



# ROANOKE COLLEGE

## Student Handbook

## A Message from the Dean of Students:

Dear Student:

Your college education is one of the most important investments you'll ever make. It has the potential to transform you as a person and to make available to you a world of future opportunities. Because of the tremendous importance of your college experience, you should give serious thought regarding what you intend to accomplish while here. Our goal is to help prepare you for a responsible life of learning, service, and leadership. This goal is best achieved through your intellectual, ethical, spiritual, and personal growth. Success will depend upon the efforts made by you and by the college.

The college strives to provide highly qualified faculty and staff and an environment supportive of the College's mission and your personal growth both inside and outside the classroom.

You are responsible for taking advantage of the many opportunities available to you including attending classes and completing academic assignments on time, becoming involved in college life, abiding by the policies and regulations of the college, and seeking assistance if needed.

Roanoke is an academic community that operates on the principles of honesty, personal responsibility, and respect for self and others. You are expected to conduct yourself in accordance with these principles, and will gain the most from your college experience if you model your behavior on them. Three publications: this Student Handbook, [The Student Conduct Code of Roanoke College](#), and [Academic Integrity at Roanoke College](#) set out in detail what is considered appropriate conduct and what constitutes misconduct. You should familiarize yourself with their contents.

On behalf of Roanoke College, I wish you much success in your college career.

Sincerely,

Amy Perkins

Dean of Students

## **College Policies:**

- **Access to Back Quad Policy**

- Only emergency vehicles are pre-authorized to access the back quadrangle of the College.
- All other vehicles must adhere to the loading/unloading zones established behind the Colket Center whether dropping off or picking up handicapped individuals and/or delivery of supplies.
- Campus Safety will monitor access and any issues or requests for access must be filed with Campus Safety and pre-approved via a special use permit issued by Campus Safety. Special use permits will be limited to essential needs for large vehicles to access the back quadrangle for required College events.
- Violators of this policy will be dealt with according to the violation and with suspension of rights to park on college property or fines.

- **Alcoholic Beverage and Party Policy**

- While recognizing that the consumption of alcohol is a reality in our society, Roanoke College is concerned that the abuse and irresponsible use of alcohol is a contributing factor to many societal and campus problems. Roanoke College does not encourage the use of alcoholic beverages by students, nor does it condone the violation of applicable laws or college policies. The college respects the right of students of legal age to consume alcoholic beverages so long as they drink responsibly and adhere to applicable laws and college policies. Students of legal age may consume alcoholic beverages in the privacy of their rooms with the door closed, and at registered social events where alcohol consumption has been approved.
- **Individuals who choose to consume alcoholic beverages, regardless of their age, are responsible for their behavior.**
- The college also recognizes a responsibility to educate students about alcohol use and abuse, and to aid students who have a drinking problem and seek help. To address this responsibility, the college offers alcohol education programs that seek to inform students of the risks and moral implications of alcohol abuse. In addition, there are college personnel available to counsel students about alcohol problems, and local drug treatment centers where individuals may be referred for additional help. College officials will invoke the **Alcohol/Substance Abuse Policy** (see below) if they deem that a student is abusing alcohol to the extent that the student's behavior is either endangering themselves or others, or is detrimental to the college's mission. The college may limit or revoke the privilege of consuming alcohol on campus in the event that students do not drink responsibly.
- **Social Event Registration Policy (for events where alcohol is served)**

- College recognized clubs and organizations may register social events where alcohol is served with the expectation that all organizational policies, College policy, state, local, and federal laws are followed. Events involving alcohol may only be registered for Friday evenings and Saturdays, with few exceptions granted. Events must be registered no later than noon on the immediate Thursday prior to the event. A representative of the organization must submit the Social Event Registration Form located on the Dean of Students webpage. The Dean of Students Office staff in consultation with necessary campus partners will review the requests and make the determination to approve or deny registrations. The Dean of Students Office staff will send appropriate notifications to requesting parties and responsible campus partners. Registered Social Events will require a minimum of three (3) individuals to serve as event monitors designated by the requesting organization. Event monitors will serve for the duration of the event and should avail themselves to Campus Safety or first responder contacts in the event of an emergency or law enforcement intervention. College officials maintain the right to shut down events for any reason at their sole discretion.
- **Registering organizations must understand and agree to the following terms:**
1. We are responsible for insuring that our organizational policies, Roanoke College policies and guidelines, and state, federal and local laws are followed.
  2. We will be present for the duration of the event and will assume full responsibility for guests and their behavior.
  3. This shall be a monitored event and the number of attendees shall not exceed the fire capacity.
  4. A guest list is recommended by the College and may be required by some organizations. Roanoke College reserves the right to require a guest list for certain events at their discretion.
  5. All attendees shall be identified as to age and non-student minors (under the age of 18) shall be prohibited from attending.
  6. Only those of legal age may possess or consume alcohol.
  7. Attendees 21 years or older must be marked on the hand or be issued a wristband (available at the Dean of Students Office) to indicate they are of legal age to consume alcohol.
  8. Beer and wine are the only alcoholic beverages permitted.
  9. Non-alcoholic beverages and food shall be provided for the duration of the event.
  10. No one shall leave the premises with cups or other open or visible beverage containers.
  11. Advertising or publicity concerning this event will avoid any reference (either written or illustrated) to alcoholic beverages or alcohol consumption.
  12. Noticeably intoxicated persons shall not be allowed entry and any noticeably intoxicated individuals at the event will be required to leave. Such individuals shall be offered an escort to their residence either by a designated event monitor or by Campus Safety (to be requested by organization). The organization is responsible for ensuring the intoxicated individual is released into proper care and/or supervision.

13. All trash shall be removed from the event space and adjoining areas immediately following the event if held in a public area or by 9:00 a.m. on the morning following the event in a private area.
14. The organization accepts financial responsibility for any damages that occur in the event space or adjacent area that are event-related.
15. A Monday walk-through by a campus administrator may occur.
16. The organization and/or responsible individuals will be subject to the Student Conduct Code for any event-related violations of law and/or policy.

- **Alcohol/Substance Abuse Policy**

- Alcohol/substance abuse is evidenced by a lack of self-control which results in:
  - an individual harming or potentially harming themselves or others, or
  - an individual disrupting the mission of the college.

- **Alcohol and Illicit Drug Health Risks:**

Alcohol and illicit drugs are toxic substances that affect the mind, body and spirit. Excessive drinking hinders academic success and can cause health risks which include damage to your body organs (liver, heart and digestive tracts); impaired physiological responses (decreased brain activity, digestion and blood circulation); and mental and emotional disorders (loss of memory, impaired judgment and personality changes). Alcohol related problems include deaths from drunk driving, use of violence, and poor judgment in personal relationship situations.

Drug abuse is dangerous and can lead to death. An overdose can cause psychosis, convulsions, coma and death. Continuous use of drugs can lead to organic damage, mental illness and malnutrition. It increases the risk of AIDS, hepatitis and other diseases related to drugs that are injected. Drug abuse can cause accidents resulting from foolish risks, "panic attacks" and acting irrationally. (Additional information concerning alcohol and illicit drug health risks may be obtained at the Student Wellness Center.)

The abuse of alcohol or other substances by Roanoke College students is unacceptable. Students who appear to be abusers, as identified by college officials, will be placed on Substance Abuse Probation. They may also be required to undergo an assessment by a trained professional and to make use of professional help at their own expense. A further abuse incident during the period of Probation will result in Suspension or Expulsion. Students found to be substance abusers are strongly encouraged to seek professional help. College personnel in Student Wellness Services are available for initial assessment and can refer students to local area treatment facilities.

• **Clean Air Policy**

- The clean air policy has been established because of concerns about the health hazards of tobacco products (including e-cigarettes, hookah, vape pens, etc.) as well as the effect second-hand tobacco smoke has on non-smokers. This policy is an important step in

addressing the serious health and environmental issues associated with tobacco use. In order to reduce these risks, the following are in effect:

1. Designating areas on campus where smoking will be permitted and areas where smoking will not be permitted.
2. Providing educational/informational sessions about the dangers of tobacco use.
3. In accordance with Virginia law, no student under the age of 21 may purchase, possess or use tobacco products.

- **Academic, Administrative, or Athletic Buildings/Areas**

Tobacco use is not permitted inside any building or within 25 feet of non-residential buildings. Individuals wishing to use tobacco products must be at least 25 feet away from any building to engage in tobacco product usage.

- **Residence Halls**

Tobacco use is not permitted in or within 25 feet of Roanoke College residence halls, including fraternity houses.

- **Automobiles**

College Vehicles - Tobacco use is not permitted in college-owned vehicles. This prohibition includes automobiles, vans and utility vehicles (both motor pool vehicles and vehicles permanently assigned to specific departments.)

- **Smoking Cessation Programs**

The college will periodically provide on-campus educational programs that describe the risks of smoking and that provide information about programs designed to help smokers stop smoking.

- **Enforcement**

Residence Life Staff as well as Campus Safety Staff will deal with student violations in accordance with established disciplinary procedures as outlined in the Roanoke College Student Handbook.

- **Tobacco Sales**

The sale of tobacco products on campus is prohibited.

- **Copyright Policy**

- Members of the Roanoke College Community must comply with the United States copyright law (Title 17, United States Code). The copyright law applies to all forms of copying, whether it is undertaken at a commercial copying center, at the College's central or departmental copying facilities or at a self-service machine.
- You, as an individual, may make or request copies of copyrighted materials within the Fair Use Doctrine. Otherwise, you must first obtain the appropriate permissions before making

copies. You are liable for possible infringement when making copies that violate copyright law.

- Departments should post appropriate copyright notices on or near equipment used to make copies. Department offices also should file and retain all necessary records.
- The complete copyright policy and fair use doctrine can be found on the college's web site at: <https://www.roanoke.edu/copyright>

- **Discrimination Policy**

- Roanoke College values diversity in its community. Any form of discrimination, lack of respect, or act of intolerance against any person or organization based on race, religion, ethnic background, gender, gender orientation, or disability is in contradiction with college principles and unacceptable.
- Roanoke College does not discriminate against students, employees, or applicants on the basis of race, color, gender, creed, religion, age, sexual orientation, marital status, national or ethnic origin, disability, or veteran status.

- **Funding Guidelines**

- Student Engagement Fee: Funding Guidelines
  - **Student Engagement Fee Policy**
    - 1) The Student Engagement fee shall be distributed annually. The process shall continue as follows.
      - A) The Director of Student Engagement (or other designee of the Dean of Students) shall prepare a draft budget with allocations assigned to the following areas:
        - I. Colket Center/Student Engagement
        - II. Student Government Association (SGA)
        - III. Campus Recreation
      - B) This budget shall be approved by the Student Life Council (SLC) prior to the end of the fall semester. Once approved by SLC, the recommendation is submitted for final approval to the Dean of Students.

Following the approval of the full budget by SLC and the Dean of Students, SGA will begin its budgetary process as outlined in Section II.

The SGA will be responsible for any mid-year funding requests (or any special event funding requests) from recognized student organizations.

- **SGA Annual Budgeting Procedures**

- A) Clubs and Organizations that are officially recognized by SGA can apply for funding in the following manner for annual budget requests for the upcoming academic year.
  - I. Organizations will receive the method of submission, sample budget and the current funding guidelines from the SGA Treasurer within four weeks of the budget request deadline.
  - II. Organizational budget requests will be submitted to the SGA Treasurer prior to spring break. If money was granted in the previous academic year, the previous budget as well as a report of how the organization spent the previous year's funding must be turned in to the Treasurer. All financial information (including outside funding sources and their intended use) must be disclosed in the budget request.
- B) Following Spring Break, the Treasurer will bring all submitted organizational budget requests for action by the Treasury Committee of SGA.
  - I. Following action on all budget requests, the Treasurer will incorporate these requests into a master budget as outlined below.
  - II. The Treasurer of the SGA will be responsible for allocating portions of money to the following areas in a master budget (within these four areas, the entirety of the student engagement fee allocated by SLC must be divided):
    - Annual organizational budget requests.
    - Travel requests.
  - III. New student group, mid-year budget and special event requests. SGA Budget.
 

Following approval of the Clubs and Organizations budgets by the Senate, the Treasurer and President of the SGA will present the master budget for final approval by SLC.

- **Expenditure of Student Engagement Fees**

- For all Student Engagement Fee reimbursements, students must fill out a Payment Request via the Business Office online form, to be approved by the director of Student Engagement or a representative of the Office of Student Engagement for reimbursement.
- Student organizations may also check out a credit card from the Assistant Director of Student Engagement by completing a credit card request form.
- All expenditures require the signature of the Assistant Director of Student Engagement as well as return of the original, itemized receipt.

• **Guidelines for Student Publications**

- I. Statement of Ownership
 

Responsibility and authority for the publication of the student press at Roanoke College is vested in the Board of Trustees which delegates such authority to the president of the college. The president, in turn, delegates certain responsibility and authority to members of



the administration. The policies and regulations of the college regarding the student press have been established to support the educational mission of the college. While attempting to grant maximum freedom of expression, the college reserves the right to control content, change editors and staff, and terminate any or all of the student publications.

II. Statement of policy.

Students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States that reads:

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Therefore, it is the responsibility of Roanoke College to insure the maximum freedom of expression to all students. It is the policy of the Roanoke College Student Life Council that The Brackety-Ack, the Rawenoch, the literary magazine, and the satirical newsletter, or other official student publications of Roanoke College, are established as forums for student expression. As such, each publication should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

III. Responsibilities of the Student Life Council.

Student Life Council (SLC) is charged by the president of the college to periodically review all student organizations and recommend actions necessary to promote efficiency or ensure adherence to the stated purposes of the college. In addition, SLC is charged with appointing the student officers of the student communications media and recommending policies governing the operation of the student communications to the Vice President of Student Success.

- A. To select editors of The Brackety-Ack, the Rawenoch, and the literary magazine based upon the applicants' past experiences and capabilities. In this capacity, the Student Life Council shall:
  - 1) Advertise openings for editorships;
  - 2) Review written applications and set interviews for applicants;
  - 3) Interview student applicants for editorships of student publications;
  - 4) Make final selection based upon experience, ability, interest, and performance of the applicant during the interview;
  - 5) Notify in writing the successful candidates.
- B. To remove student editors for gross negligence in the performance of prescribed duties.
- C. To make budget allocations to student publications based upon requests made by student editors.
- D. To periodically review each student publication.
- E. To review and approve each student publication's annual printing schedule
- F. To ensure funding is available for printing of the student publications

- G. To allocate funds to The Brackety-Ack as compensation for its status as the legal newspaper of Roanoke College.

IV. Objectives of student publications at Roanoke College.

A. The Brackety-Ack

- 1) To report fairly and objectively appropriate campus and community news.
- 2) To establish and maintain a climate for free and responsible exchange of ideas about current events and issues.
- 3) To provide a vehicle for the exploration of intellectual concerns on campus.
- 4) To provide an outlet for a representative sampling of student thinking.
- 5) To provide an opportunity for student experimentation with written expression of new and original ideas.
- 6) To provide a vehicle for the exchange and formulation of student opinion on current issues on the campus and in the world at large.
- 7) To bring representative concerns of students to the attention of the faculty and institutional authorities.
- 8) To serve as the legal newspaper of the college, thereby being obligated to print official announcement of the college.

B. The Rawenoch

- 1) To provide a pictorial and text record of the history of one year in the lives of students, professors, and administrators at Roanoke College.
- 2) To provide a vehicle for the experimentation of written expression, photographic techniques, and artistic arrangements.
- 3) To provide an opportunity for students to learn orderly development of information and ideas.
- 4) To provide an opportunity for students to learn the problems and techniques of publishing.
- 5) To create a product that will be a source of reference for future generations.

C. The Literary Magazine

- 1) To provide a forum for creative expression by Roanoke College students.
- 2) To provide an opportunity for students to learn the problems and techniques of publishing.
- 3) To provide a vehicle for experimentation in written expression, photographic techniques, and other artistic endeavors.

V. Responsibilities of student journalists.

A. Duties of student journalists who work on official student publications shall:

- 1) Determine the content of the student publication keeping in mind that ideas can be conveyed and news can be reported accurately and honestly without the use of pictures, words, or descriptions that a significant portion of the readership finds offensive. Tastefulness is part of the trust a journalist holds and applies to all contents of a publication, including advertising and reader contribution;
- 2) Rewrite material, if necessary, to improve sentence structure, grammar, spelling, and punctuation;
- 3) Check and verify all facts and verify the accuracy of all quotations;

- 4) In the case of editorials or letters to the editor concerning controversial issues, provide space for rebuttal comments and opinions;
  - 5) Make a clear distinction between news accounts and editorial comment or any other kind of writer opinion;
  - 6) Make every effort to correct significant mistakes with reasonable prominence.
- B. Editorial freedom.
- 1) The student press shall be free of censorship and advance approval of copy;
  - 2) Editors shall be free to develop their own editorial policies and news coverage;
  - 3) Editors shall be protected from arbitrary suspension or removal because of student, faculty, and administrative or public disapproval of editorial policy or content. Only for proper and stated causes shall the editors be subject to removal and by the Student Life Council.
- C. Legal responsibilities of student journalists.
- The editorial freedom of student editors entails adherence to the canons of responsible journalism:
- 1) Students shall not publish or distribute material that is obscene, libelous, an invasion of privacy, or which would cause a substantial disruption in college activities;
  - 2) Students shall not publish undocumented allegations, attacks on personal integrity, or use the techniques of harassment and innuendo.
  - 3) To publish and adhere to the annual publication schedule as approved by SLC.
- D. Financial responsibilities of student editors.
- 1) Editors shall prepare a budget for the publication they edit.
  - 2) Editors shall stay within their allocated budgets.
- IV. Responsibilities of student publications advisers.
- A. As supervisors the advisers shall guide rather than censor;
  - B. Advisers shall let it be known they are willing to give guidance, provide counseling, and be there when needed;
  - C. Advisers shall share their knowledge of journalism with the staff, stressing that professional standards and ethics be followed at all times;
  - D. Advisers shall offer pre-publications advice when it is sought and shall offer post-publication criticism;
  - E. Advisers shall approve payment of bills, student payroll, and other necessary expenditures and provide general budget supervision.
  - F. Advisers shall participate in selection of editors and in any decisions the Student Life Council may make regarding student publications.

