



2025-2026 Student Handbook

ACADEMIC AND STUDENT GUIDELINES

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Alcohol and Other Drugs

(Additional information on campus policies specific to resident students can be found in the Residence Life and Apartment Guides sections of the handbook.)

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age. The possession and/or consumption of alcoholic beverages on campus or in any College building is prohibited except by those of legal age in individual on-campus apartments (Oaks and Moore House) and in

individual rooms in residence halls. Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered “possession.” Memento bottles are prohibited in any residential space where the resident is not at least 21 years old. Providing alcohol to any person who is under the age of twenty-one is illegal. A student may not attend class while under the influence of alcohol.

Inappropriate or illegal behavior related to alcohol use will result in disciplinary action. Meredith students are expected to represent the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others.

Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. Paraphernalia, as defined by the [North Carolina General Statutes](#), shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the [North Carolina General Statutes](#).

Any student suspected of a violation of this policy is subject to a hearing by the Meredith College Honor Council. If found responsible, the student will receive sanctions – both punitive and educational. Depending upon the nature and severity of the violation, punitive sanctions may range from probation to suspension, delay of graduation, or expulsion. In addition to a punitive sanction, appropriate educational and counseling sanctions will be levied. The violator may also be subject to North Carolina law. Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

Animals

Service Animals

[Service Animals](#) are highly trained to perform specific tasks that create equal access to the College for individuals with disabilities. Service Animals are the only animals allowed to accompany students anywhere on campus. While not required, students with Service Animals are invited to [connect with Disability Services](#) so appropriate accommodations and a smooth transition for the student and Service Animal may be facilitated. Refer to the [Meredith College Service Animal Policy](#) for more information.

Emotional Support Animals

[Emotional Support Animals \(ESAs\)](#) are not required to have formal training and provide passive support to individuals with disabilities. ESAs are only allowed in students' assigned residence rooms and prohibited from all other College facilities. **ESAs are not allowed on campus unless they have been authorized through the ESA approval process.** Students who have unauthorized animals in residential buildings will receive a fine of \$100.00 per day and will be referred to the Office of the Dean of Students for consideration of disciplinary action. Students requesting an ESA accommodation must [contact Meredith College Disability Services](#), submit documentation of the disability, and follow the established procedures for ESA requests. Learn more by referring to the [Meredith College ESA Policy](#).

Automobile Regulations, Fees, and Parking

Faculty, staff, and students must display a parking permit at all times when the vehicle is parked on college property. All faculty, staff, and students who park on campus are required to register their vehicles with the Campus Police Department. Questions concerning parking should be directed to the Meredith College Campus Police Department Parking Director at 919-760-8888. Meredith College assumes no responsibility for damage, loss, repossessions or theft of any vehicle parked on campus.

Parking Fines:

- Most parking fines are \$50.
- Fines for parking in handicapped or fire lanes are \$100.
- Auto-boot and towing fines are \$100. Unregistered cars will be auto-booted and will not be released until all fines are paid (an auto-boot is a device that clamps to the wheel of a car; attempts to move a car with an auto-boot will result in serious damage to the car).

Parking Regulations

Parking regulations are enforced year-round, including breaks. Park only in areas designated by your permit. No warning tickets are given. The following parking practices are specifically prohibited:

- Parking an unregistered vehicle anywhere on the Meredith Campus.
- Double parking.
- Parking on lawns, grass, landscaped areas, sidewalks, or other areas not set aside for parking.

- Parking in such a manner as to block traffic, parked vehicles, or roadways.
- Parking in fire lanes, loading areas, emergency areas marked as NO PARKING ZONES, including areas marked with diagonal yellow lines.
- Parking in a handicap space without displaying a handicap placard or tag.
- Parking in an area designated for registration decals other than the one displayed (for example, students parking in a reserved spot or parking in visitors' area with a Meredith decal).
- Parking is prohibited in the circle in front of Johnson Hall (Fire Lane). Exceptions will be allowed on move-in or move-out days as long as a driver remains with the vehicle at all times. Unattended vehicles will be ticketed and may be towed.
- Parking is prohibited in the circle in front of Wainwright (Fire Lane). Unattended vehicles will be ticketed and may be towed.
- Apartment residents are not allowed to park on main campus. Residence Hall students are not permitted to park in The Oaks parking lot.

Repeated Offenses: If the conduct of any student, employee or visitor establishes a pattern of excessive violations and disregard of the campus parking regulations, Campus Police will auto boot the vehicle and campus parking privileges may be revoked.

Parking Permits

Counterfeiting, Theft, Deceit, and Unauthorized Transfer: It is unlawful for any person to produce any facsimile or reproduction of a permit, sticker, decal or other device indicating eligibility to park on campus. It is unlawful to steal or obtain a permit by fraud, deceit or trickery, willful misrepresentation of facts, purchase or gift from another. It is unlawful for any person in lawful possession of a parking permit to alter, give, sell, transfer or attempt to transfer a permit to another person or to place on a vehicle other than that for which it is registered. Student violations of this policy will be referred to Honor Council for further action. Violations by employees, visitors or guests will be considered by Campus Police for further action.

Purchasing Parking Permit: Students can obtain a parking permit from the Campus Police Department. Students can either obtain the permit by submitting the application form at the Campus Police Department or by mail. If the application is submitted by mail the student must completely fill out the application and mail it with a self-addressed stamped envelope to Meredith College, Attn: Campus Police, 3800 Hillsborough Street Raleigh, NC 27607. Applications can be obtained [online](http://www.meredith.edu/) at <http://www.meredith.edu/>. Go to A-Z, "P" (Police), Parking on Campus and follow the instructions.

Fee Schedule for Parking Permits

- Annual Residence Hall permit: \$200
- Annual Apartment resident permit: \$200
- Annual Commuter permit: \$125
- Annual Graduate permit: \$100

Permits must be renewed each year by September 1st

Replacement Permits: A permit cannot be transferred from one vehicle to another. A replacement permit for a vehicle is \$5.00.

Student Parking Permits: At the beginning of each semester, all students may qualify for the privilege of bringing a car on campus by signing the appropriate agreement, paying the parking permit fee, and displaying a numbered decal. Decals for students living in residence halls and commuting students must be affixed permanently with the decal's adhesive to the rear left window or bumper of the car. Decals may not be taped to the rear window. Decals for apartment residents must be affixed to the front windshield of the car. Forms and decals may be obtained from Campus Police. Adequate parking space is provided for all those who qualify.

Temporary Parking Permits: A student who does not have a vehicle registered may purchase a temporary permit for \$1.00 per day for a period not to exceed ten business days. The temporary permit must be for a specific need and is not intended for the purpose of avoiding the purchase of a permanent permit.

Faculty, staff and students with a valid parking permit may obtain a temporary parking permit, free of charge, when their registered vehicle is unavailable. Temporary permits are available from the Campus Police Department during the hours of 8:00 a.m. - 4:00 p.m., Monday - Friday. After-hours permits can be obtained from the Gate House located on Main Campus Drive

Parking Spaces

Conference, Seminar, and Workshop Parking: Coordination between the program/event host and the Parking Director is required to determine parking availability and the type of permit to be used for visitors attending a conference, seminar, or workshop on campus.

Faculty/Staff Parking: Faculty and staff are authorized to park in designated spaces or lots with a faculty/staff decal. Faculty/staff are not authorized to park in visitor or student spaces.

Handicap Parking: Handicap parking is provided in many locations across campus. Vehicles displaying a handicap placard or tag may park in any handicap space. For any vehicle that is parked in a handicap space on campus, the handicap placard/tag must be issued to the driver of the vehicle — with exception for instances in which the driver is providing an escort for the placard holder. Any student who has a state- issued handicap placard or tag registered in their name, must provide a copy of the placard and the handicap registration card to Campus Police when obtaining a Meredith College parking permit.

Reserved Parking: Reserved space parking is enforced at all times, including holidays and breaks.

Sporting Event Parking: Parking for sporting events will be located near the event site. The decision on sporting event parking will be based on weather, condition of the parking site and other on campus scheduled activities/events. Parking arrangements should be coordinated between the Campus Police Department and the Athletics Department. vice on foot, by golf cart, or by campus police vehicle.

Student Parking: There is adequate student parking on campus, and it is available on a first come, first served basis. All students who wish to park on campus must register their vehicles with Campus Police, purchase a parking permit, and park in student designated parking lots. Students are not permitted to park in visitor or staff/faculty spaces except for availability in specific lots between the hours of 4:00 p.m.-7:00 a.m. daily.

Additional Evening Parking for Students

The following lots are available for student use between the hours of 4:00 p.m. – 7:00 a.m. daily: Alumnae Lot, Cate Lot, Chapel Lot, and Martin Lot.

Visitor/Family Parking: Meredith College welcomes visitors to campus. Visitors are individuals not enrolled or employed by the college. Visitors are expected to comply with the college's parking and traffic rules and are held responsible for citations issued for incorrect or improper parking. The following lots have designated visitor parking: Chapel, Alumnae House, and Library. Main Campus Drive and the front Athletic Field lots are used for special events.

Visitors may park campus-wide daily after 6:00 p.m. with the exception of reserved spaces, which are enforced 24 hours a day.

Vendor/Contractor Parking: All vendors/contractors working on campus must register their vehicles with Campus Police. Coordination between the vendor, program/event host and the Parking Director is required to determine parking availability and the type of permit to be used.

Towing Rules

A vehicle will be towed at the owner's expense:

- When parked in a reserved parking space without a permit that matches that space.
- When illegally parked in an emergency space or when blocking an emergency road.
- When the vehicle has received five or more parking violations and has been immobilized (booted) for the duration of 48 hours.
- When illegally parked in an emergency space or when blocking an emergency road.
- When a vehicle has been parked illegally for more than ten days, or is determined to be "derelict" under N.C. General Statute 20-137.7, the Chief of Police is authorized to dispose of such vehicles as prescribed by N.C. General Statute 20-137.6 to 20-137.14.
- Vehicles will be towed if they are parked in a way that would impede the operation of the college or are creating a safety hazard.

Shuttle Service

As part of our crime prevention program, Campus Police offers, upon request, security escort service 24 hours a day to all members of the college community.

Traffic Appeals

Faculty, staff, students and visitors have the right to appeal a campus parking citation issued for violation of the college's parking and traffic regulations. Appeals must be submitted within fifteen

days of the violation. Appeal forms are available at the Campus Police Department. Complete, print and bring the form to the Parking Director (or mail it to Meredith College ATTN: Campus Police, 3800 Hillsborough Street Raleigh, NC 27607) along with the ticket and a self-addressed envelope.

The Appeal Board is made up of faculty, staff and students. Once the appeal has been heard and a decision made, notice is sent to the appellant informing him or her of the decision by mail. If you fail to comply with the appeal guidelines, your appeal will not be honored.

Vehicle Immobilization Policy

Vehicles may be immobilized (booted) for any of the following reasons:

- Non-payment of accrued fines, to include five or more unpaid citations.
- Display of a lost, stolen, or revoked permit.
- Unsatisfactory payment for a permit. Removal of the boot requires a payment of \$100.00 in addition to payment of all accrued fines and other fees.

Wheel boots may be removed only by a member of the Campus Police Department upon payment of the boot removal fee and all outstanding fines. All payments must be made in the Accounting Office, Johnson Hall during business hours Monday through Friday.

Warnings

- If you are parked in a reserved or handicap space without the proper permits, your vehicle is subject to ticketing and towing.
- Parking regulations remain in force at all hours.
- If you need to unload your vehicle during any time moving in and out of the residence halls, even for a few minutes, contact Campus Police at 919-760-8888 for permission.
- All Meredith student vehicles without a parking permit parked on campus in any space are subject to be towed at owner's expense.
- Parking rules and regulations are enforced all year, at all times.
- For questions related to parking, please contact the Campus Police Department at 919-760-8888.

Babysitting

Babysitting is not permitted on campus regardless of the age of the child. The residence halls and apartments are not appropriate communities for young children, especially infants.

Bicycle Policy

Bicycles are to be registered with campus police and registration is free. Bicycles are to be stored in the bike racks outside the residence halls or campus apartments unless they can be disassembled and stored in the student's room in such a way as not to create a fire hazard or infringe on a roommate's space. The penalty for violation of this policy is a \$15 fine. Bicycles that appear to be abandoned may be subject to removal by Campus Police.

