

GUILFORD
COLLEGE

Student Handbook
2018-2019

Guilford College 2018-19 Student Handbook

This *Guilford College Student Handbook* presents an overview of how Guilford operates and summarizes the rights and responsibilities that govern student life at Guilford.

As members of this community, all students must read, understand and observe the academic, residence hall and College regulations described and referenced in this document. Students are responsible for complying with all policies outlined in the Handbook and the academic policies and procedures as outlined in the Guilford College Catalog available on the website at <https://www.guilford.edu/media/9781>.

Responsibility for the *Guilford College Student Handbook* rests with the Office of Academic and Student Affairs. Any student, faculty member or administrator may propose changes in the College regulations contained in this handbook by submitting their recommendations to the Guilford Student Body Association and the Associate Dean of Students. A group of staff, faculty and students will regularly review proposed changes. The Associate Dean of Students, in consultation with students at the College, shall prepare the *Guilford College Student Handbook*. It shall be the responsibility of the Student Affairs division to give continuous attention to the *Guilford College Student Handbook* so that it reflects applicable policies and procedures and to propose appropriate changes.

This edition is being distributed to the Guilford community at the beginning of the College's 181st academic year in August of 2018.

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Notice of Non-Discrimination

As an institution that is grounded in the relentless pursuit of core values that include equality and justice for all, the College adheres to Title IX and to all other federal and state civil rights laws banning discrimination in private institutions of higher education.

Guilford College does not discriminate on the basis of sex/gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable local, state or federal law, ordinance or regulation. The prohibition on discrimination applies to any and all educational program or activities that Guilford College operates, including but not limited to admissions policies; educational programs; scholarships, loans, and other financial aid; and athletic and other school-administered programs, services, and activities. The prohibition on discrimination also applies to applicants or employees with respect to employment.

Guilford College complies with Title IX which prohibits sexual discrimination and sexual harassment, including acts of sexual violence. Inquiries regarding this policy or Title IX generally may be referred to the Title IX Coordinator:

Barbara J. Lawrence, Title IX Coordinator
Vice President, Office of Diversity, Equity and Inclusion
King Hall 108
Telephone: (336) 316-2432
Email: blawrenc@guilford.edu

Or to the Assistant Secretary, U.S. Department of Education, Office of Civil Rights:
Washington, DC (Metro)
Office for Civil Rights, U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
Telephone: (202) 453-6020; Fax: (202) 453-6021; TDD: (800) 877-8339
Email: OCR.DC@ed.gov

The Guilford College Community

Guilford College is an educational community, which strives to integrate personal, physical, and spiritual growth through participation in rich traditions. These traditions include a liberal arts education which values academic excellence and stresses the need in a free society for mature, broadly educated community members; career development and community service which provide students, whatever their age or place in life, with knowledge and skills applicable to their chosen vocations; and Quakerism which places special emphasis on helping individuals to examine and strengthen their values. We believe that the wise and humane use of knowledge requires commitment to society as well as to self.

The Quaker heritage stresses spiritual receptivity, candor, integrity, compassion, tolerance, simplicity, equality, and strong concern for social justice and world peace. Growing out of this heritage, the College emphasizes educational values, which are embodied in a strong and lasting tradition of coeducation, a curriculum with intercultural and international dimensions, close individual relationships between students and faculty in the pursuit of knowledge, governance by consensus, and commitment to lifelong learning. Guilford expects each student to develop a broad understanding of our intellectual and social heritage and at the same time develop a special competence in one or more disciplines. Flexibility in the curriculum encourages each student to pursue a program of studies suited to personal needs, skills and aspirations.

While accepting many traditional educational goals and methods, the College also promotes innovative approaches to teaching and learning. Both students and faculty are encouraged to pursue high levels of scholarly research and creativity in all academic disciplines. Guilford particularly seeks to explore interdisciplinary and intercultural perspectives and to develop a capacity to reason effectively; to look beneath the surface of issues; to understand the presuppositions and implications of ideas; and to draw conclusions incisively, critically, and with fairness to other points of view. The College desires to have a "community of seekers," individuals dedicated to shared and corporate search as an important part of their lives. Such a community can come about only when there is diversity throughout the institution; diversity of older and younger, diversity of race and origin, diversity of beliefs and of what is valued among individuals. Through experiencing such differing points of view, we seek to free ourselves from bias.

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As a community, Guilford strives to address questions of moral responsibility, to explore issues that are deeply felt but difficult to articulate and to support modes of personal fulfillment. The College seeks to cultivate respect for all individuals in an environment wherein conviction, purposes and aspirations can be carried forward. (Adopted by the Guilford College Faculty and Board of Trustees, 1985)

Guilford College Mission Statement

To provide a transformative, practical, and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, equality, integrity, peace and simplicity and emphasizing the creative problem solving skills, experience, enthusiasm and international perspectives necessary to promote positive change in the world.

Governing Organizations

Board of Trustees. Guilford College's Board of Trustees is the governing body exercising ultimate institutional authority as set out in the Bylaws of Guilford College. This authority, upon the recommendation of the president of the College, includes: determining and periodically reviewing the College's mission; monitoring the College's financial condition and approving the annual budget, tuition and fees; approving institutional policies bearing on faculty appointment, promotion, tenure and dismissal; reviewing and approving proposed substantive changes in degree programs; approving degrees as recommended by the faculty; and authorizing the construction of new buildings, the major renovation existing buildings and the purchase or sale of land. The board's authority and responsibilities also include participating actively in strategies to secure sources of support, contributing to fundraising goals, appointing the president and annually assessing the president's performance.

President. The president serves at the pleasure of the board for such term, compensation and with such other terms of employment as the board shall determine. The president shall be the College's chief executive officer as detailed in the College's organizational chart. The president's authority is vested through the board and includes responsibilities for all College educational and managerial affairs. Administration of the College shall be delegated to the president of the College and through the president to other administrative officers who shall have authority to make and enforce all necessary regulations for the internal governance of the institution and shall direct and be responsible for the use of its facilities and equipment.

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Students' Role in College Governance. One of Guilford's most distinctive characteristics is its commitment to student participation in institutional decision-making. Consistent with its Quaker heritage, the College conducts its business based on the premise that all voices have value and worth in the search for truth. As a result, students have representation on all institutional, administrative, faculty and board level committees except those dealing with confidential personnel and/or student matters. By virtue of this involvement, students are able to examine and strengthen their own values while striving with others to improve the common good. This does not always mean that each student concern or idea is automatically incorporated but it does mean that student voice is important in College governance.

Guilford Student Body Association (GSBA): The foundation of student government at Guilford College is a representative Guilford Student Body Association. This organization, within the policies and regulations established by the Board of Trustees, derives authority from the Associate Dean of Students. Its primary function is to govern and serve as the voice of the whole student body. The leadership selects students to serve on College and Board of Trustees committees to ensure student representation. GSBA is also responsible for the disbursement of student activity fees and recommendations regarding the campus student conduct system at the authorization of the Associate Dean of Students of the College. The GSBA executive board is elected in the Spring each year. Meetings are open to all community members. Students are encouraged to bring issues, concerns and questions regarding campus life to GSBA for discussion and action. GSBA proposals for College policy change are referred to the Director of Student Leadership and Engagement who forwards them to the appropriate campus administrator for consideration and possible implementation.

Academic Rights and Responsibilities

Academic Honor Code

To foster individual responsibility, Guilford College subscribes to the principles of an honor system and encourages a mature understanding and acceptance of the code.

The statement, "I have been honest and have observed no dishonesty," gives testament to the honor system and may be affirmed in writing on all academic work. Compliance is assumed even if the statement does not appear on College work. Faculty members may insist that the statement be written on all academic work and may refuse to extend credit for work on which it does not appear.

Student Responsibility to the Honor Code. In addition to adherence to the honor code, students are expected to confront other students who have apparently violated the code and to report such violations. A failure to confront or report such violation may be considered a violation of honor code.

Violation of the Academic Honor Code. Academic honesty and integrity represent central elements of the liberal arts education at Guilford College. As scholars pursuing knowledge and truth, informed by the Quaker testimony on integrity, we seek a community where each member acts responsibly and honorably in all activities and at all times. Acts of dishonesty represent a serious offense at Guilford College. The academic honor code is violated when anyone claims credit, implicitly or explicitly, for work and ideas that are not her or his own. Violations of the academic honor code include, but are not limited to, the list below:

Plagiarism. Guilford defines plagiarism broadly as presenting the interpretations, wording, images, or original conceptions of others as one's own without appropriate acknowledgement. Individual faculty members determine what constitutes "appropriate acknowledgement" within the context of their courses, either by specifically stating requirements or by acknowledging the standard practice within a given discipline. The charge of plagiarism applies to any and all academic work whether done inside or outside of the classroom and whether submitted as a rough draft or a final product.

Unauthorized Collaboration. Students may not combine efforts on any and all academic work, done inside or outside the classroom, submitted to an instructor as a rough draft or a final product, unless specifically permitted by the instructor. Although instructors

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should clearly define the limits of collaboration allowed, the absence of any instructions indicates that collaboration is not permitted. When uncertain, the student should seek clarification from the instructor.

In cases of unauthorized collaboration, any student giving aid is as responsible as the recipient, unless the former is unaware that they have provided aid. A student who seeks unauthorized aid is responsible for participating in unauthorized collaboration whether the aid was given or received. The charge of unauthorized collaboration applies to any and all academic work whether done inside or outside of the classroom and whether submitted as a rough draft or a final product.

Unauthorized Use of Materials. It is the student's responsibility to ascertain what materials may be used in any and all academic work whether done inside or outside of the classroom and whether submitted as a rough draft or a final product. The submission for credit of the same written work in more than one course is not permitted without the prior permission of both instructors.

Academic Honor Code Process

1. When a Guilford College faculty member, student, or staff member observes or learns of a violation of the honor code as defined in the Student Handbook, they shall report this observation or discovery to the instructor of the course in which the alleged violation has supposedly occurred.
2. The instructor shall, by College e-mail or otherwise, endeavor to contact the student who allegedly violated the honor code to ascertain whether the student admits or does not admit responsibility for an honor code violation. At any time during the initial meeting or discussion between the student and an instructor or administrator, the student may request that the meeting be suspended for up to one week so that they may invite another Guilford College student or employee to this meeting to serve as their advisor for any or all subsequent meetings. The instructor or administrator may invite a Guilford College employee to any or all meetings. If the instructor becomes aware of an alleged honor code violation after the last day of classes for that semester, after making an effort to reach the student by telephone or email, the instructor may proceed without conducting an initial meeting or discussion with the student, if the student fails to respond within two days before grades for the class and/or

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- for that particular student are due.
3. If the instructor considers the alleged violation to be an academic honor code violation, the instructor must report and describe the incident in full to the Associate Dean for Academic Affairs, regardless of whether the student admits responsibility.
 4. If the student admits responsibility for an academic honor code violation, the Associate Dean for Academic Affairs shall take the steps outlined in paragraph 6 below.
 5. If the student does not admit responsibility for an academic honor code violation, the Associate Dean for Academic Affairs shall conduct an investigation to obtain the necessary information from the instructor, the student, and others to determine whether the student has committed an academic honor code violation. If the Associate Dean for Academic Affairs concludes that they have a conflict or should otherwise remove themselves from the matter, the Associate Dean for Academic Affairs shall transfer the matter to the Provost, who shall, in turn, appoint a hearing panel to proceed as described in paragraph 7(c) below. If the Associate Dean for Academic Affairs does transfer the matter to the Provost, or if the Associate Dean for Academic Affairs concludes after investigating that no violation occurred, they shall notify both the student and the instructor in writing by College e-mail or campus mail.
 6. If the Associate Dean for Academic Affairs concludes that an Honor Code violation has occurred, either because the student has admitted to responsibility or because the Associate Dean for Academic Affairs has so concluded after investigation, the following steps apply:
 - a. The Associate Dean for Academic Affairs shall check the student's record for any prior violations of the honor code.
 - b. If the student has no record of a previous honor code violation, the Associate Dean for Academic Affairs will consult with the instructor and ordinarily impose one of the three standard sanctions (see Standard Sanctions section below), or a more serious sanction if one is stipulated in the course syllabus.
 - c. If the student does have a record of one or more honor code violations, the Associate Dean for Academic Affairs must impose at least the standard

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- sanction based on the number of prior violations (see Standard Sanctions section below).
- d. In all cases, the Associate Dean for Academic Affairs enters an honor code violation in the student's academic record.
 - e. The Associate Dean for Academic Affairs reports this outcome in writing, by College e-mail or campus mail, to both the student and the instructor.
7. The student may appeal a decision by the Associate Dean for Academic Affairs that finds them to have committed an honor code violation. If the student chooses to appeal the decision, they have ten (10) business days from the delivery date of this decision to submit such an appeal, in writing, to the Provost. On the basis of the Associate Dean for Academic Affairs' written decision and the student's written appeal, the Provost will decide, in their sole discretion, whether the appeal has sufficient merit to proceed to a hearing panel. Typically, sufficient merit to proceed to a hearing panel would require new, relevant information obtained after the decision by the Associate Dean for Academic Affairs or some procedural error so substantial that it interfered with the student's right to a fair decision.
- a. If the Provost, in their sole discretion, does not conclude that the appeal has sufficient merit to proceed to a hearing, then the case is closed and the decision of the Associate Dean for Academic Affairs will remain in effect and will be followed.
 - b. If the Provost, in their sole discretion, concludes that the appeal has sufficient merit to proceed to a hearing, or if the Provost has assumed responsibility for the case due to the Associate Dean for Academic Affairs stepping aside under paragraph 5 above, then the Provost shall convene a hearing panel of three faculty (appointed pursuant to faculty governance procedure) and three students (appointed pursuant to student governance procedure). This panel shall investigate the case and collect evidence, including any statements, to determine whether the student is responsible for an academic honor code violation. Once it has made its determination, the panel shall report its conclusion to the Provost in writing. A copy of this report shall be available to the student and the instructor upon request.
 - c. The Provost shall make the final determination, after considering the Assistant Dean's report (if any), the transcript from and evidence presented in the panel's hearing, and the panel's final report. Because the decision of the Provost is final, no appeal may follow their decision.

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- d. If the Provost finds the student responsible for an academic honor code violation, the Provost shall affirm the decision of the Associate Dean for Academic Affairs or, in cases where the Associate Dean for Academic Affairs has stepped aside, shall impose a sanction under the procedure outlined in paragraph 6 above.
- e. The Provost shall inform the student in writing of their decision, by College email or campus mail, and send a copy of this notice to the instructor, chair of the hearing panel, and Associate Dean for Academic Affairs, who will update the student's record to reflect this decision and sanction.
- f. If the Provost finds the student not responsible, they will inform the student in writing and send a copy of this letter to the instructor, chair of the hearing panel, and the Associate Dean for Academic Affairs, who will update the student's record by deleting from it all references to this alleged violation.

Honor Code Caution

As an exception to the foregoing rules, certain instances of plagiarism may be addressed under their own procedures, as follows: Specifically, in a case of plagiarism where an instructor concludes (a) that the violation was due to the student's genuine incomplete understanding of standard acknowledgment practice or of what constitutes plagiarism and (b) that the student has accepted an appropriate level of responsibility for the plagiarism based on the circumstances involved, the instructor may choose to report, but is not required to report, to the Associate Dean for Academic Affairs that an honor code caution is appropriate. Upon receiving such a report, the Associate Dean for Academic Affairs, in consultation with the instructor, shall conclude whether to issue an honor code caution.

The Associate Dean for Academic Affairs shall maintain an updated list of such cautions, including a description of the type of each incident. Entries in this list will not be considered part of a student's permanent academic record. However, if a student is alleged to have committed a violation of the honor code that is the same as or similar to a previously reported academic honor code caution, this subsequent offense will be treated as an academic honor code violation with no possibility of resulting in a caution. The Assistant Dean will determine whether an alleged violation will be considered the same as or similar to one that previously resulted in a caution. The Assistant Dean's determination will be final and may not be appealed.

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In cases of plagiarism, the instructor should offer to work with the student to address the relevant honor code issues in an educational fashion, and will grade the student's work as the instructor considers appropriate and as is consistent with the course syllabus.

Instances of plagiarism that the instructor concludes are not the result of the student's genuine incomplete understanding of standard acknowledgment practice or of what constitutes plagiarism, or instances of plagiarism for which the student does not accept an appropriate level of responsibility based on the circumstances involved, shall be handled as all other alleged violations of the honor code, and the provisions of paragraphs 1-7 above shall be followed.

Standard Sanctions

First offense: F or zero on the assignment

Second offense: F in the course

Third offense: F in the course and Suspension or Dismissal from Guilford College

NOTE: Instructors may direct specific, even if more severe, penalties for academic honor code violations in any particular course that they are teaching. Such penalties should be specified in the course syllabus or in some other written form of communication from the instructor to the students in that course.

Academic Regulations

Students are bound by all academic regulations as outlined in the Guilford College Catalog.

Guilford bases course credit hours on student effort outside, as well as inside, the classroom. As a result, the College considers student interaction with faculty, other students, community members, and organizations outside the classroom as vital to the learning experience. In addition to standard reading, research projects, and papers, Guilford faculty members who teach courses that yield four credit hours and meet the standard 2.5 hours per week in classroom time are expected to include in their courses active learning activities which may include, but are not limited to, the following:

- Conferences and workshops
- Experiential and serving learning incorporated into courses
- Fieldwork and field trips
- Foreign language conversation tables

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- Group work or cooperative work
- Journaling
- Online discussion groups
- Related labs
- Required attendance at lectures, performances, and film showings
- Research projects that require substantial work outside of class
- Sketch groups in the visual arts

Academic Standing

Good Academic Standing. Students with a cumulative grade point average of 2.00 or better are considered to be in good academic standing at Guilford. A student new to Guilford is considered to be in good academic standing.

