or Nutrition, Health, and Human Performance discipline. These majors are: Child Development; Family and Consumer Sciences; Fashion Merchandising and Design; Food and Nutrition; Interior Design; and Health, Exercise, and Sports Science. Membership is invited from the sophomore, junior, and senior classes. A student must have a minimum grade point average of 3.0 (overall and at Meredith) and be in the upper 25% of the student's class, have declared a major (first and second majors) in the Department of Human Environmental Sciences and Nutrition, Health & Human Performance, have completed 45 semester hours and have shown evidence of superior personal qualities and leadership potential. *President: TBA*

Kappa Pi (Art)

Kappa Pi is an Honorary Art Fraternity. Eligibility for membership is based primarily on achievement in the field of art. Minimum requirements for consideration for membership is the completion of twelve semester hours of art courses at Meredith, a 3.0 GPA in art courses, and a 2.0 overall GPA. Using these minimum requirements as a baseline, the art department faculty nominate students to membership based on their commitment to truth, sincerity, excellence, and achievement in their daily lives. Furthermore, these individuals have set personal goals to challenge themselves to reach their full potential. *President: TBA*

Lambda Pi Eta (Communication)

Lambda Pi Eta recognizes, fosters, and rewards outstanding scholastic achievement in communication studies; promotes and encourages professional development among communication majors; provides an opportunity to discuss and exchange ideas in the field of communication; and establish and maintain closer relationships and mutual understanding between communication studies faculty and students. *President: Freya Dahlgren*

Omicron Delta Epsilon (Economics)

The International Honor Society for Economics is one of the world's largest academic honor societies. Omicron Delta Epsilon has 652 chapters located in the United States, Canada, Australia, the United Kingdom, Mexico, Puerto Rico, South Africa, Egypt, France, and the United Arab Emirates. It is not required that students major in economics in order to become members. Membership is available to any student with a genuine interest in the study of economics. Undergraduate candidates for election to membership in any chapter of Omicron Delta Epsilon must have an overall scholastic average of at least a 3.1; have completed at least twelve credits in economics (ECO courses) with an average of 3.2 or better; and have taken at least 6 hours of ECO courses at Meredith College. *Advisor: Dr. Anne York*

Phi Alpha (Social Work)

Phi Alpha is the National Honor Society for Social Work. Membership is open to Meredith students who are admitted to the social work program, have completed at least six semester hours of social work, and have an overall grade point average of 3.0. *President: Denley Sweeney*

Phi Alpha Theta (History)

An honor society that recognizes undergraduate students who have demonstrated a vital interest in history by excelling in their study of history and in their overall academic studies. Membership is by invitation only. *Advisor: Dr. Greg Vitarbo*

Pi Delta Phi (French)

The National French Honor Society is the highest academic honor in the study of French. To be eligible for membership a student must have taken five courses in French including one in French literature. The student must have a GPA of 2.8 in general studies and have a 3.0 average in French. *Advisor: TBA*

Pi Kappa Lambda (Music)

An exclusive honor society for musicians, members are chosen by the faculty from a pool of graduate students, and the senior and junior classes each year based on scholastic achievement and musicianship. *Advisor: Dr. Jim Waddelow*

Pi Mu Epsilon (Math)

A national society that promotes scholarly activity in mathematics, student members must have credit for at least two calculus courses and a minimum of two other courses at the 200 level or above (two of these courses must have been taken at Meredith). A senior (90 or more credit hours) must have completed at least six courses in mathematics at the 200 level or above with a grade point average of 3.2 or higher and maintain an overall grade point average of at least 3.0 or higher or be in the upper third of the class, whichever is higher. A junior (60 to 89 credit hours) must have completed at least five courses in mathematics at the 200 level or above with a grade point average of 3.5 or higher and maintain an overall grade point average of at least 3.2 or be in the upper quarter of the class, whichever is higher. A sophomore (26 to 59 credit hours) must have completed at least four courses in mathematics with a grade point average of

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4.0 and maintain an overall grade point average of at least 3.2 or be in the upper quarter of the class, whichever is higher. *Advisor: Dr. Philip Andreae*

Pi Sigma Alpha (Political Science)

The National Political Science Honor Society, student members are initiated from among juniors, seniors, or graduate students who have completed ten semester hours of work in political science, including at least one course not open to students in the first two years of collegiate work; maintain an average grade of “B” or higher in all courses in political science; maintain general scholarship to place such students within the upper third of their class; and fulfill any additional requirements prescribed by the Meredith chapter. Initiates are not elected; the chapter secretary-treasurer and the chapter advisor certify the eligibility of potential members. *Advisor: Dr. Whitney Manzo*

Psi Chi (Psychology)

The national honor society in psychology, Psi Chi is both an affiliate of the American Psychological Association and a member of the Association of College Honor Societies. To be eligible for membership, students must be in the top 35 percent of their class in general scholarship, have an overall 3.0 average in psychology, have completed three semesters of college courses and be a major or minor in psychology. *President: Brynn Oliver*

Sigma Delta Pi (Spanish)

Requirements for membership in the National Collegiate Hispanic Honor Society, are completion of at least six semester hours in the 300 level of Spanish at Meredith or the equivalent (including at least three semester hours in a 300 level literature course) with a minimum GPA of 3.0 in these classes, rank in the upper 35 percent of the student’s respective class, and completion of at least three semesters of the college career. *Advisor: Dr. Astrid Billat*

Sigma Tau Delta (English)

The National English Honor Society, this organization recognizes English majors and minors for their academic achievements in the English language and literature. The Alpha Iota Rho chapter was established at Meredith in the spring of 2000. To be eligible, students must have declared their English major or minor and completed at least three semesters of coursework while maintaining a GPA of 3.0 or better in their English courses, and rank in the top 35 percent of their class. Inductions are held in the spring semester. *President: TBA; Advisor: Dr. Kelly Roberts*

Silver Shield (Leadership)

Meredith’s own leadership honor society recognizes junior and senior students who promote by example and precept a well-rounded student life, an understanding between faculty and students, a high standard of honor and cooperation in the student body, the ideals and traditions of Meredith, and commitment to the honor system. Members are selected from the rising and present senior classes by members of the organization and the faculty. The selection is made on the basis of constructive leadership, honor, service to the school, and scholarship. *President: Freya Dahlgren*

Theta Alpha Kappa (Religion)

The national honor society for the academic study of religion, this organization promotes and recognizes excellence in the academic study of religion; promotes student research in the field; and provides a forum for the exchange of shared interests. *President: TBA*

Intercollegiate Athletics

Meredith offers opportunities for participation on ten intercollegiate teams: basketball, cross-country, field hockey, golf, lacrosse, soccer, softball, tennis, track and field, and volleyball. Fall sports, cross-country, field hockey, soccer and volleyball, begin practice the week prior to the first day of classes. Tennis practice begins after classes start and includes a short fall schedule of competition, with the official season in the spring. Basketball and indoor track compete during the winter season. Softball, lacrosse, tennis, and outdoor track are offered in the spring. Students who wish to participate in one or more sports are encouraged to confer with coaches for consideration. Students also have the option of participating as team managers and event staff.

For contact information of individual coaches, visit the Avenging Angels [website](#) or Dr. Shannon Yates, Athletics Director, at 919-760-8104.

Religious Organizations

Many opportunities for worship, conversation, “hands-on” ministry, lectures, retreats, conferences, and more are available to the Meredith community. Students interested in forming a campus religious organization or club must submit the appropriate documents to the SGA Senate for consideration for approval.

Cru

Cru communicates the truth of Jesus Christ and the gospel in a sensitive, relevant manner to students on campus. It provides opportunities for students to grow, through Bible studies, conferences, retreats, socials, community events, and opportunities to be involved in local, international, and intercultural mission work, in order to be equipped for a lifetime of Christian service. Cru encourages an atmosphere of prayer for students and faculty. *President: Savannah Stainback*

Delight Ministries at Meredith

Delight is a place to be fully known, loved, and challenged. We believe in a community that carries each other’s burdens and celebrates the victories. We intentionally look for new, innovative, and effective ways of doing ministry. *President: Ellie Osborne*

Fellowship of Christian Athletes (FCA)

The purpose of FCA is to provide a campus ministry that is geared toward helping athletes, coaches, and those whom they influence to learn more about Jesus Christ and serving Him. Our vision is to see our campus and world impacted for Jesus Christ through the influence of coaches and athletes. *President: TBA*

Student Opportunities

Hosea College

Hosea College is an organization affiliated with Hosea Church, a non-denominational church in Raleigh, NC. The purpose of this student organization is to encourage a genuine love for Christ by connecting relationally with students and helping them grow alongside one another in a challenging and meaningful way. We will carry out this purpose by engaging with students at Meredith through both small and large group gatherings. *President: Kendall Johnson*

InterVarsity Christian Fellowship

The purpose of this organization is to establish and advance witnessing communities of students, staff, and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purpose in the world. *President: Claire Brent*

Muslim Student Association (MSA)

MSA is a student-run organization; membership is open to anyone who is interested in joining. The purpose of MSA is to serve the best interest of Islam and Muslims at Meredith College. MSA promotes friendship and understanding between Muslim students and the non-Muslim Meredith community, shares knowledge and practices of Islam, serves as a support group for Muslim students in the community, and conducts social, cultural, educational and religious activities on behalf of and for its members and the Meredith community at large. *President: Aiman Jamadar*

Reformed University Fellowship (RUF)

RUF is a campus ministry of the Presbyterian Church in America (PCA). RUF seeks to serve the individuals at Meredith College from Presbyterian backgrounds while also welcoming and serving any individual at Meredith College who would like to be a part of our community regardless of their faith background. RUF exists to serve the students of Meredith College and in the Raleigh area by equipping them to grow in their faith and their love for Jesus as well as equipping them to serve the specific campus of which they are a part. Large Group meetings are held on Tuesday evenings at 7:30 p.m. at N.C. State University. Small group meetings are held in various locations on Meredith's campus throughout the week. All are welcome. *President: Gracie Holland*

Summit College

The purpose of Summit College is to be a diverse group of Christian students, staff, and associate members who are committed to serving the Meredith College campus by helping people in their relationship with Jesus Christ and providing them with training for victorious Christian living, leadership and excellence; introducing its members to a local church family and other missions or ministry opportunities; making a positive impact on the Meredith College campus by developing students, equipped with biblical solutions to contemporary problems, to serve every facet of the Meredith College community and ultimately the world; sharing a knowledge of life in Christ Jesus with the Meredith College community; providing community service opportunities to serve the local community; serving as a support for Christian students who may be struggling or in need of support with living for Christ within a non-Christian

environment and providing tutoring and mentorship to students to help them fulfill their purpose in life (i.e. academics/vocation, relationships, and spiritual walk). *President: Tamara Bomparte*

Performing Arts: Dance and Theatre Companies

DanceWorks

The Dance Program's spring concert, DanceWorks, is open to all Meredith students to choreograph and perform any genre of dance. Student choreographers hold auditions, rehearse weekly, and participate in a series of faculty-guided showings and adjudications throughout the semester. Faculty and guest artists create work in repertory classes that are open to all Meredith students. Students register for DAN 461 or 462 to participate. *Contact Carol Finley (finleyc@meredith.edu) or visit our [website](#) for further information.*

Extra Theatre Company (ETC)

ETC is a student-run organization that focuses on producing independent and new work. Past productions have included stage readings, an annual production of The Vagina Monologues, variety shows and full 24 length plays. Membership is open to students from any major. *For more information, follow @mcextratheatrecompany on Instagram.*

F.I.R.E. (Fierce, International, Rhythmic Expression)

F.I.R.E. is a student-led campus organization dedicated to teaching, learning, and performing dance styles from around the world. Weekly classes are open to the community and students perform in DanceWorks.

Meredith Angels Dance Team (MADT)

MADT is a student-led dance team in performative jazz that performs at Meredith Avenging Angels basketball games.

Meredith College Dance Crew (MCDC)

MCDC is a student-led campus organization that creates, rehearses, and performs hip hop routines for Meredith Avenging Angels basketball games and Dance Program concerts.

Meredith Dance Theatre (MDT)

Meredith Dance Theatre is a faculty-directed contemporary modern dance company. Students take company class twice per week in fall and spring; participate in guest artist residencies; produce a full concert each November; and travel to an American College Dance Association conference each Spring. Participation in MDT is by auditions held in April, August, and November each academic year. *Contact Carol Finley (finleyc@meredith.edu) or visit our [website](#) for further information.*

Meredith Ensemble Theatre (MET)

MET offers a season of theatre to Raleigh and the campus community. This performance series serves as the principle laboratory experience for students majoring in theatre. Volunteers also come from other majors, staff, faculty, and friends of the College. Extensive theatre experience is not required to work with MET, but plan to work hard, make friends, learn, and have fun.

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Actors, singers, and dancers come to open auditions for mainstage productions. Backstage production staff can stage manage or help with sets, properties, costumes and makeup, lighting and sound, the box office, or publicity. You may choose to receive credit for your involvement associated with productions by registering for a theatre practicum. *To see more information about the theatre faculty click this [link](#) for more details.*

Meredith Improv

Meredith Improv is a student-led group that practices movement improvisation together, performing in found spaces all over (and beyond!) campus. *Contact Carol Finley (finleyc@meredith.edu) or visit our [website](#) for further information.*

Meredith Jazz and Tap Company

A student-directed performance group for jazz and tap genres that performs a full show each year and participates in DanceWorks and other campus activities. Auditions are held each fall during the first week of classes. *Contact Carol Finley (finleyc@meredith.edu) or visit our [website](#) for further information.*

Performing Arts: Music Ensembles

Encore!

Encore! is a small group of singers that performs a wide variety of repertoire. Performances include concerts, dinners, club meetings and other requests made by the campus and community. Membership by audition. One credit hour.

Flutastix

Flutastix is a flute ensemble which, working collaboratively with Raleigh Area Flute Association, performs a recital each semester, in the annual Winterfest concert, and for special events on campus. Membership is by audition and is open to music majors and non-majors alike. One credit hour.

Handbell Ensemble

Handbell ensemble is open to all students, with or without prior experience. There are two ensembles, one for beginners and one for players with previous handbell experience. One credit hour.

Meredith Chorale

The Meredith Chorale is a prestigious touring choral group that represents Meredith on an annual tour and on many other occasions in churches, schools, and concert halls. In addition, the Chorale sings for many major campus events. Membership is by audition, and is open to music majors and non-majors. A year-long commitment to the group is expected. One credit hour.

Meredith Chorus

The Meredith Chorus is a large choral ensemble, open to all students who enjoy singing. It performs frequently—in chapel, in the annual Winterfest concert, off campus for both church

services and concerts, and at other campus events. Membership is open, without an audition, to all interested students. All are welcome. One credit hour.

Meredith Opera Workshop

This ensemble works on opera and music theatre songs and scenes, with a final performance at the end of the term. Open to all singers who want to work on character development, ensemble acting, and role development. One credit hour.

Meredith Sinfonietta

Students who play instruments are encouraged to audition for the Meredith Sinfonietta, which rehearses regularly and performs frequently on campus and in the community. In addition, students may participate in community orchestras such as the Raleigh Symphony Orchestra. Membership is open to music majors and non-majors. One credit hour.

Octavia

Octavia is a piano ensemble that performs a wide variety of music for four hands on one piano, eight hands on two pianos, and even eight hands on one piano. Octavia performs a recital each semester, in the Winterfest concert, and in special events throughout the year. Membership is by audition and is open to music majors and non-majors. One credit hour.

Percussion Ensemble

Percussion Ensemble is a new ensemble which utilizes the various talents of numerous percussionists. It is open to majors and non-majors. One credit hour.

Publications

Meredith College students publish *The Meredith Herald*, a weekly newspaper; *The Colton Review*, an annual arts and literary journal; and *Oak Leaves*, an annual yearbook. Student editors and their staff, supported by college funding and guidance of faculty advisors, take full responsibility for editing and producing these publications. *The Meredith Herald* and *Oak Leaves* supplement their budgets with the proceeds of other approved fundraising activities. The staff of each publication is further guided by a constitution approved by the Student Government Association (SGA) Senate.

Student publications operate with full editorial independence, free from prior approval of copy. Their endeavors, however, take place within the context of the Meredith community and with an awareness of the college's mission. Editorial staff maintain professional standards of journalistic integrity, social responsibility and ethics. They obey copyright laws. The College itself assumes no responsibility for the content of student publications.

***The Colton Review* (A Journal of Art and Literature)**

The Colton Review is the student literary magazine and includes poetry, prose, and art. Published once yearly and distributed free of charge, *The Colton Review* accepts literature and art submissions from students, faculty, and staff. Work is juried and only the strongest entries are published. *Co-Editors: Tamara Bomparte and Sarah Page*

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The Meredith Herald

The Meredith Herald, the student newspaper, is both a vehicle for keeping the community informed and a permanent record of events that take place at Meredith. Members of the Meredith community can contribute to *The Herald* by becoming a member of the staff, writing letters to the editor, submitting editorials or becoming a cartoonist, photographer or graphic designer. As readers and as contributors, all members of the Meredith community have the ability to contribute to the success of the paper. *Editor-in-Chief: Shae-Lynn Henderson*

Oak Leaves

The college yearbook, *Oak Leaves*, strives to capture the best memories of each year at Meredith. *Oak Leaves* shows the college campus, the academic departments and faculty, the administrative staff, the classes and their special events, the campus organizations, and the athletic and social programs offered each year. Yearbooks of the previous year are provided during the fall semester of each academic year to all full-time students. Students who are not full-time both semesters may pay for a yearbook. Seniors must request to have their yearbook mailed to them the fall semester following graduation or pick it up at the College before the fall semester ends. Photographers are scheduled by the yearbook staff to photograph students for the class sections; it is the student's responsibility to make an appointment, have the appropriate photograph made, and provide any additional information needed. *Editor-in-Chief: Layla Davenport*

Service Organizations

Angels United

Angels United empowers girls and women locally and abroad. The group raises awareness about topics such as poverty, sexual assault, human trafficking, and girls' education in the developing world. The group focuses on educating the campus and community, learning about the work of effective nonprofits and hands-on experience. *President: Hadleigh Johns*

Student Government Association

As early as 1905, Meredith took an important step forward when it introduced student government, apparently the first college in the state to do so, and one of the first in the South (Mary Lynch Johnson, *A History of Meredith College*). Since that time, Meredith students have held an integral role in the shaping of the policies, philosophy, and tradition of the college.

Executive, legislative, and judicial branches comprise the basic structure of the current Student Government Association, with numerous boards and committees completing the structure.

The purpose of the association shall be to promote, in cooperation with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison with students, alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student

grievances; and to encourage students to become active participants in self-governance. See the Constitution of the Student Government Association and By-Laws for detailed information.

All Meredith undergraduate students are members of the Student Government Association and are encouraged to become involved in all its functions. Student involvement is crucial to the effective governance of the campus and vital to the educational process of each student. Each student has a voice in this government through participation in the election of officers, interaction with their class representatives on each branch of the government, self-involvement in the various branches, and an open communication policy with student government officers. Opportunities for student leadership and involvement are open to all students through campus elections and membership on numerous boards and committees.

The elections schedule is available through the Office of Student Leadership and Service, and detailed information about positions and elections is included in the [Constitution of the Student Government Association and By-Laws](#).

The SGA office is located on the second floor of the Cate Center; the email address is: sga@email.meredith.edu.

SGA Boards and Branches

Executive Board: Serves as the coordinating body of all branches of the Student Government Association and is made up of the president; vice president; treasurer/student activities fee committee chair; secretary; freshman member-at-large; advisor; and the chairs/presidents of the Senate; Student Life Committee; Elections Board; Association of Meredith Commuters; Honor Council; Residents Housing Association; WINGS, and Diversity, Equity, Inclusion, and Belonging Board. *President: Mary Grace Teachey*

Association of Meredith Commuters: Serves as a liaison between commuter students and the on-campus community. Provides an opportunity to address commuter concerns needed during association meetings. Several organizations have commuter representatives to address concerns and serve as advocates for commuter students. Informs commuter students of campus-wide functions and builds the commuter student community through programmed 3 activities and services. All commuter students are members and are encouraged to attend meetings and events and participate in activities. *President: Machaela Murrell*

Diversity, Equity, Inclusion, & Belonging Board: Ensures that diversity, equity, inclusion, and belonging are priorities for the Meredith student body. Chair: Ella Cannon

Elections Board: Advertises, organizes, and facilitates class and campus wide elections in both the fall and spring. The board is comprised of elected representatives from each class, AMC, and WINGS. *Chair: Sophia Bogan*

Honor Council: Serves as the head of the judicial body of student government. Fosters and protects the community environment, both socially and academically, and promotes personal

Student Opportunities

integrity and responsibility in each student. The Review Board and Residence Hearings Committee are also branches of the Honor System. *Chair: Denley Sweeney*

Residents Housing Association: Provides the opportunity for resident students to discuss problems, policies, and procedures. The Residents Housing Association is composed of an executive committee, members and all residents living in an on campus residence hall. Residence directors attend as resource persons and serve as advisors to each residence hall president. The executive committee consists of the chair of the association, the vice-chair, the secretary, the treasurer, and the other appointed officers. RHA assists the residence life staff in the creation of a positive living experience and environment for all resident students through governance, programming, and community development. *Chair: Mallory Nobles*

Senate: The Senate recommends changes in the SGA constitution and in the regulations of the Student Government Association, reviews and approves present and proposed organizational constitutions, and approves or rejects legislation/regulation changes to some policies governing students. *Chair: Ellie Osborne*

Student Activities Fee Committee: The Student Activities Fee Committee oversees the Student Activities Fee fund to the inclusiveness and benefit of the Meredith community. *Chair: Josey Mulveny*

Student Life Committee: The Student Life Committee studies the concerns and well-being of the Meredith College community. Any student may bring a campus concern to the Student Life Committee. *Chair: Alysia Rosenzweig*

WINGS: Represents adult students seeking an undergraduate degree at Meredith College. They may be commuters or they may live on campus. The greatest populations of nontraditional students are 23 years old and greater but non-traditional students also may include younger students who are married or have children. The organization's purpose is to provide information, fellowship, support and leadership opportunities for all non-traditional students as well as to serve as a liaison between non-traditional students and the campus community. *President: Breanna Bivens*

Traditions and Annual Events

- Alice in Wonderland
- Awards Presentations
- Bathtub Ring
- Big-Little Program
- Celebrating Student Achievement
- Class Colors
- Class Day Activities
- Class Events and Activities
- Class Ring
- College Colors
- College Flower
- Cornhuskin'
- Crook Hunt
- Founders' Week
- Meredith Mascot
- The Oddballs

Alice in Wonderland

Once every four years since 1924, the faculty and staff perform Lewis Carroll's *Alice in Wonderland* for the students. Students are hard-pressed to identify their elaborately costumed instructors who act out this literary fantasy. The next performances are scheduled for February 2024 and are open to students only. These performances will mark the 100th year of *Alice in Wonderland* at Meredith College.

Awards Presentations

Each year as the spring semester comes to a close, Meredith celebrates the achievements of its outstanding students at an annual Academic and Leadership Awards program. College-wide academic and leadership awards are presented.

In addition, many departments and schools host awards ceremonies scheduled during the second semester. A number of those events, as well as the Undergraduate Research Conference, are held on a day of Celebrating Student Achievement, a tradition begun in 2003 through the collaboration of the Divisions of Academic and College Programs.

Bathtub Ring

Three members of the Class of 1970, Betty King, Ayn Sullivan, and Peggy Timmerman, founded The Bathtub Ring singing group in the spring of 1968 and first performed for Phi Luau during Rush Week. Their blend of rebellion against and honoring of Meredith traditions has made The Bathtub Ring a perennial favorite at Cornhuskin' and other campus events. Membership is by audition, and selections are made by the graduating Bathtub Ring members of their little even-year class.

Big-Little Program

The Big-Little Program forms mentoring relationships that help students adjust to college life. New students may opt to participate in the program and be assigned a Big until the Big student graduates. Program enrollment is rolling, though enrollment primarily occurs at the beginning of each semester. Students who enroll at the beginning of the fall semester receive their matched pair announcement on Big/Little Share Day during the second week of classes. Throughout the year, paired classes participate in events such as ice cream socials, pizza parties, and class serenades.

Celebrating Student Achievement

Typically held in early to mid-April, this day recognizes undergraduate research, leadership and academic awards, music and art performances, and a variety of other forms of achievement. Families are invited to join in the celebration. Students do not have regular classes on this day as it is designated to celebrate all types of student achievement across the college.

Class Colors

The colors of all odd classes are blue and white until their junior year when they adopt rainbow colors. Even class colors are green and white. Leap year classes' colors are purple and gold.

Class Day Activities

Sophomores honor the members of the senior class (the Big class) and the seniors highlight their college years on the day before graduation. Members of the sophomore class spend the morning constructing two 100-foot daisy chains to be used for the afternoon's Class Day exercises. The white-clad sophomores hold two daisy chains and singers sing the Daisy Chain Song as the seniors walk past the chains. Class historians recall and depict key events of the graduating class' four years at Meredith. The sophomore and alumnae sibling classes sing traditional songs to the seniors. During even years, sticks and stones are presented to the sophomores; during odd years, they receive wishbones. At the conclusion of Class Day, the chains form the class numerals of the graduating class, and the seniors form a circle and celebrate with their classmates.

Class Events and Activities

Each class participates in a variety of annual events.

- Senior events include a senior appreciation event, a celebration night of the days remaining until graduation based on the class' graduation year, a senior family night, a Baccalaureate service, and Class Day, the day before the commencement ceremonies. Seniors also have the privilege of painting the tunnel below Wade Avenue each year.

- The junior class sponsors a Ring Week and a Ring Dinner. At the dinner, juniors celebrate the wearing of their class rings and the accomplishment of being halfway through their degrees.
- The sophomores sponsor a Guardian Angel Dance in the fall and Tea for Two in the Spring, both an opportunity to honor their mentors/role models. The sophomore class also hosts Charming Evening, often referred colloquially to as the bling before the ring—the piece of jewelry the class shares before receiving their class ring as a junior. Sophomores also participate in Class Day.
- Freshmen participate in the Fire and Water Dinner in April, an evening for first-year students to celebrate and reflect on a successful transition to college.

Class Ring

The Meredith Class Ring was designed in 1953 by a committee including students Jean Dula Fletcher, Ann Lovell, and Mary Jon Gerald Roach. The ring is an oval onyx ring surrounded by silver or gold with the Meredith seal engraved on the onyx and oak leaves impressed on the band. As undergraduates, students wear the ring on their fingers with the seal pointing toward them. At graduation they turn the ring around so that the seal faces the world. Degree-seeking undergraduate students who have completed 60 hours of coursework (typically by the first semester of the junior year) are eligible to purchase the ring. Sales are coordinated by the Meredith College Alumnae Office.

College Colors

The Meredith College official colors are maroon and white.

College Flower

The Meredith College official flower is the iris. Loleta Kenan Powell, '41, developed the Meredith Hues iris planted around the Elizabeth Triplett Beam Fountain Plaza, near the Cate Center, near the Alumnae House, and at other locations around campus.

Cornhuskin'

In the fall each class presents for competition a series of productions including skits, songs, and dances, all of which are related thematically. The four classes are judged on these performances as well as on other related activities such as participation in the Cornhuskin' service project. The Meredith Pride Spirit Stick is given by MRA to the most spirited class. Additional activities scheduled throughout the week typically include a theme reveal, a parade, and more! Cornhuskin' is sponsored by the Meredith Recreation Association (MRA) and usually occurs during the first week in November. Cornhuskin' rules are available during the semester that the event is held on the Office of Student Leadership and Service MyMeredith page.

Crook Hunt

Each spring the seniors hide a wooden crook from the juniors. The juniors, aided by enigmatic clues, spend a week searching the campus for this stick and very rarely find it. If the crook is found, it is brought into Class Day with a black ribbon. If it is not found, the crook is brought into Class Day with a ribbon of the Senior Class colors. Crook Hunt rules are available in the Office of Student Leadership and Service. The event began in 1906 when the crook was presented by an instructor to the seniors. This elaborate hide-and-seek has been staged annually since it was revived in 1929.

Founders' Week

Each year, a week is set aside for Meredith to honor its founding on February 27, 1891. Founders' Week often is marked by activities that celebrate the history of the College. The College's name was changed in 1910 from Baptist University for Women (Baptist Female University, 1891–1905) to honor Thomas Meredith's work in the founding of the College.

Meredith Mascot

During the fall semester of 2007, the College launched the Avenging Angels as the official Meredith College mascot.

The Oddballs

The Oddballs is a spirit group of four very enthusiastic students in an odd class. To be an Oddball, a student must be a member of an odd class and audition at the end of their sophomore year. Upon being selected as an Oddball member, a student will be inducted into Oddball status at the following Class Day, held the day before graduation. The Oddballs entertain by doing cheers and amusing activities at special events.

Security, Safety, and Emergency Procedures

- Security: A Shared Responsibility
- Access to Apartments
- Access to Residence Halls
- Building Hours
- Campus Closing Hours
- Campus Emergency Procedures
- Emergency Notification Systems
- Emergency Medical Procedures
- Fire Emergency Procedures
- Missing Student Notification Policy
- Personal Property
- Shelter-in-Place Procedures
- Weather Emergencies
- Wildlife

Security: A Shared Responsibility

Safety and security is a top priority at Meredith College. It is a shared responsibility of each student, faculty, and staff member to be diligent about the safety and security of themselves and of others in the community. To increase personal safety and security, students are advised to take the following precautions:

- Be aware of your surroundings. Avoid dark areas and non-populated areas. Be vigilant. Look for and immediately report suspicious activity to Campus Police.
- Avoid walking alone to and from the outer parking lots after dark. Call for a Campus Police escort, when appropriate.
- Travel with a companion whenever possible.
- Resident students should keep their doors locked while not in their rooms.
- Lock doors to cars, residence hall rooms, etc. Close and lock ground level windows. Do not leave the outer doors to residence halls or apartments propped open.
- If you decide to go out alone with a casual acquaintance, make sure to know that person's identity. You should also tell a friend where you are going, who will be accompanying you and when you are expected to return.
- Avoid parties where drugs or excessive use of alcohol is obvious.
- Set limits and communicate them clearly. Understand your right to say "No!" at any time and have that decision respected and maintained.

Access to Apartments

The Oaks apartment building main doors will be open for resident and guest access. Exterior doors and interior hall doors will be locked 24-hours a day and can be accessed by an apartment resident using a CamCard. CamCards must not be given to another person for use.

Access to Residence Halls

In an effort to provide as secure a living environment as possible, all residence halls are locked 24 hours a day. Students access the building through specially-equipped doors using their CamCards. Students must exercise utmost care to protect their CamCards and immediately report any lost or stolen card to the CamCard office. Students pulling on doors in order to gain entry and breaking the lock will be subject to judicial action. Check the College calendar for special lockup times related to holidays. CamCards must not be given to another person for use.

Building Hours

Residence halls are locked 24 hours daily. Access is by Meredith CamCard at specified doors. Students may only enter via doors with CamCard readers. They may exit through any building door. Check the College calendar for special lockup times related to holidays.

All campus classroom buildings are normally opened at 7:00 a.m. and locked at 11:00 p.m., during school sessions. Students may remain in classroom buildings after 11:00 p.m. only if:

- The student has a Meredith ID in her/his possession;
- Reports her/his specific location to Campus Police, 919-760-8888 (or extension 8888 from a campus phone); and
- Is accompanied by another Meredith student (with ID), who is within sight at all times. All students are encouraged to work with a partner anytime they are in a classroom building after dark.
- It is the student's responsibility to ensure that any door that is exited locks behind the student.

This schedule applies only during the regular academic calendar (holidays excluded) and does not include the library. Check at those locations for current hours.

Johnson Hall is open by 7:00 a.m. and locked most evenings at 6:00 p.m.

Campus Closing Hours

Campus closing hours are 1:00 a.m. Sunday through Thursday, and 2:00 a.m. Friday and Saturday. As an additional security measure, Meredith is closed to the public at 11:00 p.m. daily. After 11:00 p.m., all cars entering campus must stop at the gatehouse on Main Campus Drive. All persons, including residents of The Oaks apartments, must be acknowledged by the officer before proceeding. Only persons with justifiable reasons may continue onto campus.

Campus Gates

The Campus Police gatehouse is equipped with electronic gate arms and a license plate reader camera. The gate arms allow Campus Police staff to control all inbound and outbound traffic in and out of campus as well as shut down all vehicle traffic in times of emergencies. A license plate reader camera records license plates of all vehicles entering campus 24/7.

The Faircloth Street gate is locked nightly at 11:00 p.m. and opened at 6:00 a.m. During holidays and other specified times, the Faircloth Gate may be locked earlier in the day or remain locked all day

The Wade pedestrian gate is locked at 10:00 p.m. and opened at 5:30 a.m. During holidays and other specified times, the Wade Gate may be locked earlier in the day or remain locked all day.

The Greenway Gates are open from dawn to dusk. When the Greenway Gates are locked, the Greenway is officially closed. All patrons must exit immediately.

Entering Campus After Closing Hours

Student who live on campus and commuters entering campus after 11:00 p.m. must check in at the gatehouse on on Main Campus Drive:

- Meredith students must present Meredith ID, driver's license, or other proper identification to security at the gate house. Students are encouraged to never leave campus without their Meredith ID. Any student returning to campus after hours without a Meredith ID will be fined \$10.
- Persons other than Meredith students must present a drivers' license or other proper identification, which will be retained by campus police when they leave campus. No one will be allowed to enter campus without proper identification.
- Cars should proceed to the appropriate designated campus location. If uncertain, ask the Campus Police/Security officer at the gatehouse.
 - If the driver is a Meredith student, the student proceeds to a designated student parking lot.
 - Drivers who are not Meredith students, and are dropping off a Meredith student, proceed to the nearest drop-off point for the residence of the Meredith student(s); drop off passenger(s); return immediately to the gatehouse to reclaim ID; and exit campus.
- Meredith student(s) then proceed(s) to the entry door of the residence hall. Students are encouraged not to linger outdoors alone after 11:00 p.m.

Note: Any student returning to campus after hours without a Meredith ID will be fined \$10. A student will have 72 hours in which to appeal the fine with Campus Police before the charge is forwarded to the Accounting Office.

Campus Emergency Procedures

Campus emergency plans are posted on the emergency planning website at <https://www.meredith.edu/emergency-planning/emergency-procedures/> and campus police website at http://www.meredith.edu/on_campus_services/campus_police The College's Incident Management Team annually reviews campus emergency plans and procedures.

Emergency Notification Systems

Meredith College has several methods of notifying students, faculty and staff in the event of an emergency.

Note: Any notifications related to COVID-19 or other medical epidemic or pandemic situations impacting day-to-day operations on campus will be posted on the College's Staying Strong web site.

Emergency Notification through Voicemail, Email, and Text Messaging

MC Alert allows Meredith to quickly convey time-sensitive information. MC Alert messages will be sent out for campus emergencies as well as college closings and delays. With MC Alert, Meredith can schedule, send, and track voicemail, email, and text messages for all members of the campus community who have registered with MC Alert. Students are strongly encouraged to register for MC Alert: http://www.meredith.edu/about_meredith/emergency_planning/mc_alert

These messages are sent via four different modes of communication:

- Voice messages to home, work and/or cell phones
- Text messages to cell phones and other text-based devices
- Written messages to email accounts
- Messages to receiving devices for the hearing impaired.

MC Alert Opt-In for Accessibility Barriers

To improve communication about campus accessibility, we are expanding the use of [MC Alert, our Emergency Notification System](#), to send text and voice messages to subscribers during business hours about known accessibility barriers.

You can opt-in to the accessibility notifications when you sign up for MC Alert or add this new list if you have already registered in the past.

Go to <https://mcis.meredith.edu> and complete the following steps:

1. Log in using your net ID and password
2. In the left-hand menu, click on MC
3. Scroll down and click on MCAAlert
4. Check the accessibility opt-in notifications box
5. Hit submit

Campus Alarm Warning System

Meredith has a siren warning system that allows the College to issue 60-second audible warnings for incidents involving safety and security issues. This system has both alarm and voice warning capability. When the campus siren is activated, individuals should move to the closest safe and secure location. Please refer to the Shelter in Place Procedures section or http://www.meredith.edu/about_meredith/emergency_planning/emergency_procedures/lockdown_procedures/ for more information.

Emergency Medical Procedures

In the event of an on-campus medical emergency, the campus community should contact Wake EMS by dialing 9-911 from a campus phone or 911 from any other phone and then contact Campus Police by dialing 8888 from a campus phone or 919-760-8888 from any other phone.

In the event of any other on-campus emergency, the campus community should contact Campus Police by dialing 8888 from a campus phone or 919-760-8888 from any other phone.

Resident students should also call the Resident Director (RD) on Duty at 919-612-6350.

Meredith College will follow the recommendations of EMS in decisions about transporting students to the hospital. The person receiving the services of EMS will be responsible for all fees charged for EMS services not covered by insurance.

Fire Emergency Procedures

In Case of Fire

If YOU discover a fire:

- Activate the nearest alarm.
- Get out of the building immediately if fire is threatening.
- Call 911.
- Alert Campus Police at 919-760-8888 or 8888 from a campus phone. Also alert the residence director for a residence hall fire or apartment manager for an apartment fire.
- If it is a small fire, use a fire extinguisher.
- If it is a large fire, exit the building.
- Before leaving a room, check the doorknob to see if it is hot. If hot, do not open; go to the window and wait for the firefighters to rescue. Do not try to jump or climb down. (With the door closed, you are not in immediate danger).
- If smoke is beginning to fill the hallway as you evacuate, grab something to help filter the smoke. If you get caught in heavy smoke, crawl to the nearest exit. If fire blocks your nearest exit, go immediately to the next closest exit.
- If evacuating a residence hall, meet the resident assistant at the evacuation meeting point; if evacuating the apartment building, meet a staff person outside the building at the designated meeting point.

Note: It is against the law to activate a fire alarm when there is no fire. Do not activate the fire alarm without reasonable cause to do so. Pranks and jokes will not be tolerated.

During a Fire Alarm

All students must:

- Treat every alarm as if it is a real fire
- Turn off all lights except overhead.
- Close the door if last one out.

Security, Safety, and Emergency Procedures

- Walk rapidly (do not run) out of the building. The first person to reach the door should hold it open for others.
- When evacuating a residence hall, meet the RA at the designated evacuation meeting place. If evacuating the apartment building, meet a staff person outside the building at the designated meeting point.
- Wait to return for the “all-clear signal” from a person in authority to return.

Fire Alarm/Fire Drill Responsible Roles

Individuals with responsibility for the safety of students and buildings follow specific procedures during fires drills and fire alarm actuation. Residence students should avoid interfering with these procedures.

Apartment Residents

- Students residing in on-campus apartments will receive specific fire safety information from The Oaks staff.

Resident Assistants:

- Move quickly to the evacuation meeting point.
- Receive reports from fire marshals and account for all students on the hall using hall roster.
- Report to the residence director evacuation times and problems (in real fire, i.e., the possibility of students still in building, etc.).
- Remain at the assigned position until instructed to return to the residence hall.

Residents Housing Association:

- Coordinates checking of fire alarm equipment with the director of residence life, campus police, and facilities services during the first week of school.
- Designates the date and time for the drill and announces it at the regular meeting of the RHA Executive Board.
- Informs security and RD on duty prior to the fire drill.
- Informs the director of residence life of the fire drill.
- Coordinate with Disability Services to alert students or ESAs in advance.
- Designates outside evacuation meeting places for each hall to line up in single-file line.

Fire Marshal:

- Check rooms to make sure all students are out and make note of any locked doors.
- Knock on locked doors or closed doors.
- Close windows and turn off overhead lights in each room.
- Close doors to each room.
- Go directly to the resident assistant and report when all rooms are clear.

Chief Fire Marshal:

- Records the time of each residence hall's departure.
- Receives reports from the residence hall presidents regarding evacuation after the fire drill.
- Keeps careful records of all fire drills and forwards copies of these records to the director of residence life.

Fire Alarm System Policies

Students should be aware that it is against the law to activate a fire alarm when there is no fire. It is also against the law to tamper with fire safety equipment, including automatic door closure hardware.

Fire Drill Policy

Fire drills are held once per semester for the safety of all students. Any student who does not leave the residence hall or apartment during a fire drill will be subject to a maximum penalty of \$50. Repeated failure to cooperate in the fire drill procedures will result in judicial action. All students must evacuate in three (3) minutes or less for the drill to be successful. The Oaks on-campus apartments must evacuate within five (5) minutes.

Missing Student Notification Policy

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, he or she should immediately notify Meredith College Campus Police at 919-760- 8888 (extension 8888 from a campus phone). Campus Police, in conjunction with College Programs staff (Residence Life staff, Dean of Students, etc.), will initiate an investigation including the following:

- Conduct a welfare check in the student's on-campus residence.
- Attempt to contact the missing student via phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

In the event a student under 18 years of age and not emancipated, Meredith College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, Meredith College will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student's missing person contacts no later than 24 hours after the student has been determined to be missing. If a confidential missing person contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student's parents or legal guardians, in addition to notifying any additional contact person designated by the student. If the

Security, Safety, and Emergency Procedures

investigation indicates that a student is missing, Campus Police will file a Missing Person's Report with the Raleigh Police Department.

In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at 919-760- 8633. A student's confidential contact information will be registered confidentially and this information will be accessible only by authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation as appropriate.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Meredith College will inform the Raleigh Police Department that the student is missing within 24 hours.

Personal Property

Students who experience theft or loss of personal property should alert campus police as soon as possible. Meredith is not responsible for damage, loss or theft of personal property of students. Students and their families are encouraged to make sure that all insurance policies are current, including those that cover vehicles or residence hall/apartment property. If a student has evidence that another student is responsible for theft or damage to another's personal property, the student should alert campus police and the solicitor general of the Honor Council.

Shelter-in-Place Procedures

The purpose of an emergency shelter-in-place alert on campus is to limit human exposure to an apparent life-threatening, hostile or hazardous situation. A shelter-in-place alert is necessary in situations where there is reason to believe that exiting a sheltered area will expose individuals to greater danger than remaining in place.

The primary authority to initiate a shelter-in-place order will be Campus Police. Should the situation warrant it, all faculty and staff have the authority to initiate an emergency shelter-in-place alert.

Situations where an emergency shelter-in-place order may be warranted include but are not limited to:

- Observing an armed intruder or shooter,
- A serious crime being committed in close proximity to campus, or

- Any situation where exposure to outside hazards may endanger staff, faculty, students and/or visitors.

Anyone observing any one of these situations should immediately call Campus Police at 919-760-8888 (extension 8888, from any campus phone) and be prepared to answer detailed questions to describe the location and description of the perpetrator or event. (See Initial Action/Reporting Procedures below.)

The Meredith Campus Community will be notified through [MC Alert](#), our campus emergency notification system. In addition, individuals may be told by Campus Police personnel and/or Staff to go into lockdown, and encounter security personnel making their “lockdown rounds.” However, Campus Police personnel will be performing critical duties, locking buildings and communicating with other law enforcement agencies during the lockdown and may not be able to stop and provide individual directions. Therefore, it is important to know and follow the steps listed below. Should circumstances prevent the “Lockdown” of a particular building, the Campus Police personnel will take appropriate steps to secure the building.

If an intruder on campus is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact Meredith College Campus Police at 919-760-8888 (extension 8888, from any campus phone). Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

General instructions for individuals on campus during an emergency lockdown:

- Remain calm.
- Silence phones/devices. Be alert to MC Alert text messages.
- Do not sound the fire alarm to evacuate the building. People may be placed in harm’s way if they are attempting to evacuate the building. **If a fire alarm does go off during a lockdown, do not evacuate unless you detect smoke.**
- Do not gather in open areas or hallways. These ARE NOT areas of shelter.
- Stay away from windows and doors.
- Do not leave until police or security contact you to confirm it is safe; follow instructions from police or security.

Specific instructions will be based upon the crime or incident that is or has recently occurred. Individuals should follow instructions given by Campus Police or through MC Alert. Every person facing a dangerous situation must be prepared to take direct responsibility for his or her own personal safety and security. Students are encouraged to review actions to take in situations involving an active shooter: [What to do in case an active shooter or other violent situation occurs](#).

Hazardous Materials Incident: In case of a hazardous waste spill, the campus community may be asked to shelter-in-place. Specific instructions or containment procedures are to be given via

MC Alert based upon the specific hazardous materials-related incident that has occurred or is actively occurring.

Weather Emergencies

Hurricane Safety

Damage from hurricanes is not unheard of in central North Carolina. High winds can result in unsecured objects becoming potentially dangerous missiles and falling limbs can cause power outages. Excessive rain can cause flooding in low-lying areas. Unlike a tornado, a hurricane usually allows warning, and you can adequately prepare to evacuate or to take shelter and secure belongings. It is important that students:

- Keep cell phones and other devices charged; install an app for timely weather notifications. It's helpful to have a battery-operated radio available to listen to information regarding the storm in the event cell phone reception and power is interrupted..
- Unless otherwise instructed, stay inside the residence hall or apartment.
- Keep windows and doors closed during wind and rain events.
- Seek out residence hall staff for further instructions if conditions appear dangerous.
- Be prepared to move to upper or lower floors as directed.
- Cooperate with staff and Campus Police.

Snowstorm / Ice Safety

Use common sense when enjoying a snowfall, and consider your own safety and that of others.

- Stay away from windows and doors in the event of high winds and falling limbs.
- Do not attempt to drive to, away from, or on campus.
- Listen to the radio or TV or consult on-line media sources regarding the closing of classes. College delays and closings will also be communicated through the MC Alert notification system.
- In case of power failure, see your residence life or apartment staff for instructions.

Tornado Emergency Procedures

Campus police have weather alert radios that emit an audible signal if the national weather bureau has issued a warning for our immediate area. Staff members will sound the emergency siren for an alert. When the siren is activated, individuals should move indoors immediately. A tornado watch means tornados are possible. A tornado warning means that a tornado has been sighted in the warning area.

If a tornado watch is issued, prepare to protect yourself:

- Keep the radio or TV or online sources tuned to weather announcements and register with a local TV station to receive local weather alerts on your smart phone or other device.
- Keep a flashlight nearby in case the power goes out.
- Be alert for changes in the weather.
- Be prepared to move to a safe shelter.
- See your residence hall staff for further instructions.

If a tornado warning is issued, or if you see or hear a tornado coming, **DO NOT WAIT:**

- Proceed quickly and quietly to a first floor hallway, a safe area. THEN STAY INSIDE!
- Make sure all first floor doors are closed for safety.
- When in a safe area, crouch on your knees, head down, and cover your head with your arms.
- If unable to move to a hallway, move as far away from windows and outside doors as possible. Take shelter under a desk or any heavy furniture available.
- Stay away from windows and large glassed areas.
- Cooperate and accept direction from staff and campus police.
- See your residence hall staff for further instructions.

Know these tornado danger signs:

- Severe thunderstorm: thunder, lightning, hard rain, strong winds.
- Hail: bullets of ice from a dark, cloudy sky.
- Funnel: a dark, spinning rope or column from the sky to the ground.

Wildlife

If you live on campus, please keep your windows closed so that wildlife are not able to enter the building. Call Campus Police at 919-760-8888 (extension 8888, from any campus phone) if you see any wild animal inside a campus building. Do not approach the animal; Campus Police staff will take appropriate action.

Guide to Raleigh

- Raleigh Resources
- Museums in the Raleigh Area
- Parks in the Raleigh Area
- Stay Up to Date (email subscriptions, places to try, & more!)

Raleigh Resources

- [Downtown Raleigh Alliance](#)
- [The News & Observer: Entertainment](#)
- [Public Transportation](#): Bus fares have been suspended through June 30, 2024---free routes include all GoRaleigh, GoCary, GoDurham, and GoTriangle options. You do not need a bus pass to ride for free.
- [Visit Raleigh](#)

Museums in the Raleigh Area

- [CAM Raleigh](#)
- [City of Raleigh Museum \(COR Museum\)](#)
- [Gregg Museum of Art and Design](#)
- [NCMA \(North Carolina Museum of Art\)](#)
- [North Carolina Museum of History](#)
- [North Carolina Museum of Natural Sciences](#)

Parks in the Raleigh Area

- [Carl Alwin Schenk Memorial Forest](#)
- [Dorothea Dix Park](#)
- [Hemlock Bluffs Nature Preserve/Stevens Nature Center](#)
- [JC Raulston Arboretum at North Carolina State University](#)
- [Jordan Lake State Recreation Area](#)
- [Lake Johnson Park](#)
- [NCMA Museum Park](#)
- [Neuse River Greenway Trail](#)
- [Pullen Park](#)
- [Raleigh Municipal Rose Garden](#)
- [Robertson Millpond Preserve](#)
- [William B. Umstead State Park](#)
- [WRAL Azalea Gardens](#)

Stay Up to Date (email subscriptions, places to try, & more!)

- Arts and entertainment: <https://www.visitraleigh.com/things-todo/>
- Live music and concerts in the area: <https://www.visitraleigh.com/events/concerts/>

- My Raleigh Subscription:
<https://raleighnc.gov/services/content/ITechWebServices/Articles/MyRaleighSubscriptions.html>
 - On-going and upcoming events in the Raleigh area:
<https://www.visitraleigh.com/events/arts/>
 - RALtoday Subscription:
<https://6amcity.us3.listmanage.com/subscribe?u=3989e06b0f4c512a104d8278a&id=a24745088>
 - Raleigh coffee shops:
<https://www.visitraleigh.com/plana-trip/visitraleigh-insider-blog/post/raleigh-ncs-coziest-coffee-shops/>
 - Raleigh restaurants and places to eat: <https://www.visitraleigh.com/foodie/>
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ACADEMIC AND STUDENT GUIDELINES

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Academic Information

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- Advisors, Academic
- Advisors, Student
- Appeals, Academic Policies
- Class Attendance
- Classification
- Committees with Student Representation
- Cooperating Raleigh Colleges
- Exams
- Grade Point Average
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- Graduate and Professional Studies
- Honors Program
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- Pre-Registration
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- Records, Access to (FERPA)
- Registrar
- Summer School
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- Undergraduate Research Program
- Wings – Adult Education at Meredith
- Withdrawal or Leave of Absence

Academic Recovery*/Suspension

Students at Meredith College are expected to maintain both a minimum cumulative and semester GPA. A student's academic standing is determined by the state of both grade point averages. Possible standings include good standing, academic alert, academic recovery, and academic suspension (definitions below).

Total Hours Attempted	Minimum Expected Meredith GPA
1-59	1.8
60 and above	2.0
Semester Hours Attempted	Minimum Expected Semester GPA
6 or more	2.0

- A student is considered in good standing when the student's cumulative GPA and semester GPA are above the minimum expected Meredith GPA.
- A student will be placed on academic alert for the following semester their cumulative GPA is above the minimum expected Meredith GPA but their semester GPA is below the minimum.
- When a student's cumulative GPA falls below the minimum expected Meredith GPA but their semester GPA is above the minimum expected, their academic status will remain

the same. Therefore, if they are on academic recovery, they will remain on academic recovery the following semester.

- When a student's cumulative GPA and semester GPA both fall below the minimum expected Meredith GPA:
 - If in good standing, they will move to academic recovery for the following semester.
 - If on academic recovery, they will move to academic suspension for the following semester.
- If a student fails all courses in a semester in which six or more hours are attempted, they will move to academic suspension for the following semester, regardless of the previous standing.

*Academic recovery may be referred to as Academic Probation in other College publications.

Advisors, Academic

919-760-8088

Each degree-seeking student is assigned a faculty advisor to provide guidance on academic concerns, major requirements, and registration for classes. If students have questions after consulting with their faculty advisors, they may consult Academic Advising for advice and counsel. Academic Advising is located on the first floor of Park Center and is part of the Student Success Center.

Academic advisors assist students in their consideration and clarification of educational goals. Academic Advising may use major check sheets and GPA Calculators as an additional resource in major requirements. Students can schedule meetings with Academic Advising to discuss academic schedule planning, major/minor declaration, summer courses/registration, and off campus credit. Each student is ultimately responsible for their own academic plans.

Advisors, Student

Student advisors are sophomores, juniors, or seniors who have been selected and trained to assist freshmen in working through transitional issues that new students may encounter, particularly during the first few weeks of school. Wings and Transfer Student Advisors assist new adult and transfer students. A Chief Student Advisor and Chief Wings and Transfer Advisor are selected through an application process to lead the student advisor team. Student Advisors must have at least a 2.5 GPA and cannot concurrently hold a major campus office without permission from the FYE office. Students with concerns about their student advisors and students who are interested in applying for student advisor positions are encouraged to contact staff in the First Year Experience Office located on the second floor of the Park Center.

Appeals, Academic Policies

For additional information or assistance with academic appeals:

- Talk to your academic advisor about your concerns. Your advisor will have excellent advice about addressing the problems you have encountered.
- Talk to your professor. In some cases, the professor may not be aware of your difficulty, and your insights may help others in your class.
- Talk to the department head or academic dean. If the professor has not addressed your concerns or if you are not comfortable discussing your problem with your professor, the head of the department offering your course or the dean of that school would be a good person with whom to discuss your issues. Please refer to the Academic Problems complaint procedures on the [Dean of Students student complaints webpage](#) for a list of academic department heads and academic deans and their contact emails.
- Undergraduate students may wish to talk to the Dean of Students or the Assistant Dean of Students. They have resources to help you address confidential personal concerns, concerns about bias or discrimination, concerns about fellow students, and concerns about the Honor Code. Contact Dean of Students staff at deanofstudents@meredith.edu.
- Graduate students may wish to talk with their program director, academic department head, director of graduate programs, academic dean or a member of the Dean of Students team.

Grade Appeals (or Grade Appeal Process)

Students who are experiencing problems with a grade are encouraged to discuss the matter first with the professor. It is the professor's responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the department head.

Undergraduate Students: Should further action be required, the matter should be taken to the dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the instructor, the department head, or the dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within eight weeks of receiving the grade. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

Graduate Students: If the problem is not resolved, the student or professor should consult the Program Director. Should further action be required, the matter should be brought to the Dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the instructor, the Program Director or the Dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within (8) weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or 4 arbitrary grading. Information about academic rules, regulations, and policies can also be found in the [Graduate School Catalogue](#).

Appealing Probation, Suspension, and other Academic Standards issues

Undergraduate Students: If a student wishes to appeal their academic standing or any corresponding requirements, they must submit an appeal in writing to the Academic Standing Appeals Committee by 5:00 p.m. two weeks before classes begin for the next semester (fall or spring). Contact the [Office of the Registrar](mailto:registrar@meredith.edu) at registrar@meredith.edu for more information.

Requesting a Late Withdrawal

Undergraduate Students: Exceptions to the deadline to withdraw will be considered upon appeal for medical or other documented emergencies and must include documentation demonstrating the student's inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency. If a student wishes to appeal the deadline for withdrawing from multiple courses, they must submit a written appeal via email to the provost. If a student wishes to appeal the deadline for (1) withdrawing from an individual course, (2) adding or dropping of an individual course, or (3) changing the grade status of a course, they must submit a written appeal to the academic dean of the school in which the course resides.

Graduate Students: Exceptions to the deadline will be considered upon appeal for medical or other documented emergencies and must be appealed to the Senior Vice President and Provost, to whom the student will provide documentation demonstrating his/her inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency.

Class Attendance

Class attendance is essential to success in a course. Students are expected to prepare for and attend each class meeting, including conferences and other academic appointments, and to participate fully in the learning process. Instructors may include class attendance in the calculation of the course grade. The effect of class attendance on the grade will be clearly specified in writing by the instructor at the beginning of the course.

The student is responsible for contacting professors regarding any absence.

Classification

Students are classified according to the following number of successfully completed credit hours:

Freshman	1-25 semester hours completed
Sophomore	26-59 semester hours completed
Junior	60-89 semester hours completed
Senior	90 and above semester hours completed

Committees with Student Representation

Many academic departments at Meredith have advisory committees that include students in their membership. Also, a majority of College standing committees have student members.

Cooperating Raleigh Colleges

Maura DiColla, Director, 919-346-6169, director@crcaleighcolleges.org

Website: www.crcaleighcolleges.org

Full-time students at Meredith College, North Carolina State University, William Peace University, Shaw University, Saint Augustine's University and Wake Tech Community College can take approved courses on each other's campuses for free during fall and spring semesters. There is no additional cost to students if they are paying full time tuition at their home institution. Students do pay special course fees (labs, etc.) just as all students do in courses with special fees. Start with approval from your advisor followed by signatures from the academic department head and academic dean. Check out course schedules on the college websites and get registration details from Meredith's Office of the Registrar. The [approval form](#) to obtain needed signatures can be found on the CRC website under "Student Resources." Also, be alert to other ways the CRC campuses collaborate on special projects; details can be found on the website.

Exams

A student is considered to have an exam conflict if she is scheduled for two exams at the same time or three exams within a 24-hour period. In the case of two exams at the same time, the student and instructors should negotiate for a mutually convenient time to reschedule one of the exams. In the case of three exams during a 24-hour period, the student may choose to reschedule the third exam of the three at the mutual convenience of the instructor and student.

Grade Point Average

Students have their grade points averaged in two ways: a semester average and an overall average (also known as cumulative GPA). Each semester hour with a grade of A carries four quality points; B, three; C, two; D, one; F, none. The grade point average or quality point average is calculated by dividing the number of quality points earned by the number of semester hours attempted, whether passed or not. Transfer credits do not count into the calculations of a student's grade point average. (Also, see Academic Recovery (Probation)/Suspension above.)

Grading System

Each course receives one official semester grade that represents an evaluation of the entire work of the student during the semester. Grades are made available to the student through Self-Service. For further information on the grading system and guidelines for incomplete grades see "Grading System" in the [College Catalogue](#).

Graduate and Professional Studies

Office of Graduate Programs, 919-760-8423

Website: graduate@meredith.edu

Please click on links below for specific information and contact person for each program:

[Graduate and certificate programs](#), open to women and men, are coordinated through the John E. Weems Graduate School. Graduate and certificate programs are available in business, criminal justice, digital communication, education, industrial and organizational psychology, nutrition, paralegal, and pre health fields. To receive information on any of these programs, email graduate@meredith.edu specifying which graduate or post baccalaureate program is of interest.

Pre-Professional Programs

The [Accelerated MA in Criminal Justice](#) is a 3+2 program that will allow Meredith College undergraduate students to earn a graduate degree in just one additional year, saving both time and money. Qualified students will complete 114 hours (including all requirements for General Education and their undergraduate major) to be admitted into the MA program. The student will finish their undergraduate degree after completing the first 10 hours in the MA program. The student will then be able to complete the Meredith MA in Criminal Justice in two additional semesters or the Meredith MA in Criminal Justice with a concentration in Behavioral Forensics in three additional semesters (assuming the student enrolls in 9 graduate hours each semester). Contact MA Faculty Advisor at brownlo@meredith.edu to learn more about how to enroll in the Accelerated MA in Criminal Justice program.

The [Accelerated MBA](#) is a 4+1 program that will allow Meredith College undergraduate students to earn a graduate degree in just one additional year, saving both time and money. Qualified students will complete a core set of business courses during their first three years at Meredith. During their senior year, students in the program will take two MBA courses that will count toward their undergraduate and graduate requirements. After earning their undergraduate degree, students will be able to complete the Meredith MBA with two semesters and two summer sessions. Contact MBA Admissions Coordinator Ele Roberts at 919-760-8471 or mba@meredith.edu to learn more about how to enroll in the Accelerated MBA program.