CamNet Responsible Computing Policy

This document sets forth the CamNet Use Policy for Meredith College. Please read it—you are responsible for knowing and following these policies. All students, faculty and staff are responsible for using Meredith's computing resources in an effective, ethical, moral and legal manner.

Purpose

Technology Services has responsibility for providing voice and data support services to Meredith College. In terms of systems, Technology Services is responsible for telecommunications, administrative computing, academic computing and library computing activities. Computers and networks provide access to resources on and off the campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires the user to act responsibly.

Users must respect the rights of other users, respect the integrity of the systems and observe all relevant laws, regulations and obligations. All existing laws, federal and state and college regulations and policies apply. Illegal reproduction of software protected by US Copyright Law is subject to civil and criminal penalties including fines and imprisonment.

The practice of unauthorized downloading and file sharing runs counter to the college's commitment to integrity. Use of illegally copied software is a violation of federal law as detailed in the Digital Millennium Copyright Act (Title 17 United States Code). The introduction of software programs that enable the sharing of illegal files over the college's network often introduce adware, spyware, worms, viruses, and other malware that adversely affect the performance of the individual's computer; infect and even damage the college's network resources requiring costly time-consuming repair efforts; and deny the use of these electronic resources to others in the college community. A student who has obtained unauthorized software is encouraged to bring her computer to the Technology Services department for assistance in deleting unauthorized software. If the College receives an Infringement Notification showing that a computer belonging to the college network has been illegally downloading and sharing digital music, movies, or game files, Meredith College will comply with the request to remove the specified files.

When a student is notified that her computer has been identified in an "Infringement Notification," she will first be given a warning and assistance by the Technology Services department in deleting unauthorized software from her computer.

If a student, after receiving a warning, again violates copyright law, she will be referred to the Honor Council for further action.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Certain infringements may lead to prosecution under the applicable statutes. Users will be held accountable for their conduct under applicable College policies. *Complaints alleging*

misuse should be directed to Chief Information Officer, Technology Services, Meredith College, by sending an e-mail to techpolicy@meredith.edu

Use of College-Owned Resources

The following policies apply to all College-owned technology resources provided for use by the Meredith College Community—faculty, staff and students. The intent is to give an overview of acceptable and unacceptable uses. This document is not to be considered as an exhaustive enumeration of all uses and misuses.

Acceptable Use:

- Consistent with the mission of the college
- For the purpose of and in support of education and research
- By students, faculty and staff who have been trained, and who have a current network account and a valid password

Unacceptable Use:

- Unauthorized copying of copyrighted material
- Destruction of or damage to the equipment, software or data belonging to the college and/or other users
- Use of computers or network that violates federal, state or local laws or statutes
- Use of computers or network that violates Meredith College policy or the Meredith College Honor Code may be referred to the Dean of Students
- Providing, assisting in or gaining unauthorized or inappropriate access to Meredith's computing resources
- Activities that interfere with the ability of others to use resources effectively
- Activities that result in the loss of another person's work/data or unauthorized access to another person's work/data

Campus ID Cards / CamCards

All Meredith students are required to have and carry a Meredith photo identification card called the CamCard. A "Meredith student" is defined to be any student registered for at least one academic credit course through the Meredith College registrar or the John E. Weems Graduate School. Identification cards are made free-of-charge in the Campus Police Office. Lost, damaged or stolen CamCards should be reported immediately to the Campus Police Office. There is a \$10.00 charge to replace lost, damaged or stolen CamCards.

CamCards are required of all individuals in order to check out library materials, for student access to residence halls, and for general identification purposes around the campus. Resident students must use the CamCard for Meredith dining services. Commuter students who have purchased a meal plan should also use their CamCards for dining services.

Any individual who has a CamCard may open a Secure Spending Account by making a deposit to her/his Secure Spending Account. Funds on deposit will allow the identification card to be

used for access to the Secure Spending Account for purchases for individual meal purchases in Belk Dining Hall, the BeeHive Café, and campus photocopy machines. Deposits may be made in person with cash or check in the Accounting Office or by registering online to add funds with a credit/debit card. Online funds require registration and a convenience fee of 2.99% will be deducted from the deposit. Cash withdrawals are not allowed. For more information, related to depositing money in a Secure Spending account, please contact the Accounting Office.

Communicable Diseases

To aid the welfare of the individual and protect transmission to other members of the College community, the College reserves the right to request that a student with a highly communicable disease leave the campus immediately and remain away until the student is medically no longer deemed contagious. The College attempts to respect the privacy of students in all health-related matters, except when required by law.

Information About Preventable Diseases

North Carolina law requires that we provide all new incoming students and parents with information about the following:

- [Meningococcal Disease](#)
- [Influenza Disease](#)
- [Human Papillomavirus \(HPV\)](#)

Meningococcal Disease and Vaccine

Neisseria meningitidis is the bacterium responsible for meningococcal disease. This particular bacterium can live unnoticed in individuals (“carrier state”) with no symptoms. Occasionally, the bacteria will invade the bloodstream or other body tissues and cause meningococcemia, meningitis, pneumonia, or sore throat. Individuals who have had close, intimate contact with a “carrier” or with an individual who has one of these illnesses may become infected with the bacteria also. Even if treated promptly, meningococcal disease may progress rapidly and cause serious medical problems including death.

Overall, college students do not seem to be at higher risk for meningococcal disease, and in fact have lower rates of disease than the general populations of 18 to 24-year-olds. However, young adults, particularly those who live in residence halls, constitute a group at modestly increased risk of meningococcal disease relative to other persons their age.

There are two vaccines against *N. meningitidis* available in the United States. Meningococcal polysaccharide vaccine (MPSV4 or Menomune®) has been approved by the Food and Drug Administration (FDA) and available since 1981. Meningococcal conjugate vaccine (MCV4 or Menactra™) was licensed in 2005. Both vaccines can help to prevent 4 types of meningococcal disease (serogroup A, C, Y, and W-135).

From 2013 to 2016, five college campuses experienced outbreaks of serogroup B meningococcal disease. The newest Meningococcal vaccines (Bexsero® and Trumenba® both approved in 2015) cover serogroup B. Meningococcal vaccines cannot prevent all types of the

disease but they do help to protect many people who might become sick if they did not get the vaccine.

On May 27, 2005, the Advisory Committee on Immunization Practices of the CDC (ACIP) recommended that all college freshmen living in residence halls be vaccinated against meningococcal disease using either of the currently available vaccines (the conjugate vaccine is preferred). Other undergraduate students wishing to reduce their risk of meningococcal disease can also choose to be vaccinated. The American College Health Association concurs with the ACIP recommendations. NC Session Law 2003-194, HB 825 requires that any private or public institution that offers postsecondary degrees “provide meningococcal disease information to students if the institution has a residential campus.”

Beginning on August 1, 2020, a Meningococcal vaccine booster dose will be required for North Carolina high school students; the first dose entering the 7th grade or by age 12, whichever comes first, and the second dose entering the 12th grade or by age 17. As such, in Fall 2021, traditional freshman students will be required to have a Meningococcal vaccine booster if their first dose was given before the age of 16. Only one dose is required if given after the age of 16.

Meredith students who decide to receive the meningococcal vaccine should get it from their pediatrician, family physician, or local health department. The vaccine is also available at Wake County Health and Human Services. For more information on Meningococcal Disease, please go to the CDC website at www.cdc.gov/meningitis/index.htm.

Influenza Virus and Vaccine

The influenza (“flu”) vaccine is strongly recommended for all students. Should conditions warrant, the college reserves the right to require them at a later date. Resident students who receive the influenza vaccine can upload that information to their [student wellness portal](#). Students will have an opportunity to receive the flu vaccine on-campus in Fall 2025.

Complaint / Grievance Procedures for Students

Meredith College is committed to receiving and addressing student complaints and grievances in a clear and timely manner with respect to all parties involved. College policies with specific complaint/grievance processes are included in the Meredith College Student Handbooks for graduate and undergraduate students and the Meredith College Graduate and Undergraduate Catalogues. Not every student complaint/grievance results in a formal, written complaint/grievance. When a student encounters a problem or concern, the student should seek to informally resolve the issue using the appropriate complaint/grievance process. If there is a concern regarding resolving an issue directly with the parties involved, undergraduate students are encouraged to seek assistance from staff in the Office of the Dean of Students at deanofstudents@meredith.edu or (919) 760-8521.

Graduate students may contact their program coordinators or the Dean of their school for assistance.

If you need guidance navigating this process, the staff in the Office of the Dean of Students can assist.

Academic Problems (all students)

If you are uncertain about the most appropriate place to direct your concerns about an academic problem here are several suggestions:

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

Appealing Grades (or Grade Appeal Process)

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

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

Graduate Students: If the problem is not resolved, the student or professor should consult the Program Director. Should further action be required, the matter should be brought to the Dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the instructor, the Program Director or the Dean may be

appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within (8) weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

Information about academic rules, regulations, and policies can also be found in the [Graduate School Catalogue](#).

Appealing Probation, Suspension, and other Academic Standards issues

(undergraduate): A student who wishes to appeal academic standing or any corresponding requirements must submit an appeal in writing to the Academic Standing Appeals Committee by 5:00 p.m. on the Wednesday before classes begin for the next semester (fall or spring). Contact the Office of the Registrar at registrar@meredith.edu for more information.

Requesting a Late Withdrawal

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

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

Accreditation (all students)

Meredith College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and masters degrees. Questions about the status of Meredith College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on [SACSCOC's website](#).

As an institution accredited by SACSCOC, Meredith College publishes and follows procedures for dealing with student complaints. Details of these procedures are provided on the [Dean of Students website](#).

Individuals may submit complaints against the institution to the Southern Association of Colleges and Schools Commission on Colleges, the University's regional accrediting body at the address listed above. Prior to filing a complaint, please carefully review the SACSCOC Complaint Procedures Policy Statement, then complete and submit the required form: [SACSCOC Complaint Procedures and Complaint Form](#).

Additionally, if you are not satisfied with the outcome of the complaint, you may choose to file a complaint by filling out the [North Carolina Post-secondary Education Student Complaint document](#).

Bias Incidents (all students)

Although not all acts of bias rise to the level of harassment or discrimination as defined in College policy, the College will respond to all reports of bias activity in order to promote a safe and respectful campus environment for all community members. The College seeks not only to address harmful conduct through applicable policies and processes, but also to provide support and assistance to those who may have been harmed. The College is also committed to identifying educational and other programming for the community in order to prevent further harm from occurring.

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

Filing a report of bias activity, harassment, and/or discrimination helps the College create a safe and welcoming campus climate that better supports everyone's ability to learn and/or work. It is the responsibility of all community members to report harmful behavior.

Information about the College's Bias Impact Response including the reporting process is found [here](#).

Disability Services (all students)

Students can access the [Disability Services Policies and Procedures page](#) that includes the Grievance Policy and the Grievance Flow Chart.

Distance Education Student Complaints (all students)

Meredith College participates in the State Authorization Reciprocity Agreement – North Carolina (SARANC). If you are enrolled at Meredith College but do not reside in North Carolina, you may choose to file a complaint by filling out the complaint form on the [SARA-NC website](#) or contact the [appropriate authority](#) in your state.

General Student Complaints (undergraduate)

Meredith College provides a learning environment that prepares students for responsible lives of lifelong learning, professional development and global citizenship. The Meredith experience is designed to encourage collaborative learning among students, faculty and staff. Meredith has a long and rich history in student self-governance and in promoting the general welfare of all students. To continue to enhance the quality of services and resources offered to students, Meredith College welcomes opinions, feedback and constructive ideas. The College is committed to ensuring that students have an avenue for articulating concerns, complaints and grievances.

In communicating specific concerns, complaints and grievances, students are encouraged to follow established policies and procedures outlined in this [Meredith College Student Handbook](#) and the [Meredith College Course Catalogue](#). These methods include grievance and appeal procedures for academic problems or grades, academic suspension and other academic policies, harassment and nondiscrimination policy complaints, reports of sexual misconduct, Honor Code violations, housing issues, financial aid probation or suspension, disability services, student employment, and access to educational records.

In communicating general concerns, complaints or grievances that do not follow one of the specific grievance procedures indicated above, students have recourse through the following avenues:

Communication of Concerns through the Student Government Association: Any Meredith student may bring a concern to any branch of the Student Government Association. The Student Life Committee, a branch of the Student Government Association, directs attention and study to the concerns and well-being of the students at Meredith College. The Student Life Committee has a Student Life Concerns Form to receive concerns about students' well-being and other campus concerns like lighting in the parking lots, campus dining, and similar topics. Also, the Senate has a Student Organizations Concerns form that is available if a student has a concern about a student organization. Students are also invited to participate in forums and student body meetings sponsored by the Student Government Association in fall and spring semesters.