Academic Probation

A Guilford student is placed on academic probation if the student's cumulative grade-point average is below the level required for graduation: 2.00. Academic probation is not considered a punitive measure, but rather an indication that the student needs to find a better strategy for academic success. Students on academic probation are encouraged to consult with her/his academic advisor and the staff of the Learning Commons or Student Affairs division to help surmount difficulties that might lead to suspension or dismissal. Students placed on academic probation are not allowed any unexcused absences from classes. A student's eligibility to continue at Guilford is contingent upon the student earning at least a C (2.00) average during each term that the student is on academic probation. Earning a C average during a given term may not remove a student from academic probation, but it will assure eligibility to continue at Guilford. Failure to meet these conditions of academic probation will result in suspension or dismissal from the College.

Students must have a cumulative grade-point average of 2.00 or greater to graduate from Guilford. Students cannot graduate from the College while on academic probation.

Academic Suspension or Dismissal (see "Separation from the College" section)

Attendance Policy

Individual faculty members and academic departments are free to define individual requirements in regard to particular courses and they publish these requirements in their syllabi. Failure to meet such requirements may result in lowered grades, an

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involuntary withdrawal from a course, and, if the last day for withdrawal has passed, a failing grade.

The College also grants the Associate Dean for Academic Affairs the right, following a consultation with the faculty member of record, to withdraw a student administratively from any course in which they have reached the number of absences listed below. In no way should students interpret these limits as maximum allowable absences. Instead, they represent the point at which College policy authorizes administrative withdrawal; a student with this number of absences will have missed twenty percent of a given course, and fairness to other students dictates the administrative withdrawal.

- Courses meeting once per week, full semester: three absences
- Courses meeting twice per week, full semester: six absences
- Courses meeting three times per week, full semester: nine absences
- Courses meeting four or five times per week, full semester: twelve absences
- Courses meeting once per week, First/Second Half Semester Courses: two absences
- Courses meeting twice per week, First/Second Half Semester Courses: four absences
- Summer school courses, five-week session: four absences
- Summer school courses, ten-week session: three absences

If administrative withdrawal occurs prior to the published last day to withdraw with a "W" grade, the student is awarded a grade of W. When withdrawal occurs later, the student is awarded either a WP (withdrawn passing) or WF (withdrawn failing) grade. A WP has no effect on the cumulative grade point average, but a WF is figured into the cumulative grade point average as a zero. No tuition refunds will be granted for administrative withdrawals other than those allowable under published policies.

NOTE: Laboratory attendance is considered an essential part of science and language courses. The success of classes using discussion techniques and seminars emphasizing student participation depends on regular attendance by the participants.

Class Attendance and Extracurricular Activities

Guilford students are expected to attend all classes and meetings that are part of their course work. Those representing the College in departmentally or institutionally sponsored extracurricular activities, which cause them to miss classes, labs, or meetings should, with the approval of the professor, make up that work, including examinations. A student must arrange for make-up work with the professor prior to any absence they expect to have excused. In cases where make-up work is impossible because of the nature of the instructional experience, students must assume personal responsibility for

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choosing between their academic obligation and the extracurricular activity. At no time will students be excused from curricular responsibilities such as classes, labs, field trips or meetings to participate in extracurricular practices, rehearsals, or meetings, but must arrange with coaches and/or sponsors to make up missed extracurricular work.

Travel plans. It is expected that students will make travel plans that do not conflict with scheduled tests, exams, classes, labs or assignments. Faculty have been requested not to adjust course requirements to suit individual travel arrangements.

Personal or Medical Emergency. Students who experience a personal or medical emergency should notify the Office of Academic and Student Affairs who will alert the instructors of the absence. Students are responsible for all missed work and the notification does not constitute an excused absence.

Intercollegiate Athletic Contests. To facilitate the scheduling of intercollegiate athletic competitions, an effort is made to make the calendar for the academic year a stable one that is announced as far in advance as possible. When given satisfactory notice by student athletes, faculty are encouraged to work with students to assure that they are given every opportunity to make up any class assignments or exams. It is the responsibility of the student to notify their instructors of any conflicts created by athletic participation and to request alternative testing times and alternative due dates for any missed assignments. Faculty must have a proper course schedule available to students in order to facilitate proper communication.

If a Student Never Attends a Course

Full Term Courses

If, by the deadline for reporting interim grades, a student has yet to attend one class, the instructor will award a (final) grade of WN (withdrawn, never attended). This grade will not affect the student's grade point average but, because it represents a withdrawal from the course, may adversely affect the student's subsequent financial aid eligibility. No tuition refunds will be granted for such administrative withdrawals other than those allowable under policies published in the Guilford College Catalog.

Half Semester and Summer Courses

If, by the deadline for reporting final grades for this course, a student has never attended a class, the instructor will award this student a final grade of WN (withdrawn, never attended). This grade will not affect the student's grade point average but, because it

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represents a withdrawal from the course, may adversely affect the student's subsequent financial aid eligibility. No tuition refunds will be granted for such administrative withdrawals other than those allowable under policies published in the College Catalog.

Registration Cancellation Policy

A student may request to have her/his complete semester course registration canceled up until 30 calendar days after the last day of final exams for that semester if and only if there is no evidence that the student engaged in any academic related activity during the semester such as:

- Attending a class;
- Meeting with an academic advisor;
- Using College resources (e.g., computer account, library, athletic facility);
- Paying parking fines;
- Dining in the cafeteria;
- Consulting a Learning Commons tutor;

Once classes have started for a particular term, students should contact the Office of Academic and Student Affairs to cancel their registration.

Grade Replacement Policy

A student may repeat a course for grade replacement. When a course is repeated, it counts only once for credit toward the degree. Each grade appears on the academic transcript, but only the most recent grade will be considered in the calculation of the cumulative grade point average. The following restrictions apply to grade replacement:

- The original and repeated course must be taken at Guilford College or on Guilford faculty-led study abroad programs and the repeated course must have the same number and title as the course originally taken.
- Courses in which a violation of the Academic Honor Code has taken place may not be repeated for grade replacement.
- The following courses may not be repeated for grade replacement:
 - Courses initially taken or repeated at consortium institutions during fall or spring semesters.
 - Courses taken after the degree has been granted.
 - FYS 101 or GST 101.
 - Courses with the same number and title that may be repeated for credit, such as practicum and physical education courses.

- Students and advisors should be aware of the potential effects on financial aid and veteran's benefits of repeating courses.

Grade Appeal Procedure

Grade appeals may not be made simply because a student wants a better grade or because of a disagreement over a subjective evaluation of submitted work. In addition, once posted, grades may not be lowered.

Grounds for grade appeals are:

- Clerical error by the instructor (e.g., misplacing an assignment that had been submitted properly by the student, mistyping a grade in a spreadsheet, or "clicking" on the wrong grade in BannerWeb); and
- Computational error by the instructor (e.g., combining individual grades incorrectly); and
- Deviation from the grading scheme provided in the syllabus so significant as to affect a student's grade (e.g., assigning a different weight to an assignment than stated in the syllabus so as to change the final grade).

The following procedures are followed by the Office of Academic and Student Affairs in cases of student appeals of final course grades.

Step 1. In all cases, the appeal of a final grade must first be made to the instructor within 10 business days* after the official due date for final grades at the close of any given grading period. In the event that the instructor is unavailable, the student must contact the department chair or Associate Dean for Academic Affairs within the 10 business day period. Either the student or the professor may contact the Conflict Resolution Resource Center to request assistance in their communication, or each may invite one individual from within the Guilford Community to attend the discussion. If the student and/or the professor is uncomfortable with meeting face-to-face, even with the assistance of others, it is possible to have this discussion in writing.

Note: Because transcripts are sealed and may not be changed for any reason after a student graduates, graduating seniors have only until 5pm two days before the graduation date to appeal final regular, intensive, half semester, and Saturday course grades and have them corrected.

* A "business day" is a weekday that the College is open for business regardless of whether classes are in session.

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Step 2. If the student remains unsatisfied, they must then discuss the situation with the chairperson of the academic department involved, unless the faculty member is the chairperson. The student shall bring all relevant materials and information to this meeting, including papers, tests, syllabi, etc. The student must contact the department chair within five (5) business days of having finished discussing the matter with the faculty member.

Step 3. If still unresolved, the case may be appealed to the Office of Academic Affairs, where the Associate Dean for Academic Affairs will continue to try to achieve an appropriate resolution. The student must contact the Associate Dean of Academic Affairs within five (5) business days of having discussed the matter with the department chair and present to the Associate Dean of Academic Affairs a complete, written account of the facts and an argument that explains the justification for a grade change.

Step 4. If the student wishes to appeal the decision made by the Associate Dean of Academic Affairs, they must submit this appeal in writing to the Provost within five (5) business days of the date of the Associate Dean of Academic Affairs' decision. This appeal must include a discussion of the grounds upon which the Associate Dean of Academic Affairs' decision should be reviewed; such grounds could include the discovery of additional information or a procedural irregularity so substantial as to have compromised the student's right to a fair hearing. The Provost will review the matter and make a determination whether or not the appeal warrants calling together a special hearing board. If the Provost decides there are no grounds on which to proceed further with the appeal, the decision of the Associate Dean of Academic Affairs will be considered final. If the Provost decides otherwise, a special hearing board will be constituted.

Step 5. At the discretion of the Provost, a special hearing board will be instituted, composed of Guilford faculty and professional staff. The student and the instructor will each be asked to submit a list of requested faculty the Provost might appoint to such a committee. Utilizing each list, the Provost will appoint a group, drawing one individual from the student list, one from that of the faculty member, and nominating a third. Both the student and the faculty member will have the opportunity to reject up to three proposed members of the projected hearing board, until a group of three individuals satisfactory to the Provost, the faculty member, and the student have been chosen and have agreed to serve.

Step 6. The hearing board may meet with the student, the faculty member, and anyone else appropriate and examine all relevant documentation. It will then make a final recommendation to the Provost.

Step 7. After receiving the recommendation of the hearing board, the Provost will make the final decision regarding the student's grade.

Hege Library Code of Conduct

To ensure the integrity of Hege Library and to support an atmosphere conducive to academic exploration and meaningful reflection, we ask that the following guidelines be observed:

- All library materials including technology must be properly checked out before being removed from the building, and returned by their due date and in the same condition in which they were borrowed.
- Overdue, lost, or damaged materials will incur fines. It is the patron's responsibility to note the Library's operating hours and the due date and time for materials on their account.
- Any library use only materials which are taken out of the building are considered stolen property and will be reported to Public Safety.
- Community members are expected to present their Quaker Card for materials and technology checkout, and building access during designated hours. Per the College policy, they should also be prepared to present their card upon request of a College official.
- Theft or mutilation of resources, equipment, and furnishings is subject to sanction.
- All members of the College community are expected to observe the Hege Library's support of a smoke-free environment. Smoking (including e-cigarettes and vaping) is prohibited.
- Food and drinks are permitted in the library, **except in the Friends Historical Collection**. In order to preserve a clean and pleasant learning environment, those who use the Library are expected to be reasonable and responsible in their consumption of food and beverages in the building.
- Collaborative work is encouraged within the Library. Please also be observant of areas designated for quiet and reflective study and thought. To minimize distraction, cell phones and other devices should be set to silent at all times. Out of respect for other members of the community, phone conversations should be conducted in the stairwells or on the outside patio.

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- Only certified assistance or guide animals are allowed in the building. Exceptions are made only in the case of Library-sponsored special events.
- Children under the age of 14 must be under the direct supervision of a parent or responsible adult at all times and may not be left unattended.
- All members of the community are expected to note and follow the library's hours of operation and exit the building 15 minutes before closing. Patrons are not permitted in the building outside of regular hours of operation.
- Behavior that interferes with the meaningful and purposeful use of the Library is not permitted. This includes disruptive noise, confrontational or threatening behavior, theft, vandalism, inappropriate sexual behavior, and harassment of any kind. Conduct of this kind should be reported immediately to one of the Library service desks, for Public Safety response. Individuals who engage in inappropriate acts such as those noted will be subject to sanction, including possible expulsion from the Library and/or judicial charges.
- Bicycles, skateboards, hoverboards, scooters and skates are not permitted inside the building.
- All members of the community are responsible for following the College's Network Acceptable Use Policy.
- It is everyone's responsibility to respond to all fire and emergency alarms by immediately exiting the building via the nearest emergency exit.

Registration Policies and Procedures

Students new to Guilford must apply and be admitted to the College before they are allowed to register for classes, with the exception of auditors, consortium students, and high school scholars. Students who have attended Guilford but withdraw or skip one or more semesters, not including summer, must be readmitted before they are allowed to register.

All degree-seeking students are required to satisfy the Foundations requirements of the general education program in a timely manner after beginning their studies at Guilford. Specifically, students must satisfy all Foundations requirements within the first 40 credits they complete at Guilford. Students who have not done so are expected to register for at least one course that satisfies the remaining Foundations requirement(s) in their next immediate fall or spring semester of enrollment.

Course Registration Restrictions

First Year Traditional-Age Students

Students enrolled in FYS may not enroll in any of the following:

- Fast Track classes
- Courses beginning later than 6pm other than courses such as astronomy, learning strategies, music and theatre
- Consortium courses
- Independent studies
- Internships

Early College Students

Early College students may not enroll in any of the following, unless approved by the Early College liaison and principal:

- Fast Track classes
- Courses beginning later than 6pm Consortium courses
- Independent studies
- Internships

Fast-Track Courses

To enroll in a Fast-Track course students must:

- Have completed a minimum of 24 credit hours of approved College work;
- Have fulfilled the English 102 requirement; and
- Be in good academic standing

CE-Only Classes

GST 101 Adult Transitions, GST 103 Gateways to Success, SPAN 111 Communicating in Spanish For Business I, and SPAN 112 Communicating in Spanish For Business II are restricted to CE students only. Some special topic classes may also be restricted to CE students only.

Enrolling in Consortium Courses

Guilford College students also may enroll in appropriate liberal arts courses in the Greater Greensboro Consortium; provided that Guilford does not offer the selected courses and that the institution's own students do not fill the enrollment. Credit will be granted and grades and grade points will be applied.

Students must be signed up for an equal or greater number of credits at Guilford before

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registering for consortium courses. Dual admission and dual enrollment outside of the cross-registration procedures are prohibited, and any changes to consortium registration must be done at Guilford and the consortium school. It is the right of each College or university to allow consortium students to take online courses.

Guilford students attending consortium schools are subject to the rules, regulations and deadlines of the consortium school. Consortium schools are under no obligation to give final exams early to allow students to graduate on time. Students must obtain a consortium parking sticker from Department of Public Safety.

Changes in Registration

Once registered, the student is academically and financially responsible for all listed courses. Students may add or drop a course without a grade via BannerWeb until the last day of the Add/Drop period. Adding courses that are full or closed also require the instructor's signature.

Students may withdraw from a course via BannerWeb after the Add/Drop period with a grade of W.

Refer to the academic calendar for specific registration-related dates such as the last day for students to add courses, drop courses without a grade, and withdraw from courses with a W grade. Students are financially responsible for courses withdrawn with a grade of W.

Separation From The College

Involuntary Withdrawal - Academic Suspension and Dismissal

The Guilford College Catalog outlines rules and regulations for academic suspension or dismissal.

Involuntary Withdrawal – Student Conduct Suspension and Dismissal

The Student Handbook outlines rules and regulations for student conduct suspension or dismissal beginning on page 88.

Regular Voluntary Withdrawal

All students who wish to withdraw from the College during a semester or at the end of a semester must indicate their intentions through completion of an official withdrawal form. Withdrawal forms can be obtained through the Office of Academic and Student

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Affairs. All students who withdraw must complete and submit applications for readmission if they wish to re-enroll. If an official withdrawal form is not completed, it could result in "F" grades causing academic probation, suspension, or dismissal. Students who voluntarily withdrawal after the last day to drop a course with a W will receive a W (grade), reflecting the grade at the time of withdrawal, i.e. "WP" (withdraw passing) or "WF" (withdraw failing).

Medical Voluntary Withdrawal

When illness, injury, or psychological/psychiatric disorders occur while enrolled, a student or guardian may request a medical withdrawal from the College. The Associate Dean of Students must approve all medical withdrawals. Documentation of the illness, injury, or psychological/psychiatric disorder from a medical professional (employed by Guilford College or not) is required prior to this approval. Medical documentation supporting a request for a medical withdrawal must be submitted within 30 days of the last attended class unless documentation is provided that satisfactorily explains a longer time period. Students who are granted medical withdrawals receive grades of W in all courses in progress at the date of the medical withdrawal with the exception of students sanctioned for honor code violations. No adjustments to the student's financial account will be made based on a medical withdrawal beyond those already occurring in the regular withdrawal process. Specific conditions for re-admittance are stipulated at the time of withdrawal. These conditions may specify a minimum period of time for the withdrawal and/or may require a letter of medical clearance from a physician, psychologist, or psychiatrist stating that in the professional expert's opinion the student is now capable of handling the academic and social demands of College.

Voluntary Leave of Absence

A traditional-age student in good academic and financial standing may apply for a leave of absence for one or two semesters. A leave of absence may be approved for students with financial, personal, or medical concerns, students participating in non-Guilford educational experiences, and students who need a break. Students considering this option need to meet with a member of the Office of Academic and Student Affairs staff who will provide full details and assist in working out specific arrangements related to the leave.

Procedures for Involuntary/Administrative Withdrawal for Students with Medical, Mental/Psychological Conditions or Disabilities

If it becomes evident (through observed behavior or by report(s) from faculty, staff or

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students) that a withdrawal from the College may be in the best interest of a student and the College and the student (and/or their family) do not agree, then the following procedures will be engaged:

The Associate Dean of Students or designee will review all available information obtained from incident reports, conversations with students, faculty and staff, and the available expert opinions of appropriate medical professionals.

The Associate Dean of Students or designee will engage in a determination on an individualized, case-by-case basis and will apply a direct threat analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the College community.

The Associate Dean of Students or designee will meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student (and the student's family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the College.

If, after conversation, the student chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature and setting appropriate conditions for the student's return.

If, after conversation, the student maintains that they would like to remain enrolled, the Associate Dean of Students or designee will consult with appropriate medical professionals regarding the evidence presented by the student. Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals can be consulted may result in the involuntary withdrawal from the College as the College will have insufficient evidence to render an individualized determination. The Associate Dean of Students or designee will also consult with other College officials as appropriate.