The [Early I-O Psychology Program](#) is available to qualified seniors who are considering a Master of Arts degree in Industrial-Organizational Psychology. While completing their bachelor's degree, students may apply to the Early I-O Psychology MA program and take up to two specified graduate courses during their senior year. If a student is accepted into the Early I-O Psychology Program and later applies and is accepted into the Master of Arts in Industrial-Organizational Psychology Program at Meredith College, the graduate courses taken in the Early I-O Psychology Program will count as credit toward the MA degree. Students interested in applying to the Early I-O Psychology Program should contact both their faculty advisor and the Department of Psychology & Social Work before spring registration of the junior year. This program is also open to CRC students. Contact Doreen Donnelly at 919-760-8723 or iopsy@meredith.edu to learn more about how to apply for the Early I-O Psychology Program.

The [Early MAT Program](#) is available to qualified students in their final two semesters of their undergraduate degree who are interested in pursuing a teaching career in Elementary Education, English as a Second Language, or Special Education (General Curriculum). Students may take up to two specified graduate courses in the Master of Arts in Teaching (MAT) Program, one in each of their final two semesters. After graduating with a bachelor's degree, the student can then apply to the MAT Program with the completed courses counting toward their MAT. Contact the program Admissions Counselor at 919-760-8316 or gradeducation@meredith.edu to learn more about how to apply for the Early MAT program. This program is also open to CRC students (should be linked to <http://crraleighcolleges.org/>).

Graduate Degree Programs

[Master of Arts in Criminal Justice](#): This program assists in developing leadership, business and supervision skills that will enhance working in management and executive positions in corrections, law enforcement, court systems, and security organizations, including behavioral forensics. Focus is on applications of various theories, policies, programmatic ideas, technologies and leadership skills relevant to the broad career opportunities in the criminal justice and security industries to meet these changing demands.

[Master of Arts in Psychology](#): Industrial/Organizational Psychology concentration prepares graduates to use the methods of scientific psychology to improve the effectiveness of organizations and the work-life quality of employees.

[Master of Arts in Teaching \(MAT\)](#): MAT program for those wishing to become teachers offers Elementary Education, English-as-a-Second Language (ESL), and Special Education (general curriculum).

[Master of Business Administration](#): (MBA) with optional concentrations in Human Resource Management, Project Management, Entrepreneurship and Family Business, and Innovative Management.

[Master of Education](#): (M.Ed.) program for licensed teachers offers concentrations in Elementary Education, English as a Second Language (ESL), Literacy, and Special Education (general curriculum), as well as add-on licensure options in ESL, Literacy, Special Education, and Curriculum and Instructional Specialist (CIS).

[Master of Science in Nutrition](#): Three options available:

- (1) Accelerated Community Track. The Accelerated Community Track is designed to be completed in one-year, but a part-time option is also available.
- (2) Didactic Program in Dietetics. Successful DPD program completion enables students to compete for placement into an accredited dietetic internship program (DI), a required step in becoming a registered dietitian nutritionist (RDN).

- (3) Accelerated Dietitian Nutritionist Track (ADNT). This track combines the didactic coursework with supervised experiential learning hours with the Dietetic Internship into one program.

Post-Baccalaureate Certificate Programs

[Business Foundations](#): The Business Foundations Certificate program is designed for men and women seeking to sharpen their knowledge of fundamental business concepts such as quantitative analysis and statistics, economics, accounting, and finance. The part-time, evening program accommodates the busy schedules of career-oriented professionals.

[Criminal Justice and Substance Use Disorder Certificate](#): This certificate includes one course in the CORE curriculum and three electives that will be offered regularly. A major need in criminal justice is personnel who have training in dealing with issues around substance use disorder, trauma and mental illness. Police, courts and corrections all are facing major issues with these aspects of substance use disorder. This certificate will bridge a current gap in the field between substance use disorder professionals and basic criminal justice trained professionals.

[Criminal Justice Graduate Certificate](#): This 18-hour graduate certificate in criminal justice is open to students interested in gaining more skills and knowledge to further their career within the criminal justice sector without completing a full master's degree. This certificate will also be useful for students interested in community college or vocational teaching in the criminal justice field. Students with a master's degree or a Ph.D. in another subject may take 18 hours of masters-level courses and are then qualified to teach Criminal Justice at a college level.

[Dietetic Internship](#): The Meredith College Dietetic Internship Program builds on the academic preparation of the Didactic Program in Dietetics by providing supervised practice experiences in clinical nutrition, public health nutrition, and food service management. The program cultivates entry-level registered dietitian nutritionists who are eligible for the Commission on Dietetic Registration credentialing exam. Using evidence-based learning and application, Dietetic Interns will strive for professional competence, leadership roles, and service to the community.

[Digital Communication](#): Digital communication is a growing field encompassing videography, image manipulation, professional writing, social media management, and web design. Designed for individuals with a bachelor's degree, this flexible program allows you to gain key technical knowledge that complements the skills you already have. We offer a 16 credit hour interdisciplinary option for those wanting a shorter option, and a more advanced 25 credit hour option for those wanting to gain more digital capital.

[Paralegal](#): Women and men in Meredith's paralegal program develop skills to lead with integrity in today's fast-changing legal environment. Paralegal students set their own professional development goals while completing a rigorous schedule. Our flexible course scheduling and central location in Raleigh, N.C., help students maintain a work-life balance.

[Pre-Health](#): Meredith's Pre-Health Post-Baccalaureate Certificate Program is designed for individuals with a bachelor's degree who are interested in either preparing to enter a healthcare field—through 8 medical school or other allied health programs—or enhancing their credentials for application to medical school or other allied health programs.

Honors Program

Dr. Cece Toole, *Director*, 919-760-2268

The Meredith College Honors program challenges the academically gifted and ambitious student to reach their full intellectual potential through a rigorous interdisciplinary course of study that engages the mind and the imagination. Each year, academically qualified high school seniors are invited to apply and interview for a spot in the Honors program. Additionally, current Meredith College first year students with outstanding academic records may apply and interview for the opportunity to join the program at the beginning of the Spring semester. (Look for announcements of Honors “mid-year admission” in November.)

A significant benefit of Honors is its cohort of students who share a passion for learning. They develop friendships, goals, and interests with other Honors scholars who value learning, discovering, creating, leading, serving, and speaking up and out. These friendships are formed by activities inside and outside of the classroom. Several times each year, Honors students join Focus on Excellence excursions to local cultural events, including plays, concerts, musicals, and a variety of on campus activities. Honors students engage with other high level academic achievers by attending state and national conferences. The annual fall trip is a highlight of the Honors student's school year. Honors students along with Honors faculty embark on a weekend excursion to a student selected location where they participate in place based minicourses and enjoy a variety of culture experiences and build comradery with their Honors peers.

The Honors curriculum complements the student's entire four-year academic experience at Meredith College. Numerous Honors requirements overlap with courses in general education or in the student's major or minor. To remain in good standing, students complete two to three Honors-related courses per year and maintain a minimum overall grade point average of 3.25. Students typically complete Honors writing and Honors science lab (with the co-requisite lecture) during the first year. In subsequent years, the student completes two Honors colloquia with some of the college's very best and most innovative faculty (often team taught focusing on interdisciplinary topics); two Honors electives; and two Honors in major courses. As the culmination of their education at Meredith College, the Honors student works closely with a professor to create a high-level thesis or artistic/performance project.

Honors students are among the most prominent student leaders on campus. The Honors program provides a framework for the bright motivated student to seek out challenges to expand their power of thinking analytically, critically and creatively; to reach into the unknown and increase their knowledge; to stretch their imagination; to work collaboratively and improve their communication skills; to achieve a clear sense of life purpose and direction; and to develop as

an authentic individual and self-advocate. Their Honors status is recognized on the transcript, in the graduation program, and with the Honors graduates' distinctive cords adding luster and bling to Commencement Day celebration in May.

Interested students (including transfer and Wings students) may contact the Honors director, Dr. Cece Toole at toolecec@meredith.edu for more information, talk to a current Honors student, or visit www.meredith.edu/honors.

Learning Center

Dr. Tina Romanelli, Director, 919-760-2800, learningcenter@meredith.edu,

Location: *Carlyle Campbell Library, Room 020*

The Learning Center, part of the Student Success Center, provides free, one-on-one or small group tutoring to any Meredith student who needs assistance with world languages, mathematics, science, or writing for any class. We also provide embedded tutoring in select courses where the professor has requested this service. Help in other subjects varies by semester.

All tutors in the Learning Center are Meredith students who have excelled in their coursework and have been trained to assist their peers. The Learning Center is a collaborative learning environment that benefits all students.

Students may schedule an appointment online at MyMeredith or walk in to receive tutoring. Online sessions are available whenever the Learning Center is open. The Learning Center is located on the ground floor of the Carlyle Campbell Library.

Plagiarism

Plagiarism is the dishonest use of another's words, thoughts, ideas or organization. Honest work in no way precludes using another's work; it requires that another's work be properly acknowledged.

Plagiarism results when a student copies from another student's paper or from books and other print or online sources and fails to acknowledge such borrowing.

Whether source materials are quoted directly or are paraphrased, all such borrowing must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags.

If a student discovers that she has made a mistake in acknowledging sources in a paper already submitted, she should make this error known to her instructor.

A plea of ignorance will not be accepted as an excuse by the Honor Council.

Academic Information

As the educational purpose of papers differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the purposes outlined for a particular paper or project. Each instructor should state specifically the extent and limits of available sources a student may employ in writing her paper. A student who is uncertain about an assignment and sources to be used should consult with her instructor for clarification before completion of the paper.

The use of AI Tools in consideration of Academic Dishonesty violations: The use of artificial intelligence (AI) text generation tools may be considered a violation of the Honor Code. AI tools should not be used in the completion of academic work unless an instructor specifically authorizes their use in a specific course or assignment. Students should refer to course syllabi and follow instructions by course instructors to determine appropriate use, if permitted.

If a student has used an AI tool when this has not been explicitly permitted by the instructor, this would be considered as a form of academic dishonesty in the “use of an unauthorized aid.” Additionally, if the AI tool is not cited as a source, this would also be considered as plagiarism since it represents the work of another that has not been acknowledged or cited.

(Please note that the use of one’s own old high school or collegiate papers is discouraged, but if used, must be acknowledged as a source.)

Pre-Registration

Pre-registration is the process of requesting space in classes for the next term. It is open only to students who are in a prescribed program of study at Meredith such as a degree or teacher licensure program. Preregistration is held during the last half of the prior semester. No payment is required for class reservation, but payment must be made by the stated due date to avoid cancellation of pre-registered classes. After the tuition due date, students who are not registered for at least one credit must provide a paid tuition receipt or registration clearance card in order to pre-register. Information on the pre-registration process is available from the Office of the Registrar.

Progress/Mid-Term Report

Midway into each semester, instructors provide the Office of the Registrar with progress/midterm reports for those students whose performance in class indicates work at the “D” or “F” level. Not a permanent grade, this report is an indication of the student’s progress thus far in the current semester. Midterm progress reports are available on Self-Service.

Re-Admission

A degree-seeking student who was previously enrolled at Meredith but who did not complete the semester immediately preceding the term they wish to enter must apply for readmission. The

[Re-Admission Application](#) is available on the Admissions website. Exceptions are students on a valid leave of absence and those visiting another institution with the approval of Meredith College. Readmission is not guaranteed.

Records, Access to (FERPA)

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law requiring Meredith College to protect the confidentiality of student educational records. Meredith College has adopted the policies outlined below to comply with the law, inform students of their privacy rights, and to maintain the protection of student educational records.

Although student educational records are protected, Meredith College is not required to protect information that is classified as “directory” information. Meredith College will comply with FERPA to protect student educational records from unauthorized access. Questions concerning FERPA can be answered in the Office of the Registrar, Johnson Hall, or 919-760-8593.

The Family Educational Rights and Privacy Act (FERPA)

Any student who would like her directory information protected under the same guidelines as educational records should submit a written request to the following office: The Registrar’s Office. This written request must be submitted in person by the 20th classroom day of the fall or spring semester. It is not retroactive.

Meredith College is permitted by law to release and share your student educational records and personally identifiable information without your prior consent to the following parties:

- Meredith College employees with a legitimate education purpose.
- Officials of other schools in which the student seeks admission.
- Federal or state officials as defined in paragraph 99.37 of the Family Educational Rights and Privacy Act of 1974.
- State and local officials authorized by state statutes.
- A third party designated by federal or state authorities to evaluate a federal or state-supported education program or to researchers performing certain types of studies.
- Organizations conducting studies for, or on the behalf of, Meredith College for the purpose of assisting in accomplishing the College’s stated goals.
- Accrediting organizations, to carry out their functions. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents of court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so).
- In compliance with judicial order or subpoena.
- Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person.

NOTE: *With the exception of Meredith College employees and companies with whom the College has a contract to provide a service to the College in which student data is stored who have been determined by the College to have a legitimate educational purpose, all individuals and agencies who have requested or obtained access to a student's records (other than directory information) will be noted in a record which is kept with each student's educational records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the person or agency had in obtaining the information. Meredith College will comply with FERPA to protect student educational records from unauthorized access.*

Students have the right under FERPA to inspect and review their education records and to appeal to the appropriate office to have any incorrect information corrected. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by Meredith to comply with the Act.

Procedures for Accessing Education Records

Meredith College, in compliance with FERPA, permits students to have access to their educational records. Students wanting access to their educational records should file a written request to the Registrar's Office. The student may ask for an explanation and/or view a copy of any record. If there seem to be corrections needed to the educational record requested by the student, the student may submit an appeal in writing for a formal hearing. The President of the College will appoint an Appeals Committee which must meet within 45 days of the receipt of the written appeal. The committee will allow the student to present evidence to substantiate the appeal and shall render a written decision to the student within 45 days of the hearing.

Definitions

Educational Records are those records, files, documents and other materials which (1) contain information directly related to a student; and (2) are maintained by Meredith College or by a person or company acting for the College.

Records are information records in any medium. Educational records do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, unless the student's status is a condition of employment or (4) medical and psychiatric records, (5) directory information previously defined.

School officials or employees are persons employed by the College, elected to the Board of Trustees, or employed by or under contract to the College to perform a special task, such as an attorney, auditor, a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Legitimate educational purpose is the performance of a job-related task related to a student's education, performance of the task related to the discipline of a student, or providing a service or benefit related to the student, or student's family, such as health care, counseling, job placement, or financial aid.

Students are persons who are or have been enrolled at Meredith College. Applicants who do not enroll or who are declared ineligible to enroll have no inherent right to inspect their files. Whenever “student” is used in reference to personal rights, an eligible parent or a dependent student has similar rights.

Eligible parents are those who have satisfied Section 152 of the Internal Revenue Code of 1954 and who present such proof to the Registrar’s office. Normally the proof will be a certified copy of the parent’s most recent Federal Income Tax Form.

Exclusions

FERPA does not give students access to the following records or information:

- Financial records of parents or any information therein;
- Confidential letters and statements or recommendation which were placed in the education record prior to January 1, 1974;
- Records to which access has been waived by the student. (This exclusion applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose for which they were intended.)

Destruction of Education Records

Meredith College will retain student educational records as long as information is valid and useful. Student educational records will be destroyed when the records are no longer of use to the institution. Any such records will be destroyed by means of confidential disposal.

Registrar

The Office of the Registrar is responsible for scheduling classes, maintaining academic records, conducting registration for courses, and certifying graduation requirements. The Office of the Registrar is located on the first floor of Johnson Hall-East Wing and can be reached at 919-760-8593 or registrar@meredith.edu.

Summer School

Meredith offers summer courses on a variety of schedules. Registration begins in early spring each year. On-campus housing is available to Meredith students in The Oaks apartments. Check the summer school website at <https://www.meredith.edu/summer-school> for more information.

Students may also take courses at other institutions during the summer. All such courses must be approved by Meredith prior to enrollment and must be followed by an official academic transcript upon completion of the course(s) before they can be added to the academic record. The [Off-Campus Credit Application](#) is available in the Office of the Registrar and on the [Meredith website](#).

Transcripts

Students may receive official copies of their Meredith College transcript from the Office of the Registrar through Myhub at <https://www.myhub.org/> or www.getmytranscript.org. Transcripts are available in a digital format and paper. Prices vary and there is an additional charge for walk-in service. The student's signature and the transcript fee are required before a transcript can be released. Requests cannot be accepted by phone. All services in the Office of the Registrar are contingent upon satisfactory College accounts and other College obligations.

The Office of the Registrar does not provide unofficial transcripts. Current students may download a copy of their unofficial transcript from Self-Service and graduates may order an official transcript through [Myhub](#).

Undergraduate Research Program

Carolina Perez-Heydrich, *Director of Undergraduate Research*, 919-760-8020,
cperezheydrich@meredith.edu

The Undergraduate Research Program at Meredith College offers direction and support for students who are ready to be original, to push at the boundaries of the classroom and the textbook, and to connect with others who share their interests.

The Undergraduate Research Program promotes collaborative projects involving students and faculty from throughout campus. Students in all academic programs are eligible to earn course credit for approved research. Academic advisors and faculty who share a student's interest can offer further information and guidance.

Meredith offers many opportunities for students to participate in and present original research, such as:

- Celebrating Student Achievement Day
- Research and Travel Grants
- Summer Research Stipends

Wings – Adult Education at Meredith

Steven Lemmons, *Associate Director of Wings and Transfer Student Support*,
919-760-8062; jlemmons@meredith.edu

Women 23 and older wishing to begin or resume academic coursework leading to their first baccalaureate degree, and those pursuing a second undergraduate degree, apply as Wings students. They receive additional support, coaching, and advising as needed for successfully transitioning to college life at Meredith and helping identify and access tools and resources for finishing strong. To learn more about Wings, visit <http://www.meredith.edu/adult-education>. You may also review Wings admission information in the [Meredith College Catalogue](#).

Withdrawal or Leave of Absence

Withdrawal

A student wishing to withdraw from all of their courses prior to the end of the semester consults with their advisor and submits a completed [withdrawal form](#) to the Office of the Dean of Students to withdraw from the College, or to the Office of the Registrar to request a [Leave of Absence](#) from the College (if they plans to return within 180 days). These forms can be found on the [Office of the Registrar website](#) or in the Office of the Registrar (Johnson Hall-East Wing) or Dean of Students (2nd floor Park Center). Tuition, fees and financial assistance adjustments are determined based on the date the withdrawal form is received in the Dean of Students office or the leave of absence form is received in the Office of the Registrar.

Students who withdraw or request a leave of absence from the College in the first five days of the semester, during the add/drop period, will be dropped from all of their or his classes. Classes that are dropped within the first five days of the semester (during the add/drop period) do not appear on an academic transcript. Classes dropped after the first five days of the semester and before the last day to drop a class with a “W” are dropped with a grade of “W”. The grade of “W” on the academic transcript will indicate withdrawal from a course. A grade of “W” does not affect a student’s GPA or earned hours. A grade of “W” is included in the calculation of attempted hours for academic standing and financial assistance eligibility. The deadline to withdraw or request a leave of absence from the College and receive grades of “W” is the “last day to drop a class with a grade of “W” as published in the academic calendar.

Students who cease attendance in registered classes and fail to turn in either the withdrawal form or the leave of absence request will receive the calculated final grades earned at the end of the semester. Exceptions to the deadline to withdraw will be considered upon appeal for medical or other documented emergencies and must include documentation demonstrating their inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency. If a student wishes to appeal the deadline for withdrawing from multiple courses, they must submit a written appeal to the provost. If a student wishes to appeal the deadline for (1) withdrawing from an individual course, (2) adding or dropping of an individual course, or (3) changing the grade status of a course, they must submit a written appeal to the academic dean of the school in which the course resides.

A student who withdraws or receives an approved leave of absence from the College and lives on campus is expected to vacate their residence within 48 hours or through arrangement with Residence Life. TheyShe must also return any college loaned equipment issued during their attendance. If the student has appealed the drop deadline, the time to vacate their residence and return their equipment begins when the decision concerning their appeal is communicated to them.

A student who has withdrawn from the College must submit an application for readmission to re-enter the College. Students who receive an approved leave of absence will remain as active

students and do not need to reapply for readmission to return to the College if returning within 180 days of their approved leave.

Leave of Absence

A currently enrolled student may request from the Office of the Registrar a leave of absence for up to 180 days (typically one semester) without having to apply for readmission as long as they are in good academic, social, and financial standing at Meredith. If a student should decide to take college work elsewhere while on leave, they must apply for off-campus credit through the Office of the Registrar at Meredith. A student on leave of absence who does not re-enroll within the allotted leave time will be officially withdrawn from the College. After any withdrawal or noncompliance with the leave policy, a student must follow the readmission procedure described in the Undergraduate Catalog.

A student is in good academic standing if they will not be on academic probation at the end of the term in which they apply for the leave of absence. They are in good social standing if they are not on social probation and if there is no Honor Council case pending that would involve probation, suspension, or expulsion. To be in good financial standing, a student must have paid all tuition, fees, and other charges in the accounting office.

Involuntary Withdrawal from a Course

Introduction: Meredith College is committed to the safety and health of the campus community and preserving the integrity of its learning environment. Students are expected to conduct themselves in a manner that does not disrupt the educational pursuits of others. Removing a student from a course is rare. It happens only when the student's behavior significantly disrupts the learning, teaching, or working environment of others and the student is not willing to withdraw voluntarily.

Consistent with Meredith College's Non-Discrimination Policy, the College prohibits unlawful discrimination on the basis of any type of disability or any other protected characteristic. The College offers support, resources, and reasonable modifications, and students are encouraged to access campus services.

This policy applies to all course modalities.

Temporary Removal/Restrictions: The College may, on an interim basis, immediately remove, suspend, or restrict a student from any class for significant disruption. If a disruptive student is asked to leave class by the faculty member, the removal is immediate and the student may no longer attend the class until further notice. The faculty member will inform the academic department head and the dean of the school immediately following class. The academic dean will inform the Dean of Students within 48 hours.

The student may be required to stay out of a course while the assessment and decision-making processes are completed. If this is the case, the student will receive further communication from the academic dean of the school or the Dean of Students, or designee. The interim restrictions may be in place until:

- an assessment and decision are made related to the consideration of an involuntary withdrawal from the course, or
- the reason for imposing the interim measures no longer exists, or
- the situation is adequately addressed through reasonable modifications.

During the time that a student is involuntarily withdrawn from a course, the student is restricted from participating in related course events and activities, unless the student requests and is granted permission from the academic dean or designee.

Behavior that poses a significant threat to campus or allegations of serious criminal behavior by law enforcement authorities may result in a removal from campus and an issuance of a campus trespass order issued by Campus Police at the request of the dean of students or theirher designee.

Involuntary Course Withdrawal Process: Once a student has been temporarily removed from a course, the academic dean or designee will meet with the student, in person or virtually, as soon as is practicable to discuss the behavior that has been reported. A student may sign releases giving the dean access to confidential reports or may provide documentation relevant to the situation. Additionally, a student may request accommodations related to a disability.

If the student is unable or unwilling to meet, the academic dean will proceed in making a decision about the withdrawal based on information in the dean's possession at the time.

The academic dean will confer with the Dean of Students or designee before making a decision about whether to withdraw a student from the course officially. The dean may also meet with staff in health services, the counseling center, or disability services to consider potential accommodations and/or modifications that could mitigate the need for the involuntary withdrawal. An example of a reasonable modification might be disability services certification and appropriate academic accommodations.

Any conditions that are imposed should be reasonable and individualized for the student's situation. The decision must be based on an assessment of 1) the probability, nature, frequency, duration, and severity of the disruption/s or threat/s; and 2) whether reasonable modifications of policies, practices, or procedures can mitigate the risks of allowing the student to remain enrolled.

Possible decision outcomes are 1) continued enrollment in the course with no conditions; 2) continued enrollment in the course with restrictions and conditions outlined in writing, which if violated would cause a re-evaluation of the student's status; or 3) involuntary withdrawal of the student from the course. The dean of the school will communicate the decision in writing to the student, the faculty member, the department head, and the Dean of Students. The dean of the school will also notify the faculty advisor, the registrar, financial aid, and international programs. The case will also be referred to the Office of the Dean of Students, for consideration of violation

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of College policies or the campus Honor Code. The Office of the Dean of Students will determine if the policy of Involuntary Removal and Withdrawal from the College should apply.

The student will receive a W for the course from which the student has been involuntarily withdrawn.

If the student decides to voluntarily withdraw from the course before the decision is made, the involuntary withdrawal process will be suspended. Voluntary withdrawal from a course will not terminate any pending disciplinary action that may be considered for violation of College policies or the campus Honor Code. Even if a student voluntarily withdraws from the course, the student must still reapply to take the course. (See “Applying to Retake the Course” below.)

Students enrolled in Meredith College faculty-led or affiliate study abroad programs will follow the policies and procedures outlined in the student study abroad handbook, the Study Abroad Assumption of Risk Form, and program-specific materials. The Office of International Programs and Dean of Students will work together on cases of potential involuntary removal and withdrawal from study abroad programs.

A student who has been involuntarily withdrawn from a course will work with the dean of the school to determine appropriate pathways for continuing towards graduation, if the circumstances allow.

The established College policies and procedures for tuition, financial aid, and fee refunds for students who withdraw will apply to students who are involuntarily withdrawn from a course by the College. International students (F-1 and J-1 Visa holders) involuntarily withdrawn from a course must speak with a staff member in the Office of International Programs regarding visa implications and consequences according to US government regulations. Following established College policies, withdrawal from a course may also impact eligibility to reside in on-campus housing. The registrar will place a hold on the student’s record indicating the student must apply and be approved to retake the course.

Appeal Process: If a student has been removed from a course only, the student may appeal in writing to the Provost within two business days following the delivery of the decision to the student. The written request for appeal must specify the basis for the appeal. The only grounds for appeal are:

- a procedural error that significantly impacted the outcome,
- the consideration of new evidence unavailable during the original assessment that could substantially impact the outcome, and
- personal bias.

The Provost or designee will review all of the relevant information and the appeal letter from the student and consult with appropriate administrators within two business days of receiving the appeal from the student. The decision of the Provost will be communicated in writing to the student via the student’s Meredith College email. The decision of the Provost is final.

If the student has been involuntarily withdrawn from the college, the appeal process for involuntary withdrawal from the college will supersede the Involuntary Withdrawal from a Course appeal process.

Applying to Retake the Course: A student who has been involuntarily withdrawn from a course may not request to re-enroll in the course during the same semester. To enroll in a later semester in a course from which a student has been removed, the student must apply in writing to the academic dean at least 90 days prior to the start of the 17 semester in which the student is seeking to re-enroll and be granted permission from the academic dean. To apply for permission to enroll in the course, the student must first satisfy the conditions as outlined in the involuntary course withdrawal decision letter. The student may submit documentation to show that the conditions have been satisfied. The documentation may be different for each student, as the reasons prompting the withdrawal will vary. The academic dean and other appropriate administrators will review the documentation provided. The dean may also contact appropriate faculty, staff, and administrators who have knowledge of the past behavior to request information about their support of the student's request to re-enroll. The academic dean and other appropriate administrators may also meet with the student. Permission to re-enroll will be granted if it is determined that the conditions outlined in the involuntary course withdrawal letter have been satisfied.

A student who is not approved to re-enroll may appeal the decision to the Provost. The decision of the Provost is final.

The involuntary course withdrawal process does not dismiss or waive any other student responsibilities at the College, and the student should settle all outstanding holds and accounts.

For questions about applying to take a course from which the student has been involuntarily withdrawn, contact the academic dean of the school in which the course was offered.

Involuntary Removal and Withdrawal from College

Introduction: Meredith College is committed to the safety and health of the campus community and preserving the integrity of its learning environment. Students are expected to conduct themselves in a manner that does not disrupt the educational pursuits of others. If there is sufficient evidence that a student is engaging in behavior that poses a danger and/or significantly disrupts the learning, living, teaching or working environment of others and the student is not willing to take a voluntary withdrawal, the College will consider the involuntary withdrawal of a student.

Requiring a student to withdraw is rare and only happens when current objective evidence indicates that there is a significant risk to the student's health and safety or the health and safety of others, or the student's behavior significantly disrupts the campus environment, and no reasonable modifications can adequately reduce the risk or disruption. Consistent with Meredith

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College's Non-Discrimination Policy, the College prohibits unlawful discrimination on the basis of any type of disability or any other protected characteristic. The College offers support, resources and reasonable modifications, and students are encouraged to access campus services.

This policy and process apply to all students enrolled in undergraduate and graduate and professional programs at Meredith College.

The College may involuntarily withdraw a student from the College or specific parts of academic and campus life when a student:

- poses a significant risk to the health and safety of others; or
- poses a significant risk to the student's own safety and the student is unable or unwilling to carry out substantial self-care obligations; or
- significantly disrupts or obstructs the campus environment, teaching or services; or
- causes or threatens to destroy campus property
- and the student does not choose to take a voluntary withdrawal

When significant disruption occurs in a classroom, lab or course-related activities, the Involuntary Withdrawal from a Course policy (see above) will be followed. The case will also be referred to the Office of the Dean of Students, for consideration of violation of College policies or the campus Honor Code. The Office of the Dean of Students will determine if this policy of Involuntary Removal and Withdrawal from the College should apply.

Temporary Removal/Restrictions: The College may, on an interim basis, immediately remove, suspend, or restrict a student from campus, classes, campus housing, campus activities, etc. The interim restrictions may be in place until an assessment and decision is made related to the consideration of an involuntary withdrawal or the reason for imposing the interim measures no longer exists or are adequately addressed through reasonable modifications. The student may be required to remain off campus while the assessment and decision-making processes are completed. If a student is removed or restricted on an interim basis, a report will be sent to the Dean of Students for review and consideration of disciplinary action or involuntary withdrawal process.

For example, if a student disrupts a campus event, the student may be required to leave the event and a report will be communicated to the Office of the Dean of Students for next steps through this policy.

Behavior that poses a significant threat to campus or allegations of serious criminal behavior by law enforcement authorities may result in a removal from campus and an issuance of a campus trespass order issued by Campus Police. Parents, guardians, and/or emergency contacts may be notified at the discretion of the Dean of Students or designee.

Involuntary Withdrawal Process: The Dean of Students may receive notifications and reports about a student who meets the criteria of an involuntary withdrawal from a variety of sources, including, but not limited to, the student, a campus employee, residence life staff, Campus

Police, an academic department or academic dean, a director of a campus office or department, or a member of the [College's Care Assessment Team](#). If the Dean of Students deems it appropriate, involuntary withdrawal procedures will be initiated.

Involuntary withdrawal determinations are based on assessment of current available documentation, which may include campus incident reports, reports from off-campus law enforcement, and documentation of observable conduct that affects the health, safety or welfare of the campus community. The individualized assessment of behavior and risk will be conducted by the Dean of Students or designee in consultation with the Meredith College Care Assessment Team (CAT) and other appropriate undergraduate and graduate campus administrators.

The student may be asked to complete the appropriate releases so that campus administrators (such as, but not limited to, the Dean of Students or directors of health services, counseling, disability services) may obtain information from the student's healthcare providers. Information that is gathered from the student's healthcare providers would be relevant and appropriate to the consideration of an involuntary withdrawal when there is a need for the College to have access to that information as part of the individualized assessment. If a student refuses to complete the releases, the Dean of Students may proceed with the assessment based on information in the Dean's possession at the time. The College may require a student to undergo an additional evaluation by an on-campus or off-campus provider if additional information is needed to make a more informed decision.

The Dean of Students or designee will meet with the student as soon as is practicable to discuss the behavior that has been reported and observed and the reason for the possible withdrawal based on relevant campus and classroom policies. A student may request that a member of the campus community serve as a support person at the meeting. A support person may not speak on behalf of the student. Additionally, a student may also request accommodations related to a disability. If the student is unable or unwilling to meet, the Dean of Students will proceed in making a decision about the withdrawal. If the student is unable to meet in person with the Dean of Students, the student may opt to participate in a virtual meeting with the Dean of Students or submit a written statement to be considered.

At any point in the process, the student may request a voluntary withdrawal from the College. If the request is granted, the involuntary withdrawal process will cease; however, voluntary withdrawal will not terminate any pending disciplinary action that may be considered for violation of College policies or the campus Honor Code. After a student completes the withdrawal form, the student is subject to the usual procedures for returning from a withdrawal through the readmission process of the College no sooner than the following semester.

The Dean of Students will also confer with staff in health services, counseling center, and disability services to consider potential accommodations and/or modifications that could mitigate the need for the involuntary withdrawal. An example of a reasonable modification might be disability services certification and, subsequently, academic or housing accommodations.

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Any conditions that are imposed should be reasonable and individualized for the student's situation. This decision must be based on an assessment about 1) the probability, nature, frequency, duration and severity of the disruption or threat; and 2) whether reasonable modifications of policies, practices or procedures can mitigate the risks of allowing the student to remain enrolled.

Possible decision outcomes are these: 1) continued enrollment at the College with no conditions; 2) continued enrollment at the College with restrictions and conditions outlined in writing, which if violated, would cause a re-evaluation of the student's status; or 3) involuntary withdrawal of the student from the College. The decision will be communicated in writing to the student, in addition to any oral communication of the decision. Parents/guardians of traditional-aged students will also be notified of the decision, at the discretion of the Dean of Students. The decision will include any conditions for Return to Campus, information regarding exclusions from campus (including restrictions from campus), how to request permission to be on campus, and any information related to the appeal process.

The student will receive a W for the courses from which the student has been involuntarily withdrawn.

Note: students enrolled in Meredith College faculty-led or affiliate study abroad programs will follow the policies and procedures outlined in the student study abroad handbook, the Study Abroad Assumption of Risk Form, and program-specific materials. The Office of International Programs and Dean of Students will work together on cases of potential involuntary removal and withdrawal from study abroad programs. If a student lives on campus, the student must vacate on-campus housing by a designated time.

The established College policies and procedures for tuition, financial aid, and fee refunds for students who withdraw, as described in housing contracts and other college policies, will apply to students who are involuntarily withdrawn by the College. International students (F-1 and J-1 Visa holders) placed on involuntary withdrawal must speak with a staff member in the Office of International Programs regarding visa implications and consequences according to US government regulations. If involuntarily withdrawn from Meredith College, F-1 and J-1 visa holders will be considered out of status by the US government and in many cases, will have to return to their home country.

During the time that students are involuntarily withdrawn from the College, they are restricted from participating in Meredith College events and activities, unless they request and are granted permission from the Dean of Students or designee. A hold will be placed on the student's record through the Office of the Dean of Students that will indicate that a student must go through the Request for Return process before being permitted to apply for readmission to the College.

Appeal Process: A student may appeal an involuntary withdrawal decision or conditions in writing to the Vice President for College Programs within three business days following the

delivery of the decision to the student. The written request for appeal must specify the particular substantive basis for the appeal and must be made on grounds other than dissatisfaction with the decision. The Vice President for College Programs or designee shall confer with the Provost or designee on academic matters. The Vice President for College Programs will review all of the relevant information and the appeal letter from the student and consult with appropriate administrators within ten business days of receiving the appeal from the student. The decision (for upholding, modifying, or reversing the withdrawal or conditions) of the Vice President for College Programs will be communicated in writing to the student via the student's Meredith College email, and a hard copy will be mailed to the student's campus and off-campus mailing addresses. The decision of the Vice President is final. In addition to the written decision being delivered to the student, the Vice President may also consider mailing a letter to the student's parent/guardian (as appropriate if the student is of traditional age) with notification of the decision.

Request for Return: The Request for Return consideration/decision generally can be accomplished no earlier than one semester or 90 days in the future depending upon the time of year in which the student was withdrawn. Students seeking to be permitted to return to an activity, an organization, on-campus living, or another aspect of college life must send a written request to the Dean of Students at least 90 days prior to the start of the semester. The written request should be accompanied by appropriate documentation demonstrating compliance with the conditions outlined in the original decision letter.

Students desiring to apply for readmission to Meredith College following an involuntary withdrawal from the College must first satisfy the conditions as outlined in the involuntary withdrawal decision letter. The consideration of the Request for Return process will not begin until a written request and relevant documentation are submitted to the Dean of Students. For students who have been involuntarily withdrawn, the Request for Return consideration/decision generally can be accomplished no earlier than one semester or 90 days in the future depending upon the time of year in which the student was withdrawn. Once the student's Request for Return has been approved, the student can then initiate the readmission process.

Students wishing to apply for readmission to the College should submit all documentation to the Dean of Students as outlined in the involuntary withdrawal decision letter at least 90 days prior to the start of the semester in which they are seeking readmission. There is no set level of required documentation, and that documentation may be different for each student as the reasons prompting the withdrawal will vary. The Dean of Students will review the request and meet with the Meredith College Care Assessment Team (CAT) and other appropriate administrators to review the documentation provided by the student, including a personal statement from the student and letters or documentation from treating clinicians about the student's readiness to return to a rigorous academic environment and campus community. The Dean of 21 Students will also contact appropriate faculty, staff and administrators who have knowledge of the past behavior to request information about their support of the student's request to return to campus/classes. The Dean of Students and members of the Care Assessment Team may also meet with the student in person or via phone/virtually and can only

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grant approval of the request to return to the College if it is determined that the behavior that caused the resulting involuntary withdrawal will not continue or can be managed or mitigated with reasonable support and modifications.

If the Dean of Students approves a student's request to return to the College, the Dean of Students' hold on the student's account will be lifted and the student is eligible to apply for readmission to the College through the Office of Admissions. Readmission to the College is not guaranteed. The College may also impose conditions on the student as part of the return decision based on the student's particular situation such as eligibility to return to on-campus living, participate in clubs or committees, etc. The Dean of Students may also provide resource referral information to the student, as needed or requested.

A student who is not approved to return to campus or re-enroll may appeal the decision to the Vice President for College Programs or designee. For academic matters, the Vice President for College Programs will consult with the Provost or designee. The decision of the Vice President for College Programs is final.

The involuntary withdrawal process does not dismiss or waive any other student responsibilities at the College, and the student should settle all outstanding holds and accounts. If a student has any pending Honor Council cases or sanctions, the student should resolve these prior to applying for readmission. Students are not guaranteed housing upon readmission.

For questions about the Request to Return process, contact the Office of the Dean of Students, 2nd floor Park Center, 919-760-8521; deanofstudents@meredith.edu.

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Honor System

- Statement of Honor
- Honor Pledge
- Honor Council
- Review Board
- Residence Hearings Committee
- Honor Code Violations
- Reporting a Violation of the Honor Code
- Sanctions
- Appeals of Honor Council Action
- CRC Students
- Commuter Students
- Good Social Standing
- Honor System Records
- Communication of Outcomes of Reported Violations
- Jurisdiction of the College
- Honor Council Officers and Members 2023-24
- Review Board Officers and Members
- Residence Hearings Committee Officers and Members

The Honor System is founded on the premise that, through living the College's Mission and Values, dishonesty has no place at Meredith. The Honor System demands personal integrity of each student and is operated by the student body and supported by faculty and staff. Students are personally responsible for their own conduct and obligations to the Meredith Community.

For more information on the Honor System at Meredith, contact the Office of the Dean of Students.

Statement of Honor

We, the Meredith Community, are committed to developing and affirming in each student a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment. The Honor System is a method by which individual honors are protected and maintained. Any dishonorable action will be regarded as a violation of this commitment, and corrective action will be taken.

If I am in violation of the Honor Code, to prevent jeopardizing the Honor System or weakening our system of self-government, I have an obligation to report myself to the proper authorities. If I am aware of a violation of the Honor System by another student, I shall call this matter to the attention of that student as a violation of responsibility to the community.

In choosing Meredith College, I am accepting the Honor System as a way of life. As a Meredith student, I am responsible for ensuring that the Honor System is at all times carried out.

Honor Pledge

I do solemnly pledge my honor that as long as I am a student at Meredith College, I will faithfully uphold the principles of the Honor Code and will respect and observe the procedures and requirements of the Honor System. I also pledge my support to our system of self-government, an integral part of our way of life at Meredith College. I make this pledge in view of my fellow students thus signifying our high resolve to keep our honor forever sacred and our self-government forever strong.

Enrollment is not complete until a student has signed the Honor Pledge.

Honor Council

The Honor Council is composed of the chair; the solicitor general; the support counselor; the secretary; the clerk; two representatives each from the freshman, sophomore, junior, and senior classes; one commuter representative; one Wings representative; and a staff or faculty member. The assistant dean of students and/or a designee shall serve as a non-voting member and as advisor. In addition to the solicitor general and support counselor, nine board members are present at any hearing. These members include the chair, the secretary, the clerk, and the advisor as non-voting members, and five voting members who shall consist of four student representatives and one staff or faculty member, all to be appointed to attend on a rotating basis by the chair. The accused student can waive the right to a full board when the unavailability of a board member would delay the case.

The Honor Council shall not convene during exam weeks except for those cases involving seniors scheduled to graduate that term. For hearings held for graduating seniors during exam weeks, the Council may be comprised of a smaller number of student representatives (similar to summer Honor Council cases).

A Note About Summer: A summer Honor Council composed of the chair (when possible), one or two student representatives to Honor Council (either new or retiring members), one faculty or staff member, a summer residence director or apartment manager (for cases involving resident students), and the advisor or a designee, shall hear cases occurring after the final day of classes of the spring semester through the final day of classes of summer school except for those cases deferred, by the accused, until the beginning of the fall semester in favor of a full board. The services of a support counselor and solicitor general may not be available, and the appeal process will not include a Review Board.

Review Board

The Review Board is a branch of the Honor Council that hears appeals of sanctions determined by Honor Council. The Review Board consists of a Chair who is chosen by the newly elected Honor Council Chair through an interview process each year. The rest of the board consists of four students (three student representatives and one secretary) appointed annually by the Review Board Chair and Honor Council Chair alongside two faculty members (appointed by

Faculty Council). All Representatives are scheduled for rotating duty by the Review Board chair. The dean of students or her designee serves as advisor to the Review Board. Any vacancies shall be filled by the Review Board Chair, Advisor, and Honor Council Chair.

Voting members shall consist of the three student representatives and one faculty representative. Non voting members shall consist of the Review Board Chair (who will only cast the deciding vote in the event of a tie), Honor Council Chair, or designee, the secretary, the dean of students, or her designee. The action of the Review Board is final except in cases of delay of graduation, suspension, or expulsion. In those cases, the charged student has the right to appeal to the Vice President for College Programs. Review Board appeals are not available in the summer.

Residence Hearings Committee

The Residence Hearings Committee is a branch of the Honor Council, coordinated by the Residents Housing Association. The Residence Hearings Committee shall hear cases involving appeals of residence hall fines (except for fire safety violations) and minor residence hall policy violation cases referred by the Honor Council solicitor general. The vice chair of the Residents Housing Association shall preside over all hearings and shall not vote except in the case of a tie.

Present at each hearing are the vice chair of the Residents Housing Association, two residence representatives, a clerk, and a Residence Director advisor. The residence director advisor shall serve as a non-voting member.

The hearings are typically held on Monday nights. The decision of the Residence Hearings Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council for other cases by contacting the solicitor general of the Honor Council within 48 hours of the original hearing. The Residence Hearings Committee will not meet in the summer. Summer fine appeals should be directed to the summer Honor Council. Fines for life/safety violations are not permitted to be appealed through the Honor System.

Honor Code Violations

The Honor Council acts on violations of the Honor Code. Violations of the Honor Code include, among others:

Academic dishonesty including, but not limited to:

- Unauthorized copying, collaboration, or acceptance of assistance in the preparation of academic work (i.e., written, laboratory, artwork, computer programs, etc.)
- Plagiarism—which is defined as the intentional representation of another person's words, thoughts, or ideas as one's own (see Note about Plagiarism below list of Honor Code violations)
- The use of notes, books, electronic devices or other unauthorized aids on examinations

Honor System

- Stating that assignments are completed when they are not (i.e., parallel readings) or aiding and abetting a dishonest action of another student
- Falsifying information or data

The use of AI Tools in consideration of Academic Dishonesty violations: The use of artificial intelligence (AI) text generation tools may be considered a violation of the Honor Code. AI tools should not be used in the completion of academic work unless an instructor specifically authorizes their use in a specific course or assignment. Students should refer to course syllabi and follow instructions by course instructors to determine appropriate use, if permitted.

If a student has used an AI tool when this has not been explicitly permitted by the instructor, this would be considered as a form of academic dishonesty in the “use of an unauthorized aid.” Additionally, if the AI tool is not cited as a source, this would also be considered as plagiarism since it represents the work of another that has not been acknowledged or cited.

Hostile acts towards another including:

- *Discrimination* (See Note About Freedom of Expression below). According to the Meredith College Harassment and Non-Discrimination Policy, discrimination is treating someone unfavorably because of religion, race, color, national origin, age, sex, disability, veteran’s status, sexual orientation or any other category protected by applicable law.
- *Harassment*. Harassment includes unwelcome electronic, verbal, physical, or graphic conduct that is so severe or pervasive that it substantially interferes with the targeted individual’s ability to participate in a learning, living, social or work environment. Harassment is not motivated or based on one of the protected categories listed under the definition of discrimination or any other category protected by applicable law. This can include conduct that is intended to be, or a reasonable person knows would have the impact of being, demeaning, intimidating, hostile or abusive when directed at another person or persons.
 - Examples of conduct that may be an act of discrimination or harassment include but are not limited to:
 - Verbal acts or conduct including slurs, negative stereotyping, unwelcome verbal comments, jokes, or threats
 - Physical acts including physical intimidation, offensive touching, physical assault (physical assault and unwanted touching of a sexual nature will be addressed under Sexual Harassment)
 - Graphic acts including posters, cartoons, drawings, or graffiti
 - Electronic acts including online communication of demeaning or hostile content
- *Intolerance/Bias* (See Notes about Bias-Related Incidents and Freedom of Expression below). An act of intolerance is defined as any conduct that serves no scholarly purpose appropriate to the educational experience and demonstrates bias against others because of, but not limited to, their actual or perceived religion, race, color, national origin, age, sex, disability, veteran’s status, sexual orientation, or any other category protected by applicable law. The conduct must actually cause or reasonably be intended

to cause intimidation, alienation, or other harm to individuals in the Meredith community based on actual or perceived characteristics. Examples of Acts of Intolerance/Bias include, but are not limited to:

- Vandalism or defacement of personal or campus property (e.g. drawing swastikas, hanging nooses, erecting burning crosses, etc.)
- Display or use of slurs or epithets (disparaging or abusive words)
- Culturally offensive gestures
- Theme parties that encourage people to wear costumes or act in ways that reinforce demeaning stereotypes
- Electronic, physical, verbal, or graphic threats or intimidation

When an Act of Intolerance is targeted toward a specific person, it may rise to the level of discrimination or harassment as defined above. A violation may also constitute criminal violations according to local, state and federal law and the College reserves the right also to report suspected violations to legal authorities.

- **Physical Harm:** conduct that intentionally or recklessly results in bodily harm to any person.
- **Sexual Harassment.** Harassment that violates the [Meredith College Title IX/Sexual Misconduct Policy](#) will be reported to the Title IX Coordinator. Meredith College will not tolerate sexual misconduct including, but not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence (including domestic/intimate partner violence and dating violence), or stalking..
- **Threatening behavior:** any written or verbal expression of intent to cause imminent (highly likely to occur, depending upon communication of intent and context) physical harm to any person.

Aiding or abetting any violation of the Honor Code. Aiding or abetting any act of sexual misconduct will be addressed through the College's Sexual Misconduct/Title IX policies and procedures.

Alcohol and Drug Policy violations (see College Policies and Regulations section of this handbook)

Dangerous Behavior: engaging in any act, behavior, or conduct that creates an unsafe situation for the campus community, threatens the health or safety of a person, or places a person in a reasonable fear of harm.

Disorderly conduct on College-owned, -operated, or -controlled property or at College functions. Disorderly conduct shall include acts which violate the rights of others, which tend to breach the peace, or which are deemed lewd, indecent, or obscene. If disorderly conduct is considered severe, frequent, or continues for a prolonged period of time, the behavior may be considered disruptive.

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Disruption or obstruction of teaching, research, administration, disciplinary procedures, or other college activities, operation or functions, including the failure to appear before college officials or disciplinary bodies when directed to do so.

Failure to follow or comply with directions given by College officials or staff members in the exercise of their official duties.

Failure to abide by sanctions or penalties properly imposed by the College or disciplinary bodies.

Furnishing of false information, with intent to deceive, to members of the College community who are acting in the exercise of their official duties.

Intentional abuse of a position of trust or responsibility within the College community.

Possession of firearms or other weapons on College property or at College-sponsored functions.

Retaliation: seeking or attempting to seek retribution or revenge against anyone involved in the reporting or investigation of any violation of the Honor Code or other College policies. This retribution or revenge must be so severe and pervasive that it substantially interferes with an individual's ability to participate in a learning, living, social or work environment.

Theft or misuse of or damage to any personal property on institutional premises, any academically related personal property wherever located, or any College property.

Unauthorized entry into or occupation of or trespass upon College facilities or property.

Unauthorized use of the names of the College or the names of member organizations in the College community.

Violations of College policies as set forth in this Student Handbook.

Violation of rules governing the residence halls, on-campus apartments, the health center, the library, the dining hall, and other college owned, operated or regulated property. Any other conduct deemed by the College to be undesirable or unacceptable, or which interferes with or threatens the College's ability to fulfill its educational purposes.

Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council. The College has jurisdiction over all misconduct that occurs on campus or in any program or activity sponsored by the College. The College reserves the right to make charges or convictions for violations of federal, state, or local law by its students a matter for consideration and action of the Honor of Honor Council and for the basis for removal from campus. In addition, misconduct by Meredith students while off-campus, including but not limited to conduct that

occurs on other college or university campuses, may be cause for Honor Council action when the behavior interferes with or is disruptive to the College, its educational mission, or the safety of the community.

A Note about Bias-Related Incidents: A bias incident is any hurtful, discriminatory, harassing, or intimidating act that targets or is committed against any individual or groups based on but not limited to actual or perceived race, ethnicity, culture, sex, gender identity, socio-economic status, sexual orientation, ability, age, national origin, immigration status, veteran status, political affiliation, religion, and spiritual identity or any other basis protected by applicable federal, state, or local laws. A bias incident can occur whether the act is intentional or unintentional and may take the form of a verbal interaction, cyberinteraction, physical interaction, or interaction with property.

Bias incidents may also include actions that do not meet the definition of an Honor Code violation or crime, but have negative impact and harm on others and on the campus community. An active response is needed to ensure a safe and inclusive campus for all. Please refer to the College's [Bias Impact Response web site](#) for more information about how bias incidents are defined and to file a report. The College seeks not only to address harmful conduct through applicable policies and processes, but also to provide support and assistance to those who may have been harmed. The College is also committed to identifying educational and other programming for the community in order to prevent further harm from occurring.

While free expression is valued and encouraged, it may lead to unintended consequences such as disagreements, or one feeling uncomfortable or offended. While we foster a campus community that values dialogue that is thoughtful and respectful, the College affirms its commitment to prohibiting harassment and discrimination, as defined by the Honor Code, other relevant College policies, and applicable laws.

A Note about Freedom of Expression: From the College's Freedom of Expression policy: "Meredith College values freedom and openness in the pursuit of truth. The lively and free exchange of ideas is essential to the intellectual life of the College as well as to the expansion of knowledge itself. Freedom of thought, free speech, and peaceful assembly are the rights of citizens and are fundamental to this open inquiry and search for knowledge." ([Freedom of Expression](#)).

A Note about Multiple Violations: A student may be accused of more than one violation as a result of a single incident.

A Note about Plagiarism: Plagiarism is the dishonest use of another's person or resource's words, thoughts, ideas, or organization in a presentation, writing, or other intellectual or academic work, as if it were an original thought or without the explicit citation of the source material in the construction of one's own. It is a dishonest representation of a person's academic achievement. Honest academic work in no way precludes using another's work; it solely requires that another's work or idea be properly acknowledged. Plagiarism results when a

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student copies from their own past graded work, another student's course materials, paper or from books and other print or online sources and then fails to acknowledge such borrowing through the use of citations.

Please note that the use of one's own old high school or collegiate papers is discouraged, but if used, must be acknowledged as a source. Additionally, if artificial intelligence (AI) generated text is not cited as a source, this would also be considered as plagiarism since it represents the work of another that has not been acknowledged or cited.

Whether source materials are quoted directly or are paraphrased, all such borrowing must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags.

If a student discovers a mistake in acknowledging sources in a paper that has already been submitted, they should make this error known to the instructor.

A plea of ignorance will not be accepted as an excuse by the Honor Council.

As the educational purpose of papers and course work differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the purposes outlined for a particular paper or project. Each instructor should state specifically the extent and limits of available sources a student may employ in writing their paper. A student who is uncertain about an assignment and sources to be used should consult with the instructor for clarification before completion of the paper.

Reporting a Violation of the Honor Code

Self-referral

If a student realizes that she has violated the Honor Code, she is encouraged and expected to report in a timely manner to the solicitor general of the Honor Council. The solicitor general for fall 2023 and spring 2024 is Georgia Fulghum at gfulghum@email.meredith.edu. In summer 2024, reports should be emailed to the assistant dean of students at deanofstudents@meredith.edu.

Report by another student

If a student witnesses or suspects that an infraction has occurred, there are two options for next steps. she has two paths she may follow. In a timely manner, the student may confront the suspected student and ask the individual to self-report to the solicitor general. Alternatively, the student may refer the suspicion of a violation directly to residence life staff (if appropriate) or to the solicitor general.

Report by a member of the faculty or the staff

If a faculty or staff member suspects a student of an Honor Code violation and is able to ascertain the facts of the case, it is that faculty or staff member's responsibility to inform the

student and request that the student self-report within 24 hours to the solicitor general or the assistant dean of students. Should the student not make the report, the faculty or staff member should do so.

Reports by Campus Police and Residence Life Staff

Reports about suspected Honor Code violations are submitted to the Office of the Dean of Students and, when necessary, may be reviewed by the Solicitor General. If the Solicitor General determines that the Honor Code has been violated, she will contact the student.

Sanctions

The following sanctions are examples, not an exhaustive list, of those deemed appropriate by the Honor Council, and may be imposed upon students for violations of the Honor Code, depending upon the gravity of the offense:

Papers

A student may be required to write a paper to critically examine behavior and decision-making. The length, topic and due date of the paper will be determined by the Honor Council.

Presentations

A student may be required to design or attend any number of educational presentations or programs.

Campus work

A student may be required to render a specified number of hours of unpaid work to be performed on campus as designated by the Honor Council. It is the duty of the student to find the opportunities that meet the specifications of the Honor Council Sanction and provide documentation of such work being rendered to the Chair or Advisor of Honor Council.

Restitution

Reimbursement for damages to or misappropriation of property and/or reimbursement for medical expenses for injury.

Fines

A student may be charged a fine for an Honor Code offense. The amount of the fine may be determined by the Honor Council and used for the benefit of the Meredith College community.

Warning

Written notice that continuation or repetition of the cited conduct found wrongful, within a period of time stated in the warning, may be cause for more severe sanctions.

Reprimand

A written censure including the possibility of more severe disciplinary sanctions in the event of the finding of another violation of the Honor Code within a stated period of time. Other components are as follows:

Honor System

- Notification of parents of traditional-aged students may be considered by the Vice President for College Programs. If she deems notification necessary, the Vice President for College Programs or her designee will write to the parents and may ask the chair of Honor Council to write a letter as well.
- The Honor Council will consider whether students placed on reprimand will be eligible to serve as an officer of any recognized campus organization. Duration of the period of reprimand will be specified for each case.
- A student may be asked to move out of the residence hall or campus apartment if found to be a danger to self or others.

Probation

Probation is a set period of time during which the student is to give exceedingly careful attention to self behavior in order to affirm the ability to abide by the Meredith College rules and regulations. IMPORTANT—PLEASE NOTE that if at any time a student who is on probation is found responsible for another violation of the Honor Code, she may be suspended for a minimum of one semester or expelled from the College. Components of probation are as follows:

- Notification of parents of traditional-aged students to be considered by the Vice President for College Programs. Within two weeks following the final hearing, a letter from the Vice President for College Programs may be sent to the parents informing them about sanctions and the offense.
- Statement of offense to be placed in a confidential file in the Office of the Dean of Students.
- Notification of academic advisor and Office of Financial Assistance.
- Students while on probation are ineligible to serve as an officer within any recognized campus organization.
- A student may be asked to move out of the residence hall or campus apartment if found to be a danger to self or others.

Delay of Graduation

Delay of graduation ceremony and receipt of diploma as set forth in the Notice of Delay of Graduation. Other components are as follows:

- If, after a 48-hour period following notification of delay of graduation, the student has not appealed, the sanction will be submitted for final approval by the dean of students to the Vice President for College Programs.
- Parents of traditional-aged students will be notified by the Vice President for College Programs.
- The academic advisor, Office of Financial Assistance, and Office of the Registrar will be notified.
- Action will be recorded on official records in the Office of the Dean of Students and the Office of the Registrar.
- A student may not participate in commencement ceremonies until sanctions have been completed, unless approved through commencement appeal process by Provost, in consultation with the assistant dean of students.

- A student whose graduation has been delayed may take classes to complete degree requirements.
- A student while on delay of graduation is ineligible to serve as an officer within any recognized campus organization.

Suspension

Exclusion from classes and other privileges or activities related to the College for a minimum of one semester as set forth in the Notice of Suspension. Other components are as follows:

- If, after a 48-hour period following notification of suspension, the student has not appealed, the decision will be submitted by the dean of students to the Vice President for College Programs.
- In the case of immediate suspension, the student must vacate the campus within 24 hours following the final decision of the Vice President for College Programs.
- The student may apply for readmission to Meredith after the specified period of suspension.
- Parents of traditional-aged students will be notified by the Vice President for College Programs.
- The academic advisor and Office of Financial Assistance will be notified.
- Students while on suspension are ineligible to serve as an officer within any recognized campus organization and are unable to participate in campus traditions.
- Action will be recorded on official records in the Office of the Dean of Students and the Office of the Registrar. 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.

Expulsion

Termination of student status. Other attributes are as follows:

- If, after a 48-hour period following notification of expulsion, the student has not appealed, the decision will be submitted by the dean of students for final approval by the Vice President for College Programs.
- In the case of immediate expulsion, the student must vacate the campus within 24 hours following the decision of the Vice President for College Programs.
- The student shall not have the privilege to apply for readmission to the College. Expulsion shall be recorded on official college records in the Office of the Registrar and the Office of the Dean of Students.
- A student who chooses to appeal shall continue attending classes during the appeal process; continued class attendance, however, shall have no effect on the outcome of the appeal.
- Students who are expelled will be removed from any officer position within any recognized campus organization and will be unable to participate in campus traditions.
- Parents of traditional-aged students will be notified by the Vice President for College Programs.
- The academic advisor and Office of Financial Assistance will be notified.

NOTE: Any of the penalties listed in this chapter resulting from cases involving academic dishonesty shall include the right of the professor to levy any additional academic penalty deemed appropriate.

Appeals of Honor Council Action

A student may appeal Honor Council action to the Review Board by delivering written notice of appeal to the dean of students by noon of the Wednesday following the Honor Council hearing. The Notice of Appeal must state clearly the reason for the appeal. (See the By-laws: Article III section 3C2.) The Review Board Hearing shall typically occur on the Friday following the Notice of Appeal.