- **Illegal Drug and Controlled Substance Policy**

- Illegal substance use is a significant problem, which adversely affects all segments of our society. It is a particular problem on college campuses because it is disruptive to the mission of higher education.
- The use and abuse of illegal or controlled substances is immoral as well as being illegal. Each of us has a responsibility to take care of ourselves as well as others. It is irresponsible to

behave in a manner that threatens the health and safety of society. Furthermore, illegal substance use supports criminal elements that undermine our society as well as that of other countries. The possession, use, manufacture, and/or distribution of illegal drugs or drug paraphernalia containing drug residue, and other controlled substances will not be tolerated. Any student found violating this policy is subject to severe disciplinary action including suspension and expulsion. In addition, the individual may be subject to criminal prosecution. The college cooperates fully with law enforcement officials, including the Salem Police, the Virginia State Police, and the U.S. Postal Inspectors Office, in such matters. In addition to the Roanoke College sanctions listed in Appendix C, members of the college community are subject to state and local alcohol and drug related penalties that include:

#### **ALCOHOL**

| Violation                                                                                                                                   | Penalty                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Possession or consumption of alcohol under 21 (4.1-305)                                                                                     | Misdemeanor; mandatory loss of driver's license for six months (up to 1 year) AND mandatory minimum \$500 fine or 50 hours community service   |
| Use of fraudulent driver's license ID to purchase alcoholic beverages (4.1-305)                                                             | Misdemeanor -- mandatory loss of driver's license for six months (up to 1 year) AND mandatory minimum \$500 fine or 50 hours community service |
| Drinking in Public (18.2-306)<br>NOTE: The definition of a public place includes any sidewalk adjoining a public street. (4.1-100; 4.1-128) | Misdemeanor; fine not to exceed \$250                                                                                                          |
| Intoxication in Public (18.2-388)                                                                                                           | Misdemeanor; up to \$250 fine, non-jail able                                                                                                   |
| Purchase of alcoholic beverages for intoxicated individuals (4.1-306)                                                                       | Misdemeanor -- mandatory loss of driver's license for up to 1 year AND fine not to exceed \$2500 and/or jail for up to 12 months               |

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| Purchasing, giving, or assisting in providing alcohol to person under 21 (4.1-306)                                                                                                                                     | Misdemeanor -- mandatory loss of driver's license for up to 1 year AND fine not to exceed \$2500 and/or jail for up to 12 months                                                                                                                                                       |
| Purchase, possession, use, selling, or offering for sale or use powdered or crystalline alcohol (4.1-302.2)                                                                                                            | Misdemeanor -- mandatory loss of license for one year AND mandatory minimum \$500 fine (up to \$2500) or 50 hours community service; possible jail for up to 12 months                                                                                                                 |
| Consuming alcoholic beverages while driving motor vehicle (18.2-323.1)                                                                                                                                                 | Misdemeanor; fine not to exceed \$250                                                                                                                                                                                                                                                  |
| Driving after illegally consuming alcohol under age 21-.02% BAC or more constitutes a violation; requires no showing of impaired driving (18.2-266.1, 46.2-391.2)                                                      | Misdemeanor -- Suspension of driver's license for one year and either a mandatory minimum fine of \$500 or performance of a mandatory minimum of 50 hours of community service.                                                                                                        |
| Driving under the influence of alcohol or drugs (DUI); .08% BAC presumes alcohol intoxication, but can be convicted on lower BAC; specified levels of certain drugs also presume intoxication (18.266-270, 36.2-391.2) | Misdemeanor -- fine not to exceed \$2500 (mandatory minimum of \$250 and/or jail for 12 months, and loss of driver's license for 1 year, in addition to automatic, administrative 7-day license suspension upon arrest or refusal to take a breath test and immediate vehicle impound. |
| Driving on Restricted permit with BAC of .02 or more (18.2-272, 46.2-389/391)                                                                                                                                          | Misdemeanor; fine not to exceed \$2500 and/or jail for 12 months, and loss of driver's license for 1-3 years.                                                                                                                                                                          |
| Driving under the influence of alcohol with passenger age seventeen (17) or younger (18.2-270)                                                                                                                         | Misdemeanor; with additional fine of \$500 to \$1000 and mandatory minimum five days in jail, beyond penalties for DUI                                                                                                                                                                 |
| Unreasonable refusal to take breath test (18.2-268.3/4)                                                                                                                                                                | Loss of driver's license for 12 months                                                                                                                                                                                                                                                 |

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| Maiming (i.e., causing serious bodily injury) of another resulting from driving while intoxicated (18.2-51.4) | Felony; 1 to 5 years prison OR 12 months jail and/or \$2500 fine. Under egregious circumstances, penalties may be increased to 2-10 years in prison and up to \$100,000 fine |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## DRUGS

| Violation                                                                                                                   | Penalty                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tobacco, Nicotine Vapor, and Alternative Tobacco Products Purchase, Use, or Possession by persons under age 21 (18.2-371.2) | 1st Violation - Up to \$100 fine and/or 20 hours of community service<br>2nd and Subsequent Violations - Up to \$250 fine and/or 40 hours of community service |
| Tobacco, Nicotine Vapor, and Alternative Tobacco Products Sale or Distribution to persons under age 21 (18.2-371.2)         | 1st Violation - Up to \$100 fine<br>2nd Violation - Up to \$200 fine<br>3rd and Subsequent Violations - Up to \$500 fine                                       |
| Marijuana Possession (18.2-250.1)                                                                                           | Possession of one-half ounce or less of marijuana may result in confinement up to 12 months, a fine of \$2,500.00, court costs and attorney's fee.             |
| Hashish (Hash) Oil                                                                                                          | No longer a felony. Same as penalty for marijuana possession.                                                                                                  |
| Marijuana Sale/Distribution (18.2-248.1)                                                                                    | Not more than 1 ounce: Misdemeanor; 12 months jail and/or \$2500 fine<br>More than 1 ounce: Felony; 1 to 10 years prison OR 12 months jail and/or \$2500 fine  |
| Sale or Manufacture of drugs on or near school properties (18.2-255.2)                                                      | Felony; 1 to 5 years prison; fine not to exceed \$100,000                                                                                                      |

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| Cocaine Possession (small amount)<br>(18.2-250)                                                                                                                           | Felony; 1 to 10 years prison OR 12 months jail and/or \$2500 fine     |
| Cocaine Sale/Distribution<br>(and large amt. possession) (18.2-248)                                                                                                       | Felony - 5 years to life in prison and \$1,000,000 fine               |
| Mushrooms (Hallucinogens) (18.2-250)                                                                                                                                      | Same as Cocaine                                                       |
| Cannabimimetic Agent Possession (18.2-250(a))                                                                                                                             | Misdemeanor; 12 months jail and/or \$2,500 fine                       |
| Cannabimimetic Agent<br>Manufacture/Sale/Gift/Distribution or Possession<br>with Intent to Manufacture/Sell/Give/Distribute<br>(18.2-248)                                 | Felony -5 to 40 years in prison and \$500,000 fine                    |
| Other Controlled Substances<br>(Including imitation controlled substances and<br>prescription medication not pursuant to a valid<br>prescription for the user) (18.2-250) | Same as Cocaine                                                       |
| Anabolic Steroids<br>Sale/Distribution (18.2-248.5)                                                                                                                       | Felony -- 1 to 10 years prison OR 12 months jail and/or \$20,000 fine |
| GHB (Date Rape Drug)<br>Manufacture/Sale/Gift/Distribution of Possession<br>with Intent to Sell (18.2-251.3)                                                              | Felony; 5 to 20 years prison and \$100,000 fine                       |
| Adulteration of food, drink, drugs, cosmetics, etc.<br>(18.2-54.2)                                                                                                        | Felony; 5-20 years prison and \$100,000 fine                          |
| To cause or induce another to use inhalant (18.2-264b)                                                                                                                    | Misdemeanor; 6 months jail and/or \$1,000 fine                        |
| Inhaling drugs or other noxious chemical<br>substances (18.2-264a)                                                                                                        | Misdemeanor; 12 months jail and/or \$2,500 fine                       |

|                                                                  |                                                |
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| Paraphernalia<br>Possession/Distribution (18.2-265.3, 54.1-3466) | Misdemeanor; 12 months jail and/or \$2500 fine |
|------------------------------------------------------------------|------------------------------------------------|

- Conviction of any Drug Offense could, in addition to the above penalties, include a six-month driver's license suspension
- The college also recognizes a responsibility to educate students about drug use, and to aid students who have a drug problem in seeking help. To address this responsibility, the college conducts drug education programs that seek to inform students of the risks and moral implications of drug use. In addition, there are college personnel available to counsel students about drug problems, and local drug treatment centers to which individuals can be referred.
- The primary source for substance abuse counseling and treatment on the Roanoke College campus is the Counseling Center. Professional counselors at the center are equipped to provide a variety of services including counseling, assessment, intervention, and referral. Although some in-depth substance abuse counseling is available at the Counseling Center, most cases requiring long-term work are routinely referred off campus.
- The College has a close working relationship with local health care providers. A student with an indicated substance abuse problem may be required to have an assessment with the results released to the College. Further treatment is available in a variety of programs from inpatient care, to day treatment, to counseling. Additionally, there is an active AA organization in the local community that is helpful in providing ongoing support for those in some type of treatment program.
- College officials will invoke the Alcohol/Substance Abuse Policy (see above) if they deem that a student is abusing alcohol to the extent that the student's behavior is either endangering him/herself or others, or is detrimental to the college's mission.

- **Intellectual Property Rights**

- It is the policy of Roanoke College that works or products generated on their own initiative (not using College resources) by a student which are or can be subject to copyright, patentable, or of commercial value, are and shall remain the exclusive property of the author or inventor. In this context, the author or inventor shall have the sole right of ownership and disposition of these materials, unless the College has entered into a written agreement with the student who generated the work that it be considered a "work made for hire."
- Materials written, created, produced or otherwise generated as "works made for hire" are defined as inventions, creations, manuscripts, or other works of commercial value which are written, created, produced or otherwise generated by students, who are engaged by the College specifically to write, create, produce or otherwise generate such materials or to conduct the research or other activity which produced anything included in the material(s); or are released from other College responsibilities in order to write, create, produce or otherwise generate materials.



- Copyright materials include but are not limited to books, pamphlets, brochures, or other printed materials; films, video or audio tapes; computer programs or computer-based instructional materials; musical compositions; and any and all materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include but are not limited to inventions, creations and any and all things patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials which the College, in its sole discretion, determines to have commercial value.
- Materials written, created, produced or otherwise generated pursuant to or under the sponsorship of an outside agency or government and under the auspices of a College grant shall be subject to the copyright, patent and exploitation terms and conditions of said subject grant, contract or agreement. If no such terms and conditions are stated, then the materials produced by non-faculty administrative staff or students shall be subject to the terms of this policy.
- The College may voluntarily agree, but shall not be obligated, to enter into an agreement to compensate such person in its sole discretion in the event the materials or works made for hire are deemed to be of commercial value to the College on terms and conditions determined by the College, in its sole discretion.
- When the College has obtained rights of whatsoever kind or nature in copyright, patentable, or commercially valuable materials which have been written, created, produced or otherwise generated by a student, then the terms and conditions of this policy shall be binding upon all parties in regard to the copyright, patentable or commercially valuable materials until all of the following conditions have been met:
  1. The expiration of a minimum of 2 calendar years from the date of assignment;
  2. The recovery, by the College, of all expenses and costs attributable to the writing, creation, production, generation and/or exploitation of the materials;
  3. With respect to student, two calendar years from the calendar date of cessation of affiliation of such person with the College;
  4. The expiration of the College's copyright, patent or contract rights.

- **Misrepresentation Policy**

- Roanoke College is prohibited under federal regulations from providing false, erroneous or misleading information about the College to our students, prospective students, alumni, their families, accrediting agencies, state agencies, the public or the United States Department of Education. Any student endorsements or testimonials provided by the College are given voluntarily and under no duress.
- The regulations regarding misrepresentation describe misrepresentation with respect to the:
  - A. Nature of the education program
  - B. Nature of financial charges
  - C. Employability of graduates

- D. Relationship with the Department of Education (a Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs and offerings)
- The Office of Marketing and Communications maintains electronic copies of all promotional materials, including statements and quotes made by college personnel.
- The Vice President for Enrollment/Dean of Admissions & Financial Aid is responsible for the training of personnel under their supervision regarding the misrepresentation of admissions requirements and other college information.
- The Director of Financial Aid is responsible for the training of personnel under the director's supervision regarding the misrepresentation of college financial aid information.
- **Missing Student Notification Policy and Procedures**
  - This policy is established by Roanoke College in compliance with the *Higher Education Opportunity Act of 2008* and applies to residential students at the college. For the purposes of this policy a student may be considered to be a "*missing person*" if the person's absence from campus is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.
  - Designation of emergency contact information
    - A) Students age 18 and above and emancipated minors
 

Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.
    - B) Students under the age of 18
 

If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.
    - C) All residential students (both a and b above)
 

If a student is determined to be missing, the college will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.
  - Missing Student Procedure
    - A) Any individual on campus who has information that a residential student may be a missing person must notify the Office of Campus Safety immediately.
    - B) The Office of Campus Safety will gather all essential information about the missing resident student from the reporting person, from the student's acquaintances and from college personnel and official college information sources. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the

physical and emotional well-being of the student, an up to date photograph, a class schedule, when last attended class, last use of Maroon card, etc.

- C) Appropriate campus staff including the Area Coordinator on Duty and Residence Life and Housing Staff will be notified to aid in the search and location of the student. Contact with the student should be attempted using text messaging, cellular phone calls and e-mail.
- D) If search efforts are unsuccessful in locating the student in a reasonable amount of time OR it is apparent immediately that the student is a missing person (e.g. witnessed abduction), OR it has been determined that the student has been missing for more than 24 hours, the Office of Campus Safety will contact the Salem Police Department (appropriate local law enforcement agency) to report the student as a missing person. The Salem Police Department will take charge of the investigation with assistance from college officials.
- E) No later than 24 hours after determining that a residential student is missing, the Dean of Students or Associate Dean of Students will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.
- Communications about missing students
  - A) In accordance with established college emergency guidelines procedures, the Director of Public Relations will be part of the college administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student.
  - B) The local law enforcement agency in charge of the investigation and the city public information officer (PIO) will be consulted by the Director of Public Relations prior to any information release from the college so as not to jeopardize any investigation.
  - C) Information provided to the media to elicit public assistance in the search for the missing person will be handled by the local law enforcement agency.

- **Motor Pool Guidelines**

- I. Mission**

- The mission of the motor pool is to provide vehicles for official college business. The Motor Pool Fleet consists of full-size vans and minivans.

- II. Administration**

- The Office of Campus Safety administers the Motor Pool Fleet.

- III. Location**

- All Motor Pool vehicles are to be picked up from and returned to the Motor Pool vehicle lot, currently located at Elizabeth Campus.** Key pick-up and return is at the Campus Safety Office located at #9 North College Avenue. Failure to return vans to this lot in acceptable condition may result in an additional \$100 charge.

- IV. Assignment / Availability**

- Requests to use vehicles are made by **faculty or staff only**, not students, to the Campus Safety

Office and will be processed during the hours of 8:00 AM - 4:30 PM, Monday - Friday. The method to request a reservation is by the [electronic form](#). Questions about availability of vans can be answered by calling extension 2310.

Generally, reservation requests will be accommodated on a first come - first served basis except during peak times of the year (fall and spring break) when the demand can exceed the supply of vehicles. During high demand times, assignment of vehicles will be made at the discretion of the Campus Safety Office in consultation with the departments requesting reservations. This is necessary due to special equipment such as trailer hitches on college vans that are not available on rental vans. Staff will work with departments to help find the most economical and equitable solution for their transportation needs. If a college vehicle is not available, the individual(s) or department is responsible for making their own rental vehicle arrangements. College policies regarding safety and operation apply to vehicles rented for college business.

## **V. Procedures**

### **A. Check Out**

Vehicles are signed out at the Campus Safety Office located at #9 North College Ave. Keys, a gas credit card, and a "Trip Record" envelope on which to record mileage are issued. Users should make every effort to pick up keys prior to 4:30 pm (Monday - Friday) so that if there is a problem with the reservation there is adequate time for the staff to correct it. A safety road kit is available upon request.

### **B. Driver Qualification** (Based on college insurance carrier recommendations)

**Employees** must have a valid motor vehicle operator's license issued by the state of Virginia (or legal state of residence if not a permanent resident). Operators may be required to show their license upon checking out a vehicle. The license must be carried during operation of the vehicle. For safety purposes the college will periodically review driving records of employees operating college vehicles. Employees with unsafe driving records may be denied use of college vehicles. Employees driving passenger vans must attend the Van Certification Course through the Office of Campus Safety. It is recommended that employees who drive on a regular basis have AAA or other Motor Club type individual membership in the event of a break down or other mechanical problem.

**Students** must have a valid motor vehicle operator's license issued by the state of Virginia (or legal state of residence if not a permanent resident). Operators may be required to show their license upon checking out a vehicle. The license must be carried during operation of the vehicle. Driving records of students operating college vehicles are to be reviewed by the college for safety purposes in accordance with insurance recommendations. Students with unsafe driving records may be denied use of college vehicles. A student with a DUI conviction is ineligible to operate college vehicles. The following conditions apply to student operation.

Only those drivers who are employed by Roanoke College or are current students and have

successfully completed the Van Certification Course through the Office of Campus Safety may operate college vans. Persons under the age of 18 are not permitted to operate a college vehicle.

A member of the Faculty or Staff must make the vehicle reservation listing student drivers.

### **C. Operation of Vehicles**

Drivers are expected to operate college vehicles in a safe manner abiding by state and local traffic laws as well as college policies. The driver is responsible for the safety and behavior of passengers while in transit. The driver is financially responsible for any traffic or parking citations that they may receive.

Employee violations will be reported to the Human Resources office and student violations will be reported to the Student Code System. Violations of a serious nature involving operational safety or violation of laws (such as reckless driving and driving under the influence of intoxicants) will result in loss of the privilege to operate a college vehicle. The Office of Campus Safety will investigate complaints.

### **Virginia Law**

- Requires that headlights be turned on when windshield wipers are used.
- Prohibits the use of Radar Detectors. (Detectors are not permitted in college vehicles regardless of the state of operation.)
- Requires that seat belts must be worn by all occupants.
- Prohibits texting while driving and distracted driving is a violation of state law.

### **College Policy**

- All occupants must wear seat belts.
- Consumption of alcoholic beverage is not permitted in college vehicles.
- Smoking is not permitted in college vehicles.
- Cell phone use or texting by the driver is not permitted while the vehicle is in operation.
- Driver is responsible to see that full-size van capacities are not exceeded. Certain vans have occupancy restrictions due to the design of the vehicle.

### **1. In Case of Accident**

- Police must be called for any accident.
- The vehicle should not be moved until the police have arrived.
- The glove box contains the vehicle registration card and an insurance card.

- In the event of a serious accident where the vehicle is not operable and/or personal injury or death occurs, the Office of Campus Safety is to be notified immediately.

- All accidents must be reported to the Office of Campus Safety upon return of the vehicle

## 2. In Case of Mechanical Breakdown

Should a mechanical breakdown in a distant location cause the vehicle to be inoperable or repairs are needed the driver is to:

- Have the vehicle towed to the nearest Dodge, Chrysler or Ford dealership. If a dealer is not accessible, then the vehicle should be towed to a nearby reputable garage. AAA may recommend repair shops.

- If minor repairs are needed, the faculty or staff person should wait while repairs are performed.

- If major repairs are required, contact the Office of Campus Safety with specific information about the problem including a contact person with phone number and the location of the vehicle.

- If the vehicle is inoperable and repairs will take several days, the employee will need to rent a vehicle from the nearest car rental agency to continue the trip or return to campus or make other transportation arrangements.

**Note:** If a breakdown is within a reasonable distance of the college, the college will dispatch a tow truck from Salem to pick up the vehicle and will try to bring a replacement vehicle if one is available.

## F. Fuel

The driver is responsible for fueling the vehicle. Operators will be issued a college Visa credit card. The credit card is only to be used for fuel, oil or other vehicle related expense. Fuel receipts are to be returned in the Trip Record envelope along with the credit card and keys. Drivers on extended trips outside the area should check the oil level when re-fueling. **Sufficient gas (full tank) must be left in the vehicle upon return for the next user. Failure to completely fill the tank will result in an \$8.00 / gallon surcharge charged to the sponsoring department.**

## G. Return

The vehicle is to be returned to the Motor Pool parking area. Failure to do so will result in a \$100 charge to the sponsoring department. All trash and personal belongings are to be removed. The vehicle is to be left in a clean and satisfactory condition for the next user. Please lock all doors and turn off interior lights. The keys, credit card, and gas receipts are to

be placed in the completed trip envelope, the beginning and ending mileage is to be noted, and the trip envelope returned immediately to the Campus Safety Office. Mechanical problems with the vehicle, as well as comments or suggestions, are to be noted on the trip record form upon return. Sponsoring departments may be held responsible for cleaning costs (\$100) of vehicles left in an unsatisfactory condition (excessively dirty) or for the cost of damages to the vehicle resulting from a driver's or occupant's negligence.