The Associate Dean of Students or designee will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. The College will not as a condition of return mandate that self-injurious behavior ceases unless that behavior continues to constitute a direct threat to the student or

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others. The College will require, as a condition for return, a signed release by the student for the Associate Dean of Students and appropriate College officials to discuss the student's readiness to return to the College and assistance in developing reasonable accommodation(s) to mitigate any direct threat to self or others.

Should the student choose to appeal the Associate Dean of Student's decision, the student will make such appeal to the Provost, who will render a final decision.

Vacating Residence Halls

Students residing on campus who withdraw or take a leave of absence from the College are required to vacate residence halls within 24 hours of their effective date of withdrawal. They are responsible for contacting their respective Resident Advisor or Community Director to make arrangements to check out and return keys. They may also choose to complete an Express Checkout by depositing the Express Checkout form and keys in the drop box located inside the side door of Founders Hall (near the stairwell to the basement), however, in choosing this option they waive their right to appeal damage/cleaning charges.

Readmission

All students receiving withdrawals from Guilford who subsequently wish to return to Guilford as a student are required to reapply through the Office of Admissions. Academically suspended and academically dismissed students may apply for readmission after one calendar year. Applications for readmission are available on the Guilford College Admissions Web page.

If an applicant who is applying for readmission is otherwise admissible but had been academically suspended or academically dismissed from the College, or has a pending academic honor code charge, the Admissions Office must refer the person's application to the Office of Academic and Student Affairs. The Readmission Advisory Group will consider information provided by the Provost, Associate Dean of Academic Affairs and other College officials, in addition to documentation from the student, in conducting their review and rendering a decision.

If an applicant who is applying for readmission is otherwise admissible but has been suspended or dismissed from the College for conduct violations, has a pending judicial charge, or left the College with a medical withdrawal, the Admission Office must refer the person's application to the Associate Dean of Students. The Readmission Advisory

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Group will consider information provided by the Associate Dean of Students and other College officials, in addition to documentation from the student, in conducting their review and rendering a decision.

Readmission is not guaranteed. If readmitted following academic suspension or dismissal, a student will be required to satisfy the conditions of academic probation explained in the Guilford College Catalog. A student who withdrew while on academic probation returns on academic probation. For students suspended or dismissed for conduct violations, the College will issue a letter stating expectations before the student may apply for readmission. Criteria for readmission in the case of conduct violations will include, for example, demonstrated understanding of wrongful behavior leading to suspension or dismissal, expression of remorse toward victim(s), and documentation of professionals with respect to returning to campus and remaining a student in good standing. A dismissed or suspended student will be informed about individual status, and any sanctions and points carried forward. A student returning from suspension or dismissal may become eligible again for financial aid; the returning student must file an appeal with the Office of Financial Aid. A readmitted student is permitted to resume athletic participation if all athletic eligibility standards are met.

Non-Payment of Tuition and Fees

Students must pay tuition and fees according to the schedule established by the Office of Student Accounts. Students who do not fulfill their financial obligations to the College according to this schedule, or who fail to make satisfactory arrangements with the Office of Student Accounts to pay according to some other mutually agreed-upon schedule, may be eligible to register for classes and/or dismissed from the College.

Request for Reasonable Accommodation(s): Americans With Disabilities Act

It is the policy of Guilford not to discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission of students with disabilities in all education programs, activities, services and practices, including application procedures, admissions, student assignment, course assignment, the awarding of degrees, discipline, and dismissal. Educational opportunities will not be denied to an otherwise qualified applicant or student because of the need to make reasonable accommodation(s) or modification(s) for the physical or mental impairments of any such individual.

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Although this policy and procedure is largely described in terms of accommodation(s) that may allow an applicant or student with a disability to meet the academic standards requisite to admission or participation in education programs, activities and services, the policy is also applicable to accommodation(s) involving the application process and to accommodation(s) that would enable an applicant or student with a disability to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities.

The procedures contained herein are not exclusive of other education-related inquiries that the College, in its discretion, may make as permitted or required by local, state or federal law and in conformance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Disability Disclosure Procedures

To disclose learning, psychological or medical disabilities of any kind, students should complete the following steps. You may disclose a disability and choose not to request accommodations.

Step 1. The student should complete an Accommodation(s) Request Form. These can be downloaded at <https://www.guilford.edu/media/7316>

Step 2. Submit the Disabilities Disclosure and Accommodation(s) Request Form along with current appropriate documentation to the Director of the Accessibility Resource Center (ARC), Guilford College, 5800 W. Friendly Ave., Greensboro, NC 27410 or fax to 336.316.2946. Guidelines for documentation requirements follow the Disabilities Disclosure and Accommodation(s) Request Form.

Step 3. Once the Disabilities Disclosure and Accommodation(s) Request Form and the appropriate documentation are submitted, the student will schedule an appointment with the Accessibility Resource Center (ARC) to discuss their individual accommodation needs and determine the most reasonable and appropriate accommodation plan.

Step 4. The student and the Accessibility Resource Center (ARC) directors will complete the individual accommodation plan. The directors are as follows: Dr. Kelly A. Mongiovi, Director of Accessibility Resource Center (ARC), 336.316.2837 and Kristie Wyatt, Assistant Director of the Accessibility Resource Center (ARC), 336.316.2879.

Step 5. The student will request their letters be sent to their professors electronically by the directors and provide a copy of their individual accommodation letter to each of their professors and discuss their individual needs with those professors. It is also suggested that the student discuss the academic accommodations with their advisor(s) so that appropriate course recommendations may be made.

Definitions of "Disability," "Qualified Individual with a Disability" and "Otherwise Qualified"

A "disability" with respect to an applicant or student is:

- Physical or mental impairment that substantially limits one or more major life activities of such individual
- Record of such impairment, or
- Being regarded as having such impairment.

Individuals with disabilities may include persons who are mobility impaired, sensory impaired, speech impaired, cosmetically disfigured, mentally ill, developmentally disabled, emotionally troubled or learning disabled. Individuals with disabilities may also include persons who are neurologically, psychologically, physiologically or otherwise impaired or who have suffered an anatomical loss.

"Major life activities" include caring for self, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, and working.

A "qualified individual with a disability" means:

- With respect to educational opportunities, a disabled person who meets the academic and technical standards requisite to admission or participation in an education program or activity.
- With respect to other services, a disabled person who meets the essential eligibility requirements for the receipt of such services.
- An applicant or student with a disability is "otherwise qualified" if they are qualified to receive educational opportunities, in that they satisfy all of the academic and technical standards, essential eligibility requirements and other applicable educated-related selection criteria, except that because of the disability, they need reasonable accommodation(s) modification(s) be able to meet and perform the

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requirements for the educational opportunities, public adult educational services, or other services in question.

Scope of Potential Reasonable Accommodation(s)

When requested by an otherwise qualified applicant or student with a disability to do so, or when the need becomes known to the College, Guilford is prepared to modify or adjust the admissions process or the educational environment to make "reasonable accommodation(s)" to the known physical or mental limitations of an applicant or student to enable the applicant or student to be considered for admission to the program, course, activity, or service they desire, to meet and perform the academic and technical standards requisite to performance of an education program or activity, to meet the essential eligibility requirements for the receipt of other services, or to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities. Reasonable accommodation(s), however, may not be made or offered as set forth in Paragraph III.D. below.

Subject to the determinations referenced in Paragraph III.A. above, reasonable accommodation(s) and modifications may include: making existing academic facilities used by students and the public readily accessible to and useable by individuals with disabilities; altering when or how academic or technical requirements are met or performed; adjusting or modifying admission and performance tests, educational materials or policies; modifying nonessential course requirements; modifying or extending degree or course completion periods; substituting specific courses required for the completion of degree requirements; allowing readmission upon review and evaluation; providing or arranging counseling services; providing readers, interpreters or tutors; adapting or modifying the manner and method of instruction and testing; modifying or adjusting scheduling requirements; substituting instructors; allowing applicants or students to provide equipment or devices that the College is not required to provide; and other similar accommodation(s).

In determining the College's ability to offer reasonable accommodation to an otherwise qualified applicant or student with a disability, each request for an accommodation will be evaluated on a case-by-case basis. Factors to be examined include, among others, the essential academic and technical standards requisite for admission or participation in an education program or activity; the purpose and nature of the course, program, service or activity; the precise education-related abilities and functional limitations of the applicant or student and how those limitations could be overcome with reasonable

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accommodation(s); the nature and cost of the accommodation required in relation to the College's financial resources; the consequences and effect financially, educationally and otherwise of such an accommodation upon the operation and educational mission of the College, course, program, service and/or activity; and other federal, state and local regulatory requirements.

The College is not required to offer or provide an accommodation, to admit or to continue to admit an individual with a disability to any particular course, program or activity, or to provide educational opportunities and other services when:

- An accommodation would substantially modify the educational standards or mission of Guilford,
- An accommodation would fundamentally alter the nature of the program, activity or service,
- Taking into account the disabled applicant or student's qualifications along with the requested accommodation, they are not otherwise qualified to meet the academic and technical standards requisite for admission or participation in an education program or activity,
- Taking into account the disabled applicant or student's qualifications along with the requested accommodation, they not otherwise qualified to meet the essential eligibility requirements for receipt of other services, (v) reasonable accommodation would not overcome the effects of the individual's disability,
- Reasonable accommodation would not enable the individual to complete a course, degree program or activity,
- An accommodation would cause an undue hardship on the College, or
- With respect to accommodation(s) mandated by the Americans with Disabilities Act and Amendments (ADAAA), even with reasonable accommodation, the individual would still pose a direct threat of substantial harm to the health or safety to self or others.

Request for Reasonable Accommodation

Through completion of the Disabilities Disclosure and Accommodation(s) Request Form, the applicant or student with a disability shall also assist the College in determining if and what reasonable accommodation(s) might be provided by identifying in writing or otherwise:

- Any special methods, skills or procedures that would enable themselves to perform the tasks, functions or requirements that they otherwise might not be able to perform because of their disability,

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- The potential accommodation(s) the College might make that would enable them to perform and meet the academic and technical standards requisite for admission to or participation in an educational program or activity, and
- Any equipment, aids or services that the applicant or student is willing to provide and utilize that the College is not required to provide.

If the applicant or student requires secretarial or other assistance in preparing such written statement or request due to their disability, this will be provided upon request.

Response to Applicants and Students Who Request Reasonable Accommodation

The College recognizes that it may not make pre-admission inquiries as to whether an applicant for admission is disabled, except as allowed by law. After admission, however, the College may make inquiries on a confidential basis as to disabilities that may require accommodation.

An otherwise qualified student who identifies themselves as having a disability and requests reasonable accommodation may be required to provide documentation, including medical records, sufficient to establish the existence of a claimed physical or mental impairment and the need for accommodation. The Director of the Accessibility Resource Center (ARC) or designee may make such a request in writing or in some other form appropriate for the student's disability when the need for an accommodation is not obvious or when otherwise appropriate.

A deadline of three (3) weeks (21 calendar days) from the date of receipt of the request for such documentation will be allowed in which the documentation, including medical records, must be provided to the Directors of the Accessibility Resource Center (ARC). Through completion of the Disabilities Disclosure and Accommodation(s) Request Form, the student shall provide a medical release to each health care provider from whom medical records are requested permitting the College to receive and the College's representatives to review such medical records. All documentation received by the College will become the property of the College and will be treated as confidential. This deadline may be extended upon request for good cause or as otherwise deemed appropriate by the College.

The College may require a student to undergo further testing and/or evaluation by medical or other personnel retained by the College to verify or establish the claimed disability and the need for accommodation and to provide a basis upon which a

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reasonable accommodation can be developed or implemented. All documentation relating to testing and/or evaluations will be treated as confidential.

The Directors of Accessibility Resource Center (ARC) and/or the members of the Guilford College Accommodations Committee, or her or his designee, individually or in consultation with medical or other personnel retained by the College, will determine whether the College considers the student to be disabled. The College will attempt to complete its review and make its determination regarding the claimed physical, mental, and/or learning disability of a student within three (3) weeks (21 calendar days) upon receipt of all documentation and evaluations requested. Once the College determines whether a student is disabled, the College will communicate that decision to the student in writing or in some other form appropriate for the student's disability.

Providing Reasonable Accommodation(s)

The determination of whether and/or what reasonable accommodation(s) will be made to a student, shall be made by the Directors of Accessibility Resource Center (ARC) and/or Guilford College Accommodations Committee, medical, or other personnel retained by the College. In making this assessment, the Director of the Accessibility Resource Center (ARC), or her or his designee, will consult with the applicant or student regarding the precise education-related physical or mental limitations imposed by the disability, potential reasonable accommodation(s) to overcome those limitations, and the effectiveness of various accommodation(s) in enabling the applicant or student to perform the academic, technical or other requirements of the course, program, activity or service in question. If a student does not meet the ADA criteria necessary to be determined disabled, no offer of reasonable accommodation will be made to the student.

Academic and technical standards requisite to admission or participation in the College's education programs, activities or services are those bona fide standards reasonably necessary to the proper use of the degree confirmed at the end of a course of study, to the completion of the educational mission encompassed by a course, program, activity or service, or other criteria that are essential to admission or participation in the course, program, activity or service in question. Determination of which academic and technical requirements are essential shall be made by evaluation of objective criteria, including but not limited to, the knowledge and skills necessary for the proper use of a degree confirmed at the end of a course of study, the academic knowledge or skills required for the completion of a particular course or program, the amount of time spent on each

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area of concentration in a course or program, and the relevance of such concentrations to the mission and purpose of the course, program, activity, service, department and/or College. Such determinations will be made by the Provost, or the Provost's designee, in consultation with appropriate instructors and department heads.

Accommodation(s) will not be offered that would substantially modify the educational standards, operation and/or mission of the College. An accommodation that would be unduly costly, extensive, substantial or disruptive or that would fundamentally alter the nature of the course, program, service or activity offered by the College would constitute a substantial modification. If the College determines that an accommodation would cause substantial modifications, the applicant or student requesting the accommodation may be given the option of providing the needed accommodation or paying the portion of the cost which constitutes the undue hardship or substantial modification.

With respect to accommodations mandated by the Americans With Disabilities Act and Amendments (ADAAA), the College will also deny educational opportunities and other services to an applicant or student when no reasonable accommodation exists that would either eliminate or reduce to an acceptable level any significant, direct threat of substantial harm that an applicant or student with a disability would pose to the health or safety of themselves or others.

The College will attempt to complete its evaluation and make its decision regarding reasonable accommodation(s) within three (3) weeks of the initial disability determination. The Directors of Accessibility Resource Center (ARC), or her or his designee, will then forward the College's decision in writing, or in some other form appropriate for the applicant or student's disability, to the applicant or student upon completion.

Applicants or Students Who Reject Reasonable Accommodation

If an otherwise qualified applicant or student with a disability rejects a reasonable accommodation, aid, service, opportunity or benefit that is necessary to enable the applicant or student to perform or meet the academic, technical or other standards requisite for admission or participation in the educational program, activity, or other service in question, the applicant or student will not be considered a qualified individual with a disability, and admission to or current enrollment in the program, course, activity or service in question may be denied, withdrawn or modified as deemed appropriate by the College.

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Miscellaneous Provisions

Reasonable accommodation does not negate requirements for successful completion of courses and programs, adherence to generally acceptable standards of behavior, the College's code of conduct, and adherence to faculty directions and instructions.

If the academic, technical or other standards requisite for admission or participation in an education program, activity or service are expanded, revised or modified, the conditions and procedures stated in this policy shall apply to any evaluation of the student's ability to perform the expanded, revised or modified requirements and the College's determination whether reasonable accommodation will be provided.

Any applicant or student who has a complaint about the application of this policy should follow the College's applicable student grievance procedure available from the Office of Academic and Student Affairs.

College Policies and Procedures

Bathroom Policy

In keeping with Guilford College's Notice of Non-Discrimination, it is the intent of Guilford College to provide All Gender, Women's, and Men's bathrooms on campus. Students, faculty, staff, or visitors may use the bathroom that corresponds to their individual gender identity, regardless of gender expression.

If witnessing or experiencing any form of bias as a result of wanting to use or using the bathrooms on campus, immediately notify Public Safety or complete the Bias Incident Reporting Form:

<https://www.guilford.edu/health-and-safety/bias-incident-reporting-form>

Bias Incident Reporting Process

As stated in the Notice of Non-Discrimination, it is the intent of Guilford College to prevent bias and discrimination affecting any job applicant, employee or student based on sex/gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable local, state or federal law, ordinance or regulation. The College further intends for the environment of this community to be free of any intimidation or sexual or other discriminatory harassment of job applicants, employees or students.

Guilford defines a bias incident as an act of bigotry, harassment, or intimidation involving a member of the Guilford community that a reasonable person would conclude is directed at a member or group within the Guilford community based on sex/gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable local, state or federal law, ordinance or regulation. A bias incident can occur whether the act is intentional or unintentional.

Examples may include defacement of posters or signs, intimidating comments or messages, vandalism to personal or university property, or similar acts, if there is evidence that the target or victim was chosen because of a characteristic such as those listed above. Please be aware, however, that just because the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a

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bias-related incident. Guilford values freedom of expression and the open exchange of ideas and, in particular, the expression of controversial ideas and differing views is a vital part of the Guilford discourse. While this value of openness protects controversial ideas, it does not protect harassment or expression of bias or hate aimed at individuals. Speech or expression that is consistent with the principles of academic freedom does not constitute a bias incident.

Here are ways to report incidents of bias on Guilford's campus.

- If you are feeling unsafe or in immediate danger related to a bias incident, please contact 911 or Guilford Public Safety at 336.316.2909.
- Reach out to a trusted faculty or staff member. They can help connect students to the resources to address the situation.
- Community members may also report incidents of bias to a number of offices and departments including, but not limited to, Human Resources, Academic Affairs, Student Affairs, the Wellness Center, or Multicultural Education.
- An online reporting form exists to better understand the climate of bias at Guilford, as well as hold individuals and groups accountable for their actions. Community members are encouraged to report various acts of bias witnessed on campus through this online reporting form. The online reporting form can be found in the daily Buzz emails or at <https://www.guilford.edu/health-and-safety/bias-incident-reporting-form>.