The appellant shall have a maximum of five minutes to present an appeal to the Review Board.

The action of the Review Board is final except for the right of the student charged to appeal to the Vice President for College Programs in cases of delay of graduation, suspension, or expulsion. A student may appeal a Review Board decision by presenting a written appeal to the Dean of Students within 72 hours of the Review Board Hearing. The Dean of Students will then present the appeal accompanied with relevant case documents to the Vice President for College Programs for her review and decision.

Following consultation with an advisory committee made up of the Provost, the Chair of the Faculty Council, and the Chair of the Student Life Committee, the Vice President for College Programs shall reach a decision and give formal, written notice to the student and to the Chair of the Honor Council within ten days after receiving the notice of appeal. The action of the Vice President for College Programs is final.

Appeals from an Honor Council hearing presented during fall exam week will be heard at the beginning of the following semester unless the case involves a graduating senior. Appeals presented during spring semester exam week will be heard if possible.

Appeals of Apartment Fines

A student may appeal an apartment fine to the Residence Hearings Committee. The decision of the Residence Hearings Committee on fine appeals is final.

Appeals of Residence Hall Fines

A student may appeal a residence hall fine (except for fines for life/safety violations) to the Residence Hearings Committee by giving written notice of appeal to the clerk of the Residence Hearings Committee within 48 hours of receipt of the notification of the fine. The written notice must identify what fine is being appealed and why the fine is being appealed. The clerk will notify the appellant of the date and time of the appeals hearing.

At the appeals hearing, the clerk will introduce any material and/or character witnesses. The appellant shall have a maximum of five minutes to present an appeal. Members of the

Committee sitting on an appeal may ask questions of the material witnesses and appellant. The decision of the Residence Hearings Committee on fine appeals is final.

CRC Students

Students participating in the Cooperative Raleigh Colleges (CRC) Program who are accused of academic dishonesty are liable to the judiciary process of the host institution and possibly their home institution as well.

Commuter Students

Both traditional and Wings commuter students' cases, like those of any other student, will be heard by the Honor Council in person and on campus unless otherwise instructed.

Good Social Standing

A student is considered to be in good social standing with the College if there has been no pending Honor Council case, upon completion by the deadline any educational sanction given by Honor Council, and if not serving a term of probation, delay of graduation, suspension, or expulsion.

If a student is not in good social standing, a hold will be placed on the student's transcript, and eligibility for graduation will be suspended until the sanctions have been completed.

Honor System Records

Honor Council, Review Board, and Residence Hearings Committee records are maintained by advisors and chairs of each branch. Official records in the Office of the Dean of Students are kept ten years after completion of a penalty. (Exception: records of expulsion are on permanent file.)

Communication of Outcomes of Reported Violations

Outcomes related to how reported Honor Council violations are addressed by the Honor System or the Office of the Dean of Students are private and are considered student records information protected by FERPA. Therefore, the person who reports a violation may not know its outcome but can be assured that the College takes each report seriously and follows established student judicial procedures.

Jurisdiction of the College

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to suspend, expel or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

Honor System

Honor Council Officers and Members 2023-24

Chairperson: Denley Sweeney

Solicitor General: Georgia Fulghum

Support Counselor: Scisah Muhammad

Secretary: TBD

Clerk: TBD - selected in fall 2023

Senior Representatives: Tiani Hinnant, TBD

Junior Representatives: Lydia Bonecutter, Madison Cidor

Sophomore Representatives: Amanda Cordell, TBD

Freshman Representative: To be elected in fall 2023

AMC Representative: TBD

WINGS Representatives: Tiffany Miller

Administrative Advisor: Bailey Dunn-Phillips, Assistant Dean of Students

Honor Council Faculty or Staff Representatives: To be determined for each hearing

Review Board Officers and Members

Chair: Breanna Bivens

Secretary: TBD

Members: Remay Pemba (if hearings held remotely); other representatives TBD

Advisor: Ann Gleason, Dean of Students

Review Board Faculty Representatives: TBD, assigned by Faculty Council

Residence Hearings Committee Officers and Members

Residents Housing Association Vice Chair: Grace Dunn

Clerk: Lauren Dixon

Members: Residence Representatives, TBA

Advisor: Residence Director, Brittany Kilgore

NOTE: For further information, related to the Honor System, refer to the SGA Constitution (Article XI) and By-Laws.

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College Policies and Regulations

- Alcohol and Other Drugs
- Animals
- Automobile Regulations, Fees, and Parking
- Babysitting
- Bicycle Policy
- CamNet Responsible Computing Policy
- Campus ID Cards / CamCards
- Complaint / Grievance Procedures for Students
- Consensual Relationship Policy
- Contractual Agreements
- Corrections to College Records
- Demonstrations
- Dockless Vehicles
- Family Communications
- Fountains
- Freedom of Expression
- Freshman Regulations
- Fundraising, Vending, and Sales
- Guests
- Harassment, Non-Discrimination Policy and Grievance Procedures
- Hazing
- Health Related Issues
- Hoverboards
- Imprinted Item / T-Shirt Approval
- Intellectual Property Policy
- Jurisdiction of the College
- Lake
- Medical Amnesty
- Meredith Seal and Woodmark
- Off-Campus Responsibility
- Photography Release
- Political Activity
- Public Performances
- Publications
- Residence Halls Regulations
- Residence Requirements
- Returned Payment Fee
- Return to Campus After Hospitalization
- Sexual Misconduct and Title IX
- Shoes
- Smoking Policy
- Sororities and Secret Societies
- Solicitation Policy
- Student Activities Fee
- Sunbathing
- Transportation - College
- Weapons / Firearms
- Withholding of Grades

Alcohol and Other Drugs

(Additional information on campus policies specific to resident students can be found in the Residence Life and Apartment Guides sections of the handbook.)

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age. The possession and/or consumption of alcoholic beverages on campus or in any College building is prohibited except by those of legal age in individual on-campus apartments and in individual rooms in residence halls. Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered “possession.” Memento bottles are prohibited in any residential space where the resident is not at least 21 years old. Providing alcohol to any person who is under the age of twenty-one is illegal. A student may not attend class while under the influence of alcohol.

Inappropriate or illegal behavior related to alcohol use will result in disciplinary action. Meredith students are expected to represent the College with dignity at all times. Students who choose to

College Policies and Regulations

possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others.

Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. Paraphernalia, as defined by the [North Carolina General Statutes](#), shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the [North Carolina General Statutes](#).

Any student suspected of a violation of this policy is subject to a hearing by the Meredith College Honor Council. If found responsible, the student will receive sanctions – both punitive and educational. Depending upon the nature and severity of the violation, punitive sanctions may range from probation to suspension, delay of graduation, or expulsion. In addition to a punitive sanction, appropriate educational and counseling sanctions will be levied. The violator may also be subject to North Carolina law. Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

Animals

Service Animals

[Service Animals](#) are highly trained to perform specific tasks that create equal access to the College for individuals with disabilities. Service Animals are allowed everywhere the student goes on campus. While not required, students with Service Animals are invited to complete the [Voluntary Service Animal Identification form](#) so the Disability Services staff can facilitate appropriate accommodations and promote a smooth transition for the student and Service Animal. Refer to the [Meredith College Service Animal Policy](#) for more information.

Emotional Support Animals

[Emotional Support Animals \(ESAs\)](#) are not required to have formal training and provide passive support to individuals with disabilities. ESAs are only allowed in students' assigned residence rooms and prohibited from all other College facilities. **ESAs are not allowed on campus unless they have been approved through the ESA approval process.** Students who have unapproved animals in residential buildings will receive a fine of \$100.00 per day and will be referred to the Office of the Dean of Students for consideration of disciplinary action. Students requesting an ESA accommodation must contact Meredith College Disability Services, submit documentation of the disability, and follow the established procedures for ESA requests. Learn more by referring to the [Meredith College ESA Policy](#).

Automobile Regulations, Fees, and Parking

Faculty, staff, and students must display a parking permit at all times when the vehicle is parked on college property. All faculty, staff, and students who park on campus are required to register their vehicles with the Campus Police Department. Questions concerning parking should be directed to the Meredith College Campus Police Department Parking Director at 919-760-8888. Meredith College assumes no responsibility for damage, loss, repossessions or theft of any vehicle parked on campus.

Parking Fines:

- Most parking fines are \$50.
- Fines for parking in handicapped or fire lanes are \$100.
- Auto-boot and towing fines are \$100. Unregistered cars will be auto-booted and will not be released until all fines are paid (an auto-boot is a device that clamps to the wheel of a car; attempts to move a car with an auto-boot will result in serious damage to the car).

Parking Regulations

Parking regulations are enforced year-round, including breaks. Park only in areas designated by your permit. No warning tickets are given. The following parking practices are specifically prohibited:

- Parking an unregistered vehicle anywhere on the Meredith Campus.
- Double parking.
- Parking on lawns, grass, landscaped areas, sidewalks, or other areas not set aside for parking.
- Parking in such a manner as to block traffic, parked vehicles, or roadways.
- Parking in fire lanes, loading areas, emergency areas marked as NO PARKING ZONES, including areas marked with diagonal yellow lines.
- Parking in a handicap space without displaying a handicap placard or tag.
- Parking in an area designated for registration decals other than the one displayed (for example, students parking in a reserved spot or parking in visitors' area with a Meredith decal).

College Policies and Regulations

- Parking is prohibited in the circle in front of Johnson Hall (Fire Lane). Exceptions will be allowed on move-in or move-out days as long as a driver remains with the vehicle at all times. Unattended vehicles will be ticketed and may be towed.
- Parking is prohibited in the circle in front of Wainwright (Fire Lane). Unattended vehicles will be ticketed and may be towed.
- Apartment residents are not allowed to park on main campus. Residence Hall students are not permitted to park in The Oaks parking lot.

Repeated Offenses: If the conduct of any student, employee or visitor establishes a pattern of excessive violations and disregard of the campus parking regulations, Campus Police will auto boot the vehicle and campus parking privileges may be revoked.

Parking Permits

Counterfeiting, Theft, Deceit, and Unauthorized Transfer: It is unlawful for any person to produce any facsimile or reproduction of a permit, sticker, decal or other device indicating eligibility to park on campus. It is unlawful to steal or obtain a permit by fraud, deceit or trickery, willful misrepresentation of facts, purchase or gift from another. It is unlawful for any person in lawful possession of a parking permit to alter, give, sell, transfer or attempt to transfer a permit to another person or to place on a vehicle other than that for which it is registered. Student violations of this policy will be referred to Honor Council for further action. Violations by employees, visitors or guests will be considered by Campus Police for further action.

Purchasing Parking Permit: Students can obtain a parking permit from the Campus Police Department. Students can either obtain the permit by submitting the application form at the Campus Police Department or by mail. If the application is submitted by mail the student must completely fill out the application and mail it with a self-addressed stamped envelope to Meredith College, Attn: Campus Police, 3800 Hillsborough Street Raleigh, NC 27607. Applications can be obtained [online](http://www.meredith.edu/) at <http://www.meredith.edu/>. Go to A-Z, "P" (Police), Parking on Campus and follow the instructions.

Fee Schedule for Parking Permits

- Annual Residence Hall permit: \$200
- Annual Apartment resident permit: \$200
- Annual Commuter permit: \$125
- Annual Graduate permit: \$100

Permits must be renewed each year by September 1st

Replacement Permits: A permit cannot be transferred from one vehicle to another. A replacement permit for a vehicle is \$5.00.

Student Parking Permits: At the beginning of each semester, all students may qualify for the privilege of bringing a car on campus by signing the appropriate agreement, paying the parking permit fee, and displaying a numbered decal. Decals for students living in residence halls and commuting students must be affixed permanently with the decal's adhesive to the rear left window or bumper of the car. Decals may not be taped to the rear window. Decals for apartment

residents must be affixed to the front windshield of the car. Forms and decals may be obtained from Campus Police. Adequate parking space is provided for all those who qualify.

Temporary Parking Permits: A student who does not have a vehicle registered may purchase a temporary permit for \$1.00 per day for a period not to exceed ten business days. The temporary permit must be for a specific need and is not intended for the purpose of avoiding the purchase of a permanent permit.

Faculty, staff and students with a valid parking permit may obtain a temporary parking permit, free of charge, when their registered vehicle is unavailable. Temporary permits are available from the Campus Police Department during the hours of 8:00 a.m. - 4:00 p.m., Monday - Friday. After-hours permits can be obtained from the Gate House located on Main Campus Drive

Parking Spaces

Conference, Seminar, and Workshop Parking: Coordination between the program/event host and the Parking Director is required to determine parking availability and the type of permit to be used for visitors attending a conference, seminar, or workshop on campus.

Faculty/Staff Parking: Faculty and staff are authorized to park in designated spaces or lots with a faculty/staff decal. Faculty/staff are not authorized to park in visitor or student spaces.

Handicap Parking: Handicap parking is provided in many locations across campus. Vehicles displaying a handicap placard or tag may park in any handicap space. For any vehicle that is parked in a handicap space on campus, the handicap placard/tag must be issued to the driver of the vehicle — with exception for instances in which the driver is providing an escort for the placard holder. Any student who has a state- issued handicap placard or tag registered in their name, must provide a copy of the placard and the handicap registration card to Campus Police when obtaining a Meredith College parking permit.

Reserved Parking: Reserved space parking is enforced at all times, including holidays and breaks.

Sporting Event Parking: Parking for sporting events will be located near the event site. The decision on sporting event parking will be based on weather, condition of the parking site and other on campus scheduled activities/events. Parking arrangements should be coordinated between the Campus Police Department and the Athletics Department.
vice on foot, by golf cart, or by campus police vehicle.

Student Parking: There is adequate student parking on campus, and it is available on a first come, first served basis. All students who wish to park on campus must register their vehicles with Campus Police, purchase a parking permit, and park in student designated parking lots. Students are not permitted to park in visitor or staff/faculty spaces except for availability in specific lots between the hours of 4:00 p.m.-7:00 a.m. daily.

Additional Evening Parking for Students

The following lots are available for student use between the hours of 4:00 p.m. – 7:00 a.m. daily: Alumnae Lot, Cate Lot, Chapel Lot, and Martin Lot.

Visitor/Family Parking: Meredith College welcomes visitors to campus. Visitors are individuals not enrolled or employed by the college. Visitors are expected to comply with the college's parking and traffic rules and are held responsible for citations issued for incorrect or improper parking. The following lots have designated visitor parking: Chapel, Alumnae House, and Library. Main Campus Drive and the front Athletic Field lots are used for special events.

Visitors may park campus-wide daily after 6:00 p.m. with the exception of reserved spaces, which are enforced 24 hours a day.

Vendor/Contractor Parking: All vendors/contractors working on campus must register their vehicles with Campus Police. Coordination between the vendor, program/event host and the Parking Director is required to determine parking availability and the type of permit to be used.

Towing Rules

A vehicle will be towed at the owner's expense:

- When parked in a reserved parking space without a permit that matches that space.
- When illegally parked in an emergency space or when blocking an emergency road.
- When the vehicle has received five or more parking violations and has been immobilized (booted) for the duration of 48 hours.
- When illegally parked in an emergency space or when blocking an emergency road.
- When a vehicle has been parked illegally for more than ten days, or is determined to be "derelict" under N.C. General Statute 20-137.7, the Chief of Police is authorized to dispose of such vehicles as prescribed by N.C. General Statute 20-137.6 to 20-137.14.
- Vehicles will be towed if they are parked in a way that would impede the operation of the college or are creating a safety hazard.

Shuttle Service

As part of our crime prevention program, Campus Police offers, upon request, security escort service 24 hours a day to all members of the college community. Officers may provide this ser

Traffic Appeals

Faculty, staff, students and visitors have the right to appeal a campus parking citation issued for violation of the college's parking and traffic regulations. Appeals must be submitted within fifteen days of the violation. Appeal forms are available at the Campus Police Department. Complete, print and bring the form to the Parking Director (or mail it to Meredith College ATTN: Campus Police, 3800 Hillsborough Street Raleigh, NC 27607) along with the ticket and a self-addressed envelope.

The Appeal Board is made up of faculty, staff and students. Once the appeal has been heard and a decision made, notice is sent to the appellant informing him or her of the decision by mail. If you fail to comply with the appeal guidelines, your appeal will not be honored.

Vehicle Immobilization Policy

Vehicles may be immobilized (booted) for any of the following reasons:

- Non-payment of accrued fines, to include five or more unpaid citations.
- Display of a lost, stolen, or revoked permit.
- Unsatisfactory payment for a permit. Removal of the boot requires a payment of \$100.00 in addition to payment of all accrued fines and other fees.

Wheel boots may be removed only by a member of the Campus Police Department upon payment of the boot removal fee and all outstanding fines. All payments must be made in the Accounting Office, Johnson Hall during business hours Monday through Friday.

Warnings

- If you are parked in a reserved or handicap space without the proper permits, your vehicle is subject to ticketing and towing.
- Parking regulations remain in force at all hours.
- If you need to unload your vehicle during any time moving in and out of the residence halls, even for a few minutes, contact Campus Police at 919-760-8888 for permission.
- All Meredith student vehicles without a parking permit parked on campus in any space are subject to be towed at owner's expense.
- Parking rules and regulations are enforced all year, at all times.
- For questions related to parking, please contact the Campus Police Department at 919-760- 8888.

Babysitting

Babysitting is not permitted on campus regardless of the age of the child. The residence halls and apartments are not appropriate communities for young children, especially infants.

Bicycle Policy

Bicycles are to be registered with campus police and registration is free. Bicycles are to be stored in the bike racks outside the residence halls or campus apartments unless they can be disassembled and stored in the student's room in such a way as not to create a fire hazard or infringe on a roommate's space. The penalty for violation of this policy is a \$15 fine. Bicycles that appear to be abandoned may be subject to removal by Campus Police.

CamNet Responsible Computing Policy

This document sets forth the CamNet Use Policy for Meredith College. Please read it—you are responsible for knowing and following these policies. All students, faculty and staff are responsible for using Meredith's computing resources in an effective, ethical, moral and legal manner.

Purpose

Technology Services has responsibility for providing voice and data support services to Meredith College. In terms of systems, Technology Services is responsible for telecommunications, administrative computing, academic computing and library computing activities. Computers and networks provide access to resources on and off the campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires the user to act responsibly.

Users must respect the rights of other users, respect the integrity of the systems and observe all relevant laws, regulations and obligations. All existing laws, federal and state and college regulations and policies apply. Illegal reproduction of software protected by US Copyright Law is subject to civil and criminal penalties including fines and imprisonment.

The practice of unauthorized downloading and file sharing runs counter to the college's commitment to integrity. Use of illegally copied software is a violation of federal law as detailed in the Digital Millennium Copyright Act (Title 17 United States Code). The introduction of software programs that enable the sharing of illegal files over the college's network often introduce adware, spyware, worms and viruses that adversely affect the performance of the individual's computer; infect and even damage the college's network resources requiring costly time-consuming repair efforts; and deny the use of these electronic resources to others in the college community. A student who has obtained unauthorized software is encouraged to bring her computer to the Technology Services department for assistance in deleting unauthorized software. If the College receives an Infringement Notification showing that a computer belonging to the college network has been illegally downloading and sharing digital music, movies, or game files, Meredith College will comply with the request to remove the specified files.

When a student is notified that her computer has been identified in an "Infringement Notification," she will first be given a warning and assistance by the Technology Services department in deleting unauthorized software from her computer.

If a student, after receiving a warning, again violates copyright law, she will be referred to the Honor Council for further action.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Certain infringements may lead to prosecution under the applicable statutes. Users will be held accountable for their conduct under applicable College policies. *Complaints alleging misuse should be directed to Chief Information Officer, Technology Services, Meredith College, by sending an e-mail to cio@meredith.edu.*

Use of College-Owned Resources

The following policies apply to all College-owned technology resources provided for use by the Meredith College Community—faculty, staff and students. The intent is to give an overview of acceptable and unacceptable uses. This document is not to be considered as an exhaustive enumeration of all uses and misuses.

Acceptable Use:

- Consistent with the mission of the college
- For the purpose of and in support of education and research
- By students, faculty and staff who have been trained, and who have a current network account and a valid password

Unacceptable Use:

- Unauthorized copying of copyrighted material
- Destruction of or damage to the equipment, software or data belonging to the college and/or other users
- Use of computers or network that violates federal, state or local laws or statutes
- Providing, assisting in or gaining unauthorized or inappropriate access to Meredith's computing resources
- Activities that interfere with the ability of others to use resources effectively
- Activities that result in the loss of another person's work/data or unauthorized access to another person's work/data

Activities that result in the loss of another person's work/data or unauthorized access to another person's work/data.

Campus ID Cards / CamCards

All Meredith students are required to have and carry a Meredith photo identification card called the CamCard. A "Meredith student" is defined to be any student registered for at least one academic credit course through the Meredith College registrar or the John E. Weems Graduate School. Identification cards are made free-of-charge in the Campus Police Office. Lost or stolen CamCards should be reported immediately to the Campus Police Office. There is a \$5.00 charge to replace lost or stolen CamCards.

CamCards are required of all individuals in order to check out library materials, for student access to residence halls, and for general identification purposes around the campus. Resident students must use the CamCard for Meredith dining services. Commuter students who have purchased a meal plan should also use their CamCards for dining services.

Any individual who has a CamCard may open a Secure Spending Account by making a deposit to her/his Secure Spending Account. Funds on deposit will allow the identification card to be used for access to the Secure Spending Account for purchases for individual meal purchases in Belk Dining Hall, the BeeHive Café, and campus photocopy machines. Deposits may be made in person with cash or check in the Accounting Office or by registering online to add funds with a credit/debit card. Online funds require registration and a convenience fee of 2.99% will be deducted from the deposit. Cash withdrawals are not allowed. For more information, related to depositing money in a Secure Spending account, please contact the Accounting Office.

Complaint / Grievance Procedures for Students

Meredith College is committed to receiving and addressing student complaints and grievances in a clear and timely manner with respect to all parties involved. College policies with specific complaint/grievance processes are included in the Meredith College Student Handbooks for graduate and undergraduate students and the Meredith College Graduate and Undergraduate Catalogues. Not every student complaint/grievance results in a formal, written complaint/grievance. When a student encounters a problem or concern, the student should seek to informally resolve the issue using the appropriate complaint/grievance process. If there is a concern regarding resolving an issue directly with the parties involved, undergraduate students are encouraged to seek assistance from staff in the Office of the Dean of Students at deanofstudents@meredith.edu or (919) 760-8521.

Graduate students may contact their program coordinators or the Dean of their school for assistance.

If you need guidance navigating this process, the staff in the Office of the Dean of Students can assist.

Academic Problems (all students)

If you are uncertain about the most appropriate place to direct your concerns about an academic problem here are several suggestions:

- Talk to your academic advisor about your concerns. Your advisor will have excellent advice about addressing the problems you have encountered.
- Talk to your professor. In some cases, the professor may not be aware of your difficulty, and your insights may help others in your class.
- Talk to the department head or academic dean. If the professor has not addressed your concerns or if you are not comfortable discussing your problem with your professor, the head of the department offering your course or the dean of that school would be a good person with whom to discuss your issues. Please refer to the Academic Problems complaint procedures on the [Dean of Students student complaints webpage](#).
- Undergraduate students may wish to talk to the Dean of Students or the Assistant Dean of Students. They have resources to help you address confidential personal concerns, concerns about bias or discrimination, concerns about fellow students, and concerns about the Honor Code. Contact Dean of Students staff at deanofstudents@meredith.edu.
- Graduate students may wish to talk with their program director, Dean of Students staff, academic department head, or academic dean.
- If you are experiencing harassment or discrimination, you should contact the Office of the Dean of Students, an academic dean, or the Director of Human Resources.

Appealing Grades (or Grade Appeal Process)

Students who are experiencing problems with a grade are encouraged to discuss the matter first with the professor. It is the professor's responsibility to explain fully all grades and requirements

of the course. If the problem is not resolved, the student or professor should consult the department head.

Undergraduate Students: Should further action be required, the matter should be taken to the dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the instructor, the department head, or the dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within eight weeks of receiving the grade. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

Graduate Students: If the problem is not resolved, the student or professor should consult the Program Director. Should further action be required, the matter should be brought to the Dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the instructor, the Program Director or the Dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within (8) weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

Information about academic rules, regulations, and policies can also be found in the [Graduate School Catalogue](#).

Appealing Probation, Suspension, and other Academic Standards issues

(undergraduate): A student who wishes to appeal academic standing or any corresponding requirements must submit an appeal in writing to the Academic Standing Appeals Committee by 5:00 p.m. on the Wednesday before classes begin for the next semester (fall or spring). Contact the Office of the Registrar at registrar@meredith.edu for more information.

Requesting a Late Withdrawal

Undergraduate Students: Exceptions to the deadline to withdraw will be considered upon appeal for medical or other documented emergencies and must include documentation demonstrating the student's inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency. If a student wishes to appeal the deadline for withdrawing from multiple courses, she must submit a written appeal via email to the provost. If a student wishes to appeal the deadline for (1) withdrawing from an individual course, (2) adding or dropping of an individual course, or (3) changing the grade status of a course, she must submit a written appeal to the academic dean of the school in which the course resides.

Graduate Students: Exceptions to the deadline will be considered upon appeal for medical or other documented emergencies and must be appealed to the Senior Vice President and Provost, to whom the student will provide documentation demonstrating

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his/her inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency.

Accreditation (all students)

Meredith College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and masters degrees. Questions about the status of Meredith College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on [SACSCOC's website](#).

As an institution accredited by SACSCOC, Meredith College publishes and follows procedures for dealing with student complaints. Details of these procedures are provided on the [Dean of Students website](#).

Individuals may submit complaints against the institution to the Southern Association of Colleges and Schools Commission on Colleges, the University's regional accrediting body at the address listed above. Prior to filing a complaint, please carefully review the SACSCOC Complaint Procedures Policy Statement, then complete and submit the required form: [SACSCOC Complaint Procedures and Complaint Form](#).

Additionally, if you are not satisfied with the outcome of the complaint, you may choose to file a complaint by filling out the [North Carolina Post-secondary Education Student Complaint document](#).

Bias Incidents (all students)

Although not all acts of bias rise to the level of harassment or discrimination as defined in College policy, the College will respond to all reports of bias activity in order to promote a safe and respectful campus environment for all community members. The College seeks not only to address harmful conduct through applicable policies and processes, but also to provide support and assistance to those who may have been harmed. The College is also committed to identifying educational and other programming for the community in order to prevent further harm from occurring.

A bias incident is any hurtful, discriminatory, harassing, or intimidating act that targets or is committed against any individual or groups based on but not limited to actual or perceived race, ethnicity, culture, sex, gender identity, socio-economic status, sexual orientation, ability, age, national origin, immigration status, veteran status, political affiliation, religion, and spiritual identity or any other basis protected by applicable federal, state, or local laws. A bias incident can occur whether the act is intentional or unintentional and may take the form of a verbal interaction, cyberinteraction, physical interaction, or interaction with property.

Filing a report of bias activity, harassment, and/or discrimination helps the College create a safe and welcoming campus climate that better supports everyone's ability to learn and/or work. It is the responsibility of all community members to report harmful behavior.

Information about the College's Bias Impact Response including the reporting process is found [here](#).

Disability Services (all students)

Students can access the [Disability Services Policies and Procedures page](#) that includes the Grievance Policy and the Grievance Flow Chart.

Distance Education Student Complaints (all students)

Meredith College participates in the State Authorization Reciprocity Agreement – North Carolina (SARANC). If you are enrolled at Meredith College but do not reside in North Carolina, you may choose to file a complaint by filling out the complaint form on the [SARA-NC website](#) or contact the [appropriate authority](#) in your state.

General Student Complaints (undergraduate)

Meredith College provides a learning environment that prepares students for responsible lives of lifelong learning, professional development and global citizenship. The Meredith experience is designed to encourage collaborative learning among students, faculty and staff. Meredith has a long and rich history in student self-governance and in promoting the general welfare of all students. To continue to enhance the quality of services and resources offered to students, Meredith College welcomes opinions, feedback and constructive ideas. The College is committed to ensuring that students have an avenue for articulating concerns, complaints and grievances.

In communicating specific concerns, complaints and grievances, students are encouraged to follow established policies and procedures outlined in this Meredith College Student Handbook and the [Meredith College Course Catalogue](#). These methods include grievance and appeal procedures for academic problems or grades, academic suspension and other academic policies, harassment and nondiscrimination policy complaints, reports of sexual misconduct, Honor Code violations, housing issues, financial aid probation or suspension, disability services, student employment, and access to educational records.

In communicating general concerns, complaints or grievances that do not follow one of the specific grievance procedures indicated above, students have recourse through the following avenues:

Communication of Concerns through the Student Government Association: Any Meredith student may bring a concern to any branch of the Student Government Association. The Student Life Committee, a branch of the Student Government Association, directs attention and study to the concerns and well-being of the students at Meredith College. The Student Life Committee has a Student Life Concerns Form to receive concerns about students' well-being and other campus concerns like lighting in the parking lots, campus dining, and similar topics.

Also, the Senate has a Student Organizations Concerns form that is available if a student has a concern about a student organization. Students are also invited to participate in forums and student body meetings sponsored by the Student Government Association in fall and spring semesters.

Informal Process for General Complaints: A student is encouraged to resolve concerns or complaints by directly discussing the matter with the staff member or department in which the issue originated. If the complaint is not resolved, the next contact will be the supervisor or responsible administrator to investigate the issue. The student should attempt to resolve the complaint informally as soon as possible but at least within 30 days of the occurrence. Staff members in the Office of the Dean of Students are also available as a resource for students who have complaints.

Formal Process for General Complaints: If the matter is unresolved after following the informal complaint process, the student may complete a formal written complaint by completing the [Student General Complaint Form](#). The formal complaint form must be submitted to the Office of the Dean of Students within ten (10) College working days following the date that the informal complaint process is completed. If the complaint is about the staff in the Office of the Dean of Students, the student may submit the complaint form to the Vice President for College Programs. The formal complaint contains the following information:

- Name of student filing the formal complaint
- Name of the faculty/staff member(s) or department the complaint is against
- Date(s) of the incident(s)
- Statement of facts and nature of the concern/complaint
- Description of steps already attempted to resolve concern through informal procedures
- Resolution being sought by student
- Student signature and contact information

Procedures for Resolution of Formal Complaints: The staff in the Office of the Dean of Students will log all general formal complaints and send the complaint to the appropriate responsible administrator for review, investigation, and decision.

The responsible administrator will usually respond within ten (10) working days to the complainant. Depending on the nature of the complaint, the responsible administrator may call together involved parties to mediate the situation and determine a solution or decision. The administrator will inform the student of the decision in writing. When a decision is made about a formal complaint, a copy of the written decision should be sent to the Dean of Students, who maintains the general complaint log.

If the resolution is unsatisfactory to the student, she may then contact the Dean of Students for a referral to the appropriate Vice President. The Vice President shall respond to the complaint within twenty (20) College working days after receipt of the formal complaint and inform the student of the decision in writing. Decisions and resolutions made by a Vice President are final.

If the complaint is submitted about a Vice President, the complaint will be referred to the President for response and decision.

No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting a complaint. Complaints about retaliation may be communicated to the Office of the Dean of Students.

Procedures for Resolution of Formal Complaints: The Office of the Dean in each school will log all general formal complaints and assign the complaint to the appropriate administrator for review, investigation and decision. The responsible administrator will usually respond in writing within ten (10) working days to the complainant. Depending on the nature of the complaint, the responsible administrator may call together involved parties to mediate the situation and determine a solution or decision. The administrator will inform the student of the decision in writing. When a decision is made about a formal complaint, a copy of the written decision should be sent to the Dean, who maintains the general complaint log. If the resolution is unsatisfactory to the student, he or she may then contact the Dean for a referral to the Provost. The Provost shall respond to the complaint within twenty (20) College working days after receipt of the formal complaint and inform the student of the decision in writing. Decisions and resolutions made by the Provost are final. If the complaint is submitted about the Provost, the complaint will be referred to the President for response and decision. No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting a complaint. Complaints about retaliation may be communicated to the Office of the Provost.

General Student Complaints (graduate)

If the matter is unresolved after following the informal complaint process, the graduate student may complete a formal written complaint by completing a Graduate Student Formal Complaint Form available in the Office of the Dean of his or her school or in the Office of the Provost. The formal complaint form must be submitted to the Office of the Dean of his or her school, or to the Office of the Provost in the case where the student's program is not housed within a school headed by a dean or where the complaint concerns staff in the Office of the Dean, within ten (10) College working days following the date that the informal complaint process is completed. The Provost will assign an academic Dean to process the complaint. The formal complaint must contain the following information:

- Name of graduate student filing the formal complaint
- Name of the faculty or staff member or department involved
- Date(s) of the incident(s)
- Statement of facts and nature of the concern/complaint
- Description of steps already attempted to resolve concern through informal procedures
- Resolution being sought by student
- Student signature, contact information, and date

Harassment and Non-Discrimination Policy and Grievance Procedures (all students)

Meredith College prohibits discrimination and harassment in the administration of any of its educational programs, admissions policies, scholarships and loan programs, and other school administered programs as well as [employment](#).

Student violations of harassment and discrimination are also defined in the Meredith College Honor Code. Information for undergraduates about the Honor System is found in the Honor System section of this student handbook. Reports of graduate student violations may be discussed with the academic dean of the school or staff in the office of the Dean of Students. For more information, refer to the [Harassment and Non-Discrimination Policy and Grievance Procedures](#).

Housing Problems (undergraduate)

A student who resides in a residence hall and who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible for the student's floor or the residence director responsible for the residence hall. Oaks residents who experience a conflict can contact a community assistant or the Oaks Apartment Manager. If the problem cannot be resolved through discussion with residence life staff, the student may make an appointment with the director of residence life for further consideration.

Student Athlete Grievance (undergraduate)

Information about the Student Athlete Grievance policy and process is found in the Student Athlete Handbook on the [Meredith College Athletics site](#).

Title IX/Sexual Misconduct Violation (all students)

Sexual violence committed by a Meredith College Community member violates the Sexual Misconduct Policy. Students may refer to the [Meredith College Title IX page](#) for detailed information about the policy, reporting violations, grievance procedures, seeking confidential support, and gathering information about interim actions that the College can put in place to ensure safety.

To report violations of sexual misconduct/Title IX, persons may contact Deputy Title IX Coordinator and Dean of Students Ann Gleason at (919) 760-8521 or Title IX Coordinator and Director of Human Resources Pam Davis at (919) 760-8760.

Work Study Student Grievance (all students)

Grievance policies and procedures for work study students can be found on MyMeredith, the College's Intranet. Go to the Financial Assistance site under Supervisors, Contracts, and Job Descriptions.

Consensual Relationship Policy

Meredith College is committed to providing a learning, living and working environment that is respectful, fair, equitable, and free of harassment, discrimination and bias. In keeping with these

values, and to avoid compromising conflicts of interest, favoritism, coercion, abuse, and breaches of professional standards, or the appearance thereof, the College prohibits specific consensual relationships described below, to avoid undermining a healthy environment. A consensual relationship is any relationship, either past or present, which is romantic, intimate, or sexual in nature, and to which both parties consent to enter into, including dating, asking for a date, hugging, kissing, marriage, and other forms of contact.

Virtually all faculty, staff and administrators are or can appear to be in a position to exercise power or authority, directly or indirectly, over a student, whether that student is enrolled in their class, subject to their direct supervision, or has some form of business to transact with offices of the College. The College prohibits any employee from entering into a consensual relationship with a student, regardless of the student's status (graduate or undergraduate), age or field of study. Individuals shall be classified as a student once enrolled in one or more courses and continue as such until they graduate or otherwise separate from the College.

In addition, the College prohibits an employee from entering into a consensual relationship with another employee (faculty, staff or administrator), a contracted employee, an intern, a volunteer or a trustee, while one individual has supervisory responsibilities or institutional authority over the other individual, or when there could otherwise be a potential, real or perceived conflict of interest due to the nature of the work performed by either individual. This includes, but is not limited to, relationships between direct supervisors and their staff, department heads and employees within the department, tenured and non-tenured faculty, and faculty and staff.

If an employee had a past consensual relationship with a student or employee, contractor, volunteer or intern, the employee cannot supervise them. It is understood that there may occasionally be situations where a current or previous consensual relationship pre-exists the employment, enrollment or other given status of the individuals involved. In such instances, the employee(s) are required to disclose the relationship to the appropriate division head or Office of Human Resources at the time of application, hire, promotion, enrollment or other point of status change. If an exception to this policy is approved, measures will be taken by the College to ensure that one individual is not involved in teaching, advising, mentoring, providing professional services, supervising or would otherwise have decision-making responsibilities over the other individual.

The College reserves the right to take employment actions deemed appropriate, in its sole discretion, to prevent conflicts of interest and other concerns resulting from such relationships, including those actions necessary due to violations of this policy, to include not appropriately disclosing a relationship in a timely manner. Such actions may include reassignment, termination of offer, dismissal of one or more of the individuals involved, or other actions deemed appropriate by the College.

This policy does not alter or modify any other existing College policies. The College expects professional behavior of its employees at all times.
(Effective August 3, 2021)

Contractual Agreements

Any contractual agreement for which the College must issue a check or upon which the name of Meredith College appears must have the signature of the vice president for business and finance or the president. This policy includes any club, organization, group, or individual acting directly or indirectly as a part of the College. Organization advisors and/or sponsors must approve the agreement which is to be signed by the director of student leadership and service and by the Vice President for College Programs, and the Vice President for Finance and Business..

Copyright Policy

Meredith College expects students, faculty and staff to be familiar with and obey copyright law. At a minimum, members of the Meredith community should have a basic understanding of Fair Use concepts. Users of Brightspace should be aware of additional limitations as described in the TEACH Act.

Refer to the Meredith College copyright web page <http://infotogo.meredith.edu/copyright> for more information. Supplementary copyright instruction sessions will be offered annually to the Meredith community.

Corrections to College Records

Students should notify the Office of the Registrar of changes to demographic and academic information.

- Changes in address, phone, emergency contact, and parent/guardian contact information are made through [Self-Service](#). Log into Self-Service and select Miscellaneous/My Contact Info to make changes.
- Name changes require legal documentation and a signed [Change of Name form](#).
- Changes to a student's academic program, specifically declaration of a major or minor and anticipated completion or catalogue year, require a [Declaration of Major/Minor Form](#) and signatures.

Digital forms are located online at <https://www.meredith.edu/registrar/official-forms> and paper forms are available in the Office of the Registrar. Registrar's Office located on the first floor of Johnson Hall, East Wing.

Demonstrations

Meredith College requires notice in advance of any proposed demonstration on campus as follows: students should contact the Office of Student Leadership and Service at least 24 hours in advance; all others should contact the Vice President for College Programs at least 48 hours in advance. With less notice, the College will try to accommodate a demonstration but may not be able to do so. For demonstrations that are to take place over the weekend, notification should occur before the close of business on Thursday.

Be prepared to tell the College:

- Number of people involved with demonstration
- Proposed nature of the demonstration
- Contact info for responsible person
- Plans to advertise/inform others about the demonstration.

Any persons on College property should be prepared to present a picture ID at the request of campus police. Failure to do so may result in exclusion from campus.

Demonstrations may not interfere with any classes or campus events.

All demonstrations, including distribution of fliers or brochures, must take place outside of campus buildings, stay at least 30 feet from the main entrances to those buildings, and refrain from blocking access to and from the buildings, roads or sidewalks. The College will clearly mark the 30-foot boundary at public events.

No one may harass, abuse, or intimidate any person on campus.

No sound amplification equipment may be used.

All people on campus must follow all directives of campus police or other College officials acting in their official capacity.

In normal circumstances, no demonstrations or assemblies will be allowed near campus housing between the hours of 9:00 pm and 9:00 am.

Meredith College reserves the right to deny requests for access to the campus by individuals or groups who are not affiliated with Meredith College faculty, staff, or students or that are commercial in nature.

Dockless Vehicles

Meredith College has no formal agreement with a dockless vehicle company. Users ride at their own risk and must obey all applicable city and state regulations. Meredith College strongly urges anyone who uses dockless vehicles (bikes, scooters, etc.) to wear a safety helmet.

Meredith College prohibits leaving these vehicles or others of similar nature anywhere on campus that would block access to sidewalks, breezeways, ramps, and curb cuts. Avoid creating unpredictable hazards to those with physical impairments or anyone practicing distracted walking.

Rental bikes and scooters may be left only outside Meredith Mile roadway, freely visible to any campus visitor; they may not be left in any courtyard or area near academic buildings, residence

halls, or campus apartments. Rental bikes or scooters may not be taken into a campus building for any purpose.

Family Communications

The College reserves the right to contact the family of Meredith students in accordance with the Federal Education Rights and Privacy Act of 1974. More information on the Family Educational Rights and Privacy Act (FERPA) can be found in the U.S. Department of Education's website at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>.

Fountains

The fountains on campus are for the visual enjoyment of campus community members and visitors. Please do not climb on or in any portion of the fountain that is part of the Elizabeth Triplett Beam Fountain Plaza (located in front of Johnson Hall) or the Fannie E. S. Hecht Fountain (located in the courtyard).

Freedom of Expression

Meredith College values freedom and openness in the pursuit of truth. The lively and free exchange of ideas is essential to the intellectual life of the College as well as to the expansion of knowledge itself. Freedom of thought, free speech, and peaceful assembly are rights of citizens and are fundamental to this open inquiry and search for knowledge.

Members of the Meredith College community express their views through a variety of established means, including Student Government, faculty governance, and staff affairs committees. The College also recognizes the right of an individual to express views through dissent and peaceful protest. The College has an obligation and responsibility to protect the rights of individuals who do not wish to participate in demonstrations and whose educational or employment pursuits must not be disrupted.

The College has the obligation to ensure the safety of individuals, the protection of property, and the continuity of the educational process. Demonstrations and assemblies may not infringe on the rights of others or disrupt essential operations of the College.

Meredith College protects the rights of all of its students, faculty, and staff.

Freshman Regulations

Traditional-aged freshmen students observe the same regulations as all other students with the addition of the following:

- Other required meetings are indicated through student advisors and campus administrators.

- Freshmen must attend all sessions of the Discovery Series sponsored by the Office of First Year Experience. Typically, these sessions take place during the fall semester. Sessions are designed to enhance each first year student's college experience by introducing campus and community resources and informing students about issues which may affect student success and well-being.
- Freshmen must attend the required hall or commuter meetings during freshman orientation.

Fundraising, Vending, and Sales

Information regarding fundraisers and the sale of items (in-person or online) or imprinted item approvals can be found on MyMeredith under the Engage section of the Office of Student Leadership and Service site.

Any student organization wishing to sell an item should contact the Office of Student Leadership and Service. The Office of Student Leadership and Service provides resources for student organizations to coordinate online and in-person sales for fundraisers. To reserve a table in the Park Center Lobby (first floor), contact the Office of Student Leadership and Service at 919-760-8338 or leadershipandservice@meredith.edu. Please contact the Director of Dining Services to use a table in the dining hall.

Meredith College does not permit the sale of items advertising or advocating the use of drugs, including alcohol or tobacco. All imprinted items should represent Meredith College in a positive way and should reflect the diversity of people, identities, and beliefs that our campus community represents. Meredith reserves the right to deny permission to any group selling or distributing materials that are not in accord with the philosophy of the College. All imprinted items must be submitted via the [Imprinted Item PreApproval Form](#). This form can be found under the Engage Section of the Office of Student Leadership and Service MyMeredith site.

Note: items with the Meredith College name must include registered trademark symbol ®)after the word "College" and items including "Meredith" on the design must include the trademark symbol ™ after "Meredith."

Guests

Meredith students are responsible for the behavior of their campus guests. Guests are expected to observe the same regulations as the Meredith student. Guests will be responsible for paying for all of their meals eaten in the dining hall (see dining hall fee schedule). Guests should carry a photo ID while visiting campus. Guests are defined as any person, including a current student, who has not signed a campus housing contract.

Apartment Guests

Overnight guests are permitted to stay up to three consecutive nights in any ten-day period. Apartment residents are responsible for their guest's behavior. If a guest is disruptive to the living community, the individual may be asked to leave the apartments. Any resident wishing to

host a guest more than three nights should contact the Apartment manager via email prior to the stay. Apartment residents and their guests shall be considerate of others and the living community while using common spaces. Guests are defined as any person who has not signed a Rental Agreement for the Oaks (including current students).

Female Residence Hall Guests

Female guests are allowed to stay overnight on campus only if their host is also on campus. When hosting a female guest, a student should respect the rights of her roommate regarding the behavior and length of stay of the guest. Female guests should be accompanied by a Meredith student at all times. If the guest arrives after closing hours, the student must register her with a security officer. The security officer may request identification of any guest coming in after closing hours. A guest will not be permitted on campus if she is not accompanied by her Meredith host.

Residents are permitted to host the same guest for a maximum of three nights within a 30- day period.

Male Residence Hall Guests

Except during an Open House for reasons of privacy and security, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student. During Open House hours, male guests may enter through any residence hall door when accompanied by a Meredith student. During non-Open House hours, male guests must enter only through the first floor parlor doors (during hours in which the campus is not closed). Males are not allowed on campus after 20 closing hours (1:00 a.m. Sunday – Thursday; 2:00 a.m. Friday and Saturday) except to accompany students to their residence halls. Then the male guest must immediately leave campus.

Open House Hours for Male Guests: Beginning after Labor Day in the fall semester and the weekend after classes start in January, Open Houses are planned for:

- Mondays 5 p.m.- 10 p.m.
- Tuesdays 5 p.m.- 10 p.m.
- Wednesdays 5 p.m.- 10 p.m.
- Thursdays 5 p.m.- 10 p.m.
- Fridays 3 p.m. – 1 a.m.
- Saturdays 10 a.m. – 1 a.m.
- Sundays 10 a.m. – 10 p.m.

No Open Houses are held during exams or holidays/campus breaks. All open house weekends are posted in the residence halls and on the MyMeredith calendar found on-line.

Residence directors may grant special permission for help to carry heavy items to or from a student's room (heavy items include: refrigerators, heavy trunks, book shelves, heavy furniture, unusually bulky or large items). This permission is a privilege; therefore, men should not linger on the halls after they have completed the task for which they were granted permission.

The person giving permission for a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. Residents are expected to announce "male on the hall." They are to escort their helper out of the building within 15 minutes. Fathers of Meredith students and brothers under the age of 12 are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from the student's room.

Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are en route to a residence hall first-floor parlor for an arranged meeting. Other campus locations for visiting with male guests:

- Weatherspoon Gymnasium during the hours posted by the department of Health, Exercise and Sports Science. Equipment must be returned to its proper place upon leaving. (Note: no guests may use equipment in the Lowery Fitness Center).
- Cate Center, including the Bee Hive Cafe, lounges, and campus store.

Harassment, Non-Discrimination Policy and Grievance Procedures

Introduction

Meredith College prohibits discrimination and harassment in the administration of any of its educational programs, admissions policies¹, scholarship and loan programs, and other school administered programs as well as employment. Meredith College prohibits and does not engage in discrimination or harassment that is based on a person's religion, race, color, national origin, age (as defined in the Age Discrimination in Employment Act), sex, disability, veteran's status, sexual orientation or any other category protected by applicable law. The College views violations of this policy as very serious matters and any person who violates this policy will be subject to corrective action, up to and including dismissal (please see disciplinary information in appropriate handbook whether faculty, staff, student or board policies), whether such conduct occurred on or off campus.

Meredith College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972. Inquiries concerning Title IX compliance by the College may be made to the Title IX Coordinator or Office of Civil Rights. The College's Title IX Coordinator¹ is Pamela Davis Galloway, Director of Human Resources, who may be contacted at 3800 Hillsborough Street, Raleigh, NC 27607, by email at davisjam@meredith.edu, or by phone at 919-760-8760. The Deputy Title IX Coordinator is Ann Gleason, Dean of Students, who may be contacted at the same address, by email at gleasona@meredith.edu, or by phone at 919-760-8521.

Reports made to the Title IX Coordinators under this policy require the College to promptly evaluate the situation and address concerns through the College's Title IX and Sexual Misconduct policy and procedures.

¹ Meredith only admits females in its undergraduate program, as it is permitted by law.

Descriptions

- I. **Discrimination.** Discrimination is treating someone unfavorably because of his or her religion, race, color, national origin, age, sex, disability, veteran's status, sexual orientation or any other category protected by applicable law.
- II. **Harassment.** Harassment is any action (oral, written or electronic), repeated or persistent series of actions, or expressions that are reasonably perceived as creating an offensive, hostile educational, employment or college living environment for a student or College employee. Harassment may rise to the level of being so severe and pervasive as to create an offensive or hostile work or educational environment and adversely affect a student's participation or educational environment or adversely affect an employee's terms or conditions of employment.

Sexual harassment is a particular form of harassment also prohibited by the College. Sexual harassment will vary with the circumstances but the Equal Employment Opportunity Commission (EEOC) has defined sexual harassment with regard to employment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.”

By way of example, verbal or written sexual harassment can include sexual innuendoes, offensive remarks about another person's clothing or body, suggestive or insulting sounds, implied or overt sexual propositions, cyberstalking or harassment, or pressure for sex. Examples of physical sexual harassment can include leering or ogling, obscene gestures, inappropriate touching, fondling or kissing, and coerced sexual contact. Sexual harassment can be perpetrated upon members of the opposite gender or one's own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending upon the circumstances (including the nature of course materials or 22 the context of an action), not all verbal or physical conduct will be considered sexual in nature. The classroom in an academic setting is distinct in the workplace, and the College will maintain and encourage academic freedom. The academic setting will be considered with regard to complaints and to be harassment such behavior must be not germane to the subject matter.

A more serious form of sexual offense is sexual violence. Sexual violence is a severe form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts

fall into the category of sexual violence, including rape, sexual assault, sexual exploitation, sexual abuse, relationship violence, stalking and sexual coercion. Individuals should refer to the College's Title IX and Sexual Misconduct Policy for more information found in the online student and employee handbooks, and on the Title IX website and the websites of the Offices of Human Resources and Dean Students.

- III. **No Retaliation.** It is a violation of this policy to retaliate against a person who has complained about discrimination or harassment (to include sexual violence), or for assisting, participating or cooperating in an investigation or grievance of a complaint hereunder.
- IV. **Wrongful Allegations.** It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of harassment does not alone constitute proof of a false and/or malicious accusation.
- V. **Confidentiality.** The College will make reasonable efforts to keep all information relating to complaints under this policy confidential and share information on a need-to-know basis, to the extent consistent with the College's legal obligations, its need to investigate allegations, and its need to take corrective and/or disciplinary actions. Complainants may use the Chaplain, Health Services medical personnel, or Counseling Center counselors as confidential resources. However, reporting to the College chaplain, medical personnel or and/or counselors as confidential resources is not reporting to the College under this policy and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. All participants in the grievance process or any investigation of any allegation hereunder shall respect the confidentiality of the process and violation of confidentiality on a need-to-know basis is a violation of this policy. Individuals have the right to report incidents of sexual violence to law enforcement official at any point in this process, in addition to any remedies sought under this policy.
- VI. **Grievance Materials.** Once grievance proceedings are completed, all materials related to the case, including statements, evidence and documents, and all other materials examined, shall be retained in a separate file in the Office of Human Resources or Office of the Dean of Students (as appropriate) for a period of ten years, unless the findings result in termination of employment or expulsion, in which case records are to be kept permanently on file. Complaint information is not placed in personnel or student files.
- VII. **Corrective and/or Disciplinary Action.** Violations of this policy subject the violators to corrective and/or disciplinary action, up to and including termination or expulsion in accordance with College procedures. If sanctions result, documentation of such will be placed in the personnel or student files, and may be taken into consideration for other situations as appropriate. Sanctions of expulsion would be kept permanently on file and reflected on a student's academic transcript. In allegations of sexual violence, the College may be required to report incidents to law enforcement officials. The College is obligated to take prompt and effective steps to end sexual violence, harassment

and/or discrimination, prevent its recurrence, and address its effects, whether or not there is a criminal investigation.

Harassment or Discrimination by Undergraduate Students: Methods of Resolution

At any point in the grievance process, the Office of the Dean of Students may be contacted and will receive a complaint or provide assistance as appropriate. In the event of employee involvement, the Office of Human Resources may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain, Health Center staff, and/or counselors as confidential resources to learn more about sexual harassment/violence and its effects. However, reporting to these resources is not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

- I. **Informal Resolution.** Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. In serious instances of harassment (including sexual violence), it is unreasonable to expect complainants to confront their perceived harassers. Instances involving sexual violence will be addressed through the College's Sexual Misconduct Policy. If appropriate, the dean of students may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. In cases involving allegations of sexual violence, mediation will not be used in the resolution process. If the complainant is satisfied with the outcome, the matter will be considered resolved. If the outcome of mediation is unsatisfactory to the complainant, the complaint will be returned to the dean of students within five business days and the formal process may be enacted. A complainant can end an informal resolution process at any time and proceed to formal resolution.

- II. **Formal Resolution.** If complainant prefers to proceed to formal resolution directly or at any time during informal resolution, the incident should be reported by the complainant to the solicitor general or the dean of students as a violation of the Honor Code. The accused student will be asked to report to the solicitor general of Honor Council or the dean of students. The accused student and the complainant will be afforded all rights outlined in the procedures of the Honor System, as described in the Constitution of the Student Government Association in the Student Handbook and Activities Calendar (Article IV, Section II). Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy. The College

reserves the right to discipline, including immediate suspension or expulsion at any time, any student whose conduct is regarded by Meredith as undesirable, unacceptable or a violation of this policy.

Harassment or Discrimination by Graduate Students: Methods of Resolution

At any point in the grievance process, the dean of the school of the student's program (hereafter referred to as "dean of the school") may be contacted and will receive a complaint or provide assistance as appropriate. In the event of employee involvement, the Office of Human Resources may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain and/or counselors as confidential resources to learn more about sexual harassment and its effects. ²⁴ However, reporting to these resources is not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

- I. **Informal Resolution.** Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy. If appropriate, the dean of the school may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. If the complainant is satisfied with the outcome, the matter will be considered resolved. If the outcome of mediation is unsatisfactory to the complainant, the complaint will be returned to the dean of the school within five business days and the formal process may be enacted.

- II. **Formal Resolution.** If complainant prefers to proceed to formal resolution directly or at any time during informal resolution, the incident should be reported by the complainant to the dean of the school of the student's program (hereafter referred to as the "dean of the school") as a violation of the Honor Code. The dean of the school will receive the complaint or provide assistance as appropriate. The accused student and the complainant will be afforded all rights outlined in the procedures of the Honor System, as described in the Graduate Catalogue. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy. The College reserves the right to discipline, including immediate suspension or expulsion at any time, any student whose conduct is regarded by Meredith as undesirable, unacceptable or a violation of this policy.

Harassment or Discrimination by Faculty or Staff: Methods of Resolution

At any point in the grievance process, the Office of Human Resources may be contacted and will receive a complaint or provide assistance as appropriate. In the event the complainant is a student, the dean of students or the dean of the school may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain and/or counselors as confidential resources to learn more about sexual harassment and its effects. However, reporting to these resources is not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

- I. **Informal Resolution.** Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. In serious instances of sexual harassment, it is unreasonable to expect complainants to confront their perceived harassers. Complainants are encouraged to report acts of harassment or discrimination to the immediate supervisor of the alleged harasser/discriminator or the Office of Human Resources, the Office of the 25 Dean of Students or the Office of the Dean of the school, as appropriate. Upon notification of a complaint, the supervisor/dean should contact the Office of Human Resources to assist with the review of the complaint and to take any appropriate actions. The supervisor will hear the complaint and should respond verbally to the complainant as to the findings and outcome within ten business days of notification of the complaint.

In some situations, mediation may be an appropriate option for resolution. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. If the complainant is satisfied with the outcome, the matter will be considered resolved. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy.

- II. **Formal Resolution.** If step I does not resolve the situation to the satisfaction of the complainant or if complainant prefers to proceed directly to the formal resolution option, the complainant should submit a Formal Grievance Form or give a verbal statement documented by the individual receiving the report within five business days of receiving the response from the supervisor. The Formal Grievance Form is available from the Office of Human Resources, the Office of the Dean of Students, or the Office of the Dean of school or online at the Meredith web site and you can access it by clicking [here](#). Complainants may proceed directly to step II if so preferred and in cases of sexual violence. A representative from the Office of Human Resources, the Dean of Students or the dean of the school (as appropriate for complainant's status) will assist with completion of forms or explanation of process as requested.

The College will promptly and thoroughly investigate any allegation that has not been resolved informally. Such investigation may involve review of documents, statements and/or interviews of the complainant, the alleged harasser/s and any witnesses whom the investigator determines may have relevant information. The alleged harasser and the complainant will each have access to provide information to the investigator and will be provided full information about the allegation. Most investigations will be completed within 30 business days. If an investigation cannot be completed in that time, the investigator will communicate to the complainant and the alleged harasser that the investigation will take longer and will advise when the investigation is anticipated to be complete. The results of the conclusion of whether the policy has been violated will be reported to both parties. Complaints regarding the director of human resources should be made to the vice president for business and finance. Vice presidents of the college who wish to bring a complaint should communicate it to the President of the College or the President's designee; likewise, complaints about vice presidents should be taken to the President of the College. When a complaint concerns a vice president, the President shall direct the complaint to be investigated and provide a prompt response to the complainant. Complaints about the President of the College should be communicated to the chairperson of the Board of Trustees. In such a case, the trustees shall devise an appropriate procedure for handling the complaint. Any individual who needs assistance initiating contact with the Board of Trustees may contact the Office of Human Resources.

Complaints regarding vendors, contract workers, guests or others who may be visiting the campus should be brought to the attention of the appropriate vice president or Office of Human Resources. The College reserves the right to discipline, including immediate suspension or termination, of any employee whose conduct about which Meredith becomes aware is regarded by Meredith to be a violation of this policy. Any dismissal should be in keeping with the dismissal policy in the Faculty Handbook.

- III. **Appeals.** Grievance Hearing Subcommittee. If the situation is still not resolved to the satisfaction of the complainant after Step II, he or she may submit a Grievance Appeal Form to the Office of Human Resources within five days of receiving the response to the Formal Grievance. The Grievance Appeal Form is available from the Office of Human Resources, Office of the Dean of Students, and Office of the Dean of the school or online at the Meredith website by clicking [here](#). A representative from The Office of Human Resources will notify the employee and all levels of supervisor through to the vice president's office that the grievance has progressed to this level. A representative from the Office of Human Resources will assemble the grievance hearing subcommittee as outlined below, ensuring that no member has a known conflict of interest.

The subcommittee will review the complaint, study all pertinent facts, carefully examine any policies involved, and may take statements or call witnesses to evaluate the complaint. Both parties can propose questions of witnesses to be asked through the committee in its discretion. Both parties have the option of having another member of the

College Policies and Regulations

Meredith community (current student, faculty or staff) not otherwise involved in the matter present for moral support but not speaking during any discussions. The basis for a decision will be based on a preponderance of the evidence, with the simple majority decision of the subcommittee. The subcommittee may find that no discrimination or harassment has occurred or they may find in whole or in part for the complainant and recommend action to remedy the situation. The chair will prepare a written report within 30 business days with findings and recommendations to go to the vice president.