#### **H. Mileage Charges**

Departments are charged a per mile rate for use of the Motor Pool Vehicles. The user must provide a valid budget account number when the reservation is made.

#### **I. Other Charges**

As of June 1, 2022, the following charges will be added to the mileage:

- \$8.00 / gallon will be assessed for vehicles not returned with a full tank of gas
- \$100 cleaning fee for vehicles returned dirty (trash in the vehicle, dirt in excess of normal wear, etc.)
- \$100 vehicle return fee for vehicles not returned to the designated Motor Pool parking area.
- 100 miles will be added to any trip where the beginning and ending mileage is not filled out on the Vehicle Trip Record, with the estimated total miles estimated via mapping program.

##### **1. Cancellation Policy**

The Office of Campus Safety is to be notified as soon as possible of cancellations as other users may be on a waiting list for vehicles. There is an option to cancel a reservation you have made on the A "Cancellation" form for this purpose is on the [My Reservations](#) section of the website.

#### **K. Special Equipment**

If a department needs a van with a seat(s) removed or one that has a trailer hitch this must be specified at the time of reservation. Two working days lead-time is desired if seats need to be removed.

- **Motor Vehicle Policy**

- [Find The Motor Vehicle Policy Here](#)

- **Policy on Hazing**

1. **Hazing will not be tolerated at Roanoke College.**

- (a) College student groups (e.g. registered student organizations, intramural, club and varsity athletic teams, and other recognized student groups) and individual students are prohibited from hazing.
- (b) Hazing is prohibited in any form both on campus and off campus.

## **2. Definition of Hazing**

- (a) In accordance with Virginia Law, “Hazing” is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced or coerced consumption of any food, liquor, drug, or other substance, or other forced or excessive physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, excessive cleaning or errand-running, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
- (b) For the purposes of this policy, hazing includes observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers/leaders who are aware of planned hazing activities and condone or fail to prevent that hazing from occurring, regardless of their participation.

## **3. Procedures for Implementation by Student Success:**

- (a) Allegations of Hazing – Any person having knowledge of any activity or conduct which may constitute hazing should contact the Dean of Students Office or Campus Safety.
- (b) Self-Reporting of Incidents - Student organization/team members and officers/captains should immediately report any hazing incidents that occur within their organization to the Dean of Students Office, providing a detailed description of the events that have transpired, the names of any individuals involved, and a description of any actions taken by the organization. Upon receiving the report, the Dean of Students Office and/or Campus Safety will investigate as described in this policy, and the organization president and advisor/coach will be notified. The investigation and adjudication will proceed related to the policy violations by the individual(s) implicated in the report, unless evidence discovered in the investigation proves the incident to have been sanctioned by the organization. If the incident appears to have been sanctioned by the organization, a follow-up investigation into the organization’s role may be undertaken. If the student organization is affiliated with a national organization, the national headquarters may be contacted depending on the severity of the incident, the organization’s involvement in the incident, and the organization’s cooperation in the investigation.
- (c) Investigation of Allegations and Charges—Upon receiving a report of alleged hazing, the Dean of Students Office will assign the case to an investigator. As part of the investigation, the College will:



- (1) Make contact (if possible) with the individual(s) bringing forward the allegations of hazing;
- (2) Make contact with the individual(s) alleged to have perpetrated the hazing. If the conduct is organizational in nature, the investigator will contact the advisor and president of the organization under investigation;
- (3) Conduct interviews with all parties, including victims, the accused student(s) and any witnesses. The investigator may, at his/her discretion, recommend interim action (as described in the Student Code of Conduct) to the Dean of Students at any point during the investigation;
- (d) The investigator may, at his or her discretion, require students, or a select group of students (i.e. all new members of an organization) to participate in an investigatory meeting at a pre-determined time and location and may exercise discretion regarding the communication of students during the investigation process.
- (e) The investigator may, at his or her discretion, require students to undergo a physical examination by a campus health center staff member, particularly when allegations of physical abuse are part of a hazing investigation. The results of these physical examinations will be protected by applicable health privacy laws, but a summary of any physical signs of hazing (i.e. bruises, burns, etc.) will be provided to the investigator by the medical professional conducting the examinations.
- (f) The investigator will provide a written investigative report to the Dean of Students Office. Upon receipt of this report, the Dean of Students (or designee) will determine if charges are warranted. If charges are warranted, the Dean of Students Office will charge the individual student(s), the involved student group(s), and/or the President or other responsible officers of the involved student group(s) or any other complicit bystanders in accordance with the Student Code of Conduct.
- (g) Adjudication. – Adjudication shall be conducted pursuant to the Student Code of Conduct
  - (1) It is not a defense to a charge of hazing that:
    - i. Any or all participants consented to the behavior;
    - ii. The conduct was not part of an official organizational event or otherwise sanctioned or approved by the student group; or
    - iii. The conduct or activity was not done as a condition of membership to or affiliation with a student group.
- (h) The University will, on a case-by-case basis, determine whether any violations of policy are individual or organizational in nature. In determining whether or not a violation is organizational in nature, the College will consider the following:
  - i. How many members were present when the alleged violation occurred or had specific knowledge of the alleged violation?
  - ii. What knowledge the appropriate chapter officers and/or advisors had of the alleged violation?
  - iii. What action the appropriate chapter officers and/or advisors took in addressing/preventing the alleged violation?
  - iv. Were chapter members acting in concert, or did the individual's membership in the chapter serve as an impetus for the alleged violation?

- v. Did the violation arise out of a chapter sponsored, financed or endorsed event?
- vi. Is there a pattern of individual violations that have occurred without proper action by the chapter?
- (i) Amnesty – Students who make a hazing complaint in good faith, or victims of hazing who participate in an investigation, will not be charged with other College policy violations that are brought to light in the course of the investigation that arose out of, or were committed as a direct result of, the hazing incident(s) under investigation (i.e. students forced to consume alcohol as part of a hazing incident will not be charged with violations of the College’s alcohol policy). The College reserves the right to follow up with those students related to those issues as appropriate in a non-disciplinary setting.

#### 4. Sanctions

- (a) Sanctions for violations of this policy shall be administered by the Dean of Students.
- (b) Student groups subject to College jurisdiction and individual students found responsible for violations of this policy shall be sanctioned in accordance with the Student Code of Conduct. For student groups, sanctions include, but are not limited to, revocation of registration or denial of application for registration, loss of College privileges such as the ability to formally meet on campus and to use campus facilities, or to represent the College, and, in the case of fraternities and sororities, the right to be recognized or operate at the College.
- (c) Sanctions imposed by the College for violations of this policy may be in addition to any penalty imposed for violation of the criminal laws of the State of and for violation of any other College regulations or policies.
- (d) For groups that are formally associated with the College (i.e. varsity athletic teams, College musical groups, or any other groups supported by the College that are not required to register as student organizations), sanctioning for violations of this policy shall be determined by the Vice President of the administrative unit that sponsors/supports the group in consultation with the Dean of Students/Designee.

#### 5. Retaliation

- (a) It is a violation of this policy to retaliate or take adverse action towards any person for reporting an alleged violation of this policy or for cooperating with a College investigation related to this policy. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), isolation, or any other action intended to create a hostile environment for the intended target of the retaliation.
- (b) For information on **Organizational Conduct Standing for Fraternities and Sororities**, [click here](#).

How do I report hazing?

- You can report online through the following forms:
  - o [Student Conduct Complaint Form](#)

If you have questions or concerns regarding hazing, you can contact the Dean of Students office (540-375-2592) or Campus Safety office (540-375-2310).

- **Policy Regarding Student Organization Sponsored Events**

- All performance, events, activities, parties, etc. sponsored by recognized student organizations must be in compliance with Roanoke College policies and procedures as well as all applicable federal, state, and local regulations and laws. The sponsoring campus organization must assist with the enforcement of policies, procedures, laws, and codes. The sponsoring organization will be held accountable for violations. Roanoke College reserves the right to end any performance, event, or activity for due cause. Furthermore, Roanoke College reserves the right to exclude all persons not conforming to acceptable behavior.
- Campus organizations that sponsor events on the Roanoke College campus must abide with the specifics of the following agreement:
  - 1) During an event, all guests/participants must enter through a designated main entrance. The sponsoring organization is responsible for assisting the Roanoke College staff by monitoring the emergency exits and restricting access through these doors.
  - 2) Roanoke College facilities, including the entire Colket Center, are designated no-smoking areas. Guests/participants may go outside to smoke.
  - 3) All persons, backpacks, large handbags, packages, coats, and jackets are subject to search before entering college facilities or at any time within the facility in use. In addition, no bottles, cups, or other beverage containers may be brought into the Colket Center Cavern during a campus event.
  - 4) The sponsoring organization is responsible for the behavior of its guests, participants, and audience members including the prevention of underage drinking. If the performance, event or activity is open to the public and therefore deemed a "high risk event," the College reserves the right to require Campus Safety Officers and/or Salem Police Department Officers to work the event. In this case, the labor cost may be included in the cost of the production of the event and passed along to the sponsoring organization. All security personnel for campus events must be acquired through Campus Safety.
  - 5) The sponsoring organization is responsible for maintaining all College furniture and equipment in good condition. The guests, participants, and audience must not stand on furniture or equipment. If furniture is moved out of a facility or re-arranged within that facility for an event or activity, it must be returned to its original location immediately

following the event. The sponsoring organization will provide a work crew to accomplish this task.

- 6) The sponsoring organization must provide a work crew to clean up following the event or activity and return that facility to the condition that it was prior to the event. In any case, the work crew may not leave the facility until the event manager on duty releases them.
- 7) During a performance, the sponsoring organization will ensure that there will be:
  - A. No genital or (for women) breast nudity.
  - B. No self-mutilation.
  - C. No ingesting substances or items that could cause permanent harm.
  - D. No activities involving bodily fluids or bodily functions.
  - E. No stunts that could cause serious injury, i.e. diving into a wading pool, bungee jumping from the rafters, etc.

- **Presentations**

- Roanoke College, as a private institution of higher education, recognizes and acknowledges that the exchange of opinion is paramount in education, and it therefore becomes an accepted obligation of this institution to provide for that exchange. Roanoke College also recognizes that all opinions of free men and women in a free society are not in accord, nor are all opinions in accord with the purposes and policies of Roanoke College. Yet, the college cherishes the freedom granted it as a private institution in a great American democracy protected by constitutional guarantees of freedom of expression, and accepts the responsibility that those freedoms demand, within its purpose as an educational institution.
- It is still essential that there be orderly management of the function of the college; therefore, the following rules are provided for the benefit of the entire college community:
  - 1) Individuals or groups being presented on the campus of Roanoke College or Roanoke College students or student groups wishing to rally, demonstrate, or make a presentation on the campus should serve the broad educational aims of the institution.
  - 2) Only a department or agency of the college and those organizations that are officially recognized by the college may invite individuals or groups to the campus.
  - 3) Since the privilege of question is vital to the educational process, the college will expect that opportunity will be given for a question and answer exchange at a time mutually agreeable to the visitor(s), the sponsoring organization, and the college, with every effort to be made to schedule such an exchange at the conclusion of any primary appearance.
  - 4) The use of facilities and the date and time of the engagement must be cleared in advance with the Director of the Colket Center & Student Engagement who maintains the Student Engagement calendar.

- 5) Attendance at presentations by such visitors shall be limited to members of the academic community, unless the college extends invitations to a limited number of guests or to the public.
- 6) The presence of any individual or group on this campus with authorization granted under these procedures in no way implies that the college endorses or supports the views implied or expressed by that individual or group. The college looks with disfavor upon individuals or groups who advocate the overthrow of the constitutional government of the United States of America.

- **Privacy in Student Records**

- Roanoke College designates the following categories of student information as public or "Directory Information."
  - 1) Name
  - 2) Current Enrollment Status
  - 3) Local Address
  - 4) Home Address
  - 5) Local Telephone Number
  - 6) Home Telephone Number
  - 7) Campus E-mail address
  - 8) Date and Place of Birth
  - 9) Dates of Attendance
  - 10) Grade Level (classification)
  - 11) Schedule of Classes
  - 12) Previous Institutions Attended
  - 13) Major Field(s) of study
  - 14) Minor Field(s) of study
  - 15) Concentration(s) of study
  - 16) Awards and honors
  - 17) Photographic or videotaped image
  - 18) Participation in officially recognized sports and activities, including fraternities and sororities
  - 19) Physical factors of athletes (height and weight)
- In the interest of protecting the privacy of student records and in compliance with legislation passed in 2019 by the Virginia General Assembly, directory information for Roanoke College students is only available through login authentication using Roanoke College credentials.
- Non-public disclosure of student address, telephone number, and email address may be allowed for the following purposes: (1) use within the Roanoke College community, including but not limited to those that facilitate student participation in courses, programs, and experiences, communications to and from the College and members of the College community, and student directory information, and (2) use in College processes and operations as needed to conduct College business.

- Requests for non-disclosure may be made by currently enrolled students. To withhold disclosure, written notification must be made to the Roanoke College Registrar's Office. Requests are in effect from the date received in writing from the student until rescinded in writing by the student. Students should understand that, by withholding directory information, some information considered important to students might not reach them.
- Note: This policy does not include the release of any information regarding a student's grade point average or academic standing. Release of information of this type is only allowed with the written consent of the student through the Roanoke College portal.
- The above policy is in compliance with the Family Educational Rights and Privacy Act of 1974 and has been reviewed by a representative of the Family Policy Compliance Office of the U.S. Department of Education. Questions regarding this policy may be directed to the Registrar's Office (registrar@roanoke.edu).

- **Procedures for Addressing Student Complaint**

- It is the policy of Roanoke College to provide an effective and acceptable means for a student to bring problems or complaints to the attention of the institution for review and resolution.
- Concerns regarding a faculty or staff member:  
As a first step, students are encouraged to discuss their concerns directly with the individual involved. If the student feels uncomfortable in directly discussing his/her concern with the involved faculty or staff, or thinks that the concern was not handled appropriately, then the student may discuss his/her concerns with the appropriate supervisor or department chair or program director (unless the professor in question is also the chair or director, in which case the student may discuss the matter with the Dean of the College or his/her designee.)
- Concerns regarding another student(s):  
As a first step, students are encouraged to discuss their concerns directly with the other student(s) involved. If the student feels uncomfortable in directly discussing his/her concern with the involved individual(s), or thinks that the concern was not handled appropriately, then the student may discuss his/her concerns with his/her Community Leader or with the Dean of Students Office. If the concern is with a Community Leader, then the student may discuss the matter with the Assistant Director (AD). If the concern is with the AD, then the student may discuss the matter with the Director of Residence Life and Housing. If the concern is with the Director of Residence Life and Housing, then the student may discuss the matter with the Dean of Students.
- **FILING A FORMAL COMPLAINT**  
If a concern is not adequately resolved through the informal process described above, a student may also file a formal complaint against a member of the college community (faculty, staff or student) according to the procedure outlined below:

Formal Complaints must be submitted in writing with supporting documentation, when applicable, and should be filed within ten (10) working days of the action warranting such filing.

1) A complaint involving a faculty member should be submitted to the Office of the Dean of the College through the Associate Dean for Academic Affairs and Administration. The complaint will be handled according to the procedures listed in the Faculty Handbook.

2) A complaint involving a staff member should be filed with the Associate Vice President of Human Resources and will be handled according to the Problem-Solving Procedure and/or Disciplinary Procedures in the Staff Handbook. (A complaint involving the Associate Vice President of Human Resources should be submitted to the Vice President of Business Affairs.)

3) A complaint involving a student should be filed with the Associate Dean of Students, and will be handled through the guidelines outlined in the Student Conduct Code.

- INVESTIGATION AND RESOLUTION OF COMPLAINTS

Within seven working days of receipt of a complaint, the appropriate reviewing authority (outlined above) will initiate an investigation of the complaint. The resolution of the complaint will be done in a timely fashion and within a reasonable time frame based on the nature of the complaint. The student filing the complaint will be advised when appropriate action has been taken.

- RECORD KEEPING AND OUTSIDE REVIEW

The Associate Vice President of Human Resources will receive annual reports from the Dean of the College (or his/her designee) and the Dean of Students Office outlining a record of all formal student complaints handled. This information will be combined with the information on file in the Human Resources Department regarding student complaints handled by the Associate Vice President of Human Resources. This information will be maintained for five (5) years.

Such records will be made available upon request to the Commission of Colleges. Concerns regarding complaint resolution may be addressed by the Commission of Colleges, Southern Association of College and Schools (SACS,) and by the State Council of Higher Education for Virginia (SCHEV.)

The Associate Vice President of Human Resources will receive an annual report of cases managed outside Human Resources, which will be consolidated with their files and maintained confidentially for five (5) years from the date of the complaint.

- INTERNAL GRIEVANCE PROCEDURE FOR ACCESSIBILITY ACCOMMODATIONS

The Office of Accessible Education reviews documentation of disabilities and determines appropriate accommodations for students. Students with concerns about their

accommodations should work with this office to resolve any issues. Students who are dissatisfied may submit an appeal to the Office of the Dean of the College through the Associate Dean for Academic Affairs and Student Engagement, who will investigate. The appeal will be considered by the Dean of the College, whose decision is final.

- IF ALL ROANOKE COLLEGE APPEALS HAVE BEEN EXHAUSTED

If all institutional resources and procedures provided by Roanoke College have been exhausted, and the complaint has not been resolved, students can submit a student complaint form to the State Council of Higher Education for Virginia (SCHEV). SCHEV can be contacted at 804-225-2600 or through the SCHEV Complaint Process website:

<https://www.schev.edu/students/resources/student-complaints>.

- **Residence Life & Housing**

#### ABANDONED PROPERTY

The college will not be responsible for damage or loss of any personal property not removed within 48 hours after a student withdraws, separates from the college, or after the residence halls close in the spring. A room-cleaning charge will be assessed against any student who fails to remove his/her items of personal property within 48 hours of withdrawal or separation. Personal property left in hallways, stairwells and lounges will be considered abandoned property and will be discarded.

#### ACCOMMODATIONS (Housing Accommodations) \*

Students requesting housing accommodations based on a disability must first contact the Assistant Director of Academic Services for Accessible Education at [aes@roanoke.edu](mailto:aes@roanoke.edu). The student may be asked to provide documentation to support their request. Any documentation submitted should be current and relevant. Documentation must be from an appropriate professional that describes the current functional impact of the condition or disability as it relates to the housing modification or accommodation requested. All requests will be handled on a case-by-case basis by the Accommodative Housing Committee. Requests and supporting documentation must be turned in by the deadlines below.

#### DEADLINES

- March 15<sup>th</sup> for Fall housing accommodation requests for returning students
- April 15<sup>th</sup> for Summer housing accommodation requests
- June 15<sup>th</sup> for Fall housing accommodation requests for new students
- November 15<sup>th</sup> for Spring housing accommodation requests

Please contact Accessible Education Services ([aes@roanoke.edu](mailto:aes@roanoke.edu)) with any questions.

\*Temporary requests for use of a specific room for medical reasons for under 30 days do not require documentation from a healthcare provider.