All bias incident reports will be received by the Vice President for Diversity, Equity, and Inclusion (or their designee) who will determine the appropriate response. They will initiate the College's response, if a response is requested or deemed necessary. Additional members of the community (faculty members, students, and/or staff) based on expertise and identity may be drawn together to respond.

Bonfire Policy

Anyone wishing to conduct a bonfire or campfire must follow the procedures outlined below. Having a fire on campus requires following the Guilford College policies and procedures, the State of North Carolina Fire Prevention Code, the City of Greensboro Fire Ordinance, and Guilford County Environmental Health policies.

Step 1. The only area on campus where a bonfire/campfire is allowed is at the "burn pit" located next to the lake (off Nathan Hunt Rd.). The "burn pit" must be reserved through the Office of Conferences and Events (reservations@guilford.edu or call 336.316.2800)

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at least 10 days before the event, and any group reserving must have a faculty or staff member present during the event. If the reservation is approved, Conferences and Events will contact Grounds and Landscaping and the Department of Public Safety. Any burning or fires at any other location on campus will be considered an illegal burn with penalties and a \$150 fine for those found responsible.

Step 2. Once your reservation is approved, go to the Department of Public Safety and apply for a burn permit. The information required on this form includes the signature of the responsible party who will hold the permit during the entire event, and the date, start and end times of the fire. The burn permit will have strict information you must follow during the fire event.

Step 3. The Department of Public Safety will fax the application to the City of Greensboro Fire Prevention Office. If approved by the fire inspector, the inspector's office will fax it back to the Department of Public Safety. This process may take up to 2-7 business days, so please file in advance.

Step 4. You will be contacted by the Department of Public Safety once the permit has been approved and you will need to pick up a copy of the permit from the office prior to your event. You must have this permit with you during the fire event. In addition, the Department of Public Safety will notify Grounds and Landscaping of the approved permit.

Step 5. Groups must provide their own starter fire-log that can be purchased from nearby grocery stores. Grounds and Landscaping will provide wood pallets; these will be located at the burn pit 30 minutes prior to the event, or other arrangements may be made. A bucket of water must be easily available at ALL times during the event.

Step 6. Safety to life and property must prevail before, during, and after the fire event. At the end of the fire event, the responsible person holding the permit must assure the complete extinguishing of the fire.

Note. A permit to burn may be canceled for various reasons. This includes but is not limited to:

- **Weather conditions** (extremely dry conditions and/or windy conditions) - The City of Greensboro Fire Marshal's Office will issue a ban on burning. However, if the on-set of these events occur very rapidly (with little to no prior notice) the College reserves

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the right to cancel the fire event.

- **Air quality** - Guilford County Environmental Health may cancel all burn permits due to expected high ozone levels. Burning is permissible during level green and level yellow days only. Environmental Health issues a 2-3 day air quality level forecast in advance. Conditions may change rapidly. Therefore, the College reserves the right to cancel fire events, if necessary.

Chalking Policy

Chalking is permitted as a form of expression at Guilford with the following guidelines:

- The content of the chalking must not violate any provision of the Guilford College Student Conduct Code as outlined in the *Guilford College Student Handbook*.
- Chalking is limited to sidewalks. Any chalking found on any building whether academic or residential will be deemed in violation of the Student Conduct Code and subject to student conduct review. These chalkings will be removed.
- Only chalk may be used for this form of expression. Other materials including, but not limited to: paint, permanent markers, clay and/or ink are not permitted and will be deemed in violation of the Student Conduct Code and subject to student conduct review.

Early College Student Policy

Early College students are subject to policy and regulations of Guilford College in addition to rules and regulations of the Guilford County School system. Students attending The Early College at Guilford may not enter Residence Halls, Apartments, or Theme Houses without the express written permission of the school's principal and the school's liaison. Any traditional student who knowingly allows or aids in the entry of an Early College student into student housing/residence hall facilities, will be subject to student conduct action. Early College students in violation of this policy will face sanctions from the Early College as well as student conduct sanctions from the College.

Early College students may not drop any classes after the official Guilford College Drop-Add period each semester. Students who choose to ignore this policy will receive an F on their high school transcript for the class that is dropped.

Freedom of Artistic Expression Policy

Statement on Freedom of Artistic Expression

Adopted by the Guilford College Board of Trustees, April 1998

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The College's Statement of Purpose asserts that, "As a community, Guilford strives to address questions of moral responsibility, to explore issues which are deeply felt but difficult to articulate, and to support personal modes of fulfillment. The College seeks to cultivate respect for all individuals in an environment where considered convictions, purposes, and aspirations can be carried forward."

As a community, Guilford strives to address questions of moral responsibility, to explore issues that are deeply felt but difficult to articulate and to support modes of personal fulfillment. The College seeks to cultivate respect for all individuals in an environment wherein conviction, purposes and aspirations can be carried forward. (Adopted by the Guilford College Faculty and Board of Trustees, 1985)

Furthermore, the College's policy on academic freedom states, "Freedom to search for truth and to teach without fear of arbitrary interference is the first principle of a community of learning, and Guilford College is fully committed to the preservation of this freedom."

Faculty and students engaged in the creation and presentation of works of the visual and performing arts are engaged in pursuing the mission of the College as much as are those who write, teach, and study in other academic disciplines. Artistic expression in the classroom, studio, and workshop, therefore merits the same assurance of academic freedom that is accorded to other scholarly and teaching activities. Since faculty and student artistic presentations to the public are integral to their teaching, learning, and scholarship, these presentations no less merit protection.

Guilford College provides artistic performances and exhibitions to encourage artistic creativity, expression, learning and appreciation. The College does not thereby endorse the specific artistic presentations, nor do the presentations necessarily represent the institution.

The opportunity to display or perform works of art at the College is made available through several academic processes and procedures in which faculty members and other duly appointed individuals exercise their best professional judgment. Among these procedures are selections of student artwork by faculty, selection of works by the Director and Curator of the Art Gallery, and display or performance as part of an approved course curriculum.

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Such authorized display or performance, regardless of how unpopular the work might be, must be unhindered and free from coercion. Members of the College community and guests must reflect in their actions a respect for the right to communicate ideas artistically and must refrain from any act that would cause that right to be abridged. At the same time, the College recognizes that the right of artists to exhibit or perform does not preclude the right of others to take exception to particular works of art. However, this latter right must be exercised in ways that do not prevent a work of art from being seen and must not involve any form of intimidation, defacement, or physical violence.

The College rejects the claim of any outside individual or agency to dictate the appropriateness or acceptability of the display or performance of any work of art in its facilities or as part of its educational program.

Infectious Disease Policy

Due to the contagious nature of infectious diseases, it is necessary for the Student Health Services office to be aware of all persons with a serious infectious disease. Any restrictions the College may apply to the use of campus facilities or on personal contact will be based upon the individual medical assessment. Student Health Services is obligated by law to notify the state health department of all cases of reportable infectious disease. Appropriate College officials will be informed upon a need-to-know basis. Individuals who suspect or know that they have an infectious disease should seek medical advice. Individuals are expected to conduct themselves responsibly for their own protection as well as for the protection of others.

Information Technology & Services (IT&S)

The current version of these policies is available on the Guilford web site at <https://www.guilford.edu/computing-resources-network-and-email-use>.

Guilford accepts no duty or obligation to monitor, review or filter any material that may be available using the network. You accept complete and sole responsibility and risk for any materials accessed, downloaded or used by means of the network, including the accuracy, relevance and appropriateness of any information or other data. Use of the network is subject to all relevant policies contained in the Guilford College Student Handbook (students), Faculty Handbook (faculty) and Employee Handbook (administration and staff).

Intellectual Property and Copyright Policies

Guilford College's intellectual property policy covers rights afforded to students. The full policy can be found by heading to the College's Policy Library at:

<https://www.guilford.edu/college-policy-library>.

Lake and Woods Policies

The Guilford woods and lake are have been preserved and maintained for the enjoyment of the campus and wider Guilford communities. In order to ensure safety for individuals and the integrity of the natural community, there must be some guidelines for use of the area. Any gathering at the lake (cookouts, use of the fire pit etc.) must be scheduled through the Office of Conferences and Events. Bonfires are permitted only in the "burn pit" located next to the lake on Nathan Hunt Road (see [Bonfire Policy](#)). No fire is permitted anywhere else on the property (including the woods and meadows) and the city requires a burn permit which can be obtained through the Department of Public Safety. We ask that motorized vehicles be kept off the paths and grassy areas and pets must be leashed at all times. For safety reasons, neither swimming in the lake nor camping anywhere on the property are permitted. Aligning with the policy regarding public display of alcoholic beverages on campus, no alcohol or drug usage is permitted in the woods or lake area.

Missing Student Policy

Guilford College students have the right to come and go as they please and to choose to let others know if they will be gone from campus. While in most cases of unexpected absence reported by friends or acquaintances, the student returns or contacts someone within a short time. However, there may be cases when an unexpected absence is more serious, resulting in a concern the student is missing and their safety is at risk.

Guilford College defines a "Missing Student" as a person absent contrary to their usual pattern of behavior and unusual circumstances may have caused the absence, or known facts indicate their safety may be at risk. Such factors could include, but are not limited to, a report or suspicion of foul play, suicidal or self-destructive comments or behavior, alcohol or drug dependency, or association with persons who may endanger the student's welfare. Any member of the Guilford College community having knowledge, or suspicion that a student fits this criteria should make a report of such to the Department of Public Safety or to the Office of Academic and Student Affairs.

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A report of a student absent or missing under unusual or unexplained circumstances should be immediately directed to the Department of Public Safety. Officers are available by calling 336.316.2909, 24 hours a day, 7 days a week. Reports may also be made to the Office of Academic and Student Affairs, 210 Founders Hall, 336.316.2186. This office is open Monday-Friday 8:30am-5pm.

If the College is advised of the unusual or unexpected absence of a student, steps will be taken to gather information in order to locate the student or establish their well-being. Any student living in a College-owned or operated residential facility is given the opportunity at the beginning of each year to list a confidential "Emergency Contact" whom the College will notify within 24 hours of a determination by the Department of Public Safety that the student is missing. The Office of Academic and Student Affairs will maintain the confidential contact information. Residential Education and Housing and/or the Department of Public Safety are responsible for conducting an inquiry and making a determination that the student is "missing." As part of an inquiry, instructors, advisors, parents, friends, law enforcement officials, and others may be contacted.

The information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of an investigation. Regardless of whether or not a residential student lists an emergency contact, the Department of Public Safety will inform the Greensboro Police department within 24 hours of the determination that a student is missing.

If a student is under 18 years of age and not emancipated (legally independent of his/her parents), the College will notify the student's custodial parent or guardian in addition to any emergency contact person listed by the student.

When the Department of Public Safety notifies the Greensboro Police department of the missing student report, the Greensboro Police will become the lead agency on any investigation. The Department of Public Safety will assist them with continued inquiry within the campus community.

Peaceful Assembly Policy

Students at Guilford are both citizens and members of their academic community. As members of the Guilford community, students enjoy freedom of speech, peaceful assembly and right of petition, and, as members of the academic community, they are responsible to obligations that come to them by virtue of this membership. The College

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is committed to free and open inquiry into matters of social, political, and economic concern and encourages the presentation of all views on such issues.

Guidelines for Planning a Peaceful Assembly

Only Guilford College students or student organizations can organize peaceful assemblies on campus. Those who are interested in planning a peaceful assembly on campus must first file a request with the Department of Public Safety. The Department will review the request for approval. The event must be presented in writing and detail all aspects of the activity. If the assembly will utilize a campus facility, the organizer must complete a facility request and obtain the necessary approvals. Considering that there may be times when a student or student organization plans an activity that quickly responds to a current event, students or student organizations must still follow this policy and the Department of Public Safety will make reasonable efforts to accelerate its review; however, such accelerated reviews will occur on a case-by-case basis in a manner that is consistent with this policy.

Whenever appropriate, the Department of Public Safety will designate clearly marked areas for protest or demonstrations.

Examples of a peaceful assembly include (Please note that this is not an exhaustive list):

- Demonstration - A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more abrasive and spontaneous, whereas protests tend to be more organized.
- March - A walk by a group of people to a place in order to express an objection with any event, situation, or policy.
- Picket Line - A line or group of people who are refusing to go to work until their employer agrees to certain demands.
- Protest - A protest is a way to express objections with any event, situation, or policy. These objections can be manifested either by actions or by words.
- Sit-In - any organized protest in which a group of people peacefully occupy and refuse to leave college premises.
- Vigil - In observance of a commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

Procedure for Planning a Peaceful Assembly

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Prior to sponsoring a peaceful assembly, a group or organization must submit in writing to the Department of Public Safety an application at least 48 hours in advance of any activity. Application forms may be obtained from the Department of Public Safety or online at <https://www.guilford.edu/peaceful-assembly>. The Department of Public Safety may require further notice based on the scale of the event.

The application should include the location on campus where the event will be held, proposed date and time of the event, the purpose of the event, and estimated number of participants. Based on the scope of the assembly, other security requirements may be required by the Department of Public Safety.

If the proposed event is a march, the supporting group will be required to submit a proposed route for the demonstration.

The Director of Public Safety, or their designee, will review the application within one working day of its submission and meet with the individual(s) requesting the permit prior to its approval. The meeting will cover logistics including safety and security issues, use of amplified sound, and the potential for disruption to the College. Upon notification of a proposed activity, the Department of Public Safety will inform the Associate Dean of Students, or their designee, who will communicate approved activities in writing (with a clear description of the event) to the Senior Team.

Failure to file the appropriate request for approval could result in sanctions according to the Student Code of Conduct.

Sponsoring organizations and their representatives are responsible for ensuring that there will be no disruption of College activities, conduct of business or events, programs or services. This includes, but is not limited to:

- The free passage of pedestrian and vehicular traffic around campus at all points.
- No persons or group shall block the ingress and egress to any building.
- Use of amplified sound will not disrupt the conduct of College business.
- Activities that might disrupt the campus environment will not be allowed or encouraged, such as the disruption of the living environment in residence halls or campus events.
- Respect of and adherence to all policies and procedures regulating on-campus events.

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- In the event that the demonstration will move outside of the confines of campus, the supporting organizations will be responsible for obtaining all permits and notifying the City of Greensboro.
- Any contact with the media will be handled by the Office of Marketing.

Compliance with the Peaceful Assembly Policy

Everyone is expected to comply with the directions of College officials who are acting in accordance with the performance of their duties. Failure to do so is a violation of campus conduct codes, and is subject to sanctions as outlined in Student Code of Conduct. If a demonstration or activity interferes with normal College activities and/or functions, participants will be asked to disperse. Failure to comply will result in the appropriate sanctions. Other violations that could be in violation include, but not limited to:

- Excessive noise, which interferes with classes, College offices, residence hall, community neighbors, or other campus and community activities
- Unauthorized entry into or occupation of a private work area
- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events
- Failure to maintain clear passage into or out of any College building or passageway, and/or work space
- Failure to disperse when a building, office, or campus space is closed
- Other conduct that disrupts the normal operations of the College
- Vandalism including graffiti or destruction of College property will not be tolerated

Posting/Solicitation Policy

It is the policy of Guilford College that there will be no unauthorized solicitation on the campus. Requests for product or service information and responses to sales efforts are solely at the initiative of members of the community. All persons and organizations (from on and off campus) interested in soliciting and/or posting materials on campus should go to the Office of Student Leadership and Engagement. The Director or Assistant Director of Student Leadership and Engagement, 103 Founders Hall, approves all posted materials. Approved publicity will be stamped at the information desk. All posted materials without this stamp of approval or the signature of the Director/Assistant Director will be removed at the discretion of the Office of Student Leadership and Engagement, Facilities, or Residential Education and Housing staff.

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Materials containing alcoholic beverage advertisements, depictions, or descriptions will not be approved. Materials encouraging any illegal activity or event will not be approved. All posted materials must contain the name(s) of the person(s) or organization(s) soliciting, contact information such as e-mail or phone number and must be posted under the terms established by the College. Materials approved for posting are to be posted in designated areas only: NOT on walls, doors, windows, sidewalks, lamp poles, trees, or building facades. The College reserves the right to prohibit soliciting and/or posting materials in conflict with its mission and/or the student handbook. Student organizations, departments, and offices may hang banners in Founders Balcony, and across the brick area around the Patio with approval from the Director or Assistant Director of Student Leadership and Engagement.

Within the campus residence halls, approved/stamped materials may be posted only in the following areas:

- Bulletin boards
- Interior hallway doors which enter/exit the stairwells or wings of a building
- The inside of exterior doors (postings may not appear on the exterior of the residence hall buildings)
- Bathroom stall doors.

When posting on surfaces above other than bulletin boards, only removable adhesive putty or painters tape may be used. Prohibited materials include but are not limited to: tape, nails, screws, staples, and glue. Persons who do not have access to the residence halls may submit approved/stamped materials to Residential Education and Housing to post in the halls, 210 Founders Hall.

Any information posted which does not comply with these regulations will be promptly removed. The Department of Public Safety is responsible for addressing unauthorized solicitation for the campus.

Anyone wishing to reserve a table in Founders Lobby should contact the Office of Student Leadership and Engagement (336.316.2388). Anyone wishing to reserve or rent all other spaces on campus should contact the Conference Services at 336.316.2800 or reservations@guilford.edu.

Student Grievance Policy

Student Complaints

The College has provided avenues for addressing student complaints in the following areas as addressed in applicable sections of the Guilford College Student Handbook or Guilford College Catalog:

- Access to Student Records
- Grade Appeals
- Honor Code Violations
- Parking Violations
- Student Conduct Policies or Procedures
- Discrimination

Student complaints that do not fall into the above categories should be addressed to the Associate Dean for Academic Affairs for issues related to the Academic Program and to the Associate Dean of Students for all other concerns covered by the grievance procedure outlined below.

Student Grievances shall be presented and advanced as follows:

Step 1. To file a formal grievance and to generate a College response, the grievance must be made in writing. A written grievance should name the specific nature of the grievance, cite relevant facts and propose a solution that would be satisfactory to the student. Written grievances should be made to the appropriate administrator within thirty (30) days of the issue/event generating the grievance.