The vice president then has the option to accept the recommendations of the committee, return the case to the committee for further consideration, or reject the findings after reviewing the case. The vice president will then prepare a letter to both parties within five days to notify them of the decision and any actions to be taken. The decision of the vice president is final.

Grievance Committee

The grievance committee shall be composed of the Faculty Council, the Staff Affairs Committee, six undergraduate students to be selected based on student positions appointed for the year (Honor Council Chair, Student Life Chair, Residence Hall Association President, Association of Meredith 27 Commuters President, and Wings President), and one graduate student from each school with graduate programs.

Grievance Subcommittee

At the time a complaint is received, the complainant will select one person from the grievance committee, and the Office of Human Resources(HR) will select four individuals and one alternate to complete the subcommittee which will hear the complaint, ensuring no member of the committee has a known conflict of interest. The subcommittee should include individuals from each segment of the campus community represented by the concerned parties. For example, if the complaint is from a student against a faculty member, HR should try to select two students (undergraduate students or graduate students, depending upon the student's enrollment in either an undergraduate or graduate program) and two faculty members to hear the case; the student would select either another student, or a faculty or staff member; and the alternate could be either a student, faculty or staff member. The chair will be selected by committee vote.

A representative from HR shall serve as an ex-officio, non-voting facilitator, to provide technical assistance on procedural and policy matters. The subcommittee will receive training on this policy at the time they are convened to ensure they understand the policy and their responsibilities as a member of the subcommittee.

Hazing

Meredith College does not permit hazing. The potential for hazing typically arises as part of a student's introduction to or initiation in an organization in which there is often a perceived or real power differential between members of the organization and those newly joining it. Hazing is defined as any action taken or situation created, whether on or off college premises, that is

harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its bearing on membership status. Acts of hazing may also be considered as harassment and may be reported to the Office of the Dean of Students or Campus Police. A report of hazing committed by a Meredith College student or a Meredith organization may be referred to the Student Organization Concerns Committee of Senate or the Meredith College Honor Council for further action.

Health Related Issues

Communicable Diseases

To aid the welfare of the individual and protect transmission to other members of the College community, the College reserves the right to request that a student with a highly communicable disease leave the campus immediately and remain away until the student is medically no longer deemed contagious. The College attempts to respect the privacy of students in all health-related matters, except when required by law.

Coronavirus

Coronaviruses are a large family of viruses that may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19. Although for most people COVID-19 causes only mild illness, it can make some people very ill. More rarely, the disease can be fatal.

The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms. We are learning that many individuals may contract the virus but never show symptoms. Even those with mild or no symptoms can still transmit the virus to others.

Most people recover from the disease without needing hospital treatment. Around one out of every five people who get COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart and lung problems, diabetes, or cancer, are at higher risk of developing serious illness. However, anyone can catch COVID-19 and become seriously ill. People of all ages who experience fever and/or cough associated with difficulty breathing/shortness of breath, chest pain/pressure, or loss of speech or movement should seek medical attention immediately. If possible, it is recommended to call the health care provider or facility first, so the patient can be directed to the right clinic.

Students should call the Student Health Center at (919) 760-8535 to be screened and, if indicated, be tested for COVID-19. The Student Health Center hours are Monday-Friday 8:30

a.m.- 4:30 p.m. Residential students should contact the RD on Duty at (919) 612-6350 for after hours instructions. For information regarding after hours care, please visit meredith.edu/health. Any updates about Meredith's 2023-2024 COVID-19 plans and guidelines are posted on the college's [Staying Strong website](#).

For the 2023-2024 academic year, Meredith College strongly recommends that students and other community members be vaccinated.

Information About Preventable Diseases

North Carolina law requires that we provide all new incoming students and parents with information about the following:

- [Meningococcal Disease](#)
- [Influenza Disease](#)
- [Human Papillomavirus \(HPV\)](#)

Meningococcal Disease and Vaccine

Neisseria meningitidis is the bacterium responsible for meningococcal disease. This particular bacterium can live unnoticed in individuals ("carrier state") with no symptoms. Occasionally, the bacteria will invade the bloodstream or other body tissues and cause meningococemia, meningitis, pneumonia or sore throat. Individuals who have had close, intimate contact with a "carrier" or with an individual who has one of these illnesses may become infected with the bacteria also. Even if treated promptly, meningococcal disease may progress rapidly and cause serious medical problems including death.

Overall, college students do not seem to be at higher risk for meningococcal disease, and in fact have lower rates of disease than the general populations of 18 to 24-year-olds. However, young adults, particularly those who live in residence halls, constitute a group at modestly increased risk of meningococcal disease relative to other persons their age.

There are two vaccines against *N. meningitidis* available in the United States. Meningococcal polysaccharide vaccine (MPSV4 or Menomune®) has been approved by the Food and Drug Administration (FDA) and available since 1981. Meningococcal conjugate vaccine (MCV4 or Menactra™) was licensed in 2005. Both vaccines can help to prevent 4 types of meningococcal disease (serogroup A, C, Y, and W-135).

From 2013 to 2016, five college campuses experienced outbreaks of serogroup B meningococcal disease. The newest Meningococcal vaccines (Bexsero® and Trumenba® both approved in 2015) cover serogroup B. Meningococcal vaccines cannot prevent all types of the disease but they do help to protect many people who might become sick if they did not get the vaccine.

On May 27, 2005, the Advisory Committee on Immunization Practices of the CDC (ACIP) recommended that all college freshmen living in residence halls be vaccinated against meningococcal disease using either of the currently available vaccines (the conjugate vaccine is preferred). Other undergraduate students wishing to reduce their risk of meningococcal disease

can also choose to be vaccinated. The American College Health Association concurs with the ACIP recommendations. NC Session Law 2003-194, HB 825 requires that any private or public institution that offers postsecondary degrees “provide meningococcal disease information to students if the institution has a residential campus.”

Beginning on August 1, 2020, a Meningococcal vaccine booster dose will be required for North Carolina high school students; first dose entering the 7th grade or by age 12, whichever comes first and the second dose entering the 12th grade or by age 17. As such, in Fall 2021, traditional freshman students will be required to have a Meningococcal vaccine booster.

Meredith students who decide to receive the meningococcal vaccine should get it from their family physician or local health department. The vaccine is also available at Wake County Health and Human Services. For more information on Meningococcal Disease, please go to the CDC website at www.cdc.gov/meningitis/index.htm.

Influenza Virus and Vaccine

The influenza (“flu”) vaccine is strongly recommended for all students. Should conditions warrant, the college reserves the right to require them at a later date. Resident students that receive the influenza vaccine can upload that information to their [student wellness portal](#). Students will have an opportunity to receive the flu vaccine on-campus in Fall 2023.

Hoverboards

Meredith College bans from campus residential spaces the indoor storage, operating, or charging of hoverboards and similar products. Neither residents nor their guests are permitted to have or use hoverboards within any residential spaces, both inside rooms and in public areas.

Imprinted Item / T-Shirt Approval

Designs for any student imprinted items (such as t-shirts, sweatshirts, cups, mugs, keychains, etc.) must be approved by the Office of Student Leadership and Service and the Department of Marketing. Designs for any residence hall t-shirts and sweatshirts must be approved by the Resident Director and Student Leadership and Service. All students must complete the Imprinted Item Pre-Approval Form and have it approved and on file in the Office of Student Leadership and Service. Artwork and wording must be inclusive of all groups and celebrate diversity. Design and language are required to be a positive representation of Meredith College. All copyright laws apply.

Note: Items with the Meredith College name should include the registered trademark symbol ® after the word “College” and items including “Meredith” on the design must include the trademark symbol ™ after “Meredith.” Contact the Office of Student Leadership and Service at 919-760-8338 for more information.

Information regarding imprinted item guidelines and design approvals can be found on the Office of Student Leadership and Service MyMeredith site, within the Engage section of the webpage, under the Sales for Fundraising header. The imprinted item design request form is entitled [Imprinted Item PreApproval Form](#).

Intellectual Property Policy

I. Introduction

Meredith College (the “College”) is dedicated to teaching and scholarship. In these pursuits, intellectual property is often created by members of the College community. The purposes of this intellectual property policy are to establish means for allocating ownership of such intellectual property and any revenues obtained on account of the commercialization of such intellectual property in compliance with applicable law and agreements and to provide guidance respecting the protection and enforcement of the College’s intellectual property rights and the resolution of disputes that may arise from time to time. This intellectual property policy applies to all College employees, students and independent contractors as well as anyone else using College facilities and resources under the supervision of or with the 30 permission of College personnel. The universe of intellectual property is as boundless as the collective imagination of humankind. This intellectual property policy is concerned chiefly with works of original authorship and inventions created by covered individuals acting alone or with collaborators, whether all collaborators are members of the College community or not.

II. Definitions

As used in this intellectual property policy, the following terms have the meanings set forth below:

- A. **“College facilities and resources”** means funds, work space, equipment and supplies, library collections, release time and administrative and technical support owned or provided by Meredith College.
- B. **“Covered individual”** means any employee, independent contractor, student and anyone else using College facilities and resources for work or study under the supervision or with the permission of Meredith College personnel, including, without limitation, volunteers.
- C. **“Employee”** means all faculty including full-time, part-time, adjunct and visiting teaching and administrative faculty; all staff; and all students who are employed by the College.
- D. **“Faculty”** means the President, the Vice Presidents, all teaching faculty and such other persons as may be so designated by the President and approved by the Executive Leadership Committee.
- E. **“Funded invention”** means an invention funded in whole or in part by third-party grants or sponsorships awarded to the College or administered by the College on behalf of the grantee.

- F. **“Funding agreement”** (also “sponsorship agreement”) means a written agreement whereby an individual or entity provides monetary support for the creation of a work or conception of an invention by a covered individual.
- G. **“Independent contractor”** means a person or entity retained by Meredith College to perform certain duties under the terms of a written professional services or vendor agreement.
- H. **“Invention”** means, collectively, any new, useful and nonobvious process, machine or composition of matter and any new or useful improvement thereto conceived by one or more individuals. Notwithstanding its status as a literary work under the Copyright Act, computer software may in some instances also be regarded as an invention.
- I. **“Net revenues”** means all revenues attributable to the exploitation of a work or invention (i.e., gross revenues) less any deductions or overhead expenses agreed in writing between or among the applicable parties.
- J. **“Original work of authorship”** means any literary, musical, dramatic, choreographic, artistic, audiovisual or architectural work that owes its creation to the independent effort of an author.
- K. **“Royalty”** means a periodic payment made by an assignee or licensee of one or more intellectual property rights to the owner or licensor of such intellectual property rights pursuant to a written agreement respecting the commercialization of a work or invention.
- L. **“Staff”** shall mean all Meredith College employees other than teaching faculty and administrative faculty.
- M. **“Student”** shall mean any individual who registers for any course through the Meredith College Registrar’s Office or the Graduate and Professional Studies Program Office.
- N. **“Substantial use of College facilities and resources”** shall mean requires resources of a degree or nature not routinely made available to all faculty.
- O. **“Work made for hire”** as it relates to copyrightable works of original authorship shall mean either (i) a work prepared by a Meredith College employee within the scope of his or her employment or (ii) a work specially commissioned by Meredith College under the terms of a written agreement which fits one of nine categories specifically enumerated in the Copyright Act.

III. Copyrights

- A. **“Works by Faculty”** generally, it is fairly simple to determine who owns a copyright under the law. Copyright typically vests in the author or authors of a protectable work. Where a work is created by an author within the scope of his or her employment, however, copyright vests in the employer because under the law the employer is the author, and the work is a so-called work for hire. In the academic setting courts have frequently recognized a so-called teacher, or academic, exception, which presents a perpetual conundrum. Even when faculty create works within the scope of their employment, this teacher exception operates to allocate the ownership of any resulting copyright, not to the

employing institution, but to the author. This is not a provision of the copyright statute, and some courts have declined to follow it. Under the terms of this policy, for clarity and in keeping with the value the College places on scholarship and teaching, the College recognizes the teacher exception. Unless otherwise provided in a writing, the copyright in a work of original authorship created by a member of the faculty, whether working alone or in collaboration with others (be they covered individuals or not) is allocated to the author or authors without implicating the work-made-for hire rules, which might otherwise pertain. As consideration the College requires that faculty members benefiting from the teacher exception grant back to the College a nonexclusive right to use their works for educational purposes identified by the College in its sole discretion. When the College specially commissions a member of the faculty to create a work of original authorship which does not fall within the scope of that faculty member's employment but does fit within one or more of nine categories specifically enumerated in the Copyright Act, that work may be deemed a work made for hire if and only if the College and faculty author sign a written agreement to that effect. If such an agreement is signed, the College becomes the owner of copyright. The College in its sole discretion may require that such an agreement be signed prior to commissioning the work. Where a member of the faculty enters into a collaboration with another covered individual, including a student, or with someone who is not a member of the College community, with the intention that the parties' contributions be merged to create a joint work, each author owns a fractional interest in the copyright in the entire work and not simply an interest in the copyright in his or her individual contribution to the work. That interest will be proportional unless otherwise negotiated. In other words, if there are two authors, each one owns a one-half interest in the entire copyright. Each author may enter into nonexclusive licensing agreements respecting the joint work, provided he or she pays the appropriate fractional share of the revenues earned to each author.

When joint authorship with a student or an individual who is not a member of the College community is contemplated, this intellectual property policy requires the signing of a written acknowledgment of the collaboration by each participant as a condition of participation in the collaboration. The Office of the Provost will provide appropriate form agreements for execution by the parties.

- B. **"Works by Staff"** pursuant to the work-made-for-hire doctrine of U.S. copyright law, the College is regarded as the author and owner of copyright in all works of original authorship created by staff, including administrators with faculty status when acting in their administrative (nonteaching) roles.
- C. **"Works by Students"** students are presumed to own the copyrights in their individual works of original authorship except when such works are the product of a student's College employment. In that event, the work-made-for-hire rules

apply. Where a student enters into a collaboration with another covered individual, including joint works created by two or more students as part of a collective class 32 project, collaboration with a faculty member, or collaboration with someone who is not a member of the College community, with the intention that the parties' contributions be merged to create a joint work, each author owns a fractional interest in the copyright in the entire work and not simply an interest in the copyright in his or her individual contribution to the work. That interest will be proportional unless otherwise negotiated. In other words, if there are two authors, each one owns a one-half interest in the entire copyright. Each author may enter into nonexclusive licensing agreements respecting the joint work, provided he or she pays the appropriate fractional share of revenues earned to each coauthor. The College requires that students grant to the College a nonexclusive right to use their works for educational purposes identified by the College in its sole discretion.

Joint Authorship: When joint authorship with a faculty member is contemplated, this intellectual property policy requires the signing of a written acknowledgment of the collaboration by each participant as a condition of participation in the collaboration. The Office of the Vice President for Academic Programs will provide appropriate form agreements for execution by the parties.

- 1.
- D. **"Works by Independent Contractors and Others"** absent written assignment of copyright to the College, independent contractors, volunteers and visitors who are specifically commissioned by the College to create works of original authorship own the copyrights in such works. Typically, the College will require a written assignment of copyright in such cases.
 - 1.
- E. **"Registration of Copyrights"** the College has the right, but not the obligation, to register its copyrights in its own name in the U.S. Copyright Office. In the case of works of original authorship in which the College is not the owner of copyrights, the College encourages, but does not require, the author or authors to register the applicable copyrights in the U.S. Copyright Office. Federal courts are generally barred from exercising jurisdiction in disputes involving unregistered copyrights.
 - 1.
- F. **"Exceptional Circumstances"** the foregoing allocation of copyrights notwithstanding, under certain exceptional circumstances, the College may claim copyright in works of original authorship created by faculty and/or students, that is, works that do not come within the purview of the work-made-for hire doctrine. From time to time works of original authorship are funded by third-party grants or sponsorships awarded to the College or administered by the College on behalf of the grantee. Where a funding or sponsorship agreement stipulates that the College will be the owner of any resulting intellectual property rights, the affected author will execute a written assignment of his or her intellectual property rights in

the work to the College as a condition for the release of funds or other resources. From time to time, the development of works of original authorship by faculty and/or students requires an extraordinary allocation of College facilities and/or resources. An extraordinary allocation is defined as an allocation exceeding what is normally provided to faculty members generally in the preparation of course materials, to be determined by the College. As consideration for granting a request for an extraordinary allocation of College facilities and/or resources, the College may require the author to assign his or her intellectual property rights in the work to the College as a condition for permission to use the facilities and/or resources. The College understands that adjunct and visiting faculty may be subject to conflicting intellectual property policies that restrict the College's claims of ownership in their works of original authorship. Such conflicts will be considered on a case-by-case basis by the Provost.

1.

- G. **“Permitted Uses of Works of Original Authorship by the College”** the College is the owner of all right, title and interest, including, without limitation, copyright, in all works made for hire and may exercise all of the exclusive rights granted to such owners by the Copyright Act. In addition, the College is the owner of those rights assigned to it and may exercise all such rights without seeking permission of the authors. The College may make any use of any works of original authorship pursuant to any of the exemptions set forth in the Copyright Act.

IV. Patents

There are multiple distinctions between the doctrines of copyright and patent. Originality and creativity are the hallmarks of a copyrightable work of original authorship. Neither novelty nor utility is a prerequisite. Patentability, by contrast, requires both novelty and utility. A work of original authorship only becomes copyrightable when it is expressed in a tangible medium, while the elements of an invention must be articulated but need not be rendered—and in some cases cannot be rendered—in concrete form. An individual or organization can qualify as an author. Only individuals working alone or in collaboration with others can qualify as inventors; organizations cannot. Understandably then, the concept of a work made for hire, which is critical in the realm of U.S. copyright, does not exist in the realm of patent law.

- A. **Inventions:** The College encourages its faculty and staff to engage in the types of innovative activity that could lead to inventions and respects the ownership rights that arise from such activity. Therefore, other than in exceptional circumstances (discussed below), the College does not seek to challenge those rights and regards each invention as the property of the covered individual(s) who can be properly regarded as inventors. Each covered individual acknowledges, however, that when an invention has been developed using College facilities and resources, the College typically obtains what is known as a “shop right,” which provides the College with limited, nonexclusive rights to use the invention. The College shall not exercise any shop right, however, before (a) the filing of a patent application by the inventor or his or her attorney or agent or

(b) receipt of written confirmation from the inventor that patent protection will not be sought. So that patent rights are not inadvertently forfeited, inventors who are members of the College community and their collaborators, if any, must refrain from commercializing and publishing inventions without, first, disclosing the invention in confidentiality to the Provost; and second, obtaining counsel from a patent attorney or agent who is registered with the United States Patent and Trademark Office (the “PTO”). If the invention is owned by one or more covered individuals and not by the College, then the covered individual(s) can decide whether to seek patent protection. The cost of seeking such protection will be borne by each inventor. Confidential disclosure of all inventions conceived by College employees is required under this policy. The Provost will provide confidential disclosure forms for this purpose.

- B. Exceptional Circumstances:** Where funding or sponsorship agreements stipulate that the College will be the owner of any intellectual property rights relating to inventions conceived and reduced to practice by employees, each inventor shall irrevocably assign his or her rights in the funded invention to the College as a condition for the release of funds or other resources. From time to time thereafter, the inventor may be required by the College to execute additional instruments as the College deems necessary for the filing or prosecution by the College of any and all patent applications directed to the funded invention through to a final action on each such application by the PTO. Ultimately, the College in its sole discretion shall decide whether to seek patent protection, and the College shall be solely responsible for the costs of doing so. In accordance with U.S. patent law, any issued U.S. patent covering a funded invention shall name the original inventor(s) despite patent ownership by the College. In addition, as in the case of works of original authorship developed with the assistance of extraordinary allocations of College facilities and/or resources, the College may require each inventor to assign his or her intellectual property rights in the invention to the College as a condition for permission to use such facilities and/or resources. For example, providing a faculty member with his or her own dedicated lab space or extended IT support from a staff member would be considered substantial use of College resources. However, ordinary use of computers or library resources or use of a departmental lab space that is available to all department members would not be considered use of substantial resources.

V. Distribution of Revenues

In the absence of any other agreement, Meredith College will share the net revenues it receives from an invention owned by or assigned to the College with the employee(s) who developed the property. The formula is:

College Policies and Regulations

Net Revenue for Entire Invention	Employee(s)	Academic School Budget	Appropriate Vice President Budget	Meredith College General Fund
First \$20,000	100%	0	0	0
\$20,001 - \$75,000	50%	15%	15%	15%
Over \$75,000	50%	10%	10%	30%

- A. If the employee is not associated with an academic school then the academic school revenue share will be allocated to the division.
- B. The academic school share may be used for equipment purchases, research and instructional activities, and other purposes approved by the Provost, but it may not be used to create or support regular faculty or staff positions.
- C. Where covered individuals enter into collaboration across academic schools or college divisions, allocations to schools and vice presidents will be made in equal shares.

VI. Trademarks and Service Marks

From time to time, the College may claim ownership of certain registered or unregistered trademarks and service marks. Such marks are for the exclusive use of the College in connection with the goods and services, among others, identified in federal and state registrations and pending federal applications. It is a violation of this policy for any member of the College community to make use of such marks without the express authorization of the Provost.

Allegations of Infringement

From time to time members of the College community or others might claim that a work of original authorship or invention owned by the College by assignment infringes a third-party's rights. Conversely, a member of the College community might from time to time become aware that a third party is infringing the College's rights in a work or invention. In either case, it is important that all College parties with an interest in the matter notify the Provost of any such claims of infringement so that appropriate action can be initiated. The College has the right, but not the obligation, to take action to stop third parties from infringing its intellectual property right. If the College elects to do so, all damages, costs or other amounts recovered by the College as a result of any such action shall be the sole property of the College.

VII. Miscellaneous

The President, or the Provost, if so delegated, has the authority to administer and enforce this policy. If a dispute arises between a covered individual and the College, between two or more covered individuals 35 or between a covered individual and a collaborator who is not a member of the College community, such dispute will be referred to the Provost.

VIII. Effective Date

This policy will be effective as of July 1, 2009. Any instances for which the Provost has been provided confidential disclosure prior to that date will not be subject to the terms of this policy unless negotiated by a separate agreement.

(Approved by Faculty Council on May 7, 2009)

Jurisdiction of the College

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to remove, exclude, suspend, or expel at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable. A student may be subject to an emergency or temporary removal from campus or a specific educational or campus life activity while the College completes a review and assessment and considers the appropriate campus policy and process for addressing a student's conduct or behavior.

Lake

Restoration of Meredith Lake was completed in 2022, and the grounds surrounding the lake include benches, a sculpture, and bridges. Use of the Meredith Lake area after sunset is discouraged for security reasons. Swimming in Meredith Lake is prohibited. Sunbathing is prohibited in this area. Any visitor to the lake must be accompanied by a student, staff or faculty member in possession of a valid CamCard. Unaccompanied minors are not allowed near the lake at any time.

Medical Amnesty

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance for themselves or others when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student's health and safety. When a student requests medical assistance (for herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, neither student will be subject to Honor Council action for the consumption. This policy does not preclude Honor Council actions regarding other violations of College policies and does not protect the intoxicated students from actions taken by local, state or federal authorities. When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment or hospitalization. Campus Police will report the name of the student needing medical attention and any students witnessing the incident to the Office of the Dean of Students for any follow-up deemed necessary by the College.

College Policies and Regulations

In lieu of disciplinary action and following the receipt of the report in the Office of the Dean of Students, the following procedures will be followed under the Medical Amnesty policy:

- Any student listed in the Campus Police report will be required to meet with the Dean of Students to discuss the incident. The Dean of Students will contact each student to schedule a meeting within a few days of the incident.
- Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of the Counseling Center or a designee for an informal alcohol assessment. The student must complete the assessment and any resulting treatment recommendations by a deadline specified by the Dean of Students in consultation with the Director of the Counseling Center or a designee.
- The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or a designee to communicate with the Dean of Students. The release will be limited to protect the student's confidentiality as much as possible. The student will be asked to give permission for the on-campus counselor to disclose whether or not the assessment and any resulting treatment recommendations have been completed.
- Failure of a student to attend the follow-up meeting with the Dean of Students or complete the assessment or resulting treatment recommendations by the Counseling Center may result in a referral of the student to Honor Council for further action.

Meredith Seal and Woodmark

The Department of Marketing oversees the College's Graphic Identity Program and maintains a style guide that provides specific information on proper use of the visual identity elements.

Meredith's seal is the official symbol of the College and can only be used formally on Meredith College official legal documents, transcripts, official course catalogues, diplomas, certificates, programs for official functions (convocations or commencement), and marketing-approved publications and promotional items. The college seal should not be used in place of the wordmark. The seal may not be manipulated or changed in any way.

The seal was designed in 1909 by Ida Poteat, professor of art, 1899-1940. Below the band running diagonally across the shield are pines symbolizing the State of North Carolina. The lighted torch illustrates Meredith's motto, the single word LUX, meaning light—the light of the mind and the light of the soul.

The Meredith College wordmark, redesigned in 1993 and amended in 2013 by the Marketing design staff, is the official identifier for the College. It should be used as designed and always should be reproduced from authorized art work, which is available from the Department of Marketing. The wordmark and the seal may be printed in either black, white or maroon, or metallic silver and gold.

The creation of custom designed departmental or other individualized logos outside of the brand guidelines is prohibited. Departmental co-branded logos incorporating the wordmark are

available from the Department of Marketing. The College has adopted exact specifications for letterhead, envelopes, business cards, and other components of Meredith's official stationery program.

For more information on using the Meredith College logo see <https://www.meredith.edu/brand>.

Off-Campus Events

All college policies as stated in the Meredith Student Handbook shall be followed at all off-campus events sponsored by Meredith. Meredith students are expected to represent the College with dignity at all times. An "off-campus, College-sponsored function" is any event or activity held off of campus grounds that is organized and hosted by Meredith College or a recognized campus organization(s). "College-sponsored" means that Meredith College is aware of and has approved the event or activity. "Recognized campus organization(s)" refers only to those listed in the Student Organizations section of the Student Handbook.

- No alcoholic beverages, no smoking and no vaping are permitted at any College-sponsored function regardless of legal age.
- Students shall not demonstrate inappropriate behavior at any College-sponsored function. Inappropriate behavior is any behavior by any person present at a College-sponsored function reflecting negatively upon Meredith College or resulting in an unreasonable risk or harm to that person or others. Individuals will be asked to leave a function if they demonstrate inappropriate behavior such as fighting, shoving, disruption of others' enjoyment, getting sick publicly, passing out, or wearing inappropriate dress.
- Meredith students shall not possess or consume illegal drugs at any College-sponsored function.
- Meredith students shall be responsible for informing their guests attending off-campus functions of College policies to be followed.
- Meredith students and guests are subject to be searched at dances and other events. Inappropriate behavior that is in violation of the Meredith Honor Code may result in action by the Honor Council.
- Meredith students are responsible for any physical damage impacting the event or venue done by themselves or guests (including but not limited to vomiting and property destruction). Any associated fees (including cleaning fees) as a result of damage will be the responsibility of the Meredith student.

Procedures to be followed for off-campus, College-sponsored functions

- The Advisor to the group sponsoring an off-campus event shall be notified as to the time, place, date, and nature of the event. The organization Advisor or a substitute from the Meredith faculty or staff must attend the following: any event that is held outside of Wake County, any major off-campus event held locally by an organization or any high risk event (i.e. horseback riding, ropes course, etc.) and any event or activity that uses the Meredith College mini-buses. In the case that there is not an Advisor, the director of student leadership and service shall be notified.

College Policies and Regulations

- Organizations are asked to get prior approval for these events from the Office of Student Leadership and Service.
- The Meredith Campus Police Office shall be notified as to the time, place, date, and nature of off-campus social events.
- Meredith College security officers or other Law Enforcement personnel shall be hired by the sponsoring organization to attend each off-campus, College-sponsored dance or other social functions requiring them. The purpose of hiring the security/law enforcement officers shall be to aid the sponsoring organization in its responsibility to maintain order and prevent inappropriate behavior. Any person exhibiting inappropriate behavior shall be asked to leave the function immediately. However, if by leaving the person presents a clear danger to one's self/himself or others, the sponsoring organizations may take reasonable steps to insure that the person is safely transported from the function, including, but not limited to, calling the appropriate law enforcement agency.
- Additional security shall be hired by the organization sponsoring the event if required to do so by the management of the off-campus building or area being used.
- Some events require release forms, which can be found on the Student Leadership and Service MyMeredith site.

Off-Campus Responsibility

Meredith College assumes no liability for any student when that student is off the Meredith College campus. Students are personally responsible for their own safety, actions, and the results of their own decisions.

Photography Release

Photographers and videographers photograph and film Meredith College activities throughout students' undergraduate and graduate years. The photos and videos may be used in various Meredith publications and presentations, including brochures, advertisements, magazines, newspapers, and online features, to promote Meredith and its programs and events. Students may be asked to sign and return a photography release form, but they have the option to decline.

Political Activity

All employees have the right to vote their preferences on any political issue and may receive paid time off to vote if scheduled work hours interfere with the voting process. Such time off must be approved in advance by the employee's supervisor. Employees may not:

- While on duty, take any active part in managing a campaign for political office or otherwise engage in any political activity; or
- While on duty, take any active part in managing a campaign for political office or otherwise engage in any political activity; or

As explicitly expressed in the College's values statement, which serves as the foundation for our programs, our interactions with each other, and our outreach beyond the campus, Meredith College is deeply dedicated to "intellectual freedom... fostering a spirit of openness and inquiry, and respecting a range of perspectives and voices." The College is also committed to the encouragement of "responsible global citizenship... contributing to positive change through ethical leadership and civic engagement." Encouraging the campus community to hear a variety of perspectives on public issues helps us become better citizens and is consistent with Meredith's mission, vision and values. As such, we welcome speakers with various viewpoints to our campus.

At the same time, as a tax-exempt, non-profit, private higher education institution whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, Meredith College is prohibited by law from participating directly or indirectly or intervening in any political campaign.

For these reasons, political activity sponsored by the College must fundamentally support an educational purpose and not be used primarily as a call to action for a particular candidate.

Students, faculty and staff are free to express their individual political views and exercise their right to participate in the political process provided they understand and make clear they are not speaking for, or in the name of, Meredith College, or any unit, department, or office of the College. (As determined by the institutional and board of trustees bylaws, only the President speaks for the College.)

Campus resources, including Meredith's campus mail, email and phone systems, social media, computer networks, office supplies, student activity funds, support services, or facilities may not be used to further political Campaigns.

Meredith College recognizes that there are official student organizations that have partisan orientations, and the College respects the right of these groups to fully participate in the political process. The College also recognizes that there are academic classes that have robust discussions on policy issues, and there may be times when partisan speakers may be brought in to enrich those discussions. These regular class and organization activities are permissible. However, if an audience beyond the regular class or organization membership is sought for a political speaker, permission must be granted by the Provost or the Vice President for College Programs, as appropriate.

The following political activities, provided the activities are carried out in a non prejudicial manner, are also permissible:

- Speakers who are representing matters of public concern in the context of an educational lecture or presentation, even if the speaker holds or is a candidate for a political office.
- Issue talks by current holders of political office.
- Debates between or among candidates for political office or about policy issues.

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- Impartial voter education and/or registration drives.
- Events and educational efforts encouraging students to vote either locally or in their hometowns.

The College uses the following criteria when considering requests for the use of campus facilities for political activities:

- The student organization or sponsoring department is responsible for compliance with all policies related to the rental of College facilities.
- The student organization or sponsoring department is responsible for ensuring that all costs associated with the events are paid (including telephone and fax usage, photocopying, rental fees, broadband, electricity, facilities personnel, Campus Police or local police coverage, receptions, travel costs, etc.).
- All publicity for the event must include identification of the sponsoring organization or department and a disclaimer indicating that the College does not support or oppose candidates for political office and that the opinions expressed are not those of the College. A member of the sponsoring organization must make the same disclaimer at the beginning of the event. Posters and leaflets promoting the event must be approved and posted in accord with the Meredith College policy for posting notices on campus.
- No Meredith College banners or insignias may be displayed at the event in a manner that implies institutional support for a particular candidate.
- College spaces and facilities may not be used to solicit funds for political candidates.
- All requests for events must be in writing and submitted in advance for approval by the Office of Meredith Events and Executive Leadership Team, along with all plans, publicity, and other information related to such activities. The Marketing department is available to consult with members of the Meredith community about such activities.

College space and facilities will be made available on an impartial and “as available” basis. Consistent with Meredith’s educational mission and given the high demand for College space in general, requests made in association with an academic class will be given the highest priority.

Individuals representing political campaigns are prohibited from entering College facilities for purposes of distributing campaign literature or engaging in other campaign related activity.

Meredith College employees are prohibited from lobbying on behalf of the College without first receiving approval from the Executive Leadership Team.

Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Meredith College or on campus, and College resources may not be used in soliciting such funds. If Meredith College students, faculty, or staff make political contributions, they must do so as individuals and not on behalf of Meredith College.

Public Performances

All public performances will be discussed in advance with the member of the faculty or administration sponsoring or advising the organization.

Publications

Meredith College students publish *The Meredith Herald*, a weekly newspaper; *The Colton Review*, an annual arts and literary journal; and the *Oak Leaves*, an annual yearbook. Student editors and their staff, supported by college funding and guidance of faculty advisors, take full responsibility for editing and producing these publications. *The Meredith Herald* and *Oak Leaves* supplement their budgets with the proceeds of other approved fundraising activities. The staff of each publication is further guided by a constitution approved by the Student Government Association (SGA) Senate.

Student publications operate with full editorial independence, free from prior approval of copy. Their endeavors, however, take place within the context of the Meredith community and with an awareness of the college's mission. Editorial staff maintain professional standards of journalistic integrity, social responsibility and ethics. They obey copyright laws. The College itself assumes no responsibility for the content of student publications.

The Colton Review (A Journal of Art and Literature)

The Colton Review is the student literary magazine and includes poetry, prose, and art. Published once yearly and distributed free of charge, *The Colton Review* accepts literary submissions from all interested writers and art submissions from the Meredith community. Work is juried and only the strongest entries are published.

Co-Editors: Tamara Bomparte and Constance Wesley

The Meredith Herald

The Meredith Herald, the student newspaper, is both a vehicle for keeping the community informed and a permanent record of events that take place at Meredith. It is the medium that allows for total campus involvement through news coverage, letters to the editor, editorials, features, cartoons, or special columns. As readers and as contributors, all members of the Meredith community have both the privilege and the responsibility to contribute to the success of the paper.

Editor-in-Chief: Shae-Lynn Henderson

Oak Leaves

The college yearbook, *Oak Leaves*, strives to capture the best memories of each year at Meredith. *Oak Leaves* shows the college campus, the academic departments and faculty, the administrative staff, the classes and their special events, the campus organizations, and the athletic and social programs offered each year. Yearbooks of the previous year are provided during the fall semester of each academic year to all full-time students. Seniors are responsible for having yearbooks mailed to them the fall semester following graduation or for picking them up at the College before the fall semester ends. Photographers are scheduled by the yearbook

staff to photograph students, but it is the student's responsibility to make an appointment, have the appropriate photograph made, and provide any additional information needed.

Editor-in-Chief: Layla Davenport

Residence Halls Regulations

Residence hall students are responsible for abiding by rules and policies governing the residence halls. These rules and policies are listed in the [Residence Hall Guide to Community Living](#).

Residence Requirements Residence Life

Campus residence halls are living/learning environments that provide supportive communities for student development. Traditional-aged students are encouraged to take advantage of the opportunity for building friendships, developing interpersonal and communications skills, and participating in programs and activities that are all part of the residential living experience.

1. First and second year students under the age of 21 (regardless of hours completed) must live in the residence halls or reside off campus and commute from the primary residence of their parents, spouses, or (with special permission) another close relative. Freshman and transfer students who enter the College over the age of 21 may apply to live off campus.
2. Continuing juniors and seniors (students in their third and fourth years at Meredith) with at least a 2.0 GPA may request to live off campus by a designated deadline in the spring semester. Along with at least a 2.0 GPA, students must have at least 60 hours or have resided at least four semesters in the residence halls. Transfer students who meet established eligibility requirements as stated on the transfer application for admission may apply as commuting students under the off-campus housing option.
3. Campus housing is available to undergraduate degree-seeking students, including students in the Wings program.
4. Resident students must be enrolled as full-time (at least 12 hours) students while living in the residence halls. If a student drops below full-time, she will not be eligible to live on campus unless approved by the dean of students.
5. Students interested in housing during the summer terms should check with the Office of Residence Life for housing options and stipulations.
6. The cost of health services and meals in the dining hall is included in the payment for residence hall room and board. Students who live off campus must pay a health fee in order to receive services from the Health Center. Students who live off campus must pay for any meals eaten in the dining hall.
7. Students who do not meet the requirements to live off campus but choose to do so can be charged the full amount of room and board for the academic year.
8. Residential policies will be reviewed annually.

Returned Payment Fee

There is a \$35 service fee for each returned payment. Returned payments are automatically redeposited before they are charged to the student.

Return to Campus After Hospitalization

Meredith College values the well-being of all students. Following a hospitalization or serious medical incident, students are encouraged to communicate with the College. The length of the hospitalization, seriousness of the medical condition, recovery, health, and academic status prior to hospitalization may affect the student's decisions and plans to return to campus and classes. If the hospitalization was a result of an individualized assessment under the College's Involuntary Withdrawal Policies, the student is required to follow the Request to Return process. The Involuntary Withdrawal Process can be found in the Involuntary Removal and Withdrawal from College section of Academic and Student Guidelines.

Many campus offices and resources are available to help students transition back to campus. A student may contact the Office of the Dean of Students (deanofstudents@meredith.edu; 919-760-8521) at any time to request that a notification be emailed to the student's faculty about absence from classes (no medical information will be included in the email notifications). In some cases, the Office of the Dean of Students may request documentation to verify the reason for the absences. If campus resources or accommodations are needed as part of a student's on-going treatment and recovery, the student should contact the appropriate Meredith College offices to discuss a transition plan for returning to campus. These offices may include, but are not limited to, the Student Health Center (healthcenter@meredith.edu; 919-760-8535), Counseling Center (counselingcenter@meredith.edu; 919-760-8427), Disability Services (disabilityservices@meredith.edu; 919-760-8427), and the Office of the Dean of Students. A student residing on campus is encouraged to communicate with Residence Life (reslife@meredith.edu; 919-760-8633) in a timely manner about returning to their residence hall or campus apartment.

Depending upon the length of the hospitalization and recovery, the student may consider a reduction in course load, leave of absence, or withdrawal from the College. A student's academic advisor is often a helpful resource regarding academic planning and decisions. Additional resources assisting with academic planning include:

- The Office of Academic Advising
advising@meredith.edu
919-760-8088
- The Office of the Registrar
registrar@meredith.edu
919-760-8593
- The Financial Assistance Office (*Assists in answering questions regarding the financial impact of academic planning decisions.*)
finaid@meredith.edu
919-760-8565

At any time, the College may contact parents or emergency contacts of the student and any appropriate College officials about the student's hospitalization or serious medical incident.

Sexual Misconduct and Title IX

General Information Meredith College is committed to providing a safe and positive learning, living and working environment. Members of the campus community are expected to treat others with integrity and respect and to take responsibility for their actions. Meredith College will not tolerate sexual misconduct including, but not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence (including domestic/intimate partner violence and dating violence), or stalking.

Sexual misconduct can be committed by men or women, and it can occur between persons of the same or different genders. Acts of sexual misconduct are forms of sex discrimination prohibited by College policies, in addition to Title IX regulations or other state or federal laws. This document may use the term "sexual misconduct" to refer to any or all of those prohibited behaviors.

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to or participation in any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities.

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in-person, by mail, by telephone, or by electronic mail, using the contact information listed for a Title IX Coordinator, or by any other means that results in a Title IX Coordinator receiving the person's verbal or written report. An online reporting form is also available here (Online Reporting Form).

Contact Information for the Title IX Coordinators:

Pamela Davis Galloway
Director of HR/Title IX Coordinator
Meredith College
3800 Hillsborough Street
118 Park Center
Raleigh, NC 27607
davispam@meredith.edu
919-760-8760

Ann Gleason
Dean of Students/Deputy Title IX Coordinator
Meredith College
3800 Hillsborough Street
214 Park Center
Raleigh, NC 27607
gleasona@meredith.edu
919-760-8521

After office hours, Campus Police may be contacted at 919-760-8888 and they will notify a Title IX Coordinator, who will respond.

Final Rule Under Title IX

The U.S. Department of Education released updated Title IX regulations, effective August 14, 2020. The following Title IX and Other Prohibited Sexual Misconduct Policy (Policy) is based on the new regulations and only applies to reports and formal complaints brought on or after August 14, 2020. Any reports or complaints brought before August 14, 2020 will be investigated and addressed according to the College's prior Sexual Misconduct and Title IX Policy. The elements established in this Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Honor Code, employment policies, or any civil rights violation except as defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

Under the Final Rule, Meredith College must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that fall under its Title IX investigation and hearing process. Only incidents falling within the Final Rule's definition of sexual harassment will be investigated under the Title IX Grievance procedures, and, if appropriate, brought to a live hearing through the Title IX Grievance Procedures.

To the extent that alleged misconduct falls outside of Title IX, or misconduct falling outside of Title IX is discovered in the course of investigating covered Title IX misconduct, the College retains authority to investigate and address the allegations (considered to be non-Title IX violations) under the policies and procedures defined within this policy, or other applicable college policies and grievance procedures.

Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX grievance procedures will be applied to investigation and adjudication of only the allegations that constitute covered sexual harassment.

Scope and Jurisdiction of Prohibited Sexual Misconduct Policy

This policy applies to all members of the Meredith College community, including anyone involved in a Meredith program or activity, including students, employees, vendors, campus visitors, and independent contractors. All campus community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the campus community have a responsibility to adhere to College policies and local, as well as state and federal law.

This policy applies to conduct occurring on Meredith's campus or off campus in the context of Meredith College employment or educational activities or programs including study abroad and internship programs. Other off-campus actions including on-line or electronic activities that have an adverse effect on campus or off-campus Meredith activities or programs may be subject to

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this policy. In determining whether the College has jurisdiction over off-campus conduct that is not a part of a College educational activity or program, the College will look at the seriousness of the conducts, the risk of harm, whether 45 both parties involved are members of the College community, and whether the alleged action is part of a series of actions that occurred on and off campus.

In situations in which both the Complainant and the Respondent are members of the Meredith College community, this policy will apply regardless of the location of the incident. In particular, off-campus conduct that is likely to have an actual or potential adverse impact on, or poses a threat or danger to, any member of the campus community or the College is within the scope of this policy. Sexual misconduct that is alleged to have occurred at a significant distance from the College, or that is reported anonymously, may be more difficult to investigate. Complaints brought by those who are not members of the College community will be handled according to appropriate campus policies and procedures. Even when reported activity is not within the scope of this Policy, the College will offer available resources and supportive measures to College community members to assist them. Individuals are encouraged to report misconduct regardless of where the incident occurred, or who is alleged to have committed it. Even if the College does not have jurisdiction over the Respondent, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community, to the extent possible.

Specific Scope and Jurisdiction of Title IX

Title IX would apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred while the individual was participating in a Meredith College education program or activity, to include any on-campus premises, any off-campus premises that the College has substantial control over, or activity occurring within computer or internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the College's programs and activities over which Meredith College has substantial control; and
4. The alleged conduct, would constitute covered sexual harassment, as defined in this policy.

Determining Title IX or Other Prohibited Sexual Misconduct

When a report or allegation is received, a Title IX Coordinator will determine whether the alleged activity is covered under Title IX. The Title IX Coordinator may delegate responsibilities under this Policy to a trained responsible administrator(s).

Reporting

If you believe you or someone you know has experienced sexual misconduct, promptly report the incident(s) to a [Meredith Title IX Coordinator](#). All Meredith College employees, with the exception of those identified as [confidential resources](#), are designated to be Responsible

Employees and are required to report any incident of sexual misconduct that occurs on or off campus, to a Title IX Coordinator. After receiving a report, a Title IX Coordinator will follow up with the individual who submitted the report. A report that is submitted or communicated to a Title IX Coordinator is not considered a Formal Complaint under Title IX or the Sexual Misconduct Policy.

- An online reporting form is included on the College's Title IX web page at <https://www.meredith.edu/title-ix/reporting-under-title-ix/>
- Anonymous Reports: Anonymous reports of sexual misconduct may also be submitted online through the online reporting form located on the College's Title IX web page at www.meredith.edu/title-ix The College may be limited in investigating or addressing an anonymous report if minimal information is provided.
- Responsible Employees: All Meredith College faculty and staff (including resident assistants) who are not identified as confidential resources are Responsible Employees. Responsible Employees who become aware of a suspected incident of sexual misconduct that occurred on or off campus that may affect the safety or well-being of a member of the campus community must report this information to a Title IX Coordinator. Responsible Employees will notify a Title IX Coordinator via email, phone call or in-person meeting and will not use the College's reporting form for any disclosures they have received. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of a Title IX Coordinator.
- If you are unsure about what constitutes sexual misconduct at Meredith College, please contact a Title IX Coordinator.
- All persons are encouraged to make a report of sexual misconduct regardless of the location or time it occurred and to seek assistance from campus or community resources. A Title IX Coordinator will assess the incident at issue, any risk of harm to the parties or others, including the broader campus community, and any necessary and appropriate interim protective or supportive measures necessary.
- At the time of reporting, the Complainant does not have to make a decision about the filing of a Formal Complaint. The decision on how to proceed can occur over time and, throughout that process, the College will provide resources and supportive measures regardless of what decision is made or if one has been made.
- Medical Amnesty: In accordance with Meredith College's medical amnesty policy, a student who reports sexual misconduct will not be subject to Honor Council or disciplinary proceedings for her/his own personal consumption or possession of alcohol at or near the time of the incident, provided that actions did not place the health or safety of any other person at risk or violate additional College policies.
- Reports to Campus Police and Local Law Enforcement: Instances of sexual misconduct may violate both the College's sexual misconduct policy and criminal law. Complainants may pursue their complaints through either or both of the Meredith College reporting process for sexual misconduct and through the criminal justice system, and Meredith College encourages Complainants to pursue these avenues at any time, if they so choose. Campus Police at Meredith College may be reached at 919-760-8888 and can provide information about the off-campus criminal reporting process.

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- The off-campus criminal investigation is independent from any investigation that is reported to Meredith College officials under this policy. Regardless of whether a Complainant decides to pursue a criminal investigation, Meredith College will take immediate steps to investigate the complaint, offer supportive services, and to ensure safety of the campus community. If a criminal complaint is filed in addition to a complaint reported to Meredith College, the College will continue implementing its procedures and protections regardless of the timeline or outcome of the criminal procedures.
- Reports to Other Campuses: Upon request of the Complainant, sexual misconduct committed by a student from another campus can be referred by the Dean of Students or Campus Police to that student's campus for reporting and consideration under that institution's sexual misconduct and Title IX procedures.
- Office of Civil Rights Reporting: In addition to reporting to on-campus resources and off campus law enforcement officials, a Complainant also has the option of filing a complaint at any time with the United States Department of Education - Office of Civil Rights. The Office of Civil Rights for North Carolina is located at:
 - Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475
 - Telephone: 2020-453-6020; Email: OCR.DC@ed.gov

Confidential Resources

While all persons receiving a report of sexual misconduct understand the desire to keep information confidential, maintaining confidentiality is not always possible. The designated Confidential Resources may be consulted at any time, including prior to submitting a report to the College or to off-campus law enforcement officials. Confidential Resources are those individuals at Meredith College permitted to maintain confidentiality, with the exception being when the individual gives express permission to speak with others. Meredith's Confidential Resources are:

- Licensed counselors in the Counseling Center (919-760-8427) - for students
- Medical and nursing staff in Meredith College Health Services (919-760-8535) - for students
- The Campus Chaplain (919-760-8346) - for students and employees
- Meredith's Employee Assistance Program 855-RSL-HELP (855-775-4357); rsli@acieap.com; <http://rsli.acieap.com> (available to employees and their families)

To the extent possible, the College will respect an individual's request for confidentiality; however, the request for confidentiality will be weighed against the College's obligation to act on information it has received in order to provide a safe campus environment. Title IX Coordinators and employees other than those listed as Confidential Resources may not guarantee confidentiality, but will make every effort to respect privacy interests of all persons involved while assessing the allegation and taking any steps to prevent the conduct recurrence, and address its effects.

Confidential Resources are able to share information only with the individual's express permission. All other employees will share information on a "need-to-know" basis to investigate

and resolve matters. Parents will usually not be contacted unless the party is a minor and disclosure is permitted by FERPA, a FERPA waiver is obtained, disclosure is necessary to protect the health or safety of the minor or other individuals, or there is express permission from the minor. The Title IX Coordinators maintain reports of incidents to track systemic issues in order to address them.

Assistance and Support

Meredith College recognizes the importance of assisting a member of the Meredith College community who is impacted by sexual violence. In this respect, several College departments coordinate efforts to offer services and Meredith College strongly urges anyone who has been impacted by sexual violence to:

- **Seek Immediate Medical Assistance:** If you are in Wake County, individuals may contact the Solace Center as soon as possible to receive a forensic evidence exam by a trained Sexual 48 Assault Nurse Examiner (within 120 hours or five days of the assault). This exam is free, and a Raleigh police officer will respond to begin an investigation. Forensic evidence may assist a Complainant in pursuit of a criminal investigation or in obtaining a protective order. If the Complainant is unsure about pressing charges, she/he can receive an anonymous exam, giving the Complainant up to one year to decide about next steps in the criminal justice process. If outside of Wake County, Complainants are encouraged to go to the nearest emergency room. If you have injuries that require immediate medical attention, beyond the injuries sustained through sexual assault, go to the nearest emergency room.
 - Meredith College Campus Police, 919-760-8888;
 - Solace Center, 919-828-3067;
 - Interact's 24-hour Rape Crisis Line, 919-828-3005;
 - Meredith College Health Services, 919-760-8535;
 - Employee Assistance Program (EAP) Also provides resources to Meredith College employees. 855-RSL-HELP (855-775-4357); rsli@acieap.com; <http://rsli.acieap.com> (available to employees and their families)
- **Seek On-Campus Crisis Support:**
 - Campus Police - 919-760-9760
 - For confidential on-campus counseling, contact the Counseling Center, Chaplain, or Health Services. These offices guarantee confidentiality. For after hours assistance, contact Campus Police at 919-760-8888 and they will have someone from the offices above contact you.

Supportive Measures

When the College receives a report under this policy, and even when an individual does not choose to file a Formal Complaint, a Title IX Coordinator and other appropriate College personnel will take reasonable and appropriate interim protective and supportive measures necessary to protect the safety of the parties or witnesses involved, regardless of whether the Complainant chooses to make a report to campus police or local law enforcement. These interim or temporary options or actions ensure the safety of all individuals involved and the fairness of the investigation process; they are not decisions about responsibility and may be changed as additional information is gathered.

Interim supportive measures include but are not limited to:

- Access to counseling and assistance in setting up an initial appointment;
- Rearrangement of class schedule or on-campus living space;
- Arrange for a student to have additional time to complete a course or re-take/withdraw from a class without academic penalty;
- Restrictions on contact or a no-contact order; and/or
- Provide an escort between classes and educational activities; and changes in a class schedule or on-campus work.

Disability Accommodations

This process does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to a Title IX Coordinator at any point before or during the grievance procedures that do not fundamentally alter the process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by either the Complainant or Respondent, even where the individuals may be receiving accommodations in other institutional programs and activities.

Individuals who require disability-related reasonable accommodation in order to equitably participate in the hearing process are encouraged to make their request at least five business days in advance of the hearing in order to allow enough time to make the necessary arrangements. Individuals who need assistance with language translation should make their request five business days in advance of the hearing.

False Allegations

It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of sexual misconduct does not alone constitute proof of a false and /or malicious accusation. Individuals who make frivolous or false reports shall not be deemed to be acting in good faith.

Retaliation

Meredith College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential. This also applies to the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statutes or as required by law, including the conduct of any investigation, hearing, or judicial proceeding under this policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations. No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or

complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for Honor Code or campus policy violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment (per the College's Medical Amnesty Policy).

Complaints alleging retaliation may be filed according to the College's Harassment and NonDiscrimination Policy.

Range of Sanctions

If there is a finding of prohibited sexual misconduct, the College will determine a remedy, including sanctions. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct.

Meredith College may impose any of the following sanctions upon students: warning, reprimand, probation, delay of graduation, withholding of degree, revocation of degree, suspension, expulsion, termination or limitation of use of on-campus or off-campus resources, termination of on-campus employment, loss of leadership position, loss of student housing or other privileges, and other restitution.

Sanctions for employees could include one or more of the following: warning, mandated training, corrective action, suspension with pay, suspension without pay, termination, or other corrective actions related to employment. Sanctions for contractors and visitors may include a warning, notification to the contracted company, trespass order from campus, and/or termination of employment/contract.

Clery Act and Timely Warning

At any time that a serious or continuing threat to students or employees exists, the College will issue timely notification and warning to the campus community. This notification required by the Clery Act will not include identifying information about the reporting party. Pursuant to the Clery Act and the Violence Against Women Act, anonymous statistics regarding reported criminal incidents must be shared with the Campus Police department for inclusion in the daily crime log and in the College's Annual Security Report. This information will include anonymous aggregate data.

Emergency Removal

Meredith College retains the authority to remove a Respondent from the College's program or activity on an emergency basis, where the College (1) undertakes an individualized safety and risk assessment and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If Meredith College determines such removal is necessary, the Respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. A student who is removed from campus and who requests to return to campus must contact a Title IX Coordinator for consideration of the request.

Administrative Leave

Meredith College retains the authority to place a non-student employee Respondent on administrative leave as a protective measure while an investigation is being conducted, consistent with the policies and procedures outlined in the Meredith College Employee Handbook.

Definitions

- **Complainant:** The individual who has experienced alleged sexual misconduct.
- **Respondent:** The individual who has been accused of committing sexual misconduct.
- **Report:** A report of sexual misconduct that is communicated to a Title IX Coordinator (through direct communication or via the online reporting form). Reporting individuals may be someone directly involved or someone who has otherwise gained knowledge of alleged sexual misconduct. The report does not have to be verified at the time of reporting. Disclosures to responsible employees are also reported by the employee to a Title IX Coordinator.
- **Formal Complaint:** A step in the grievance process used to address Title IX or Other Prohibited Sexual Misconduct. The Formal Complaint initiates the Formal Grievance Process in the grievance procedures outlined for activity that is covered under Title IX and activity covered under Other Sexual Misconduct.
- **Bystanders:** Persons who observe possible sexual misconduct and have the opportunity to intervene. Bystanders may report possible sexual misconduct (see “Reporting”) and faculty and staff who observe sexual misconduct are required to report to a Title IX Coordinator.
- **Confidentiality:** Confidentiality is the ability of identified Confidential Resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse.
- **Responsible Employees:** Meredith College faculty and staff (including resident assistants) who are not specifically designated as confidential resources. Responsible employees are required to report disclosures of sexual misconduct to a Title IX Coordinator.

- **Privacy:** Privacy is maintained by Meredith College offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify a Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. Meredith College will limit the disclosure as much as practicable, even if a Title IX Coordinator determines that the request for confidentiality cannot be honored.
- **Consent:** Words or actions that affirmatively demonstrate a knowing or voluntary willingness to engage in mutually-agreed-upon sexual activity. Consent requires an outward demonstration, through understandable words or actions that conveys a clear willingness to engage in sexual contact.

Consent cannot be gained by force, by intimidation, by ignoring objections, or by taking advantage of another's incapacitation. Consent may not be inferred from silence or any other lack of active resistance. It may not be implied by attire or inferred from an individual by spending money on that individual (e.g., buying a meal on a date).

Prior consent does not imply consent to future sexual acts. In addition, consent to one type of sexual act does not automatically imply consent to another type of sexual act. Once a person says "no," it does not matter if or what kind of sexual behavior has occurred at an earlier date in time. For example, if one individual says "no" and the other forces penetration, it is sexual misconduct regardless of whether there has been a past consensual sexual relationship.

Consent to sexual activity may be withdrawn at any time through understandable words or actions that clearly convey that a party is no longer willing to engage in sexual contact; upon clear communication, all sexual activity must cease.

Consent may not be given by the following persons:

- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or her from understanding the nature or consequences of the sexual act involved;
 - Individuals who are unconscious or otherwise physically helpless; and
 - Minors.
- **Incapacitation:** Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically, affect a person's ability to consent to sexual contact. The consumption of alcohol or drugs may create an

incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the Complainant does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual misconduct policy if he or she has sexual contact with someone he or she knows or should reasonably know based on the circumstances is incapacitated. A Respondent cannot rebut a sexual misconduct charge merely by arguing that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

A person who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to consent.

Role of Title IX Coordinators

The role of a Title IX Coordinator is to assist in ensuring individuals can safely pursue learning, living and working activities at the College, and the safety of the individual and the campus is the immediate concern. A Coordinator will meet with the Complainant of the reported sexual misconduct to complete an intake process and assist the Complainant in exploring available options and resources including providing the following written information:

- A copy of this Policy, which includes information about confidential resources, filing a Formal Complaint, the investigation process and grievance procedures, and the College's non-retaliation policy
- Resources on campus and in the community, including confidential resources.
- Information about the person's right to pursue criminal action in addition to the College's procedures and actions.
- Information about supportive measures to assure the Complainant's well-being.
- Description of the College's obligation to treat both the Complainant and Respondent fairly and to promptly investigate the reported sexual misconduct as deemed necessary.

A Title IX Coordinator will determine if the reported activity meets the criteria of what is covered under Title IX, or if the activity will be addressed through the grievance procedures under the Sexual Misconduct Policy or other applicable College policy. This determination by the Title IX Coordinator will inform which of the grievance processes is applicable and the role of the Title IX Coordinator during the process.

Prohibited Sexual Misconduct

Prohibited Sexual Misconduct under Title IX: Under Title IX regulations, "sexual harassment" includes any conduct on the basis of sex that meets one or more of the following:

- An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., **quid pro quo**/"this for that");
- **Unwelcome conduct** that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
- **Sexual assault** (as defined in the Clery Act), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau

of Investigation, which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent:

- *Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent.
- **Dating violence**: defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic violence**: (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under North Carolina domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of North Carolina.
- **Stalking**: (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. For the purposes of this definition:
 - *Course of Conduct*: two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - *Reasonable person*: a reasonable person under similar circumstances and with similar identities to the victim.
 - *Substantial Emotional Distress*: significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

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- *Examples of Conduct:* includes, but is not limited to, unwanted communication (in person, by phone, or by computer), unwelcome gifts or flowers, following a person, and watching or remaining in the physical presence of the other person.

Violations of conduct covered under Title IX would be addressed through [Title IX Grievance Procedures](#).

Prohibited Other Sexual Misconduct Not Covered under Title IX

Sexual harassment that is not covered under Title IX is also prohibited. Sexually harassing activity may include, but not be limited to a severe, persistent, or pervasive pattern of unwelcome conduct.

Sexually harassing behaviors differ in type and severity and can range from verbal harassment to unwelcome physical contact. A wide range of behaviors may fall within the general definition of sexual harassment depending on the circumstances. A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical. The determination of whether an environment is hostile must be based on all the circumstances. In determining whether sex discrimination or sexual harassment/violence against a student or employee resulted in a sexually hostile environment, the College will consider the conduct in question from both a subjective and objective perspective.