#### ALCOHOL



**Individuals who consume alcoholic beverages, regardless of their age, are responsible for their behavior and that of their guests.**

The following actions constitute violations of the Alcoholic Beverage Policy:

- Consumption under the legal age of 21.
- Consumption of alcoholic beverages out-of-doors.
- Consumption of alcoholic beverages in unauthorized areas.
- Consumption of alcoholic beverages in college vehicles.
- Being intoxicated as determined by college officials.
- Providing alcohol to underage persons.
- Transportation of alcoholic beverages in open containers in unauthorized areas.
- Possession of bulk container(s) of alcoholic beverages. (Kegs and party balls found in the possession of students on campus will be confiscated and will not be returned.)
- Alcohol-related Events in Unauthorized Areas
- Violating state, local and federal laws applicable to alcoholic beverages.
- Possession of empty alcoholic beverage containers in underage student rooms.

## BICYCLES

Bikes may not be stored in public areas, hallways, stairwells, or near exit doors. Bikes found in these areas will be removed, and a \$25 fee will be charged and must be paid in order to regain possession of the bike.

## BICYCLE STORAGE

Bike racks are located outside of the residence halls. Bikes should be stored either in the bike racks outside the hall or in the residents' rooms. Bikes should be registered with the Campus Safety Office. It is recommended that a high security shackle lock be used to secure bikes. Unregistered bikes left on the racks after the academic year closes are considered abandoned and are subject to removal and disposal unless arrangements are made otherwise.

## BREAK PERIODS

With the exception of Chalmers Hall or an on-campus Apartment (Afton and Elizabeth Hall), students must vacate the residence halls during fall, Thanksgiving, winter, and spring breaks. Afton, Chalmers, and Elizabeth Halls apartments remain open during all breaks in the regular academic year, with the exception of winter break. Residents of these halls simply need to inform the Office of Residence Life & Housing by submitting a break request at [www.roanoke.edu/breaks](http://www.roanoke.edu/breaks).

Residents who do not live in Chalmers Hall, Afton, or Elizabeth Hall should make arrangements to vacate their rooms during the breaks unless they are asked to stay for a College related event such as athletics or student employment. However, residents who wish to remain during the breaks for personal reasons,

such as employment off campus or late travel arrangements, may request to remain for one or more nights and if approved may stay for a fee of \$35 per night.

Residents, who plan to stay during all or part of the breaks, whether at the invitation of the College, for personal reasons, or because they are residents of Chalmers Hall, Afton, or Elizabeth Hall should submit the request form at [www.roanoke.edu/breaks](http://www.roanoke.edu/breaks). An additional charge of \$50 per day may be assessed for those students staying in the halls after closing, or returning before opening without permission from the Residence Life & Housing staff. Residence hall card access will be disabled during break periods. Without approval to remain during the breaks, access will be prohibited.

Residence Life & Housing staff does a safety and security check during closing for fall, Thanksgiving, winter, and spring breaks. Violations of the Student Conduct Code discovered during security checks are dealt with in accordance with the standard referral procedure. Closing violations are recorded and fines are issued where appropriate.

For specific break dates refer to the Residence Life & Housing pages on the Roanoke College web site.

#### BUILDING SECURITY

Leaving room and apartment doors unlocked when not present or when sleeping creates security and safety risks. Residents should keep their doors locked during these times. Residence halls will remain locked 24 hours. Residents have access to their respective residence halls via their student ID card and 9am to 9pm access to other halls.

#### BUNK/LOFT BED POLICY

Only Roanoke College owned and installed bunk beds and lofts are permitted in campus housing.

The Wortmann complex (Blue Ridge, Shenandoah, and Tabor Halls) are the only buildings where lofts are authorized. The College has a limited number of lofting kits available. These kits are issued on a first requested, first installed basis. Only one loft kit may be used per bed. Lofting is not available in single rooms.

College provided bunk beds are authorized in all residence halls and Greek houses except for single rooms which only have one bed.

Residents who wish to loft (Wortmann Complex only) or use a bunk bed must complete the online [Bunk/Loft Bed Request Form](#) using their Roanoke College credentials. **No one else can complete this Form on behalf of any other student.** If any resident requests a bunk or loft bed, then **all** residents of the room must submit this Form.

Once a bunk bed or a loft kit has been installed, it must remain as installed by the College without any components, removed or altered. Should it be discovered the bunk bed or loft has been modified in any way, the residents will have 24 hours to return the bed to the approved set up. If the bed is not returned to its original set up, it will be removed by staff; and all of the residents of the room will be charged a removal fee.

**\*\*Please note that bed risers up to 8 inches may be used without filling out this Form.**

#### CHECKING INTO A ROOM

## Keys

Residents will be issued a room key and exterior door card access or an exterior door key (Afton) when checking into a specific residence hall. Residents may not change or add locks (including chain locks, deadbolts, etc.). Duplication of room and exterior door keys is prohibited.

## Room Condition

Residence Life staff members conduct pre-occupancy inspections of all resident rooms prior to check-in. Residents are responsible for the condition of their room and room furnishings belonging to the College and sign a Room Inventory Card (RIC) documenting the condition of the room at check-in.

When completing your Room Inventory Card, it is of utmost importance that you work with a Residence Life staff member to accurately record the contents and condition of your room at the time you check in. At the end of the year or upon vacating the room, the Room Inventory Card will be used by a staff member to determine what damages, if any, have occurred during the residents' stay. This card will be the basis from which any charges are made. It is the resident's responsibility to contact a Residence Life & Housing staff member should a damage occur while occupying a room. A Residence Life & Housing staff member will contact maintenance or housekeeping and work with the resident until the issue is resolved.

## CHECKING OUT OF A ROOM

Before vacating their rooms, all residents must:

- remove all personal belongings,
- properly dispose of trash in the dumpster outside of their building/area,
- check out with a Residence Life & Housing staff member or complete express checkout, and
- return all College issued keys within 48 hours or by noon the day after commencement. A \$50 charge per key will be assessed for missing keys.

Charges may be assessed for damage, missing furniture or keys, and any necessary excessive cleaning. Residents are responsible for damages to their rooms and furnishings belonging to the College. Damages will be assessed by comparing the condition of the room at the time of check-in with the condition at the time of checkout. It is the individual's responsibility to be sure that everything is recorded on the inventory card both at check-in and checkout. Anything missing or damaged at the time of checkout that was not recorded at the time of check-in will be charged to the individual(s) who reside in that room.

## Withdrawals/Room Changes during the Semester

Should the resident change rooms, withdraw, or be separated from the College or its residences for any reason, the resident will remove all personal belongings from the College premises, vacate the residence, and return key(s) within 48 hours. All residents are provided with an opportunity to meet with a Residence Life staff member once they have moved all of their belongings from their room. The staff member may collect the room key and evaluate the condition of the room, noting any damages, missing items, or cleaning concerns. Residents who fail to check out with a Residence Life & Housing staff member are subject to charges for any or all damages/losses to the room.

## COMMON AREAS

A common area is defined as any space and/or area outside a student room. This includes, but is not limited to stairwells, hallways, restrooms, lounges, quads, lobbies, kitchens, elevators, entrance ways, and study rooms. Community members share responsibility for ensuring that common areas are properly utilized. Please help discourage damages to rooms or common areas, and identify individuals responsible to a Residence Life & Housing staff member, Campus Safety staff, or the Silent Witness program which can be found on the Campus Safety page of the Roanoke College website. Damage charges resulting from the misuse or abuse of common areas may be assessed to all residents of the area. If the individuals responsible for the damage are identified, then only those persons are charged.

The College shall provide housekeeping services for the basic upkeep of the building. This will include the sweeping, mopping, and waxing of floors, cleaning of bathrooms (with the exception of Marion, Elizabeth, Afton Halls, and New Hall apartments and suites), etc. The residents of the hall are responsible for keeping the building in an acceptable condition. The residents may be billed for housekeeping/grounds services beyond those needed for basic upkeep.

Examples of resident responsibilities include:

- All trash in common living areas is to be disposed of properly. Trash must be placed into exterior dumpsters.
- Spilled liquids and excessive dirt on floors should be swept and mopped.
- Stickers, writing, and other marks on walls should be cleaned.
- Kitchen clean up - including taking care of dishes used, wiping up spills, and putting dishes away.
- Bathroom floors and shelves above sinks should be free of personal items. Personal items may be stored in storage units (cubbyholes, shelves) supplied in bathrooms, or in individual rooms.
- It is the responsibility of each individual to remove personal items from common areas. If items are left out, the housekeeping staff will not be able to properly clean the area. Items left out for an extended period of time will be removed by the residence hall staff.

## COMMON AREA ALTERATIONS AND DECORATIONS

Residence hall common area alterations (painting, decorations, etc.) must be approved in advance by the Director of Residence Life & Housing and the manager of physical plant operations.

## CONSOLIDATION OF VACANCIES and DEFAULT SINGLES:

The Residence Life & Housing Office reserves the right to fill all vacancies. If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, Residence Life & Housing reserves the right to fill the vacancy. If spaces are not needed after Census Day (one week after the first day of classes each semester), the resident may request to continue to live in the room at an increased rate for the balance of the semester and be assured that the College will not assign someone to that space.

A "double as single" rate shall be charged equal to the cost of a single room in the designated building. Students allowed to "buyout" their room agree that all room furniture will remain in the student room. Students who remove room furniture may be charged replacement value of the furniture and may face student conduct action.

Should a "buyout" be granted for the fall semester, it is not guaranteed for the spring semester. If need arises for the space for the spring semester, the Residence Life & Housing Office will provide advance notice to the current resident to prepare the room for a roommate.

Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to conduct action. This includes not responding to phone, e-mail or other attempts to make contact.

If someone is assigned a roommate at any time during the fall or spring semester, or when they leave for the winter break, it is important they are prepared to receive that person by ensuring the following:

- one bed should be cleared and unobstructed
- one desk should be emptied and cleared
- one set of drawers should be emptied and available
- one closet or wardrobe should be emptied and made available
- all assigned College furniture is present in the room

Additional information about Ghosting:

Ghosting occurs when students pay for a residence hall space but fail to move into their room. If a student fails to pick up their keys by Census Day (one week after the first day of classes each semester), the Residence Life & Housing Office reserves the right to change their housing assignment to a space designated as "overflow" to open up further options for room changes. Should the ghosting resident decide to move into their space after a room assignment has been changed, they will be required to live in their newly assigned space until further accommodations become available.

## CONTRACT PERIODS

Rooms in residence halls are rented only for those periods of time when the College is in regular session, during the Intensive Learning Term, and during summer sessions.

At the end of each term residents must leave 24 hours after their last exam. Residents may be fined \$50 for each evening they reside in the halls outside of the regular contract period.

## DAMAGES

### Individual Student Rooms

Residents are responsible for damages occurring in their rooms and to their room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally, unless one roommate accepts full responsibility in writing.

### Common Area Damages

Students are expected to take proper care of College property. When damage occurs, the individual responsible will be billed through the Residence Life & Housing Office. In cases where the responsible party cannot be determined, damage costs will be prorated to all occupants of the hall or floor where

the damage occurred; a minimum charge of \$5 will be assessed to every occupant for each incident. Damages should be reported to a Residence Life & Housing staff member in a timely manner.

#### DEFAULT SINGLES

(See CONSOLIDATION OF VACANCIES)

#### ELECTRICAL APPLIANCES

Electrical appliances have the potential to be hazardous if misused or not kept in proper repair and should always be used with caution and supervision. Appliances should be UL (Underwriter Laboratory) approved and have an automatic shut off system whenever available (coffee makers, curling irons, irons, etc.) No cooking is allowed in the residence hall bedrooms. Each hall has access to a kitchen. The following appliances may not be used in the residence halls:

- Air Fryers
- broiler/toaster oven
- electric fry pan
- refrigerators larger than 3.9 cubic feet (with the exception of apartment and common area kitchens)
- microwave ovens with greater than 900 watts
- halogen lamp
- lava lamp
- multi-colored floor lamp
- any appliance with an open flame or open coil or heating element

#### EMERGENCY/COURTESY PHONES

Yellow phones are located at designated residence hall entrances and can be used to call any campus number. Additionally, the phones are equipped with a 911 button which connects callers to Salem Emergency Services in the event of an emergency.

#### FALSE ALARMS

Discharging a false fire alarm jeopardizes the safety and welfare of residents, other members of the Roanoke College community, and members of the Salem community. Residents found in violation of this policy are subject to disciplinary action.

#### FIRE/EXTERIOR DOORS

Propping fire doors or exterior doors creates fire and security risks and is prohibited.

#### FIRE DRILLS

In compliance with mandated fire codes, the staff will conduct regular fire drills in order to insure orderly and safe evacuation in case of fire or other emergencies. Failure to evacuate during a fire drill or

actual fire emergency or re-entry into the building before permission is granted may result in disciplinary action.

Student and professional staff have been trained on fire alarm evacuation and safety. Student staff cover the specified area for specific hall evacuation plans during the first-floor meeting during the first week of classes.

#### FIRE SAFETY

The following fire safety guidelines must be followed to help ensure fire safety and to be in compliance with local and state fire codes. Infractions may result in disciplinary action and removal of the prohibited item(s):

- Based on the fire marshal's recommendation, Roanoke College has a universal ban on extension cords in all residential buildings. You may use surge protectors with fuses that plug directly into the wall. They should not extend through ceilings, under carpets, under or across doors, nor should they have any physical damage. (VSFPC 605.4.1-5).
- nothing (e.g., tapestries, fishnets, posters, etc.) may be hung from or attached to ceilings or other horizontal surfaces above the head nor shall they cover more than 20% of the student rooms' surfaces;
- nothing may be hung or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure;
- nothing may be hung from sprinkler pipes, or within 18" of any sprinkler head;
- electrical outlets and extension cords may not be overloaded;
- surge protectors should be UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors should not be linked to other surge protectors or be placed underneath carpets;
- the smoke detector battery must remain in the smoke detector. In the event the battery needs replacing, residents should contact a Residence Life & Housing staff member immediately;
- burning candles, oil lamps, and/or incense is prohibited in residence hall rooms or common areas. Birthday candles on cakes and candles necessary for the observation of religious holidays may be burned with prior approval of the Assistant Director and under supervision of a Residence Life & Housing staff member;
- lava, halogen, and multi-colored floor lamps are prohibited in residence hall rooms or common areas;
- flammable materials or equipment that contains flammable materials (such as camping stoves, lanterns, etc.) may not be stored in residence halls;
- live Christmas trees or wreathes are not allowed in residence halls;
- strung lights and electrical apparatus must be removed from all flammable materials and may not be hung across open areas;

- strung lights should be in good repair; Cords with frayed insulation or taped repairs are prohibited;
- keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, cigarette butts, etc.;
- it is the responsibility of residents to become familiar themselves with the location of all building exits, smoke detectors, fire extinguishers, and fire alarm pull stations;
- residents should familiarize themselves with fire safety policies and exit procedures, and always cooperate with staff conducting fire drills or dealing with actual fire emergencies.

## FURNISHINGS AND FURNITURE

Upon move-in, the following is provided for each resident: one bed frame, one extra-long twin sized mattress, chest of drawers, desk and chair and adequate closet/wardrobe space. Other furnishings may vary according to the individual residence hall. College furniture may not be removed from a resident's room or apartment and should not be switched between rooms. Under no circumstances may room furniture be placed in the hallways, storage rooms, or common areas. Unidentified furniture will be considered abandoned and will be removed. Charges for the replacement value of furniture will be assessed for missing furniture upon check out. Students are held responsible for their room (and apartment) furniture.

As mandated by section 805.4 of the Virginia Statewide Fire Prevention Code, personal mattresses and are not allowed in student rooms. Students found in violation of this are subject to student conduct proceedings and fines. In addition, any upholstered furniture introduced into the residence halls must have the label of an approved agency confirming compliance with the following:

- [NFPA 261](#)
- [ASTM E 1537](#)

Any upholstered furniture not bearing the label, will not be allowed in the halls and will be discarded

### Lounge Furniture

Lounge furniture is provided for the use of all students in the residence halls and may not be taken to individual rooms for private use. Unauthorized use of lounge furniture may result in charges assessed to the student(s) involved and can result in Code of Conduct charges.

College furniture from student rooms and common areas may not be taken outside.

## GHOSTING

(See CONSOLIDATION OF VACANCIES)

## GUESTS

Residents may host student or non-student guests overnight in their rooms with the expressed permission of their roommates. Residents are afforded this privilege with the understanding they will make responsible decisions regarding their behavior, which includes respecting the rights of roommates and other hall residents. Roommates or other hall residents who believe their rights are being violated



or they are being imposed upon should first discuss the matter with the other party. If this does not lead to a resolution of the problem, residents should contact their CL or AD.

Residents should inform their CL/GCL/AD when they plan to have overnight guests. Residents are responsible and accountable (including disciplinary action, restitution, etc.) for their guests' behavior while on College property or at College-sponsored events. Guests may not stay in any residence hall room for more than 3 days and 2 nights in a month without permission from the Residence Life & Housing staff. Residents must seek approval from the Residence Life & Housing staff prior to hosting a minor. Residence hall common areas are not available as overnight sleeping space.

#### HALL SPORTS

Games, sports, and sports-related activities that are otherwise played outdoors or in a specific sports arena are not permitted in the residence hallways, stairwells, or common areas.

#### HOUSING ELIGIBILITY

Housing is provided only for currently enrolled students. The College does not provide housing for non-student family members. The College reserves the right to deny campus housing to students for just cause, as determined by the Residence Life & Housing staff.

#### INCLUSIVITY STATEMENT

Students who inform Roanoke College Residence Life & Housing in a timely manner that they identify beyond the binary or as transgender will be housed in keeping with their gender identity; and every attempt will be made to give those students comfortable housing.

#### INDIVIDUAL ROOM RESPONSIBILITY

Individual rooms must be maintained in a safe and sanitary manner. To reduce the risk of fire, residents may not allow an excessive amount of combustible material (cardboard, paper, wood etc.) to accumulate in their rooms. Residents must refrigerate perishable food items and store non-perishables in sealed containers. Occupants of a room not meeting this standard, as determined by the Residence Life & Housing, Campus Safety, and/or Maintenance staffs, will be given a designated period of time to correct the situation. Disciplinary action may be taken if the situation is not corrected within the designated time.

Room doors must be kept free of any writing or other damages. Memo boards may be put on doors as long as they are removed at the end of the year. Nothing should be put on room doors that will create a fire hazard, or cannot be removed by the residents of the room. All items must be removed from the door before vacating the room.

Inspections of each residence hall will be made on a regular basis and as needed.

#### INSURANCE

The College assumes no obligation to pay for the loss of, or damage to, personal property in College residence halls unless the loss or damage is due to the negligence of College personnel. Residents should check their parents'/guardians' insurance coverage to determine if their personal belongings are covered under the current homeowners'/renters' policy.

## KEYS

Residents are issued a room key and card access. Residence hall keys are obtained from the Residence Life & Housing Office. No deposit is required for keys, but a \$50.00 fee per key will be charged for keys that are lost or not returned. Keys remain the property of the College and should not be duplicated, loaned or given away. Lost or stolen keys should be reported immediately to the Residence Life & Housing Office.

## KITCHENS

The College is not responsible for food or other personal belongings left in common kitchen areas. Food and trash must be properly disposed of and residents should confirm that the stove/oven is turned off after using the kitchen area. Residents who do not clean the kitchen after each use may be subject to disciplinary action.

## LAUNDRY FACILITIES

The laundry facilities located within the residence halls are for Roanoke College residents only. During the regular academic year and the Intensive Learning term, the cost of the laundry is consumed in the room fee. During the summer terms, the laundry facilities are coin operated.