Step 2. A student shall submit a grievance to the Associate Dean for Academic Affairs if it is academic or faculty related or the Associate Dean of Students for grievances outside of the classroom. A grievance must be brought within thirty (30) days from the act causing the grievance unless a longer period of time is provided by law or written agreement. The appropriate party shall reach a decision and communicate it in writing to the student within 10 class days of their receipt of the written grievance. Every effort should be made to settle grievances at this stage. If the grievance is against the Associate Dean for Academic Affairs or the Associate Dean of Students, the student may begin the grievance with the Provost.

Step 3. If the grievance is not resolved to the satisfaction of both parties at step two, the student shall forward a written grievance to the Provost within five (5) class days from the date that the College responded in writing to the student's original grievance. The

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Provost shall make a written reply to the student's grievance within 10 class days.

Step 4. If the grievance is not resolved at step three, the Provost may hold a conference with all the parties concerned. Within 10 class days of the conference, the Provost shall notify the student, Associate Dean for Academic Affairs or Associate Dean of Students, and President of the decision in writing. Students are encouraged to exhaust other alternative dispute resolution procedures, including conflict resolution and mediation, prior to setting in motion the procedures that involve establishing a grievance committee. However, this is not a requirement of the policy.

Step 5. If the grievance is not settled at Step 4, a Grievance Committee will be established to consider and resolve the issue. A Grievance Committee is an ad hoc committee chosen to hear just one case. A Grievance Committee will be an appointed committee of three regular members and an alternate. The committee will be chosen by the President and will not include faculty, staff or students who have been a part of the grievance process for the grievance at issue. The committee will include one faculty member, one staff member and one student. All members of the Grievance Committee must not be directly responsible for the department from which the cause of the grievance originated. The Grievance Committee will consider the written grievance, all written responses to the grievance, any other relevant materials, and will interview the persons directly involved in the grievance. The committee will immediately seek to mediate and to resolve the issue to the satisfaction of those directly involved. The committee will report its findings within 20 business days of appointment. If mediation fails, the matter will be reported to the President. All relevant materials and a brief report by the Grievance Committee of its efforts to resolve the issue will be forwarded to the President. The President shall determine and set forth the College's position and any requisite action with respect to the grievance. The President will respond, in writing, to those directly involved within 10 business days of receipt of the grievance from the chairperson of the grievance committee. The president's decision shall be final.

Step 6. Any disposition, which is not appealed by the student within the time allowed at each level, shall be considered settled and binding on the student and the institution. At any level, the student and the Associate Dean for Academic Affairs or the Associate Dean of Students may agree, in writing, that additional time is required after the grievance has been filed. A copy of this agreement must go to the Provost.

Student Records Policy

Guilford College is committed to maintaining the privacy and confidentiality of students' information, and to compliance with the regulations of the Family Educational Rights and Privacy Act of 1974 (known as FERPA). The purpose of this policy is to outline the College's policies and procedures regarding the privacy of and access to student information.

FERPA is a federal law that protects the privacy of student education records. It provides students (or parents of dependent students) the following rights:

- The right to inspect and review the student's education records maintained by the school.
- The right to request that a school correct records the student or parent believes to be incorrect. If the school does not elect to revise the student record, the parent or student may request a formal hearing.
- The right to prevent the school from disclosing information from a student's education record, with specific exceptions. These exceptions allow school officials access to students' education records if such access is due to legitimate educational interest, such as in teaching, advising, educational support, financial aid, or institutional research.

FERPA allows schools to disclose certain limited information about students without prior consent – this information is called “directory” information, and includes the following: name, address, email address, telephone number, major, minor, anticipated date of graduation, enrollment status, date and place of birth, degrees, honors and awards, and dates of attendance. For student athletes, this information also includes height and weight.

Grades and Academic Progress Information

Guilford College may release grades and academic progress information to parents and/or legal guardians if a student provides written consent to the Registrar's Office or if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement. Students may provide written consent by submitting a [FERPA Disclosure & Consent Form](#) to the Registrar's Office.

Financial Aid and Student Accounts Information

Guilford College may release financial aid and student accounts information to parents

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and/or legal guardians if a student provides written consent to the Registrar's Office, has designated parents and/or legal guardians as Authorized Users on [TouchNet](#), or if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement. Students may provide written consent by submitting a [FERPA Disclosure & Consent Form](#) to the Registrar's Office.

Directory Information

On the Guilford College website, the external directory allows for the general public to search by a student's name to obtain the student's campus email address. Also on the Guilford College website, the internal directory within GuilfordNet allows only Guilford College students, faculty, and staff to search by a student's name or username to obtain the student's email address and campus mailbox. Students may not elect for the internal directory information to be unpublished.

Students have the right to request that directory information be withheld from disclosure, within the constraints of the federal guidelines. To request this, please see a staff member in the Registrar's Office, located on the first floor of New Garden Hall.

Requesting to view educational records

Students have the right to request to view their educational records. To do so, the student must request, in writing, an opportunity to review the official educational records maintained by the College. Details about which office maintains which parts of the educational record are available below.

Requesting to amend educational records

Students have the right to request the amendment of their educational record if the student believes it is inaccurate or misleading. A student must first request, in writing, an opportunity to review the official educational records maintained by the College. If the student believes the records are inaccurate or misleading, the student would then write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. The College has five (5) business days to respond to the student request. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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Student records and where they are housed:

- Academic Curricular Records – Registrar’s Office
- Academic Disciplinary Records – Office of Academic and Student Affairs
- Admission Records – Admissions Office
- Advising Records – the student’s assigned advisor
- Disciplinary Records – Office of Academic and Student Affairs
- Financial Aid Records – Student Financial Services
- Health Records – Student Health Services
- Title IX Records - Title IX Coordinator

The academic record of a student is maintained by the Registrar's Office and is kept by the College in perpetuity.

The student record of a student, excluding academic records, is coordinated by the Office of Academic and Student Affairs and is maintained for seven (7) years after the student graduates. Students wishing to review documents contained in their student record or their student conduct record must make such a request in writing to the Associate Dean of Students. Students will be permitted to review these records in the Office of Academic and Student Affairs. Certain student conduct records may not be viewed without being first redacted to protect the FERPA rights of other students mentioned in those records.

The health record of a student is maintained by Student Health Services, and by the Athletic Training office for student athletes. Information is not released without the student's written permission. Students are encouraged to notify their parents of illness or injury. Parents are notified by the College in the event of serious illness or injury or with the student's permission. Student Health Services and the Athletic Training office comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 2003. The HIPAA Compliance Officer for the College is the Director of Human Resources. The health record, including immunization records, is maintained by the Student Health Center for seven (7) years after the student graduates.

FERPA Complaints

If you feel that Guilford College has not complied with your privacy rights under FERPA, you have a right to file a complaint. The information necessary for filing such a complaint is available at the following site maintained by the federal government agency responsible for FERPA: <https://studentprivacy.ed.gov/>

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For more information about FERPA:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Use of Preferred Name Policy

Guilford College recognizes that, as a community, many of its members use names other than their legal names to identify themselves. As long as the use of preferred name is not for purposes of misrepresentation, the College will use a student's preferred first name whenever possible in the course of College business, except where the use of the legal name is necessitated by a legal requirement.

Legal name may appear on documents, including but not limited to: hiring paperwork, paychecks, accounts payable checks, student billing, financial aid forms, tax forms, official College transcripts, official diplomas, and any other documents required by law. Legal names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the College Registrar.

Weather Emergency Policy

The following summarizes Guilford College's response in the event of a weather emergency:

Decision Process. In the event of a winter weather emergency, the College ordinarily will make a delay/closing/class cancellation announcement by 9pm for the following day or by 6am the day of the emergency. However, developing weather conditions may require that the decision and announcement be made later than 6am. If the College is closed, only essential personnel in open departments need to report to work. If inclement weather exists in late morning or early afternoon, the College ordinarily will make a closing/cancellation announcement for afternoon and/or evening classes by 3pm.

Notification/Coordination. In the event of a winter weather emergency, once a decision to delay opening or close the College and delay or cancel classes has been made, the College will:

- send a text alert to every phone number listed in Regroup
- alert the commercial media
- post an announcement on the front of the College's Website
- post an announcement on the College's main Facebook page and Twitter feed

Updating Emergency Information. Emergency contact information is pulled from the College data system according to the information provided by students at the beginning of the school year. To update student emergency contact information, or to add a student to the emergency contact notification system, contact studentaffairs@guilford.edu.

Residence Hall Information & Policies

Guilford is a residential College and all students over the age of 16 and under the age of 23 are bound by the Residential Contract (https://intranet.guilford.edu/?page_id=1498) and are required to live on campus unless released from the contract by explicit permission from the Director of Residential Education, or their designee, as outlined on the Residential Education and Housing (<https://www.guilford.edu/life/living-and-eating>) website. Residential students must remain enrolled in full-time academic course load (at least 12 credits) throughout the semester in which they are in residence. If a student drops below 12 credits, they must move out within 24 hours, unless they petition and are approved by the Associate Dean of Students to remain in campus housing.

Each residential student has the responsibility to maintain a comfortable and safe living and learning environment. Students living in College theme houses and apartments are bound by the same regulations that govern traditional residence halls.

The Rights of Residents

Each resident has the right to:

- Study and sleep without interference, unreasonable noise or other distractions
- Be free from intimidation and physical and emotional harm
- Have personal privacy within one's room
- Live in a clean and safe environment
- Expect that their personal belongings will be respected
- Have guests who understand and honor the rights of all others

The Responsibilities of Residents

Each resident has a responsibility to:

- Abide by federal, state and local laws and all College regulations
- Adhere to regulations for individual residence areas and halls
- Abide by the terms and conditions of the Residential Contract
- Be accountable for the actions of their guests

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- Comply with reasonable requests of all College officials, including Resident Advisors (RAs), Assistant Community Directors (ACDs), and Community Directors (CDs)
- Report residence hall and College violations to appropriate staff
- Maintain their residence in reasonable order and abide by health and safety standards
- Show respect for others in the residential community

Contracts, Refunds and Off-Campus Housing

By enrolling at Guilford College, each student agrees to the terms and conditions specified in the Residential Contract. Information about refunds and off-campus housing policies can be found on the Residential Education and Housing page of GuilfordNet (https://intranet.guilford.edu/?page_id=250).

Access Policy

Entry into Residence Halls. All students should utilize the secured doorways to each building using their own student ID card. Passage through building windows or emergency exits is prohibited except when necessitated by a true emergency. Students should have their room key and ID with them at all times. Residential students must not give others access to any residential area or lend/give their card to another person in order to access the residence halls. Doors to residence halls are not to be propped open at any time.

Solicitors. Solicitation is prohibited in College housing facilities. Residence hall staff should be notified of any solicitor in a residence hall.

Food Delivery. Food delivery drivers are not permitted access to residence halls and students are expected to arrange to meet delivery drivers outside of the residence halls.

Residence Hall Keys. All students are issued a key prior to or upon occupying a residence. Room keys may not be duplicated for any reason. Keys should never be lent to another individual when it will allow access to shared/common space. In cases where residents change rooms during the year, keys are never to be exchanged directly from student to student. All room changes and all key exchanges must be handled through Residential Education and Housing. If a key is lost or not returned on time, a fee of \$75 to replace that particular key will be billed to the student's account for lock and key replacement. Requests for replacement keys should be made through Residential Education and Housing. (See *Room Assignments and Room Change Procedures* and the

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respective semester closing notice for details on key return deadlines.)

Lockouts. If a student is locked out of their room, they may contact Public Safety 336.316.2909, for assistance. Students will be required to show identification. Each student will receive one complimentary lockout request per semester. Subsequent requests will result in a \$10 charge assessed to the student's account.

Early College. Early College students are prohibited from entering any residence hall. Any residential student who knowingly allows or aids in the entry of an Early College student into student housing/residence hall facilities will be subject to student conduct action.

Room and Roommate Assignments, Room Changes, and Roommate Conflicts

Every effort is made to honor individual preferences in matching roommates and residence halls although Residential Education and Housing cannot guarantee any preferred housing assignment. The College reserves the right to make changes in assignments and to enact consolidation.

Single Rooms. Single rooms in the traditional halls are only granted to those approved for a single as an ADA accommodation. Please visit the Residential Education and Housing page of GuilfordNet for the ADA Single Room Request Process: https://intranet.guilford.edu/?page_id=1071. Supporting documentation is required. Students desiring a single room not based on an ADA accommodation are encouraged to sign up for an apartment space if eligible and other single rooms may be available at a single room rate; requests are not guaranteed and are subject to space availability and housing projections.

If a student is in a double room with no assigned roommate, they will be expected to accept a roommate or be consolidated with another student in the same situation at any time. They will be expected to keep half of the room clean and clear of belongings so a roommate may move in. A student who finds themselves in a double room alone may choose to: 1) if space allows, pay the single room rate and be guaranteed not to be assigned a new roommate or 2) accept the next roommate assigned to the student.

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At the discretion of Residential Education and Housing, a student may be moved to another housing assignment, charged the single room rate prorated from the time that they became the only occupant of the room, or removed from housing if they:

- refuse an assigned roommate or discourage a new roommate from moving in.
- create an unwelcoming, uncomfortable, threatening, or unsafe environment which violates the rights of a roommate or potential roommate.

Room Changes. A student must have a valid reason to request to change rooms. Living with a roommate(s) is often a challenging experience, but also an opportunity for growth and education. When conflict arises, residents are encouraged to seek the assistance of their respective RA first or consult with their Community Director. Every effort to resolve roommate conflicts will be made before a room change is approved. If issues cannot be resolved and become severe, one or both persons may be moved to a different room. Room change requests arising from roommate conflicts are decided on a case-by-case basis by the Community Director and roommates may be asked to participate in a conversation, mediation, or other avenues towards resolution. The student requesting a room change assumes all the responsibility for completing the room change request process and meeting with the appropriate hall staff. (See the Residential Education and Housing webpage: https://intranet.guilford.edu/?page_id=1430). A student who occupies another room without permission, including room swaps within an apartment suite, will be charged a \$75 fine for improper room change.

Room changes may only be requested after the third Monday of classes during Fall and Spring semesters. Room changes are not permitted during summer sessions.

If a room change request is approved, the requesting student will be assigned new housing by the Housing Operations Coordinator. The student will have 24 hours of receipt of the new room key to move, complete both Room Condition Reports, and return the old room key.

Health and Safety Standards

For the health, safety, and comfort of the occupants and in order to maintain our residence hall facilities, Residential Education and Housing will hold students accountable for the following health and safety standards in residential spaces, including shared common areas:

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- Residential spaces should be kept clear of excessive clutter; a person should be able to enter, exit, move through and about any room without obstruction. Large piles of items (such as clothes or bedding) or obstructions (such as an obstructive furniture layout) are prohibited as a fire hazard.
- Residential spaces should be cleaned on a regular basis and should be kept in a state so as not to attract bugs/pests, breed mold, or spread disease. This includes cleaning of surfaces and floors and storing of personal items.
- Personal trash and recycling must be taken to and deposited in the appropriate dumpsters frequently enough that the amount does not exceed the trash and recycling bins provided to students.
- Items or activities in a space are prohibited if they cause damage to residence hall facilities or create a health or safety hazard.

Additionally, personal items must not be left in bathrooms, lounges, hallways, stairwells, outside suite/apartments/houses or in any common area. Such items will be removed and disposed of by the College and may result in a fine and/or student conduct charge for individuals or hall groups. The College may elect to correct health and safety issues and bill the occupants accordingly.

Room Damage and Cleaning Charges

Occupants of a room will be held responsible for losses or damages to their room and its furnishings including cost of replacement or repair and all reasonable resulting expenses, and cleaning expenses if excessive, including shared areas such as kitchens, living rooms, and bathrooms. Such charges are determined by comparing the condition of the room and its furnishing upon inspection by residence hall staff after a student moves out to the condition of the room and its furnishings as recorded on the Room Condition Report which is completed by the resident within 48 hours of moving in. All information noted on the Room Condition Report will be considered by Residential Education and Housing who will then make final damage assessments. Any damage, loss, cleaning, late or improper checkout fees will be posted to the respective student account. Should damages be discovered when a student vacates a space mid-term, roommates may be charged at that time as well if charges are to be split amongst those who share the space. See the Residential Education and Housing webpage (https://intranet.guilford.edu/?page_id=1430) and closing notices for additional check-in/check-out information and instructions. Care must be exercised in hanging items on room walls. Only removable adhesive putty that does not damage walls may be used; nails, screws, tape, staples, and glue are prohibited.

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Students are prohibited from making repairs to College rooms/furnishings on their own and should submit work orders to Facilities.

Community Damages/Charges

Keeping common areas (corridors, lounges, bathrooms, patios, porches, landings, courtyards, surrounding areas, etc.) and their furnishings, fixtures, and equipment in good condition is the collective responsibility of all residents. For vandalism, damage, excessive or personal trash, or unsanitary conditions found in common areas of residence halls beyond what may be considered "normal usage", staff from Student Affairs and Residential Education and Housing will make every reasonable effort to find those responsible. However, if the responsible person(s) cannot be identified, all residents of a residence hall group (floor/hall/apartment/suite/house/area) may be fined or charged for the repair, replacement, labor, and/or materials and/or required to attend hall meeting(s) regarding the issues. Students are prohibited from making repairs to the halls/furnishings on their own. Should unauthorized repair or alterations be made, the College will return the room to its original condition and bill the student for materials and labor.

Opening and Closing

During fall, Thanksgiving, winter, spring and summer breaks and the periods of time between semesters, residence halls officially close and dining services are not available. Students must abide by the opening and closing schedule and information provided by Residential Education and Housing. Students must have the permission of Residential Education and Housing to remain on campus during any break.

Students staying on campus, with permission, over breaks accept responsibility for College rules and regulations and for their personal safety. If damage occurs, the responsible individuals and/or sponsoring group will be held accountable. Any policy violations will result in immediate removal from residential facilities for the remainder of the break.

Students who are approved for early arrival, late departure, or break stay over are prohibited from hosting guests or allowing others to gain access to the residence halls during those periods.

The College does not provide storage. Property left behind after a student is no longer in

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housing (including the period between spring semester and summer session, and between summer session and fall semester) will be considered abandoned property and removed and disposed of at the student's expense.