Such conduct may include, but is not limited to, unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unwanted graphic verbal comments about an individual's body; the display in the workplace or educational environment of inappropriate and sexually suggestive objects, pictures, writing, language or drawings; or unwelcome touching or physical contact.

Sexual harassment may be blatant and intentional and involve an overt action, a threat, or a reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.

Sexual Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sexual Harassment:

- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context;
- May be committed by a stranger, an acquaintance, or someone with whom the reporting party has an intimate or sexual relationship;
- May be committed by or against an individual or may be a result of the actions of an organization or group; and May occur in the classroom, in the workplace, in residential settings, over electronic or social media (including the Internet, telephone, and text), or in any other setting.

Examples of conduct that may constitute sexual harassment as defined above may include, but are not limited to, a severe, persistent, or pervasive pattern of unwelcome conduct that includes one or more of the following:

- Physical conduct, including unwelcome touching, impeding, restraining, or blocking movements.
- Verbal conduct, including making or using derogatory comments, epithets, slurs, or humor. Includes using sexually degrading words to describe an individual or sending suggestive or obscene letters, notes, electronic communication. Includes the communication of offensive comments of a sexual nature.
- Visual conduct: Leering; making sexual gestures; displaying suggestive objects or pictures, cartoons, or posters in a public space or forum. Visual displays of suggestive, erotic, or degrading, sexually oriented images that are not pedagogically appropriate.
- Written conduct: letters, notes or electronic communications, including social media, containing comments, words, or images described above.

Sexual Exploitation

Taking sexual advantage of another person or of the sexuality of another person without consent or in a manner that extends the bounds of consensual activity for any non-legitimate purpose. Examples of sexual exploitation include, but are not limited to, the following: observing another individual's nudity or sexual activity or allowing another to observe nudity or sexual activity without the consent of all parties involved in a place where the individual being observed would have a reasonable expectation of privacy; recording, streaming, or photographing private sexual activity and/or a person's nudity, or distribution of such without the consent of all parties involved; prostituting another individual; and/or inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Complicity

Complicity is any act that knowingly aids, abets, facilitates, promotes or encourages the commission of prohibited conduct by another person.

Coercion or Intimidation

Coercion is the use of unreasonable and persistent pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. Coercion may be emotional, intellectual, psychological, or moral. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. In evaluating coercion, the College will consider: (1) frequency of the application of pressure; (2) intensity of the pressure; (3) isolation of the person being pressured; and (4) duration of the pressure. Coercing an individual into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

Violations of Other Prohibited Sexual Misconduct (not covered under Title IX) will be addressed through the [Other Prohibited Sexual Misconduct Sexual Misconduct Grievance Procedures](#).

Title IX Grievance Procedures

Formal Complaint: For the purposes of these Title IX Grievance Procedures, “formal complaint” means a document – including an electronic submission - filed by a Complainant with a signature or other indication that the Complainant is the person filing the formal complaint, or signed by a Title IX Coordinator, alleging sexual harassment against a Respondent about conduct within Meredith College’s education program or activity and requesting initiation of the procedures consistent with the College’s Title IX and Other Prohibited Sexual Misconduct policy to investigate the allegation of sexual harassment.

Title IX Informal Resolution Process

A Complainant who wishes to file a complaint of sexual misconduct at Meredith College but who does not wish to pursue a formal grievance hearing may request a less formal proceeding, referred to as the informal resolution process.

Informal resolution is a voluntary process, available to the parties once a formal complaint has been filed. Informal resolution may never be offered to resolve allegations that an employee sexually harassed a student. At any time prior to agreeing to a resolution under such a process, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Additionally, if an informal resolution process is offered, the institution must:

- Provide the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process; and
- Obtain the parties’ voluntary, written consent to the informal resolution process.

Generally, Meredith College will use mediation as the informal resolution process. In mediation, a Title IX Coordinator may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. If the Complainant and the Respondent are satisfied with the outcome, the matter will be considered resolved. Any failure to comply with the terms of an informal resolution agreement may result in additional disciplinary action or a further allegation of sexual misconduct or harassment.

Formal Title IX Grievance Procedures

The timeframe for the Title IX Grievance Procedures begins with the filing of a Formal Complaint. The Grievance Procedures will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to, the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for

language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of Meredith College, including as an employee. For Complainants who do not meet this criteria, the College will utilize other existing campus policies, as appropriate.

If a Complainant does not wish to make a Formal Complaint, a Title IX Coordinator may determine a Formal Complaint is necessary. Meredith College will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued under this process.

Nothing in the Title IX Grievance Procedures prevents a Complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through the College's Informal Resolution Process.

Multi-Party Situations: The College may consolidate Formal Complaints alleging covered sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Mandatory Dismissal: If any one of the above mentioned elements are not met, the Title IX Coordinator will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Procedures. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

Discretionary Dismissal: The Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Procedures, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The Respondent is no longer enrolled or employed by Meredith College; or,
- If specific circumstances prevent the College from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

Notice of Dismissal: Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their Meredith College email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal: Upon dismissal for the purposes of Title IX, Meredith College retains discretion to utilize other campus policies (i.e. Sexual Misconduct Policy, Honor Code, etc.) to determine if a violation of that policy has occurred. If so, Meredith College will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Policy process and removal of the allegations to the conduct process.

Notice of Allegations: The Title IX Coordinator will draft and provide the Notice of Allegations to the parties to the allegations of sexual harassment. Such notice will occur as soon as practicable, but no more than five (5) business days, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances. The parties will be notified by their Meredith College email accounts if they are a student or employee, and by other reasonable means if they are neither. The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or designee may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice: The Notice of Allegations will include the following:

- Notice of the College's Title IX Grievance Procedures (including any informal resolution process that is available) and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility,

and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.

It is a violation of this policy to bring a knowingly false complaint. However, failure to prove a claim of sexual misconduct does not alone constitute proof of a false and /or malicious accusation. Individuals who make frivolous or false reports shall not be deemed acting in good faith. Violations of false complaints will be addressed through student or employee disciplinary procedures.

Ongoing Notice: If, in the course of an investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the definition under "Other Sexual Misconduct", the institution will notify the parties whose identities are known of the additional allegations by their Meredith College email accounts or other reasonable means. The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice: Meredith College will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

Meredith College requires students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the requirements of the U.S. Department of Education, Advisors of Choice shall not participate directly in the process according to standard policy and practice of the College.

Meredith College will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

The College's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this process, and the College cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The College will not be obligated to delay a meeting or hearing under this process more than five (5) business days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the College.

Notice of Meetings and Interviews: Meredith College will provide, to a party whose participation is invited or expected, written notice via Meredith College email or by other reasonable means of the date, time, location, participants, and purpose of all hearings,

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investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays/Extensions: Each party may request a one-time delay in the grievance process of up to five (5) business days for good cause (granted or denied in the sole judgment of the Title IX Coordinator or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties. Requests for delays must be submitted in writing to the Title IX Coordinator.

For example, a request to take a five business day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five-day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted. The Title IX Coordinator or designee shall have sole judgment to grant further pauses in the Process.

General Rules of Investigations: The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation, under a reasonably prompt timeframe, of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

Meredith College, and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the College and does not indicate responsibility.

Meredith College cannot access, consider, or disclose medical records without a waiver from the party (or parent/guardian of minor, if applicable) to whom the records belong or of whom the records include information.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence that tends to prove and disprove the allegations as described below.

Inspection and Review of Evidence: Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation. Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;

- Evidence that tends to prove or disprove the allegations, that is directly related to the allegations, whether obtained from a party or other source; and
- All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

Evidence will be made available for each party and each party's advisor, to inspect and review through an electronic format or a hard copy. The College is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension based on extenuating circumstances.

The College will provide copies of the parties' written responses to the Investigative Report to all parties and their advisors, if any.

The College may provide the parties five (5) business days after the initial inspection and review of evidence, and before the investigator completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties five (5) business days to inspect, review, and respond to the party's additional evidence through a written response to the investigator, after which the investigator will not be required to accept a late submission. Those written responses may be disclosed to the parties.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. The parties and their advisors agree not to photograph or otherwise copy the evidence.

Inclusion of Evidence Not Directly Related to the Allegations: Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

Investigative Report: The Title IX Coordinators, and/or an investigator designated by the Title IX Coordinators, will create an Investigative Report that includes details of the matter; summary of the relevant evidence; outcome of the investigation; and next steps. The Report will be

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provided to the parties at least ten (10) business days' prior to the hearing in an electronic format or a hard copy for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of relevant evidence (tending to prove or disprove the allegations).

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

General Rules of Hearings: Meredith College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location designated by the College prior to the hearing or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through an electronic meeting platform of the College's choice. This technology will enable participants simultaneously to see and hear each other. At its discretion, the College may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through audio recording. That recording will be made available to the parties for inspection and review. Only the College may record the proceedings. Unauthorized recordings would not be considered in the appeal process.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

Continuances: Meredith College may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Participants in the Live Hearing: Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

- Complainant and Respondent (The Parties)
 - The parties cannot waive the right to a live hearing.
 - The College may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party.
 - For example, an oral or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if

the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.

- The College will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- If a party does not submit to cross-examination, the Panel cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.
- The Panel cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.
- The parties shall be subject to the College's Rules of Decorum.
- Title IX Grievance Panel
 - The Title IX Coordinator will assemble the Title IX Grievance Hearing Panel (the "Panel") from the College Grievance Hearing Board pool of available members. The College Grievance Hearing Board pool includes members of Faculty Council, the Staff Affairs Committee, undergraduate students who serve as student representatives on the Honor Council, and one graduate student from each school with graduate programs. The Title IX Coordinator will select three (3) members of the Grievance Hearing Board pool and one alternate to serve on the Panel. The Panel shall include individuals from the segments of the campus community represented by the concerned parties (student, faculty, and/or staff) whenever possible. For example, if the complaint is from a student against a faculty member, the Panel shall include students and faculty or staff if possible. If the hearing involves only faculty and staff members as Complainant and Respondent, the Panel will consist only of faculty and staff if possible. The Complainant and Respondent will be given the list of panel members 5 business days in advance of the hearing. If either party objects to a panelist because of conflict of interest, the Title IX Coordinator will consider the grounds for the conflict of interest and may select another panel member. The Complainant and Respondent may not contact panel members or discuss the case with them prior to the hearing.
 - No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
 - No member of the hearing body will have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the parties to the particular case.

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- The Panel will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.
- Hearing Officer
 - In addition to the Hearing Panel, a Hearing Officer will be appointed to oversee the hearing proceedings.
- Advisor of Choice
 - The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
 - The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
 - The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the College will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
 - The advisor is not prohibited from having a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the parties to the particular case.
 - The advisor is not prohibited from being a witness in the matter. ○ If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
 - If neither a party nor their advisor appears at the hearing, the College will provide an advisor to appear on behalf of the non-appearing party.
 - Advisors shall be subject to the College's Rules of Decorum, and may be removed upon violation of those rules.
- Witnesses
 - Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.
 - If a witness does not submit to cross-examination, as described below, the decision maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.
 - Witnesses shall be subject to the College's Rules of Decorum.

Hearing Procedures: For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- Hearing officer will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- Members of the Title IX Grievance Hearing Panel will ask questions of the Parties and Witnesses;

- Parties will be given the opportunity for live cross-examination after panel members conduct its initial round of questioning; During the Parties' cross-examination, panel members will have the opportunity to pause cross-examination at any time for the purposes of asking panel members' own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Officer. A Party's waiver of cross-examination does not eliminate the ability of the panel members to use statements made by the Party.

Relevant Evidence and Questions: Relevant evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true. Relevant evidence and questions do not include the following types of evidence and questions, which are deemed irrelevant at all stages of the Title IX Grievance Process:

- Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
 - They concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

Live Cross-Examination Procedure: Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination, the advisor will ask the other party or parties and witnesses' relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Officer will determine if the question is relevant. The Hearing Officer may pause the hearing if the question is deemed not relevant. Cross Examination questions that are duplicative of those already asked, including by the panel members may be deemed irrelevant if they have been asked and answered.

Review of Recording: The audio recording of the hearing will be available for review by the parties within 48 hours unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

Standard of Proof: Meredith College uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence: While the opportunity for cross examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the panel members.

Decision-makers shall not draw inferences regarding a witness or party's credibility based on the party or witness status as a Complainant, Respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Evidence tending to prove and disprove the allegations will be weighed in equal fashion.

Except where specifically barred by Title IX, witness testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

Title IX requires Meredith College to allow parties to call "expert witnesses" for direct and cross examination under this policy. While the expert witness will be allowed to testify and be subject to cross examination, the panel members will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

Meredith College must allow parties to call character witnesses to testify. While the character witnesses will be allowed to testify and be crossed-examined as required by Title IX, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

Meredith College must admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed-examined as required by Title IX, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a witness or party's conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the hearing panel may draw an adverse inference as to that party or witness credibility.

Components of the Determination Regarding Responsibility: The written Determination Regarding Responsibility will be issued simultaneously to all parties through their Meredith College email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the College's Title IX or other policies, if any, the Respondent has or has not violated.
5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;
 - b. A statement of, and rationale for, any disciplinary sanctions the College imposes ([range of sanctions](#) included in General Information) on the Respondent; and
6. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
7. The recipient's procedures and the permitted reasons for the Complainant and Respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility: If there are no extenuating circumstances, the determination regarding responsibility will be issued by the College within 10 (ten) business days of the completion of the hearing.

Finality: The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals: Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within 5 (five) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

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- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the College's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator, or panel members had a conflict of interest or bias for or against an individual party, or for or against Complainants or Respondents in general, that affected the outcome of the matter.

The submission of appeal pauses any sanctions while the appeal is being considered. Supportive measures and remote learning opportunities remain available while the appeal is being considered.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, including the date filed and the applicable procedures, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. The parties will have an opportunity to submit a written statement in response to the appeal.

Appeals should be submitted in electronic form. Appeals will be decided by the Title IX Appeals Panel who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing panel member in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

Other Sexual Misconduct Grievance Procedures

As sexual misconduct is considered by the College to be a serious form of sexual harassment and a violation of this policy, all formal complaints of sexual misconduct will be investigated by a Title IX Coordinator, or designee (the investigator). The investigator may also choose to initiate an investigation based on other reported information or to assign the investigation to another impartial, qualified investigator.

If a decision is made to initiate an investigation, relevant information will be gathered and reviewed, to include:

- Documents, statements and/or interviews of the Complainant, the Respondent and any witnesses whom the investigator determines may have relevant information;
- Campus and community law enforcement investigation documents;
- Student and employee College files; and
- Other documentations, as identified relevant to the report.

The Respondent and the Complainant will each have access to provide information to the investigator and will be provided full information about the allegation.

The investigation process will be conducted in a prompt manner, usually consisting of no longer than thirty (30) business days, unless extenuating circumstances necessitate a longer time frame. If an investigation cannot be completed in that time, the investigator will notify the Complainant and Respondent in writing and maintain communication until the investigation is complete.

At the conclusion of the investigation, the Title IX Coordinator will determine whether or not the College will bring a formal complaint under this Policy or other College policy and will notify both the Complainant and the Respondent of such.

If a formal complaint is warranted, the matter will be handled in accordance with the grievance procedures outlined in this policy. This can be initiated by the Complainant or the College when there is evidence of a possible threat to the health and/or safety of the campus community. While the College may determine it necessary to initiate such action to protect the campus community or remedy alleged misconduct, the College recognizes that the Complainant may elect not to participate in the process.

At any time a serious, imminent and continuing threat exists, Campus Police will be notified and an MC Alert message issued on campus to provide timely notification and warning to the campus community. Any such alert required by the Clery Act will not include identifiable information about the Complainant.

Informal Resolution: A Complainant who wishes to file a complaint of sexual misconduct at Meredith College but who does not wish to pursue a grievance hearing may request a less formal proceeding, referred to as the informal resolution process. The informal resolution process is intended to resolve complaints quickly, efficiently, and to the mutual satisfaction of both parties. If the Respondent accepts responsibility and the sanction proposed by the College, the matter will be considered resolved. If the Respondent accepts responsibility but not the proposed sanction, a truncated sanctions hearing may be held.

One form of informal resolution process utilized by the College is mediation. In mediation, a Title IX Coordinator will arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. If the Complainant and the Respondent are satisfied with the outcome, the matter will be considered resolved. Any failure to comply with the terms of an informal resolution agreement may result in additional disciplinary action or a further allegation of sexual misconduct or harassment. Meredith College has determined that allegations of sexual assault are not appropriate for informal resolution and may not be mediated.

Formal Grievance Procedure: The Complainant has the option of initiating the formal grievance process for sexual misconduct not covered under Title IX, which utilizes the College

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Grievance Hearing Panel. Following an investigation, the College may also choose to initiate the formal grievance process when there is evidence of a possible threat to the health and/or safety of the campus community. The Complainant and the Respondent will be granted the same rights, opportunities and access to an equitable and fair process. Such rights include:

- Equal opportunity to present relevant witnesses and other evidence.
- Equal opportunity to have an advisor at any stage of the disciplinary proceedings. A student may select an advisor from the current College community including a student, faculty or staff member who is currently employed or enrolled at Meredith College and who is not a witness in the matter. In matters alleging sexual misconduct, students may have an advisor of their choosing and are not restricted to an advisor from within the College community (current students, faculty or staff). The role of an advisor is to assist and support the advisee through the process. Advisors may not actively participate in the hearings and may not address any other participant or the hearing panel. The advisor's role is limited to conferring with the advisee during the hearing, in writing or quietly.
- Receive written notification of the outcomes of both the hearing panel's decision and any appeal.
- The right to appeal the outcome of the hearing.

Other than the parties, their advisors, hearing panel members, a Title IX Coordinator or designee, and witnesses when testifying, others are not permitted to be present in the hearing room, but may be seated outside the hearing room.

Sexual Misconduct Grievance Hearing Panel: The Title IX Coordinator will assemble the Sexual Misconduct Grievance Hearing Panel (the "Panel") from the College Grievance Hearing Board pool of available members to hear violations of sexual misconduct not covered by Title IX. The College Grievance Hearing Board pool includes members of Faculty Council, the Staff Affairs Committee, undergraduate students who serve as student representatives on the Honor Council, and one graduate student from each school with graduate programs. The Title IX Coordinator will select three (3) members of the Grievance Hearing Board pool and one alternate to serve on the Panel.

The Panel shall include individuals from the segments of the campus community represented by the concerned parties (student, faculty, and/or staff) whenever possible. For example, if the complaint is from a student against a faculty member, the Panel shall include students and faculty or staff if possible. If the hearing involves only faculty and staff members as Complainant and Respondent, the Panel will consist only of faculty and staff if possible. The Complainant and Respondent will be given the list of panel members five business days in advance of the hearing. If either party objects to a panelist because of conflict of interest, the Title IX Coordinator will consider the grounds for the conflict of interest and may select another panel member. The chair will be designated by the Title IX Coordinator. The Complainant and Respondent may not contact panel members or discuss the case with them prior to the hearing.

A Title IX Coordinator will be available to provide technical assistance on procedural and policy matters. The Grievance Hearing Panel will receive training on grievance procedures, sexual misconduct information/sensitivity and Panel member responsibilities prior to the hearing date and are not eligible to serve unless they attend the training.

Sexual Misconduct Grievance Panel Review Process: The hearing process includes:

- The Panel will review the complaint and all information provided, carefully examine any policies involved, and may receive statements from both the Complainant and the Respondent or call witnesses to evaluate the complaint.
- Both parties should submit lists of potential witnesses to the Title IX Coordinator five business days prior to the hearing.
- Evidence and a list of witnesses who will be called will be distributed to both parties in advance of the hearing. Parties are not permitted to photograph, copy or disseminate the evidence inspected or reviewed during an investigation or hearing process.
- The Complainant and Respondent may also submit written statements to the Panel in advance of the hearing and both parties shall have a maximum of ten minutes to present relevant facts during oral opening statements at the hearing.
- Both parties may propose questions of witnesses to be considered to be asked through the Panel. The Complainant and the Respondent will not be permitted to ask questions directly of each other; questions submitted to the Title IX Coordinator will be reviewed for relevance related to the hearing and those relevant to the hearing will be communicated to the Chair by the Title IX Coordinator.
- The rules of evidence do not apply.
- The Complainant and Respondent may each elect to be present in the hearing room during the proceedings. If either party requests not to be physically present during some or all of the proceedings, arrangements will be made by the Title IX Coordinator to allow for both parties to participate in the hearing while not being required to physically be in the same hearing room.
- Issues regarding admission of evidence or testimony, including relevance and reliability, will be determined by the Chair in consultation with a Title IX Coordinator. The Complainant's sexual history with anyone other than the Respondent may not be discussed during the hearing. The parties and all witnesses are expected to provide honest information and statements. The Chair shall determine in its discretion the management of the hearing, the relevance of information. Behavior that disrupts the hearing process will not be permitted and the Chair and the Title IX Coordinator will address parties, witnesses or advisors as necessary.
- The Complainant and Respondent, along with designated advisors, may be present during the hearing with the exception of the deliberation portion of the hearing.

Standard of Proof: Meredith College uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

College Policies and Regulations

Final Decision: The Chair will prepare a written report within five (5) business days of the final decision with findings to be submitted to the Title IX Coordinator. If the Respondent is an employee, the Title IX Coordinator will consult with the appropriate supervisor(s), as necessary, to impose appropriate disciplinary and corrective sanctions.

The Title IX Coordinator will inform the Complainant and Respondent of the findings and sanctions within 5 business days of the receipt of the Chair's report. Notification will be made in writing and may be delivered by one or more of the following methods: in-person; mailed to the local or permanent address as indicated in official College records; or emailed to the parties' College-issued email account.

Procedures for Appeal: The Complainant or the Respondent may appeal the Panel's decision, subject to the scope of a review and confined to these questions:

1. Whether there is evidence in the record to support the decision and/or sanctions based on the preponderance of the evidence standard;
2. Whether the hearing was free of substantial error prejudicial to the appellant under the prescribed procedures; and/or
3. Whether the sanction imposed is appropriate to the violation.

Appeals must be submitted in writing to the Title IX Coordinator within five (5) business days of receipt of the Panel's decision.

Appeals of the College Grievance Hearing Panel decision shall be heard by the appropriate Vice President (or President when the appellant is an employee who reports directly to the President). The Vice President for College Programs will hear the appeal if the Respondent and Complainant included only students. If the hearing included both students and faculty or staff members, the appeal shall be heard jointly by the Vice President for College Programs and the Vice President for the division in which the faculty or staff member is employed. Decisions will be made within ten (10) business days of receipt of the appeal. In the event of extenuating circumstances that prevent a decision to be made within this timeframe, both parties will be notified in writing of the anticipated date of the decision.

In considering the appeal, the reviewing Vice President shall consider only what is included in the hearing records; no new evidence may be permitted. The Vice President will send a written notification of the decision to both the Complainant and the Respondent within 10 business days of the receipt of the appeal and the decision is final.

Other Information

Education and Training Programs: The College is committed to promoting awareness and increasing the prevention of conduct prohibited under this policy through education and training programs. The Title IX Coordinators maintain information about educational and training programs for students, faculty and staff. Programs for students include an overview of this policy as well as key terms such as prohibited conduct under this policy, consent, positive and safe

ways for bystanders to intervene, and available resources on and off campus. The College provides educational materials through a variety of outlets including online training, emails, new student orientation, annual updates/training for employees, and new employee orientation.

Title IX Coordinators, advisors, hearing panelists and those considering appeals receive training through the Student Conduct Institute at the State University of New York (<https://system.suny.edu/sci/>). SCI trains staff at institutions of higher education on how to fairly and equitably investigate and adjudicate conduct violations and disclosures.

Review of Policy: The College's Title IX and Other Prohibited Sexual Misconduct Policy is reviewed annually. For questions about Meredith College's Title IX policy, grievance procedures and campus and community resources, contact either of the Title IX Coordinators and also visit Meredith College's Title IX web page at <https://www.meredith.edu/title-ix/>.

(Updated August 14, 2020)

Shoes

For reasons of health and safety, shoes must be worn in the dining hall and science laboratories.

Smoking Policy

Out of consideration for members of the College community who choose not to smoke or whose health is negatively affected by smoke, smoking and the use of e-cigarettes or vaporizers are prohibited in all campus buildings. Smoking and the use of e-cigarettes or vaporizers are prohibited on the College campus, except in the following locations:

- The paved commuter lots (parking lots 6 and 17 on the Meredith College campus map), the softball field lot (12), lot adjacent to Campus Police (13), the underclassmen lots (14 and 15), Heilman-Barefoot lot (16), the athletic field lot (19), and (the two side parking lots for The Oaks 5—note, this excludes the parking area in front of The Oaks).*
- It is the responsibility of each student/faculty/staff member to inform guests of the College's Smoking Policy.

*These locations were chosen with respect to the College campus fire safety, maintenance, and accessibility.

Sororities and Secret Societies

Students do not have social sororities of any name or kind on the campus, whether national or local, affiliated or unaffiliated. Also, secret societies are not permitted at Meredith. All organizations must be approved by the Senate.

Solicitation Policy

Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by on- or off-campus persons, organizations, or businesses is strictly prohibited unless authorized by the Vice President for College Programs or by the Director of Student Leadership and Service. Any use of College facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door or on any college-managed social media site or platform. Any business or company requesting to give a program or presentation is to be referred to the Director of Student Leadership and Service to be channeled through the appropriate organization.

Any religious organization wanting to give a program or presentation is to be referred to the Campus Chaplain for approval.

Student Activities Fee

All undergraduate part-time and full-time degree-seeking students pay a student activities fee (\$60.00) per semester. This fee is used to fund a variety of events and activities to enhance campus life and reduce the cost of tickets to some events.

Graduate students do not pay student activities fees, but individual programs may have a program fee. Each graduate program determines how those fees are spent. Consult your program director or manager for more information.

Sunbathing

Sunbathing is permitted only in the area surrounded by Faircloth, Brewer, Heilman and Barefoot Residence Halls (referred to as Meredith Beach) and the back patio of the Oaks apartments.

Transportation - College

The Meredith College 15-passenger buses are used on a first-come, first-served basis for the purpose of providing transportation for faculty, students, and staff to College-sponsored or related activities/events. There are three buses limited to destinations within 300 miles from campus, unless approved by the appropriate vice president. Buses may be reserved by contacting the Parking Director at the Campus Police Office. For further information about the Meredith College Vehicle Transportation and Safety Policy, please contact Campus Police at 919-760-8888.

All drivers must be 21 years or older, complete Bus Driver Training conducted by Campus Police, have a driving record check completed by Human Resources, and be employed by the College as faculty or staff. To be eligible to drive, one must have a valid driver's license.

Students are not allowed to drive Meredith College buses.

For student organizations using the Meredith buses, an advisor must accompany the group and buses on the trip. All student organizations planning to use the Meredith buses also must receive approval from the Office of Student Leadership and Service.

Weapons / Firearms

Possession of weapons/firearms (either openly carried or concealed) is strictly prohibited on campus and at College-sponsored functions. Violators will be reported to campus police and to the Honor Council. Violators are subject to arrest and prosecution.

Withholding of Grades

All services in the Office of the Registrar are contingent upon satisfactory College accounts and other College obligations. Transcripts and grades may be withheld at the discretion of College officials for lack of payment of College fees and fines and for failure to complete other College obligations.

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STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BY-LAWS

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Constitution of the Student Government Association

Preamble

We, the students of Meredith College, organized as the Student Government Association, desiring to improve the College for present and future students, faculty, staff, and administrators and to enrich our education as women by assuming responsibility for ourselves and the Meredith community, have adopted the following constitution and by-laws.

Article I: Name

The name of this organization shall be called the Student Government Association (SGA) of Meredith College.

Article II: Purpose

The purpose of Student Government Association shall be to ensure, in cooperation with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison between students, and alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student grievances; and to encourage students to become active participants in self-governance.

Article III: Authority

The students have freedom to shape Meredith's policies and regulations regarding student life. In its exercise of its governing powers, the Student Government Association is ultimately responsible to the president of the college under authorization by the Board of Trustees.

The SGA Executive Board shall serve as the governing body for all students and all campus organizations. The function of all campus organizations shall be overseen by the SGA Senate.

Article IV: Membership and Responsibility

Section 1. Membership

All undergraduate students who are officially enrolled at Meredith College shall become members of the Student Government Association. This membership includes full-time, part-time, degree and non-degree students (Cooperating Raleigh College students are not included).

Section 2. Responsibility

All students, upon coming to Meredith, accept college citizenship involving self-government under the Honor Code, which, as defined by the Student Government Association, means that:

1. All students are expected to be honest and truthful at all times.
2. All students are personally responsible for their own conduct, for their obligation to the college community, and for informing themselves of and abiding by the college regulations. If a student breaks a regulation, they are expected to correct their offense by reporting themselves to the proper authority; in an academic matter, to the instructor concerned and in a student government matter, to the solicitor general of the Honor Council.
3. All students are responsible for seeing that the Honor Code is carried out at all times. If they are aware of a violation by another student, they should call this matter to the attention of that student as a violation of their responsibility to the community.

Section 3. Statement of Responsibilities

Early in their first semester, all students must sign the Meredith College Statement of Honor concerning their responsibilities as a member of the Student Government Association.

Article V: Organization

There shall be a SGA Executive Board, Senate, Honor Council, Student Life Committee, Elections Board, Association of Meredith Commuters, Residents Housing Association, WINGS, DEIB Board, and Student Activities Fee Committee.

Article VI: Student Government Executive Board

Section 1. Function

1. It shall be the function of the SGA Executive Board to serve as the executive branch of the Association. The SGA Executive Board shall put into effect such changes in the constitution and regulations of the Association, in consultation with the individual branches, as have been approved by Senate and the Vice President for College Programs.
2. The SGA Executive Board shall receive and investigate grievances, discuss problems arising within the SGA, propose legislation, and make other recommendations and suggestions for appropriate action to the proper board.
3. It shall be the function of the SGA Executive Board to educate the student body concerning the form, function, and regulations of the Student Government Association.
4. It shall be the function of the SGA Executive Board to uphold Meredith's community standards and promote the Ethical Code of Student Leaders. Additionally, the SGA Executive Board shall set and maintain an expectation for community membership through positive representation of self and Meredith College.
5. It shall be the function of the SGA Executive Board to foster and facilitate a community that is inclusive.
6. It shall be the function of the SGA president, vice president, secretary and treasurer to hear and rule on any appeals brought forward by the SAF Committee.

Section 2. Members

1. **Voting Members:** The voting members of the Association shall consist of a vice president, secretary, treasurer, freshman member-at-large, the Senate chair, the Honor Council chair, the Student Life Committee chair, the Elections Board chair, the Residents Housing Association chair, the Association of Meredith Commuters president, the DEIB Board Chair, and the WINGS president.
2. **Non-Voting Members:** The president shall only vote in the case of a tie. The advisor is a non-voting member.

Section 3. Selection Committee

It shall be the function of the Selection Committee to select, through an application/interview process, all SGA Executive Board offices not filled during campus-wide elections. The Selection Committee shall be comprised of the current Student Government Association president, the newly elected Student Government Association president, the student who currently holds the office being appointed or a selected member of that organization, the Student Government Association Executive Board advisor, and the SGA advisor of the branch of the office being

appointed. The SGA advisor of the branch of the office being appointed may choose to opt out of participating in the interviews.

Section 4. Duties of the Members

1. **President:** It shall be the duty of the president to preside over all meetings of the Student Government Association Executive Board and Selection Committee, to attend meetings of the Board of Trustees, to attend meetings of the faculty, to attend meetings of the staff, to review the reports of the college committees, to appoint a parliamentarian if they so choose, to meet regularly with the Vice President for College Programs, write a report each semester to the Board of Trustees, and to perform other duties that may fall upon the president of the Association.
2. **Vice President:** It shall be the duty of the vice president to assist the president in all student government affairs, to preside over all meetings of the SGA Executive Board in the absence of the president, and to assume all other powers and duties delegated by the president of the association. It shall also be the duty of the vice president to attend Hillsborough Street Student Committee meetings, and appoint students to faculty committees, and to appoint student representatives to the college committees (see Article VII. Section 1). A vacancy which occurs in the office of the president shall be filled by the vice president.
3. **Secretary:** It shall be the duty of the secretary to record and distribute minutes to members of the SGA Executive Board, the advisor of the committee, the Dean of Students, the Vice President for College Programs, and the president of the College. The secretary shall also be responsible for all correspondence of the SGA Executive Board including the Halo Happenings. The secretary shall submit articles to the *Meredith Herald* when deemed necessary by the SGA Executive Board. The secretary shall perform other duties as necessary.
4. **Treasurer/Student Activities Fee Chair:** It shall be the duty of the treasurer to keep a strict and permanent account of all receipts of the Association except for those SGA branches which have their own treasurer, to submit the records to the director of Student Leadership and Service for an annual audit, and to perform other duties as necessary. The treasurer shall also serve as chair of the Student Activities Fee Committee. The treasurer shall preside over all meetings of the SAF Committee and to perform duties as necessary (see other duties listed under Article XVII).
5. **Freshman Member-At-Large:** It shall be the duty of the freshman member-at-large to attend all freshman class meetings, support different SGA branches as determined by the SGA Executive Board, stay in touch with the freshmen class executive board, and to perform other duties as necessary. The Freshman Member-At-Large shall also manage the SGA social media account, ensure that all meetings and events are publicized, and report SGA Executive Board's activities and events to campus publications. They shall be appointed from the freshman class through an application and interview process by SGA Executive Board members at the beginning of the fall semester.
6. **Senate Chair:** It shall be the duty of the Senate chair to preside over all meetings of the Senate and perform other duties as necessary (see other duties listed under Article X. Section 5.1).

7. **Honor Council Chair:** It shall be the duty of the Honor Council chair to preside over all meetings of the Honor Council and to perform other duties as necessary (see other duties listed under Article XI. Section 5.1).
8. **Student Life Committee Chair:** It shall be the duty of the Student Life chair to preside over all meetings of the Student Life Committee and to perform other duties as necessary (see other duties listed under Article XII. Section 7.1).
9. **Elections Board Chair:** It shall be the duty of the Elections Board chair to coordinate campus and class elections, to preside over all meetings of the Elections Board, and to perform other duties as necessary (see other duties listed under Article XIII. Section 5.B.1).
10. **Residents Housing Association Chair:** It shall be the duty of the Residents Housing Association chair to preside over all meetings of the Residents Housing Association, to represent resident students, and to perform other duties as necessary (see other duties listed under Article XIV. Section 4.5).
11. **Association of Meredith Commuters President:** It shall be the duty of the Association of Meredith Commuters president to preside over all meetings of the commuter students, to represent commuter students, and to perform other duties as necessary (see other duties listed under Article XV. Section 7. A).
12. **WINGS President:** It shall be the duty of the WINGS president to preside over all WINGS meetings, to represent non-traditional age students, and to perform other duties as necessary (see duties listed under Article XVI. Section 4.2.A).
13. **Diversity, Equity, Inclusion, and Belonging Board Chair:** It shall be the duty of the Diversity, Equity, Inclusion, and Belonging Board Chair to oversee its board and ensure that diversity, equity and inclusion are priorities for the Meredith student body (see other duties listed under Article XVIII. Section V.B).
14. **Advisor:** It shall be the duty of the advisor to counsel the Student Government Executive Board on all business before them and to serve as a non-voting member.

Section 5. Meetings

The SGA Executive Board shall meet regularly to consider the business of the student body. During the year there may be joint meetings with any branch of the SGA as a place where the SGA Executive Board can go to obtain more student input as the need arises. As deemed necessary by the SGA president, special guest meetings may be held to increase campus wide communications. Special guests may include faculty council chair, staff affairs committee chair, Student Athlete Advisory Committee, campus programming organizations, and campus publications. All meetings require mandatory attendance from the SGA Executive Board members. If a member of the Executive Board cannot attend a meeting, a representative or member of the organization's board will take that member's place in attendance, approved at least 24 hours ahead of time by the SGA President. In the event of an emergency or sickness the day of a meeting, proper notifications will be communicated to the SGA President immediately and the member will work towards finding a replacement to attend the meeting that evening.

Section 6. Quorum

Two-thirds of the members of the SGA Executive Board shall constitute a quorum.

Article VII: Student Representatives to College Committees

Section 1. Selections

The SGA vice president, in consultation with the other Executive Board members, shall recommend an SGA Executive Board member to be appointed to the following college committees: Campus Technology Committee, Undergraduate Admissions, Convocation, Disabilities Panel, Library, General Education, Bookstore Advisory, Undergraduate Research Advisory, Wellness Committee, and Council on Institutional Effectiveness. Appointments shall be made by the SGA vice president during the summer or early fall semester. The SGA vice president will contact the college committee chairs to discuss placements on the committees.

Section 2. Duties

It shall be the duty of all student representatives to attend all meetings of their respective committees and to report to the SGA president within one week of the meeting, if necessary.

Article VIII: Amendments

Amendments to the SGA Constitution may be proposed by any member of the Meredith community to the SGA Executive Board.

Article IX: Approval

Amendments to the SGA Constitution may be proposed by any member of the Meredith community to the SGA Executive Board. Amendments must be approved by a two-thirds majority vote of the SGA Executive Board, a two-thirds majority vote of the Senate, and approval by the Vice President for College Programs.

Article X: Senate

Section 1. Name

The name of this organization shall be Senate.

Section 2. Purpose

It shall be the purpose of Senate to maintain a standard of excellence in Meredith College's student organizations, SGA constitution and regulations, and student policies.

Section 3. Function

1. It shall be the function of the Senate to receive recommendations concerning updates and/or amendments in the present constitution and regulations of the SGA. Once approved by the Senate the updates and/or amendments will be referred to the appropriate college vice president for approval.
2. It shall be the function of the Senate to oversee all campus organizations, to review organizational constitutions every four years, and to receive proposals of new

organizations. Organization constitution proposals and changes will undergo at least one reading by the Senate. This reading should take place during a meeting of the Senate, unless given prior approval by the Senate chair. Additional readings will be conducted as needed per constitution. Once approved by a quorum vote of Senate, the constitution will go into effect.

3. It shall be the function of the Senate to revoke any constitution of an organization that has not been active for two or more years or of an organization that violates Meredith's policies as stated in the Student Handbook. The Senate may call a hearing while considering whether or not to revoke any organization's constitution. Constitutional offenses of the Honor Code will result in a hearing by the Honor Council.
4. National Honor Societies with only a faculty representative on campus and no student leadership may meet individually with their appointed senator to review the constitution. The senator will then bring the revised constitution to the senate meeting for approval by the Senate. The faculty representative will not be required to attend the Senate approval meeting if they have met with the senator individually.
5. It shall be the function of the Senate to consider legislation/regulation changes proposed to the Senate by an organization, a senator, the SGA Executive Board, or any student. After passage by the Senate, legislation/regulation changes will be referred to the appropriate college vice president for approval.
6. It shall be the function of the Senate to give reasons for any refusal of any legislative proposal. The proposal may be called before the student body by a referendum (in which a minimum of 25% of the undergraduate student body constitutes a quorum; a two-thirds vote can override the Senate's refusal of a legislative proposal). If the refusal is overridden by this vote of the student body, the proposal must be referred to the SGA Executive Board, which may concur or disagree with the vote. In either case, the action of the SGA Executive Board and the results of the referendum must be given to the appropriate college vice president for a decision.
7. It shall be the function of the Senate to require a meeting of the SGA when deemed necessary.
8. It shall be the function of the Senate to hold referendums when the need arises as deemed necessary by the Senate or the SGA Executive Board.
9. It shall be the function of the Senate to play a role in the student organization registration process and the active/inactive status determination in conjunction with the Office of Student Leadership and Service.

Section 4. Membership

1. **Voting Members:** Three senators elected from each class by the class, two AMC senators elected by AMC, one WINGS senator elected by the WINGS, and one faculty representative who shall be appointed for a two-year term by the Faculty Council.
2. **Non-Voting Members:** The chair (who shall vote only in case of a tie), the vice chair, and the advisor who is the assistant director of Student Leadership and Service or their designee. The advisor may not be one of the vice presidents or deans of the College.

Section 5. Duties of the Officers

1. **Chair:** It shall be the duty of the chair of the Senate to serve as an active member of and to attend all meetings of the SGA Executive Board, to preside over all meetings of Senate, to serve as a non-voting member and to vote in the case of a tie, to call any meetings they may deem necessary, to appoint committees as needed so that all senators share equal responsibility, to determine which organizations need to be reviewed in an academic year, coordinate with organizations to attend Senate, and to sign and file all approved constitutions.
2. **Vice Chair:** The Senate vice chair shall be appointed (see Article X. Section 12). The selection shall be made from the rising sophomore, junior, or senior classes through an application/interview process. It shall be the duty of the vice chair to record and distribute the proceedings of the meetings of the Senate to all members of the Senate, the senate advisor, the SGA secretary, the Office of Student Leadership and Service, and to the Vice President for College Programs, have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested, and to serve as a non-voting member. The vice chair shall also be held responsible for coordinating campus-wide communication on behalf of Senate when deemed necessary by the Senate Chair, including communications regarding organization changes (such as newly approved organizations, status changes to current organizations, and newly inactivated organizations) to the Office of Student Leadership and Service and the Director of Student Leadership and Service in a timely and efficient manner, and to assist the chair in all other matters necessary to the function of Senate. This may include, but is not limited to, article submissions to the *Meredith Herald* and *Halo Happenings*.

Section 6. Duties of the Members

1. It shall be the duty of each member to serve as a liaison between their constituents and the Senate.
2. It shall be the duty of each member to serve on subcommittees appointed by the chair.
3. It shall be the duty of each member to communicate the activities of the Senate with their constituents.
4. It shall be the duty of each member to participate fully in the constitution process. They shall contact the president or chair of the organization prior to the date the organization's constitution is to be reviewed. After initial contact, they shall schedule a time to meet with the president or chair to review the constitution and discuss any changes that need to be made. After that meeting, they shall remain in contact with the representative to ensure that all necessary constitutional changes are made and that the organization attends a meeting as scheduled. Individual circumstances will be reviewed by the Senate chair to ensure that the senator has upheld the constitution process.
5. It shall be the duty of each member to participate in the review of student organizations who have submitted mid-year progress reports (as well as student organization appeals for some senators). Senators will vote on the change of any organization appeals.
6. Failure to comply with the above process will result in the following:
 1. First Offense—A written warning from the Senate chair shall be issued and the

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member will write a letter of apology to the assigned organization's president or chair.

2. **Second Offense**—A second offense may result in immediate removal from office.

Section 7. Committees

1. **Student Organization Concerns Committee:** It shall be the function of the Student Organization Concerns Committee to serve as a liaison between the student body and the Senate. The committee shall deal with any incoming concerns, comments, or questions regarding a student organization on Meredith's campus. The committee shall delegate concerns to the appropriate senators, who will follow the procedures listed in the SGA Constitution By-Laws, Article III, Section 6. The committee also serves as the Appeals Committee for appeals requests to the SGA Officer Removal from Office Process, as listed in By-Laws Article III, Section 8.
2. **Active/Inactive Committee:** It shall be the function of the Active/Inactive Committee to follow up on concerns about student organizations not abiding by their constitutions and/or the requirements of student organizations. A review process will take place in the spring semester to determine the status of all student organizations. (See By-Laws for student procedures of the Senate Ad-Hoc Committees.)
3. **Organization Status Appeals Committee:** It shall be the function of the Organization Status Appeals Committee to make decisions related to appeals by student organizations regarding their status. This committee shall be comprised of the Senate chair, a senator from each class, and a member of the professional staff in the Office of Student Leadership and Service. Student organizations wishing to appeal a change in status must write a letter of appeal to the Organization Status Appeals Committee. The timeline for the appeals process will be determined and communicated to organizations by an email from the Senate.

Section 8. Attendance

Each Senate member will be allowed one excused absence and one unexcused absence per semester. In the event of an additional absence, they will be relieved of their position by a letter from the Senate chair. This attendance policy shall apply only to regularly scheduled meetings.

Section 9. Meetings

The Senate shall meet at least twice a month. The Senate shall hold special meetings when deemed necessary by the chair.

Section 10. Quorum

Two-thirds of the voting members shall constitute a quorum; unless otherwise voted on.

Section 11. Tie

In the case of a tie in the second run-off of an election, the Senate shall make the final decision of the tie. The process will be as follows:

1. The Elections Board chair will notify the Senate chair that there is a tie in the second run-off.

2. The Senate chair will immediately notify all of the senators to let them know of an emergency meeting (note: the senators shall be ready for an emergency meeting on Friday morning at 10 a.m. after run-offs during elections).
3. The candidates for the position shall come to the emergency meeting ready to give a two to three-minute speech on why each wants the position.
4. After both candidates have spoken, the Senate will vote by secret ballot. The tie will be broken by a simple majority vote. The Senate's decision is final.

Section 12. Unfulfilled Positions

Unfulfilled Senate positions will be filled through an application/interview process by the appropriate class (for class representatives) and by AMC (for AMC senators), and by the WINGS (for the WINGS senator). The Senate chair position will be filled by application/interview or appointment by the SGA Selection Committee. The Senate vice chair position will be filled by application/interview process held by the newly elected chair and the Senate advisor to serve the following academic year. The outgoing chair may provide a recommendation for vice chair as deemed appropriate.

Article XI: Honor Council

Section 1. Name

The name of this organization shall be Honor Council.

Section 2. Purpose

The purpose of the Honor Council shall be to foster and protect the community environment (both socially and academically), to promote personal integrity and responsibility in each student, and to model ethical leadership by example and precept.

Section 3. Function

1. It shall be the function of the Honor Council to operate under the premise that the student is not responsible until proven otherwise through clear and convincing evidence.
2. It shall be the function of the Honor Council to render a decision and to impose sanctions which may withdraw privileges from any registered student who has violated the Honor Code (CRC students are included). The sanctions of delay of graduation, suspension, and expulsion shall be subject to the approval of the Vice President for College Programs. Meredith College students who are accused of sexual violence will be referred to the Dean of Students for resolution and grievance procedures outlined in the College's Sexual Misconduct Policy.
3. It shall be the function of the Honor Council to request that any member of the Meredith community appear before the council at the hearing of a case to give pertinent information. These witnesses shall have no vote.
4. It shall be the function of the Honor Council to remove automatically from office any person placed on probation who holds a major campus officer position as described in the By-Laws of the Student Government Association Constitution, Article I, Section 6. In

cases of reprimand, removal from office will be decided by Honor Council on a case-by-case basis.

Section 4. Membership of Honor Council

1. **Voting Members:** Voting members shall consist of: two representatives elected from the freshmen, sophomore, junior, and senior classes; one representative elected from AMC to hear cases involving traditional-aged commuter students; one representative elected from WINGS to hear cases involving WINGS students; and one staff or faculty member.
2. **Non-voting Members:** Non-voting members shall consist of: chair (who will cast the deciding vote in the event of a tie), solicitor general, support counselor, secretary, clerk, and the Assistant Dean of Students, who shall serve as the administrative advisor. If the Assistant Dean chooses to appoint a designee, the designee will work closely with the Assistant Dean of Students and will attend all meetings of Honor Council but will not vote. If appointed, the designee shall serve as the advisor for the academic year.
3. **Quorum:** The minimum number of council members present at any hearing will be eleven and will constitute a quorum. These members shall include the chair, solicitor general, support counselor, secretary, clerk, and advisor as non-voting members, and five voting members comprised of four student representatives and one staff or faculty member, all to be scheduled for rotating duty by the chair.

Section 5. Duties of the Officers.

1. **Chair:** It shall be the duty of the chair to preside over all meetings, to serve as a non-voting member and to call necessary meetings of the council. The chair shall meet with the advisor on a regular basis. The chair shall serve as an active member and attend all meetings of the SGA Executive Board and the Review Board. The chair, if unable to attend a meeting, shall consult with the advisor and appoint a voting member to preside over the meeting. A voting member will not vote if presiding in the chair's absence, unless to break a tie.
2. **Solicitor General:** It shall be the duty of the solicitor general to receive complaints of alleged violations, to investigate all complaints to determine whether there is sufficient evidence to proceed with the hearing, to formulate charges after consultation with the advisor (if need be), to present charges, and to inform students of their rights upon the reception of the complaint. It shall be the duty of the solicitor general to refer cases involving minor violations of residence hall rules and policies to the Residence Hearings Committee. Meredith College students who are accused of sexual misconduct will be referred to the Dean of Students for resolution and grievance procedures outlined in the College's Sexual Misconduct Policy. In cases of academic dishonesty, the solicitor general will inform the reporting professor of the outcome of the Honor Council hearing if the student does not choose to appeal to the Review Board.
3. **Support Counselor:** It shall be the duty of the support counselor to obtain and handle facts of the student's case; to make available to the solicitor general the facts, evidence, and names of witnesses in order to create an accurate and balanced presentation; and to support the student in the hearing and in meetings with the solicitor general. The support counselor will be available to the student after the case for questions and/or concerns.

4. **Secretary:** It shall be the duty of the secretary to record the proceedings and decisions of all meetings of the council. A copy of the final action form shall be distributed to the solicitor general and support counselor. The secretary shall distribute council minutes to the advisor and administrative advisor, the Vice President for College Programs and the Dean of Students Office within 48 hours of the case.
5. **Clerk:** It shall be the duty of the clerk to inform the Honor Council and Review Board advisors of upcoming cases, to maintain order with witnesses and others outside the case, to assist other officers with correspondence and paperwork, and to fill in for others in the case of emergency absences.
6. **Vacancies:** It shall be the duty of the current officers, in consultation with the advisor, to fill any vacancies which should occur.
7. **Academic Requirements:** A student must have a minimum GPA of 2.4 to be appointed to any of the above offices.

Section 6. Appointment Committee

It shall be the function of the appointment committee to select through an application process the solicitor general, support counselor, secretary, and the clerk. The committee shall be comprised of the current chair, the newly elected chair, the current solicitor general, the current support counselor, and the advisor. Appointments shall be made by the end of the spring semester except for the clerk, who will be selected in the fall.

Section 7. Meetings

The Honor Council shall meet regularly to consider the business of that body. When a case is being considered, the Honor Council shall meet to hear and evaluate the evidence, render a decision, and impose a sanction if merited. The Honor Council shall not meet during fall exam weeks except to hear a case involving a graduating senior. A summer Honor Council composed of the new or retiring chair or designee, one or two student representatives to Honor Council (either new or retiring members), one staff or faculty member,, the summer residence director, and the advisor shall hear cases occurring after the final day of classes of the spring semester through the final day of summer school classes except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process shall not include a Review Board.

Section 8. Review Board

1. **Purpose:** From any determination of a violation and imposition of a sanction by the Honor Council, with the exception of actions by the Residence Hearings Committee, the student charged may appeal to the Review Board.
2. **Function:** The Review Board shall consist of a Review Board Chair chosen by the newly elected/appointed Honor Council Chair through an interview process each year. The rest of the board consists of four students (three student representatives and one secretary) appointed by the Review Board Chair and Honor Council Chair annually and two faculty representatives appointed by Faculty Council, scheduled for rotating duty by the chair. Any vacancies in the Review Board shall be filled by the Review Board Chair, advisor and Honor Council Chair.

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3. **Voting Members:** Voting members shall consist of the three student representatives appointed from any of the four academic classes (freshman, sophomore, junior, and senior) and one faculty representative appointed to the Board.
4. **Non-Voting Members:** Non-voting members shall consist of the Review Board chair (who will cast the deciding vote in the event of a tie), Honor Council chair or designee, the secretary, the Dean of Students or her designee.
5. **Quorum:** Although all members do not vote, three student members, one faculty member, the Dean of Students or her designee, the Honor Council chair or designee, the solicitor general, and the support counselor shall constitute a quorum of the Review Board.

Section 9. Residence Hearings Committee

1. **Function:** The Residence Hearings Committee is a branch of the Honor Council coordinated by the Residents Housing Association. The Residence Hearings Committee shall hear appeals of residence fines and minor residence cases referred by the Honor Council Solicitor General.
2. **Membership and Organization:** The Residence Hearings Committee consists of residence representatives, the vice chair of the Residents Housing Association, a clerk, and a residence director advisor. The residence hall representatives are scheduled for rotating duty by the vice chair of the Residence Housing Association. Two residence representatives shall be present at each hearing. The vice chair of the Residents Housing Association shall preside over all hearings and shall not vote except in the case of a tie. The clerk shall inform students of their rights, shall explain to the student the nature of the hearing and the case, shall complete any necessary paperwork with the student, shall record all proceedings and decisions of all meetings of the committee, and shall not vote. The clerk also shall submit written decisions to the vice chair of the Residents Housing Association, the Chair of the Honor Council, the Solicitor General of the Honor Council, the advisors of the Hearings Committee and the Honor Council, the director of residence life, the Assistant Dean of Students, the Dean of Students, and the Vice President for College Programs. The clerk shall be selected through an interview process by the vice chair of the Residents Housing Association and the advisor to the Hearings Committee. The residence director advisor shall serve as a non-voting member. The actual number of Residence Hearings Committee members at any hearing shall be five.
3. **Retrials with Honor Council:** The decision of the Residence Hearings Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council for other cases by contacting the solicitor general within 48 hours of the original hearing.
4. **Quorum:** Two residence representatives, the vice chair of the Residents Housing Association, the clerk, and the Residence Director advisor to the Hearings Committee shall constitute a quorum of the Residence Hearings Committee.

Section 10. Amendments

Amendments may be proposed by any member of the Honor Council at any time.

Section 11. Approval

The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

Article XII: Student Life Committee

Section 1. Name

The name of this organization shall be the Student Life Committee.

Section 2. Purpose

The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

Section 3. Function

It shall be the function of the Student Life Committee to:

1. serve as an open forum before which any student, faculty, staff, administrator, or trustee may appear to discuss matters related to student concerns and student life;
2. create focus groups or subcommittees composed of members of the Meredith community that will study issues related to student life; promote, aid, or conduct any research and planning necessary to meet the changing needs of the Meredith community;
3. originate legislation or regulation change which will require approval of the SGA Senate;
4. originate amendments to the SGA Constitution in the form of legislation that will require SGA Senate approval;
5. be an avenue for student input through means such as forums, surveys, and e-mail.

Section 4. Membership

Membership in the Student Life Committee shall consist of voting members and non-voting members.

1. **Voting Members:** Three Student Life Committee members shall be elected from each class by the class. One Student Life Committee member shall be chosen from the following organizations: Meredith International Association, Association of Meredith Commuters, WINGS, Residents Housing Association, and Black Student Union. One member shall be chosen from the Meredith College faculty. The chair shall vote in the case of a tie; if chair is absent the vice chair votes in the case of a tie.
2. **Non-Voting Members:** The chair, the vice chair, the secretary, and the advisor shall serve as non-voting members.

Section 5. Duties of Members

It shall be the duty of each member to:

1. serve as a liaison between the member's constituents and the Student Life Committee;
2. raise and address campus concerns;
3. serve on any subcommittees to which the member is appointed by the chair;

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4. serve additional functions as assigned by the chair; such as Social Media Chair who is responsible for handling all social media pages, creating flyers, and coordinating with the secretary as needed, etc.

Section 6. Officers

1. The officers of the Student Life Committee shall consist of the chair, the vice chair, and the secretary.
2. The chair shall be elected from the rising junior or senior class through the campus-wide elections process. The vice chair and secretary shall be chosen by application/interview process within the Student Life Committee.

Section 7. Duties of Officers

1. **Chair:** It shall be the duty of the chair to:
 - a. preside over all meetings of the Student Life Committee;
 - b. seek information and clarification on procedure and policy that is related to Student Life Committee business;
 - c. present all necessary information to the members;
 - d. call any meetings deemed necessary;
 - e. appoint and oversee all subcommittees;
 - f. serve as an active member on the SGA Executive Board;
 - g. serve on the president's review board, if called upon;
 - h. facilitate the activities that gather student input;
 - i. direct concerns to the appropriate campus body, with the aid of the Student Life Committee;
 - j. serve as parliamentarian at meetings;
 - k. meet with the advisor of the Student Life Committee as necessary;
 - l. submit required reports to the Office of Student Leadership and Service.
2. **Vice Chair:** It shall be the duty of the vice chair to:
 - a. preside at the meetings in the event of the chair's absence;
 - b. assist the chair in corresponding with students, faculty, staff, and administrators;
 - c. assist the chair in committee matters;
 - d. serve as a non-voting member except in the case of a tie and absence of the chair;
 - e. oversee all subcommittees assigned by the chair;
 - f. meet with the chair and advisor when necessary;
 - g. assist the chair with forum planning.
3. **Secretary:** It shall be the duty of the secretary to:
 - a. preside at the meetings in the event of the vice chair's absence;
 - b. aid in publicizing all Student Life Committee meetings and events to the Meredith community;
 - c. submit articles to the *Meredith Herald* when necessary;
 - d. assist in coordinating any publicity deemed necessary by Student Life Committee;
 - e. record all changes concerning the Student Handbook and forward those changes to the Dean of Students;

- f. record and distribute the proceedings of the meetings and forums to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested.

Section 8. Advisor

The advisor of the Student Life Committee shall be a faculty or staff member appointed to serve for an unlimited term by the Director of Student Leadership and Service. The advisor shall advise the committee on procedure and shall provide information and guidance to the members and the chair. The advisor shall meet twice a month with the chair.

Section 9. Mini-Project Teams

Mini-Project Teams may be appointed at the discretion of the chair to study any campus concern and report their results to the Student Life Committee. Members from the Student Life Committee and the Meredith community may be appointed by the chair to serve on special subcommittees.

Section 10. Meetings

1. **Regular Meetings:** The Student Life Committee shall meet every other Monday of each month at 10:00 am unless another time is found to be more convenient.
2. **Special Meetings:** Special meetings may be called by the chair, a Meredith student, faculty member, staff member, or administrator. The request must be written and given to the chair at least two days prior to the date of the meeting.
3. **Regular Attendance:** All Student Life Committee members will be allowed one excused and one unexcused absence per semester. In the event of an additional absence, they may be relieved of their position on the Student Life Committee by a letter from the chair. This attendance policy shall apply to regularly scheduled meetings and Student Life Committee sponsored functions. Exceptions to the attendance policy may be made at the discretion of the chair.
4. **Special Attendance:** Any member of the Meredith community may attend any meeting of the Student Life Committee except in cases when the chair deems the meeting closed. Any member of the Meredith community who wishes to address the committee during the business portion of the meeting must notify the chair at least two days before the meeting to be added to the agenda.
 - a. The Student Life Committee may request the special appearance of designated students, faculty, staff, or administrators when appropriate to the agenda.
5. **Forums:**
 - a. The chair shall organize one forum per semester (suggested months are: August/September; January) for the purpose of reviewing current agenda items with the student body, offering an outlet for student concerns, and gathering new information for the agenda.
 - b. Persons to be invited to all Student Life forums: the Dean of Students, the Vice President for College Programs, the Assistant Dean of Students, the director of Residence Life, the director of Student Leadership and Service, and any other

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administrators deemed necessary by the chair. Administrative attendance is not necessary for the forum to proceed.

- c. All minutes shall be shared with the Meredith Library and Archives as well as be available upon request by any other campus entity.
6. **Quorum:** Two-thirds of the entire membership shall constitute a quorum.