Informal Process for General Complaints: A student is encouraged to resolve concerns or complaints by directly discussing the matter with the staff member or department in which the issue originated. If the complaint is not resolved, the next contact will be the supervisor or responsible administrator to investigate the issue. The student should attempt to resolve the complaint informally as soon as possible but at least within 30 days of the occurrence. Staff members in the Office of the Dean of Students are also available as a resource for students who have complaints.

Formal Process for General Complaints: If the matter is unresolved after following the informal complaint process, the student may complete a formal written complaint by completing the [Student General Complaint Form](#). The formal complaint form must be submitted to the

Office of the Dean of Students within ten (10) College working days following the date that the informal complaint process is completed. If the complaint is about the staff in the Office of the Dean of Students, the student may submit the complaint form to the Vice President for College Programs. The formal complaint contains the following information:

- Name of student filing the formal complaint
- Name of the faculty/staff member(s) or department the complaint is against
- Date(s) of the incident(s)
- Statement of facts and nature of the concern/complaint
- Description of steps already attempted to resolve concern through informal procedures
- Resolution being sought by student
- Student signature and contact information

Procedures for Resolution of Formal Complaints: The staff in the Office of the Dean of Students will log all general formal complaints and send the complaint to the appropriate responsible administrator for review, investigation, and decision.

The responsible administrator will usually respond within ten (10) working days to the complainant. Depending on the nature of the complaint, the responsible administrator may call together involved parties to mediate the situation and determine a solution or decision. The administrator will inform the student of the decision in writing. When a decision is made about a formal complaint, a copy of the written decision should be sent to the Dean of Students, who maintains the general complaint log.

If the resolution is unsatisfactory to the student, she may then contact the Dean of Students for a referral to the appropriate Vice President. The Vice President shall respond to the complaint within twenty (20) College working days after receipt of the formal complaint and inform the student of the decision in writing. Decisions and resolutions made by a Vice President are final.

If the complaint is submitted about a Vice President, the complaint will be referred to the President for response and decision.

No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting a complaint. Complaints about retaliation may be communicated to the Office of the Dean of Students.

Procedures for Resolution of Formal Complaints: The Office of the Dean in each school will log all general formal complaints and assign the complaint to the appropriate administrator for review, investigation and decision. The responsible administrator will usually respond in writing within ten (10) working days to the complainant. Depending on the nature of the complaint, the responsible administrator may call together involved parties to mediate the situation and determine a solution or decision. The administrator will inform the student of the decision in writing. When a decision is made about a formal complaint, a copy of the written decision should be sent to the Dean, who maintains the general complaint log. If the resolution is unsatisfactory to the student, he or she may then contact the Dean for a referral to the Provost.

The Provost shall respond to the complaint within twenty (20) College working days after receipt of the formal complaint and inform the student of the decision in writing. Decisions and resolutions made by the Provost are final. If the complaint is submitted about the Provost, the complaint will be referred to the President for response and decision. No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting a complaint. Complaints about retaliation may be communicated to the Office of the Provost.

General Student Complaints (graduate)

If the matter is unresolved after following the informal complaint process, the graduate student may complete a formal written complaint by completing a Graduate Student Formal Complaint Form available in the Office of the Dean of his or her school or in the Office of the Provost. The formal complaint form must be submitted to the Office of the Dean of his or her school, or to the Office of the Provost in the case where the student's program is not housed within a school headed by a dean or where the complaint concerns staff in the Office of the Dean, within ten (10) College working days following the date that the informal complaint process is completed. The Provost will assign an academic Dean to process the complaint. The formal complaint must contain the following information:

- Name of graduate student filing the formal complaint
- Name of the faculty or staff member or department involved
- Date(s) of the incident(s)
- Statement of facts and nature of the concern/complaint
- Description of steps already attempted to resolve concern through informal procedures
- Resolution being sought by student
- Student signature, contact information, and date

Harassment and Non-Discrimination Policy and Grievance Procedures (all students)

Meredith College prohibits discrimination and harassment in the administration of any of its educational programs, admissions policies, scholarships and loan programs, and other school administered programs as well as [employment](#).

Student violations of harassment and discrimination are also defined in the Meredith College Honor Code. Information for undergraduates about the Honor System is found in the Honor System section of this student handbook. Reports of graduate student violations may be discussed with the academic dean of the school or staff in the office of the Dean of Students. For more information, refer to the [Harassment and Non-Discrimination Policy and Grievance Procedures](#).

Housing Problems (all students)

A student who resides in a residence hall and who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible for the student's floor or the residence director responsible for the residence hall. Oaks residents who experience a conflict can contact a community assistant or the Oaks Apartment Manager.

Students living in the Moore House may contact the Director of Residence Life to discuss concerns. If the problem cannot be resolved through discussion with residence life staff, the student may make an appointment with the director of residence life for further consideration.

Student Athlete Grievance (undergraduate)

Information about the Student Athlete Grievance policy and process is found in the Student Athlete Handbook on the [Meredith College Athletics site](#).

Title IX Complaints (all students)

Sex discrimination, including sexual harassment, committed by a Meredith College Community member may violate the College's [Title IX policy](#). Students may refer to the [Meredith College Title IX page](#) for detailed information about the policy, reporting violations, grievance procedures, seeking confidential support, and supportive measures.

To report violations of Title IX, persons may contact Deputy Title IX Coordinator and Dean of Students Ann Gleason at (919) 760-8521 or Title IX Coordinator and Associate Vice President for Human Resources Pam Davis Galloway at (919) 760-8760.

Work Study Student Grievance (all students)

Grievance policies and procedures for work study students can be found on MyMeredith, the College's Intranet. Go to the Financial Assistance site under Supervisors, Contracts, and Job Descriptions.

Consensual Relationship Policy

Meredith College is committed to providing a learning, living and working environment that is respectful, fair, equitable, and free of harassment, discrimination and bias. In keeping with these values, and to avoid compromising conflicts of interest, favoritism, coercion, abuse, and breaches of professional standards, or the appearance thereof, the College prohibits specific consensual relationships described below, to avoid undermining a healthy environment. A consensual relationship is any relationship, either past or present, which is romantic, intimate, or sexual in nature, and to which both parties consent to enter into, including dating, asking for a date, hugging, kissing, marriage, and other forms of contact.

Virtually all faculty, staff and administrators are or can appear to be in a position to exercise power or authority, directly or indirectly, over a student, whether that student is enrolled in their class, subject to their direct supervision, or has some form of business to transact with offices of the College. The College prohibits any employee from entering into a consensual relationship with a student, regardless of the student's status (graduate or undergraduate), age or field of study. Individuals shall be classified as a student once enrolled in one or more courses and continue as such until they graduate or otherwise separate from the College.

In addition, the College prohibits an employee from entering into a consensual relationship with another employee (faculty, staff or administrator), a contracted employee, an intern, a volunteer or a trustee, while one individual has supervisory responsibilities or institutional authority over the other individual, or when there could otherwise be a potential, real or perceived conflict of

interest due to the nature of the work performed by either individual. This includes, but is not limited to, relationships between direct supervisors and their staff, department heads and employees within the department, tenured and non-tenured faculty, and faculty and staff.

If an employee had a past consensual relationship with a student or employee, contractor, volunteer or intern, the employee cannot supervise them. It is understood that there may occasionally be situations where a current or previous consensual relationship pre-exists the employment, enrollment or other given status of the individuals involved. In such instances, the employee(s) are required to disclose the relationship to the appropriate division head or Office of Human Resources at the time of application, hire, promotion, enrollment or other point of status change. If an exception to this policy is approved, measures will be taken by the College to ensure that one individual is not involved in teaching, advising, mentoring, providing professional services, supervising or would otherwise have decision-making responsibilities over the other individual.

The College reserves the right to take employment actions deemed appropriate, in its sole discretion, to prevent conflicts of interest and other concerns resulting from such relationships, including those actions necessary due to violations of this policy, to include not appropriately disclosing a relationship in a timely manner. Such actions may include reassignment, termination of offer, dismissal of one or more of the individuals involved, or other actions deemed appropriate by the College.

This policy does not alter or modify any other existing College policies. The College expects professional behavior of its employees at all times.

(Effective August 3, 2021)

Contractual Agreements

Any contractual agreement for which the College must issue a check or upon which the name of Meredith College appears must have the signature of the Vice President for Business and Finance or the President. This policy includes any club, organization, group, or individual acting directly or indirectly as a part of the College. Organization advisors and/or sponsors must approve the agreement which is to be signed by the Director of Student Leadership and Service and by the Vice President for College Programs, and the Vice President for Finance and Business.

Copyright Policy

Meredith College expects students, faculty and staff to be familiar with and obey copyright law. At a minimum, members of the Meredith community should have a basic understanding of Fair Use concepts. Users of Brightspace should be aware of additional limitations as described in [the TEACH Act](#).

Refer to the Meredith College copyright web page <http://infotogo.meredith.edu/copyright> for more information. Supplementary copyright instruction sessions will be offered annually to the Meredith community.

Corrections to College Records

Students should notify the Office of the Registrar of changes to demographic and academic information.

- Changes in address, phone, emergency contact, and parent/guardian contact information are made through [Self-Service](#). Log into Self-Service and select Miscellaneous/My Contact Info to make changes.
- Name changes require legal documentation and a signed [Change of Name form](#).
- Changes to a student's academic program, specifically declaration of a major or minor and anticipated completion or catalogue year, require a [Declaration of Major/Minor Form](#) and signatures.

Digital forms are located online at <https://www.meredith.edu/registrar/official-forms> and paper forms are available in the Office of the Registrar. Registrar's Office located on the first floor of Johnson Hall, East Wing.

Demonstrations

Meredith College requires notice in advance of any proposed demonstration on campus as follows: students should contact the Office of Student Leadership and Service at least 24 hours in advance; other members of the campus community should contact the Vice President for College Programs at least 48 hours in advance. With less notice, the College will try to accommodate a demonstration but may not be able to do so. Students are asked to complete the Demonstration Policy Form available from the Student Leadership and Service Office or on the office's MyMeredith site. For demonstrations that are to take place over the weekend, notification should occur before the close of business on Thursday.

Be prepared to tell the College:

- Number of people involved with demonstration
- Proposed nature of the demonstration
- Contact info for responsible person
- Plans to advertise/inform others about the demonstration.

Any persons on College property should be prepared to present a picture ID at the request of campus police. Failure to do so may result in exclusion from campus.

Demonstrations may not interfere with any classes or campus events.

All demonstrations, including distribution of fliers or brochures, must take place outside of campus buildings, stay at least 30 feet from the main entrances to those buildings, and refrain

from blocking access to and from the buildings, roads or sidewalks. The College will clearly mark the 30-foot boundary at public events.

No one may harass, abuse, or intimidate any person on campus.

No sound amplification equipment may be used.

All people on campus must follow all directives of campus police or other College officials acting in their official capacity.

In normal circumstances, no demonstrations or assemblies will be allowed near campus housing between the hours of 9:00 pm and 9:00 am.

Meredith College reserves the right to deny requests for access to the campus by individuals or groups who are not affiliated with Meredith College faculty, staff, or students or that are commercial in nature.

Dockless Vehicles

Meredith College has no formal agreement with a dockless vehicle company. Users ride at their own risk and must obey all applicable city and state regulations. Meredith College strongly urges anyone who uses dockless vehicles (bikes, scooters, etc.) to wear a safety helmet.

Meredith College prohibits leaving these vehicles or others of similar nature anywhere on campus that would block access to sidewalks, breezeways, ramps, and curb cuts. Avoid creating unpredictable hazards to those with physical impairments or anyone practicing distracted walking.

Rental bikes and scooters may be left only outside Meredith Mile roadway, freely visible to any campus visitor; they may not be left in any courtyard or area near academic buildings, residence halls, or campus apartments. Rental bikes or scooters may not be taken into a campus building for any purpose.

Family Communications

The College reserves the right to contact the family of Meredith students in accordance with the Federal Education Rights and Privacy Act of 1974. More information on the Family Educational Rights and Privacy Act (FERPA) can be found in the U.S. Department of Education's website at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>.