Athletic Activities and Games

Athletic activities are not permitted on the inside of any residential area, including hallways, stairwells, patios and courtyards. Such activities include but are not limited to: darts and dartboards, ball throwing and bouncing, sports of any kind, skateboarding, skating, soccer, throwing water balloons, using water guns, and scooter and bicycle riding. Roller blades and cleats must be removed prior to entering a building.

College Furnishings

College-owned furniture and accessories may not be removed from the room or from common areas for use in a personal space. Students will be billed for the return of the furniture to the common area. Residents will be billed for furniture and accessories that are damaged or missing from their original location (unless noted as missing or with pre-existing damage on Room Condition Report at check-in). Writing, painting, or drawing on residential area furniture, walls, doors, floors and ceilings is prohibited. Non-College furniture and accessories must be removed from rooms prior to checkout and disposed of properly. If items are not removed, the College will assess a minimum removal fee of \$25. Students are prohibited from storing personal belongings (including furniture) outside of their room/suite/apartment/house, such as in lounges, hallways, and breezeways. Window screens are not to be removed except in an emergency. Students cannot alter, repair, or paint their residence hall rooms.

Entry Into Residence Hall Areas

Entry by a student into another student's room without permission is prohibited. Guilford College has the right to enter any residential room/area to address maintenance concerns, conduct routine health and safety checks, fire safety checks, and initiate room searches, if warranted. Any violations of the Student Handbook that are discovered by a College official upon entry of a student space will result in the appropriate response protocol and documentation. Entrance into student living spaces is categorized into three levels:

General Entry

- Non-emergency maintenance repairs: By requesting a maintenance repair, a student

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has granted permission for a member of the facilities staff to come into the room/suite/apartment and make the necessary repair. In addition, facilities staff may enter student living spaces to verify damages or to perform other maintenance services during normal business hours (M-F, 8:30am-5pm).

- Periodic health and safety inspections: Residential Education and Housing staff will conduct routine inspections of all student living spaces. These inspections will be announced via email or hall notice at least 24 hours in advance of entry into the room/suite/apartment.
- Fire alarm inspections/issues: Rooms, suites, lounges and bathrooms may be entered when an alarm sounds to make sure all students have evacuated those areas. Rooms may also be entered when the alarm system indicates a smoke detector has been triggered. Fire System checks will be periodically conducted by Public Safety and the Greensboro Fire Department which may require entry into student spaces.
- Facilities Staff: Facilities staff may enter rooms for the purpose of cleaning, in cases of emergency concerns, or cases when a new occupant is moving into a vacated space.
- General Courtesy Issues: Rooms may be entered to turn off alarms and stereos or other items which are causing a disturbance for other members of the community when there has been no response by the occupants.

Investigative Entry (Reasonable Cause)

Violations of College Student Conduct Code or Local, State or Federal Laws: If staff members have reason to believe a law or College policy is going to be, is in the process of being, or has been broken, authorization to enter a space and conduct a search may be obtained (see "Room Search Protocol" in the Student Handbook).

Imminent Entry (Critical)

Life-threatening situation: A staff member may enter a room/suite/apartment if it is believed an emergency situation exists.

Fines and Appeals

Failure to comply with residence hall health and safety standards, opening/closing or check-in/check-out instructions, or other reasonable requests from Residential Education and Housing, or excessive hall damage determined to be caused intentionally or by neglect can render occupant(s) subject to fines without warning, and possible

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immediate removal from residential facilities. Student conduct charges may also be warranted in such cases.

Fire Alarms and Drills

In accordance with North Carolina building codes, Guilford requires all persons to evacuate a building when a fire alarm sounds. Proceed directly to the nearest, safest exit and/or stairway. Upon leaving the building, go to the area designated by College staff. Do not reenter the building until allowed by Public Safety staff or the Fire Department. Continued order and quiet are essential.

Guest Policy

Guests visiting a Guilford resident may stay with that resident on campus for up to two consecutive nights, not to exceed six nights total over the course of any one semester, as long as the visit does not interfere with the rights of the roommate(s). Overnight guests include non-students and other students who are not officially housed in the host's room. Guests staying beyond two consecutive nights must be granted permission by and register with Residential Education and Housing. Registration approval is made at the discretion of Residential Education and Housing and will include confirmation that all roommates, suitemates, apartment mates and/or housemates have consented to the visitor. *Overnight Guest Request/Registration* forms are available in Residential Education and Housing. Guests must abide by College policies. The resident is responsible for informing the guests of these policies and will be held responsible for the behavior of non-student guests. (See also Host Responsibility under the Violations section of the handbook.) The College has a right to deny access to any guest, or to ask any guest to leave if it has been reasonably determined that a guest has disturbed or is likely to disturb other residents. Students spending extended periods of time in living spaces not assigned to them will be considered guests and subject to this policy.

Maintenance

For routine work order requests, students should submit work requests through SchoolDude (link available in Guilford Buzz or in Google apps). Depending on the urgency students should allow up to five (5) business days to complete a routine work request. Work requests that are urgent or require immediate attention should go through Facilities during business hours at 336.316.2800 and through Public Safety after hours at 336.316.2909. Public Safety can assess the urgency and report it to Facilities as is appropriate.

Personal Decorations and Furnishings

Students are encouraged to make their space comfortable through various approved decorations and furnishings. Some room displays in public view may constitute a violation of College policies, including but not limited to those regarding racial or sexual harassment. Please remember that while residents are free to express themselves, they are asked to exercise that freedom responsibly and respectfully. Students are prohibited from hanging, displaying, or storing any items on the exterior of buildings or interior hallways without permission from Student Affairs staff. Display of flags and alcohol/drug signs, displays of explicit or suggestive imagery, bottles, and containers in residence hall windows or in a way that they are visible from outside the space is also prohibited. Alcohol containers used as decoration are prohibited in all first year residence hall spaces and in spaces where the occupants are under 21. Decorations and other items may not be affixed to, hung from, or in any way cover fire safety equipment and systems.

Quiet Hours

Quiet hours are defined as periods of time when any sounds originating in a student's room, lounges, and hall areas must be inaudible outside of that area.

- Courtesy hours are in effect 24 hours a day. Noise that may interfere with an individual's right to study and sleep is prohibited. As such, the use of items including but not limited to subwoofers, amplified musical instruments, and drum sets are prohibited.
- The College's established quiet hours are from 11pm to 9am the following morning Sunday through Thursday, and from 1am to 9am the following morning Friday and Saturday.
- During exam periods and reading days, mandatory 24-hour quiet hours are in effect beginning at 11pm on the last day of classes each semester.

Failure to abide by these policies will result in a verbal warning or student conduct charges. Repeated violations may result in the confiscation of stereos, televisions, game systems, or instruments causing the noise violation.

Student Code of Conduct: Rights and Responsibilities

Mission Statement

It is the mission of the Student Conduct system is to foster a campus community that supports students, faculty, and staff in pursuing their educational and vocational goals in an environment that promotes concern for the well-being of others, collaborative learning and respect. By observing the guiding principles of the College's mission statement and Core Values, the conduct system intends to work with students and hearing participants to maintain a system that seeks to determine clarity through a transparent and consistent process that is in compliance with local, state, and federal regulations and the Guilford College Handbook. The conduct system, through the processes for responding to student conduct choices, promotes accountability, self-governance, respect, personal and institutional integrity, honesty, and citizenship.

Student Conduct and Early College students

Violations of the Student Code of Conduct by Early College students are handled primarily through the disciplinary process of the Guilford County School System. Staff from the Office of Academic and Student Affairs is available for collaboration or consultation.

Disciplinary Authority

The Associate Dean of Students is designated by the College's President to be responsible for the administration of student conduct. The Associate Dean of Students, in consultation with students, faculty and staff, shall develop policies for the administration of campus discipline. The Guilford Student Body Association, along with several additional faculty and staff members, will normally review the policies and procedures and recommend changes to the Associate Dean of Students.

Self-Governance and Personal Freedom

Guilford College recognizes that students are maturing adults and therefore should receive the respect and assume the responsibilities that come with this status. The College also recognizes that many students come directly from home and secondary school environments that are much more structured than life at Guilford. Personal freedom is both an opportunity and a challenge. We ask students at Guilford to assume the following responsibilities:

- take ownership of their actions and expressions of opinion
- insure that their actions or the actions of others do not infringe upon the rights of

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others or the fundamental integrity of the living and learning environment that is Guilford College

- respect the rights of others to the same freedom of expression claimed for themselves through civil discourse regardless of disagreement on matters of substance, taste, politics, or evidence.

The Division of Student Affairs staff members observe and respond to student behavior, and offer guidance, advice and counsel in assisting students to make decisions that impact themselves and the community. Students are expected to be aware of the Core Values of the College and the policies set forth in the Student Handbook. At times, staff intervenes in the lives of students to assist in setting boundaries, especially for those who are unable or unwilling to exercise personal freedom responsibly.

Quakerism and Discipline

In the context of Guilford's Quaker ethos, those faced with disciplinary action sometimes respond with a statement such as, "But I thought Quakers were tolerant!" Quakers do have a history of deep respect for the worth and dignity of each individual as a child of God, but also a history of committed advocacy against those things that stand in the way of a realization of that full humanity: war, slavery, injustice. Quaker "discipline" has always allowed for witnessing against that which "impedes the Light," and at Guilford that sometimes means disciplining those whose behavior harms themselves and the community.

Off-Campus Behavior

Although the College is not legally responsible or financially liable for students' behavior off-campus, it does reserve the right to take disciplinary action against students when their off-campus behavior violates College expectations and policies or when it impacts the College community. Students participating in Guilford College off campus programs at Guilford College Study Abroad programs are bound by the policies contained in the Student Handbook.

Bystander Policy

A bystander is a person who (either directly or indirectly) has an opportunity to prevent or respond to a situation that they know to be damaging to another person or the community, and does not do so, either by choice or inability to act.

The harmful role bystanders play during acts of disruption, prejudice, or violence toward

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others or oneself (i.e. overconsumption of substances) is receiving an increasing amount of attention across the nation. This is particularly true in cases of sexual violence but can include situations where students are witnessing a peer consume harmful quantities of substances, abusive relationships, or cruel or bullying behavior toward others.

Students are being asked to recognize that they always have a choice: To either become active bystanders who call for help, report, or take action when they see situations that could potentially become violent or unsafe for those involved; or to remain passive bystanders who do none of these things. The conversations that occur during the student conduct process will include an intention to raise awareness of the issues of the role of bystanders in the well-being and health of our community. For every incident that occurs on our campus, there are multiple levels of responsibility. This includes direct and indirect contributions to the situation.

Resolution of Student Conduct Violations

Depending upon the nature of the violation, the following methods of adjudication will be utilized to resolve allegations:

Informal Resolution. In some instances, incidents and/or allegations are most appropriately resolved in a manner not resulting in formal student conduct charges. Ways of resolution may include meeting with representative from Residential Education and Housing, meeting with the Director of Counseling Services, and/or other faculty/staff or other campus or off-campus resources as appropriate.

Formal Resolution. Student conduct and administrative hearings may be used to adjudicate any level violation and are administered by a Student Affairs staff member. In cases where separation from the College is a likely outcome, two members of the staff will be involved in hearing the case and the Dean of Students or the Dean's designee hears the appeals. For suspension-level cases, students will be referred to a student conduct advisor prior to the hearing. In cases of sexual misconduct, both the reporting student and the student with pending charges will have the option to receive the support and assistance of a student conduct advisor.

Student Conduct Procedures

Incident Documentation. The student conduct process at Guilford begins with "incident reports," submitted by any member of the campus community involving potential violations of the Student Conduct Code and/or concerns for the health and safety of members of the community.

The Associate Dean of Students, or their designee, in collaboration as needed with representatives from Residential Education and Housing, Department of Public Safety, Counseling Center, and Academic Dean's Office, conducts a preliminary review of the submitted incident reports to determine whether student conduct charges are warranted, additional investigation is needed, or a referral to other campus offices is made.

Student Conduct/Administrative Hearing Process. The conduct process follows procedures to ensure basic fairness regardless of the method of adjudication. Students may select a student conduct advisor of their choice during these processes. Guilford College has a pool of faculty and staff trained to serve in this role.

The following procedures are followed in non-Title IX student conduct proceedings (for Title IX procedures, please see the Title IX Policy and Grievance Procedures portion of the Student Handbook):

After the Associate Dean of Students, or designee, reviews an initial incident report, students identified as being principally involved in the incident will receive an email to their Guilford College account (excluding College holidays and breaks) of their identification as a party to the incident. This email will contain the following information:

- The date, time, and location of the documented incident
- Any pending charges as indicated under "violations" in the Student Handbook
- Information about the student conduct hearing process (including date, time, and location of hearing, if possible) to discuss the pending charges
- Links to general information about the College's student conduct processes
- If the incident involves a potential sexual misconduct violation, the name of the reporting student will be included, unless the reporting student chooses to remain confidential

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If a student believes that they have a disability that may impact the hearing process, they must contact the Accessibility Resources Center to request an accommodation be made.

During the student conduct hearing, students will receive a full explanation of College student conduct procedures and have an opportunity to discuss the pending charges with the hearing officer.

All hearings are considered confidential. Audio recordings, video recordings, pictures, etc., are not allowed during any aspect of the hearing.

Students are encouraged to participate in the hearing process. If a student chooses to not participate or attend the hearing, the case will be heard *in absentia* and a determination of responsible or not responsible will be made. In a case heard *in absentia*, the student forfeits the ability to appeal the decision made by the hearing officer(s).

For all potential violations of the following policies, Aggressive Behavior, Drugs (dealing or distributing only), Sexual Misconduct, Weapons and Fireworks, administrative hearings are the only option offered, regardless of the level of the incident. Likewise, for potential violations where suspension is being considered, the charges will be resolved in an administrative hearing at the discretion of the hearing officer. The hearing officer(s) in administrative hearings will assign sanctions to students found “responsible” as outlined in the Student Handbook.

Note: All outstanding student conduct charges must be resolved before a student can graduate from the College or before a withdrawn student can be readmitted to the College. Students with unresolved student conduct charges and/or sanctions may have a student conduct hold placed on their account resulting in the inability to receive transcripts, register for classes, sign up for College housing, be readmitted or graduate.

Records of Student Conduct Hearings

Student conduct records are created for all student cases in which disciplinary or academic honor code charges are alleged. Student conduct records of disciplinary or academic honor cases where the student has been found responsible are maintained in the Office of Academic and Student Affairs.

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These records are maintained and purged according to the following guidelines:

- Records involving cases in which the student was charged and found not responsible or in which charges were subsequently dropped are not retained in the student's official student conduct records.
- Records involving cases in which a finding of responsible was determined are held in the official student conduct records at the College on the following basis:
 - Records for cases resulting in a hearing where a responsible outcome was determined are held in the official student conduct records for seven calendar years beyond the hearing date. Records are typically purged during the summer after the seventh year.
 - Records for cases resulting in disciplinary suspension or dismissal from the College are retained indefinitely at the College's discretion.

All disciplinary and honor code violation records are considered confidential and are accessed and released in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). For internal College proceedings, authorized officials of the College will be provided access to records as necessary to their official duties in accordance with FERPA. Otherwise such records are released only upon the written permission of the student.

Point System and Sanctions

Guilford College uses a point system as one of the sanctions for violations of the student code of conduct. The intent of this system is to address violations which affect individuals and/or the Guilford community, as well as create a clear measure against which students may choose to evaluate their behavioral choices.

All violations are assigned points, as outlined below. Once a student is found responsible for a violation, points will be assigned accordingly along with educational sanctions designed to address issues and provide support for the student. Multiple violations will result in multiple points being assigned for any given case.

For example: if a student has consumed alcohol while underage and refused to turn over their ID or give their name to a staff member, they would accumulate points for the Underage Use violation and points for a Failure to Comply violation.

Details:

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- A cap of 10 points is permitted for all students. If a student has been found responsible for a violation that puts them at or over the 10-point limit, they will likely be suspended.
- For each semester a student has not been found in violation and sanctioned points, two (2) points will be removed from the cumulative point total of a particular student until the total of 0 (zero) is reached. For example, if a student has eight (8) points, it would take four consecutive semesters of no additional points to return to 0 (zero) points.
- The points assigned to each violation for which a student is found responsible during the student conduct process is outlined in the student handbook.
- Where an accumulation of points could potentially lead to suspension, the case will be heard through an administrative hearing.
- Students suspended due to accumulation of points and who are readmitted to Guilford may return with a prescribed amount of points from the Readmission Committee.

Sanctions

While the finding of responsibility is determined only based on the actual facts of the incident, the sanctioning takes into consideration a number of factors including: what the student was actually found responsible for, who was impacted by the choices the student made and what might need to happen to repair any harm done, what kinds of support the student might need at that point in their time at Guilford, advancing the student's education and providing an opportunity to give something back to the community in the form of service, addressing any substance use, any previous violations and assigned sanctions.

Suspension/dismissal at Guilford

If a student is suspended, the student will be eligible to apply for readmission at a date determined by the hearing officers in the sanctioning process, and after meeting conditions such as demonstrated understanding of wrongful conduct, expression of remorse, and documentation from professionals regarding potential to return and remain a student in good standing. Readmission is not guaranteed. A committee reviews applications for readmission and makes the final decision about whether a suspended or dismissed student is authorized for readmission. In making the decision, the committee will accept and hear comments from the Dean. At the time of suspension, students are given 24 hours to remove themselves and their belongings from campus housing. Students are expected to take care of financial and academic matters as well as personal

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belongings during that time. Suspended students are expected to refrain from returning to campus for any reason until such time as they are readmitted.

Note: Students who are found responsible for a second drug violation in the same academic year (Fall to Spring or Spring to Fall) may be suspended regardless of the points for that semester because of the prior record.

1-3 cumulative points

An email will be sent letting the student know they were documented, found responsible and any or all of the following sanctions have been applied to their record: appropriate points and educational sanctions such as the BASICS and/or AlcoholEdu for alcohol or substance violations (\$75 fee charged to student account), fines as indicated by the violation(s), coach notification, and parental notification.

Students will also be offered the opportunity to appeal the outcome of the case using the published guidelines.

Note: The Division of Student Affairs reserves the right to ask a student to meet with a hearing officer should there be sufficient concern regardless of the number of points.