Section 11. Amendments

Amendments to the constitution may be proposed at any meeting of the Student Life Committee by a two-thirds vote of the voting membership.

Section 12. Approval

This constitution shall become effective immediately upon approval by a two-thirds vote of members present and a two-thirds vote of the SGA Senate.

Article XIII: Elections Board

Section 1. Name

The name of this organization shall be Elections Board.

Section 2. Purpose

The purpose of the Elections Board shall be to supervise and promote all class and campus elections, and to supervise all referendums as called by the SGA Executive Board.

Section 3. Function

1. It shall be the function of the Elections Board to hold elections for the freshmen class in the fall, campus-wide and class elections in the spring, and any other special elections requested by the SGA Executive Board, in accordance with the by-laws for the elections system.
2. It shall be the function of the Elections Board to maintain current and accurate information on all elected positions and election procedures.
3. It shall be the duty of the Elections Board to investigate and rule on any election contestation, in accordance with the By-Laws for the elections system.
4. It shall be the duty of the Elections Board to encourage students to run for office during the election season and during the off season through programming and mentoring.

Section 4. Membership

The board shall be composed of a chair elected by the student body, two student representatives elected by each class, one representative appointed by the WINGS, and one representative elected by AMC. A vice chair shall be appointed by a committee consisting of the current Elections Board chair, the incoming Elections Board chair, the current vice chair, and the Elections Board advisor. The assistant director of Student Leadership and Service shall serve as advisor.

Section 5. Organization

1. **Officers:** The officers of the Elections Board shall consist of the chair and the vice chair. The chair shall be elected through the campus-wide elections process. The vice chair shall be appointed by a committee consisting of the current chair and current vice chair, the incoming chair, and the advisor.
2. **Duties of the Officers and Advisor:**
 - a. **Chair:** It shall be the duty of the chair to:
 - i. coordinate campus and class elections;
 - ii. preside over all meetings of the Elections Board;
 - iii. serve as an active member of and to attend all meetings of the SGA Executive Board;
 - iv. report all activities of the Elections Board to the SGA Executive Board;
 - v. serve on at least one campus committee.
 - b. **Vice Chair:** It shall be the duty of the vice chair to:
 - i. perform any duties requested by the chair;
 - ii. record and distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested.
 - iii. assume the duties of the chair, along with the advisor, during the election season if the chair is in a contested race.
 - c. **Advisor:** It shall be the duty of the Elections Board advisor to:
 - i. check the eligibility of candidates with the Office of the Registrar and the chair of the Honor Council;
 - ii. check the academic and probationary status of every person holding an elected office after each semester;
 - iii. assume the duties of the chair, along with the vice chair, during the election season if the chair is in a contested race.

Section 6. Meetings

The chair of the Elections Board shall hold weekly meetings during election periods and additional meetings as deemed necessary by the chair and the advisor.

Section 7. Attendance

Each Elections Board member should be present at Elections Board meetings and Elections events. Each Elections Board member will be allowed a total of two excused absences per semester. If an Elections Board member is unable to attend, 24-hours notice should be given to the Elections Board chair and advisor. In the event of an additional absence, the member will be relieved of the position by a letter from the Elections Board chair. The Elections Board advisor will be notified along with the president of the class or organization for which the student represents. The attendance policy shall apply only to regularly scheduled meetings.

Section 8. Amendments

This constitution and election by-laws may be amended any time deemed necessary by Elections Board. Any amendments to the constitution require a quorum vote of the full board. Two-thirds of the members of Elections Board shall constitute a quorum. The chair will only vote in the case of a tie. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and SGA Senate.

Article XIV: Residents Housing Association

Preamble

We, the students of Meredith College, in order to provide collective self-governance in all areas of Residence Life and provisions of the Student Constitution, do hereby ordain this Constitution of the Residents Housing Association of Meredith College.

Section 1. Organization

The Residents Housing Association of Meredith College, hereafter referred to as RHA, shall consist of the Executive Board and General Body.

Section 2. Membership

1. **Officers:**
 - a. The officers of RHA shall consist of those residents elected or appointed in accordance with this Constitution, including, but not limited to, the Chair, Vice Chair, Secretary, RHC Clerk, Treasurer, Publicity Chair, Events and Fundraising Chair, National Communications Coordinator (NCC), National Communications Coordinator In-Training (NCC-IT), Fire Marshal, and Student Life Representative.
 - b. All elected and appointed officers of RHA shall be enrolled students at Meredith College, shall reside in a Meredith College residential community and shall remain in good academic standing with a GPA of 2.0 or higher, with the exception of the RHA Chair who shall remain in good academic standing with a GPA requirement of 2.5 or higher.
2. **General Body Membership:** The membership of RHA shall consist of all students attending Meredith College who currently reside in a residence hall or on campus apartment.
3. **Resident Advisors and Community Assistants:** Resident Advisors (RA) or Community Assistants (CA) employed by the Office of Residence Life shall be active members of the RHA General Body and are not eligible to run for any executive positions for RHA.

Section 3. Purpose

The purpose of RHA shall be to provide a living and learning environment in the residence halls and apartments where each student is able to develop as a well-rounded individual and as a contributing member of the community. RHA strives to provide an atmosphere which is conducive to the intellectual, social, emotional, physical, spiritual, and vocational development of students. RHA is committed to serving the total educational experience of individual students

by providing a climate for the exchange of ideas, an atmosphere for broadening intellectual activity, and a setting for the interaction of students on campus.

RHA shall:

1. Provide a structure for the governance of residence halls and apartments;
2. Create programs to engage and challenge on campus residents;
3. Provide staff and residents an opportunity for leadership;
4. Discuss residence hall and apartment issues, policies, and procedures;
5. Assess student needs and provide leadership in meeting those needs within the residence hall and apartment environments;
6. Encourage campus involvement while also supporting residence hall apartment unity, which starts within the residential community and extends to the campus community;
7. Support and uphold the Meredith College Honor System, including participation in the Residence Hearings Committee (RHC).

Section 4. Executive Board

1. **Membership and Term of Office:** The Executive Board of RHA shall consist of the chair and the executive officers. The executive officers shall consist of, but not be limited to, the following positions that will be selected by application/interview process with the chair.
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. RHC Clerk
 - e. Treasurer
 - f. Publicity Chair
 - g. Events and Fundraising Chair
 - h. Recognition Chair
 - i. National Communications Coordinator (NCC)
 - j. National Communication Coordinator-In-Training (NCC-IT)
 - k. Student Life Representative
 - l. Fire Marshal
2. All officers, upon request of the chair, shall be subject to recall by the Executive Board and may be removed from their positions by a two-thirds vote with three-fourths of members present.
3. The term of office for an executive officer will begin May 1st. The term of office shall conclude at the end of the academic year.
4. In the absence of an acceptable candidate for a RHA executive board officer position that resides in a Meredith member community, the current chair, advisor, and Director of Residence life, may, at their discretion, appoint to the executive board an officer that does not reside in a RHA Member community.
5. **Chair:** It shall be the duty of the chair to:
 - a. preside over all meetings of the RHA executive board and the RHA general body;
 - b. call any meetings deemed appropriate;

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- c. appoint (following the application and interview process and counsel with the advisor) the Vice-Chair, Secretary, Treasurer, RHC Clerk, Publicity Chair, NCC, Events and Fundraising Chair, NCC-IT, and the Student Life representative;
 - d. serve as a voting member in the case of a tie and to appoint committees as needed;
 - e. serve as an active member of and attend all meetings of the SGA Executive Board and shall report all RHA activities at SGA meetings;
 - f. plan and preside over the meetings of the RHA full board;
 - g. submit required reports to the Office of Student Leadership and Service.
6. **Vice Chair:** It shall be the duty of the vice chair to:
- a. preside over all meetings of the RHA Executive Board and the RHA full board in the absence of the chair;
 - b. serve as a voting member except when the chair is absent, in which case the Vice Chair votes only in the case of a tie;
 - c. perform all other duties when the chair is absent;
 - d. assist the Chair in filling all vacant positions after the initial application/interview process is completed;
 - e. be responsible for any duties delegated by the chair;
 - f. fill the position of chair if a vacancy occurs;
 - g. preside over all meetings of RHC.
7. **Secretary:** It shall be the duty of the secretary to:
- a. record the proceedings and decisions of the RHA Executive Board and of any RHA business sessions;
 - b. assist the clerk of the RHC when necessary;
 - c. serve as a voting member and shall be responsible for any other duties delegated by the chair;
 - d. record and distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested.
8. **RHC Clerk:** It shall be the duty of the clerk to:
- a. guide students through procedures related to RHC. This duty shall include maintaining communication with the student involved and the solicitor general of the Honor Council;
 - b. attend all RHC hearings which shall be scheduled on a weekly basis according to the number of cases to be heard;
 - c. keep records of preliminary hearing information as well as the plea and sanction assignment of the student involved;
 - d. be responsible for any other duties delegated by the RHC Chair;
 - e. serve as the RHC chair if a vacancy occurs;
 - f. serve as an active and voting member of the RHA Executive Board.
9. **Treasurer:** It shall be the duty of the treasurer to:

- a. manage the budget of RHA, and allocate money to the members of RHA in accordance to the budget, to balance RHA's account;
 - b. to update the monthly balance of each individual RA and Oaks staff to receive purchase order requests and have those requests approved by the director of the Office of Student Leadership and Service;
 - c. to receive requests for work to be done in the Copy Center, and to monitor RHA's Copy Center account;
 - d. serve as a voting member, to work closely with the SGA treasurer, and to be responsible for any other duties delegated by the chair;
 - e. submit required reports to the Office of Student Leadership and Service.
10. **National Communications Coordinator (NCC):** It shall be the duty of the NCC to:
- a. serve as a liaison between the Meredith College RHA and the North Carolina Association of Residence Halls (NCARH);
 - b. organize Meredith College's involvement with affiliated conferences;
 - c. maintain a close relationship with the executive board of NCARH;
 - d. serve on the executive board as a voting member and to be responsible for any other duties delegated by the chair;
 - e. serve as an active member of the RHA Executive Board.
11. **National Communications Coordinator-In-Training (NCC-IT):** It shall be the duty of the NCC-IT to:
- a. serve as a liaison between the Meredith College RHA and the North Carolina Association of Residence Halls (NCARH);
 - b. help the NCC organize Meredith College's involvement with affiliated conferences;
 - c. maintain a close relationship with the executive board of NCARH;
 - d. be responsible for any other duties delegated by the chair;
 - e. serve as an active member of the RHA Executive Board;
 - f. serve as a voting member of the RHA Executive Board.
12. **Publicity Chair:** It shall be the duty of the publicity chair to:
- a. organize publicity volunteers and publicize for all RHA events;
 - b. serve on the executive board as a voting member and to be responsible for any other duties delegated by the chair.
13. **Events and Fundraising Chair:** It shall be the duty of the events and fundraising chair to:
- a. coordinate RHA events with the assistance of the Chair and the Events department;
 - b. coordinate additional events RHA decides to create during the year under the supervision of the chair;
 - c. serve on the executive board as a voting member and shall be responsible for any duties delegated by the chair;
 - d. coordinate all fundraisers including sales and fundraising events, as well as calculating profit margins, finding vendors, communicating and working with the Office of Student Leadership and Service;

- e. work with the publicity chair as needed to plan and advertise for fundraising sales and events;
 - f. assume responsibility for ordering merchandise for fundraising sales and coordinating sales times with the general body of RHA.
14. **Student Life Representative:** It shall be the duty of the Student Life representative to:
- a. represent RHA in Student Life Committee meetings and events,
 - b. serve as a liaison between RHA and the Student Life Committee,
 - c. raise and address campus concerns, and
 - d. serve on any subcommittees to which the representative is appointed by either the RHA chair or the Student Life chair;
 - e. serve on the executive board as a voting member and shall be responsible for any other duties delegated by the chair.
15. **Chief Fire Marshal:** It shall be the duty of the Chief Fire Marshal to:
- a. assist in setting up and overseeing fire drills;
 - b. serve as a voting member

Section 5. Residence Hearing Committee

1. **Residence Hearing Committee:** The Residence Hearing Committee is a branch of the Honor Council coordinated by RHA. The Residence Hearing Committee will be hereby referred to as RHC. The Residence Hearing Committee shall hear appeals of residence hall and apartment fines and minor residence hall and apartment cases referred by the Honor Council solicitor general. The RHA Vice Chair shall preside over all hearings and shall not vote except in the case of a tie. The clerk shall inform the student of the rights of the accused, shall explain to the student the nature of the hearing and the case, shall complete any necessary paperwork with the student, shall record all proceedings and decisions of all meetings of the committee, and shall not vote. The clerk also shall submit written decisions to the RHA Vice Chair, the chair of the Honor Council, the solicitor general of the Honor Council, the advisor(s) of the Hearing Committee and the Honor Council, the director of Residence Life, the Assistant Dean of Students, the Dean of Students, and the Vice President for College Programs. The clerk shall be selected through an interview process by the RHA Chair and the advisor to the Residence Hearing Committee. The Residence Director advisor shall serve as a non-voting member.
2. **Residence Representatives:** Residence Hall and Oaks Apartments Representatives shall exhibit a strong leadership role in their residence community, and be a liaison between the residential staff in their residence community and the RHA Executive Board. The representatives shall serve as voting members of the RHC on a rotating basis. All representatives are strongly encouraged to be active in a residence life programming committee or weekend programming. A representative should attend all RHA meetings, events, and Residence Hall Staff meetings when deemed necessary by a Residence Life staff member.
- a. **Retrial Policy:** The decision of the Residence Hearing Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council

for other cases by contacting the solicitor general within two business days of the original hearing. See By-laws Article III, Section 4 for more information.

- b. **RHC Quorum:** Two Residence Representatives, the RHC Chair, the clerk, and the Residence Director Advisor to the Hearing Committee shall constitute a quorum of the Residence Hearing Committee.

Section 6. Advisor to the Executive Board and Residence Hearing Committee

The director of Residence Life shall provide a member(s) of its professional staff to serve as advisor(s) to RHA and RHC. The advisor(s) may, with the approval of the Chair, appoint another professional staff member as co-advisor. The advisor(s) shall serve as a non-voting member(s).

Section 7. Meetings

1. **RHA Executive Board:** The RHA executive board shall hold regular meetings twice a month at a regularly scheduled time. The RHA executive board may be called into session whenever deemed necessary by the chair.
2. **Residence Hearing Committee:** The hearings shall be on specified nights given by the advisor and the RHA Vice Chair. The actual number of Residence Hearing Committee members at any hearing shall be five.
The Residence Hearing Committee will not meet in the summer. Summer fine appeals should be directed to the summer Honor Council Board. Any meetings that the RHA Vice Chair and/or Clerk schedule must not interfere with or overlap with any RHA General Body or Executive Board meetings. Any meetings that will interfere or overlap with RHA meetings should be brought to the attention of the RHA Chair and RHA advisor. If RHC meetings are scheduled during RHA meetings, these absences will not be considered excused.
3. **General Body:** The RHA general body shall meet once a month to consider the business of RHA. This meeting shall be planned and facilitated by the RHA Executive Board under the leadership of the Chair and shall be a forum for ideas, concerns, and information exchange, and may include a time for fellowship. The Chair may call an RHA general body meeting with the consultation of the advisor(s).
4. **Attendance:** RHA executive board members are required to attend all executive board and general body meetings. If an executive board member cannot make a meeting, notification must be given to the chair in advance.

The attendance process is as follows:

- a. each member shall be permitted two excused absences per semester;
- b. if a third absence occurs, the member will be notified with a warning;
- c. if a fourth absence occurs, then a meeting with the RHA chair and advisor(s) will occur, with a warning that any further absences may result in a recall process;
- d. after five or more absences, a recall process may be called by the RHA chair if deemed necessary.
- e. Excused absences include, but are not limited to the following:
 - i. Representation of Meredith College: SA meeting/connection, athletics, attending a conference, a Teaching Fellows event, club meeting, etc.
 - ii. Illness
 - iii. Family Emergency

- iv. *Note: Work conflicts or having a test the following day does not qualify as an excused absence.
 - v. All RHA executive board members and representatives shall attend the RHA general meetings, and any others deemed necessary by the chair. The representatives shall attend the staff meetings in their residence community. Excessive absences from residence hall staff meetings shall be reviewed by the RHA executive board to determine the need for disciplinary action.
5. **Quorum:** Two-thirds of the voting members of the RHA executive board shall constitute a quorum.
 6. **Meeting Etiquette:** Meetings are to be conducted in a professional manner and setting. Any disruption: verbal attacks, disrespectful behavior, vulgar and/or derogatory comments will not be accepted at all in the meeting sessions. Any individual(s) found being disruptive in any way would be given one warning; if the individual(s) disruptive behavior continues the individual(s) will be asked to leave the meeting room. Repetitive disruption from the same individual(s) at multiple meeting sessions will require that individual(s) not be able to attend all future meetings for that semester. The right to remove and/or ban the disruptive individual(s) is at the discretion of the chair.

Section 8. Elections

The RHA Chair shall be elected in the campus-wide election held in the spring of each academic year. Once elected by majority vote, the chair may begin the process of appointing the RHA Executive Board with the consultation of the RHA advisor(s). The appointment process for an executive board member shall be an application, interview with the chair and advisor(s), and followed by an appointment process.

Section 9. Vacancies

Vacancies shall be filled by appointment by the Chair following the application and interview process and in consultation with the advisor. Any vacancies in the executive board by the end of the spring semester will be filled during the following fall semester.

Section 10. Recalling from Office

1. **Recall of Officers:** All RHA Executive Board members can be removed from office upon a vote of two-thirds of all members of RHA Executive Board in the affirmative of removal. Each RHA Executive Board member's removal must be voted upon in separate instances.
2. **Grounds for Recall of RHA Executive Board Officers:**
 - a. Violations of the RHA Constitution are grounds for the proposal of recall.
 - b. Violations of Meredith's Student Handbook and/or Meredith's Honor Code are grounds for the proposal of recall.
 - c. Poor academic standing with Meredith College is grounds for the proposal of probation.
3. **Resignation:** At any time, any officer within any position may resign due to any academic, health, and/or other personal concerns without any required explanation to RHA. A resignation is deemed official when an officer submits a formal letter, dated and

signed, to the RHA Chair and advisor. Upon receipt of the letter, the RHA Executive Board will present the information to the RHA general body at the next RHA meeting with the election proceedings outlined in Section 9 - Vacancies.

Section 11. Ratification and Nullification

1. **Ratification:** This constitution shall take effect as the governing documents of RHA when ratified by a two-thirds majority of votes cast by the RHA Executive Board, and by SGA Executive Board and Senate. Upon such ratification, all previous constitutions of RHA shall be rendered null and void.
2. **Nullification:** This constitution shall be considered null and void only when a new constitution is ratified.

Section 12. Process of Amendments

The constitution may be amended at any time deemed necessary by the RHA Executive Board. Any amendments to the constitution require a quorum vote of the RHA Executive Board. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and Senate.

Article XV: Association of Meredith Commuters (AMC)

Section 1. Name

The name of this organization shall be the Association of Meredith Commuters, hereinafter referred to as AMC.

Section 2. Purpose

The purpose of the AMC shall be to represent the body of commuters in the Student Government Association as well as to provide a network of support and services to all commuters.

Section 3. Function

It shall be the function of AMC to:

1. Provide the opportunity for Meredith's commuter student population to meet on an as-needed basis to address concerns.
2. Inform students of campus-wide functions and the AMC's programs and activities.
3. Provide activities that serve the needs of the commuters.
4. Provide the Commuter-of-the-Week program to all commuter students with the benefit of higher selection chances based on attendance at AMC meetings and events.
5. Encourage campus involvement and commuter unity.
6. Instruct, support, and uphold the Meredith College Honor System.

Section 4. Membership

The members of the organization shall be comprised of all commuter students enrolled at Meredith College.

Section 5. Officers

1. Any student who has been a commuter at Meredith College for a minimum of one year or is currently a commuter student is eligible for Executive Board membership.
2. The Executive Board of the organization shall consist of a president, vice president, secretary, treasurer, publicity and social chair, two senators, one Student Life Committee representative, one honor council representative, one elections board representative, four class representatives one from each class, and one WINGS representative.
3. The president shall be elected from the rising sophomore, junior or senior class during campus-wide elections. The remaining officers shall be selected by the current president from the rising sophomore, junior, or senior classes, except for the freshmen class representative selected in the Fall. If positions are not filled, AMC will elect members to the positions.

Section 6. General Duties of Executive Board Members

It shall be the duty of all executive board members to:

1. Attend scheduled AMC executive meetings and body meetings. Each executive board member will be allowed two absences per semester. Only one of the absences may be unexcused. Additional absences will be cause for review by the executive board and may result in dismissal from office. Dismissal from office will require a two-thirds majority vote of the executive board;
2. Raise and address commuter student and campus concerns;
3. Serve on any subcommittees to which they are appointed.

Section 7. Duties of Executive Board Members

1. It shall be the duty of the president to:
 - a. preside over meetings of commuter students and executive board, to serve as an active member of and attend all meetings of the SGA Executive Board, and to attend meetings with the advisor of AMC;
 - b. be responsible for facilitating orientation and check-in of commuter students during the fall and spring semesters; appoint committees as needed;
 - c. appoint committees as needed;
 - d. oversee all committees and report committee actions to advisor;
 - e. submit required reports and other requested information to the Office of Student Leadership and Service.
2. It shall be the duty of the vice president to:
 - a. preside over meetings of commuter students in absence of the president of AMC or at the request of the president of AMC;
 - b. appoint committees as needed in absence of AMC president;
 - c. reserve speakers, event locations, and catering when necessary;
 - d. assist the president in all commuter student affairs;
 - e. become president of AMC if a vacancy occurs.
3. It shall be the duty of the secretary to:
 - a. record the proceedings and decisions of AMC and the executive board;

- b. distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs within one week of meetings;
 - c. have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested;
 - d. manage all correspondence, and report AMC activities and upcoming events to the *Meredith Herald*.
4. It shall be the duty of the treasurer to:
 - a. maintain strict fiscal accounting of all receipts of AMC;
 - b. balance the AMC account with the Office of Student Leadership and Service at least once per semester;
 - c. complete purchase orders or check requests as needed;
 - d. submit required reports to the Office of Student Leadership and Service.
5. It shall be the duty of the publicity and social chair to:
 - a. direct the planning of social events;
 - b. publicize commuter meetings and events;
 - c. maintain pictures of AMC events and other events that AMC sponsors;
 - d. provide committee reports to the president.
6. It shall be the duty of the social chair to...
 - a. assist with planning and preparing for events (i.e. setting up tables, gathering supplies, ensuring that food orders have arrived, etc.)
 - b. help facilitate events and track attendance.
 - c. draft post-event surveys to collect student feedback
 - d. assist Social media and Publicity Chair as needed
7. It shall be the duty of the historian to
 - a. keep a collection of pictures of events
 - b. keep a copy of AMC's Constitution for reference throughout the year
 - c. keep track of member contact info and other information
 - d. send updates as needed
 - e. help in other capacities as needed by the president or other officers
8. It shall be the duty of the senators to:
 - a. attend all Senate meetings;
 - b. voice the concerns and opinions of commuters in Senate;
 - c. participate in the Senate process;
 - d. report Senate proceedings to AMC as necessary.
9. It shall be the duty of the Student Life Committee representative to:
 - a. attend all Student Life Committee meetings;
 - b. voice commuter concerns in the meetings;
 - c. report minutes of meeting at subsequent AMC commuter student body or executive board meetings.
10. It shall be the duty of the honor council representative to attend required Honor Council hearings involving traditional-aged commuter students and to report to AMC as deemed necessary, without violating the confidentiality of the Honor Council.

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11. It shall be the duty of the honor council representative to attend required Honor Council hearings involving traditional-aged commuter students and to report to AMC as deemed necessary, without violating the confidentiality of the Honor Council.
12. It shall be the duty of each class representative to:
 - a. serve as a liaison between student constituents and AMC;
 - b. raise and address commuter concerns in meetings;
 - c. serve on any subcommittee when appointed by the chair;
 - d. help plan events as needed.
13. It shall be the duty of the WINGS representative to attend required WINGS meetings, voice commuter concerns in the meetings, and report to AMC as necessary.
14. It shall be the duty of event co-chairs to:
 - a. Help with planning commuter events
 - b. Work with the treasurer, social chair, VP and other necessary officers to plan event budgets
 - c. Assist during the event by checking in students as needed, monitoring incoming and outgoing traffic, and ensuring that everything is organized and the event runs smoothly

Section 8. Advisor

It shall be the duty of the faculty/staff advisor to oversee the actions of AMC as deemed necessary. The Assistant Dean of Students shall serve as the advisor.

Section 9. Meetings

AMC shall conduct a meeting at least once per semester or as deemed necessary by the president. The SGA Executive Board may request a special meeting of AMC. The executive board shall conduct a monthly meeting and any special meeting as requested by the president or board members.

Section 10. Amendments

Proposed amendments must be circulated and/or posted on the AMC bulletin board in Cate Center for general members at least two weeks prior to any regular meetings of AMC. Those students in attendance constitute a quorum. Amendments must be approved by a two-thirds vote of the attending members of AMC, Senate, and the SGA Executive Board.

Section 11. Approval

The constitution shall become effective immediately upon approval by two-thirds of the voting organization members and by the SGA Senate.

Article XVI: WINGS

Section I. Name

The name of this organization shall be Women In New Goal Settings, known by its acronym, WINGS. This organization is distinct from the Wings program which is defined as Meredith's adult education program for undergraduate students.

Section 2. Purpose

The purpose of WINGS shall be to provide resource information, fellowship, support, and leadership opportunities for all WINGS members, to serve as a liaison to the campus community, and to voice members' concerns through WINGS representation on the SGA Executive Board.

Section 3. Membership

Membership shall consist of all Meredith students seeking undergraduate education who are admitted to Meredith College as Wings students, as well as any other undergraduate students who may see themselves in a non-traditional student role and wish to participate in WINGS. The Director of Wings shall serve as the WINGS advisor.

Section 4. Organization Executive Board

The Executive Board shall consist of the following officers: the president, vice president, secretary, treasurer, senator, Honor Council representative, Student Life representative, Elections Board representative and the WINGS advisor.

1. **Selection of Officers:** The Executive Board officers shall be selected as follows:
 - a. The president shall be elected during campus-wide elections held by the Elections Board. In the event this position is unfilled, the SGA Selection Committee shall proceed with appointments as stated in the By-Laws of the SGA Constitution.
 - b. After campus-wide elections, WINGS organization members will be encouraged to run for the remaining WINGS organization officer positions (this includes all other executive board positions). Wings students interested in running must notify the president-elect and the WINGS advisor of their interest in a WINGS organization leadership position verbally or in writing.
 - c. Candidates interested in serving in a WINGS organization officer position will formally address general members at the March meeting to demonstrate their intention of fulfilling the positions. If positions are contested, voting will be held accordingly.
 - d. The remaining unfilled officer positions will be filled by vote of WINGS Executive Board members.
 - e. The new officers shall take office at the last meeting of the school year, or at any time afterward if a position is not filled by the date of the last meeting of the school year.
2. Duties of Executive Board Officers
 - a. **President:**
 - i. It shall be the duty of the president to call and preside over all meetings of the WINGS organization Executive Board and the general membership.
 - ii. The president shall serve as an active member of and attend all meetings of the SGA Executive Board and shall report all activities of the WINGS organization to the SGA.
 - iii. The president shall meet regularly with the WINGS advisor, and members of the Executive Board.

- iv. The president shall also be responsible for monitoring the functions of the members of the Executive Board and for overseeing the budget. In the event a vacancy occurs in an office, the president may, with the Executive Board's approval, appoint a WINGS organization general member to fill the office.
 - v. The president-elect shall plan for the organization's programs for the coming year and shall choose standing committee chairs and other chairs as needed.
 - vi. The president will present awards at the Celebrating Student Achievement Day in April of each year.
 - vii. The president shall submit required reports to the Office of Student Leadership and Service.
 - viii. The president will work with the treasurer to prepare a projected annual budget for the upcoming year.
- b. **Vice President:**
- i. The duties of the vice president shall be to assist the president and to preside over meetings in their absence.
 - ii. The vice president shall be responsible for representing the WINGS organization on the Meredith Activities Board and must adhere to the Meredith Activities Board constitution.
 - iii. The vice president shall be responsible for taking minutes at board meetings in the absence of the secretary.
 - iv. The vice president shall plan, coordinate, and implement social activities.
 - v. The vice president shall assist the president with writing the required reports, if requested.
 - vi. The vice president shall report to the WINGS organization president on their designated responsibilities.
- c. **Secretary:**
- i. It shall be the duty of the secretary to take attendance and record and distribute the proceedings of the meetings to all members of the organization, the advisor within one week of meetings. If requested, minutes will also be distributed to the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs;
 - ii. It shall be the duty of the secretary to have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested;
 - iii. It shall be the duty of the secretary to record minutes of all WINGS organization Executive Board and general meetings and send copies of these minutes and report attendance each month to the advisor. The secretary should also keep all minutes readily available and present them if requested by the WINGS Executive Board, College administration, faculty, or staff.

- iv. Board meeting minutes shall be taken by the secretary, and should be emailed or posted electronically to all executive board members within 48 hours of transcription to all executive members.
 - v. Minutes taken at the general member meetings should be posted in WINGS organization Google Group within 48 hours of transcription.
- d. **Treasurer:**
- i. It shall be the duty of the treasurer to maintain an accurate record of all financial transactions of the WINGS organization.
 - ii. The treasurer shall assist the president in preparing a projected annual budget for the following year.
 - iii. The treasurer shall monitor the funds allocated by the Office of Student Leadership and Service.
 - iv. The treasurer shall give financial reports, as requested, at WINGS organization Executive Board meetings.
 - v. The treasurer shall serve as a representative on the Student Activities Fee Committee.
 - vi. The treasurer shall be responsible for the oversight of fundraising activities for the WINGS organization, including fundraising for the WINGS Angel Award.
 - vii. The treasurer, in cooperation with the Executive Board, general membership, and fundraising committee(s), shall oversee all fundraising efforts and ensure that any raised funds remaining in the main WINGS account at the end of the year be transferred to the Angel Award Scholarship account. This transfer of funds shall not include any unspent amount of the funds received from the Office of Student Leadership and Service (SLS) at the beginning of the academic year.
- e. **Senator:**
- i. It shall be the duty of the senator to attend all meetings of the Senate and to represent students in the Wings program.
 - ii. The Senator shall serve on any sub-committees to which they are appointed.
 - iii. The Senator shall report to the WINGS organization president or a designated representative.
- f. **Honor Council Representative:**
- i. It shall be the duty of the Honor Council representative to attend any meetings of Honor Council involving a WINGS member.
 - ii. The Honor Council representative will attend these cases, scheduled by the Honor Council chair.
 - iii. The Honor Council representative shall report to the WINGS organization president or a designated representative.
 - iv. Honor Council proceedings and sanctions are to be kept in complete confidence and are not to be discussed with anyone.
- g. **Student Life Representative:**

- i. It shall be the duty of the Student Life representative to attend all meetings of the Student Life Committee. Their job is to represent and present the concerns of WINGS members.
 - ii. It shall be the duty of the Student Life Representative to design and coordinate the distribution of information about meetings and events to both current and new adult students to encourage participation in WINGS organization general membership meetings and to encourage the involvement of the entire Meredith community in WINGS organization events as advertised.
 - iii. It shall be the duty of the Student Life Representative to report these events to the *Meredith Herald* as deemed appropriate.
 - iv. It shall also be the duty of the Student Life Representative to maintain an online and/or photographic record of the WINGS organization events and news by advertising on electronic news communications and posting in the WINGS organization Google Group or Facebook Group. They will also be responsible for the upkeep of any WINGS organization bulletin boards.
- h. **Elections Board Representative:**
- i. It shall be the duty of the Elections Board representative to attend all meetings of the Elections Board and to represent WINGS organization members.
 - ii. The Elections Board representative shall report to the WINGS organization president or a designated representative.
- i. **Advisor:**
- i. It shall be the duty of the faculty/staff advisor to counsel the Executive Board and oversee the actions of the WINGS organization, as deemed necessary.

Section 5. Meetings

1. The WINGS Executive Board shall hold regular meetings during the academic year. Members wishing to present agenda items should notify the president by the president's requested deadline. The president may call additional meetings at their discretion.
2. The business of the Executive Board meeting shall not be discussed with non-Executive Board members.
3. All official records and notes from the year ending shall be transferred to incoming officers at the last meeting of the spring semester.

Section 6. Attendance

All WINGS Executive Board members should be present at all Executive Board meetings. Each Executive Board member will be allowed one excused absence per semester. If an Executive Board member is unable to attend Executive Board meetings, 24-hour notice should be given to the WINGS president and the advisor. In the event of an additional absence, they will be required to meet with the WINGS president and the advisor to discuss the circumstances surrounding the absence and determine an appropriate resolution. The attendance policy shall

apply only to regular scheduled Executive Board meetings; attendance at all other WINGS events is strongly encouraged.

Section 7. Removal of an Officer from the Executive Board

The Executive Board shall seek the removal of an officer as outlined in the SGA By-laws Article III, Section 7.

Section 8. Awards

The WINGS organization annually sponsors awards, including the following to be presented at the Celebrating Student Achievement Day Awards programs.

1. **The Angel Award.** The Angel Award is a competitive scholarship offered to a student in the Wings program selected by the Executive Board and the WINGS advisor following the submission of applicable scholarship materials. The funding for this award will come entirely from WINGS organization fundraising/donations that support this scholarship.
2. **Outstanding Member Award(s).** The Outstanding Member Award(s) is/are given to the WINGS member(s) nominated as being most influential in the lives of WINGS members during the current school year. Current WINGS members submit nominations with an explanation of the reason for submitting the nominee's name. The WINGS member whose name is submitted most often will receive the reward; in the event of a tie, the Executive Board will make a final decision based on statements from the nominators.
3. **Outstanding Board Member Award(s).** The Outstanding Board Member Award(s) is/are given to the Executive Board member(s) who has/have demonstrated outstanding leadership to the board and service to WINGS members. Nominations will be submitted with an explanation of the reason for submitting the nominee's name. The Executive Board member whose name is submitted most often will receive the award; in the event of a tie, the WINGS advisor will make the decision based on statements from the nominators.

Section 9. Amendments

Proposed amendments will be made available to general members upon request, and be announced for discussion at general meetings. Amendments must be ratified by a two-thirds vote of the attending board members of the WINGS organization and approved by two-thirds majority of the SGA Senate.

Section 10. Community Engagement

The WINGS organization organizes at least one community service project per academic year. Community service project(s) will be organized by WINGS Executive Board members; participation may be open to the entire student body.

Article XVII: Student Activities Fee (SAF) Committee

Section 1. Name

The name of this organization shall be the Student Activities Fee Committee, hereinafter referred to as the SAF Committee.

Section 2. Purpose

The purpose of the SAF Committee shall be to oversee the SAF fund to the inclusion and benefit of the Meredith community.

Section 3. Function

It shall be the function of the SAF Committee members to:

1. Be responsible for accepting and reviewing all SAF fund requests from clubs, organizations and individual students;
2. Notify the SAF fund requestor of the determination no later than one week after the SAF Committee decision;
3. Ensure the appropriate use of SAF funds through evaluations and reimbursement documentation. The SAF Committee will require the evaluations and reimbursement documentation within a reasonable time period after the event;
4. Communicate to the SGA Executive Board the result of SAF decisions when requested.

Section 4. Membership

1. **Voting Members:** The voting members of the SAF Committee shall consist of: one representative from the freshman class, sophomore class, junior class, senior class, and a Wings student. Of these members, one must be a commuter. The members will be selected by their respective class presidents through an application/interview process. In the event this is not possible, the chair shall assume the responsibility of filling the vacant position(s).
2. **Non-Voting Members:** The chair and the advisor(s) shall serve as non-voting members. The Director of Student Leadership and Service, or their designee, shall serve as the Advisor.

Section 5. Duties of Members

It shall be the duties of the members to:

1. Be active members at every meeting;
2. Read the material prior to meetings and be ready to address all the submissions of the student body;
3. Discuss previous instances (possibly in previous years) that are relevant to the topic at hand in discussing financial matters; however, the previous instances should not be the sole determining factor;
4. Excuse themselves from voting regarding a SAF funds request from an organization in which they are an officer, although they are still encouraged to participate in the discussion.

Section 6. Officers

1. The officers of the SAF Committee shall consist of the chair and secretary.
2. The secretary shall be appointed by a committee consisting of the current chair, the incoming chair, and the advisor(s).

Section 7. Duties of Officers

1. **Chair:** It shall be the duty of the chair of the SAF Committee to:

- a. serve as Student Government Association treasurer;
 - b. serve as an active member and attend all meetings of the SGA Executive Board;
 - c. preside over all meetings of the SAF Committee;
 - d. serve as a non-voting member and to vote in the case of a tie;
 - e. oversee the appeals process at the SGA Executive Board level;
 - f. call any meeting they may deem necessary;
 - g. keep a strict, accurate, and permanent account of all funds received and distributed;
 - h. submit required reports to the Office of Student Leadership and Service.
2. **Secretary:** It shall be the duty of the SAF Committee secretary to:
- a. perform any duties requested by the chair;
 - b. record and distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested.

Section 8. Meetings

The SAF Committee shall hold meetings as deemed necessary by the chair.

Section 9. Attendance

Each SAF Committee member will be allowed one excused absence per semester. In the event of an additional absence, they will be relieved of their position by a letter from the SAF Committee chair. The SAF Committee advisor(s) will be notified and the application process will begin immediately to fill that position. The attendance policy shall apply only to regularly scheduled meetings.

Section 10. Amendments

This constitution may be amended any time deemed necessary by the SAF Committee. Any amendments to the constitution require a quorum vote of the full board and must be discussed at a meeting prior to voting. The chair will only vote in the case of a tie. All amendments must be approved by the SGA Executive Board and SGA Senate.

Section 11. Quorum

Two-thirds of the voting members shall constitute a quorum.

Section 12. Approval

This constitution shall become effective immediately upon approval by a majority vote of members present and a two-thirds vote of the SGA Senate.

ARTICLE XVIII: Diversity, Equity, Inclusion, & Belonging Board

Section 1. Name

The name of this organization shall be the Diversity, Equity, Inclusion, & Belonging Board, hereinafter referred to as DEIB Board.

Section 2. Purpose

The purpose of the DEIB Board shall be to oversee and facilitate SGA inclusivity projects and events on campus, work with the student body to collaborate on belonging initiatives, and ensure a diverse and equitable environment on campus.

Section 3. Function

It shall be the function of the Diversity, Equity, Inclusion, & Belonging Board to:

1. Serve the SGA Executive Board by being the lead on DEIB challenges, issues, and concerns on campus.
2. Review policies and concerns that are brought to the DEIB Board and advocate for positive change for the student body.
3. Collaborate with student organizations to host a program and/or create guidelines that help all organizations grow their own cultural competency skills to help make programming and events more inclusive.
4. Meet with the DEIB coordinator to communicate student experiences as they relate to faculty and staff.

Section 4. Membership

The board shall be composed of a DEIB chair elected by the student body, two student representatives elected by each class, one representative appointed by the WINGS, and one representative appointed by the AMC. A vice-chair shall be appointed by a committee consisting of the current DEIB chair, the incoming DEIB chair, the current vice-chair, and the DEIB advisor(s). The Assistant Director of Student Leadership and Service (or another SLS designee) and the DEI Coordinator shall serve as advisors.

Section 5. Organization

1. **Officers:**
 - a. The officers of the DEIB Board shall consist of the chair and the vice-chair. The chair shall be elected through the campus-wide elections process. The vice-chair shall be appointed by a committee consisting of the current DEIB chair and current vice-chair, the incoming DEIB chair, and the advisor.
 - b. The representatives of the DEIB Board shall consist of two student representatives elected by each class, a WINGS appointed representative, and an AMC appointed representative.
 - c. The DEIB chair and representatives shall be elected by the student body and serve a term of one academic year.
2. **Duties of Officers:**
 - a. **DEIB Chair:** It shall be the duty of the chair to:
 - i. Preside over all meetings of the DEIB board;
 - ii. Serve as an active member of and attend all meetings of the SGA Executive Board;
 - iii. Report all activities of the DEIB Board to the SGA Executive Board;
 - iv. Serve on at least one campus committee;
 - v. Submit required reports to the Office of Student Leadership and Service.
 - b. **Vice-Chair:** It shall be the duty of the vice-chair to:

- i. Perform any duties requested by the chair;
 - ii. Assume other powers and duties delegated by the DEIB Chair, in absence of the DEIB Chair;
 - iii. Record and distribute the proceedings of the meetings to all members of the organization, the SGA secretary, the office of SLS, the Vice President for College programs, and have minutes readily available to Meredith College students, faculty/staff, and administration as needed/requested;
 - iv. Support DEIB efforts towards programming and planning events and activities for the student body.
- c. **Representatives:** It shall be the duty of the representatives to:
- i. Select a representative to attend a Student Life Forum once per semester;
 - ii. Participate in Traditions Review revisions and provide feedback.
 - iii. Reach out to organizations and clubs on campus to be a point of contact for events, gather DEIB information, and relay DEIB resources.
- d. **Advisor:** It shall be the duty of the DEIB advisor to:
- i. Connect DEIB board members to Meredith Community members.
 - ii. Contribute to discussions related to DEIB issues and assist members by being a resource for them.

Section 6. Meetings

1. **Regular Meetings:** The DEIB Board shall hold regular bi-weekly open meetings.
2. **Special Meetings:** Special meetings may be called by the DEIB chair, a faculty member, a staff member, or an administrator. The request must be written and given to the chair at least two days prior to the date of the meeting.
3. **Regular Attendance:** Each DEIB Board member will be allowed two excused and one unexcused absence per semester. In the event of an additional absence, they may be relieved of their position by a letter from the chair and advisor. This attendance policy shall apply to regularly scheduled meetings for DEIB Board sponsored functions. Exceptions to the attendance policy may be made at the discretion of the DEIB chair.
4. **DEIB Programs:** The DEIB Board will host one community outreach program a semester that is welcoming to all of the student body. An educational program could replace one of the meetings for the month. Examples of potential programs could include a poetry slam, authentic self night, or something that would embody the elements of DEIB work in a joyful event.

Section 7. Amendments

This constitution and election by-laws may be amended at any time deemed necessary by DEIB. Any amendments to the constitution require a quorum vote of the full board. Two-thirds of the members of DEIB shall constitute a quorum. The chair will only vote in the case of a tie. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and SGA Senate.

Section 8. Approval

The constitution shall become effective immediately upon approval by two-thirds of the voting organization members and by the SGA Senate.

By-Laws

Article I: Election Systems

Section 1. Filing and Information Sessions

Students shall file for candidacy with the Elections Board prior to the date specified by the Elections Board. Refer to the elections handbook for more information regarding elections information sessions. A candidate wishing to file and run for office while studying abroad must contact the elections board chair by the end of the first week of classes at Meredith.

Section 2. Campaigning

Campaigning is allowed within the regulations set forth by the Elections Board. The Elections Board shall issue each prospective candidate an election handbook outlining campaign procedures, timeline, required materials, and events. The handbook includes approved campaigning locations and guidelines for campaigning. All campaigning must be approved by the Elections Board and the Office of Student Leadership and Service. During the week of campaigning, the Elections Board will supervise campaigning, and candidates will be notified of campaign violations. Candidates may not solicit organizations

Speeches: All candidates running for any positions in fall and spring elections must participate in speeches. A candidate who is not able to attend the speeches must notify the Elections Board Chair within 48 hours prior to the speeches.

Section 3. Disqualification

The Elections Board sets forth campaign guidelines in the best interest of the elections process. A violation of the campaign or election guidelines could result in removal from the elections process. A rule violation hearing will take place within 48 hours once a potential infraction has been brought to the attention of the Elections Board. A Campaign Violation Hearings Committee will be formed and will include the Elections Board chair, Elections Board vice chair, Elections Board advisor, and Honor Council chair. Both the individual who reported the infraction and the candidate involved will be allowed to present evidence individually to the Campaign Violation Hearings Committee, who will then deliberate behind closed doors. The decision will be emailed to the individual who reported the infraction and the candidate involved within 12 hours of being made. If an infraction is found to have occurred, a candidate will receive a warning from the Elections Board. If a second infraction is found to have occurred, a candidate will automatically be removed from the elections process. Immediate disqualification will occur with serious infractions. Serious infractions will be defined at the discretion of the Elections Board chair, Elections Board advisor, and Elections Board vice chair. See “Contesting a Disqualification” (Section 10) for additional information.

Section 4. Offices

1. (See chart, below)

	Campus-wide	Class	Major office	Sophomore	Junior	Senior
SGA President	•		•			•
SGA Vice President	•		•		•	•
SGA Treasurer/SAF Chair	•		•	•	•	•
SGA Secretary	•		•	•	•	•
SGA Senate Chair	•		•		•	•
Honor Council Chair	•		•		•	•
Student Life Chair	•		•		•	•
Elections Board Chair	•		•	•	•	•
AMC President	•		•	•	•	•
RHA Chair	•		•	•	•	•
WINGS President	•		•	•	•	•
Diversity, Equity, Inclusion, and Belonging Chair	•		•		•	•
MRA President	•		•		•	•
MAB President	•		•		•	•
Class Presidents		•	•			
Class Vice Presidents		•	•			
Class Secretaries		•				
Class Treasurers		•				
Class Historians		•				
Class Cornhuskin' Co-Chairs		•				
Class Stunt Co-Chairs		•				
Honor Council Reps (2)		•				
DEIB Reps (2)		•				
Elections Board Reps (2)		•				
Class Senators (3)		•				
Student Life Reps (3)		•				

2. Special Requirements:

- a. Elected co-chair positions shall be limited to Cornhuskin' and Stunt. A candidate may run as a chair without a co-chair. Refer to Section 9 for the guidelines for filling an empty co-chair position.
- b. A candidate running for AMC president must be a commuter during the term of office.
- c. A candidate running for RHA Chair must live in a residence hall or in the Oaks apartments during the term of office.

3. Other Major Offices:

The chief freshman and WINGS transfer advisors are considered to be major offices but are selected by the director for First Year Experience after an application and interview process. A student advisor who wishes to file for a major office must consult the Co-Director of First Year Experience before filing. First time Resident Assistants and Community Assistants are not allowed to hold a major office position. Returning Resident Assistants and Community Assistants are required to consult with the Director of Residence Life before filing for major office positions. Publications editors, MIA president, and BSU president, are major offices but are selected by their organizations. Freshman member-at-large is a major office and is selected by the SGA executive board.

- 4. Office Limits:** No student shall hold more than one major office during a school term. (See Section 4.1 and Section 4.3 for more information.)

Section 5. Eligibility for Filing

1. Any student who has been declared ineligible to serve in office by Honor Council because of probation or reprimand may not hold any of the positions previously specified in Section 4.1 and 4.3. A student who will be serving probation during a term of office may not run for or be appointed to an office. For example, a student whose probation will be completed at the end of the spring semester may file for or be appointed to a position to be served the following academic year. Students who will be on a Study Abroad program during one or both semesters of term of office are also ineligible to file, with the exception of Cornhuskin' or Stunt co-chairs, granted they will be on Meredith's campus during the semester their event is held. If circumstances prevent an elected officer from attending classes at Meredith during a term of office, the student must notify the SGA Executive Board as soon as they are aware of this situation. A candidate wishing to appeal eligibility must submit in writing the appeal within two business days to the Elections Filing Appeals Committee.
2. Any current student who wishes to file for a major office, as listed in Section 4.1 and 4.3, must have and maintain a 2.5 or above Meredith GPA. Any current student who wishes to file for any other officer positions listed in Section 4.1 must have and maintain 2.25 or above Meredith GPA. A grade check will be implemented by the Elections Board advisor during Elections Information Week.
3. The Elections Filing Appeals Committee for any issues mentioned in Section 5 will consist of the Elections Board Chair, the Elections Board advisor, and the Honor Council Chair.

Section 6. Removal from Office

1. A student must be removed from any officer position if found in violation of academic status, is declared ineligible by Honor Council, or fails to perform the duties of the office as outlined in the organization's constitution or job description. The Officer Eligibility Appeals Committee will facilitate the appeals process for all reasons listed above.
 - a. Any student who holds a major office on campus, as listed in Section 4.1 and 4.3, must maintain a 2.5 or above Meredith GPA. Any student who holds any other elected campus position listed in Section 4.1 as well as Presidents and Vice

Presidents within a Registered Student Organization on campus not listed in Section 4.1 and 4.3 must maintain a 2.25 or above Meredith GPA. Any student who holds an officer position within a Registered Student Organization on campus must maintain at least a 2.0 or above Meredith GPA. These GPA requirements do not reflect the GPA requirements of Honor Societies on Campus. If an organization has a higher GPA requirement than the ones aforementioned, that GPA requirement will supersede the requirements listed previously.

- b. The advisor to the Elections Board will check the academic status of every person holding an officer position in May, August, and January with the Office of the Registrar. An officer may self-identify as no longer eligible to hold a position by the end of the first week of classes in the fall or spring semester, or the end of the first week of the first summer session of classes. An officer who does not self-identify a violation will be contacted by the Elections Board advisor immediately following the check of academic status with the Office of the Registrar. An officer wishing to appeal the decision of removal from office must submit a written appeal to the Elections Board chair and the Elections Board advisor within two business days after being notified of the decision. An officer not wishing to appeal the decision has two business days after the decision is made to notify the chair/president of the organization. At the end of the two business days following the notification of the decision, the Elections Board advisor will notify the officer's chair/president of the student's removal from office.
- c. The Officer Eligibility Appeals Committee for removal from a position shall consist of the Elections Board chair, the Elections Board advisor, the chair/president of the respective organization, the advisor of the respective organization, and the Honor Council chair.
- d. In the case that the chair/president of the organization is the student under review, the vice chair of Elections Board or an advisor from the Student Leadership and Service Office will fill the role of the chair/president of the organization on the Officer Eligibility Appeals Committee.
- e. In the case that a chair/president of an SGA branch is the student under review, the SGA President will fill the role of the SGA branch chair/president on the Officer Eligibility Appeals Committee.
- f. A student who holds any campus or class office included on the Section 4.1 chart and Section 4.3 will be removed from office if placed on probation or otherwise declared ineligible by Honor Council (see Article XI, Section 3.4). The advisor to the Elections Board will check the Honor Council status of every person holding an elected office in May, August, and January. Any student found in violation will be contacted by the Elections Board advisor.
- g. A student who holds any position on the Section 4.1 chart and Section 4.3 will be removed from office for not performing the duties as outlined in the organization's constitution or job description (for additional information, see Article VI, Section 1.4). Once the officer is removed, the Office of Student Leadership and Service and the Elections Board must be notified in writing of the removal.

- h. A student choosing to study abroad after being elected or appointed to a position listed in Section 4A and 4C will be removed from office and the position will become an application and interview process for the organization within which this position resides. Exceptions are made for Cornhuskin' and Stunt Co-Chairs who will be physically attending classes at Meredith during the semester of their event. An exception is also granted for students who are studying abroad during the summer.
- 2. A student who is removed for any reason from an elected office will be suspended for the current academic year from holding any elected office or another office in that organization. A student who resigns from an elected office will be suspended for the current academic year from holding another office in that organization.
- 3. Any candidate who wishes to appeal a removal from office must submit in writing the appeal within two business days to the Officer Eligibility Appeals Committee (see Bylaws, Article I, Section 6, 1c).

Section 7. Online and Runoff Elections Procedure

- 1. **Validation:** For any campus-wide or class election to be valid, the Elections Board must supervise the election.
- 2. **Schedule of Elections:**
 - a. Fall Elections—see chart (below)
 - b. Spring Elections—see chart (below)

Fall Elections: The election period shall progress as follows:	
Second week in which classes are in session	On the first business day following the drop/add period, Elections Board will obtain an official registration list from the college for the appropriate semester. This list will be considered the official balloting list for use in elections. During this week, election information will be available for prospective candidates. The Elections Board shall hold at least two informational workshops to educate candidates on campaign procedures. Filing will begin this Friday at 5:00 p.m.
Third week in which classes are in session	The filing period shall begin on the previous Friday at 5:00 p.m. and continue until Friday of the second week at 5:00 p.m. No candidate may file for general election once this period is closed. Candidates shall submit all proposed campaign materials for approval. Campaign materials that have not been approved by the Elections Board may not be used. Any campaign material that goes up before the designated time will be taken down, and the candidate will be notified by the Elections Board. A candidate who continues to violate elections procedures will be disqualified (see Section 3, Disqualification).
Fourth week in which classes are in session	Campaigning shall begin Monday at 8:00 a.m. The Elections Board shall schedule candidate speeches during this week. Candidates shall submit receipts for materials to the Elections Board Chair.

Fifth week in which classes are in session	If online ballots are used, then polling shall begin at 8:00 a.m. on Monday and run until 5:00 p.m. on Tuesday. Ballots are to be sent via email by 8:00 a.m. on Monday morning.
Spring Elections: The election period shall progress as follows:	
Second week in which classes are in session	On the first business day following the drop/add period, Elections Board will obtain an official registration list from the college for the appropriate semester. This list will be considered the official balloting list for use in elections. During this week, election information will be available for prospective candidates. The Elections Board shall hold at least two informational workshops to educate candidates on campaign procedures. Filing will begin this Friday at 5:00 p.m.
Third week in which classes are in session	Filing will last a week. The filing period shall begin on the previous Friday at 5:00 p.m. and continue until Friday of the third week at 5:00 p.m. No candidate may file for general election once this period is closed. Candidates shall submit all proposed campaign materials for approval. Campaign materials that have not been approved by the Elections Board may not be used. Any campaign material that goes up before the designated time will be taken down, and the candidate will be notified by the Elections Board. A candidate who continues to violate elections procedures will be disqualified (see Section 3, Disqualification).
Fourth week in which classes are in session	Campaigning shall begin Monday at 8:00 a.m. The Elections Board shall schedule candidate speeches and/or one Meet and Greet event during this week. Candidates shall submit receipts for materials to the Elections Board Chair.
Fifth week in which classes are in session	If online ballots are used, then polling shall begin at 8:00 a.m. on Monday and run until 5:00 p.m. on Tuesday. Ballots are to be sent via email by 8:00 a.m. on Monday morning.

3. **Voting Procedure:**

- a. **Polling:** Polling shall take place online with a vendor as designated by the Elections Board and the Office of Research, Planning, and Assessment. The polling website will be open from 8:00 a.m. on Monday until 5:00 p.m. on Tuesday for fall and spring elections.
- b. **Voter Eligibility:** Eligible voters are limited to full-time and part-time Meredith students enrolled as undergraduate degree-seeking students and continuing Study Abroad students. Enrolled students who meet the criteria for eligibility three weeks before voting begins will receive a ballot.
 - i. **Fall Freshman Class Elections**
All eligible voters may vote in the Fall Freshman Class Elections. An

official freshman registration list from the college will be considered the official balloting list for use in elections.

ii. Spring Class Elections

All eligible voters may vote in the Spring Class Elections for their class in accordance with their official college credit hours. Students wishing to change their class voter affiliation must notify the Elections Board advisor via email/online form by the date determined by the Elections Board. If there is a problem with a ballot or a ballot has not been received by an eligible voter, a student must inform the Elections Board advisor or chair no later than 12:00 p.m. the first day of campus elections polling. To receive a ballot for a class other than the classification originally obtained from the Registrar, a student must have notified the Elections Board advisor through the appropriate process no later than the Wednesday before polling begins.

iii. Campus Wide Elections

All eligible voters may vote in the Campus Wide Elections in the spring.

4. **Election Administration and Results:**

a. **Ballot Administration:**

- i. Ballots and candidate videos will be set up by the Elections Board chair (or designee).

b. **Results:**

- i. The Elections Board chair (or designee) will receive an email from the Office of Research, Planning, and Assessment with elections results following the close of polls at 5:00 p.m. on Tuesday.
- ii. The Elections Board chair (or designee), the Elections Board advisor (or designee), the Elections Board vice chair (or designee), and the Honor Council chair (or designee) shall verify the results.
- iii. Elections Board will use plurality as defining the winner i.e. the person with the most number of votes.

5. **Notification and Vote Disclosure:**

- a. Upon completion of tabulation and certification, the Elections Board will notify candidates of results via email within 5 hours of the closing of the polls. If a candidate wins by less than 2%, then a recount is needed. A copy of the results will be emailed to the Office of Student Leadership and Service, the Vice President for College Programs, the Dean of Students, and class advisors for each class.
- b. The day following the close of polls, notification of election results will be emailed to all students. A copy of the results will be available in the Office of Student Leadership and Service. Results will also be sent to the *Meredith Herald*.

6. **Run-off Elections:** A run-off election will occur when candidates have the same number of votes.

Section 8. Backup Voting Procedure

1. **Validation:** For any campus-wide or class election to be valid, the Elections Board must supervise the election.
2. **Schedule of Elections:**
 - a. Fall Elections—see chart (above)
 - b. Spring Elections—see chart (above)
3. **Voting Procedure:**
 - a. Polling.
Polling shall take place online with a vendor as designated by the Elections Board and the Office of Research, Planning, and Assessment. The polling website will be open from 8:00 a.m. on Monday until 5:00 p.m. on Tuesday for fall and spring elections.
 - b. Voter Eligibility.
Eligible voters are limited to full-time and part-time Meredith students enrolled as undergraduate degree-seeking students and continuing Study Abroad students.
4. **Election Results:**
 - a. The Elections Board chair (or designee) will receive an email from the Office of Research, Planning, and Assessment with elections results following the close of polls at 5:00 p.m. on Tuesday.
 - b. The Elections Board chair (or designee), the Elections Board advisor (or designee), the Elections Board vice chair (or designee), and the Honor Council chair (or designee) shall certify the results.
 - c. Elections Board will use plurality as defining the winner, i.e. person with the most number of votes.
5. **Notification and Vote Disclosure:**
 - a. Upon completion of tabulation and certification, the Elections Board will notify candidates of results via email within 5 hours of the closing of the polls. A copy of the results will be emailed to the Office of Student Leadership and Service, the Vice President for College Programs, the Dean of Students office, and class advisors for each class.
 - b. The day following the close of polls, notification of election results will be emailed to all students. A copy of the results will be available in the Office of Student Leadership and Service. Results will also be sent to the *Meredith Herald*.
6. **Run-off Elections:** A run-off election will occur when candidates have the same number of votes.

Section 9. Unfilled Elected Offices

1. **Application/Interview Process:** Unfilled elected offices shall be filled through an open application and interview process within each class or organization. For example, if the position of MAB president is not filled during the election, MAB is responsible for filling the position. Class status may be disregarded for appointments except in the case of class offices. Any student who applies or is appointed to an elected office on campus must maintain the same eligibility requirements as listed in section 5. The application/interview process shall be the responsibility of the newly elected president or

chair (in the case of no president being elected, it is the responsibility of the advisor and/or the current president) and shall progress as follows: publicize the unfilled positions, make applications available, turn in a list of prospective applicants to the Elections Board advisor for academic and probationary status checks, and schedule and conduct interviews and make selections. All selections must be reported to the Elections Board and to the Office of Student Leadership and Service.