Fountains

The fountains on campus are for the visual enjoyment of campus community members and visitors. Please do not climb on or in any portion of the fountain that is part of the Elizabeth

Triplett Beam Fountain Plaza (located in front of Johnson Hall) or the Fannie E. S. Hecht Fountain (located in the courtyard).

Freedom of Expression

Meredith College values freedom and openness in the pursuit of truth. The lively and free exchange of ideas is essential to the intellectual life of the College as well as to the expansion of knowledge itself. Freedom of thought, free speech, and peaceful assembly are rights of citizens and are fundamental to this open inquiry and search for knowledge.

Members of the Meredith College community express their views through a variety of established means, including Student Government, faculty governance, and staff affairs committees. The College also recognizes the right of an individual to express views through dissent and peaceful protest. The College has an obligation and responsibility to protect the rights of individuals who do not wish to participate in demonstrations and whose educational or employment pursuits must not be disrupted.

The College has the obligation to ensure the safety of individuals, the protection of property, and the continuity of the educational process. Demonstrations and assemblies may not infringe on the rights of others or disrupt essential operations of the College.

Meredith College protects the rights of all of its students, faculty, and staff.

Freshman Regulations

Traditional-aged freshmen students observe the same regulations as all other students with the addition of the following:

- Other required meetings are indicated through student advisors and campus administrators.
- Freshmen must attend all sessions of the Discovery Series sponsored by the Office of First Year Experience. Typically, these sessions take place during the fall semester. Sessions are designed to enhance each first year student's college experience by introducing campus and community resources and informing students about issues which may affect student success and well-being.
- Freshmen must attend the required hall or commuter meetings during new student orientation.

Fundraising, Vending, and Sales

Information regarding fundraisers and the sale of items (in-person or online) or imprinted item approvals can be found on the Office of Student Leadership and Service MyMeredith site.

Any student organization wishing to sell an item should contact the Office of Student Leadership and Service. The Office of Student Leadership and Service provides resources for student

organizations to coordinate online and in-person sales for fundraisers. To reserve a table on second Cate to distribute items, contact the Office of Student Leadership and Service at 919-760-8338 or leadershipandservice@meredith.edu. Contact the Events Office to reserve tables on the first level of Cate Center. Please contact the Director of Dining Services to use a table in the dining hall.

Meredith College does not permit the sale of items advertising or advocating the use of drugs, including alcohol or tobacco. All imprinted items should represent Meredith College in a positive way and should reflect the diversity of people, identities, and beliefs that our campus community represents. Meredith reserves the right to deny permission to any group selling or distributing materials that are not in accord with the philosophy of the College. All imprinted items must be submitted via the [Imprinted Item Pre-Approval Form](#). This form can be found under the Engage Section of the Office of Student Leadership and Service MyMeredith site.

Note: items with the Meredith College name must include registered trademark symbol (®) after the word “College” and items including “Meredith” on the design must include the trademark symbol ™ after “Meredith.”

Guests

Meredith students are responsible for the behavior of their campus guests. Guests are expected to observe the same regulations as the Meredith student. Guests will be responsible for paying for all of their meals eaten in the dining hall (see [dining hall fee schedule](#)). Guests should carry a photo ID while visiting campus. Guests are defined as any person, including a current student, who has not signed a campus housing contract.

Apartment and Moore House Guests

Overnight guests are permitted to stay up to three consecutive nights in any ten-day period. Residents are responsible for their guest's behavior. If a guest is disruptive to the living community, the individual may be asked to leave the apartments. Any resident wishing to host a guest more than three nights in the Oaks should contact the Oaks Apartment manager via email prior to the stay. Residents of the Moore House should contact the director of residence life. Apartment and Moore House residents and their guests shall be considerate of others and the living community while using common spaces. Guests are defined as any person who has not signed a Rental Agreement.

Female Residence Hall Guests

Female guests are allowed to stay overnight on campus only if their host is also on campus. When hosting a female guest, a student should respect the rights of her roommate regarding the behavior and length of stay of the guest. Female guests should be accompanied by a Meredith student at all times. If the guest arrives after closing hours, the student must register her with a security officer. The security officer may request identification of any guest coming in after closing hours. A guest will not be permitted on campus if she is not accompanied by her Meredith host.

Residents are permitted to host the same guest for a maximum of three nights within a 30-day period.

Male Guests in Residence Halls

Except during an Open House for reasons of privacy and security, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student. During Open House hours, male guests may enter through any residence hall door when accompanied by a Meredith student. During non-Open House hours, male guests must enter only through the first floor parlor doors (during hours in which the campus is not closed). Males are not allowed on campus after closing hours (1:00 a.m. Sunday – Thursday; 2:00 a.m. Friday and Saturday) except to accompany students to their residence halls. Then the male guest must immediately leave campus.

Open House Hours for Male Guests: Beginning after Labor Day in the fall semester and the weekend after classes start in January, Open Houses are planned for:

- Mondays 5 p.m.- 10 p.m.
- Tuesdays 5 p.m.- 10 p.m.
- Wednesdays 5 p.m.- 10 p.m.
- Thursdays 5 p.m.- 10 p.m.
- Fridays 3 p.m. – 1 a.m.
- Saturdays 10 a.m. – 1 a.m.
- Sundays 10 a.m. – 10 p.m.

No Open Houses are held during exams or holidays/campus breaks. All open house weekends are posted in the residence halls and on the MyMeredith calendar found on-line.

Residence directors may grant special permission for help to carry heavy items to or from a student's room (heavy items include: refrigerators, heavy trunks, book shelves, heavy furniture, unusually bulky or large items). This permission is a privilege; therefore, men should not linger on the halls after they have completed the task for which they were granted permission.

The person giving permission for a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. Residents are expected to announce "male on the hall." They are to escort their helper out of the building within 15 minutes. Fathers of Meredith students and brothers under the age of 12 are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from the student's room.

Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are en route to a residence hall first-floor parlor for an arranged meeting. Other campus locations for visiting with male guests:

- Weatherspoon Gymnasium during the hours posted by the department of Health, Exercise and Sports Science. Equipment must be returned to its proper place upon leaving. (Note: no guests may use equipment in the Lowery Fitness Center).

- Cate Center, including the Bee Hive Cafe, lounges, and campus store.

Harassment, Non-Discrimination Policy and Grievance Procedures

Introduction

Meredith College prohibits discrimination and harassment in the administration of any of its educational programs, admissions policies¹, scholarship and loan programs, and other school administered programs as well as employment. Meredith College prohibits and does not engage in discrimination or harassment that is based on a person's religion, race, color, national origin, age (as defined in the Age Discrimination in Employment Act), sex, disability, veteran's status, sexual orientation or any other category protected by applicable law. The College views violations of this policy as very serious matters and any person who violates this policy will be subject to corrective action, up to and including dismissal (please see disciplinary information in appropriate handbook whether faculty, staff, student or board policies), whether such conduct occurred on or off campus.

Meredith College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972. Inquiries concerning Title IX compliance by the College may be made to the Title IX Coordinator or Office of Civil Rights. The College's Title IX Coordinator is Pamela Davis Galloway, Associate Vice President for Human Resources, who may be contacted at 3800 Hillsborough Street, Raleigh, NC 27607, by email at davisbam@meredith.edu, or by phone at 919-760-8760. The Deputy Title IX Coordinator is Ann Gleason, Dean of Students, who may be contacted at the same address, by email at gleasona@meredith.edu, or by phone at 919-760-8521.

Reports made to the Title IX Coordinators under this policy require the College to promptly evaluate the situation and address concerns through the College's [Title IX Policy](#) and procedures.

Descriptions

- I. **Discrimination.** Discrimination is treating someone unfavorably because of his or her religion, race, color, national origin, age, sex, disability, veteran's status, sexual orientation or any other category protected by applicable law.
- II. **Harassment.** Harassment is any action (oral, written or electronic), repeated or persistent series of actions, or expressions that are reasonably perceived as creating an offensive, hostile educational, employment or college living environment for a student or College employee. Harassment may rise to the level of being so severe and pervasive as to create an offensive or hostile work or educational environment and adversely affect a student's participation or educational environment or adversely affect an employee's terms or conditions of employment.

¹ Meredith only admits females in its undergraduate program, as it is permitted by law.

Sexual harassment is a particular form of harassment also prohibited by the College. Sexual harassment will vary with the circumstances but the Equal Employment Opportunity Commission (EEOC) has defined sexual harassment with regard to employment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.”

By way of example, verbal or written sexual harassment can include sexual innuendoes, offensive remarks about another person's clothing or body, suggestive or insulting sounds, implied or overt sexual propositions, cyberstalking or harassment, or pressure for sex. Examples of physical sexual harassment can include leering or ogling, obscene gestures, inappropriate touching, fondling or kissing, and coerced sexual contact. Sexual harassment can be perpetrated upon members of the opposite gender or one's own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending upon the circumstances (including the nature of course materials or the context of an action), not all verbal or physical conduct will be considered sexual in nature. The classroom in an academic setting is distinct in the workplace, and the College will maintain and encourage academic freedom. The academic setting will be considered with regard to complaints and to be harassment such behavior must be not germane to the subject matter.

A more serious form of sexual offense is sexual violence. Sexual violence is a severe form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual exploitation, sexual abuse, relationship violence, sex-based stalking and sexual coercion. Individuals should refer to the College's Title IX and Sexual Misconduct Policy for more information found in the online student and employee handbooks, and on the Title IX website and the websites of the Offices of Human Resources and Dean Students.

- III. **No Retaliation.** It is a violation of this policy to retaliate against a person who has complained about discrimination or harassment (to include sexual violence), or for assisting, participating or cooperating in an investigation or grievance of a complaint hereunder.

- IV. **Wrongful Allegations.** It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of harassment does not alone constitute proof of a false and/or malicious accusation.
- V. **Confidentiality.** The College will make reasonable efforts to keep all information relating to complaints under this policy confidential and share information on a need-to-know basis, to the extent consistent with the College's legal obligations, its need to investigate allegations, and its need to take corrective and/or disciplinary actions. Complainants may use the Chaplain, Health Services medical personnel, or Counseling Center counselors as confidential resources. However, reporting to the College chaplain, medical personnel or and/or counselors as confidential resources is not reporting to the College under this policy and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. All participants in the grievance process or any investigation of any allegation hereunder shall respect the confidentiality of the process and violation of confidentiality on a need-to-know basis is a violation of this policy. Individuals have the right to report incidents of sexual violence to law enforcement official at any point in this process, in addition to any remedies sought under this policy.
- VI. **Grievance Materials.** Once grievance proceedings are completed, all materials related to the case, including statements, evidence and documents, and all other materials examined, shall be retained in a separate file in the Office of Human Resources or Office of the Dean of Students (as appropriate) for a period of ten years, unless the findings result in termination of employment or expulsion, in which case records are to be kept permanently on file. Complaint information is not placed in personnel or student files.
- VII. **Corrective and/or Disciplinary Action.** Violations of this policy subject the violators to corrective and/or disciplinary action, up to and including termination or expulsion in accordance with College procedures. If sanctions result, documentation of such will be placed in the personnel or student files, and may be taken into consideration for other situations as appropriate. Sanctions of expulsion would be kept permanently on file and reflected on a student's academic transcript. In allegations of sexual violence, the College may be required to report incidents to law enforcement officials. The College is obligated to take prompt and effective steps to end sexual violence, harassment and/or discrimination, prevent its recurrence, and address its effects, whether or not there is a criminal investigation.

Harassment or Discrimination by Undergraduate Students: Methods of Resolution

At any point in the grievance process, the Office of the Dean of Students may be contacted and will receive a complaint or provide assistance as appropriate. In the event of employee involvement, the Office of Human Resources may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain, Health Center staff, and/or counselors as confidential resources to learn more about sexual harassment/violence and its effects. However, reporting to these resources is not reporting to

the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

- I. **Informal Resolution.** Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. In serious instances of harassment (including sexual violence), it is unreasonable to expect complainants to confront their perceived harassers. Instances involving sexual violence will be addressed through the College's Sexual Misconduct Policy. If appropriate, the dean of students may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. In cases involving allegations of sexual violence, mediation will not be used in the resolution process. If the complainant is satisfied with the outcome, the matter will be considered resolved. If the outcome of mediation is unsatisfactory to the complainant, the complaint will be returned to the dean of students within five business days and the formal process may be enacted. A complainant can end an informal resolution process at any time and proceed to formal resolution.
- II. **Formal Resolution.** If complainant prefers to proceed to formal resolution directly or at any time during informal resolution, the incident should be reported by the complainant to the solicitor general or the dean of students as a violation of the Honor Code. Depending upon the nature of the reported incident, the matter may be referred to another campus disciplinary process, as appropriate. The accused student will be asked to report to the solicitor general of Honor Council or the dean of students. The accused student and the complainant will be afforded all rights outlined in the procedures of the Honor System, as described in the Constitution of the Student Government Association in the Student Handbook and Activities Calendar (Article IV, Section II). Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy. The College reserves the right to discipline, including immediate suspension or expulsion at any time, any student whose conduct is regarded by Meredith as undesirable, unacceptable or a violation of this policy.