## LOCK OUTS

Residents should carry their room key at all times and lock their rooms when not present. Residents who are locked out of their rooms should contact the RA on Duty via the telephone numbers posted in the residence halls (7pm to 7am), the Residence Life & Housing Office (M-F 8am to 430pm), or Campus Safety at other times. A \$25 lockout fee will be charged to the student's account. Students are reminded that responding to a lockout call is not an emergency and the staff will respond as soon as possible.

## MAINTENANCE/HOUSEKEEPING

Maintenance and housekeeping concerns are handled by division of Business Affairs staff members. All residence hall maintenance/ housekeeping problems should be reported promptly using the online work order system. For immediate issues please contact Residence Life & Housing during business hours. For immediate issues outside of business hours including weekends and college holidays please call Campus Safety.

## MEAL PLAN

With the exception of Elizabeth Hall, residents are required to purchase a meal plan. First year residents are required to purchase a 19 meal per week plan. Upper-class residents may choose either a 14 or 19 meal per week plan. Residents of Afton Hall and New Hall apartments may choose a 14, 19, or 9 meals per week plan. Residents of Elizabeth Hall are not required to purchase a meal plan.

## MISUSE/TAMPERING/DESTROYING BUILDING SAFETY EQUIPMENT

Any misuse, tampering, or destroying building safety equipment jeopardizes residents' safety and should be reported immediately to Campus Safety or a Residence Life & Housing staff member. Fire equipment includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc. Students are reminded that removing batteries or obstructing smoke detectors is

a violation. Residents found in violation of this policy are subject to disciplinary action. Report any problems with fire equipment to Campus Safety or a Residence Life & Housing staff member.

#### MOVE-IN/MOVE-OUT

(See CHECKING IN or CHECKING OUT)

#### OFF CAMPUS

##### Residency Requirement Waiver

Twice a year students may submit a Residency Requirement Waiver: once each semester. Students may submit this form for medical, psychological, or financial reasons. If claiming a financial hardship, there must be a demonstrated need in the materials submitted and an explanation of how moving off campus will relieve that hardship. A committee will meet to review all materials submitted and a decision letter will be sent within 48 business hours after the decision is made.

##### Commuting

Students who meet any of the commuting requirement may choose to live in the residence halls. However, the agreement is binding for the full academic year. Request for *Change in Residency Status* forms are due June 15th each year for the entire academic year. If after residing on campus at any time you are interested in living off campus, you must submit an appeal to the off-campus appeals committee to explain the reasons for the change in status. Only extreme circumstances will be reviewed.

#### PETS

Pets or animals, other than fish kept in suitable tanks not exceeding 10 gallons, are prohibited. When considering whether to keep fish, residents should be aware that during break periods residence halls are closed and feeding may be disrupted.

#### PROHIBITED ITEMS

Residence Life staff (including RAs serving in their official capacity), Campus Safety officers, and other College officials maintain the right to seize, confiscate, and/or destroy paraphernalia associated with prohibited alcohol possession, smoking/vaping, and drug use within campus residence halls and on campus property. Such seizures may result in disciplinary action.

In addition to other prohibited items listed in the fires safety policies, possession and/or use of the following items is not permitted in the residence halls:

- waterbeds;
- firearms or other weapons (such as BB guns, air rifles, slingshots, combat or folding knives with a blade of 2.5 inches or more, swords, martial arts equipment, etc.) capable of inflicting injury;
- items resembling guns or other weapons;
- fireworks, firecrackers, and other explosives;
- dart boards.

## QUIET HOURS

Quiet hours are in effect from 9:00 p.m. to 9:00 a.m. Sunday through Thursday, and midnight to 9:00 a.m. on Friday and Saturday. During exam periods (reading day through residence hall closing) quiet hours are in effect at all times. Parties registered or otherwise, are not allowed during this time. There should be no noise heard outside of individual rooms during quiet hours. Courtesy quiet hours are always in effect, i.e., excessive noise at any time is not permitted. Excessive noise is described as any type of noise at such a level that it may disturb other individuals. This regulation also applies to excessive noise during work/class hours that possibly disturbs classrooms and offices. Amplified musical instruments or drums of any kind may not be played in the residence halls without prior approval from the Residence Life & Housing staff.

## RESIDENCY REQUIREMENT

Like many private liberal arts colleges, Roanoke is a residential college. That is, the campus living experience is an integral part of the college experience and is highly valued as a complement to the classroom experience. We believe that living together in community provides residents opportunities to interact with other students, faculty, and staff and to enhance their social and interpersonal growth as citizens through shared living experiences. In support of this philosophy, College policy requires that students live on campus during their full tenure as a student unless they meet one or more of the following criteria:

- have lived in the Roanoke Valley area (within 30 miles of campus) for at least six months preceding the date of first enrollment and continue to reside with their parent(s)/guardian(s);
- are married;
- have a dependent child;
- live with grandparents who live in the Roanoke Valley area;
- are 23 years old (before December of the year they desire to live off campus)
- are a military veteran;
- are enrolled part-time (students who claim off campus status due to part-time enrollment and who return to full-time status during the current or a subsequent semester, will be charged the current room and board rate);

Students who are otherwise eligible to claim commuter status or have been granted off campus release may choose to live in the residence halls. However, the contract is binding for the full academic year.

Students who do not participate in the off-campus housing selection process, but choose to reside off campus due to one or more of the above criteria must seek approval from the Residence Life & Housing staff.

Students who are on Disciplinary Probation at the time of the spring term housing selection process are not eligible for off campus release.

## ROOFS/LEDGES

Being on the roof/ledge of any building is prohibited. Disposing of trash or placing items on the roof/ledge of any building is prohibited.

#### ROOM CHANGES

Room changes must be approved in advance by the AD of the area(s) involved. Appropriate paperwork (room change form, inventory card, etc.) must be completed before the move is made. Unauthorized room changes may be subject to a fine of a minimum of \$50. There is a one-week period at the start of each semester during which room changes are not available. Room changes may be made until one week prior to the spring term housing selection process, and then afterwards at the discretion of the Residence Life & Housing staff.

The Residence Life & Housing staff reserves the right to make changes in room assignments at any time during the year.

#### ROOM ENTRY, INSPECTIONS, AND SEARCHES

Authorized College officials may enter and/or search residents' rooms at any time for the purpose of conducting College business or in the event of an emergency. To ensure compliance with College policies, the Student Conduct Code, Residence Life & Housing policies, and fire safety guidelines, room inspections by College personnel are made regularly and may be made at any time, with or without notice. Residents need not be present during room entry, inspections, or searches. Unauthorized or illegal items found during an entry, inspection, or search may be confiscated. Additionally, law enforcement agencies are notified of criminal offenses that are discovered during room entry, inspections, or searches.

#### ROOM RESPONSIBILITY

The occupants of each residence hall room are responsible for all activities taking place in their room, whether they are present or not. They are also responsible for any items found in the room.

#### SMOKING

Smoking (including e-cigarettes, hookah, vape pens, etc.) is prohibited inside or within 25 feet of the residence halls, including fraternity houses. Evidence of cigarette use, i.e. soiled ashtrays, cigarette butts, etc., in residence hall rooms or common areas may result in disciplinary action.

#### STORAGE

Storage is not available in residence halls. Students who are part of a Greek organization may utilize their chapter room for storage during summer months.

#### TERMINATION OF THE ON CAMPUS HOUSING AGREEMENT

The Housing Agreement is terminated when a resident:

- finishes a regular academic year, Intensive Learning term, or summer term;
- withdraws officially from the College during any term;
- graduates before the end of the academic year;

- does not re-enroll for the subsequent term;
- is granted an exemption by the Residence Life & Housing staff;
- is removed from housing in consideration of the welfare of the student or other residents as determined by College officials;
- is temporarily suspended, suspended, or expelled from the College.

Unless arrangements are made otherwise, residents must vacate their living areas within 48 hours of termination of the Housing Agreement. All personal belongings must be removed. Personal belongings not retrieved within 48 hours of termination of the Housing Agreement will be considered abandoned and are subject to donation or disposal at the residents' expense.

#### UNAUTHORIZED ENTRY/EXIT

Residents and their guests must enter and exit the residence halls through the exterior doors. Residents and their guests may not use windows as an entry or exit. Those found using windows to enter or exit the building or unlocking windows for this purpose may be subject to disciplinary action.

#### WAITING LIST (ON CAMPUS ROOM CHANGE REQUEST)

A room change request is offered for those who desire a room/housing change within or between terms. Requests are honored on a first-come-first-served basis.

- a room change request for fall assignments begins at the completion of the spring term housing selection process and continues throughout the fall break
- the room change request for spring assignments begins one week after the beginning of the spring semester and continues through spring break (Afterwards, room changes will only be considered in extenuating circumstances.)
- room change requests expire at the end of the semester for which they are submitted

See ROOM CHANGES for additional information.

#### WINDOWS

Placing or permitting objects to rest or hang from the exterior of individual residence hall room windows is prohibited. Objects or materials displayed on the interiors of windows should be in good taste and not offensive to others. Curtains or other items displayed in window interiors must be made of flame-resistant materials.

- **Security and Safety Monitoring Policy**

Roanoke College is committed to providing a safe and secure environment for the campus community. The purpose of security and safety video monitoring / recording is to enhance campus security and the safety of persons and property through electronic security patrol of campus areas, monitoring access to grounds and facilities, documentation of incidents, and assisting Campus Safety Officers in criminal or misconduct investigations. Video monitoring cameras may stationary, installed in patrol vehicles or worn

by Campus Safety Officers. This policy provides guidelines in the management, use and installation of security and safety video monitoring on college owned or controlled property.

1. Any use of security and safety video monitoring must be managed in a professional, legal and ethical manner.
2. Installation or use of any security and safety video monitoring equipment must be approved by the Director of Campus Safety.
3. Purchase and installation of any security and safety video monitoring equipment will be coordinated through the Information Technology and Campus Safety Departments.
4. All public areas are subject to security and safety video monitoring. Campus Safety Officers may record interactions with the public or members of the college community when responding to certain calls or investigating criminal or misconduct activities
5. Security and safety video monitoring will not occur in private areas such as restrooms, residence hall rooms, or locker rooms where individuals may have a reasonable expectation of privacy. Recording in a residence hall room by a Safety Officer wearing an officer camera during the course of an investigation into criminal acts or misconduct is permitted.
6. Security and safety video monitoring will not occur in an individual office or a classroom unless the office holder or professor of the class expressly consents to such surveillance.
7. Covert security and safety video monitoring may be used when Campus Safety determines that there has been a credible report of potential or actual misconduct or criminal behavior or in any areas deemed to be a high risk for such behavior.
8. Information obtained through security and safety video monitoring may be used for security and law enforcement purposes and for compliance with College policy.
9. Security and safety video monitoring will not be monitored in real time on a 24 hour / 7-day basis. The primary use of security and safety video monitoring will be to make recordings that can later be reviewed by Campus Safety to follow-up on reported incidents or for use by college administrators involved in the student disciplinary matters.
  - 1) The secondary use will be to enhance security patrols by allowing Campus Safety officers to periodically check on or remotely patrol a specific area.
10. Release of information or images obtained through security and safety video monitoring will be in accordance with applicable law, and only upon approval of the Director or Associate Director of Campus Safety.
11. Security and safety video monitoring recordings are considered records created by the law enforcement unit of the College and thus exempt from FERPA\*.
12. Only Campus Safety Officers and Staff and authorized Information Technology staff will have routine access to security and safety video monitoring images and the usernames / passwords for access to the IP camera server.
13. Security and safety video monitoring images will be safeguarded against tampering.
14. As with all College policies, the College reserves the right to modify the guidelines herein if deemed necessary in the best interests of the College.

\* [More information concerning FERPA](#)

- **Sexual Misconduct Policy**

Roanoke College remains committed to providing an inclusive and welcoming educational and working environment, free from sex discrimination and sexual misconduct. Sexual harassment of any kind, including sexual violence, interferes with students' right to receive an education free from discrimination. Further, sexual violence is also a crime.

[Roanoke College Sexual Misconduct and Title IX Policy](#)

## Get Help

### Emergency

- Call 911
- Call Campus Safety internally by dialing 2310 or externally by dialing [540-375-2310](tel:540-375-2310). Our Campus Safety department is staffed 24 hours a day, 365 days a year.

### Confidential Support

- [Student Wellness Services: 540-375-2286](#), [Email](#)
- [Office of the Chaplain, 540-375-2300](#), [Email](#)
- [Roanoke Valley Sexual Assault Resources](#)

### Official On-Campus Reporting or Support (Title IX Coordinators)

| Name                 | Title                                                           | Office Phone                                | Email                                                              |
|----------------------|-----------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------|
| Ashlee Williams      | Title IX Coordinator                                            | <a href="tel:540-375-279">540-375-279</a>   | <a href="mailto:akwilliams@roanoke.edu">akwilliams@roanoke.edu</a> |
| Amy Perkins          | Dean of Students                                                | <a href="tel:540-375-2597">540-375-2597</a> | <a href="mailto:perkins@roanoke.edu">perkins@roanoke.edu</a>       |
| Michele Vineyard, MA | Senior Director of Human Resources; Deputy Title IX Coordinator | <a href="tel:540-375-2262">540-375-2262</a> | <a href="mailto:vineyard@roanoke.edu">vineyard@roanoke.edu</a>     |

### Anonymous Reports

Anonymous reports can be made to the College by utilizing Campus Safety's Silent Witness form online. Please be aware that anonymous reports of alleged violations of Title IX may limit the College's ability to effectively investigate or respond to reports.



### [Submit report](#)

**Consent** is informed, freely and actively given and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting regardless of the objections of another.

Title IX strictly prohibits **retaliation** against an individual for raising an allegation of sexual harassment and other sexual misconduct, for cooperating in an investigation or hearing of such a complaint, or for opposing discriminatory practices prohibited by either interim policy.

Help is available for anyone who thinks they may have been the subject of sexual misconduct by others. **Confidential support** and resources are available from [Student Wellness Services](#) and the [Office of the Chaplain](#).

Whether or not someone eventually chooses to file a formal complaint, supportive measures are available to help sort through any adjustments to schedules, housing changes or no contact orders. Any of the Title IX Coordinators can help in understanding options for informed choices.

Anyone can make a complaint and any of the Title IX Coordinators can discuss reporting options and guide through the process.

Should a matter move toward a hearing, in preparation, there will be an investigation. After completion of the investigation, the matter proceeds to a hearing. All hearings are in **real time** with a trained professional or trained committee. The hearing officer(s) will decide the final outcome or the **determination of responsibility**. Sanctions, conditions, and/or restrictions are determined by the School/ unit of the respondent (the person identified as engaging in the misconduct).

Roanoke College uses the **preponderance of evidence** standard in determining responsibility. Preponderance of evidence means, based on the circumstances and information gathered during an investigation, it is more likely than not that a violation of the policy occurred.

Title IX requires **mandatory reporters** to share information with the School/unit Title IX Resource Coordinator or the Title IX Office when they learn about concerns of sexual harassment or other sexual misconduct.

### **College Staff Requirements**

Any staff (to include RAs), faculty, or other non-student member of the College community who becomes aware of possible sexual misconduct must report the possible misconduct to one of the College's Title IX Coordinators as soon as possible and are considered Mandatory Reporters. (Excluded from this requirement are employees who work in or for either the Office of Student Wellness Services, the Office of the Chaplain or Athletic Trainers.)

### **Additional Resources**

[Campus Community Guide](#)

- **Solicitation Policy**

Sales of merchandise and services on campus to individuals (students, faculty and staff) by for-profit individuals, for-profit organizations or not-for-profit organizations or individuals representing not-for-profit organizations are prohibited except under the following conditions:

#### Outside Vendors

For-profit individuals and organizations (outside vendors) are prohibited from on-campus sales except when sponsored by a recognized campus organization. Outside vendors may post notices on a specified bulletin boards in the Colket Center and may advertise in the college newspaper. A faculty or staff member, or a student who is a representative of a for-profit company or is in business on his/her own will be considered an outside vendor and, as such, will not be allowed to post notices or use college facilities/services except as noted above. All outside vendors must agree to donate at least twenty percent (20%) of gross merchandise or service sales to the college or sponsoring organization for educational materials or educational activities. The outside vendor must also agree to pay all taxes imposed by the Commonwealth of Virginia and the City of Salem in connection with merchandise or service sales. Outside vendors are responsible for maintaining sales receipts and providing the Student Colket Center with a copy of those receipts, upon request. Outside vendors are prohibited from using the Roanoke College logo, name line or seal on any merchandise without written permission from the Vice President - Business Affairs because of the college's trademark on the logo, name line or seal. The Faculty/Staff/Student Directory is prepared by Roanoke College for official use only by its faculty, staff and students. It is the property of the college and its unauthorized use by outside vendors is prohibited.

#### On-campus fund-raising activities

If the below criteria are met, upon the recommendation of the Bookstore Manager, the Director of the Colket Center & Student Engagement may approve in writing an on-campus sale for a specific location on a specified date at a specific time. All on-campus sales to individuals (students, faculty and staff) by recognized student organizations must be approved in advance by the Director of the Colket Center & Student Engagement and scheduled through the Colket Center. Any on-campus food sales must also be approved by the Director of Auxiliary/Dining Services. Fund-raising events involving raffles must also be in compliance with all local, state and federal regulations. The merchandise or service offered for sale by the recognized student organization must benefit the students, faculty and/or staff and not be in conflict with the normal merchandise and services of the college bookstore. The sale of merchandise or services, including the sales methods, must be consistent with the high standards of the college. Each organization is responsible for any fund-raising activity it sponsors and must put its name on all advertising associated with the solicitation or sale. Recognized student organizations which enter into retail sales of merchandise or services are responsible for paying all taxes imposed by the Commonwealth of Virginia and the City of Salem in connection with the sale of merchandise or services. Recognized student organizations are cautioned to use reputable vendors that will ensure the organization will receive the merchandise or service purchased.

### Corporate Co-sponsorship

If the below criteria are met, upon the recommendation of the Director of Auxiliary Services, the Director of the Colket Center & Student Engagement may approve in writing an on-campus sale for a specific location on a specified date at a specific time. Recognized student organizations may sponsor on-campus events utilizing corporate co-sponsors. These events must be approved in advance by the Director of the Colket Center & Student Engagement and scheduled through the Colket Center. Informational and promotional materials utilizing co-sponsorship and/or the advertising sales must be approved in advance by the Information Desk. These materials, including brochures, calendars, booklets, schedules, etc., may utilize corporate advertisement to underwrite the cost of their printing. Events utilizing co-sponsorship should conform to reasonable standards of good taste as determined by the Director of the Colket Center & Student Engagement (e.g., no beer or liquor promotion or offensive or suggestive wording), and must not conflict with the college's providers or Resource Development programs.

- **Standards For Student Organizations**

- Organizations shall be held responsible for complying with these standards and it is their responsibility to educate their members regarding these standards. Organizations must also be in compliance with any and all applicable laws of the nation, state, county, city and their respective national organization.

- **ALCOHOL AND DRUGS**

The possession, use, and/or consumption of alcoholic beverages while in an organization's designated living area or during an event or activity sponsored or endorsed by an organization, must be in compliance with any and all applicable laws and college and organizational policies.

No alcoholic beverages may be purchased through the organization's treasury, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase and/or use of bulk quantities of alcohol e.g., kegs, is prohibited.