4-6 cumulative points

Students will be scheduled for a student conduct hearing with any or all of the following sanctions applied: appropriate points, fines as indicated by the violation(s), coach notification, parental notification, 5 hours of community engagement, BASICS and/or AlcoholEdu (\$75 fee charged to student account) for alcohol or substance violations.

7-9 cumulative points

Students will be scheduled for a student conduct hearing with any or all of the following sanctions applied: appropriate points, any fines as indicated by the violation(s), coach notification, parental notification, 10 hours of community engagement. BASICS will be assigned for substance violations (\$75 fee charged to student account), coach notification, behavioral contract, possible revocation of athletic team membership, and/or study abroad opportunities.

10 cumulative points

Students will be scheduled for a conduct hearing and sanctioning will be suspension or dismissal.

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Violation <i>(see descriptions in handbook)</i>	Points
Abuse/Bullying	2-5
Aggressive Behavior	2-10 (Suspension or Dismissal)
Bias-Motivated Incident	2-10 (Suspension or Dismissal)
Disruptive Conduct	2-10 (Suspension or Dismissal)
Disorderly Assembly	1-5
Endangering Health & Safety	1-2
Failure to Comply	\$50 fine, 1-5
Falsification of Information	1-2
Fire Safety	\$25-\$500 fine, 2-10 (Suspension or Dismissal)
Harassment	2-10 (Suspension or Dismissal)
Hazing	2-10 (Suspension or Dismissal)
Host Responsibility	1-2
Littering	1
Misuse of ID	1
Noise	1
Pet Policy	\$200, 1-2
Property Damage	Damage amount, 2- 8
Sexual Misconduct	3-10 (Suspension or Dismissal)
Substance Use (Alcohol and Other Drugs)	
Abusive Use/Misconduct	1-3
Common Containers	1
Drinking Games	1-2
Drug (use/possession)	2-6
Drug (dealing/distributing)	10 (Suspension or Dismissal)
Public Display/Unconcealed	1
Purchase of Alcohol w/funds	2
Underage Use/Possession	1-2
Theft	2-10 (Suspension or Dismissal)
Unauthorized Entry, Use or Possession	1-2
Weapons	2-10 (Suspension or Dismissal)

Definition of Violations

Abuse/Bullying. Verbal, non-verbal, written or physical abuse of another person, including intimate partner violence, stalking, or cyber-harassment. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Examples may be making threats, spreading rumors, attacking someone physically or verbally, or ostracism.

Aggressive Behavior. Any conduct which involves or interferes with the person of another including, but not limited to, fighting, physical assault, unlawful detention, interference with another's freedom of movement, pushing or shoving, dating violence, domestic violence or threats to do physical harm.

Alcohol. (See Substance Use - Alcohol and Other Drugs below)

Bias-Motivated Incident. An act of bigotry, harassment, or intimidation involving a member of the Guilford community that a reasonable person would conclude is directed at a member or group within the Guilford community based on sex/gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable local, state or federal law, ordinance or regulation. A bias incident can occur whether the act is intentional or unintentional.

Disruptive Conduct. Examples of disruptive conduct include but are not limited to any behavior that disrupts the academic, social, residential or job-related pursuits of members of the College community. This includes but is not limited to: outbursts during an academic class; verbal insults directed at a College official; nudity during public events such as athletic events and admissions functions; behavior that poses a direct threat to the health and safety of self or others; misuse of bathroom facilities or public urination; conduct which adversely and seriously affects the suitability of the student as a member of the Guilford community; refusal to intervene in a situation where harm of whatever nature is being enacted (bystander); and stalking.

Disorderly Assembly. Guilford, as an academic institution, is committed to free and open inquiry into matters of social, political and economic concern and encourages the presentation of all views and dissent by orderly means. A group will not be allowed to assemble if that group's conduct is riotous and/or impedes the normal operations of the

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College as determined by the President or the appropriate administrative official.

Drugs. (See [Substance Use](#) - Alcohol and Other Drugs below)

Endangering Health and/or Safety. Behaviors which create a risk of danger or direct threat to the health or safety of self or others include, but are not limited to: propping residence hall doors open; tampering with residence hall access systems; throwing objects from or hanging from windows or balconies; misuse of restroom facilities; camping anywhere on campus grounds; using skateboards for anything other than transportation; misuse of slacklines.

Failure to Comply. Students are required to comply with the reasonable request of College faculty and staff or agents of the College in the performance of their duties or any college policies, including disrupting any aspect of the student conduct system, failure to attend a student conduct hearing or incompleteness of required sanctions.

Falsification of Information. Such falsification might include, but is not limited to, forged signatures and inaccurately recorded or reported information on course registration materials, admissions applications, work-study forms, College records, student ID card documentation, notes from medical personnel, misrepresenting oneself or others through the use of College property or resources (including email, the Internet, telephone or verbally).

Fire Safety. Regulations must be strictly observed to protect the health and safety of members of the Guilford community. Any violation of this fire safety code must, by law, be reported to the Greensboro Fire Department for possible prosecution of the perpetrator(s) under North Carolina General Statute 14-286. (\$250-500 fines)

Examples:

Accidental or intentional fires (2-10 points)

Failure to leave a building during a fire alarm (2 points)

Failure to report a fire safety hazard or violation (2-10 points)

Over occupancy limits (2-10 points)

Misuse or tampering with emergency equipment such as:

- covering or disabling smoke detectors
- x2909 campus emergency number
- "Code Blue" telephones

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- whistles
- college vehicles and their contents
- fire alarm pull boxes
- fire extinguishers

Fire Safety officials have established occupancy limits for all residence hall spaces based on size and egress. Failure to adhere to these limits will result in student conduct charges.

- Bryan Hall suites - 16 person maximum
- Apartments East – 14 person maximum
- Apartments North - 14 person maximum
- Apartments North, porches - 15 person maximum
- Apartments South - 18 person maximum
- Binford, English and Shore rooms - 7 person maximum
- Milner and Mary Hobbs rooms - 6 person maximum
- Theme Houses
 - double rooms - 4 person maximum
 - small single rooms - 3 person maximum
 - Cobb House - 34 person maximum
 - Pope House - 41 person maximum
 - Pines House - 39 personal maximum

The following will result in fines. Any subsequent violation will result in initiation of the student conduct process:

Possession (\$25 fine) or use (\$50 fine and judicial charges) of any of the following:

- Open-coiled appliances: hot plates, toasters, toaster ovens, electric frying pans and heaters
- Induction cooktops
- Sun lamps
- Refrigerators and air-conditioners not approved and/or installed by the College (See Residence Hall Contract)
- Extension cords
- Alterations of the electrical circuits and equipment in the rooms
- Turning off lights in bathrooms and corridors
- Storing personal possessions in hallways and basements
- Fresh cut or live Christmas trees

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- Candles in any residence hall room or common area (even if for religious purposes)
- Using fire escapes in non-emergency situations
- Halogen lights
- Grills - charcoal or gas (exemption: small George Foreman grills)
- Covered light fixtures or electrical outlets with cloth or papers (or any material considered flammable)
- Butane torches, lighter fluids, gasoline, kerosene or any other flammable liquids
- Decorative string lighting of any type (i.e. Christmas or running lights, battery powered, LED)

Harassment. Verbal, written, physical or non-physical action in violation of the Guilford College Harassment Policy and/or Nondiscriminatory Policy.

Hate Crime. (See [Bias-motivated](#) Incident above)

Hazing. Under North Carolina law, it is unlawful for any student in any College or school to engage in hazing or to aid or abet any other student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” Any violation of this section shall constitute a Class 2 misdemeanor according to North Carolina General Statute 14-25.

Host Responsibility. Guilford students are responsible for their guests. Students will be charged with Host Responsibility for any violations of the Student Code of Conduct committed by their guests. Host Responsibility includes violations that may occur in a student’s living space (room, suite or apartment) or vehicle when they are not physically present in the space/vehicle.

Littering. The public disposal of any substance or item in an area other than a trash receptacle is prohibited. This includes excessive personal trash in residence hall or academic building restrooms.

Misuse of Student Identification. The Quaker Card serves as your campus identification, library card, meal ticket or residence hall access key and is non-transferable. Guilford ID cards may not be used for fraudulent purposes. The following demonstrates typical improper uses of student identification: failure to carry student ID card, gaining access to the College’s facilities and/or activities by use of another student’s ID card or by the

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fraudulent use of an ID card is prohibited. All parties are held accountable, assuming they had knowledge of the improper use, loaning one's card to another for any purpose or obtaining additional cards under false pretense.

Noise. Causing noise on campus grounds or in any College building, which disrupts an atmosphere conducive to work, study and rest or which is in violation of the quiet hours policy is prohibited. This includes use of amplified instruments, drum sets, and subwoofers.

Pets. Because of North Carolina and Greensboro Public Health Regulations and the College's concern for the health and well-being of all, ALL pets, except for fish in a 10 gallon or less tank, are prohibited by students or their guests in residence halls, theme housing, and/or apartments. Service animals and emotional support animals are permitted and approved on a case-by-case basis under the ADA regulations and restrictions. For more information, please contact the Director of the Accessibility Resource Center (ARC) at 316.2837. It is the expectation that individuals with pets on campus be in control of their pet at all times (dogs on a leash, animals being transported in a crate, etc.) and that owners will clean up after their pets.

Property Damage. Damage to another's belongings or to College property (beyond that incurred through normal use) is prohibited. Students who are found responsible for any damage to College property will be billed for the actual repair damage.

Sexual Misconduct. (See Sexual Misconduct definitions in [Title IX Policy](#))

Smoking (\$25 fine). For the promotion of wellness of the Guilford community, smoking (including e-cigarettes and hookahs) on campus property is prohibited in any area that is not specifically designated as an approved smoking area. The only designated approved smoking areas on campus are located:

- on the north side of Hege Library facing King Hall
- behind the Mail & Print Services Building
- between the Community Center and North Apartments, in the space east of the walkway and stairs
- the picnic table at the north end of the East Apartments parking lot

Note: In designated smoking areas where a smoking shelter such as a bench or picnic table is provided, the approved smoking area is within that shelter.

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Any smoking outside of these permitted areas is considered a violation of College policy and subject to action as outlined in the Faculty, Staff and Student Handbooks. Waste from smoking (cigarette butts) must be completely snuffed out and disposed of in appropriate waste or ash receptacles.

Responsible students will incur an automatic \$25 fine for either smoking or possession or use of the items listed above. The student will receive email notification and the fine will be applied to the student's account. Appeals to fines may be submitted in an email to studentaffairs@guilford.edu within five (5) class days of the email notification. A third violation and subsequent fine will also result in student conduct charges.

Substance Use - (Alcohol and other Drug) Violations. The following constitute violations of the College's alcohol policies. Whenever Guilford College staff respond to an incident involving students under the age limit, of age students in violation of the policies, or there is a medical or safety concern, all alcohol present will be disposed of by the staff. All first-year student living spaces are considered dry areas of campus.

Abusive Use/Misconduct Under the Influence of Alcohol. Behavior that is considered disruptive; inappropriate; harmful to self or others in any way; leads to medical consequences or police reports will be considered for this violation.

Common Containers. Kegs and other common containers along with beer "bongs" and funnels are not permitted on campus or at College-sponsored events off campus.

Drinking Games. Drinking games of any type are considered dangerous and are considered to be a violation of the alcohol policies of the College.

Drugs. The College does not tolerate and strictly prohibits the possession, use, and/or distribution of illegal drugs, drug paraphernalia (purchased or homemade), other controlled substances or illegal sale/distribution of prescribed medication by any member of the Guilford community. Examples of prohibited and illegal items include, but are not limited to, any amount of an illicit drug (including seeds), bongs, pot pipes (bowls), scales (electronic and hand-held), blow tubes, etc. Further substances which appear to be illegal or controlled (by

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virtue of sight, smell, and other contextual factors) will be treated as such and are prohibited under this policy.

1st violation: Possession of paraphernalia ONLY (2 points)

Possession/use of substance and paraphernalia (2-4 points)

2nd violation: Possession of paraphernalia and/or substance (5-6 points)

Note: A second drug violation in a single academic year (Fall to Spring or Spring to Fall) may result in suspension regardless of the number of accrued points, student academic year, or time in the semester.

Selling, making and/or distributing illegal drugs or other controlled substances will likely be suspended from the College.

Note: The College reserves the right to notify appropriate authorities for any level of drug violation that involves a violation of local, state, or federal laws.

Medical Amnesty Policy: In cases where a student reports an incident of a medical emergency to Residential Education and Housing staff, Public Safety, or 911 personnel while under the influence themselves, an amnesty will be granted to the reporting student. The student making the report may be required to meet with a Student Affairs staff member and may be required to meet with someone from the counseling staff, but will retain no formal student conduct record with the College. Students may be required to notify their parents depending on the severity of the incident. Students for whom the report is made will go through the normal student conduct process as outlined in the student handbook.

Public Display. Consumption or possession of alcohol is prohibited in all communal or open access areas, such as hallways, balconies, the Bryan Quad, basements, bathrooms, lounges, campus grounds, administrative or classroom buildings. Alcohol being transported onto campus or between buildings by students of legal drinking age must be placed in a bag or other concealing container.

Purchase of Alcohol with College Funds. Neither the College nor any group which owes its existence to Guilford, whether officially or unofficially, formally or

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informally, will be permitted to use any organizational funds derived from or held by the institution for the purchase of any kind of alcoholic beverage.

Underage Possession/Use. The laws of the State of North Carolina pertaining to the possession and use of alcoholic beverages shall be followed specifically. It is illegal for persons under the age of 21 to consume or possess alcohol. It is also illegal for persons under or over 21 to supply alcohol to a student who has not reached the age of 21. The laws of North Carolina will apply to all students and visitors of Guilford College. In addition, the presence of empty alcohol containers (bottles, boxes, caps etc.) in the living space of a student under the age of 21 will constitute a violation of the Underage Use policy.

Note: It is not a policy violation for an individual under the age of 21, but not consuming alcohol, to be in the presence of someone over 21 who is consuming alcohol.

Theft. Theft of property and possession of stolen items are prohibited and considered intolerable.

Note: The College is not liable for any theft or loss due to fire, water, etc., in campus buildings either during the semester or during the vacation periods. Students are urged to carry insurance coverage on their personal property through their families' homeowners policies or purchase their own policy. Students are expected to take the reasonable precautions of locking their room doors, carrying their keys with them, and avoiding keeping large sums of money in their rooms or apartments. Any student who has lost property should contact the Department of Public Safety immediately at 336.316.2909.

Unauthorized Entry, Use, or Possession. This includes, but is not limited to, unauthorized use, possession or duplication of College keys and unauthorized entry into or use of College facilities. Violators may be subject to student conduct charges and will be billed the actual repair cost of any damage.

- Buildings. Entry into public buildings after regular closing hours without permission of College authorities is prohibited. Students are not permitted on the rooftops of buildings for any reason. Violators may be subject to student conduct charges and will be billed the actual repair cost of any damage.

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- Unoccupied student rooms. Entry into any unoccupied rooms without permission of College authorities is prohibited.
- Offices. Entry into any faculty or staff office at any time without permission of that faculty or staff member is prohibited. Students are prohibited from using College telephones and office equipment without prior permission.

Weapons. Neither possession of weapons nor use of those weapons is tolerated on the Guilford campus as pursuant to North Carolina law and the testimonies of the College. North Carolina law prohibits the possession of weapons, concealed or otherwise, on private or public campuses. The only exception would be for “a weapon used solely for educational or school-sanctioned ceremonial purposes or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.” (North Carolina General Statute Section, 14-269.2) In addition, the possession, storage or use of any instrument, device or substances that intentionally or recklessly creates a reasonable apprehension of imminent bodily harm to the person or property of another on College or College-related premises is strictly prohibited. Possession of non-edged weapons such as swords used in martial arts must be approved by the Associate Dean of Students. This policy covers, but is not limited to the following:

- BB guns
- paintball guns or air pistols
- realistic toy guns
- knives (non-kitchen utensils, longer than four (4) inches)
- fireworks of any type
- firearms of any type
- ammunition

Note: This policy does not apply to sworn police officers that may be on campus either to attend classes or to complement on-campus security staff for special events and emergency calls.

Student Conduct Process Definitions

Accepts Responsibility. A student who has been charged with a violation and admits that they are responsible for the violation, has accepted responsibility.

Administrative Hearing. An administrative hearing is the method of adjudication for a

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majority of violations. Administrative staff conducts and convenes these hearings and the final outcome may only be appealed to the Associate Dean of Students or designee.

Appeal. A written request submitted to the Associate Dean of Students by a reporting or responding student related to an outcome of a hearing.

Conduct process advisor. Individuals involved in any student conduct process are allowed to have an advisor throughout the process. Guilford College has a trained pool of faculty and staff who are available to serve in this capacity. Students with pending violations will routinely be referred to an advisor as part of the process. The role of the advisor is limited in scope. Reporting and responding parties are expected to ask and respond to questions each on their own behalf, and a conduct process advisor may not answer for, speak for, or represent the advisee. The advisor may consult with their advisee quietly or in writing, or outside the hearing during breaks. The reporting and responding parties should inform the hearing officer in advance of any hearing if an advisor will be present so they may make accommodations for the meeting location. Guilford College reserves the right to proceed with any investigative processes or hearings regardless of the availability of an advisor.

Disciplinary Dismissal. A violation of the Student Conduct Code through one serious violation or a series of collected violations results in the student being removed from Guilford College permanently. Any student dismissed for disciplinary reasons does not have the option to apply for readmission.

Disciplinary Suspension. A student is removed from Guilford for a specified length of time. At the end of the suspension period, the student has the option to apply for readmission (admission and/or merit aid is not assumed or guaranteed). When a student is suspended, they are given 24 hours to remove themselves and their belongings from campus housing. Students are expected to take care of financial and academic matters as well as personal belongings during that time. Suspended students are to refrain from returning to the campus for any reason until such time as they are readmitted.

Educational Sanction. A sanction designed to provide an educational opportunity for a student who has been found responsible for violating the Student Conduct Code.