Harassment or Discrimination by Graduate Students: Methods of Resolution

At any point in the grievance process, the dean of the school of the student's program (hereafter referred to as "dean of the school") may be contacted and will receive a complaint or provide assistance as appropriate. In the event of employee involvement, the Office of Human Resources may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain and/or counselors as confidential

resources to learn more about sexual harassment and its effects. However, reporting to these resources is not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

- I. **Informal Resolution.** Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy. If appropriate, the dean of the school may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. If the complainant is satisfied with the outcome, the matter will be considered resolved. If the outcome of mediation is unsatisfactory to the complainant, the complaint will be returned to the dean of the school within five business days and the formal process may be enacted.
- II. **Formal Resolution.** If complainant prefers to proceed to formal resolution directly or at any time during informal resolution, the incident should be reported by the complainant to the dean of the school of the student's program (hereafter referred to as the "dean of the school") as a violation of the Honor Code. The dean of the school will receive the complaint or provide assistance as appropriate. The accused student and the complainant will be afforded all rights outlined in the procedures of the Honor System, as described in the Graduate Catalogue. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy. The College reserves the right to discipline, including immediate suspension or expulsion at any time, any student whose conduct is regarded by Meredith as undesirable, unacceptable or a violation of this policy.

Harassment or Discrimination by Faculty or Staff: Methods of Resolution

At any point in the grievance process, the Office of Human Resources may be contacted and will receive a complaint or provide assistance as appropriate. In the event the complainant is a student, the dean of students or the dean of the school may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain and/or counselors as confidential resources to learn more about sexual harassment and its effects. However, reporting to these resources is not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

- I. **Informal Resolution.** Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. In serious instances of sexual harassment, it is unreasonable to expect complainants to confront their perceived harassers. Complainants are encouraged to report acts of harassment or discrimination to the immediate supervisor of the alleged harasser/discriminator or the Office of Human Resources, the Office of the 25 Dean of Students or the Office of the Dean of the school, as appropriate. Upon notification of a complaint, the supervisor/dean should contact the Office of Human Resources to assist with the review of the complaint and to take any appropriate actions. The supervisor will hear the complaint and should respond verbally to the complainant as to the findings and outcome within ten business days of notification of the complaint.

In some situations, mediation may be an appropriate option for resolution. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. If the complainant is satisfied with the outcome, the matter will be considered resolved. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College's Sexual Misconduct Policy.

- II. **Formal Resolution.** If step I does not resolve the situation to the satisfaction of the complainant or if complainant prefers to proceed directly to the formal resolution option, the complainant should submit a Formal Grievance Form or give a verbal statement documented by the individual receiving the report within five business days of receiving the response from the supervisor. The Formal Grievance Form is available from the Office of Human Resources, the Office of the Dean of Students, or the Office of the Dean of school or online at the Meredith web site and you can access it by clicking [here](#). Complainants may proceed directly to step II if so preferred and in cases of sexual violence. A representative from the Office of Human Resources, the Dean of Students or the dean of the school (as appropriate for complainant's status) will assist with completion of forms or explanation of process as requested.

The College will promptly and thoroughly investigate any allegation that has not been resolved informally. Such investigation may involve review of documents, statements and/or interviews of the complainant, the alleged harasser/s and any witnesses whom the investigator determines may have relevant information. The alleged harasser and the complainant will each have access to provide information to the investigator and will be provided full information about the allegation. Most investigations will be completed within 30 business days. If an investigation cannot be completed in that time, the investigator will communicate to the complainant and the alleged harasser that the investigation will take longer and will advise when the investigation is anticipated to be

complete. The results of the conclusion of whether the policy has been violated will be reported to both parties. Complaints regarding the director of human resources should be made to the vice president for business and finance. Vice presidents of the college who wish to bring a complaint should communicate it to the President of the College or the President's designee; likewise, complaints about vice presidents should be taken to the President of the College. When a complaint concerns a vice president, the President shall direct the complaint to be investigated and provide a prompt response to the complainant. Complaints about the President of the College should be communicated to the chairperson of the Board of Trustees. In such a case, the trustees shall devise an appropriate procedure for handling the complaint. Any individual who needs assistance initiating contact with the Board of Trustees may contact the Office of Human Resources.

Complaints regarding vendors, contract workers, guests or others who may be visiting the campus should be brought to the attention of the appropriate vice president or Office of Human Resources. The College reserves the right to discipline, including immediate suspension or termination, of any employee whose conduct about which Meredith becomes aware is regarded by Meredith to be a violation of this policy. Any dismissal should be in keeping with the dismissal policy in the Faculty Handbook.

- III. **Appeals.** Grievance Hearing Subcommittee. If the situation is still not resolved to the satisfaction of the complainant after Step II, he or she may submit a Grievance Appeal Form to the Office of Human Resources within five days of receiving the response to the Formal Grievance. The Grievance Appeal Form is available from the Office of Human Resources, Office of the Dean of Students, and Office of the Dean of the school or online at the Meredith website by clicking [here](#). A representative from The Office of Human Resources will notify the employee and all levels of supervisor through to the vice president's office that the grievance has progressed to this level. A representative from the Office of Human Resources will assemble the grievance hearing subcommittee as outlined below, ensuring that no member has a known conflict of interest.

The subcommittee will review the complaint, study all pertinent facts, carefully examine any policies involved, and may take statements or call witnesses to evaluate the complaint. Both parties can propose questions of witnesses to be asked through the committee at its discretion. Both parties have the option of having another member of the Meredith community (current student, faculty or staff) not otherwise involved in the matter present for moral support but not speaking during any discussions. The basis for a decision will be based on a preponderance of the evidence, with the simple majority decision of the subcommittee. The subcommittee may find that no discrimination or harassment has occurred or they may find in whole or in part for the complainant and recommend action to remedy the situation. The chair will prepare a written report within 30 business days with findings and recommendations to go to the vice president.

The vice president then has the option to accept the recommendations of the committee, return the case to the committee for further consideration, or reject the findings after

reviewing the case. The vice president will then prepare a letter to both parties within five days to notify them of the decision and any actions to be taken. The decision of the vice president is final.

Grievance Committee

The grievance committee shall be composed of the Faculty Council, the Staff Affairs Committee, six undergraduate students to be selected based on student positions appointed for the year (Honor Council Chair, Student Life Chair, Residence Hall Association President, Association of Meredith Commuters President, and Wings President), and one graduate student from each school with graduate programs.

Grievance Subcommittee

At the time a complaint is received, the complainant will select one person from the grievance committee, and the Office of Human Resources(HR) will select four individuals and one alternate to complete the subcommittee which will hear the complaint, ensuring no member of the committee has a known conflict of interest. The subcommittee should include individuals from each segment of the campus community represented by the concerned parties. For example, if the complaint is from a student against a faculty member, HR should try to select two students (undergraduate students or graduate students, depending upon the student's enrollment in either an undergraduate or graduate program) and two faculty members to hear the case; the student would select either another student, or a faculty or staff member; and the alternate could be either a student, faculty or staff member. The chair will be selected by committee vote.

A representative from HR shall serve as an ex-officio, non-voting facilitator, to provide technical assistance on procedural and policy matters. The subcommittee will receive training on this policy at the time they are convened to ensure they understand the policy and their responsibilities as a member of the subcommittee.

Hazing

Meredith College does not permit hazing. The potential for hazing typically arises as part of a student's introduction to or initiation in an organization in which there is often a perceived or real power differential between members of the organization and those newly joining it. Hazing is defined as any action taken or situation created, whether on or off college premises, that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its bearing on membership status. Acts of hazing may also be considered as harassment and may be reported to the Office of the Dean of Students or Campus Police. A report of hazing committed by a Meredith College student or a Meredith organization may be referred to the Student Organization Concerns Committee of Senate or the Meredith College Honor Council for further action.

Hoverboards

Meredith College bans from campus residential spaces the indoor storage, operating, or charging of hoverboards and similar products. Neither residents nor their guests are permitted to have or use hoverboards within any residential spaces, both inside rooms and in public areas.

Imprinted Item / T-Shirt Approval

Designs for any student imprinted items (such as t-shirts, sweatshirts, cups, mugs, keychains, etc.) must be approved by the Office of Student Leadership and Service and the Department of Marketing. Designs for any residence hall t-shirts and sweatshirts must be approved by the Resident Director and Student Leadership and Service. Students will need to submit an “Imprinted Item Pre-Approval Form” for their design at least two (2) weeks before the item is planned to sell and at least four (4) weeks before the item needs to be available for distribution. Keep in mind that starting the process later than a month before the item is needed may result in delays and an inability to get the item in a timely manner. Artwork and wording must be inclusive of all groups and celebrate diversity. Design and language are required to be a positive representation of Meredith College. All copyright laws apply.

Note: Items with the Meredith College name should include the registered trademark symbol ® after the word “College” and items including “Meredith” on the design must include the trademark symbol ™ after “Meredith.” Contact the Office of Student Leadership and Service at 919-760-8338 for more information.

Information regarding imprinted item guidelines and design approvals can be found on the Office of Student Leadership and Service MyMeredith site. The imprinted item design request form is entitled [Imprinted Item Pre-Approval Form](#).

Intellectual Property Policy

I. Introduction

Meredith College (the “College”) is dedicated to teaching and scholarship. In these pursuits, intellectual property is often created by members of the College community. The purposes of this intellectual property policy are to establish means for allocating ownership of such intellectual property and any revenues obtained on account of the commercialization of such intellectual property in compliance with applicable law and agreements and to provide guidance respecting the protection and enforcement of the College’s intellectual property rights and the resolution of disputes that may arise from time to time. This intellectual property policy applies to all College employees, students and independent contractors as well as anyone else using College facilities and resources under the supervision of or with the 30 permission of College personnel. The universe of intellectual property is as boundless as the collective imagination of humankind. This intellectual property policy is concerned chiefly with works of original

authorship and inventions created by covered individuals acting alone or with collaborators, whether all collaborators are members of the College community or not.

II. Definitions

As used in this intellectual property policy, the following terms have the meanings set forth below:

- A. **“College facilities and resources”** means funds, work space, equipment and supplies, library collections, release time and administrative and technical support owned or provided by Meredith College.
- B. **“Covered individual”** means any employee, independent contractor, student and anyone else using College facilities and resources for work or study under the supervision or with the permission of Meredith College personnel, including, without limitation, volunteers.
- C. **“Employee”** means all faculty including full-time, part-time, adjunct and visiting teaching and administrative faculty; all staff; and all students who are employed by the College.
- D. **“Faculty”** means the President, the Vice Presidents, all teaching faculty and such other persons as may be so designated by the President and approved by the Executive Leadership Committee.
- E. **“Funded invention”** means an invention funded in whole or in part by third-party grants or sponsorships awarded to the College or administered by the College on behalf of the grantee.
- F. **“Funding agreement”** (also “sponsorship agreement”) means a written agreement whereby an individual or entity provides monetary support for the creation of a work or conception of an invention by a covered individual.
- G. **“Independent contractor”** means a person or entity retained by Meredith College to perform certain duties under the terms of a written professional services or vendor agreement.
- H. **“Invention”** means, collectively, any new, useful and nonobvious process, machine or composition of matter and any new or useful improvement thereto conceived by one or more individuals. Notwithstanding its status as a literary work under the Copyright Act, computer software may in some instances also be regarded as an invention.
- I. **“Net revenues”** means all revenues attributable to the exploitation of a work or invention (i.e., gross revenues) less any deductions or overhead expenses agreed in writing between or among the applicable parties.
- J. **“Original work of authorship”** means any literary, musical, dramatic, choreographic, artistic, audiovisual or architectural work that owes its creation to the independent effort of an author.
- K. **“Royalty”** means a periodic payment made by an assignee or licensee of one or more intellectual property rights to the owner or licensor of such intellectual property rights pursuant to a written agreement respecting the commercialization of a work or invention.