Members and guests of legal age may provide their own alcohol at approved social events. Beer is the only alcoholic beverage allowed at approved social events unless otherwise approved by college officials. No organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor i.e., those under the legal drinking age of 21. The possession use, distribution, or manufacture of any illegal drug or controlled substance, or possession or use of paraphernalia that contains drug residue while in an organization's designated living area or during an event or activity sponsored or endorsed by an organization is prohibited. No organization may co-sponsor an event with an alcoholic distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. No organization may co-sponsor

or co-finance a function where alcohol is purchased by any of the host organizations or groups, unless otherwise approved by college officials. All membership recruitment or rush activities of an organization must be alcohol free. Only specifically invited guests may attend social events where alcohol is present. Attendance by non-members of an organization, without specific invitation, is prohibited. No member shall permit, tolerate, encourage, or participate in any games, events, etc. involving alcohol. No alcohol may be present at any pledge/associate member/novice program or activity of the organization.

- **DISCRIMINATION**

Organizations shall not perpetrate, condone, nor tolerate any form of discrimination, lack of respect, or act of intolerance against any person or organization based on race, religion, ethnic background, gender, gender orientation, or disability.

- **HAZING**

Hazing is prohibited. Organizations are responsible for any hazing conducted by its members. Hazing constitutes a violation of the Roanoke College Student Conduct Code. Hazing is defined by the college as a violation of the state code of Virginia regarding hazing and / or as any intentional action or created situation, whether on or off college premises, that produces psychological or physical discomfort or injury, embarrassment, harassment, or ridicule. Hazing activities may include, but are not limited to, the following: use of alcohol, physical abuse including paddling in any form, creation of excessive fatigue, physical and psychological stress, quests, road trips, wearing of apparel which is conspicuous and not normally in good taste, engaging in activities which are morally degrading, humiliating, or embarrassing; and any other activities which are inconsistent with or in violation of college or organizational policies.

- **SEXUAL ABUSE**

Organizations shall not tolerate nor condone any form of sexually abusive behavior by any of its members, whether physical, mental, or emotional. Such behavior includes any actions that are demeaning including, but not limited to, date rape, gang rape, or verbal harassment.

- It is college policy to maintain open communications with an organization's national headquarters regarding matters of importance concerning their respective organizations.

- **Student Engagement Fee Funding Guidelines**

- I. Student Engagement Fee Policy

- A. The Student Engagement fee shall be distributed annually. The process shall continue as follows.

- 1) The Director of Student Engagement (or other designee of the Dean of Students) shall prepare a draft budget with allocations assigned to the following areas:
      - a) Colket Center/Student Engagement
      - b) Student Government Association (SGA)

- 2) This budget shall be approved by Student Life Council (SLC) prior to the end of the fall semester. Once approved by SLC, the recommendation is submitted for final approval to the Dean of Students.
  - 3) Following the approval of the full budget by SLC and the Dean of Students, SGA will begin its budgetary process as outlined in Section II.
- B. The SGA will be responsible for any mid-year funding requests from recognized student organizations. SLC will be responsible for any special event requests or other funding.

## II. SGA Annual Budgeting Procedures

- A. Clubs and Organizations that are officially recognized by SGA can apply for funding in the following manner for annual budget requests for the upcoming academic year.
- 1) Organizations will receive the method of submission, sample budget and the current funding guidelines from the SGA Treasurer within four weeks of the budget request deadline.
  - 2) Organizational budget requests will be submitted to the SGA Treasurer prior to spring break. If money was granted in the previous academic year, the previous budget as well as a report of how the organization spent the previous year's funding must be turned in to the Treasurer. All financial information (including outside funding sources and their intended use) must be disclosed in the budget request.
  - 3) Following Spring Break, the Treasurer will bring all submitted organizational budget requests for action by the Treasury Committee of SGA.
  - 4) Following action on all budget requests, the Treasurer will incorporate these requests into a master budget as outlined below.
- B. The Treasurer of the SGA will be responsible for allocating portions of money to the following areas in a master budget (within these four areas, the entirety of the student engagement fee allocated by SLC must be divided):
- 1) Annual organizational budget requests.
  - 2) Travel requests.
  - 3) New student group, mid-year budget and special event requests.
  - 4) SGA Budget.
- C. Following approval of the Clubs and Organizations budgets by the Senate, the Treasurer and President of the SGA will present the master budget for final approval by SLC.

## III. Expenditure of Student Engagement Fees

- A. For requests of any amount, reimbursement must be requested. Contact the Student Engagement Office for details.
- B. Student organizations may also check out a credit card using the credit card request form, available online on the ClubHub page.
- C. All expenditures require the signature of the Assistant Director of Student Engagement as well as return of the original, itemized receipt.

- **Student Conduct Code**

## Student Conduct Code

- Roanoke College is committed to establishing a healthy and safe living/learning environment for the College community, which includes its students, faculty, and administrative staff.
- A student's relationship with the College is based on a contractual agreement that the student enters into voluntarily. By joining our College community, the student agrees to abide by the policies of the College including the Student Conduct Code. Individuals are subject to the Student Conduct Code as long as they are enrolled at the College, including break periods and while studying abroad. The College conduct system is not a legal system based on the adversarial model used in the courts. Rather, it is a system that seeks to find the truth by ensuring that students charged with violations of the Student Conduct Code know the charges brought against them by whom and have the opportunity to answer such charges before an impartial authority of members of the College community. The College's conduct system is not a substitute for the criminal justice system or a sanctuary from criminal or civil law. Violations of local, state, and/or federal laws are handled by the respective court systems. Such conduct also may constitute violations of the Student Conduct Code and thus may subject a student to action by the College.
- Students are responsible for knowing the information, policies, and procedures outlined in this document. The policies and regulations of the College have been established to support the educational mission and values of the institution. This mission includes providing an environment in which students can pursue their education without undue interruption or distraction. For this to be possible, students are expected to be honest; to respect the rights and property of other members of the College and the local community; and to conduct themselves in a responsible manner. For many students, the college experience means an opportunity for increased freedom. Along with this increased freedom, comes the obligation of handling it responsibly. Students are expected to behave responsibly and will be held accountable for their actions.
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  - Article VI: Interpretation & Revision - page 11
  - Article VII: Student Conduct Recommended Sanctions - page 12
  - Possible Consequences for Conduct Violations - page 13
- **Student Experiencing a Mental Health Episode or Crisis Policy**

- When a student suffers a health problem in which his / her physical or psychological functioning is so impaired that his / her condition or conduct is detrimental to the health or educational progress of other campus community members or the educational process of the institution, Roanoke College officials reserve the right to administer an involuntary leave of absence or take other appropriate action. In order to assist the College in determining what action to take, the student may be required to provide information from an appropriately licensed health care provider regarding the student's health and functioning, and a professional opinion as to the student's ability to meet the requirements of the College environment. Furthermore, if requested by the Dean of Students or designee, the student must provide written consent for the health care provider to discuss the student's condition and prognosis with appropriate College officials or agents. The student also agrees to comply with any other reasonable request from the College that may assist the College in its review of the matter. The final determinations for withdrawal and readmission, or other action, shall be at the sole discretion of the College and for reasons deemed satisfactory to the College.
- Such action by the College may include, but is not limited to, the following:
  1. Restricting the student from contact with specified individuals.
  2. Restricting the student from certain portions of campus.
  3. Restricting the student from involvement in specified organizations, events, or activities.
  4. Revoking the student's College housing.
  5. Withdrawing the student from a specified class or classes
  6. Not allowing the student to remain enrolled. unless the college is convinced that the student's condition or conduct no longer poses a threat to himself or others or that the student will not act in a manner that is detrimental to the best interests of the college.
  7. Not allowing the student to continue his/her enrollment in a subsequent term in the case where the student has completed an academic term.
  8. Taking a Leave of Absence from the College. An involuntary Leave of Absence of a student shall be treated as a leave of absence for health reasons and not as a violation of the student conduct code. Students receiving such a health leave must receive permission from the College to re-enroll.
- Please contact the Dean of Students regarding any questions about the guidelines set forth above.

- **Use of Computer Facilities Policy**

#### GENERAL PRINCIPLES:

Access to computer systems and networks, including the information placed on or distributed through these systems and networks, owned or operated by Roanoke College imposes certain responsibilities and obligations on the user and is granted subject to College policies and local, state, and federal laws.

Appropriate use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

#### GUIDELINES:

In making appropriate use of resources\* you must:

1. revise or remove material found to be in violation of these guidelines.
2. assume responsibility for material on your personal web pages.
3. comply with local, state, and federal laws for materials made available on the Internet.
4. use copyrighted materials only with the prior approval by the copyright holder.
5. use resources only for appropriate purposes, such as, but not limited to, assignments given by instructors, college related work, communication. Inappropriate use is described in the section below.
6. discontinue your use of a College computer for personal or recreational activities if no other resources are available for students to use for class assignments. For example, if you are using IRC and the computer lab is full, you should discontinue your use of a computer so one will be free for students who need to work on class assignments.
7. protect your user id (user account) from unauthorized use. You are responsible for all activities on your user id.
8. only files and data that are your own, that are publicly available, or to which you have been given authorized access.
9. use only legal versions of copyrighted software in compliance with vendor license requirements.
10. be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making appropriate use of resources you must NOT:

1. use another person's user id and password at any time.
2. allow another person to use your user account.
3. another person's files or data without permission.
4. computer programs to decode passwords or access control information.
5. attempt to circumvent or subvert system security measures.
6. engage in any activity that might be harmful to computers or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
7. use College systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
8. make or use illegal copies of copyrighted software or information, store such items on College systems, or transmit them over College networks.
9. use College resources to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
10. use College resources to create personal web pages containing (1) pornography or (2) abusive and/or profane language.



11. computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
12. use the College's systems for personal gain, for example, by selling access to your user id or by performing work for profit in a manner not authorized by the College.
13. engage in any other activity that does not comply with the General Principles presented above.

#### ENFORCEMENT:

The College considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine, and remove any files or information resident on College systems allegedly related to inappropriate use. Students found in violation of these principles or guidelines may have some or all of their computer usage privileges suspended temporarily or permanently by the Director of Information Technology.

The privilege of presenting material on the College web site can be revoked, with or without cause, at the College's discretion. Web pages found in non-compliance may be removed immediately by the Web Administrator or upon failure to revise web pages to conform to these guidelines.

Violators are also subject to disciplinary action or other sanctions as prescribed in The Student Handbook and Academic Integrity at Roanoke College. Offenders may also be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, The Virginia Computer Crimes Act, Electronic Communications Privacy Act, and the Telecommunications Act of 1996

Resources include, but are not limited to, terminals, microcomputers, workstations, printers and other computer systems, CPU time on computers and supporting supplies.

#### ACCESS TO FILES ON COLLEGE INFORMATION SYSTEMS BY SYSTEM ADMINISTRATORS:

College policy allows system administrators to view any files, including e-mail messages, in the course of investigations under the following circumstances:

When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems; or When required by federal, state, or local law or administrative rules; or When there are reasonable grounds to believe that a violation of law or a significant breach of College policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct; or When such access to IT Systems is required to carry out essential business functions of the College; or When required to preserve public health and safety. System administrators have as part of their jobs the authorizing to do this and to treat any information on the systems as confidential.

## Section 1 - General Information

This section contains general information about Roanoke College. For ease of navigation through the Student Handbook, links to content contained in other sections of the Roanoke College website will open in a separate window. To return to the Student Handbook close the new window and continue to explore the other sections of the Handbook.

[Statement of Purpose](#)

[Freedom With Purpose](#)

[Roanoke College History and Traditions](#)

[Administration](#)

[Roanoke College Seal & Logos](#)

[Beyond the Campus](#)

## **Section 2 - Academics**

### [ACADEMIC ADVISING](#)

The Associate Dean for Academic Affairs and Student Engagement coordinates academic advising for all students. Should you have advising concerns that cannot be addressed by your academic adviser, you should speak with an advisor in the Goode-Pasfield Student Success Center Center in the Fintel Library. See also: Academic Adviser, Center for Learning and Teaching, Subject Tutoring Program.

### [ACADEMIC ADVISOR](#)

This is one of the most important individuals you will encounter while at RC. If you are an entering freshman, you will be assigned a freshman academic adviser. Your freshman adviser will work with you until you have declared a major. At that time, usually your sophomore year, a faculty member from the appropriate discipline will be assigned to you as your faculty adviser. For further information regarding your status and your advisor, contact the Center for Learning and Teaching in the Fintel Library.

See: [Academic Advising, Center for Teaching and Learning](#).

### ACADEMIC SCHOOLS

If you are interested in obtaining information regarding a particular academic area, you should visit the following webpages.

- [School of Business, Economics, and Analytics](#)
- [School of Communication, Culture, and the Arts](#)
- [School of Education, Government, and Society](#)
- [School of Health, Science, and Sustainability](#)

### ACADEMIC INTEGRITY

Roanoke College is committed to the maintenance of the highest possible standards of academic integrity among all of its constituents. You will be expected to make a written commitment to support this policy and to work fully with the faculty and administration in sustaining the academic integrity of

the college. It is your responsibility to become familiar with the regulations and procedures of the academic integrity system. To assist you, portions of the policy can be found in Appendix A. The full policy and examples of violations can be found in the brochure *Academic Integrity at Roanoke College*, which is available from the Registrar's Office. Contact the Associate Dean for Academic Affairs and Administration in the Administration Building for additional information. See:

The Academic Integrity Council is responsible for hearing cases involving offenses such as cheating and plagiarism, which breach the academic integrity standards of the college. Students elected by the student body and faculty and staff members appointed by the President of the College sit on the board or panel, which hears a case. The chair of the Academic Integrity Council is the Associate Dean for Academic Affairs and Administration. See: \_

#### ACADEMIC REGULATIONS

Roanoke College's regulations on grading, attendance and all other areas of the academic experience are outlined in detail in the [Academic Catalog](#).

BLOCK SCHEDULES (included are: Regular Schedule, Regular Delayed Schedule, and Half- Day Schedule).

#### Regular Schedule

| Monday-Wednesday-Friday |               | Tuesday-Thursday |               |
|-------------------------|---------------|------------------|---------------|
| Block 1                 | 8:30-9:30AM   |                  |               |
| Block 2                 | 9:40-10:40AM  |                  |               |
| Block 3                 | 10:50-11:50AM | Block 9          | 8:30-10:00AM  |
| Block 4                 | 12:00-1:00PM  | Block 10         | 10:10-11:40AM |
|                         |               | FREE BLOCK       |               |
| Block 5                 | 1:10-2:10PM   | Block 11         | 1:10-2:40PM   |
| Block 6                 | 2:20-3:20PM   | Block 12         | 2:50-4:20PM   |

|          |                 |          |             |
|----------|-----------------|----------|-------------|
| Block 7A | 2:20-3:50PM M/W | Block E3 | 4:30-6:00PM |
| Block 7B | 2:20-3:50PM W/F |          |             |
| Block 8  | 4:00-5:30PM     | Block E4 | 6:15-7:45PM |
| Block E1 | 5:45-7:15PM M/W |          |             |
| Block E2 | 7:30-9:00PM M/W |          |             |
| Block E5 | 5:45-8:45PM M   |          |             |
| Block E6 | 5:45-8:45PM W   |          |             |

One Hour Delayed Schedule - 9:30 AM Opening

| <b>Monday-Wednesday-Friday</b> |               | <b>Tuesday-Thursday</b> |               |
|--------------------------------|---------------|-------------------------|---------------|
| Block 1                        | 9:30-10:15AM  | Block 9                 | 9:30-10:30AM  |
| Block 2                        | 10:25-11:10AM | Block 10                | 10:40-11:40AM |
| Block 3                        | 11:20-12:05PM |                         |               |
|                                |               | Block 11                | 1:10-2:40PM   |
| Block 4                        | 12:15-1:00PM  | Block 12                | 2:50-4:20PM   |

|          |                 |          |             |
|----------|-----------------|----------|-------------|
| Block 5  | 1:10-2:10PM     | Block E3 | 4:30-6:00PM |
| Block 6  | 2:20-3:20PM     | Block E4 | 6:15-7:45PM |
| Block 7A | 2:20-3:50PM M/W |          |             |
| Block 7B | 2:20-3:50PM W/F |          |             |
| Block 8  | 4:00-5:30PM     |          |             |
| Block E1 | 5:45-7:15PM M/W |          |             |
| Block E2 | 7:30-9:00PM M/W |          |             |
| Block E5 | 5:45-8:45PM M   |          |             |
| Block E6 | 5:45-8:45PM W   |          |             |

Two Hour Delayed Schedule - 10:30 AM Opening

| <b>Monday-Wednesday-Friday</b><br><i>Offices open at 10:30 AM</i> |                  | <b>Tuesday-Thursday</b><br><i>Offices open at 10:30 AM</i> |                  |
|-------------------------------------------------------------------|------------------|------------------------------------------------------------|------------------|
| Block 1*                                                          | 10:30 - 11:10 AM | Block 9                                                    | 10:30 - 11:30 AM |
| Block 2*                                                          | 11:20 - 12:00 PM | Block 10                                                   | 11:40 - 12:40 PM |
| Block 3*                                                          | 12:10 - 12:50 PM | Break*                                                     | 30 minutes       |

|           |                |          |             |
|-----------|----------------|----------|-------------|
|           |                | Block 11 | 1:10-2:40PM |
| Block 4*  | 1:00 - 1:40 PM | Block 12 | 2:50-4:20PM |
| Block 5*  | 1:50 - 2:30 PM | Block E3 | 4:30-6:00PM |
| Block 6*  | 2:40 - 3:20 PM | Block E4 | 6:15-7:45PM |
| Block 7A* | 2:40 - 3:50 PM |          |             |
| Block 8   | 4:00 - 5:30 PM |          |             |
| Block E1  | 5:45 - 7:15 PM |          |             |
| Block E2  | 7:30 - 9:00 PM |          |             |
| Block E5  | 5:45 - 8:45 PM |          |             |
|           | 6:00 - 9:00 PM |          |             |

\* Blocks requiring change in meeting time

Half-Day Delayed Schedule- 1:10 PM Opening

| <b>Monday-Wednesday-Friday</b> |          | <b>Tuesday-Thursday</b> |  |
|--------------------------------|----------|-------------------------|--|
| Block 1                        | NO CLASS |                         |  |

|          |                           |          |                           |
|----------|---------------------------|----------|---------------------------|
| Block 2  | NO CLASS                  |          |                           |
| Block 3  | NO CLASS                  | Block 9  | NO CLASS                  |
| Block 4  | NO CLASS                  | Block 10 | NO CLASS                  |
|          | (Offices open at 1:00 PM) |          | (Offices open at 1:00 PM) |
|          | FREE PERIOD               |          | FREE PERIOD               |
| Block 5  | 1:10-2:10PM               | Block 11 | 1:10-2:40PM               |
| Block 6  | 2:20-3:20PM               | Block 12 | 2:50-4:20PM               |
| Block 7A | 2:20-3:50PM M/W           | Block E3 | 4:30-6:00PM               |
| Block 7B | 2:20-3:50PM W/F           |          |                           |
| Block 8  | 4:00-5:30PM               | Block E4 | 6:15-7:45PM               |
| Block E1 | 5:45-7:15PM M/W           |          |                           |
| Block E2 | 7:30-9:00PM M/W           |          |                           |
| Block E5 | 5:45-8:45PM M             |          |                           |
| Block E6 | 5:45-8:45PM W             |          |                           |

- Blocks requiring change in meeting time

#### DEAN OF THE COLLEGE

The Vice President and Dean of the College's office is located on the first floor of the Administration Building.

#### DEAN'S LIST

One list that's good to be on. To be eligible for the Dean's List, you must have been enrolled in at least a four-unit course load, three units of which were for a letter grade, and achieve a 3.5 GPA with no grade below "C" for the term.