2. **Appointment Process:** If no one applies for unfilled positions during the application/interview process, the current president/chair and the successor, in consultation with the advisor, have the power of appointment.
3. **Deadlines:** Fall appointments for unfilled freshmen class positions must be made by October 1. Spring appointments for unfilled class and campus-wide positions must be made by April 15.

Section 10. Contesting a Disqualification

1. **Eligibility:** Any candidate may contest a disqualification. See [“Disqualification” \(Section 3\)](#).
2. **Procedures:**
 - a. A written notice of contestation must be given to the Elections Board chair within two business days of the disqualification.
 - b. The notice of contestation must include the name of the contester, the reasons for the contestation, and the contester’s proposed solution.
 - c. The Elections Board chair must expediently contact the following:
 - i. all Elections Board members;
 - ii. all involved candidates;
 - iii. the Elections Board advisor;
 - iv. an Honor Council representative.
 - d. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. An Honor Council representative must be present at the meeting.
 - i. Upon invitation, contesters or candidates may present concerns to the Elections Board.
 - ii. No involved candidate may take part under any circumstances in the voting at the meeting.
 - e. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board.
 - f. A contestor or candidate who is not satisfied with the Elections Board’s decision may present concerns to the SGA Executive Board. If still not satisfied, the contester or candidate may appeal to the Vice President for College Programs for a final decision.

Section 11. Contesting the Election of a Particular Office

1. **Eligibility:** Any candidate may contest an election of a particular office.
2. **Procedures:**
 - a. A candidate’s total votes will not be disclosed unless the candidate makes a written request to the Elections Board chair within 24 hours of posting time of the

results. The chair may only release the total percentage of the requesting candidate's votes and not the results of other candidates. After the disclosure, the candidate may request a recount. All percentages and vote totals are confidential, except for the total number of voters for each ballot.

- b. A candidate choosing to contest the election of a particular office after receiving the percentage of votes must submit a notice of contestation within 24 hours of the receipt of the election's percentage. The contestator must keep information obtained regarding voting percentage confidential during the contestation process and for at least 60 days after the contestation process is finished.
- c. The notice of contestation must include the name of the contestator, the reasons for the contestation, and the contestator's proposed solution.
- d. The Elections Board chair must expediently contact the following:
 - i. all Elections Board members;
 - ii. all involved candidates;
 - iii. the Elections Board advisor;
 - iv. an Honor Council representative.
- e. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. The members of the Elections Board, in the presence of the Elections Board chair, the Elections Board advisor, and an Honor Council representative will then recount the votes of that particular office.
- f. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board.
- g. A contestator or candidate who is not satisfied with the Elections Board's decision may present concerns to the SGA Executive Board. If still not satisfied, the contestator or candidate may appeal to the Vice President for College Programs for a final decision.

Section 12. Contesting an Overall Election

1. **Eligibility:** Any voter or candidate may contest an election.
2. **Procedures:**
 - a. A written notice of contestation must be given to the Elections Board chair within two business days of the election.
 - b. The notice of contestation must include the name of the contestator, the reasons why the election is being contested, and the contestator's proposed solution.
 - c. The Elections Board chair must expediently contact the following:
 - i. all Elections Board members;
 - ii. all involved candidates or contestators
 - iii. the Elections Board advisor;
 - iv. an Honor Council representative.
 - d. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. An Honor Council representative must be present at the meeting.

- i. Upon invitation, contesters or candidates may present concerns to the Elections Board.
 - ii. No involved candidate may take part under any circumstances in the voting on contestation at the meeting.
- e. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board. All percentages and vote totals are confidential.
- f. A contester or candidate who is not satisfied with the Elections Board's decision may present concerns to the SGA Executive Board. If still not satisfied, the contestor may appeal to the Vice President for College Programs for a final decision.

Section 13. Assumption of Duties

Officers shall assume the duties of the office after the installation which shall be no later than April 30, with the exception of Honor Council. Honor Council shall train new members during April and May.

Article II: Meeting, Order for Business, and Quorum

Section 1. Meeting of the Association

1. **Called Meetings:** The president of the Association may call a meeting of the Association at any time. A meeting must be called by the president at the written request of ten percent of the members. This request must state the object of the meeting. A meeting also will be called in the event that the Senate deems a Student Government Association meeting necessary.
2. **Forums:** The Student Government Association may schedule forums throughout the year in order to receive input from the student body. The Student Government Association will inform the student body of forums at least two weeks in advance.

Section 2. Order for Business

All business meetings of the Association and its governing bodies shall be conducted according to Robert's Rules of Order.

Section 3. Quorum

If a two-thirds quorum is not present, the SGA President may invoke the one-tenth rule. Once this rule is approved by the majority of those present, it shall take effect for the transaction of ordinary business.

Article III: Procedures

Section 1. Legislation/Regulation Procedure

1. **Origin of Legislation/Regulation Concerns and Proposals:** Legislation/regulation concerns and proposals may originate from any member of the Meredith community and be presented to the appropriate branch of the Student Government Association.

Legislation is any change in the SGA constitution. Regulations are any rules and guidelines not found in the SGA constitution.

2. Consideration of Legislation/Regulation Concerns and Proposals:

- a. Once a legislation/regulation concern or proposal is presented to the appropriate branch, the branch will consider whether or not to take action on the concern or proposal. If the branch chooses to take action, it will work with its constituents within its jurisdiction to address the concern or proposal.
- b. If a concern or proposal is deemed an official legislation/regulation change, the originating branch shall inform the SGA Executive Board of the proposed change and send the concern or proposal to Senate, which may either approve or reject the change (See Constitution of the Student Government Association, Article X, Section 3D,E).
- c. If approved by the Senate, a legislation/regulation change will be referred to the SGA Executive Board. If the SGA Executive Board rejects the change, it shall give a written reason for refusal to both the Senate and the originating body. If approved, the change will be sent to the appropriate college vice president. Legislation changes will always be referred to the Vice President for College Programs.
- d. The appropriate college vice president may take one of three actions.
 - i. If approved by the appropriate college vice president, the legislation/regulation change shall be sent to the appropriate channels through which it will take effect.
 - ii. If amended by the appropriate college vice president, an explanation of the vice president's action must be sent to the SGA Executive Board. The amended legislation/regulation change will go back to the originating body and Senate for approval. If both bodies approve the amended change, it will then be referred to the SGA Executive Board for final approval, after which it will take effect.
 - iii. If the appropriate college vice president vetoes the legislation/regulation change, an explanation will be sent to the SGA Executive Board, Senate, and the originating body.
- e. If the appropriate college vice president does not take action on the proposed legislation/regulation change within a two-week period, a special conference will be called by the chair of the originating body to discuss the proposed change. This conference will consist of the appropriate college vice president, SGA president, Senate chair, and chair of the originating body.

Section 2. Judicial Procedure

1. **Preliminary Procedure:** This procedure shall be followed by the Honor Council in the preliminary investigation of cases.
 - a. **Initiation of Charges:**
 - i. When an accusation is made to the solicitor general by a member of the college community (any student, faculty member, administrator, staff

- member, or person directly serving the College), a thorough investigation of the charges shall be undertaken by the solicitor general.
- ii. Formal charges following investigation shall be served on the student by the summons signed by the solicitor general.
 - iii. The summons shall be delivered to the student by the solicitor general in person or in writing at least seven days prior to the time set for hearing.
 - iv. The summons shall specify the charge.
 - v. The solicitor general shall notify the chair, support counselor and the Assistant Dean of Students of the initiation of formal charges.
 - vi. Prior to any discussion of the alleged offense between any students and the solicitor general, or any college official investigating the matter, students shall be informed of their rights. Failure to inform students of their rights shall cause all incriminating statements made by them prior to such time to be inadmissible in any proceeding on the alleged offenses.
 - vii. The solicitor general shall present students with alternatives open to them regarding responding to the formal charges after informing them of the following rights granted under this instrument.
 1. The right before the hearing to written notification of hearing, time, place and charge.
 2. The right to be presumed innocent until proven otherwise through clear and convincing evidence.
 3. The right to refuse to respond to questions that would tend to be self-incriminating.
 4. The right to a fair, impartial, and confidential hearing.
 5. The right to a speedy hearing.
 6. The right to choose the services of the support counselor or the council of another student presently enrolled at the College who have no formal legal training. The student may request the presence of a member of the Counseling Center staff to be present during the hearing. The Counseling Center staff member is intended to provide support for the student but is not to address the Honor Council Board, answer questions, or have any other official speaking role during the hearing.
 7. The right to present material and character witnesses from members of the Meredith College community only, and to testify and present evidence in their own behalf. Written testimony from off-campus persons may be presented at the hearing.
 8. The right to a separate hearing upon request.
 9. The right to know the evidence and to face witnesses testifying against them.
 10. The right to question any material witnesses or to challenge and refute any evidence.
 11. The right to plead not responsible without fear of being tried for lying in relation to that plea if proven responsible. This right does

- not disallow being tried for lying if the student lies in order to support a plea.
12. The right to a recording of the presentation at the hearing, if notification is given within 48 hours of the hearing, for the benefit of the student in the appeal to the Review Board.
 13. The right to immediate oral notification of the Honor Council's findings regarding decision and sanction. If the student is not present at the hearing, the chair will write or call the student at the first opportunity. The chair or the secretary will deliver official notification of the Honor Council action to the student.
 14. The right to be free from a retrial under this procedure for the same offense, after acquittal under this procedure.
 15. The right to submit an appeal to the Dean of Students by noon on the Wednesday following the Honor Council hearing.
 16. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the student's own free will and in writing.
- viii. If the student fails to appear before the Honor Council and the Honor Council chooses to proceed with the hearing, all hearing-related rights shall be automatically waived, and the student may be subject to a more severe sanction if deemed appropriate by the council.
 - ix. In response to the student's right to the service of the support counselor:
 1. If the student waives the right to the service of the support counselor, the student and the solicitor general shall have the preliminary conference at which time the solicitor general shall obtain the facts of the case and a plea from the student. This waiver brings to an end the preliminary procedure.
 2. If the student exercises the right to the service of the support counselor, the student and the support counselor have a preliminary meeting to discuss the facts and determine the plea. The next step in this case is the preliminary conference.
 3. Service of a support counselor is not available during the summer.
 - x. Honor Council reserves the right to hear an emergency hearing if students are believed to be of harm to themselves, the Meredith community, or have been arrested off-campus on a felony charge. The Emergency Board shall consist of the Honor Council chair, support counselor, solicitor general, Honor Council advisor, Assistant Dean of Students or designee, a faculty or staff representative, and two Honor Council board members.
- b. Preliminary Conference:**
- i. In order to enable the student to prepare a defense, a preliminary conference must take place at least ninety-six (96) hours before the hearing. However, upon request for waiver by the student, the hearing may be held in a period either less than or greater than ninety-six (96)

hours. Request for departure from the time requirement shall be filed by the student with the solicitor general.

- ii. The support counselor and the student shall meet with the solicitor general for the preliminary conference at which time the summons shall be issued. The plea and facts shall be presented to the solicitor general and the solicitor general shall explain the charge and the nature of the evidence against the student.
- iii. The plea presented to the solicitor general during the preliminary conference cannot be changed within the immediate twenty-four hour period prior to the hearing unless approved by the advisor and chair.
- iv. Upon revelation of the facts of the case, any material witnesses shall be served with a written summons by the solicitor general to appear at the hearing. Failure to comply with such a summons is a violation of the Honor Code and shall be treated as such. No material witness may appear in a hearing who has not been officially summoned by the support counselor or the solicitor general.
- v. Character witnesses may be contacted by the student and must comply with deadlines set by the support counselor. Members of the Meredith College community may appear at the hearing while nonmembers are invited to submit letters which will be read at the hearing.

2. Jurisdiction:

- a. After completion of the preliminary procedures, the case is presented to the Honor Council. During the presentation of a case, any member of the Honor Council may question a student but only in areas directly related to the case. The five voting members of Honor Council, who serve on a rotating basis, shall render a decision and determine appropriate sanctions by simple majority. In the event of a tie vote on either accepting a plea or rendering a decision by voting members of the Honor Council, the chair of the Honor Council shall cast the deciding vote. The student is notified of the decision and sanction in writing at the conclusion of the hearing. The chair, solicitor general, or advisor of the Honor Council also notifies the accuser (if they are a staff or faculty member) of the decision and the registrar of the decision and sanction. In the event of delay of graduation, suspension, or expulsion, if after a 48-hour period following notification the student has not appealed, the decision will be submitted to the Vice President for College Programs for final approval.
- b. The student may appeal any Honor Council decision. The route of appeal begins with the Review Board, whose action is final except in cases involving delay of graduation, suspension or expulsion. All cases of delay of graduation, suspension and expulsion go to the Vice President for College Programs for approval.
- c. A recording will be made of the hearing (not including the deliberation), and the student will be allowed a copy. This recording is for the benefit of the student in an appeal to the Review Board. If the student fails to give notice of desiring a copy of the recording within 48 hours of oral notification of the Honor Council

decision and sanction, the recording will no longer be made available to the student.

- d. In the event that a student fails to respond to the summons to appear before the Honor Council, the Honor Council may choose to proceed with the hearing without the student present. Such action by the student shall be considered a violation of the Honor Code and deserving of a sanction.

Section 3. Review Board

1. **Method of Appeals to Review Board:** A student may appeal to the Review Board by giving a written notice of appeal to the Dean of Students by noon on the Wednesday following the Honor Council hearing. The notice of appeal must plainly identify the charge from which the appeal is taken and state a reason for the appeal. The Review Board hearing shall typically occur on the Friday following the receipt of the notice of appeal unless preempted by another student appeal or a campus break or holiday.
2. **Record of Appeals:** The appeal is considered solely on the record of the Honor Council proceedings. This record consists of the minutes and the recording of the proceedings. The Honor Council secretary shall be responsible for making the Honor Council records available to the Review Board by noon on Wednesday before the review.
3. **Consideration of Appeal: Scope of Review:**
 - a. **Consideration of Appeal:** The Review Board shall consider the appeal based solely on the record. It shall not receive any new evidence. It may permit written briefs, oral arguments, or both, by the student charged, the support counselor, or the solicitor general upon request. Such briefs and arguments shall be confined to matters considered by the Review Board to be within the scope of its review as defined in the following paragraph. An appellant shall have a maximum of five minutes to present their appeal.
 - b. **Scope of Review:** Review of hearing is confined to these questions: (1) whether there is clear and convincing evidence in the record to support the decision and/or the sanction; and (2) whether the hearing was free of substantial error prejudicial to the student charged which would have affected the outcome; and (3) whether the sanction imposed is appropriate to the offense (looking at total context).
4. **Determination of Appeal / Notice of Action:**
 - a. **Determination of Appeal:** Members of the Board sitting on an appeal shall review all records of the Honor Council proceedings and any written briefs. The members sitting on an appeal shall together then hear such oral arguments as are received, and the Board shall reach a decision. A majority vote shall decide the action on the appeal both in respect of the finding of violation and of the imposition of a sanction. A decision shall be rendered within seven (7) days after receipt of the appeal unless an extension is deemed necessary by the Review Board.
 - b. **Notice of Action:** Written notice of action taken on appeal shall be given in person by the chair or secretary of the Board of the student charged within 24 hours of the Board's decision.

5. **Action Available to Review Board:** On the basis of its review of the record and its consideration of any briefs and arguments received, the Review Board may; (1) affirm both the findings of violation and the sanction imposed; (2) remand for a rehearing if it determines that substantial error prejudicial to the student charged was committed at the hearing; (3) reverse and dismiss the charge if it determines that there is not substantial evidence on the record to support a finding of violation; (4) affirm the finding of violation but reduce the sanction to one deemed more appropriate than that imposed; or (5) where violation was admitted, reduce the sanction to one deemed more appropriate.
6. **Finality of Action on Appeal by Review Board:** The action of the Review Board is final except in cases of remand, and except for the right of the student charged to appeal to the Vice President for College Programs in cases provided in Section 3.7.
7. **Appeal to the Vice President for College Programs:** In cases wherein the Review Board affirms a sanction of delay of graduation, suspension or expulsion, the student charged may appeal the sanction to the Vice President for College Programs within 48 hours of the Review Board's decision. The student shall present their appeal in writing to the Dean of Students who shall then present the appeal accompanied with relevant case documents to the Vice President for College Programs. Review is based solely on the record of the appeal presented before the Review Board and any written brief filed with the Review Board by the student charged. The Vice President for College Programs may, in a conference with the student charged, hear and consider oral argument but may not consider any new evidence. Review by the Vice President for College Programs is confined solely to the question of appropriateness of the sanction in total context. The Vice President for College Programs shall reach a decision with the help of an advisory committee and give a formal written notice within ten days after receiving the written notice of appeal. The advisory committee includes the Provost, the chair of the Faculty Council, and the chair of the Student Life Committee. The Vice President for College Programs may affirm the imposition of a sanction by the Review Board or change it to one deemed by her to be more appropriate. The action of the Vice President for College Programs is final.

Section 4. Residence Hearings Committee

1. **Method of Fine Appeals to Residence Hearing Committee:** A student may appeal a residence hall fine (except for fines for life and safety violations) to the Residence Hearing Committee by giving a written notice of the appeal to the clerk within 48 hours of receiving the fine. The written notice must identify what fine is being appealed and why the fine is being appealed. The clerk will notify the appellant of the date and time of the hearing.
2. **Consideration of Fine Appeals:** The clerk will introduce any material and/or character witnesses. The appellant shall have a maximum of five minutes to present the appeal. Members of the committee sitting on an appeal may ask questions of the material witnesses and appellant. The committee shall reach a decision by majority vote while the appellant waits in another room. The decision of the committee is final. Written notice of the decision shall be given by the clerk.

3. **Procedure for Minor Violations of Residence Policies:** This procedure shall be followed by the Residence Hearings Committee when a minor violation of residence hall policy is referred by the solicitor general of the Honor Council.
- a. The solicitor general of the Honor Council provides the clerk with the information from the preliminary investigation of the case.
 - b. Prior to any discussion by the student and the clerk of the alleged offense, the accused shall be informed of the following rights.
 - i. The right before the hearing to written notification of hearing time, place, and charge.
 - ii. The right to be presumed innocent until proven otherwise through clear and convincing evidence.
 - iii. The right to refuse to respond to questions that would be self-incriminating.
 - iv. The right to a fair, impartial, and confidential hearing.
 - v. The right to a speedy hearing.
 - vi. The right to testify and present evidence in self-defense.
 - vii. The right to have one character witness from the Meredith College community.
 - viii. The right to a separate hearing upon request.
 - ix. The right to know the evidence and to face witnesses who are testifying.
 - x. The right to question any material witnesses or to challenge and rebut any evidence.
 - xi. The right to plead not responsible without fear of being tried for lying in relation to that plea if proven otherwise. This right does not disallow being tried for lying if the student lies in order to support a plea.
 - xii. The right to a recording of the hearing, if notification is given within 48 hours of the hearing, for the benefit of the student if a retrial of the hearing is requested with the Honor Council.
 - xiii. The right to immediate oral notification of the Residence Hearings Committee's findings regarding decision and sanction. The student will receive a written notification of decision and sanction from the clerk.
 - xiv. The right to request, within 48 hours of the hearing, a retrial with the Honor Council.
 - xv. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the student's own free will and in writing.
 - c. After informing the student of these rights, the clerk shall explain the procedures of the hearing, explain the charge and the nature of the evidence against the student, and provide a hearing summons stating the date, time, and place of the hearing. The student must tell the clerk in advance of the hearing the name of the character witness if a witness is chosen.
 - d. The RHA vice chair will preside over hearings. During the hearing, the clerk presents the evidence and material witnesses. The student then testifies in self-defense and invites the character witness to join the hearing when directed

by the vice chair of the Residence Hearings Committee. The members of the committee are allowed to ask questions of the clerk, witnesses, and student. The committee will reach a decision by majority vote while the student waits in another room. The clerk notifies the student of the committee's decision orally and in writing. In the event that the student fails to appear for the hearing, the committee may choose to proceed in the student's absence.

- e. The clerk shall submit written decisions to the vice chair of the Residence Hearings Committee, the chair of the Honor Council, the solicitor general of the Honor Council, the advisors of the hearings committee and the Honor Council, the Director of Residence Life, the Assistant Dean of Students, the Dean of Students and the Vice President for College Programs.

Section 5. Senate Standing Committees

1. Student Organization Concerns Committee:

- a. Any student who has an organizational concern shall fill out a Student Organization Concern Form. This form is located on the Office of Student Leadership's My Meredith Page. Individuals with questions about this form or process should contact SGA Senate or the Office of Student Leadership and Service.
- b. The Student Organization Concerns Committee will investigate the concern based on the procedural guidelines listed below in By-Laws Article III. Section 6.
- c. The Student Organization Concerns Committee also serves as the Appeals Committee for appeals requests to the SGA Officer Removal from Office Process, as listed in By-Laws Article III, Section 8.

2. Active / Inactive Committee:

- a. It shall be the function of the Active/Inactive Committee to follow up on concerns about student organizations not abiding by their constitutions and/or the requirements of student organizations. A review process will take place in the spring semester to determine the status of all student organizations. (See By-Laws for student procedures of the Senate Ad-Hoc Committees.)

3. Organization Status Appeals Committee:

- a. An Organization Status Appeals Committee will be made up of the Senate Chair, a senator from each class, and a member of the professional staff in the Office of Student Leadership and Service.
- b. Student organizations wishing to appeal a change in status must write a letter of appeal to the Organization Status Appeals Committee by submitting a written appeal to the Senate chair or advisor. The timeline for the appeal process will be determined and communicated to organizations by an email from the Senate.

Section 6. Procedural Guidelines for the Student Organization Concerns Committee

The following guidelines will be used by the SGA Senate Student Organizations Concerns Committee when an organization concern is reported to the SGA Senate. The Student Organizations Concerns Committee will be referred to as "the committee" in the remainder of these guidelines. The committee will operate during the academic year. If an organization

concern is reported over the summer, the concern will be held for review until the start of the fall semester.

1. **Committee Membership:**

a. **Committee Membership and Roles:**

- i. **Senate Chair:** The Senate Chair will serve as a non-voting member of the committee. In the instance of a tied vote, the Senate Chair will vote to break the tie.
- ii. **Senators:** Three senators will be appointed by the Senate Chair to serve on the committee each academic year, as outlined in the SGA Senate Constitution. Senators serve as voting members of the committee. One Senator serving on the committee will take minutes for recording purposes during the committee meetings and organization concerns review meetings.
- iii. **Senate Advisor:** The Senate Advisor will serve as an advisor of this committee. This individual will serve as a non-voting committee member.

b. **Conflict of Interest:**

- i. It is a conflict of interest for a committee member to serve on the committee and meet either of the following:
 - 1. Be the individual who reported the organization's concern to the Senate.
 - 2. Serve as an officer for the organization who the reported concern pertains to. An exception is in place if the Senator serves as the Senate Representative for the organization that is under review (class, WINGS, or AMC).
- ii. If a committee member is found to have a conflict of interest, then that committee member must temporarily step away from the committee duties while this organization's concern is being reviewed. This committee member's role will be filled by another member of the Senate, designated by the Senate Chair or Senate Advisor.

2. **Procedures for Reporting an Organization Concern:**

- a. Any individual from within the Meredith Community (student, faculty, staff) may submit a report of concern regarding a Meredith undergraduate student organization using the Student Organization Concerns Reporting Form. The individual who submits a Concerns Report will be referred to as "the reporter" in these procedures. The reporter has the right to remain fully anonymous within their form submission. If the reporter does include their name in their Concerns Report, their name will remain private and be known to only the Senate Chair and Senate advisor but not the remaining committee members.
- b. The Student Organization Concerns Reporting Form is available on the SLS MyMeredith website or can be acquired from the Senate or a member of the Student Leadership and Service staff.

3. **Procedures for Processing an Organization Concern:**

- a. When a Concern Report is submitted, the Senate Chair and Senate Advisor will review the submitted report and complete the following:

- i. Respond to the individual who submitted the Concern Report within two business days to acknowledge the report has been received.
 - ii. Identify and inform any necessary additional campus stakeholders who need to be informed of the reported concern. Additional campus stakeholders may include, but are not limited to campus administrators, the SGA President, the SGA Executive Board Advisor, etc.
- b. The Senate Chair will inform the members of the committee that a concern has been reported, schedule a committee meeting, and provide a copy of the Concerns Report to committee members for review prior to the committee meeting.
- c. The Senate Chair will contact the organization in question to inform them of the reported concern. The Senate Chair will offer to meet with the organization president to explain the concerns review process and offer the opportunity for the organization to provide a written statement for the committee's review. If the organization president, or their designee, chooses to meet with the Senate Chair then the Senate advisor and club advisor should be invited to the meeting as well.
- d. The committee will meet to discuss the Concerns Report and decide which of the following steps should be taken to review and address the concern. The committee will vote to decide which method to proceed with. In the instance of a tied vote, the Senate Chair will vote to break the tie.
 - i. **Request for Additional Information:** If more clarity is needed from the reporter in order for the committee to make a decision on which meeting format below should be used to address the concern, the Senate Chair will contact the reporter to ask for either an additional written statement or schedule time for the reporter to meet with the committee briefly in person.
 - ii. **Facilitate an Organization Concern Discussion and Plan of Action Meeting:**
 1. Applicable for concerns in which the committee does not believe additional information through a question/answer conversation is needed and can be resolved through the sanction meeting below.
 2. This sanction is an educational meeting with the organization to convey the reported concern, provide educational information and awareness on why this concern is a problem, and develop a plan of action to resolve the existing concern and prevent the concern from occurring in the future. Following the meeting, the committee member and/or Senate advisor will send a summary email to the club representatives present and the Senate Chair to summarize the agreed upon plan of action.
 3. This meeting would be between a designated member of the committee, the Senate advisor, the club president, and the Meredith College faculty/staff club advisor. If the club president is unable to attend then the club president may designate another

club representative to attend in the club president's place. The Senate Chair would designate which member of the committee would represent the committee for this meeting. If the club wishes to have additional organization officers present, they must request permission to do so from the Senate Chair at least 48 hours in advance of the organization's review and plan of action meeting. Organization officers are defined as current Meredith students who serve an officer position for the organization and are listed on the officer roster on file with the Student Leadership and Service Office. Individuals external to Meredith College will not be permitted to be present during the organization concerns review and plan of action meeting.

iii. **Facilitate an Organization Concerns Review Meeting:**

1. Applicable for concerns which require more significant information for consideration and opportunity for the committee to have a question/answer conversation with the reporter or organization. The committee will hold a review meeting to review the reported concern.
2. If the committee decides an Organization Concerns Review Meeting is needed, the Senate Chair will contact the organization to inform them of the reported concern, to schedule the Organization Concerns Review Meeting. At this time the organization will be given a summary of the reported concern.
3. If the committee decides an Organization Concerns Review Meeting is needed, the Senate Chair will contact the organization to inform them of the reported concern, to schedule the Organization Concerns Review Meeting. At this time the organization will be given a summary of the reported concern.
 - a. Committee Preparation (Five Minutes) - Committee discusses any outstanding questions or thoughts regarding the report.
 - b. Reporter Statement (Five minutes) - Optional at the discretion of the reporter. The reporter will be given the option to speak to the committee to convey their concern further. This statement would be in addition to what was submitted in the initial Concerns Report. The reporter may choose to issue this statement in-person, provide a written statement for the committee's review, or may choose to opt out of providing a statement during the Organization Concerns Review Meeting.
 - c. Committee Question and Answer with the Reporter (Five minutes) - If the reporter is present, the committee members may ask the reporter questions to gain any clarity needed.

- d. Committee Debrief and Break (Ten minutes) - The committee will have time to debrief and consult as a committee. If this consultation time is not used in full, the committee may take a break during this time.
 - e. Organization Representative Statement (Seven minutes) - The organization representative (the club president or their designee) will have the option to speak on behalf of the organization regarding the reported concern.
 - f. Committee Question and Answer with the Organization Representative (Ten minutes) - The committee members may ask the organization representative questions to gain any clarity needed.
 - g. Committee Debrief and Conclusion (Estimated 25 minutes) - The committee will debrief the meeting privately and vote to decide what sanction is deemed appropriate by the committee based on the gravity of the concern. In the instance of a tied vote, the Senate Chair will vote to break the tie. The sanction and right to appeal will be reported to the organization in person at the end of the Organization Concerns Review Meeting and via an email from the Senate Chair within 24 hours after the Organization Concerns Review Meeting. The reporter will be emailed with a summary of the committee conclusion within 96 hours after the Organization Concerns Review Meeting deliberation is complete. If the committee is unable to reach a decision and requires more time to deliberate then a follow-up deliberation meeting will be scheduled and the organization and reporter will be informed of this extended deliberation time.
4. Participating Representatives
- a. Committee Preparation (Five Minutes) - Committee discusses any outstanding questions or thoughts regarding the report.
 - b. Reporter Statement (Five minutes) - Optional at the discretion of the reporter. The reporter will be given the option to speak to the committee to convey their concern further. This statement would be in addition to what was submitted in the initial Concerns Report. The reporter may choose to issue this statement in-person, provide a written statement for the committee's review, or may choose to opt out of providing a statement during the Organization Concerns Review Meeting.
 - c. Committee Question and Answer with the Reporter (Five minutes) - If the reporter is present, the committee

members may ask the reporter questions to gain any clarity needed.

- d. Committee Debrief and Break (Ten minutes) - The committee will have time to debrief and consult as a committee. If this consultation time is not used in full, the committee may take a break during this time.
- e. Organization Representative Statement (Seven minutes) - The organization representative (the club president or their designee) will have the option to speak on behalf of the organization regarding the reported concern.
- f. Committee Question and Answer with the Organization Representative (Ten minutes) - The committee members may ask the organization representative questions to gain any clarity needed.
- g. Committee Debrief and Conclusion (Estimated 25 minutes) - The committee will debrief the meeting privately and vote to decide what sanction is deemed appropriate by the committee based on the gravity of the concern. In the instance of a tied vote, the Senate Chair will vote to break the tie. The sanction and right to appeal will be reported to the organization in person at the end of the Organization Concerns Review Meeting and via an email from the Senate Chair within 24 hours after the Organization Concerns Review Meeting. The reporter will be emailed with a summary of the committee conclusion within 96 hours after the Organization Concerns Review Meeting deliberation is complete. If the committee is unable to reach a decision and requires more time to deliberate then a follow-up deliberation meeting will be scheduled and the organization and reporter will be informed of this extended deliberation time.

4. Sanctions following an Organization Concerns Review Meeting:

- a. Applicable sanctions that the committee can select as a decision from the Organization Concerns Review Meeting include the items below. The committee may select one or multiple sanctions as part of the committee decision. This list of sanctions is not written in a sequential order.
 - i. Issue a Warning to the Organization
 - ii. Develop a Plan of Action
 - iii. Require an Educational Initiative, such as but not limited to participation in an educational training or workshop facilitated by an expert on the subject matter, coordinated by the Club President and Advisor. This plan and selected facilitator should be proposed to and approved by the Senate Advisor prior to facilitation. If the organization believes they need support in finding a facilitator they can reach out to the Office of Student

Leadership and Service. The committee may choose for this workshop/training to be required for club officers only or both officers and club members.

- iv. Change of Organization Status to Probationary
- v. Revoke the Organization Constitution and Deem the Organization Status as Inactive
 - 1. This sanction includes removal of all privileges associated with being a recognized Meredith organization, including the ability to operate on campus.
 - 2. This sanction may be selected in a case in which a student organization has violated policies and procedures in the Meredith College Student Handbook.
- vi. In addition to the sanctions listed above, the committee may also encourage the club to acknowledge the concern before its members or within the Meredith student body with the goal of acknowledging awareness of the concern and issuing a commitment to enhance the club operations and/or student experience. If recommended by the committee, this would be as an encouragement only for the organization to consider.
- b. The Senate Chair will inform the organization of the sanction and right to appeal in person at the end of the Organization Concerns Review Meeting as well as via email within 24 hours after the Organization Concerns Review Meeting. The Senate Chair will provide the report with a summary of the committee conclusion by email within 96 hours after the Organization Concerns Review Meeting deliberation is complete. If the committee is unable to reach a decision and requires more time to deliberate then a follow-up deliberation meeting will be scheduled and the organization and reporter will be informed of this extended deliberation time.

5. Appeal Process:

- a. If an organization wishes to appeal the committee decision and sanction, then the club must issue a written appeal to the Senate Chair within 48 hours of having received the written notice of the sanction. In total, this appeal should be received no later than 72 hours after the conclusion of the Organization Concerns Review Meeting.
- b. The written appeal will be reviewed by members of the Organization Concerns Appeal Committee and a decision will be made and provided to the organization within 10 business days of the receipt of the appeal.
- c. The Appeals Committee may choose to maintain the decision set by the Senate Organization Concerns Committee, overturn the decision made, or adjust the sanctions issued onto the organization if conclusive evidence indicates a different sanction is more appropriate. The decision made by the Appeals Committee is final.
- d. The members of the Organization Concerns Appeals Committee will include the following: SGA President, SGA Vice President, and Director of Student Leadership and Service. If an Appeals Committee member is unable to

participate in the appeals process, then they may select a designee to represent them in the appeals process.

Section 7. Appeals Process for Removal from Office

1. **Offices Subject to Removal:** Any student holding any position (i.e., officer or chair/co-chair) within any recognized campus organization may be removed from office if found to be not performing the duties of the office as outlined in the organization's constitution or job description or for a failure to uphold the Code of Ethics for Student Leaders.
2. **Procedure for Removal:** Before the student can be removed from office, the president, chair, or advisor of the organization must issue an oral warning stating what duties are not being performed. If the student continues not performing the duties of the position, the president, chair, or advisor must issue a written warning. If this situation persists after the warning, the president, chair, or advisor must remove the student from the position. Once the student is removed, the Office of Student Leadership and Service must be notified in written form of the removal. (For additional information, see Article 1 Election System, Section 6.)

Section 8. Appeals Process for Removal from Office

Any student holding any position within any recognized campus organization who has been removed from office for not performing the duties of the office as outlined in the organization's constitution may appeal this decision. The appeal to this decision must be made in writing to the highest presiding officer and/or advisor in the student's organization. The organization should then implement an appeals process to consider the appeal. If this appeal is denied, a further appeal may be made to the Student Organization Concerns Committee of SGA Senate by completing a Student Organization Concerns form, available in the Office of Student Leadership and Service and the SGA office. The Student Organization Concerns Committee will hear the appeal based on SGA Senate-approved guidelines.

RESIDENCE LIFE

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Residence Hall Guide to Community Living

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Mission Statement

In response to the ever-changing needs of college students, the residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. By offering programming, maintaining safety, and intervening in crisis situations, we provide an environment conducive to student success at Meredith.

Philosophy

The philosophy of the residence life staff is one that recognizes and affirms the unique worth of each student and her potential for growth. To enhance and supplement the classroom experience, the residence life staff promotes activities, programming, and community building that contribute to the holistic development of the student. The residential setting, as a living & learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and college experience.

A commitment to the living & learning environment provides the motivation for community building that serves students and provides opportunities for intellectual, physical, social, emotional, and professional growth. The Residents Housing Association provides the structure for the governance of residence halls and apartments and is instrumental in planning and monitoring campus communications as well as special housing and campus programming.

Residence representatives, Resident Assistants (RAs), and Residence Directors (RDs) assess and respond to the particular interests and needs of their students. and provide interesting, challenging, informative, and entertaining programs and events. The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students.

We're Here to Help

Resident students at Meredith enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of residents living in a community. Each resident must take personal responsibility to abide by the rules and regulations, so the group as a whole can function effectively and benefit from the creative interaction of campus living.

The residence life staff provides a program of student services designed to enrich the quality of life for Meredith students. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, community assistants and the Residents Housing Association.

Director of Residence Life, 219 Park, 919-760-8633 or reslife@meredith.edu.

Residence Directors

Residence directors (RDs) are full-time staff members who live in the residence halls on campus. RDs are trained in the areas of student development, crisis intervention and coaching skills. RDs are available to assist students with social, emotional, and academic concerns. They perform a variety of duties on campus, work in the Office of Residence Life, and are available to assist students with questions or concerns. Residence directors supervise the resident assistants of the building and serve as a resource to their residents and students on campus. Emergencies should be reported immediately to the residence director on duty, who maintains contact with security. Residence Directors serve on the College's Incident Management Team to respond to resident emergencies.

If you have an emergency and need to contact a professional staff member to respond, call the Residence Director (RD) on Duty at 919-612-6350 (if there is no answer, leave a voicemail message with your name, message and contact number). You may also contact your RA on Duty in addition to leaving a message on the RD on Duty phone.

Residence Directors' Office Phone Numbers:

Vann and Stringfield Halls, Samantha DiStefano, 919-760-8870

Brewer Hall, Launa Steward, 919-760-8528

Faircloth Hall, Brittany Kilgore, 919-760-8503

Heilman Hall, Vanessa Gutierrez, 919-760-8027

Resident Assistants

Resident assistants (RAs) are student staff who live on each floor of the residence halls. They are supervised by the residence director of the building. Primary responsibilities include:

- To be accessible to the residents on the floor for assistance and guidance.
- To uphold and enforce the Honor Code.
- To encourage student participation in campus activities. To facilitate campus communication.
- To create a positive living & learning environment on her floor, which will enhance and facilitate maximum community interaction and encourage accelerated personal growth.

Resident Assistants

	Brewer	Stringfield	Heilman	Faircloth	Vann
1st	Willa Harrington	Wanjiru Mambo	Adeline Whittington	Hailey Martin	Bella AlleIn
2nd	Jillian Jackson	Kelsey Lancaster	Matt Martinez	Madison Bell	Lydia Bonecutter
3rd	Myan Ortiz	Atiqua Prithu	Grace Dunn	N'Shiyua Tatum	Cara Nelson
4th	Emily Wood	Kennady Clark	N/A	N/A	Wynter Henderson

Oaks Student Staff Members

Community Assistants			
Kaelyn Coleman	Shae-Lynn Henderson	Tiani Hinnant	Kasey Wilkins

Contacting Residence Life

- **TBA**
Director
919 -760-8633
reslife@meredith.edu
- **Mary Bryant**
Administrative Assistant
919-760-8633
reslife@meredith.edu
- **Samantha DiStefano**
Residence Director, Vann and Stringfield
919-760-8870
sdistefano@meredith.edu
- **Brittany Kilgore**
Residence Director, Faircloth
919-760-8503
bkilgore@meredith.edu
- **Launa Steward**
Residence Director, Brewer

919-760-8528

lasteward@meredith.edu

- **Vanessa Gutierrez**
Residence Director, Heilman
919-760-8027
vygutierrez@meredith.edu
- **Kelsey McKelvey**
Oaks Apartment Manager
919-760-8506
kjmckelvey@meredith.edu

On-Duty Residence Life Staff

Residence life team members are here to assist you. Staff members serve on a rotating schedule to be on duty to assist resident students who need assistance. Residents are encouraged to communicate concerns, questions or issues to the Resident Assistants (RA) on their floors and then contact the Residence Director (RD) in their building if additional assistance is needed. If a student has an issue and their own RA or RD is not available, the RA on Duty or RD on Duty may be contacted, depending upon the situation. Residence Life staff will provide additional information about when to call on-duty staff during floor and hall meetings, on building and floor signs, and through communications sent to resident students.

RA (Resident Assistant) on Duty

For situations that are not major emergencies or issues and when the RA on floor is not available or not on duty, contact the RA on Duty for your building (see chart below). Examples of when to contact the RA on Duty include routine floor or room questions, roommate or suite conflicts, minor medical issues, minor facility requests, residence life policy questions, how to use campus resources, how to get involved in floor and residence life activities, assistance with transition to campus and living on campus, etc. Depending upon the situation, the RA on Duty will contact the RD on Duty for assistance.

Resident Assistant (RA) on Duty Phone Numbers

Resident Assistant (RA) on Duty Phone Numbers	
RA1 - Stringfield, Vann	(919) 214-8985
RA2 - Brewer, Heilman, Faircloth	(984) 242-9278
CA - Oaks	(919) 532-4815

5:00 p.m. to 8:00 a.m. on weekdays and 5:00 p.m. Friday - Monday at 8:00 a.m.

Residence Director (RD) on Duty

If you have an emergency situation such as a a major medical or mental health emergency, flooding in your room or bathroom, major electrical outage, etc., that needs immediate response, contact the RD (Residence Director) on Duty at 919-612-6350 (leave voicemail message if there is no answer) or Campus Police at 919-760-8888. If a resident has an

unresolved issue in their living situation and has already worked with the RA on the floor to resolve this, the resident should contact their own building RD for additional assistance.

For medical emergencies, call 911 and then call Campus Police at 919-760-8888 so they can direct EMS to the correct location. For medical emergencies, also call the RD on Duty at 919-612-6350.

Getting Involved in Your Residence Hall

Hall Meetings

Freshman hall meetings are held during the week of freshman orientation and throughout the year. upperclass hall meetings are held during each semester as necessary. Hall meetings are used as times to discuss community issues, upcoming programs, and other campus information. Attendance is required at all hall meetings. Residents who are not in attendance for a hall meeting will be required to meet individually with their RD.

The staff of each residence hall sponsors a variety of social, cultural, educational, recreational, and community service programs and activities. At the beginning of the year, your RA may ask for suggestions about the types of programs and activities that interest you.

Getting involved in the programs and activities that occur on your floor and in your building will help you to learn about yourself, your community, and the world around you.

Personalizing Your Space

Each resident is provided a standard size twin bed, dresser, desk, chair and closet. Some students coordinate bedding and discuss color schemes with their roommates before even setting foot into their room of bare walls and stripped beds. Others let the room evolve. All students find a way to make their room a home away from home for themselves. Decorating a residence hall room can be one of the most creative “budget” efforts a student ever undertakes. The key to residence hall decorating is learning to incorporate existing furniture with flexible items you add like rugs or free-standing shelves. Posters and personal items can warm up your room. Just remember to keep it safe (no candles or possessions that are fire hazards—see Fire Emergency Procedures for complete fire hazard information) and keep it temporary (you’ll have to leave the room as you found it). Have fun!

All furniture provided in each room is required to stay in the room. The college does not provide furniture storage. Furniture cannot be removed from a room. Residents will be fined for missing furniture.

Roommates

Students will say that some of the biggest unfounded fears about college relate to having a roommate. It is true that it is rare for roommates to agree on everything, however, when

roommates take the time to learn about each other and to talk about each other's likes and dislikes, they quickly pave the way for positive living experiences. It helps to begin thinking about how you can be a good roommate to someone else. Here are some tips about being a good roommate:

- Communicate – have open lines of communication
- Be open and friendly – respect other residents on in your building
- Set boundaries – determine how you will share items
- Be understanding – everyone can have a bad day.
- Respect privacy – allow opportunities for personal care
- Ask before you borrow – ask for permission before using others' items
- Resolve conflicts – communicate early; don't let things linger

Remember: Give your roommate the courtesy of **speaking directly about any problem** before your roommate hears it from someone else.

Roommate Agreement

Each pair of freshman roommates will complete a roommate agreement during their first few weeks together as roommates. This Roommate Agreement should be helpful to students as they negotiate the guidelines they want to follow in their roommate relationships. The Roommate Agreement may also be used for suitemates to discuss negotiating shared space in the suite. The Roommate Agreement document is available on the Residence Life MyMeredith site.

Roommate Bill of Rights and Responsibilities

As a Meredith College residence hall community member, following are the rights you can expect and have a responsibility to maintain.

- The right to read and study free from undue interference in one's room (unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean and safe environment in which to live.
- The right to free access to one's room and bathroom without pressure from a roommate.
- The right to responsible personal privacy.
- The right to address grievances. Residence hall staff (RAs and RDs) are available for assisting in settling conflicts.
- The right to be free from fear of physical and/or emotional intimidation.

How to Make It Work

Once roommates have talked about each other's likes and dislikes, they will read through the Roommate Agreement and complete the form. Remember, you should directly talk with your roommate and suitemates if something is bothering you. The sooner the concern is talked about, the sooner it can be resolved. Resident Assistants and Residence Directors are very helpful resources to students as they work through their differences. Once your roommate relationship has developed past the adjustment period, you'll find that getting to know your roommate and suitemates is one of the most rewarding experiences of your college years.

Residence Hall Procedures

Housing Contract

A student who lives on campus signs a contract for student housing. The contract is binding for one academic year, consisting of fall and spring semesters of the same academic year.

Students are responsible for meeting all terms of the contract. Any student who does not fulfill the contract is subject to a \$500 fee for breaking the contract.

Check-in Procedures

Each resident student must secure a room key, sign a housing contract and complete a Room Condition Report. If room changes occur during the academic year, all keys must be returned and exchanged for keys to the new room within 48 hours of receiving their new key. If a resident does not return their old key within 48 hours they will be charged for a lock change.

Check-Out Procedure

1. Make an appointment with the RA to complete room check-out or use Express Check-Out.
2. Remove all belongings from the room.
3. Put all trash and recyclables in appropriate containers.
4. Clean and sweep room and bathroom and clear walls (do not sweep trash into the hall).
5. Be sure all college furniture is in the room.
6. Meet with the RA for room check for cleanliness and damages.
7. Both the student and the RA sign and date the Room Condition Report.
8. Leave room key and Room Condition Report with the RA. For Express Check-Out, the room key is to be put in an Express envelope and dropped in the lock box next to the Residence Director's office.
9. The last occupant to check-out locks the bathroom connecting door, then locks the door to her room before turning in her Room Condition Report and key.
10. Students vacating the residence halls must do so within 24 hours after terminating their housing contract. Failure to check out properly will result in a \$50 improper check out fee and \$60 lock and key replacement fee.
11. The room must be in the same condition it was upon arrival. Fines can be issued to residents who do not leave their room in an acceptable condition.
12. A student who withdraws or takes a leave from the college must move out within 24-48 hours. Students who are suspended from the College also need to make immediate plans to move out of their on-campus residence.

Withdrawing or Taking a Leave of Absence from the College

A resident who is withdrawing from the College should make an appointment or contact the office of the Dean of Students to complete a withdrawal form. A resident who is applying for a leave of absence may access the leave form in the Office of the Registrar. Both fillable forms are also found on the web site for the Office of the Registrar at

<https://www.meredith.edu/registrar/official-forms/> and can be emailed to the Office of the Dean of Students (withdrawal form to deanofstudents@meredith.edu) or the Office of the Registrar (leave of absence form to registrar@meredith.edu). A student not planning to return to school

following the semester break must remove all belongings from the residence hall before leaving for break. A resident who decides not to return to school for the spring semester must remove all belongings from the residence hall prior to the date residents return to campus.

A resident who withdraws or takes a leave of absence from the college must move out within 24- 48 hours or, if extenuating circumstances exist, to discuss with the dean of students or director of residence life a reasonable timeline for move out. A student who has been involuntarily removed or withdrawn from the College should follow instructions from a College official about the timeline for move out.

Keys

Room keys cannot be loaned to another individual (friend, parent) for use at any time. Only the resident may possess and use the key to her room. Keys are not to be duplicated and are to be returned when the room is vacated. Lost keys are to be reported immediately to the Office of Residence Life with a request for a lock change.

A charge will be assessed for a lock replacement and new key. The charge for a loaner key is \$10. The charge for a new lock and two new keys is \$60.

Responsibility for Damage

Residents are held responsible for damage to residence hall buildings or furniture and will be charged cleaning and damage fees when they have caused damage to their own rooms or common areas.

The cost of repairs for damage of campus areas will be shared by the students responsible or, if no one takes responsibility for the damage, all resident students served by the damaged common area may be fined.

Lock-outs

Students should keep their doors locked and carry their keys at all times. If a resident is locked out of their on-campus room, the resident should contact the following staff depending upon the time of day:

- 8:00 a.m. – 5:00 p.m. Any resident who is locked out of their on-campus room should call 919-760-8633 to reach a Residence Life staff member. The staff member will provide assistance and unlock a resident's door to reduce the touch points of loaning and returning a key.
- 5:00 p.m. – 11:00 p.m. Contact the RA on duty for assistance. If necessary, the RA will inform the RD on Duty that a student is locked out of their room and needs access.

RA on Duty Phone Numbers	
RA - Stringfield, Vann	(919) 780-0547
RA - Brewer, Heilman, Faircloth	(984) 242-9278
CA - Oaks	(919) 532-4815

Residence Hall Guide to Community Living

- 11:00 p.m. – 8:00 a.m. Contact Campus Police at 919-760-8888.
- A \$10 fine will be charged for door opening. For bathroom lock-outs, suitemate(s) will be fined.

A \$10.00 fine will be charged each time a master key must be used to open a locked door which will be added to a student's account. A student will be required to show her Meredith CamCard before the door will be unlocked. For repeat lock-outs a student may be charged a higher fine.

A \$10.00 fine may be charged to open a suite bathroom door.

Residence Hall Closings Over Breaks

Residents are permitted to stay in the residence halls during Fall Break, Spring Break, and Easter break. During these breaks, Campus Dining (BeeHive, Belk Dining Hall, and the Library POD) are closed while the residence halls remain open. Residence halls will be closed for winter break during the time between fall and spring semesters meaning residents are unable to access their rooms. For safety purposes:

- Residents who do not stay on campus during breaks other than the winter break are encouraged to unplug their room belongings in case of severe weather or electrical surges. The college is not responsible for damages for items left plugged in during a campus break.
- Residence hall staff will check rooms to ensure that everything is turned off and the doors are locked.
- For assistance during a campus break during which the halls are available, contact the RD on Duty at 919-612-6350 or Campus Police at 919-760-8888.
- The Residence Director on Duty and the RA on Duty are not available during winter break.
- Campus Dining Service is not available during any College break. Students who remain on campus for campus breaks may access food items at the Daisy Trade.

Housing Assignments

The College reserves the right to move a student to a different room at any time if a reassignment is deemed appropriate by the director of residence life and/or the dean of students. While it is ideal for a student to be given notice before another student is assigned to a residence hall room or Oaks apartment, this is not always possible if there is a compressed time frame, such as right before a new semester begins.

Grievance Procedures for Housing Concerns

A student who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible on the floor or the residence director responsible for the student's residence hall. If the problem cannot be resolved through discussion with the resident assistant or the residence director, the student may make an appointment with the director of residence life for further consideration.

Roommate Communication

Students who have issues or concerns with roommates or suitemates are strongly encouraged to discuss these in a civil and respectful manner. Use these tips for productive civil communication:

1. Listen to understand.
2. Be aware of your own biases and assumptions.
3. Speak from your own unique experience.
4. Use "I" Statements.
5. Talk about ideas, not people.
6. Words matter; be careful how you use them!

Residence Life staff is also available to assist with roommate and suite mediations.

Room Changes

If warranted, residence directors are available to assist students with room change requests. Residents requesting a room change are required to meet with their RD to discuss their request and options for changing rooms.

Students may move from one room to another with permission from their RD or the RD of the building requested building. Students who are approved may change rooms without charge. Room changes may be requested starting the 10th class day of each semester.

In order to make a room change:

1. Meet with residence life staff to discuss your request and to obtain a Room Change Form.
2. Once approved for a room change, complete and secure the signatures of all involved.
3. Move from your former room to your future room.
4. Follow the proper Check-In/Check-Out procedures as outlined earlier in this section and either meet with an RA or do Express Check-Out.
5. Return the former room key to RD within 48 hours of receiving the new key.
6. A resident who moves and does not turn in her old room key within 48 hours will be billed \$60 for a lock change and new keys.

Follow check-out procedures for the old room and check-in procedures for the new room. Residents who do not follow proper room change procedures will be charged \$50 for an improper check-out.

Private Rooms

Residents can rent a double room as a private room for an additional fee of \$750 per semester. Private rooms are granted as space allows.

A student may move into an unoccupied room if the private room fee is paid, which is an additional \$750 per semester. The private room option is only available if there is space and with approval of the director of residence life. A room that is not designated as a private room must be ready for a second roommate to move into or result in a \$50 fine.

If one student occupies a double occupancy room, that individual has the following options:

- move to another room with another student
- have another student move in with that individual
- pay the private room fee so that a roommate will not be assigned
- be randomly assigned a roommate at any time a space is needed

The College reserves the right to consolidate rooms when needed.

Vacancies

When a vacancy occurs in a double occupancy room and space allows, the Office of Residence Life has the right to assign a new roommate at any time. A student who lives in a double room with a vacancy must keep her room available to receive a roommate at any time by leaving one dresser, desk, bed, and closet empty. The College reserves the right to assign a student to a vacant space. While the Office of Residence Life will strive to provide notice before assigning a student to a vacant room/space, it is not always possible to give advance notice, especially before the start of a semester. A room that is not ready for a second roommate to move into can result in a \$50 fine to the resident.

Insurance Claims

The College is not responsible for the loss or damage of personal property in the residence halls. In most cases, a student's personal property is covered under their family's homeowner's insurance. When this coverage does not apply, students should secure insurance coverage under a renter's policy.

Residence Life Policies

Note: Any modifications to residence life policies are communicated by residence life staff and through Meredith email.

Honor Council

The Honor System is a long-cherished tradition and a basis for all life at Meredith. It is essential that each student commit to abide by and uphold Meredith's Honor Code and system of self-government. A student violating college policies included in the "Residence Hall Guide to Community Living" or the Student Handbook will be obligated to report herself to the solicitor general of the Honor Council. See detailed information about the Honor Council on the Honor System page.

Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council as every student is responsible for understanding the Honor Code.

Residence Hearings Committee

The Residence Hearings Committee is a branch of the Honor System. The solicitor general assigns hearings to the Residence Hearings Committee. Students appealing a residence hall fine should contact the clerk of the Residence Hearings Committee. See detailed information

about the Residence Hearings Committee in the [Honor System section of the Student Handbook](#).

Alcohol and Other Drugs

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age.

- The possession and/or consumption of alcoholic beverages on campus or in any College building by students or their guests is prohibited except by those of legal age in individual rooms in residence halls and in The Oaks on-campus apartments.
- Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered “possession.”
- Providing alcohol to any person who is under the age of twenty-one is illegal.
- Memento bottles are permitted for those who are at least 21 years of age and reside in residence halls or The Oaks on-campus. Memento bottles are containers that have previously contained alcohol.
- A student may not attend class while under the influence of alcohol.
- Open containers of alcohol are not permitted in any common or community area including parlors, hallways, breezeways, the Courtyard, and outdoor areas.
- Kegs of any volume of alcohol are not allowed in the Residence Halls or The Oaks on-campus apartments.
- Residents who are 21 years of age or older may consume alcohol inside individual residence hall rooms in residence halls and individual apartments in The Oaks on-campus apartments. As the resident you are responsible for:
 - NOT providing/ selling/enabling access to alcohol to underage students and guests
 - NOT permitting your ID to be used by others
 - NOT driving any vehicle (including bikes or electric scooters) while impaired
 - NOT consuming alcohol in public areas of the residence halls or The Oaks on-campus apartments (parlors, hallways, breezeways, stairwells, the back patio, the Courtyard, surrounding areas, etc.).
- The Residence life staff can require residents and guests to provide a valid photo identification in addition to a Meredith issued identification.

Inappropriate or illegal behavior related to alcohol use will result in disciplinary action. Meredith students are expected to represent the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others. Misuse of alcohol will not be tolerated. Misuse shall include but is not limited to:

- Compromising personal health and safety
- Endangering or damaging the reputation of the College
- Infringing upon the rights of others
- Disrupting the life of the community (e.g., public intoxication)
- Possessing or consuming alcohol under the age of 21

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- Aiding and abetting a minor in the consumption or possession of alcohol
- Use of fake ID
- Alcohol abuse

Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. Paraphernalia, as defined by the [North Carolina General Statutes](#), shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the [North Carolina General Statutes](#).

Any student suspected of a violation of this policy is subject to a hearing by the Meredith College Honor Council. If found responsible, the student will receive sanctions – both punitive and educational. Depending upon the nature and severity of the violation, punitive sanctions may range from probation to suspension, delay of graduation, or expulsion. In addition to a punitive sanction, appropriate educational and counseling sanctions will be levied. The violator may also be subject to North Carolina law. Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

Medical Amnesty

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance for themselves or others when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student’s health and safety. When a student requests medical assistance (for 13 herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, neither student will be subject to Honor Council action for the consumption. This policy does not preclude Honor Council actions regarding other violations of College policies

and does not protect the intoxicated students from actions taken by local, state, or federal authorities.

When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment, or hospitalization.

Animals and Pets

Service Animals: Service Animals are highly trained to perform specific tasks that create equal access to the College for individuals with disabilities. Service Animals are allowed everywhere the student goes on campus. While not required, students with Service Animals are invited to complete the Voluntary Service Animal Identification form (<https://bit.ly/MCvolSAreq>) so the Disability Services staff can facilitate appropriate accommodations and promote a smooth transition for the student and Service Animal. Refer to the Meredith College Service Animal Policy (<https://bit.ly/MC-SA-Policy>) for more information.

Emotional Support: Animals Emotional Support Animals (ESAs) are not required to have formal training and provide passive support to individuals with disabilities. Approved ESAs are only allowed in students' assigned residence rooms and prohibited from all other College facilities. ESAs are not allowed on campus unless they have been approved through the ESA approval process. Students requesting an ESA accommodation must contact Meredith College Disability Services, submit documentation of the disability, and follow the established procedures for ESA requests. Learn more by referring to the Meredith College ESA Policy (http://bit.ly/MC_ESA_Policy).

ESAs may not be brought to campus prior to official approval by Disability Services.

Unapproved ESAs in on-campus housing will result in a **\$100/day fine** and referral to the Director of Residence Life, Residence Hearing Committee (RHC), and/or the Office of the Dean of Students. Even if the individual with a disability establishes necessity for an ESA and it is allowed in a student's on-campus housing room under the Fair Housing Act (FHA), the ESA is not permitted in other areas of the College (e.g. parlors, common areas in residence halls, dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, offices, etc.).

The College reserves the right to order removal of any Service Animal or ESA if (1) the animal creates an unmanageable disturbance or interference with the college community, (2) the animal poses a direct threat to the health or safety of others or causes substantial property damage, or (3) the animal's presence results in a fundamental alteration of a College program. For more information, refer to the [Meredith College Emotional Support Animal Policy and Agreement](#).

Pets: Residence hall residents are not permitted to house, host or otherwise have a pet (besides fish) in their room including pet-sitting for family members or pay. This includes pet sitting approved ESAs on campus. Any unauthorized animal will result in a \$100 fee per day.

For questions about emotional support animals and service animals, refer to the [Meredith College ESA Policy and Agreement](#).

Resident students are permitted to have fish as pets in a maximum 10-gallon tank. Dimensions cannot exceed 20" x 11" x 12". One tank/aquarium is permitted per bedroom. Tanks are required to be housed in an individual bedroom. Residents will be responsible for any charges incurred from pet damages, cleaning or replacement of furniture/carpet.

Visiting pets must remain outside with their owners.

Smoking Policy

All residence halls at Meredith College are smoke-free environments including balconies and breezeways. Individuals who smoke or vape must do so outside in designated areas, which are outlined in the [College Policies](#) section of the Student Handbook. If an individual is found to be smoking inside (including e-cigarettes and vaporizing), the action will result in the resident being referred to the Residents Hearings Committee for disciplinary action. See College Policies for more information on the smoking policy.

Babysitting Policy

For health and safety reasons, babysitting is not permitted on campus regardless of the age of the child. The residence halls and apartments are not appropriate communities for young children, especially infants, and includes children in the MAP program and the Ellen Brewer House.