- L. **“Staff”** shall mean all Meredith College employees other than teaching faculty and administrative faculty.
- M. **“Student”** shall mean any individual who registers for any course through the Meredith College Registrar’s Office or the Graduate and Professional Studies Program Office.
- N. **“Substantial use of College facilities and resources”** shall mean requires resources of a degree or nature not routinely made available to all faculty.
- O. **“Work made for hire”** as it relates to copyrightable works of original authorship shall mean either (i) a work prepared by a Meredith College employee within the scope of his or her employment or (ii) a work specially commissioned by Meredith College under the terms of a written agreement which fits one of nine categories specifically enumerated in the Copyright Act.

III. Copyrights

- A. **“Works by Faculty”** generally, it is fairly simple to determine who owns a copyright under the law. Copyright typically vests in the author or authors of a protectable work. Where a work is created by an author within the scope of his or her employment, however, copyright vests in the employer because under the law the employer is the author, and the work is a so-called work for hire. In the academic setting courts have frequently recognized a so-called teacher, or academic, exception, which presents a perpetual conundrum. Even when faculty create works within the scope of their employment, this teacher exception operates to allocate the ownership of any resulting copyright, not to the employing institution, but to the author. This is not a provision of the copyright statute, and some courts have declined to follow it. Under the terms of this policy, for clarity and in keeping with the value the College places on scholarship and teaching, the College recognizes the teacher exception. Unless otherwise provided in a writing, the copyright in a work of original authorship created by a member of the faculty, whether working alone or in collaboration with others (be they covered individuals or not) is allocated to the author or authors without implicating the work-made-for hire rules, which might otherwise pertain. As consideration the College requires that faculty members benefiting from the teacher exception grant back to the College a nonexclusive right to use their works for educational purposes identified by the College in its sole discretion. When the College specially commissions a member of the faculty to create a work of original authorship which does not fall within the scope of that faculty member’s employment but does fit within one or more of nine categories specifically enumerated in the Copyright Act, that work may be deemed a work made for hire if and only if the College and faculty author sign a written agreement to that effect. If such an agreement is signed, the College becomes the owner of copyright. The College in its sole discretion may require that such an agreement be signed prior to commissioning the work. Where a member of the faculty enters into a collaboration with another covered individual, including a student, or with someone who is not a member of the College community, with

the intention that the parties' contributions be merged to create a joint work, each author owns a fractional interest in the copyright in the entire work and not simply an interest in the copyright in his or her individual contribution to the work. That interest will be proportional unless otherwise negotiated. In other words, if there are two authors, each one owns a one-half interest in the entire copyright. Each author may enter into nonexclusive licensing agreements respecting the joint work, provided he or she pays the appropriate fractional share of the revenues earned to each author.

When joint authorship with a student or an individual who is not a member of the College community is contemplated, this intellectual property policy requires the signing of a written acknowledgment of the collaboration by each participant as a condition of participation in the collaboration. The Office of the Provost will provide appropriate form agreements for execution by the parties.

- B. **"Works by Staff"** pursuant to the work-made-for-hire doctrine of U.S. copyright law, the College is regarded as the author and owner of copyright in all works of original authorship created by staff, including administrators with faculty status when acting in their administrative (nonteaching) roles.
- C. **"Works by Students"** students are presumed to own the copyrights in their individual works of original authorship except when such works are the product of a student's College employment. In that event, the work-made-for-hire rules apply. Where a student enters into a collaboration with another covered individual, including joint works created by two or more students as part of a collective class 32 project, collaboration with a faculty member, or collaboration with someone who is not a member of the College community, with the intention that the parties' contributions be merged to create a joint work, each author owns a fractional interest in the copyright in the entire work and not simply an interest in the copyright in his or her individual contribution to the work. That interest will be proportional unless otherwise negotiated. In other words, if there are two authors, each one owns a one-half interest in the entire copyright. Each author may enter into nonexclusive licensing agreements respecting the joint work, provided he or she pays the appropriate fractional share of revenues earned to each coauthor. The College requires that students grant to the College a nonexclusive right to use their works for educational purposes identified by the College in its sole discretion.

Joint Authorship: When joint authorship with a faculty member is contemplated, this intellectual property policy requires the signing of a written acknowledgment of the collaboration by each participant as a condition of participation in the collaboration. The Office of the Vice President for Academic Programs will provide appropriate form agreements for execution by the parties.

- D. **“Works by Independent Contractors and Others”** absent written assignment of copyright to the College, independent contractors, volunteers and visitors who are specifically commissioned by the College to create works of original authorship own the copyrights in such works. Typically, the College will require a written assignment of copyright in such cases.
- E. **“Registration of Copyrights”** the College has the right, but not the obligation, to register its copyrights in its own name in the U.S. Copyright Office. In the case of works of original authorship in which the College is not the owner of copyrights, the College encourages, but does not require, the author or authors to register the applicable copyrights in the U.S. Copyright Office. Federal courts are generally barred from exercising jurisdiction in disputes involving unregistered copyrights.
- F. **“Exceptional Circumstances”** the foregoing allocation of copyrights notwithstanding, under certain exceptional circumstances, the College may claim copyright in works of original authorship created by faculty and/or students, that is, works that do not come within the purview of the work-made-for hire doctrine. From time to time works of original authorship are funded by third-party grants or sponsorships awarded to the College or administered by the College on behalf of the grantee. Where a funding or sponsorship agreement stipulates that the College will be the owner of any resulting intellectual property rights, the affected author will execute a written assignment of his or her intellectual property rights in the work to the College as a condition for the release of funds or other resources. From time to time, the development of works of original authorship by faculty and/or students requires an extraordinary allocation of College facilities and/or resources. An extraordinary allocation is defined as an allocation exceeding what is normally provided to faculty members generally in the preparation of course materials, to be determined by the College. As consideration for granting a request for an extraordinary allocation of College facilities and/or resources, the College may require the author to assign his or her intellectual property rights in the work to the College as a condition for permission to use the facilities and/or resources. The College understands that adjunct and visiting faculty may be subject to conflicting intellectual property policies that restrict the College’s claims of ownership in their works of original authorship. Such conflicts will be considered on a case-by-case basis by the Provost.
- G. **“Permitted Uses of Works of Original Authorship by the College”** the College is the owner of all right, title and interest, including, without limitation, copyright, in all works made for hire and may exercise all of the exclusive rights granted to such owners by the Copyright Act. In addition, the College is the owner of those rights assigned to it and may exercise all such rights without seeking permission of the authors. The College may make any use of any works of original

authorship pursuant to any of the exemptions set forth in the Copyright Act.

IV. **IV. Patents**

There are multiple distinctions between the doctrines of copyright and patent. Originality and creativity are the hallmarks of a copyrightable work of original authorship. Neither novelty nor utility is a prerequisite. Patentability, by contrast, requires both novelty and utility. A work of original authorship only becomes copyrightable when it is expressed in a tangible medium, while the elements of an invention must be articulated but need not be rendered—and in some cases cannot be rendered—in concrete form. An individual or organization can qualify as an author. Only individuals working alone or in collaboration with others can qualify as inventors; organizations cannot. Understandably then, the concept of a work made for hire, which is critical in the realm of U.S. copyright, does not exist in the realm of patent law.

- A. **Inventions:** The College encourages its faculty and staff to engage in the types of innovative activity that could lead to inventions and respects the ownership rights that arise from such activity. Therefore, other than in exceptional circumstances (discussed below), the College does not seek to challenge those rights and regards each invention as the property of the covered individual(s) who can be properly regarded as inventors. Each covered individual acknowledges, however, that when an invention has been developed using College facilities and resources, the College typically obtains what is known as a “shop right,” which provides the College with limited, nonexclusive rights to use the invention. The College shall not exercise any shop right, however, before (a) the filing of a patent application by the inventor or his or her attorney or agent or (b) receipt of written confirmation from the inventor that patent protection will not be sought. So that patent rights are not inadvertently forfeited, inventors who are members of the College community and their collaborators, if any, must refrain from commercializing and publishing inventions without, first, disclosing the invention in confidentiality to the Provost; and second, obtaining counsel from a patent attorney or agent who is registered with the United States Patent and Trademark Office (the “PTO”). If the invention is owned by one or more covered individuals and not by the College, then the covered individual(s) can decide whether to seek patent protection. The cost of seeking such protection will be borne by each inventor. Confidential disclosure of all inventions conceived by College employees is required under this policy. The Provost will provide confidential disclosure forms for this purpose.
- B. **Exceptional Circumstances:** Where funding or sponsorship agreements stipulate that the College will be the owner of any intellectual property rights relating to inventions conceived and reduced to practice by employees, each inventor shall irrevocably assign his or her rights in the funded invention to the College as a condition for the release of funds or other resources. From time to time thereafter, the inventor may be required by the College to execute additional instruments as the College deems necessary for the filing or prosecution by the

College of any and all patent applications directed to the funded invention through to a final action on each such application by the PTO. Ultimately, the College in its sole discretion shall decide whether to seek patent protection, and the College shall be solely responsible for the costs of doing so. In accordance with U.S. patent law, any issued U.S. patent covering a funded invention shall name the original inventor(s) despite patent ownership by the College. In addition, as in the case of works of original authorship developed with the assistance of extraordinary allocations of College facilities and/or resources, the College may require each inventor to assign his or her intellectual property rights in the invention to the College as a condition for permission to use such facilities and/or resources. For example, providing a faculty member with his or her own dedicated lab space or extended IT support from a staff member would be considered substantial use of College resources. However, ordinary use of computers or library resources or use of a departmental lab space that is available to all department members would not be considered use of substantial resources.

V. **Distribution of Revenues**

In the absence of any other agreement, Meredith College will share the net revenues it receives from an invention owned by or assigned to the College with the employee(s) who developed the property. The formula is:

Net Revenue for Entire Invention	Employee(s)	Academic School Budget	Appropriate Vice President Budget	Meredith College General Fund
First \$20,000	100%	0	0	0
\$20,001 - \$75,000	50%	15%	15%	15%
Over \$75,000	50%	10%	10%	30%

- A. If the employee is not associated with an academic school then the academic school revenue share will be allocated to the division.
- B. The academic school share may be used for equipment purchases, research and instructional activities, and other purposes approved by the Provost, but it may not be used to create or support regular faculty or staff positions.
- C. Where covered individuals enter into collaboration across academic schools or college divisions, allocations to schools and vice presidents will be made in equal shares.

VI. **Trademarks and Service Marks**

From time to time, the College may claim ownership of certain registered or unregistered trademarks and service marks. Such marks are for the exclusive use of the College in connection with the goods and services, among others, identified in federal and state registrations and pending federal applications. It is a violation of this policy for any

member of the College community to make use of such marks without the express authorization of the Provost.

Allegations of Infringement

From time to time members of the College community or others might claim that a work of original authorship or invention owned by the College by assignment infringes a third-party's rights. Conversely, a member of the College community might from time to time become aware that a third party is infringing the College's rights in a work or invention. In either case, it is important that all College parties with an interest in the matter notify the Provost of any such claims of infringement so that appropriate action can be initiated. The College has the right, but not the obligation, to take action to stop third parties from infringing its intellectual property right. If the College elects to do so, all damages, costs or other amounts recovered by the College as a result of any such action shall be the sole property of the College.

VII. Miscellaneous

The President, or the Provost, if so delegated, has the authority to administer and enforce this policy. If a dispute arises between a covered individual and the College, between two or more covered individuals or between a covered individual and a collaborator who is not a member of the College community, such dispute will be referred to the Provost.

VIII. Effective Date

This policy will be effective as of July 1, 2009. Any instances for which the Provost has been provided confidential disclosure prior to that date will not be subject to the terms of this policy unless negotiated by a separate agreement.

(Approved by Faculty Council on May 7, 2009)

Jurisdiction of the College

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to remove, exclude, suspend, or expel at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable. A student may be subject to an emergency or temporary removal from campus or a specific educational or campus life activity while the College completes a review and assessment and considers the appropriate campus policy and process for addressing a student's conduct or behavior.