#### HONORS

The Honors Curriculum replaces for Honors students the normal general education required courses. The Honors Program meshes the subjects normally included in general requirements into a sequence of interdisciplinary courses. These courses follow and explore the progression of human life and its quality through time.

The Honors Curriculum is divided into four major parts:

- A. The Foundations: courses in reading, writing, and mathematics.
- B. The Human Heritage: courses that reflect on human accomplishments and shortcomings in the fields of religion, philosophy, history, and the arts.
- C. The Modern Perspectives: courses in the social, physical, and life sciences.
- D. The Integration of Perspectives: a senior seminar that brings all the fields of study to focus on the ethical challenges faced in current social and technological issues.

Applications for the program are welcomed from freshmen who would like to begin the program as sophomores. For more information, contact Dr. Michael Hakkenberg.

#### STUDENT RECORDS

Under the Family Rights and Privacy Act of 1974, you have certain rights regarding the distribution of your student records. [Click here to learn more.](#)

#### TERM PAPER SALE PROHIBITION

The laws of the State of Virginia prohibit the preparation of and the distribution of material for academic credit for compensation. (See Sec. 18.2-505, Acts of Assembly, Vol. 1, Virginia Session 1975.) [Click here for more information.](#)

#### WEATHER, INCLEMENT

In the event of inclement weather, stay tuned to local radio or television stations, as announcements regarding any changes to the College's operating schedule will be made through media outlets and through Maroon Alerts. College sources are most reliable. Media outlets are contacted (but sometimes do make mistakes when handling numerous announcements.)

Please note that if weather conditions create a personal hazard for you, do not attempt to travel to the college. See: Block Schedule, Information Channel



## **Section 3 - Campus Services & Student Resources**

### **ACADEMIC COACHING PROGRAM**

- The [Academic Coaching Program](#) (by appointment and as part of RC Success) offers assistance to students who are experiencing academic difficulty or who request extra help. Peer Mentors are recommended by faculty members and trained to help students in adjusting to college, and in important study skills and habits.

### **ACCESSIBLE EDUCATION SERVICES**

- Accessible Education Services are available for students with documented physical or learning disabilities or ADHD who require accommodations. For further information, consult <https://www.roanoke.edu/aes>

### **ANNUAL SECURITY & FIRE SAFETY REPORTS**

- In compliance with the Student Right to Know and Campus Security Act, the College publishes an Annual Security Report and maintains a criminal offense log. The reports are available at the Campus Safety Office or by visiting the Campus Safety web page [http://roanoke.edu/A-Z\\_Index/Safety/Reports.htm](http://roanoke.edu/A-Z_Index/Safety/Reports.htm)

### **ATHLETICS**

- The Maroons participate at the NCAA Division III level. [Click here for more information](#) regarding our athletic teams.

### **AUTOMATED TELLER MACHINE**

- An ATM is located in the foyer of the Colket Center. You can make withdrawals using all major cards from your bank account through this ATM.

### **BENNE CENTER FOR CHURCH & SOCIETY**

- The [Benne Center for Church & Society](#) aims at bringing Christian perspectives to contemporary challenges of church and world. The center sees that the most important human decisions, both public and private, are profoundly affected by religious commitments and therefore it seeks to encourage dialogue informed by that recognition. It encourages conversation between religion and society, church and world, sacred and secular.

### **BUSINESS OFFICE**

- The [Business Office](#) is located on the ground floor of College Hall. Any questions regarding student accounts, payment of fees, and student financial obligations should be directed to the Business Office. Also, student paychecks are distributed by the Business Office through direct deposit.

### **CALENDAR OF EVENTS**

- The Campus Calendar can be located on the College's web page at: <https://roanoke.edu/studentlife>. Recognized student organizations, academic departments,

or members of the college community planning campus events must schedule these through the Information Desk in the Colket Center. By so doing, you can reserve the necessary campus facilities and have your group's activity listed in the master calendar.

### **CAMPUS SAFETY**

- Located on College Avenue, the Office of Campus Safety provides a broad range of services to you, including police and security services, fire and personal safety programs, and traffic control. Campus Safety Officers are appointed Special Conservators of the Peace by the Circuit Court and have arrest authority on the campus. Officers are on duty 24 hours a day. During normal business hours an officer can be reached at 540-375-2310. Additional information can be found on [Campus Safety's web page](#).

### **CAMPUS STORE**

- The College Campus Store is located in the lower level of the Colket Center. [Click here for more information](#).

### **CAMPUS STUDENT EMPLOYMENT**

- Interested students need to [log into Handshake](#) to view and apply for campus jobs. Additionally, you can create your profile, upload your resume, and other documents, and/or schedule an appointment to meet with staff that can help you find the campus job that is a perfect fit!

### **CAREER SERVICES (PLACE)**

- PLACE is the on-campus career center dedicated to helping students find their place through Purpose, Life And Career Exploration. Students can learn more, begin exploring their next steps, and receive career support throughout their entire four years at Roanoke College. [Click here to learn more](#).

### **CENTER FOR CIVIC ENGAGEMENT**

- Roanoke's [Center for Civic Engagement](#) offers a variety of leadership and service opportunities for students. These programs include local service opportunities throughout the year with nearly 20 local agencies. Alternative Breaks take students outside the region for weeklong service efforts. And every new Roanoke student helps to build a home for a deserving family during summer orientation.

### **CENTER FOR LEARNING & TEACHING**

- Located in the Fintel Library, the [Goode-Pasfield Student Success Center](#) is the focal point for academic counseling and academic support on campus. The staff will assist you in identifying your academic strengths and weaknesses, designing an individual study program, and resolving your academic concerns. The Center coordinates academic advising for undeclared students, the Writing Center, the Subject Tutoring Program, the RC Success Program, and Accessible Education Services.

### **CENTER FOR SPIRITUAL LIFE**

- The [Center for Spiritual Life](#) is home to Maroons of all faiths and worldviews. Whether you are questioning who and whose you are or are strong in your faith, there is a group of people and many programs here for you to explore and become a leader in. Come and see us in Morehead Hall!

## COMPUTERS

- If you have questions about the computers or computer services on campus, please contact Information Technology at 540-375-2225 or look at the information on the College website: [www.roanoke.edu/IT](http://www.roanoke.edu/IT). There are computer labs all across campus, which are typically open when the building housing the lab is open. However, the study lab in Fintel Library is open 24 hours a day and there are kiosk computers in most buildings for on-the-go use. The labs are often reserved for classes and the schedule should be checked on the [computing web page](#). Additionally, students may check out laptops from the Fintel Library in three-day increments.

## COPYING

- Black only and color copies can be produced in the Fintel Library, at the Colket Center Information Desk or in the Print Shop. Please refer to the Academic Integrity System prior to making copies.

## DINING SERVICES

- **The Cavern**  
The Cavern is located in the lower level of the Colket Center and is open Monday thru Friday from 11am to 11pm and on Saturday from 5pm to 11pm. It is a dine in or take out eatery. Students on the meal plan can use this facility interchangeably with the Commons. Maroon money, cash, and credit cards are accepted.
- **Sutton Commons**  
Our primary dining facility is Sutton Commons where meals are served buffet-style, seven days a week, with all-you-care-to-eat dining. [Click here for additional Dining Services information.](#)

## E-MAIL

- As a student at Roanoke College, you will receive a Roanoke College email address with email services hosted through Microsoft's Office 365 program. We encourage students to check this account on a daily basis for important announcements concerning their classes or the College community. It is important to note that all official College correspondence is disseminated via campus mail and/or e-mail. When giving out this e-mail address, use the format: [username@mail.roanoke.edu](mailto:username@mail.roanoke.edu). You can access your student email online or a mobile device with email capability.

## EVENT PLANNING

- If you are planning an event on campus, then the Event Planning Office in the Colket Center is there to assist you. Contact an event planner by phoning 540-375-2330 or via email at [colketevents@roanoke.edu](mailto:colketevents@roanoke.edu).

## FINANCIAL ASSISTANCE

- Roanoke College offers a comprehensive program of financial aid for qualifying students. Information regarding scholarships, grants, loans, and college work-study can be obtained by contacting the [Financial Aid Office](#) in Roselawn.

## **FINANCIAL OBLIGATIONS**

- Your maturity as a student is reflected partly in the manner in which financial obligations are met. If you owe money or property to Roanoke College, you must pay those debts or make arrangements for payment before the end of the term in which the money or property is owed, otherwise, no degrees will be conferred, diplomas and transcripts will not be issued, and you will not be permitted to register for the next term. Debts owed to private individuals or establishments also should be paid in a timely and mature manner.

## **FOUNDER'S DAY**

- Each fall, the College sponsors a celebratory bonfire, parade, and "bash" for the college community in honor of David Bittle, the College's first president. The planning is coordinated through the Historical Society with committee members serving as volunteers.

## **FRATERNITIES**

- At Roanoke College, the five men's Greek social organizations are all national fraternities. These organizations are: Kappa Alpha, Pi Kappa Alpha, Pi Kappa Phi, Pi Lambda Phi and Sigma Chi. Approximately 21% of the males enrolled belong to a fraternity.

## **HEALTH INSURANCE**

- Many students are covered under their parent's health insurance policies. Students are encouraged to review benefits while attending college as out of network coverage may vary. Roanoke College offers an insurance plan for college students that is administered by United Healthcare. Information concerning benefits and cost is available at [www.uhcsr.com](http://www.uhcsr.com).
- Students should carry a copy of current insurance information, including prescription cards to all health care providers.

## **INFORMATION DESK**

- The Information Desk at the Colket Center is a hub of activity. At the Information Desk you can schedule campus events, reserve facilities, buy discount movie and baseball tickets, purchase campus activities events tickets, and much more. [Click here for more information.](#)

## **INFORMATION TECHNOLOGY**

- Information Technology maintains and supports the network across campus. This includes network access, computer equipment, printing services and cable TV. For more information about the Information Technology department, please reference <http://roanoke.edu/IT>

## **INQUIRE**

- Inquire is the web-based course management system widely used on campus for academic courses. Many professors use Inquire to augment their lesson plans. It is recommended that

students check their Inquire sites frequently to view changes in the course, updated grades, course assignments, and additional resources that their professors may have posted. If you have any questions about Inquire, please contact Information Technology at 540-375-2225 or see our website: [www.roanoke.edu/IT](http://www.roanoke.edu/IT).

### **INSTRUCTIONAL TECHNOLOGY RESOURCE CENTER**

- The Instructional Technology Resource Center (ITRC) is the place to go for help with your class related media projects. Need a digital camera for class assignments? ITRC Services can lend you one. We have digital camcorders available as well. In the Media Lab you can use our Apple iMacs to edit your video projects and burn them to CD or DVD-R discs. Need help with image scanning from books or photographs? ITRC can help. We can also help you with power point setups (laptops and LCD projectors) in the classroom. Stop by, visit our webpage at <http://www.roanoke.edu/computing/> or call us at ext. 2290 for more info.

### **INTERNATIONAL EDUCATION**

- In today's global society, even someone who has never traveled outside their home state or country is connected to the larger world. At Roanoke College, we want to give students a chance to see and be part of that world because we know those experiences can open minds, broaden perspectives and prepare you for a future of amazing opportunities. [Click here for additional information.](#)

### **INTERNET SERVICES**

- Wireless access to the Internet is available across campus buildings (including within Residence Halls). Wireless is supported for any device that supports the WPA enterprise standard.

### **INTERNSHIPS**

- All students in good standing are strongly encouraged to complete at least one internship during their time at Roanoke College. Internships are great for validating a person's occupational interests, building experience for the resume, and networking for future job connections. Internships at RC may be done either for academic credit or as non-credit experiences. To get started on internships, contact Career Services (PLACE) for appropriate guidance, ext. 2303.

### **JOURNEY**

- Journey, a freshman wilderness pre-orientation program, was developed in 1999. The program is designed to introduce freshmen resident students to the wealth of outdoor opportunities in the Roanoke Valley and surrounding areas. Additionally, students meet other incoming freshmen, make new friends, and become familiar with the Outdoor Adventures program and OA staff members. [Click here to learn more.](#)

### **LIBRARY**

- Named in honor of Dr. Norman Fintel, eighth president of Roanoke College, and his wife, Jo, Fintel Library offers a collection of over 400,000 total items. The facility is handicapped accessible; offers seating for over 400; includes individual and group study rooms; has a "silent

study" area, two computer lab areas, and the Goode-Pasfield Center for Learning and Teaching. [The Library homepage](#) is available from the Quick Links menu of the Inside Roanoke home page and is the starting point for Hours, Research Assistance, and Services.

## **LOST AND FOUND**

- If you lost it, you might find it in at the Colket Center Information Desk. That's where the college's lost and found is located. If you find something on campus, please bring the article by the Colket Center. Unclaimed articles will be disposed of at the end of each academic year. Call extension 5125 for more information.

## **MAIL SERVICES**

- [Mail Services](#) is located on the lower level of the Colket Center. Every student is assigned a post office box, and official college communications as well as U.S. Postal Service mail are delivered there. Additionally, mail services serves as an UPS station.

## **MAROON ALERT**

- [Maroon Alerts](#) is Roanoke College's emergency notification system. It allows College officials to contact faculty, staff, and students via text messages to cell phones and similar devices, as well as send instant e-mail communications in the event of an emergency or severe weather conditions. Notices also are sent when weather emergencies necessitate a closing or delayed schedule for the College.

## **MAROON CARD**

- As a student, you are issued a Roanoke College identification card, the [Maroon Card](#), upon enrollment. The Maroon Card can be used to purchase meals, tickets, and other items on campus.
- The Maroon Card is also accepted at many businesses in the Salem Community. Loaning of Maroon Cards to others is prohibited and constitutes a violation of the Student Conduct Code.

## **MOTOR POOL**

- Any student driver of a college motor pool vehicle must have completed a safe driving course sponsored by the Office of Campus Safety. Contact the Office of Campus Safety at 540-375-2310 for more information concerning the College Motor Pool use and regulations.

## **MOVIE TICKETS (DISCOUNT)**

- Discount movie tickets are available at the Information Center of the Colket Center for the Valley Grande (Regal) movie complex at Valley View Mall.

## **NCAA**

- Roanoke College is a member of the National Collegiate Athletic Association (NCAA). There are three divisions: I is for schools that give athletic scholarships; II is for those that give some grants to exceptional athletes; and III is for those colleges that give no athletic aid. Roanoke College is in Division III.

## **NOTIFICATION**

- Official college correspondence is disseminated via campus mail and/or email. Students should regularly check their campus mail box located in the Colket Center as well as their email account(s). Not checking your campus mailbox or reading your email are reasons for failure to comply with college policies and procedures. Make it a point to read your campus mail and email! In accordance with the "Student Right to Know and Campus Security Act" the College may occasionally issue a "Campus Safety Notice" if a safety or security issue arises for which members of the community need to be aware. These notices are sent via campus e-mail and through other forms of communications. Students should read the information in the notice and follow any guidelines that are contained in it.

## **ODAC**

- The Old Dominion Athletic Conference (ODAC) is the athletic conference in which our varsity teams compete. Since you can usually find our sports teams at or near the top of the standings, it's a lot of fun to turn out for the games.

## **ORGSYNC**

- Roanoke College has contracted with OrgSync, a Dallas, TX-based vendor, to provide electronic and social media support services for all of the clubs and organizations.

## **OUTDOOR ADVENTURES PROGRAM**

- The Outdoor Adventures Program seeks to provide opportunities for students, faculty, and staff to safely engage in a variety of outdoor experiences, develop the skills necessary to enjoy the outdoor experience(s) of one's choice, learn about the natural environment, help maintain and improve the natural environment through service, become part of an intentional community, and develop leadership, communication, problem solving, and team building skills. [Click here for more information.](#)

## **PARTICIPATING IN COLLEGE EVENTS**

- Participation in college events is encouraged of all students. However, students may be temporarily or permanently prevented from representing the college in such activities as athletic events, college-sponsored trips, plays, etc., if college officials deem such action to be in the best interest of the college.

## **PARTIES**

- A community council, fraternity, sorority, Residence Life & Housing staff member, or other recognized student group may schedule non-alcoholic parties, activities, and other events in residence hall common areas and lounges. These events may not conflict with previously scheduled all-school functions. A minimum of one week's notification is requested for scheduling an event of this type. Non-alcoholic parties, activities, and other events must be registered with the Colket Center by completing an Event Scheduling Worksheet. In order to coordinate these activities with other campus events, it is suggested that the organization's representative schedule them through the Colket Center.

- Residence hall room parties where alcohol will be present and ten (10) or more persons (or 6 or more persons in a designated single or 16 or more persons in an individual apartments) will be in attendance are also required to be registered. One or both of the occupants of the room must receive approval for the event from the Area Coordinator no later than the end of office hours on Wednesday before the event.
- Fraternities sponsoring parties where alcohol will be present must be cleared by the Associate Dean of Students.

### **PEER MENTORING PROGRAM**

- [The Peer Mentoring Program](#) (RC Success) offers assistance to students who are experiencing academic difficulty or who request extra help. Peer Mentors are recommended by faculty members and trained to help students in adjusting to college, and in important study skills and habits. For further information, contact Ms. Shannon McNeal of the Center for Learning & Teaching.

### **PRINT SHOP**

- The Print Shop, located on the lower level of the library, offers many services to the student body. Though there are color printers available in computer labs across campus, the Print Shop has the ability to produce output at a much faster pace at the same price to the student. Other services such as shredding, laminating and multiple types of binding are available as well. The Print Shop services are available to the entire campus community. For more details, visit us on the web at [www.roanoke.edu/printshop](http://www.roanoke.edu/printshop)

### **PUBLIC RELATIONS**

- The [Public Relations Office](#) communicates on behalf of Roanoke College. The office serves as the official voice of the College through the news media and helps connect various audiences with our campus. In addition, the PR office manages the College Web page, writes and distributes news releases and assists faculty, staff and students in publicizing events, achievements and programs.

### **PUBLICITY (Notices, Flyers, Posters)**

- If you're going to put up any type of notice, flyer, or poster you should place them only on designated bulletin boards. Questions regarding appropriate areas should be addressed to the Colket Center or by calling 540-375- 5125.

### **RCTV**

- The Colket Center produces two closed circuit TV channels for the campus. The campus information channel is broadcast over channel 65. Movies are shown daily on channel 66 with up to eight different titles shown every month. Because RCTV is assigned to channels 65 and 66, you must have a cable-ready TV to receive this free service. Movie titles and the movie schedule are publicized through various campus media.

### **RECREATION**



- Campus Recreation at Roanoke College offers a variety of recreational programs and activities to enhance the campus community and to promote healthy balanced lifestyles. These programs include intramural sports, club sports, group fitness, and outdoor adventures. Outdoor Adventures give students the option of going on multi day trips into the wilderness and also offers weekly classes and day trips to local outdoor destinations. Up to date information can always be found at [www.roanoke.edu/campusrec](http://www.roanoke.edu/campusrec).

## **REGISTRAR'S OFFICE**

- Located on the first floor of the Administration Building, the [Registrar's Office](#) serves a variety of functions. If you wish to add or drop a course; review or obtain your transcripts; hold your graduation review; or find out about degree requirements, requirements for graduation, or any general academic information, you should contact this office.

## **RESERVING FACILITIES**

- Reservations for use of any campus facilities should be made through the Colket Center Information Desk by using an Event Scheduling Worksheet or by using the web form. Recognized student organizations are allowed to meet in public rooms on campus only if they have reserved the rooms in advance.

## **RESOURCE PERSONS**

- Check the [Campus Directory](#) for an updated list of staff and departments.

## **R HOUSE**

- [R House](#) is a house for Habitat for Humanity that is begun during Orientation on campus. After Orientation, the house is moved to its permanent location in the City of Roanoke where it is finished and dedicated (usually February or March).