Guest. The College considers any friends, family members, or acquaintances of students visiting the campus at the invitation or request of an individual or students who are not

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assigned to the particular living space at hand guests. The Guilford student "hosting" the guest will be held responsible for any actions of their guests that may be in violation of the Student Conduct Code.

Interim Suspension. In certain circumstances where there is an alleged or perceived direct threat to self or others, the Associate Dean of Students, or designee, may impose a College or on-campus housing suspension prior to any formal student conduct proceedings.

- Interim suspension may be imposed only:
 - To ensure the safety and well-being of members of the College;
 - If the student poses a direct threat of disruption of or interference with the normal operations of the College.
- During interim suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the dean for campus life and/or their designee may determine to be appropriate.

Monetary Damages. A student may be required to pay for items damaged, stolen and/or destroyed as a result of Student Conduct Code violations.

No Contact Orders (non-Title IX related). In situations where the reporting and responding students need to be separated for the well-being of both a No Contact order may be put into effect. Both students are asked to refrain from contacting the other in any manner, including third party and electronic communication. Either student may be asked to move to a temporary living space or may be temporarily removed from a shared classroom as a means to creating space for the situation to be resolved.

Notification of Student Conduct Charges. The Office of Academic and Student Affairs may notify other Guilford College offices, such as athletic coaches, Bonner Scholar, Admissions, QLSP, or OSLE staff when students are involved in disciplinary actions.

Parental Notification. Parents or guardians are routinely notified if the student is found responsible for a violation of the student conduct policies at Guilford College.

Preliminary review. Information is gathered from initial incident reports and potentially additional sources in order to determine if a potential violation may have occurred. After the preliminary review, charges may or may not be issued.

Preponderance of evidence. Standard of proof in all student conduct hearings, including sexual misconduct charges, where it is "more likely than not" a violation occurred.

Student. The term 'student' means any person taking or auditing any courses at the College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students." Examples include, but are not limited to, students who are enrolled but not taking classes due to an academic break, medical leave, suspension, or other personal leave; persons who demonstrate an intent to enroll by registering for courses; and students participating in study abroad programs. Additionally, Guilford College, in connection with the College's Student Conduct Code also applies its standards of conduct to the following:

- Applicants who become students, for offenses committed as part of the application process;
- Applicants who become students, for offenses committed on campus and/or while participating in College-related events or activities that take place following a student's submittal of the application through their official enrollment; and
- Former students for offenses committed while a student.

Witness. Any individual who has witnessed an incident or has knowledge of an incident in which the Student Conduct Code was violated may be called upon to provide a statement during the investigation and/or adjudication of the alleged violation

The Student Conduct Appeals Process

This appeals process does not apply to Title IX cases (please see below in the Title IX policy section). To ensure a fair student conduct process, an appellate system exists with strict guidelines for grounds of appeal. Regardless of the method of original adjudication, the appeals process is as follows:

Grounds for an Appeal

For a case or sanction to merit appeal, any of the following criteria must be met:

- A procedural irregularity so substantial as to deny the responding student a fair hearing.
- New evidence that could not have been known or presented at the time of the original hearing that is so substantial as to have likely altered the outcome of the original hearing.
- Disproportionate sanctioning for the violation in question.

Options Available to the Appellate Body

- Affirm the sanction.
- Alter or reduce the original sanction. This will be done only if the appellate body finds that the sanction was grossly disproportionate to the offense and its standard and recommended sanction.
- Remand the case back to the original hearing body. This is done only in the case of serious procedural error or new evidence that is so significant that the decision of the original hearing body would have likely been different.

Appellate Bodies

1. The Associate Dean of Students, or designee, serves as the appellate body for all judicial hearings. In the case of a disciplinary dismissal, the Provost serves as the appellate body.
2. The Provost serves as the appellate body for administrative decisions rendered by the Associate Dean for Academic Affairs and academic violations adjudicated by the student conduct board.

The Process of Appeal

Assuming that any of the above grounds for appeal is believed present, the student follows this procedure as documented in the *Guilford College Student Handbook*.

1. The student has two (2) working days (excluding College holidays and breaks) to submit, in writing, their appeal to the appropriate appellate body (see above).
2. The appellate body or designee will review the appeal and will respond within five (5) working days (excluding College holidays and breaks).
3. The decision of the appellate or designee is final and not subject to further appeal.

Room Search Protocol

As a private institution, Guilford College has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks and initiate room searches, if warranted. Students are advised that the College also has the right to search any student vehicle or personal belongings if warranted. Please see "Entry Into Residence Hall Areas" for information on reasons the College may choose to enter a student's living space (room, suite, apartment, house, etc.).

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Individuals involved in the search

- All searches must be approved by a member of the on-call Student Affairs staff.
- All searches must be conducted by Public Safety personnel with at least one member of the Student Affairs staff present, if possible.

Responsibilities of those conducting the search

Public Safety officers and Student Affairs staff must announce their presence before entering the room to be searched and identify themselves for the students present.

- If the residents of the room are present at the time of the search, they are permitted to remain and given notice of the reasons for the search. Non-residents present at the time of the search may be asked to leave the area.
- Once a search has been conducted, no Public Safety Officer or Student Affairs staff member will re-enter the area without again obtaining permission.
- All personal items and furniture will be returned to their original location following a search. Any violation of the College policies will be documented, including health and safety violations.
- After the search has been conducted a "Notice of Entry" form will be completed and left with the resident(s) or in a conspicuous place in the room, suite or apartment.

Evidence Collection

- All areas of the room as well as personal belongings are subject to search. An opportunity will be given for the residents of the room to turn over any items that may be in violation of the student conduct code or that may be illegal.
- A search may not be conducted of a person.
- Any illegal items or items in violation of the student conduct code will be confiscated, labeled and bagged by the Public Safety officers as evidence for the search.
- Photographs may be taken during the search or after the items have been confiscated.
- All confiscated items will be placed in the designated vault in the Public Safety office.
- The confiscated items will be reviewed after 30 days by the Director of Public Safety and then destroyed.

- Confiscated items are not subject to be returned.

If you have questions about the search protocol, please contact the Office of Academic and Student Affairs at 336.316.2186 or the Public Safety office at 336.316.2909.

Title IX Policy and Grievance Procedures

Guilford College has a longstanding mission to provide a transformative, practical and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, equality, integrity, peace and simplicity and emphasizing the creative problem-solving skills, experience, enthusiasm and international perspectives necessary to promote positive change in the world. Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any educational programs or activities that receive federal funding, whether they take place in the facilities of a school or at an event sponsored by the school at another location. While perhaps best known for its application to program equity, such as in athletics, Title IX also applies to sexual harassment (including sexual assault) that prevents students from participating fully and equitably in educational opportunities. Guilford College is committed to upholding the principles of Title IX by responding promptly and thoroughly to all complaints/reports of sex discrimination, harassment or violence.

Title IX Coordinator:

Barbara J. Lawrence, Title IX Coordinator
Vice President of Diversity, Equity and Inclusion
King Hall, 108
Phone: (336) 316-2432
Email: blawrenc@guilford.edu

If you or any Guilford College student feel you have been discriminated against, harassed, stalked or assaulted, or that your ability to pursue your education at Guilford has been hampered as a result of behavior related to your sex, gender identity or gender expression, please contact Barbara Lawrence for assistance. Please refer to the full [Title IX Policy](#) to learn about the College's process regarding:

- Privacy and Confidentiality
- Conduct that is Prohibited
- Understanding Consent: Force, Coercion, Incapacitation, and Alcohol
- Prohibited Relationships by Persons in Authority

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- Resources for Complainants and Respondents
- Reporting of Incidents
- Interim Measures and Requests not to Proceed
- Complaints Against Students
- Complaints Against Faculty, Staff and other Non-Students

Additional Student Service Offices

Continuing Education (CE) Student Information

Adult students are subject to and supported by all of the academic and student life policies, except as otherwise indicated, and all students should familiarize themselves with these policies.

Financial Assistance. Financial aid is available to qualified CE students in the form of scholarships, loans, grants and part-time work through federal, state and institutional funding. Students who need assistance in meeting College expenses are urged to contact Student Financial Services (SFS, 336.316.2176) who will assist them with completing all necessary forms to apply for the various available funds. All CE students are assigned to a specific SFS counselor and are expected to meet their counselor to ensure all financial aid paperwork is complete. Located on the ground floor of New Garden Hall, the SFS office is open from Monday through Thursday from 8:30am-5:30pm and Friday 8:30am-5pm. Extended hours are available Monday and Tuesday 5pm-8pm and on Thursday evenings at the beginning of each semester.

International Student Information

This section contains information that is particularly relevant to international students. While this section is important, international students need to become familiar with the materials and important information contained throughout this *Guilford College Student Handbook*. For additional information, contact the campus international student advisor located in Hege Library (336.316.2125).

SEVIS. The Student and Exchange Visitor Information System (SEVIS) is an online database implemented by the U.S. government in January of 2003. The system enables the U.S. Immigration and Customs Enforcement to maintain updated biographical and programmatic information on F-1 students living in the United States. SEVIS tracks all

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exits and entries to the United States of F-1 students.

The following types of information are tracked in SEVIS:

- Arrival at Guilford and ongoing program participation
- Name and address changes
- Change of field of study
- Program end dates including extensions and early terminations
- Practical training and other off-campus employment requests

The international student advisor is required to register all F-1 visa-holding students in SEVIS at the beginning of each semester. *Students must report to the international student advisor at the beginning of each semester to confirm class registration and attendance at the College.* The international student advisor will contact students to remind them of this responsibility and to schedule times to meet.

Maintaining Your Student Status. As an international student you must maintain your F-1 student status while studying in the United States. To maintain your student status you must:

- Report to the international student advisor at the beginning of each semester.
- Maintain a full course of study (at least 12 credit hours per semester). An exception is made for those seniors who need less than 12 credits to graduate during their final semester.
- Not work off-campus without prior approval of immigration and the international student advisor. Students are not eligible for such approval during the first academic year.
- Attend the school on whose I-20 you entered the United States, unless you transfer to another school.
- Complete your degree within the time limit as specified on your initial I-20. Should you require additional time, you must apply for an extension or you will be considered out of status.
- Have the back of your I-20 endorsed by the International Student Advisor to allow you to reenter the U.S. after leaving the country.
- Keep your passport valid at all times.

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Failure to maintain status can result in deportation with the termination of your I-20 and visa

Your Passport. Keep your passport in a safe place. It is your most important document. The passport must be valid at least six months into the future while you are enrolled as a student. It is your responsibility to know when your passport will expire and to contact your home country's nearest Consulate or Embassy for renewal.

Your I-20. This I-20 serves as your international student identification document while on the F-1 visa and must be carried at all times. You must keep all copies of the I-20 issued to you. When leaving the United States, you must get the international student advisor's signature on page three of the document to reenter. Any additional benefits obtained through the Department of Homeland Security are recorded on this I-20.

Your Visa. The visa affixed in your passport at the U.S. Consulate gives you permission to enter for a specific purpose and period of time. It is important to note that the possession of a student visa does not guarantee your entrance into the USA. As the visa is important only for entry and reentry into the United States, you need not worry if it expires while you are in the U.S.; you only need to worry about maintaining your I-20 status. Should you leave the USA, and your visa is expired, you must get a new visa to reenter the United States. If your visa has expired and you plan to travel outside of the United States, please contact the international student advisor. Visas cannot be renewed within the United States.

Your I-94 Card. The US Customs and Border Protection Agency has recently transitioned to an electronic I-94 document system. This means you will not receive a physical I-94 card document upon arrival to the USA. However, should you receive a form I-94 card, it will be a paper card attached to your passport. The I-94 document officially determines how long you can remain in the United States. Most F-1 visa holders have their I-94 stamped "D/S" (Duration of Status) indicating that the student can remain to complete studies as long as they maintain student status with an active I-20. Should you have questions about the I-94 document, contact the international student advisor.

Employment. If you are in the United States on an F-1 visa, you are expected to have sufficient funds so that you will not have to work. With approval of the international student advisor, you may work on campus as long as it does not interfere with your academic work. You may not work more than 20 hours per week when College is in

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session. You can work full-time during holidays and summer vacation. *You cannot work off-campus without permission from the Immigration Service and a recommendation from the international student advisor.* Under extreme circumstances, you are eligible for employment based on economic hardship. This program requires an application procedure. Please check with the international student advisor regarding all employment questions.

Practical Training. You are eligible for up to 12 months of optional practical training (OPT) or critical practical training (CPT). Such training must be directly related to your College major. Training can be part-time (20 hours a week) if done prior to graduation (designated as curricular practical training and includes internships) or full-time during the summer and upon completion of your degree. Check with the international student advisor for details.

Vacation Periods and Temporary Departures from the United States. After completing your first academic year (two consecutive semesters), you are eligible to take vacation breaks while remaining in the United States. When temporarily leaving the United States, you must have your I-20 endorsed by the international student advisor.

Transferring to Another College. If you are an F-1 student and have maintained valid legal status and full-time study, you are eligible to transfer if you intend to pursue full-time study elsewhere and are financially able to attend the new College. See the international student advisor if you plan to transfer.

Your International Student File. Immigration regulations require the International Office to maintain records on all international students attending the College. Therefore you must maintain regular contact with the international student advisor and update your file when changes are made, such as renewal of a passport, visa, time and point of reentry, change of major or a change of address.

College Closings. You should be aware that at the present time residence halls are closed during the semester break December-January for all students. If you are without resources or a place to stay during these times, please contact the international student advisor.

Counseling Center

The Counseling Center (336.316.2163) is staffed by professional psychotherapists and

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are available to talk about issues such as relationships, depression, anxiety, substance abuse/addictions, or negative behaviors which are causing you pain (such as cutting, procrastinating, or obsessive-compulsive behaviors). While there is no rigid limit on the number of sessions available to you, the length of your particular counseling will depend on many factors. When you meet with your therapist, you will decide together what makes sense for you, based on your needs and what we are able to offer. Many concerns can be addressed in relatively short-term counseling at the Counseling Center; however, if you would like to pursue longer-term therapy or need specialized treatment, the counselor will assist you in finding a therapist off-campus. The Counseling Center is located in the Milner Student Health and Counseling Center. The hours are 8:30am-5pm Monday-Friday. In the event of an after-hours emergency, please call Public Safety at 336.316.2909. Public Safety is able to contact the staff member on duty when necessary. To make an appointment, please call 336.316.2163 or email Susan Smith at ssmith@guilford.edu. The services are free of charge and confidentiality is carefully observed.

Accessibility Resources

Accessibility Resources (336.316.2837) consists of the Director and Assistant Director who facilitate disclosing disabilities and arranging reasonable ADA accommodations. In order to disclose, see the College's disability policies and procedures at the following link: Americans with Disabilities Act: Disclosure and Request for Reasonable Accommodation(s). Hours are 8:30am-5pm Monday-Friday and the office is located in the Hege Library.

For more information, including the semester's tutoring schedule, please see the Learning Commons web page (<http://library.guilford.edu/learningcommons>).

Public Safety

The Public Safety office (336.316.2909) is located in the lower level of the Bauman Telecommunications Center. The department provides 24-hour service that safeguards the College's population, facilities and property. It is staffed by professional personnel. The College encourages the active involvement of all community members in keeping the campus a safe and secure environment for education. Office hours: Monday-Friday, 9am-5pm. The phone number to reach Public Safety is 336.316.2909 or email security@guilford.edu. For emergencies call 911.

Blue Light Telephones

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The blue light telephone network exists for the purposes of the safety and convenience of the Guilford community. Phone locations are marked by a blue light above the phone. In an emergency, callers can press the red button to automatically dial the on-duty public safety officers. Once the button is pushed, the Public Safety officers will be able to communicate with the caller. Callers are asked to stay by the box and talk to officers unless their safety is at risk. The locations of blue lights on campus are:

- Lower South Apartment Parking Lot
- Binford / Hendricks Hall Parking Lot
- Bryan Parking Lot

Off-Campus Emergency 911

In addition to the 24-hour availability of Public Safety Office staff members, there is a Student Affairs staff person on call 24 hours a day. In a crisis, you may contact the Student Affairs staff person on call by calling Public Safety at 336.316.2909 to report a problem. The Public Safety officer will contact the on-call Student Affairs professional, as needed.

For students living in residence halls, apartments, or houses on campus, RAs are on duty nightly in Bryan, Milner, the small halls and alternative houses, and the apartments. Duty schedules are posted outside each RA and Community Director's apartment door.

Student Health Services

Eagle Physicians (1210 New Garden Road, 336.294.6190) is the sole provider of the College's student health services for traditional students. Their office is located adjacent to campus and easily accessible by way of the sidewalk along New Garden Road. Traditional students may go to Eagle and be seen for many illnesses at no charge. A list of these services may be found on the Student Health webpage.

Eagle will accept many insurance plans (including Guilford's student health insurance through United Healthcare) for treatment of more complicated issues and for medical tests not included in the list of covered services. Some of these services will require an appointment. Students going to be seen at Eagle will need to present their Guilford College ID and a copy of their insurance card at check-in. It is also important that students have means (credit/debit/cash) to pay their co-pay or any charges that may be incurred due to an illness or testing not covered by our agreement with Eagle Physicians.

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Traditional students will have ready access to board-certified physicians, as well as extended clinic hours. Eagle Physicians will provide services by appointment (unless serious or acute illness/symptoms) from 8am-5pm weekdays. Eagle After Hours Care (same location) will see students on a walk in basis from 5:30pm-8:45pm Monday–Friday and 9am-5:45 pm on Saturday and Sundays. More information about Eagle Physicians can be found on their website: <http://www.eaglemds.com>.

The College maintains a Student Health Services office located on campus in the Milner Student Health and Counseling Center. While no medical care is available there, this office maintains required immunization records and a staff member is available to assist students and parents with questions and support.

The on-campus Student Health Services office also maintains immunization compliance for CE/adult students. Adult students may call 336.316.2163 for questions and assistance related to NC State immunization law requirements and compliance. The College does not offer medical care to CE students.

After hours, contact your Residential Assistant (RA) or Public Safety for emergency procedures. There are two hospitals with emergency facilities available: Wesley Long Hospital (336.832.1000) and Moses Cone Hospital (336.832.7000). In a true emergency requiring immediate assistance, call 911.