Lake

Restoration of Meredith Lake was completed in 2022, and the grounds surrounding the lake include benches, a sculpture, and bridges. Use of the Meredith Lake area after sunset is discouraged for security reasons. Swimming in Meredith Lake is prohibited. Sunbathing is prohibited in this area. Any visitor to the lake must be accompanied by a student, staff or faculty

member in possession of a valid CamCard. Unaccompanied minors are not allowed near the lake at any time.

Medical Amnesty

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance for themselves or others when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student's health and safety. When a student requests medical assistance (for herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, neither student will be subject to Honor Council action for the consumption. This policy does not preclude Honor Council actions regarding other violations of College policies and does not protect the intoxicated students from actions taken by local, state or federal authorities. When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment or hospitalization. Campus Police will report the name of the student needing medical attention and any students witnessing the incident to the Office of the Dean of Students for any follow-up deemed necessary by the College.

In lieu of disciplinary action and following the receipt of the report in the Office of the Dean of Students, the following procedures will be followed under the Medical Amnesty policy:

- Any student listed in the Campus Police report will be required to meet with the Dean of Students (or designee) to discuss the incident. The Dean of Students will contact each student to schedule a meeting within a few days of the incident.
- Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of the Counseling Center or a designee for an informal alcohol assessment. The student must complete the assessment and any resulting treatment recommendations by a deadline specified by the Dean of Students in consultation with the Director of the Counseling Center or a designee.
- The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or a designee to communicate with the Dean of Students. The release will be limited to protect the student's confidentiality as much as possible. The student will be asked to give permission for the on-campus counselor to disclose whether or not the assessment and any resulting treatment recommendations have been completed.
- Failure of a student to attend the follow-up meeting with the Dean of Students or complete the assessment or resulting treatment recommendations by the Counseling Center may result in a referral of the student to Honor Council for further action.

Meredith Seal and Woodmark

The Department of Marketing oversees the College's Graphic Identity Program and maintains a style guide that provides specific information on proper use of the visual identity elements.

Meredith's seal is the official symbol of the College and can only be used formally on Meredith College official legal documents, transcripts, official course catalogues, diplomas, certificates, programs for official functions (convocations or commencement), and marketing-approved publications and promotional items. The college seal should not be used in place of the wordmark. The seal may not be manipulated or changed in any way.

The seal was designed in 1909 by Ida Poteat, professor of art, 1899-1940. Below the band running diagonally across the shield are pines symbolizing the State of North Carolina. The lighted torch illustrates Meredith's motto, the single word LUX, meaning light—the light of the mind and the light of the soul.

The Meredith College wordmark, redesigned in 1993 and amended in 2013 by the Marketing design staff, is the official identifier for the College. It should be used as designed and always should be reproduced from authorized art work, which is available from the Department of Marketing. The wordmark and the seal may be printed in either black, white or maroon, or metallic silver and gold.

The creation of custom designed departmental or other individualized logos outside of the brand guidelines is prohibited. Departmental co-branded logos incorporating the wordmark are available from the Department of Marketing. The College has adopted exact specifications for letterhead, envelopes, business cards, and other components of Meredith's official stationery program.

For more information on using the Meredith College logo see <https://www.meredith.edu/brand/logo/>

Off-Campus Events

All college policies as stated in the Meredith *Student Handbook* shall be followed at all off-campus events sponsored by Meredith. Meredith students are expected to represent the College with dignity at all times. An "off-campus, College-sponsored function" is any event or activity held off of campus grounds that is organized and hosted by Meredith College or a recognized campus organization(s). "College-sponsored" means that Meredith College is aware of and has approved the event or activity. "Recognized campus organization(s)" refers only to those listed in the Student Organizations section of the *Student Handbook*.

- No alcoholic beverages, no smoking and no vaping are permitted at any College-sponsored function regardless of legal age.
- Students shall not demonstrate inappropriate behavior at any College-sponsored function. Inappropriate behavior is any behavior by any person present at a College-sponsored function reflecting negatively upon Meredith College or resulting in

an unreasonable risk or harm to that person or others. Individuals will be asked to leave a function if they demonstrate inappropriate behavior such as fighting, shoving, disruption of others' enjoyment, getting sick publicly, passing out, or wearing inappropriate dress.

- Meredith students shall not possess or consume illegal drugs at any College-sponsored function.
- Meredith students shall be responsible for informing their guests attending off-campus functions of College policies to be followed.
- Meredith students and guests are subject to be searched at dances and other events. Inappropriate behavior that is in violation of the Meredith Honor Code may result in action by the Honor Council.
- Meredith students are responsible for any physical damage impacting the event or venue done by themselves or guests (including but not limited to vomiting and property destruction). Any associated fees (including cleaning fees) as a result of damage will be the responsibility of the Meredith student.

Procedures to be followed for off-campus, College-sponsored functions

- The Advisor to the group sponsoring an off-campus event shall be notified as to the time, place, date, and nature of the event. The organization Advisor or a substitute from the Meredith faculty or staff must attend the following: any event that takes place more than thirty (30) miles from campus, any major off-campus event held locally by an organization, any high risk event (i.e. horseback riding, ropes course, etc.) or any event or activity that uses the Meredith College mini-buses or other Meredith vehicle. In the case that there is not an Advisor, the director of student leadership and service shall be notified.
- Organizations are asked to get prior approval for these events from the Office of Student Leadership and Service.
- The Meredith Campus Police Office shall be notified as to the time, place, date, and nature of off-campus social events.
- Meredith College security officers or other Law Enforcement personnel shall be hired by the sponsoring organization to attend each off-campus, College-sponsored dance or other social functions requiring them. The purpose of hiring the security/law enforcement officers shall be to aid the sponsoring organization in its responsibility to maintain order and prevent inappropriate behavior. Any person exhibiting inappropriate behavior shall be asked to leave the function immediately. However, if by leaving the person presents a clear danger to one's self or others, the sponsoring organizations may take reasonable steps to insure that the person is safely transported from the function, including, but not limited to, calling the appropriate law enforcement agency.
- Additional security shall be hired by the organization sponsoring the event if required to do so by the management of the off-campus building or area being used.
- Some events require release forms, which can be found on the Student Leadership and Service MyMeredith site.

Off-Campus Responsibility

Meredith College assumes no liability for any student when that student is off the Meredith College campus. Students are personally responsible for their own safety, actions, and the results of their own decisions.

Photography Release

Photographers and videographers photograph and film Meredith College activities throughout students' undergraduate and graduate years. The photos and videos may be used in various Meredith publications and presentations, including brochures, advertisements, magazines, newspapers, and online features, to promote Meredith and its programs and events. Students may be asked to sign and return a photography release form, but they have the option to decline.

Political Activity

Students, faculty and staff are free to express their individual political views and exercise their right to participate in the political process provided they understand and make clear they are not speaking for, or in the name of, Meredith College, or any unit, department, or office of the College. (As determined by the institutional and board of trustees bylaws, only the President speaks for the College.) Campus resources, including Meredith's campus mail, email and phone systems, social media, computer networks, office supplies, support services, or facilities may not be used to further political campaigns. Meredith College recognizes that there are official student organizations that have partisan orientations, and the College respects the right of these groups to fully participate in the political process. The College also recognizes that there are academic classes that have robust discussions on policy issues, and there may be times when partisan speakers may be brought in to enrich those discussions. These regular class and organization activities are permissible. However, if an audience beyond the regular class or organization membership is sought for a political speaker, permission must be granted by the Provost or the Vice President for College Programs, as appropriate.

The following political activities, provided the activities are carried out in an unprejudicial manner, are also permissible:

- Speakers who are representing matters of public concern in the context of an educational lecture or presentation, even if the speaker holds or is a candidate for a political office.
- Issue talks by current holders of political office.
- Debates between or among candidates for political office or about policy issues.
- Impartial voter education and/or registration drives.
- Events and educational efforts encouraging students to vote either locally or in their hometowns.

The College uses the following criteria when considering requests for the use of campus facilities for political activities:

- The student organization or sponsoring department is responsible for compliance with all policies related to the rental of College facilities.
- The student organization or sponsoring department is responsible for ensuring that all costs associated with the events are paid (including telephone, photocopying, rental fees, broadband, electricity, facilities personnel, Campus Police or local police coverage, receptions, travel costs, etc.).
- All publicity for the event must include identification of the sponsoring organization or department and a disclaimer indicating that the College does not support or oppose candidates for political office and that the opinions expressed are not those of the College. A member of the sponsoring organization must make the same disclaimer at the beginning of the event. Posters and leaflets promoting the event must be approved and posted in accord with the Meredith College policy for posting notices on campus.
- No Meredith College banners or insignias may be displayed at the event in a manner that implies institutional support for a particular candidate.
- College spaces and facilities may not be used to solicit funds for political candidates.
- All requests for events must be in writing and submitted in advance for approval by the Office of Meredith Events and Executive Leadership Team, along with all plans, publicity, and other information related to such activities. The Marketing department is available to consult with members of the Meredith community about such activities. College space and facilities will be made available on an impartial and “as available” basis. Consistent with Meredith’s educational mission and given the high demand for College space in general, requests made in association with an academic class will be given the highest priority. Individuals representing political campaigns are prohibited from entering College facilities for purposes of distributing campaign literature or engaging in other campaign-related activity.

LOBBYING AND FUNDRAISING ACTIVITY

Meredith College employees are prohibited from lobbying on behalf of the College without first receiving approval from the Executive Leadership Team.

Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Meredith College or on campus, and College resources may not be used in soliciting such funds. If Meredith College students, faculty, or staff make political contributions, they must do so as individuals and not on behalf of Meredith College.

Public Performances

All public performances will be discussed in advance with the member of the faculty or administration sponsoring or advising the organization.

Publications

Meredith College students publish *The Meredith Herald*, a weekly newspaper; *The Colton Review*, an annual arts and literary journal; and the *Oak Leaves*, an annual yearbook. Student editors and their staff, supported by college funding and guidance of faculty advisors, take full

responsibility for editing and producing these publications. *The Meredith Herald* and *Oak Leaves* supplement their budgets with the proceeds of other approved fundraising activities. The staff of each publication is further guided by a constitution approved by the Student Government Association (SGA) Senate.

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

The Colton Review (A Journal of Art and Literature)

The Colton Review is the student literary magazine and includes poetry, prose, and art. Published once yearly and distributed free of charge, *The Colton Review* accepts literary submissions from all interested writers and art submissions from the Meredith community. Work is juried and only the strongest entries are published.

Co-Editors: Lauren Shaw and Katie Avants

The Meredith Herald

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

Oak Leaves

The college yearbook, *Oak Leaves*, strives to capture the best memories of each year at Meredith. *Oak Leaves* shows the college campus, the academic departments and faculty, the administrative staff, the classes and their special events, the campus organizations, and the athletic and social programs offered each year. Yearbooks of the previous year are provided during the fall semester. Photographers are scheduled by the yearbook staff to photograph students, but it is the student's responsibility to make an appointment, have the appropriate photograph made, and provide any additional information needed.

Editor-in-Chief: TBA

Residence Regulations

Residence hall students are responsible for abiding by rules and policies governing the residence halls. These rules and policies are listed in the [Residence Hall Guide to Community Living](#). Students residing in the Oaks Apartments or the Moore House (for graduate students) must follow the rules and policies outlined in the [Apartment Guide to Community Living](#).

Residence Requirements

Campus residence halls are living/learning environments that provide supportive communities for student development. Traditional-aged students are encouraged to take advantage of the opportunity for building friendships, developing interpersonal and communications skills, and participating in programs and activities that are all part of the residential living experience.

1. First and second year students under the age of 21 (regardless of hours completed) must live in the residence halls or reside off campus and commute from the primary residence of their parents, spouses, or (with special permission) another close relative. Freshman and transfer students who enter the College over the age of 21 may apply to live off campus.
2. Continuing juniors and seniors (students in their third and fourth years at Meredith) with at least a 2.0 GPA may request to live off campus by a designated deadline in the spring semester. Along with at least a 2.0 GPA, students must have at least 60 hours or have resided at least four semesters in the residence halls. Transfer students who meet established eligibility requirements as stated on the transfer application for admission may apply as commuting students under the off-campus housing option.
3. Campus housing is available to undergraduate degree-seeking students, including students in the Wings program, and graduate students enrolled in at least six credit hours.
4. Undergraduate resident students must be enrolled as full-time (at least 12 hours) students while living in the residence halls. Graduate resident students must be enrolled in at least six credit hours to be eligible to live on campus. If a student drops below full-time, the student will not be eligible to live on campus unless approved by the dean of students.
5. Students interested in housing during the summer terms should check with the Office of Residence Life for housing options and stipulations.
6. The cost of health services and meals in the dining hall is included in the payment for residence hall room and board. Students who live off campus must pay a health fee in order to receive services from the Health Center. Students who live off campus must pay for any meals eaten in the dining hall.
7. Students who do not meet the requirements to live off campus but choose to do so can be charged the full amount of room and board for the academic year.
8. Residential policies will be reviewed annually.