## **THE ROCK**

- Constructed by a group of students in the 1970s, including the late John Mulhern, The Rock serves as a bulletin board announcing upcoming events. While there are no written rules concerning the Rock, common practice follows the Golden Rule which states, "Do unto others that which you would want them to do unto you!" In other words, don't paint over another organization's upcoming event. Polite behavior dictates that your organization may paint the Rock once the advertised event has begun. Usually painting the Rock is on a "first come, first served" basis. However, when two or more organizations wish to paint the Rock to advertise events in the same time period, it is suggested that representatives of the organizations speak to one another and work out a compromise! When painting the Rock, use only water-based paints. Make sure to clean up after you are finished.

## **ROONEY**

- Rooney is a "Maroon-tailed" hawk, a little known, but clever breed that is found only in the vicinity of the Roanoke College campus. The hawk is a classic bird of prey and one that is physically powerful, much like the Maroons it represents. Flying high, the hawk symbolizes achievement. The hawk is indigenous to the area and thrives in the surrounding Blue Ridge

Mountains. The hawk was selected in 2009 from more than 350 mascot suggestions submitted by students, alumni, faculty, staff and friends of the College. Many Rooney features may be found at [www.roanoke.edu/rooney](http://www.roanoke.edu/rooney).

## **SEXUAL HARASSMENT**

- It is the policy of Roanoke College to provide you with a working and living environment free of any form of discrimination, including harassment. This institution reaffirms the principle that you have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community.

## **SEXUAL MISCONDUCT/TITLE IX**

- Sexual misconduct, including Sexual Assault, Improper Sexual Behavior and Sexual Harassment constitute violations of the Department of Education's Title IX, Higher Education Amendments of 1972 and hence is subject to Title IX investigation. [Click here for more information](#).

## **SEXUAL RESPONSIBILITY**

- If you choose to be sexually active, you must accept responsibility for your behavior. Such responsibility includes the right of either party to "say no" without pressure, harassment, or fear. Educational programs and information on birth control, sexually transmitted diseases including AIDS, and other related topics are provided by the College Wellness Services.

## **SORORITIES**

- At Roanoke College, the three women's Greek social organizations are all national fraternities. But you can still call them sororities. These organizations are: Alpha Sigma Alpha, Chi Omega, and Delta Gamma. About 24% of the females enrolled belong to a sorority.

## **STUDENT ENGAGEMENT**

- The Colket Center is your contact point for information about Student Engagement and what's happening on campus. Rooms and facilities across campus can be reserved, and equipment checked out. You can learn about the various campus groups and organizations and purchase discount movie tickets.

## **STUDENT CONDUCT**

- By attending Roanoke, you are committing yourself to being a contributing member of our educational community. Roanoke College is an academic community that operates on the principles of honesty, respect, and personal responsibility. Students are expected to conduct themselves in accordance with these principles, and face disciplinary consequences if they fail to do so. The policies in the [Student Handbook](#) are provided to help you more specifically understand your obligations.

## **STUDENT CONDUCT COUNCIL (SCC)**

- One of several hearing bodies established to adjudicate violations of the college's student conduct code. The SCC is comprised of student members elected by the student body and is

advised by the Associate Dean of Students or his/her designee. The SCC hears cases that warrant sanctions up to probation.

### **STUDENT WELLNESS SERVICES**

- Student Wellness Services, located on the front quad behind Morehead Hall, provides medical treatment for full-time students with common illnesses and minor injuries. Most services are provided at no cost; however, there are fees for allergy injections, immunizations, laboratory tests, certain procedures, physicals and gynecological exams. Fees are due the day of service and are payable by cash, check, Maroon Money, and most credit cards. Additional information is available on our website [www.roanoke.edu/health](http://www.roanoke.edu/health)

### **STUDENT SUCCESS**

- The [Division of Student Success](#) assists students in their intellectual, ethical, spiritual and personal development by providing living and learning opportunities that contribute to the educational mission of Roanoke College. These educational opportunities enhance traditional classroom learning and prepare students for success in life after graduation, while encouraging them to become leaders in their community as well as global citizens.

### **SUBJECT TUTORING PROGRAM**

- Subject tutoring is available the Fintel Library. Tutors are generally upper-division students, who are recommended by faculty members and trained in methods of effective tutoring, and who work on an individual or small-group basis. The tutoring schedule is available at [www.roanoke.edu/tutoring](http://www.roanoke.edu/tutoring).

### **SWIMMING POOL**

- If you're going to go swimming or if your organization will sponsor an event in the swimming pool, you must contract with the Campus Recreation Office to have a Red Cross certified lifeguard on hand. Contact the Campus Recreation Office for further information. The swimming pool is located in the Alumni Gym.

### **SWITCHBOARD**

- Roanoke College offers 24-hour switchboard coverage. The College's switchboard number is 540-375-2500 and is operational 24/7.

### **TOWN GOWN RELATIONSHIP**

- Roanoke College values its long long-standing positive "town-gown" relations with the citizens of the City of Salem. The College and its students have been an integral part of the local community since 1847. It is the responsibility of all members of the College community to preserve and promote this important tradition for current and future students. Students residing in houses or apartments off campus have a particular responsibility to be good neighbors in their neighborhood and abide by applicable city ordinances. Misconduct off campus may be subject to college disciplinary action.

### **VETERANS' AFFAIRS**

- Veterans at Roanoke College should check with the Registrar's Office about course loads, military educational benefits, and other such concerns.

#### **WORKERS' COMPENSATION BENEFITS**

- If you are injured as a result of your work here, you may receive benefits under the Workers' Compensation Act. The cost of these benefits is supported entirely by the College. The funds will pay for medical, hospital and surgical expenses. If you are injured on the job, you must report it immediately to your supervisor so medical attention can be given and to ensure that you receive the benefits which may be paid under worker's compensation. You must also make a detailed report to Human Resources within 48 hours of the injury.

#### **WRITING CENTER**

- [The Writing Center](#), located in the Fintel Library, is a place where writers working in any academic discipline, at any level of competence, at any stage of the writing process meet with trained peer writing tutors in informal, one-on-one tutoring sessions focused on writing.

### **Section 4 - Student Organizations**

#### **STUDENT ORGANIZATIONS, RECOGNITION OF**

##### **I. PROCEDURES:**

- A. A group will become a recognized student organization upon completing the following requirements and procedures:

1. Hold interest meeting(s) to attract students who might wish to join the organization. The Colket Center can assist you in planning and promoting your meeting(s).
2. Compile a list of potential members of the organization. The number of members should be sufficient to accomplish the mission of the organization and ensure the organization will continue as an on-going entity with a minimum number of six (6) students.
3. Secure a member of the faculty or staff who will serve as adviser to your organization.
4. Write and pass a constitution under which your organization will operate. This constitution should contain the following:

- a. Name
- b. Purpose
- c. Membership
- d. Meeting information
- e. Officer selection and duties
- f. Funding (\*if only using student engagement fee budget allocation you do not need this section)

g. How to amend

The stated purpose and goals of the organization must be consistent with the College's mission, purpose, goals and values. A sample constitution is available from the Colket Center.

•II. RECOGNITION PROCESS:

A. The membership list, faculty/staff adviser, proposed constitution, and a report on how financial matters are to be handled and how budget needs are to be met must be submitted to the Colket Center. All sources of outside funding must be disclosed. This information will be submitted to the Student Government Association (SGA) for its review. A member of the forming organization will be required to attend the SGA meeting where the group's application for recognition will be discussed.

B. Upon receiving SGA's recommendation, the organization's request for recognition shall be reviewed by the Student Life Council.

C. If approved by the Student Life Council, the recommendation is submitted for final approval to the Vice President of Student Success.

•III. GENERAL GUIDELINES FOR ORGANIZATIONS:

A. Membership in all organizations must be open to any member of the Roanoke College community who is willing to subscribe to the stated aims and meet the stated obligations of the organization. Membership in student organizations is limited to Roanoke College students, faculty and staff. Single-sex organizations such as those organizations affiliated with a national fraternity or sorority or a sports club, are exempt from the open membership requirement. Certain college-sponsored honorary organizations have selective criteria for membership.

B. Recognized student organizations are entitled to:

1. Reserve and use college facilities and services
2. Use the campus mail services for distributing notices and flyers
3. Use college bulletin boards
4. Use the Roanoke College name (see license agreement)
5. Use an organizational post office box (if available)
6. Maintain an on-campus account for organizational funds
7. Use the college's tax-exempt status for purchases
8. Sponsor fundraising activities on campus
9. Use the college's business license for resale of items
10. Buy wholesale products through the college bookstore
11. To petition Student Life Council for access to student activity

dollars

12. To use college disk space, set up a web site and have an e-mail account

13. Establish a ClubHub page to maintain your organization information.

•C. Responsibilities of Student Organizations

1. Update ClubHub with changes in organization leadership in a timely manner.

2. Remain in good standing with the college.

3. Operate in a manner consistent with mission of Roanoke College and the organization's statement of purpose.

4. Have on ClubHub a current constitution, list of officers, membership roster, and faculty or staff adviser.

5. Adhere to all local, state, and federal laws and regulations, and the Roanoke College Conduct Code.

6. Follow all College and departmental policies and procedures.

7. Manage College resources wisely, ethically, and according to College and department guidelines.

8. Provide adequate lead-time when services are needed from College departments.

9. Consult with the Colket Center staff and other appropriate departments when large, unusual, or potentially risky events are planned.

10. Ensure continuity from year to year by training new leaders and keeping good records.

11. Have at least one advisor who is a member of the Roanoke College faculty or staff.

•D. All recognized organizations are subject to the following conditions:

1. Funding - organizations may petition the Student Life Council for use of student engagement funds. Approval of such funds will, generally speaking, be granted for operating expenses and/or for events and activities directly or indirectly benefiting the entire student body. Budgets should be submitted in the spring for funding the following academic year.

2. Good Standing - organizations must update ClubHub with the names and titles of the officers, a current constitution and a membership roster for the upcoming term. Any group failing to do so may be dropped as a recognized student organization and forfeit all rights and privileges granted through college recognition. See: [Student Life Council, Appendix L - Funding Guidelines](#)

## SPONSORED ORGANIZATIONS

The Student Government Association has approved the organizations found on the [ClubHub](#) site. All of the clubs provide opportunities to develop skills and gain practical experience. So look them over, see what interests you, and then contact the ones you think you might want to join.

## DEMONSTRATIONS

Roanoke College, as a private institution of higher education, recognizes and acknowledges that the exchange of opinion is paramount in education, and it therefore becomes an accepted obligation of this institution to provide for that exchange. Roanoke College also recognizes that all opinions of free men and women in a free society are not in accord, nor are all opinions in accord with the purposes and policies of Roanoke College. Yet, the college cherishes the freedom granted it as a private institution in a great American democracy protected by constitutional guarantees of freedom of expression, and accepts the responsibility that those freedoms demand, within its purpose as an educational institution.

It is still essential that there be orderly management of the function of the college; therefore, the following rules are provided for the benefit of the entire college community:

1. Individuals or groups being presented on the campus of Roanoke College or Roanoke College students or student groups wishing to rally, demonstrate, or make a presentation on the campus should serve the broad educational aims of the institution.
2. Only a department or agency of the college and those organizations that are officially recognized by the college may invite individuals or groups to the campus.
3. Since the privilege of question is vital to the educational process, the college will expect that opportunity will be given for a question and answer exchange at a time mutually agreeable to the visitor(s), the sponsoring organization, and the college, with every effort to be made to schedule such an exchange at the conclusion of any primary appearance.
4. The use of facilities and the date and time of the engagement must be cleared in advance with the Director of the Colket Center & Student Engagement who maintains the official college calendar.
5. Attendance at presentations by such visitors shall be limited to members of the academic community, unless the college extends invitations to a limited number of guests or to the public.
6. The presence of any individual or group on this campus with authorization granted under these procedures in no way implies that the college endorses or supports the views implied or expressed by that individual or group. The college looks with disfavor upon individuals or groups who advocate the overthrow of the constitutional government of the United States of America.

All performance, events, activities, parties, etc. sponsored by recognized student organizations must be in compliance with Roanoke College policies and procedures as well as all applicable federal, state, and local regulations and laws. The sponsoring campus organization must assist with the enforcement of policies, procedures, laws, and codes. The sponsoring organization will be held accountable for violations. Roanoke College reserves the right to end any performance, event, or activity for due cause. Furthermore, Roanoke College reserves the right to exclude all persons not conforming to acceptable behavior.

Campus organizations that sponsor events on the Roanoke College campus must abide with the specifics of the following agreement:

1. During an event, all guests/participants must enter through designated entrance(s). The sponsoring organization is responsible for assisting the Roanoke College staff by monitoring the emergency exits and restricting access through these doors.

2. Roanoke College facilities, including the entire Colket Center, are designated no-smoking areas. Guests/participants may go outside to smoke.

3. All persons, backpacks, large handbags, packages, coats, and jackets are subject to search before entering college facilities or at any time within the facility in use. In addition, no bottles, cups, or other beverage containers may be brought into the Colket Center Cavern during a campus event. Is this something we just leave but obviously people can bring in water bottles?

4. The sponsoring organization is responsible for the behavior of its guests, participants, and audience members including the prevention of underage drinking. If the performance, event or activity is open to the public and therefore deemed a "high risk event," the College reserves the right to require Campus Safety Officers and/or Salem Police Department Officers to work the event. In this case, the labor cost may be included in the cost of the production of the event and passed along to the sponsoring organization. All security personnel for campus events must be acquired through Campus Safety.

5. The sponsoring organization is responsible for maintaining all College furniture and equipment in good condition. The guests, participants, and audience must not stand on furniture or equipment. If furniture is moved out of a facility or re-arranged within that facility for an event or activity, it must be returned to its original location immediately following the event. The sponsoring organization will provide a work crew to accomplish this task.

6. The sponsoring organization must provide a work crew to clean up following the event or activity and return that facility to the condition that it was prior to the event. In any case, the work crew may not leave the facility until the event manager on duty releases them. Take this out?

7. During a performance, the sponsoring organization will ensure that there will be:

A. No nudity or exposed genitals

B. No self-mutilation.

C. No ingesting substances or items that could cause permanent harm.

D. No activities involving bodily fluids or bodily functions.

E. No stunts that could cause serious injury, i.e. diving into a wading pool, bungee jumping from the rafters, etc.

Approved April 2006

[https://www.roanoke.edu/inside/a-z\\_index/student\\_handbook/college\\_policies/standards\\_for\\_student\\_organizations](https://www.roanoke.edu/inside/a-z_index/student_handbook/college_policies/standards_for_student_organizations)

#### Standards for Student Organizations

Organizations shall be held responsible for complying with these standards and it is their responsibility to educate their members regarding these standards. Organizations must also be in compliance with any and all applicable laws of the nation, state, county, city and their respective national organization and Roanoke College's policies.

#### ALCOHOL AND DRUGS



The possession, use, and/or consumption of alcoholic beverages while in an organization's designated living area or during an event or activity sponsored or endorsed by an organization, must be in compliance with any and all applicable laws, college and organizational policies. No alcoholic beverages may be purchased through the organization's treasury, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase and/or use of bulk quantities of alcohol e.g., kegs, is prohibited. Members and guests of legal age may provide their own alcohol at approved social events. Beer and wine are the only alcoholic beverage allowed at approved social events unless otherwise approved by college officials. No organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor i.e., those under the legal drinking age of 21. The possession use, distribution, or manufacture of any illegal drug or controlled substance, or possession or use of paraphernalia that contains drug residue while in an organization's designated living area or during an event or activity sponsored or endorsed by an organization is prohibited. No organization may co-sponsor an event with an alcoholic distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or groups. All membership recruitment or rush activities of an organization must be alcohol free. Only specifically invited guests may attend social events where alcohol is present. Attendance by non-members of an organization, without specific invitation, is prohibited. No member shall permit, tolerate, encourage, or participate in any games, events, etc. involving alcohol. No alcohol may be present at any pledge/associate member/novice program or activity of the organization.

#### DISCRIMINATION

Organizations shall not perpetrate, condone, nor tolerate any form of discrimination, lack of respect, or act of intolerance against any person or organization based on race, religion, ethnic background, gender, gender orientation, or disability.

#### HAZING

Hazing is prohibited. Organizations are responsible for any hazing conducted by its members. Hazing constitutes a violation of the Roanoke College Student Conduct Code. Hazing is defined by the college as a violation of the state code of Virginia regarding hazing and / or as any intentional action or created situation, whether on or off college premises, that produces psychological or physical discomfort or injury, embarrassment, harassment, or ridicule. Hazing activities may include, but are not limited to, the following: use of alcohol, physical abuse including paddling in any form, creation of excessive fatigue, physical and psychological stress, quests, treasure and scavenger hunts, road trips, wearing of apparel which is conspicuous and not normally in good taste, engaging in activities which are morally degrading, humiliating, or embarrassing; and any other activities which are inconsistent with or in violation of college or organizational policies.

#### SEXUAL ABUSE

Organizations shall not tolerate nor condone any form of sexually abusive behavior by any of its members, whether physical, mental, or emotional. Such behavior includes any actions that are demeaning including, but not limited to, date rape, gang rape, or verbal harassment.

It is college policy to maintain open communications with an organization's national headquarters regarding matters of importance concerning their respective organizations.

#### Funding Guidelines

##### I. Student Engagement Fee Policy

a. The Student Engagement fee shall be distributed by the Student Life Council (SLC) annually. The process shall continue as follows.

i. The Director of Student Engagement (or other designee of the Vice-President for Student Success) shall prepare a draft budget, keeping in mind funding in the following areas:

###### 1. Colket Center & Administration

a. Campus Activity Board (CAB)

b. Campus Newspaper

c. Campus Magazine

d. Campus Radio Station

###### 2. Student Government Association (SGA)

a. Clubs and Organizations

###### 3. Campus Recreation

ii. This budget shall be approved by SLC prior to the end of the fall semester.

iii. Following the approval of the full budget, the Student Government Association will begin its budgetary process as outlined in Section II.

b. The SGA will be responsible for any mid-year funding requests from recognized student organizations. The Director of Student Engagement will be responsible for any special event requests or other funding

##### II. SGA Annual Budgeting Procedures

a. Clubs and Organizations that are officially recognized by the Student Government Association can apply for funding in the following manner for annual budget requests for the following academic year.

i. Organizations will receive the method of submission, example budget, and the current funding guidelines from the SGA Treasurer within four weeks of the budget request deadline.

ii. Budget requests will be submitted to the SGA Treasurer prior to spring break, unless approval is given by SGA. If money was granted in the previous academic year, the clubs spending history and midyear review information will also be considered with the present year's request.

iii. Following Spring Break, the Treasurer will bring all submitted budget requests to the treasury committee of SGA for action.

iv. Following action on all budget requests, the Treasurer will incorporate these requests into allocations for the following areas, then submit for approval by the Senate:

1. Annual budget requests

2. New Student group, mid-year budget, and special event requests.

3. SGA Budget

- b. Following approval of the club and organization budgets by the Senate, the Treasurer and President of the SGA will bring the master budget for final approval of the SLC.

III. Expenditure of Student Engagement Fees

- a. For all requests, you can get a reimbursement. Purchasers will need to talk with the Student Engagement Office regarding these requests.

- b. Student Organizations may also check out a credit card from the Colket Info Desk with the approval of a staff representative from the office of Student Engagement by filling out a credit card request form.

- c. All expenditures require the signature of a staff representative of the office of Student Engagement as well as return of the original, itemized receipt.