Bicycle Policy

Bicycles are to be registered with campus police and registration is free. Bicycles are to be stored in the bike racks outside the residence halls or campus apartments unless they can be disassembled and stored in the student's room in such a way as not to create a fire hazard or infringe on a roommate's space. The penalty for violation of this policy is a \$15 fine. Bicycles that appear to be abandoned may be subject to removal by Campus Police.

Married Students

Married students who meet the residence requirements may live in the Meredith residence halls under the following conditions:

- On-campus housing for a married student must be approved by the director of residence life.
- All student government regulations apply to married students according to their academic classification.
- All residence hall rules and regulations apply to married students.
- Spouses are not eligible to reside with the student.

Residence Requirements

Campus residence halls are living & learning environments that provide supportive communities for student development. Residents are encouraged to take advantage of the opportunities for

building friendships, developing interpersonal and communications skills, and participating in programs and activities that are all part of the residential living experience.

1. Campus housing is available to undergraduate degree-seeking students, including students in the Wings program.
2. First and second year students under the age of 21 (regardless of hours completed) must live in the residence halls or reside off campus and commute from the primary residence of their parents, spouses, or (with special permission) another close relative. Freshman and transfer students who enter the College over the age of 21 may apply to live off campus.
3. Continuing juniors and seniors (students in their third and fourth years at Meredith) with at least a 2.0 GPA may request to live off campus by a designated deadline in the spring semester. Along with at least a 2.0 GPA, students must have at least 60 hours or have resided at least four semesters in the residence halls. Transfer students who meet established eligibility requirements as stated on the transfer application for admission may apply as commuting students under the off-campus housing option.
4. Resident students must be enrolled as full-time (at least 12 hours) students while living in the residence halls. If a student drops below full-time, the resident will not be eligible to live on campus unless approved by the Dean of Students.
5. Students interested in housing in The Oaks apartments during the summer terms should check with the Office of Residence Life for housing options and stipulations.
6. Residents are charged for room and board on their student account. All residence hall residents are required to have a meal plan (Oaks residents may opt into a meal plan). Freshmen enjoy the all-access meal plan option. Sophomores, juniors and seniors can opt to change meal plans. All meal plans are the same price and part of the room and board fees. For more information, contact campus dining.
7. The cost of health services and meals in the dining hall are included in the payment for room and board for the residence halls. Oaks residents pay a Health Center fee. Meal plan information for Oaks residents can be found on the campus dining website.
8. Students who do not meet the requirements to live off campus but choose to do so can be charged the full amount of room and board for the academic year.
9. Housing contracts are for the entire academic year.
10. Residential policies will be reviewed annually.

Right of Entry

Authorized college personnel, including but not limited to the dean of students, director of residence life, security officers, residence directors, resident assistants, and facilities staff, may enter student rooms at any and all times to assure that college policies are being upheld, to inspect, and to make such repairs to the space as the College may deem appropriate.

Room Regulations

- Each room will be inspected by the resident assistant before the resident moves into the room. If rooms are changed during the year, the proper check-in/check-out procedure must be followed.

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- Students may not be destructive of college property when decorating rooms. They may not paint furniture, rooms, walls, or doors (see Responsibility for Damage for more information).
- Residents are not permitted to affix or otherwise mount televisions to a wall.
- For health reasons, all dishes should be properly cleaned after use. No dirty dishes should be left in kitchens. Dishes and glasses are not to be removed from the dining hall.
- All cooking must be done in the residence hall kitchens.
- Bed risers are not permitted.
- Ceiling fans are not permitted.
- Using any parlor furniture or other college furnishings in residence rooms is prohibited.
- Entry or exit through windows is prohibited, including moving items in through a window or having a friend announce his/her arrival by knocking on a window.

Quiet Hours

Quiet hours are from 10 p.m. – 10 a.m. Sunday through Thursday. On weekends, quiet hours are 12:00 midnight – 10:00 a.m. Friday and Saturday.

Noise

Individuals shall use discretion where and when noise is concerned both in and around the premises. Courtesy hours are always in effect outside of quiet hours, and both residents and guests shall be considerate of others' rights to study and sleep, especially between the hours of 10:00 p.m. and 10:00 a.m. Sunday - Thursday. Excessive noise or large parties are not acceptable. Residents in violation of courtesy and quiet hours may be fined \$15 for the first offense and \$25 for the second offense. Further offenses may be referred to Honor Council for possible disorderly conduct violation.

Fire Safety Policies

- Candles, incense, wax warmers, electric candle warmers, oil warmers (any product that melts wax or warms oil), or any open flames are prohibited in the residence halls.
- No flammable chemicals are to be kept in the residence halls.
- Tampering with fire safety equipment including smoke detectors and sprinklers is prohibited.
- Residents shall not hang items from sprinkler pipes or sprinkler heads.
- Each outside door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time.
- Residents are not permitted to tamper with fire extinguishers or to falsely pull a fire alarm. Residents are required to exit the building during any and all fire drills or when the fire alarm is sounding.
- Each residence hall room door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time. Dismantling the closure is considered tampering with fire equipment and will result in a \$50 fine.
- All electrical extensions appliances are required to have an on/off switch.

Violation of these fire safety policies can result in a \$50.00 fine. The fine for each individual candle is \$50 each. Fire safety violations are not eligible for appeal through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Fire and Life Safety Guidelines

For the safety of all resident students:

- Candles, incense, or any open flames are prohibited in the residence halls. No flammable chemicals are to be kept in residence halls.
- Electric holiday lights or decorative string lights (with the exception of battery-operated lights) may not be used anywhere in the residence halls. All decorations must be nonflammable or treated with fire retardant chemicals.
- Wax warmers are not permitted in the residence halls
- Meredith College bans from campus residential spaces the indoor storage, operating, or charging of hover boards and similar products. Neither residents nor their guests are permitted to have or use hover boards within residential spaces on campus. This ban applies to all residential spaces including the residence halls and Oaks apartments both inside rooms and in public areas.
- Live or cut holiday trees are not permitted.
- Metal trash cans are recommended.
- All hallways and exit ways are to be kept clear of obstructions with complete access available at all times. Students who leave items in the hall may be fined. "Welcome mats" are prohibited.
- All students must exit the building immediately when fire drills are conducted or the fire alarm sounds.
- Smoking in any resident room or residence hall is prohibited.
- No tissue paper or other flammable materials may be placed on walls or doors except on designated bulletin boards.
- Posters and notices cannot be placed on exit doors, stairwell doors or walls. Use only hall bulletin boards and the bulletin boards that are provided for you on your door.
- Draperies must be made of fire resistant material.
- Residents are not permitted to hang or affix any items to the ceiling.
- All types of extension cords are prohibited in the residence hall. Only UL-approved surge protector power strips or other products with on/off switch may be used. All power strips need to be plugged into the wall. A power strip cannot be plugged into another power strip. No electrical splitters of any kind may be used in the residence halls.
- Electrical appliances of any kind (i.e., hair dryer, curling iron, curlers) must be Underwriters' Laboratories (UL) approved. Students are expected to use all appliances with utmost safety.
- One single-cup coffee brewer is permitted per room. Coffee makers with a hot plate are not permitted.

Electrical cooking appliances or food preparation appliances are not permitted (deep fryers, toasters, toaster ovens, sandwich makers, drip coffee makers, indoor grills, anything with a hot plate, etc.), sun lamps, personal microwave ovens and space heaters may not be used in the

residence halls. Any cooking appliances found can be confiscated by the residence director and returned to the resident when it can be taken home.

- Personal-size blenders are permitted in the residence halls for student use. A personal blender is defined as an appliance that blends a drink in its own container and does not have a pitcher and lid. Residents who choose to have personal blenders in their rooms are responsible for:
- Disposing of food waste accordingly to personal trash cans and/or on campus compost locations
- NOT disposing of food waste down individual sink drains
- NOT disposing of food waste in toilets
- NOT disposing of food waste in shower drains/tubs

Residents will be held responsible for damage to sinks, toilets and showers if food waste is found to be the cause of damages. Damage fees will apply when they have caused damage to their own rooms or common areas.

- Irons must only be used in the designated area of each residence hall. Irons may be stored in resident rooms.
- One refrigerator is permitted per room and cannot exceed 4.5 cubic feet.
- Halogen and lava lamps of any kind are not allowed in the residence halls.

Fire safety violations are not eligible for appeal through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Miscellaneous Residence Hall Safety Prohibitions

Residents should refer to the Security, Safety and Emergency Procedures section for more complete information.

- CamCards and keys cannot be given to other individuals for use including friends and parents.
- Use of sporting equipment such as skates, skateboards, roller blades or other similar items within residence halls is prohibited.
- Running in halls is prohibited.
- Laser pointers, spotlights, and other similar devices should not be used to target another student or their residence hall room.
- Residents and guests are not permitted to bring animals into their room or residence hall unless necessary for an individual requiring the assistance of service animals or the animal is an approved emotional support animal (ESA).
- Sleeping overnight in hallways and parlors is prohibited.
- Climbing on any campus roof or ledge is prohibited.
- Throwing any item(s) off of or up to a balcony or window is prohibited. Violation if any of these policies will result in a \$15 fine.

Violation of any of these policies will result in a \$15 fine. A second violation is \$25.

Room Health and Safety Inspections

The residence life staff will conduct inspections once a semester and at campus closings in each residence hall room. The inspection will include a check for health and safety hazards such as:

1. Covered or blocked smoke detectors.
2. Electrical, heating, halogen lamps, lava lamps and cooking appliances.
3. Combustibles.
4. Housekeeping, health hazards, excessive and perishable trash.
5. Extension cords, non-surge protector power strips, electrical adapters with multiple plugs, and electrical extensions that do not have an on/off switch.
6. Surge protector extension cords plugged in to one another.
7. Candles and incense (\$50.00 fine for each item).
8. Wax warmers and electric candle warmers or anything that warms oil or melts wax.
9. Items hanging from or secured to the ceiling or sprinkler pipes.
10. Electric holiday lights.
11. Dismantled door closures (see "Fire Emergency Procedures").
12. College-owned parlor furniture.

Each violation of these policies will result in a \$15 fine, Residence Hearings Committee action, or the total cost of the damaged item. A second violation of the same type will result in a \$25 fine. Exception: There is a \$50.00 fine per candle or covered smoke detector.

Also see Security, Safety and Emergency Procedures for other fire safety regulations.

The residence life staff can confiscate items found in violation of College policies. Inspectors entering a student's room will leave a notification of the inspection. Violations are to be corrected within two working days. Fines issued for violations will be added to a student's account. Follow-up inspections will be conducted to determine if corrective action has been taken. Failure to correct safety violations will result in disciplinary action, and item(s) will be confiscated. Candles or other items may be confiscated during the first round of inspections. Any confiscated items that are not retrieved within four weeks will be thrown away. If a student is allowed to retrieve a confiscated item, the item must be permanently removed from campus living spaces.

Room Searches

Meredith reserves the right to inspect all rooms in the residence halls at any time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage, and compliance with college policies. A student will be responsible for any damage she does to college property. A residence director has the responsibility and the authority to conduct an immediate room search if deemed necessary. The College also reserves the right to conduct room searches and motor vehicle searches with reasonable suspicion of a violation of college policies. Procedures will be followed to ensure the protection of the student and her property.

If a report is made to the solicitor general of the Honor Council that one or more students are suspected of violating the Honor Code (i.e., possession of alcohol, possession of drugs, male guests in residence hall rooms, theft of personal property), and no specific information is given about a particular room, a warning may be given to the entire hall by the solicitor general. If there is reason to believe that a violation has previously occurred in a specific room but there is no evidence of a current violation, a personal warning may be given to the student(s) involved. If a hall warning or a personal warning is given and the problem persists, the residence life staff can conduct a search.

Theft of Personal Property

Residents are encouraged to secure sensitive documents, valuables, and medications. Residents who experience a theft or loss of personal property should alert Campus Police as soon as possible. Meredith is not responsible for the personal property of students. Families are encouraged to make sure that homeowner's insurance policies cover the student's residence hall property or consider obtaining renters' insurance. If a student has evidence that another student is responsible for theft, the student should immediately alert the Campus Police and solicitor general of the Honor Council.

Removal from Campus

The College may require a student to move off campus if they are exhibiting behavior and have taken actions that have put others at significant risk. Reasons may include a student who has repeatedly or significantly violated College or residence life policies; a student who has a communicable disease and must move off campus to protect the health and safety of others; a student who has been required to move off campus as a result of a decision by the Honor Council or campus administrator.

Facilities & Services

Kitchens

Kitchens for student use are located on the first floors of Vann, Brewer, Stringfield, and Faircloth; on each floor of Poteat and Heilman, and may be used between 10:00 am – midnight (Poteat Hall is not available for use in the 2023-24 academic year). Safety precautions should be observed at all times, and students are responsible for cleaning kitchens after using them. Residents who are using the kitchen should not leave cooking food unattended. If a kitchen is continually left in a dirty condition the RD has the authority to close it until further notice. Any dirty dishes left unattended in the kitchen may be thrown away.

Parking

Students must have a parking decal in order to park on the premises. A resident parking decal may be obtained through Campus Police. The parking decal should be displayed at all times while the vehicle is parked on campus. Permit is only for the parking areas adjacent to the residence halls.

Parlors

Parlors are located on each floor of the residence hall for the enjoyment and use of every resident. Please treat the parlor as you would the living room of your own home. Try to keep the parlors tidy, and respect the rights of others sharing the parlor. Do not use the parlor for any kind of painting project or construction project, i.e., Cornhuskin' props, organization banners, etc.

Note: Residents are required to adhere to posted occupancy limits.

Microwaves

Microwaves are available on each floor of the residence halls. Residents using the microwave should never leave it unattended. Residents are not permitted to have microwaves in their rooms. Residents should use precautions when using the microwave and wipe down the handle before and after use.

Laundry Rooms

Automatic washers and dryers can be found in the following locations:

- Brewer: 1st and 3rd floors
- Faircloth: 1st and 4th floors
- Heilman: 1st, 2nd and 3rd floors
- Poteat: 1st, 2nd and 3rd floors (not available for use in 2023-24 year)
- Stringfield: 1st and 4th floors
- Vann: 1st and 4th floors

The cost of laundry services is included as part of the student room fee. Washers and dryers should not be used to wash and dry shoes or rugs. If a machine malfunctions, CSC Service Works should be called at 800-762-3452 to report the issue. Ironing boards are provided, but students must supply irons. Irons left on the ironing boards should be unplugged when unattended. No ironing is to be done in students' rooms. Irons may be stored in resident rooms. To reduce wait times and occupancy in the laundry rooms, students will sign up for laundry times. Residents should use precautions when using the laundry machines and wipe down the handles before and after use.

Post Office

The Willie J. King Postal Center, named for a long-time Meredith employee, is located on the first floor of Cate Center. The mail room is not an official U.S. Post Office, but stamps and supplies are available for purchase and packages will be accepted to send out via USPS or UPS. These services are available between the hours of 8 a.m. and 5 p.m., Monday through Friday, while classes are in session. Outgoing mail that requires special handling such as registered mail may be taken to any post office, including the Method Road branch of the U.S. Post Office, which is located within walking distance of the campus.

Student mail is available for pick-up Monday through Friday, during regular business hours. Students who receive packages by U.S. Mail, United Parcel Service (UPS) or FedEx will receive an email letting them know their package and/or letter mail is ready to be picked up. Students are required to bring their CamCards in order to receive mail and packages. Only the student to whom the letter/package is addressed may pick up the item.

Outgoing mail pickup is 5:00 p.m. Monday through Friday.

The following example shows the proper format for a student mailing address:

First and Last Name
Room or Apartment Number, Residence Hall or Apartment Name
Meredith College
3800 Hillsborough Street
Raleigh, NC 27607-5298

Technology Services

A campus-wide network provides e-mail and Internet access. All residence halls have wireless technology for access to the campus network. For information concerning residence hall room hook-up to the campus network, contact the technology services Help Desk at 919-760-2323.

Maintenance Requests

Requests for maintenance, housekeeping, and grounds-keeping may be made to the facilities services office, 919-760-8560 or by completing a service request form on the facilities services web site: <https://www.meredith.edu/facilities-services/service-requests/>. Facilities Services is not able to make appointments for repairs. Staff will enter a room to complete a work order regardless of whether a resident is present.

Guests

Meredith students are responsible for the appropriate behavior of their campus guests. A guest is expected to observe the same regulations as the Meredith student. Guests will be responsible for paying for all meals eaten in the dining hall. Meredith students are expected to escort their campus guests at all times while in the residence halls. Guests are not permitted to be in a student room when the student is not present. Guests should carry a photo ID while visiting campus.

Residence Hall Guests

All guests are to be escorted by their Meredith host. Guests cannot be in a student's room without the student present.

Female Guests, Residence Hall: A female guest who is at least 16-years old is allowed to stay overnight on campus only if her host is also on campus. When hosting a female guest, a student should respect the rights of the roommate and suitemates regarding the behavior and length of stay of the guest. Female guests should be accompanied by a Meredith student. If the guest arrives after closing hours, the student must register her with campus security. The security guard may request identification of any guest coming in after closing hours. A guest will not be permitted on to campus if she does not have or is not accompanied by her Meredith host. Residents are permitted to host the same overnight guest for a maximum of three nights within a 30-day period.

Male Guests, Residence Hall: Except during Open House, for reasons of privacy and security, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student. During non-Open House hours, male guests must enter only through the first floor parlor doors (during hours in which the campus is not closed. During Open House hours, male guests may enter through any residence hall door when accompanied by a Meredith student. Males are not allowed on campus after closing hours (1:00 a.m. Sunday – Thursday; 2:00 a.m. Friday and Saturday) except to accompany students to their residence halls but may not enter. Then the male guest must immediately leave campus.

Open House hours for male guests: Beginning on Tuesday following Labor Day weekend in the fall semester and after first day of classes in January, Open Houses are planned for:

- Mondays: 5:00 p.m.- 10:00 p.m.
- Tuesdays: 5:00 p.m.- 10:00 p.m.
- Wednesdays: 5:00 p.m.- 10:00 p.m.
- Thursdays: 5:00 p.m.- 10:00 p.m.
- Fridays: 3:00 p.m. – 1:00 a.m.
- Saturdays: 10:00 a.m. – 1:00 a.m.
- Sundays: 10:00 a.m. – 10:00 p.m.

Male guests can be in the 1st floor residence halls parlors until 12:45 a.m. Sunday-Thursday and until 1:45 a.m. Friday and Saturday.

No Open Houses are held during exams, holiday weekends or breaks. Open House Hours are also limited during Lil' Friends Weekend (if scheduled). All open house hours are listed on the Residence Life MyMeredith page.

Residence directors may grant special permission for male guests to carry heavy items to or from a student's room (heavy items include: refrigerators, heavy trunks, book shelves, heavy furniture, unusually bulky or large items). This permission is a privilege; therefore, male guests should not linger on the halls after they have completed the task for which they were granted permission.

The person giving permission to a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. Residents are expected to announce "male on the hall." They are to escort their helper out of the building within 15 minutes. Fathers of Meredith students and brothers under the age of 12 are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from her room.

Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are en route to a residence hall first-floor parlor for an arranged meeting. Other campus locations for visiting with male guests:

- Weatherspoon Gymnasium during the hours posted by the department of Health, Exercise and Sports Science. Equipment must be returned to its proper place upon leaving. (Note: No guests may use equipment in the Fitness Center).

Residence Hall Guide to Community Living

- Cate Center including the BeeHive Café, lounges, and campus store.
- Library

Safety Restrictions:

- Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are on their way to a residence hall first-floor parlor for an arranged meeting.
- Males are not allowed on campus after closing hours (1 a.m. Sunday-Thursday; 2 a.m. Friday and Saturday) except to accompany students to their residence halls. Then the men must immediately leave campus.
- Use of the lake area at night is discouraged.
- Any questions—call Campus Police 919-760-8888.

Missing Student Notification Policy

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, immediately notify Meredith College Campus Police at 919-760-8888. Campus Police, in conjunction with College Programs staff (residence life staff, Dean of Students, etc.), will initiate an investigation which will include the following:

- Conduct a welfare check in the student's on-campus residence.
- Attempt to contact the missing student via their phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

In the event a student under 18 years of age and not emancipated, Meredith College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, Meredith College will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student's missing person contact no later than 24 hours after the student has been determined to be missing. If a confidential missing person contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student's parents or legal guardians, in addition to notifying any additional contact person designated by the student. If the investigation indicates that a student is missing, Campus Police will file a Missing Person's Report with the Raleigh Police Department.

In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at 919-760- 8633. A student's confidential contact information will be registered confidentially and this information will be accessible only by authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation as appropriate.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Meredith College will inform the Raleigh Police Department that the student is missing within 24 hours.

Safety Procedures

See the Security, Safety and Emergency Procedures section of the Student Handbook. Also see Fire Safety Rules, Miscellaneous Hall Safety Prohibitions and Room Health and Safety.

FAQs

Can I have a car on campus and where do I park?

At the beginning of each semester, any student may bring a car on campus by signing the appropriate agreement, paying the parking permit fee, and displaying the numbered decal on the car. Decals must be affixed permanently with the decal's adhesive to the rear bumper or rear window of the car. Decals may not be taped to the rear window or bumper. Adequate parking is provided for all those who qualify. Detailed parking information and regulations are in the College Policies and Regulations section of the Student Handbook.

What is a CamCard?

All Meredith students are required to have and carry a Meredith picture identification card called the CamCard. CamCards are required of all individuals in order to check out library materials, for student access to residence halls, and for general identification purposes around the campus. Resident students must use the CamCard for Meredith dining services. Camcards are made in the Campus Police Office. Detailed information on CamCard use policies can be found in the College Policies and Regulations section of the Student Handbook.

What if I need health services?

The Health Center staff provides clinical care for minor illnesses, health education, emergency care, health protection, and disease prevention services for students. Services are maintained under the direction of the Director of Health Services and the College Physician. A student health form, furnished by the College, must be completed and all immunizations documented and updated, if needed, prior to enrollment. Detailed information on health services and health

policies are in the Student Handbook. Health fees, which are included in the residence fees, cover the costs of most services. Residents of The Oaks Apartments and commuter students must pay the Health Center fee, \$100 per semester, to receive services at the Health Center.

What is Meredith Beach?

Meredith Beach is the area surrounded by Faircloth, Brewer, Heilman, and Barefoot residence halls and is the only campus sunbathing area designated for students living in campus residence halls. The beach area designated for Oaks residents is the back patio of The Oaks.

How do I respond if a person comes to my residence hall door selling or soliciting?

Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by persons, organizations, or businesses is strictly prohibited unless authorized by the Vice President for College Programs or by the Director of Student Leadership and Service. Any use of College facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door. Any religious organization requesting to give a program or presentation is to be referred to the campus chaplain for approval. Students who are approached by individuals violating this policy should immediately contact Campus Police.

When is Belk Dining Hall open for meals?

[See Belk Dining Hall hours.](#)

When is the BeeHive Café open?

[See BeeHive hours.](#)

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Apartment Guide to Community Living

- We're Here to Help
- Residence Life Staff
- Green Features
- Getting Involved in the Apartments
- Home Improvement
- Apartment Mates
- Apartment Procedures
- Apartment Policies
- Facilities & Services

Meredith College's commitment to an inclusive living/learning environment provides the motivation for community building that serves students and offers opportunities for intellectual, physical, social, emotional, spiritual, and professional growth. The Residents Housing Association provides the structure for the governance of the residents on campus and is instrumental in planning and monitoring campus communications as well as special programming. The Apartment Manager and Community Assistants (CAs) assess and respond to the particular interests and needs of students living in the Meredith Apartments and provide interesting, challenging, informative, and entertaining programs, and events.

We're Here to Help

Apartment residents at Meredith College enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of students living together. Each resident must take personal responsibility to abide by the rules and regulations, so the group as a whole can function effectively and benefit from the creative interaction of apartment community members.

The apartment staff provides a program of student services designed to enrich the quality of life for Meredith College students. Apartment residents have the opportunity to seek assistance from the Director of Residence Life, Apartment Manager, Apartment Community Assistants, and the Residents Housing Association.

Residence Life Staff

- **Director of Residence Life**
TBA
2nd Park Center 919-760-8633
reslife@meredith.edu
- **Apartment Manager**
Kelsey McKelvey
1001 The Oaks
919-760-8506
oaks@meredith.edu

- **Administrative Assistant**
Mary Bryant
2nd Park Center 919-760-8633
reslife@meredith.edu

Community Assistants

Oaks community assistants are members of the apartment community. They are supervised by the Apartment Manager. Their primary responsibilities include:

- To be accessible to students living in the apartments for assistance and counsel.
- To assist with administrative tasks in the apartments.
- To host and encourage resident participation in campus activities.
- To facilitate campus communication and connections with various offices on campus.
- To create a positive living/learning environment in the apartments that will enhance and facilitate maximum community interaction and encourage accelerated personal growth.

2023 - 2024 Community Assistants	
Shae-Lynn Henderson	Oaks
Tiani Hinnant	Oaks
Kaelyn Coleman	Oaks
Kasey Wilkins	Oaks

Contacting Oaks Staff on Duty

The Residence Life team is available to assist you. All Community Assistants are on a scheduled rotation to cover duty for Oaks residents. Oaks residents who need assistance from an on-duty staff member should contact the Community Assistant (CA) on Duty at 919-532-4815. Oaks residents should contact the CA on Duty for assistance and minor questions and concerns.

The Apartment Manager also serves on a rotational duty schedule along with other campus Residence Directors. The Apartment Manager is a professional staff member who resides in the Oaks, but this individual may not always be in their apartment or Oaks office when you need assistance, especially after 5:00 p.m. or on weekends. If you have a serious issue or emergency situation that requires the Residence Director on Duty, please call the RD on Duty phone at 919-612-6350. If you contact the RD on Duty and the call is not answered immediately, please leave a message on the voice mail and also contact the CA on Duty. Examples of situations when the RD on Duty may be called include medical and mental health emergencies; significant flooding or electrical outages in an apartment; serious health and safety concerns or issues; etc.

If there is a medical emergency and emergency medical response is needed, call 911 and then call Campus Police at 919-760-8888 to inform Campus Police so they can direct the emergency vehicle to your location. In medical emergencies, also contact the RD on Duty at 919-612-6350 after calling 911 and Campus Police.

The Oaks staff will provide residents with additional information related to how and when to contact residence life team members who are on duty.

Green Features

The College built the apartments in an environmentally friendly manner and was awarded LEED Silver certification for the building. The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ is the nationally accepted benchmark for the design, construction and operation of high performance green buildings. The LEED certified building practices used to construct the apartments translate to quality of life features such as superior air ventilation and water purification systems, as well non-toxic paints and carpets.

Getting Involved in the Apartments

Residents Housing Association Residents are encouraged to become active and contributing members of the apartment community by helping their neighbors, joining the Residents Housing Association, attending meetings, supporting the Honor Code, and participating in programs and activities.

One of the best ways apartment residents can meet people and become active in their community is to join the Residents Housing Association. The Residents Housing Association will assist with the governance of the campus housing as well as plan social and educational program opportunities. The Residents Housing Association is a branch of the Student Government Association Executive Board.

Home Improvement

Apartments

Each apartment resident is provided a standard full-sized bed, 5-drawer dresser, desk, chair and closet in her bedroom. In the main living area shared by all apartment mates, there is a kitchen table and chairs, living room furniture, and a television stand. Appliances are also furnished in each apartment and include the following: washer and dryer, full-sized refrigerator, stove, microwave, and dishwasher.

Decorating an apartment can be a creative undertaking. The key to apartment decorating is learning to incorporate existing furniture with flexible items like area rugs or free-standing shelves. Posters and personal items can warm up a room. Remember to keep it safe (no candles or possessions that are fire hazards—see Fire Emergency Procedures for complete fire hazard information) and keep it temporary (you'll want to leave your room and apartment as you found it).

Residents are not permitted to drill or use anchors in the walls or furniture (bed frame), paint or otherwise deface or alter ceilings, floors, windows, cabinets, woodwork, furnishings, or any

Apartment Guide to Community Living

other part of the Apartment or make any alterations, additions, or improvements to the space. Residents are not permitted to mount the television to the wall. All alterations, additions, and improvements in the apartment, made by either the College or Resident, shall become the property of the College and shall remain upon and become a part of the apartment at the termination or expiration of the Apartment Housing Agreement. Alterations such as painting walls or furniture may result in the Resident's loss of the \$200 Security Deposit and/or the imposition of substantial fines billed to the Resident's College account.

Darts and dart boards are not allowed in the apartments. Residents shall not hang mops, rugs, and the like from windows or railings or place them outside the apartment. Residents may use nails smaller than 1 inch in length, but excessive nail holes may result in repair costs. Residents should not use nails in any door or kitchen cabinets. Please consult Oaks staff for recommendations about products that will not leave damage such as command hooks.

Have fun and make it feel like home!

Common Spaces

The Oaks apartments offer many common space areas for the residents living in the building.

On the first floor, there is a large common room that has moveable furniture and may accommodate large gatherings.

The second floor offers a large community room, small gathering locations with tables and chairs, and a conference room. Residents may reserve the large community room or conference room by contacting the Apartment Manager.

The third floor has a quiet seating area and a study room area that may be used for accomplishing class work and other quiet activities.

Furniture should be returned to the original location after use. Common space furniture should not be removed from the common areas.

The back patio of the building is an available outdoor space for all apartment residents. The area is outfitted with Adirondack chairs, tables and chairs, two pond areas, a walkway, and a view of the wooded greenway area. Residents are not permitted to move extra tables and chairs to the patio.

Residents and their guests shall be considerate of others and the living/learning community while using these spaces.

Residents and/or their guests are prohibited from sleeping in any common spaces. Community space furniture cannot be used in individual apartment units.

Alcohol is not permitted in any common or community area including the back patio.

Apartment Mates

Apartment Mate Bill of Rights and Responsibilities

- The right to read and study free from undue interference in one's room and apartment (unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue disturbance from noise, guest(s) of an apartment mate, etc.
- The right to expect that an apartment mate will respect one's personal belongings. The right to a clean environment in which to live.
- The right to free access to one's room, apartment and facilities without pressure from an apartment mate.
- The right to personal privacy.
- The right to address grievances.
- The right to be free from fear of physical and/or emotional intimidation.

Apartment Mate Agreements

An Apartment Mate Agreement is an agreement among the residents living in an apartment regarding certain features of community living including: guest visitation, guest behaviors, alcohol possession and consumption, cleanliness, study time, buying food and supplies for the apartment, and sharing of personal items. This agreement will ask that residents be up front and honest about any concerns that will help the discussion process of figuring out what will work best in each shared space.

The Apartment Mate Agreement is available throughout the academic year on the Residence Life MyMeredith page or from the Apartment Manager.

Apartment Procedures

Check-In Procedures

An apartment resident will receive a key that will give the resident secure access to the apartment door and bedroom door. Each resident will also be issued an Oaks mailbox key to access their mailbox on the first floor of the Oaks building. The resident must also complete both an Apartment Condition Report and will provide Emergency Contact Information via a Google form after move-in. The \$200 Security Deposit must be paid prior to obtaining keys.

Check-Out Procedures

Residents will be responsible for successfully checking out of their apartment either by Express Check Out or through an appointment. Check-out appointments must be scheduled and confirmed at least 24 hours in advance. Residents will be responsible for following the guidelines outlined in the Oaks Check-out Cleaning Guide located on the MyMeredith Residence Life page and sent out via email.

Resident Duties Upon Termination

Upon the termination of the Oaks Housing Contract, whether by the College or resident and whether for breach or otherwise, or upon the expiration of this Agreement, resident shall:

Apartment Guide to Community Living

- Vacate the apartment, removing from there all resident's personal property of whatever nature; (include items both in the bedroom and common spaces);
- Properly sweep, vacuum and clean the apartment, including plumbing fixtures, refrigerators, stoves and sinks, and remove all trash, garbage and refuse;
- Pay for such repairs and other acts that are necessary to return the apartment, and any appliances or fixtures furnished in connection therewith, in the same condition as when resident took possession of the apartment; provided, however, resident shall not be responsible for ordinary wear and tear;
- Fasten and lock all doors and windows; and
- Return to the College keys to the apartment and mailbox.

If a resident fails to sweep out and clean the apartment, appliances and fixtures as herein provided, the resident shall become liable, without notice or demand, to the College for a cleaning fee, in which fee will result in forfeiture of part or all of the Security Deposit.

Upon vacating the apartment, the apartment will be inspected by the College (the "Inspection"). If resident shall leave personal property on the premises after the termination or expiration of this Agreement, then such personal property shall be deemed abandoned five business days after resident has vacated the apartment, and the College may thereafter remove such personal property from the apartment and donate it to any kind of charitable institution or organization without liability to resident.

Student Grievance Procedures for Apartment Problems

A resident who experiences an apartment problem during the academic year should discuss the problem with a Community Assistant (CA) or the Apartment Manager. If the problem cannot be resolved through discussion with the CA or the Apartment Manager, the resident may make an appointment with the director of residence life for further consideration.

Apartment Assignments

The College reserves the right to move a resident to a different apartment at any time if a reassignment is deemed appropriate by the Apartment Manager, Director of Residence Life and/or the Dean of Students.

Insurance Claims

Because the College does not provide property insurance, residents are encouraged to secure their own renter's or personal property insurance. The College shall assume no responsibility, and the resident or other party to the Oaks Housing Contract shall, to the maximum extent permitted by law, release, indemnify, hold harmless and forever discharge the College and its agents and employees, for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, theft, property damage or personal injury, including death, whether such losses occur in resident's room, the apartment, or elsewhere in or around the premises.

Keys

Each resident will be issued one key to the apartment that will access the main apartment door and the resident's bedroom door. Residents will also be issued a separate mailbox key. Keys are the responsibility of each resident, and they are not to be duplicated. Keys cannot be used by guests to access the apartments. Lost keys are to be reported immediately to the Apartment Manager or the Office of Residence Life with a request for a lock change. Apartment and mailbox keys are property of the College and must be returned when the Resident moves out of the apartment. A charge will be assessed for a lock replacement and new key(s) if they are not returned.

List of key replacement fees: \$90 for two-bedroom apartment, \$150 for four-bedroom apartment; \$25 for mailbox key.

Lock-outs

Residents should keep their doors locked and carry their keys at all times. When a resident is locked out of the Apartment, resident should contact the following people accordingly:

- Monday – Friday from 8:00 a.m. – 5:00 p.m. Any resident who is locked out of their apartment or room should call 919-780-0547 to reach a Residence Life staff member. They will provide assistance and unlock the resident's door to reduce the touch points of loaning and returning a key.
- Monday – Friday from 5:00 p.m. – 8:00 a.m., on weekends, and when the campus is closed: Contact Campus Police at 919-760-8888.

A \$10 fine may be charged each time a master key must be used to open a locked door and will be added to a resident's account. A resident will be required to show her Meredith CamCard before the door will be unlocked. At the time of entry, the resident will need to locate and display her key. For repeat lockouts a resident can be charged a higher fine.

Oaks Housing Contract

A resident who lives on campus in the apartments signs an Oaks Housing Contract for apartment- style housing for the upcoming year and pays a \$200 security deposit that will be returned upon successful vacancy of the apartment and satisfaction of all other college fees. The Housing Contract is for a 12- month period consisting of fall, spring, and summer terms, unless the student is graduating during the 12-month term or has withdrawn or taken a leave of absence from the College. Residents are responsible for meeting all terms of the Housing Contract, and rent will be charged to the student's Meredith account. Please refer to the Oaks Housing Contract document for further information.

Responsibility for Damage

Residents will be held responsible for damages to the apartment furniture, bedroom, living area and building and will be charged cleaning and damage fees where they have caused damages to their own room or other areas. If multiple residents are responsible, the fees will be divided. Any resident who steals or vandalizes is referred to the Honor Council.

Withdrawal or Leave of Absence from the College

A student who is withdrawing from the College should access the fillable withdrawal form and email this to the Office of the Dean of Students at deanofstudents@meredith.edu for processing. A student who is applying to take a Leave of Absence would access the fillable Leave of Absence form and email the completed form to the Office of the Registrar at registrar@meredith.edu. The Withdrawal and Leave of Absence fillable forms are also located on the [Office of Registrar website](#). Students who have questions about Withdrawal for Leave of Absence from the College may contact the Office of the Registrar, Office of the Dean of Students, or Academic Advising.

A resident should plan to move out of the Oaks apartment within 24 hours of completing and submitting the withdrawal or leave form. A resident not planning to return to Meredith College following the semester break must remove all belongings before leaving for break. A resident who, during the semester break, decides not to return to Meredith College must remove all belongings prior to the date students return to campus.

A student who withdraws or takes a Leave of Absence from the College is not held to the 12 month contract for the Oaks.

If a student is involuntarily removed from campus housing or withdrawn from the College, the student must vacate the on-campus residence within 48 hours, unless given instruction to move immediately. Students should refer to the Involuntary Removal and Withdrawal Policy for more information.

Apartment Policies

Alcohol and Other Drugs

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age.

- The possession and/or consumption of alcoholic beverages on campus or in any College building by students or their guests is prohibited except by those of legal age in individual rooms in residence halls and in The Oaks on-campus apartments.
- Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered "possession."
- Providing alcohol to any person who is under the age of twenty-one is illegal.
- Memento bottles are permitted for those who are at least 21 years of age and reside in residence halls or The Oaks on-campus. Memento bottles are containers that have previously contained alcohol.
- A student may not attend class while under the influence of alcohol.
- Open containers of alcohol are not permitted in any common or community area including parlors, hallways, breezeways, the Courtyard, and outdoor areas.
- Kegs of any volume of alcohol are not allowed in the Residence Halls or The Oaks on-campus apartments.

- Residents who are 21 years of age or older may consume alcohol inside individual residence hall rooms in residence halls and individual apartments in The Oaks on-campus apartments. As the resident you are responsible for:
 - NOT providing/selling/enabling access to alcohol to underage students and guests
 - NOT permitting your ID to be used by others
 - NOT driving any vehicle (including bikes or electric scooters) while impaired
 - NOT consuming alcohol in public areas of the residence halls or The Oaks on-campus apartments (parlors, hallways, breezeways, stairwells, the back patio, the Courtyard, surrounding areas, etc.).
- The Residence life staff can require residents and guests to provide a valid photo identification in addition to a Meredith-issued identification.

Inappropriate or illegal behavior related to alcohol use will result in disciplinary action. Meredith students are expected to represent themselves and the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others.

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

- Compromising personal health and safety
- Endangering or damaging the reputation of the College
- Infringing upon the rights of others
- Disrupting the life of the community (e.g., public intoxication)
- Possessing or consuming alcohol under the age of 21
- Aiding and abetting a minor in the consumption or possession of alcohol
- Use of fake ID
- Alcohol abuse

Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. Paraphernalia, as defined by the [North Carolina General Statutes](#), shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the [North Carolina General Statutes](#).

Any student suspected of a violation of this policy is subject to a hearing by the Meredith College Honor Council. If found responsible, the student will receive sanctions – both punitive and educational. Depending upon the nature and severity of the violation, punitive sanctions may range from probation to suspension, delay of graduation, or expulsion. In addition to a punitive sanction, appropriate educational and counseling sanctions will be levied. The violator may also be subject to North Carolina law. Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

Medical Amnesty

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance for themselves or others when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student's health and safety. When a student requests medical assistance (for herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, neither student will be subject to Honor Council action for the consumption. This policy does not preclude Honor Council actions regarding other violations of College policies and does not protect the intoxicated students from actions taken by local, state, or federal authorities.

When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment, or hospitalization.

Animals and Pets

Service Animals: Service Animals are highly trained to perform specific tasks that create equal access to the College for individuals with disabilities. Service Animals are allowed everywhere the student goes on campus. While not required, students with Service Animals are invited to complete the Voluntary Service Animal Identification form (<https://bit.ly/MCvolSAreq>) so the Disability Services staff can facilitate appropriate accommodations and promote a smooth transition for the student and Service Animal. Refer to the Meredith College Service Animal Policy (<https://bit.ly/MC-SA-Policy>) for more information.

Emotional Support Animals: Emotional Support Animals (ESAs) are not required to have formal training and provide passive support to individuals with disabilities. Approved ESAs are only allowed in students' assigned residence rooms and prohibited from all other College facilities. ESAs are not allowed on campus unless they have been approved through the ESA approval process. Students requesting an ESA accommodation must contact Meredith College

Disability Services, submit documentation of the disability, and follow the established procedures for ESA requests.

Unapproved ESAs in on-campus housing will result in a **\$100/day fine** and referral to the Director of Residence Life, Residence Hearing Committee (RHC), and/or the Office of the Dean of Students. Even if the individual with a disability establishes necessity for an ESA and it is allowed in a student's on-campus housing room under the Fair Housing Act (FHA), the ESA is not permitted in other areas of the College (e.g. parlors, common areas in residence halls, dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, offices, etc.).

The College reserves the right to order removal of any Service Animal or ESA if (1) the animal creates an unmanageable disturbance or interference with the college community, (2) the animal poses a direct threat to the health or safety of others or causes substantial property damage, or (3) the animal's presence results in a fundamental alteration of a College program. For more information, refer to the [Meredith College Emotional Support Animal Policy and Agreement](#).

Learn more by referring to the [Meredith College ESA Policy](#).

Pets:

1. Oaks residents are permitted to have pets that permanently live in tanks/aquariums that do not exceed 10 gallons. Dimensions cannot exceed 20" x 11" x 12". For questions about emotional support animals and service animals, refer to this [link](#).
2. One tank/aquarium is permitted per bedroom. Tanks are required to be housed in an individual bedroom.
3. Residents will be responsible for any charges incurred from pet damages, cleaning or replacement of furniture/carpet.
4. Visiting pets must remain outside with their owners.

Apartment Health and Safety Inspections

The apartment staff will conduct inspections once a semester in each apartment and at other times as necessary. The inspection will include a check for health and safety hazards such as:

1. Electrical, heating, halogen lamps, and lava lamps.
2. Combustibles.
3. Housekeeping, health hazards, excessive and perishable trash.
4. Extension cords, non-surge protector power strips without an on/off switch, and electrical adapters with multiple plugs.
5. Surge protector extension cords plugged in to one another.
6. Candles, tart warmers, electric candle warmers and incense (oil warmers, any product that melts wax or warms oil).
7. Items hanging from or secured to the ceiling, sprinklers, or attached to the wall.
8. Electric holiday lights. (Battery operated lights are permitted)
9. College-owned common area furniture.

Apartment Guide to Community Living

Each violation of these policies will result in a \$25 fine, Residents Hearings Committee action, or the total cost of reimbursement of the damaged item. A second violation of the same type will result in a \$25 fine. Possession of candles will result in a \$50 fine per candle.

Also see Security, Safety and Emergency Procedures for other fire safety regulations. The apartment staff may confiscate items found in violation of College policies. Inspectors entering a student's room will leave a notification of the inspection. Violations are to be corrected within two working days. Fines issued for violations will be added to a student's account. Follow-up inspections will be conducted to determine if corrective action has been taken. Failure to correct safety violations will result in disciplinary action, and item(s) will be confiscated.

Unauthorized access and/or use of empty bedrooms within an apartment is prohibited and will result in a \$100.00 fine for each room accessed or used.

Apartment Regulations

- Each room will be inspected by the apartment Community Assistants before the resident moves into the room. If a student's apartment is changed during the year, the proper check in/check-out procedure must be followed.
- Residents may not be destructive of College property when decorating rooms. They may not paint furniture or rooms, or mar walls or doors with paint (see Responsibility for Damage for more information).
- Residents are not permitted to affix or otherwise mount televisions to a wall.
- Ceiling fans are not permitted.
- Using any common space furniture or other college furnishings in an apartment is prohibited.
- Entry or exit through windows is prohibited, including moving items in through a window or having a guest announce his/her arrival by knocking on a window.
- Resident's dependents, spouses, or significant others are not permitted to reside in the apartment.
- Each apartment is furnished. A student may bring in additional furniture; however, all College supplied furniture must remain in the apartment.
- The College does not provide storage of apartment furniture.
- Each apartment includes a stove, microwave, refrigerator, dishwasher and washer and dryer.
- Residents are not permitted to throw anything from a balcony such as keys, trash, etc.
- Residents must meet with the Apartment Manager to discuss the possibility of a room change.
- Solicitation is not permitted within the apartment building including organization advertisements. Nothing should be placed under apartment doors without prior approval from Student Leadership & Service or Residence Life.
- CamCards and keys are not to be used by guests (friends, parents, etc.) to gain access to the building.

Housing Contract Turnover

- The Housing Contract for the Oaks may be transferred to an eligible current Meredith College undergraduate student under the terms and conditions set forth below and only after written approval by the Apartment Manager.
- The Housing Contract may be transferred only under certain conditions which may include, but are not limited to:
 - Participation by the resident in a study abroad program sponsored by the College or other approved study abroad experience;
 - Participation by the resident in an internship, practicum or co-op experience that is not within a reasonable driving distance to campus (greater than 45 miles);
 - An eligible student to whom the Housing Contract is assigned (the “New Resident”) must sign a Housing Contract and shall assume full financial responsibility and all other resident obligations for such term. The term of the assignment may only be for a specific academic term, i.e., fall semester, spring semester or summer. Resident’s right to renew the Contract is not assignable and remains the sole right of the resident.
 - Only a student who is currently enrolled as an undergraduate at Meredith College and who has earned at least 60 credit hours or has been enrolled at Meredith College for at least four (4) semesters is eligible to become a New Resident for the fall or spring semester.
 - Current Meredith College undergraduate students who are rising sophomores, juniors or seniors and have been enrolled at Meredith in the previous spring semester and will be enrolled for the following fall semester are eligible to become a New Resident for the summer term.
 - Transfer students who meet the eligibility requirements as stated in their transfer application for admission are also eligible to become a New Resident.
 - Residents who transfer or assign any portion of the Housing Contract will not have access to the apartment or resident’s room during the period of time the contract is assigned to the New Resident.
 - Residents who wish to assign any portion of the Housing Contract are required to obtain advance consent from and meet with the Apartment Manager to complete the process.
 - An eligible student may be assigned to an open space within an apartment at any time throughout the year.

Babysitting Policy

Babysitting is not permitted on campus regardless of the age of the child. The apartments are not an appropriate community for young children, especially infants or children in the MAP program and the Ellen Brewer House.

Bicycle Policy

Personal bicycles are to be registered with the campus police, and registration is free. Bicycles are to be stored in the bike racks outside of the apartments unless they can be disassembled and stored in the resident’s apartment in such a way as not to create a fire hazard or infringe on

an apartment mates' space. The penalty for violation of this policy is a \$15 fine. Bicycles that appear to be abandoned may be subject to removal by Campus Police.

Fire Safety Policies

For safety purposes:

- HVAC closets cannot be used to store items.
- Tampering with fire safety equipment including smoke detectors and sprinklers is prohibited.
- Residents shall not hang items from sprinkler pipes or sprinkler heads.
- Candles, incense, tart warmers, electric candle warmers (oil warmers, any product that melts wax or warms oil) or any open flames are prohibited in the apartments. No flammable chemicals are to be kept in the apartments.
- Each door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time.
- Residents are not permitted to tamper with fire extinguishers or to falsely pull a fire alarm.

Violation of the above fire safety policies can result in a \$50.00 fine. Individual candles are each a violation and the resident will be fined \$50.00 for each candle. These life and safety violations may not be appealed through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Fire and Life Safety Rules

- Maximum occupancy for an individual apartment is up to four guests per resident (a total of 20 people are permitted in a four-bedroom apartment and 10 people are permitted in a two bedroom apartment).
- In the event of a fire alarm sounding in the apartments or premises, residents and their guests are required to evacuate the premises. Individuals should gather in grass locations past the parking lot areas on the front and sides of the apartment building.
- Electric holiday lights or decorative string lights (with the exception of battery- operated lights) may not be used anywhere in the apartments. All decorations must be nonflammable or treated with fire retardant chemicals.
- Fresh and pre-lit holiday trees are not permitted.
- Metal trash cans are recommended.
- All hallways and exit ways are to be kept clear of obstructions with complete access to be available at all times. Residents who leave items in the hall may be fined. "Welcome mats" outside the apartment are prohibited.
- All individuals must exit the building within three minutes when fire drills are conducted. Smoking in the apartments, balconies, and patio is prohibited.
- Smoking is permitted only in designated parking lots. See the Smoking Policy for full details.
- Meredith College bans from campus residential spaces the indoor storage, operating, or charging of hoverboards and similar products. Neither residents nor their guests are permitted to have or use hoverboards within residential spaces on campus. This ban

applies to all residential spaces including the residence halls and Oaks apartments both inside rooms and in public areas.

- No tissue paper or other flammable materials may be placed on walls or doors.
- Posters and notices cannot be placed on exit doors, stairwell doors or walls.
- Draperies must be made of fire resistant material.
- Residents are not permitted to hang or affix any items to the ceiling.
- All types of extension cords are prohibited in the apartments. Only UL-approved surge protector power strips or other products with an on/off switch may be used. No electrical adapters of any kind may be used in the apartments. All power strips need to be plugged into the wall. A power strip cannot be plugged into another power strip.
- Electrical appliances of any kind (i.e., hair dryer, curling iron, curlers) must be Underwriters' Laboratories (UL) approved. Residents are expected to use all appliances with utmost safety, and turn off appliances after use.
- Halogen and lava lamps of any kind are prohibited in the apartments.
- Use of gas or charcoal grills on Oaks premises is prohibited.

Each violation of these rules will result in a \$15 fine. A second violation of the same type will result in a \$25 fine. Candles will be fined \$50.00 per candle. These life and safety violations may not be appealed through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Guests

Note: Any changes or modifications to campus guest policies will be communicated through residence life staff, Meredith email and posted on the College's web site.

A "guest" is defined as any person (including current students) who has not signed a Housing Contract for the Oaks. Overnight guests are permitted to stay up to three consecutive nights in any seven-day period. Seven days must pass before the same guest can stay again.

Overnight guests must be at least 16 years of age.

Residents who host guests for longer than the permitted period will be referred to the Residents Hearings Committee.

Resident is responsible for her guest's behavior. If a guest is disruptive to the living community, he/she/they may be asked to leave the premises.

For any guest wanting to stay more than three consecutive nights the resident should request the extended stay via email to the Apartment Manager in advance of the guest's stay. Residents are responsible for the behavior of their guests. Guests, including friends and parents, are not permitted to use keys or CamCards to gain access to the building.

Guests must be escorted at all times while in The Oaks. Guests cannot be in a resident's apartment when the resident is not present.

Health Center

Residents who wish to use the services of the Carroll Health Center are responsible for paying the Health Center fee. The fee of \$100 per semester is not included in the apartment rent. Information about the Health Center fee may be found on the [Health Center website](#).

Honor Council

The Honor System is a long-cherished tradition and a basis for all life at Meredith. It is essential that each student commit to abide by and uphold Meredith's Honor Code and system of self-government. A student violating College policies included in the Apartment Guide to Community Living or the Meredith College Student Handbook will be obligated to report herself. Cases may be heard by the Residents Hearings Committee or the Honor Council. See detailed information about the Honor Council on the Honor System page. Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council.

Married Residents

Married residents who meet the College residence requirements may live in the Meredith apartments under the following conditions:

- No dependents or spouse of a resident may reside in the apartments.
- On-campus housing for a married resident must be approved by the Director of Residence Life.
- All student government regulations apply to married residents according to their academic classification.
- All apartment policies and regulations apply to married students.

Meal Plan

Residents are not required to purchase a campus meal plan. Meal plans options, including Dining Dollars, are available to residents through Campus Dining:

<https://meredith.campusdish.com/MealPlans>

Miscellaneous Apartment Safety Prohibitions

Apartment Residents should refer to the Security, Safety and Emergency Procedures section of the Meredith College Student Handbook for more complete information.

- Use of sporting equipment such as skates, skateboards, roller blades, hoverboards or other similar items within the apartments is prohibited.
- Running in hallways is prohibited.
- Residents and guests are not permitted to bring animals into the apartments unless necessary for an individual requiring the assistance of service animals or the animal is an approved emotional support animal (ESA). The fine for having an unapproved ESA in a residential building is \$100.00 per day.
- Laser pointers, spotlights, and other similar devices should not be used to target another student or their apartment.
- Sleeping in any common area is prohibited.
- Climbing on any campus roof or ledge is prohibited.
- Throwing any item(s) off of or up to a balcony or window is prohibited. Violation of any of these policies will result in a \$15 fine.

Noise

Individuals shall use discretion where and when noise is concerned both in and around the premises. Courtesy hours are always in effect, and both residents and guests shall be considerate of others' rights to study and sleep, especially between the hours of 10:00 p.m. and 10:00 a.m. Sunday – Thursday; 12:00 midnight to 10:00 a.m. Friday - Saturday. Excessive noise or large parties are not acceptable. Residents in violation of courtesy and quiet hours may be fined \$15 for the first offense and \$25 for a second offense.

Parking

Residents must have a parking decal in order to park on the premises. An apartment parking decal may be obtained through Campus Police. The cost is \$200.00. The parking decal should be displayed at all times while the vehicle is parked on campus. Apartment residents will display the decal in the top corner of their front windshield on the driver's side. The permit is only for the parking areas adjacent to the apartments.

Guest parking is for individuals who live off campus. Current students living in the residence halls may be ticketed if found in the apartment parking areas for residents and guests.

Rent Payments

Residents shall pay rent to the Accounting Office, located on the first floor of Johnson Hall or through the student's electronic bill. Rent must be paid in full according to the due dates provided on the billing statement. There will be three billing cycles: Fall, Spring, and Summer. The Housing Contract is for 12 months.

Residence Requirements

Only undergraduate students of Meredith College who are currently enrolled full-time and have earned at least 60 credit hours or have been enrolled at Meredith College for at least four (4) semesters shall be permitted to lease an apartment on the premises. Exceptions must be approved by the Dean of Students. Dropping to part-time status does not automatically terminate the Housing Contract. Undergraduate Transfer and Wings Students are eligible to reside in the Oaks if they have graduated from high school at least two years prior to moving in.

Right of Entry

Meredith College reserves the right to enter the apartment or grant others permission to enter the apartment on its behalf, at reasonable hours and in a manner without notice for the following reasons: to respond to an emergency, to make needed repairs, to perform maintenance, to conduct health and safety inspections and as necessary to maintain Meredith College rules and regulations.

Meredith College also may conduct a search of a vehicle should suspicion be presented.

Smoking Policy

All apartments at Meredith College are a smoke-free environment including balconies. Individuals who smoke must do so outside in designated areas, which are outlined in the College Policies section of the Student Handbook. If an individual is found to be smoking inside

(including e-cigarettes and vaporizing), the action will result in the resident being referred to the Residents Hearings Committee for disciplinary action. See College Policies for more information on the smoking policy.

Resident Obligations

Resident shall:

- only use the apartment as a residence;
- use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances, if any, furnished as a part of the apartment in a proper and reasonable manner;
- clean resident's room, bathrooms and common living spaces within the apartment;
- not deliberately or negligently destroy, deface, damage or remove any part of the premises (including all furnishings, appliances and fixtures) or permit any guest or agent to do so; be responsible for and liable to the College for all damage to, defacement of, or removal of property from the apartment whatever the cause, except such damage, defacement or removal caused by ordinary wear and tear;
- promptly notify Facilities Services of any damaged, broken or malfunctioning appliance or portion of the apartment;
- conduct oneself and require all of guests or agents on the premises to conduct themselves in a reasonable manner and so as not to disturb other resident's peaceful enjoyment of the premises;
- not abandon or vacate the apartment prior to the Expiration Date; and be liable to the College for any repairs necessitated by resident's intentional or negligent misuse of the premises.

Theft of Personal Property

Students living in the apartment who experience a theft or loss of personal property should alert Campus Police as soon as possible. Meredith College is not responsible for the personal property of students. Families are encouraged to make sure that homeowner's insurance policies cover the student's property in the apartment or consider purchasing renter's insurance. If a student has evidence that another student is responsible for the theft, the student should alert the Campus Police and the solicitor general of the Honor Council. Campus Police can be reached by calling 919-760-8888.

Trash and Recycling

Residents shall remove their own trash and recycling. Trash should be disposed of in a clean and safe manner. Containers for trash and recycling are located outside of the premises, and are emptied regularly. Trash should not be left in the hallways or common spaces, even for a short period of time. Trash bags are to be placed inside the dumpster and not left on the ground.

Facilities & Services

Appliances

Each apartment is furnished with the following appliances: washer and dryer, full-sized refrigerator, stove, microwave, and dishwasher. Safety precautions should be observed at all times, and residents are responsible for cleaning their appliances after using them. Food being cooked should not be left unattended.

Washers and dryers should not be used to wash and dry shoes, bedspreads or rugs. Washers and dryers are to be used only by residents who have signed a Housing Contract for the Oaks. If a machine malfunctions, the Apartment Manager should be notified at 919-760-8506 or Oaks@Meredith.edu.

Maintenance Requests

Requests for maintenance, housekeeping, and grounds-keeping may be made to the Facilities Services office, 919-760-8560, or by completing a work order form on the Meredith College Facilities Service website: <https://www.meredith.edu/facilities-services/service-requests/>

Students shall notify Facilities Services of the malfunctioning of any equipment or appliances or potential damage to the premises.

Residents should contact Campus Security immediately if there might be potential damage to the apartment because of malfunctioning appliances or equipment.

Postal Delivery and Services

The Willie J. King Postal Center is located on the first floor of Cate Center. The post office handles on campus and off-campus mail. Although the mail room is not an official U.S. Post Office, stamps are available for purchase, and packages that do not require special handling will be accepted. These services are available between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, while classes are in session. Oaks residents receive letters in their Oaks mailboxes. Outgoing mail that requires special handling may be taken to the Method Road branch of the U.S. Post Office, which is located within walking distance of the campus. Students will be emailed if they receive a package. The student then brings her CamCard to the campus post office to pick up the item(s).

The campus post office is open between 8 a.m. – 5 p.m. Monday through Friday. Contact info: Email postalservices@meredith.edu or call 919-760-8464. Each apartment is assigned a mailbox that corresponds to the apartment assignment. These mailboxes will be located in the apartment mailroom that is adjacent to the first floor foyer area. The number will change if a resident moves to an alternative location on campus.

Apartment mates gain access to the joint mailbox with the mailbox key issued at check-in. Mail will be delivered to the apartment mailboxes Monday through Saturday, except during College holidays.

Apartment Guide to Community Living

If an apartment resident has outgoing mail, it can be placed in the outgoing mail slot in the apartments, and it will be picked up when the mail is delivered to the apartments each day. In addition, there is a final outgoing mail pickup at 5:00 p.m., Monday through Friday, in the Cate Center.

The following example shows the proper format for Resident's mailing address: First Name and Last Name, Meredith College Apartment 1234, 3800 Hillsborough Street Raleigh, NC 27607-5298

Students are responsible for mailbox keys, and a lost mailbox key will result in a \$25 replacement fee.

Additional Storage

Storage is not available in the apartments. Student's belongings should be kept inside the apartment. If additional storage is needed, there are private commercial storage facilities available nearby.

Technology Services

A campus-wide network provides e-mail and Internet access. All apartments have wireless technology for access to the campus network. For information concerning apartment hook-up to the campus network, contact Technology Services at 919-760-2323.

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