Returned Payment Fee

There is a \$35 service fee for each returned payment. Returned payments are automatically redeposited before they are charged to the student.

Return to Campus After Hospitalization

Meredith College values the well-being of all students. Following a hospitalization or serious medical incident, students are encouraged to communicate with the College. The length of the hospitalization, seriousness of the medical condition, recovery, health, and academic status

prior to hospitalization may affect the student's decisions and plans to return to campus and classes. If the hospitalization was a result of an individualized assessment under the College's Involuntary Withdrawal Policies, the student is required to follow the Request to Return process. The Involuntary Withdrawal Process can be found in the Involuntary Removal and Withdrawal from College section of Academic and Student Guidelines.

Many campus offices and resources are available to help students transition back to campus. A student may contact the Office of the Dean of Students (deanofstudents@meredith.edu; 919-760-8521) at any time to request that a notification be emailed to the student's faculty about absence from classes (no medical information will be included in the email notifications). In some cases, the Office of the Dean of Students may request documentation to verify the reason for the absences. If campus resources or accommodations are needed as part of a student's on-going treatment and recovery, the student should contact the appropriate Meredith College offices to discuss a transition plan for returning to campus. These offices may include, but are not limited to, the Student Health Center (healthcenter@meredith.edu; 919-760-8535), Counseling Center (counselingcenter@meredith.edu; 919-760-8427), Disability Services (disabilityservices@meredith.edu; 919-760-8427), and the Office of the Dean of Students. A student residing on campus is encouraged to communicate with Residence Life (reslife@meredith.edu; 919-760-8633) in a timely manner about returning to their residence hall or campus apartment.

Depending upon the length of the hospitalization and recovery, the student may consider a reduction in course load, leave of absence, or withdrawal from the College. A student's academic advisor is often a helpful resource regarding academic planning and decisions. Additional resources assisting with academic planning include:

- The Student Success Center
<https://www.meredith.edu/student-success-center/>
919-760-8062
- The Office of the Registrar
registrar@meredith.edu
919-760-8593
- The Financial Assistance Office (*Assists in answering questions regarding the financial impact of academic planning decisions.*)
finaid@meredith.edu
919-760-8565

At any time, the College may contact parents or emergency contacts of the student and any appropriate College officials about the student's hospitalization or serious medical incident.

Title IX and Prohibited Sexual Misconduct

Sex discrimination, including sex-based harassment, is prohibited by Title IX, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education

program or activity receiving Federal financial assistance." The College is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment.

The College will not tolerate Prohibited Conduct. The College will promptly and equitably respond to all Reports and Complaints of Prohibited Conduct to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual where the law or Policy requires or allows, or the community in general, in accordance with this Policy.

Meredith College's [Title IX Policy](#) includes Prohibited Conduct, reporting options, grievance procedures, confidential resources, campus and community resources and supportive measures.

Inquiries or complaints about Title IX generally, sex discrimination, or the forms of Prohibited Conduct defined in the policy may be directed to the College's Title IX Coordinator, Pam Davis Galloway, Associate Vice President for Human Resources, at davisbam@meredith.edu or Deputy Title IX Coordinator, Ann Gleason, Dean of Students, at gleasona@meredith.edu

Shoes

For reasons of health and safety, shoes must be worn in the dining hall and science laboratories.

Smoking Policy

Out of consideration for members of the College community who choose not to smoke or whose health is negatively affected by smoke, smoking and the use of e-cigarettes or vaporizers are prohibited in all campus buildings. Smoking and the use of e-cigarettes or vaporizers are prohibited on the College campus, except in the following locations:

- The paved commuter lots (parking lots 6 and 17 on the Meredith College campus map), the softball field lot (12), lot adjacent to Campus Police (13), the underclassmen lots (14 and 15), Heilman-Barefoot lot (16), the athletic field lot (19), the two side parking lots for The Oaks (5) (note, this excludes the parking area in front of The Oaks), and the parking lot in front of the Moore House (20)*
- It is the responsibility of each student/faculty/staff member to inform guests of the College's Smoking Policy.

*These locations were chosen with respect to the College campus fire safety, maintenance, and accessibility.

Sororities and Secret Societies

Students do not have social sororities of any name or kind on the campus, whether national or local, affiliated or unaffiliated. Also, secret societies are not permitted at Meredith. All organizations must be approved by the Senate.

Solicitation Policy

Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by on- or off-campus persons, organizations, or businesses is strictly prohibited unless authorized by the Vice President for College Programs or by the Director of Student Leadership and Service. Any use of College facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door or on any college-managed social media site or platform. Any business or company requesting to give a program or presentation is to be referred to the Director of Student Leadership and Service to be channeled through the appropriate organization.

Any religious organization wanting to give a program or presentation is to be referred to the Campus Chaplain for approval.

Student Activities Fee

All undergraduate part-time and full-time degree-seeking students pay a student activities fee (\$85.00) per semester. This fee is used to fund a variety of events and activities to enhance campus life and reduce the cost of tickets to some events.

Graduate students do not pay student activities fees, but individual programs may have a program fee. Each graduate program determines how those fees are spent. Consult your program director or manager for more information.

Meredith College Student Organization Social Media Standards

Meredith College requires all social media accounts created by student organizations for official college business to adhere to specific standards. These accounts representing organizations, classes or traditions affiliated with Meredith College and that use the Meredith College name (or associated names such as MereCo and MC) must comply with the College's social media requirements. Additionally, these accounts must follow any relevant federal or state laws and College policies. We also encourage student organization members who post about Meredith College on their personal accounts to observe these guidelines.

Use of Meredith College Name and Assets

Student organizations at Meredith College are only allowed to use the name "Meredith College" along with its logos and trademarks if the group is officially recognized by the Student Government Association's Senate.

Members of the campus community can use Meredith visual assets to promote events and campaigns. They should make sure to follow the graphic standards outlined in the Brand Guide (found on Marketing Office's MyMeredith page - login required).

Understand Terms of Service

Each social media platform has specific terms of service. Social media users and account administrators need to review these terms of service periodically to ensure compliance. If there is a conflict between a platform's terms and the College's or state policies, the College's policies, including these Social Media Standards, and relevant laws will apply.

Privacy Settings

For Meredith College accounts, all privacy settings must be set to "public." In certain situations, a "private" group may be appropriate; consult the Marketing Department for guidance. For personal accounts, be mindful of your privacy settings and the visibility of your information. Remember, do not assume privacy settings will fully protect your content—only share what you are comfortable disclosing.

Requirements for Registered Student Organizations at Meredith College

Student organizations at Meredith College may request to establish social media accounts for official purposes. Any recognized Meredith College student organization that wishes to create a social media account for its group must follow these procedures:

[Procedures for Requesting Student Organization Email](#)

Student Organization accounts must also include the following in the account bio: "This is a student-run account. The views expressed on this (Instagram account, Facebook page, etc.) only represent those of the (Insert Club Name) and are not endorsed by Meredith College."

Keep Personal and Professional Separate

Student organizations, classes, and traditions must keep official social media accounts separate from personal accounts. Please register your organization's social media accounts using the Meredith College email account assigned to your organization rather than a personal email address. Doing so ensures proper management and continuity.

Account Credentials

Each student organization must designate one primary contact for social media postings and share account credentials with the organization's advisor(s) and at least one other member as a backup.

Organization leaders should maintain an updated list of those authorized to manage your organization's social media accounts and keep a record of all social media domains along with their active logins and passwords. Be sure to provide these logins and passwords to your organization's advisor. Remember to update account passwords if the original administrator departs.

Social Media Usage Requirements

When managing accounts affiliated with Meredith College, remember that you represent the College. Ensure that accounts follow Meredith's brand guidelines (found on Marketing's MyMeredith page - requires login) and that any posts, comments, or actions under the account reflect the College's values and reputation.

All students managing social media accounts or web pages must comply with Meredith's Honor Code and may face disciplinary action individually or as a group for any violations. Accounts may be temporarily suspended while under review for potential violations of College policies. Additionally, the organization's officers must complete a social media training (short portion of main Officer Training) offered annually through SLS.

Guidelines & Best Practices

- **Confidentiality:** Do not disclose proprietary or private information about Meredith students, faculty, staff, or alumnae. Ensure compliance with all applicable laws, such as FERPA, and refer to Meredith's [policy on data privacy](#).
- **Brand Protection:** Follow copyright and intellectual property guidelines. Meredith's name, wordmark, seal, logos, or trademarks should not be used for personal endorsements, and posts should not promote a political party or candidate unless permitted under the College's [political activity policy](#). (MyMeredith Login required)
- **Respectful Engagement:** Social media platforms are designed for two-way communication, and it is important to respond thoughtfully while considering how your responses reflect on you and the College. If the content of your message would not be acceptable for face-to-face conversation, it should not be acceptable for social media. Be aware that a wide range of audiences could be reading your posts, including future employers. Inappropriate comments that violate Meredith's standards can be removed.
- **Responsibility:** What you post is ultimately your responsibility, but remember that social media posts associated with Meredith College reflect on the College and its students.
- **Liability:** Individuals and organizations are legally liable for what they post on social media. In the U.S., individuals have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene. Employers often search job candidates' social media before extending offers.
- **Transparency:** Be clear about the affiliation of the account with Meredith. Use a shared Meredith email to set up social media accounts and ensure proper administrative transitions as roles change and students graduate.

By adhering to these practices, Meredith student organizations can engage with their audiences on social media while upholding the values and reputation of the College and Meredith's community standards.

Failure to comply with this policy may result in a range of disciplinary actions, including the temporary suspension of organization social media/email privileges and up to the revocation of student organization social media and/or email account privileges.

Sunbathing

Sunbathing is permitted only in the area surrounded by Faircloth, Brewer, Heilman and Barefoot Residence Halls (referred to as Meredith Beach) and the back patio of the Oaks apartments.

Title IX and Prohibited Sexual Misconduct

Sex discrimination, including sex-based harassment, is prohibited by Title IX, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The College is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment.

The College will not tolerate Prohibited Conduct. The College will promptly and equitably respond to all Reports and Complaints of Prohibited Conduct to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual where the law or Policy requires or allows, or the community in general, in accordance with this Policy.

Meredith College's [Title IX Policy](#) includes Prohibited Conduct, reporting options, grievance procedures, confidential resources, campus and community resources and supportive measures.

Inquiries or complaints about Title IX generally, sex discrimination, or the forms of Prohibited Conduct defined in the policy may be directed to the College's Title IX Coordinator, Pam Davis Galloway, Associate Vice President for Human Resources, at davisbam@meredith.edu or Deputy Title IX Coordinator, Ann Gleason, Dean of Students, at gleasona@meredith.edu

Transportation - College

The Meredith College 15-passenger buses are used on a first-come, first-served basis for the purpose of providing transportation for faculty, students, and staff to College-sponsored or related activities/events. There are three buses limited to destinations within 300 miles from campus, unless approved by the appropriate vice president. Buses may be reserved by contacting the Parking Director at the Campus Police Office. For further information about the Meredith College Vehicle Transportation and Safety Policy, please contact Campus Police at 919-760-8888.

All drivers must be 21 years or older, complete Bus Driver Training conducted by Campus Police, have a driving record check completed by Human Resources, and be employed by the College as faculty or staff. To be eligible to drive, one must have a valid driver's license.

Students are not allowed to drive Meredith College buses.

For student organizations using the Meredith buses, an advisor must accompany the group and buses on the trip. All student organizations planning to use the Meredith buses also must receive approval from the Office of Student Leadership and Service.

Weapons / Firearms

Possession of weapons/firearms (either openly carried or concealed) is strictly prohibited on campus and at College-sponsored functions. Violators will be reported to Campus Police and to the Honor Council. Violators are subject to arrest and prosecution.

Withholding of Grades

All services in the Office of the Registrar are contingent upon satisfactory College obligations. Grades may be withheld at the discretion of College officials for lack of payment of College fees and fines and for failure to complete other College obligations.