

## **STUDENT DEVELOPMENT AND CAMPUS LIFE**

While academic life is basic to education, Lynchburg College students also grow as individuals and as citizens through participation in out-of-classroom, co-curricular activities. The Offices of Student Development work together to create a campus climate that supports and challenges students to develop as whole persons: to help students discover who they are, what they can be, and ways in which they may begin to fulfill their potential. Student Development includes the Offices of Residence Life, Student Activities, Health and Counseling Services, Judicial Affairs, Volunteer Services, Chaplain, Multicultural, Access, and Commuter Services (MACS), New Horizons, and Wellness and Education Programs.

Student Development offers students ways to get involved in campus life and to experience self-discovery and personal development. Through residence hall programs, cultural and social activities, membership in clubs and organizations, workshops and retreats, counseling, spiritual life activities, and participation in intramural sports, students enhance their development and person lives.

Students are invited to participate in the governance of the Lynchburg College community through the Student Government Association or independent participation. Typically students are appointed to committees and task forces established by the faculty, staff, and other constituents of the College. Students appointed to these committees represent the interests and views of their organizations, residence halls, graduation class, or specific populations within the general student body. In almost all cases students serving on these committees enjoy full voting privileges as they participate in decision-making processes that affect policies, planning, programming, budgeting, academic offerings, dining, and other student services. Specifics related to a student's role and participation in institutional decision-making are noted in *The Hornet* under section "Student Rights," numbers 9 and 11.

All Student Development offices are located on the terrace level and first floor of Hundley Hall, with the exception of the Office of the Chaplain, located at 500 Brevard Street (across the street from the back of Knight-Capron Library).

### **Office of Wellness Education**

The Office of Wellness Education coordinates the College's substance abuse prevention efforts and promotes general health and wellness for the entire campus community. Through education about choices and their impact, the office encourages students to make low-risk choices regarding substance use. It also attempts to create a campus environment that promotes healthy lifestyle choices for all students, faculty, and staff.

The office is involved with several campus programs and initiatives including:

- Alcohol Awareness Week
- Friday Night Series
- O.P.E.N. (Options Providing Enjoyable Nights)
- Operation Undergrad
- The "8 out of 10" Campaign
- Smoking Cessation Programs
- Stinger's Coffee and Such
- The Annual Health and Wellness Fair

Located in Room 104 in Hundley Hall, the office is part of the Dean of Students Office. For more information, call the office at 434/544-8164 or visit the website at [www.lynchburg.edu/wellness](http://www.lynchburg.edu/wellness).

### **Health and Counseling Services**

Student health and counseling services are offered to promote the emotional, mental, and physical well being of students.

**COUNSELING SERVICES:** The Counseling Center, located on the ground floor of Hundley Hall, is open from 8:30 a.m. until 5 p.m., Monday through Friday. Three counselors provide individual and group counseling to full-time, undergraduate students. Graduate and part-time students may also use these services for a fee, payable at the Cashier's Office before the start of each semester. Students may seek counseling for a variety of issues such as roommate and relationship issues, grief, anxiety, adjustment difficulties, substance abuse, eating issues, depression, and other needs. Strict confidentiality is observed in accordance with professional standards. Students can arrange an appointment, usually within one to two days, by calling 434/544-8616 or stopping by the Counseling Center.

**HEALTH SERVICES:** The Student Health Center is located on the terrace level of Hundley Hall and is open from 8:30 a.m. to 5 p.m., Monday through Friday. Student health services are available to all full-time, undergraduate students who have submitted a completed Health Information Form, including a record of required immunizations. Part-time undergraduate students and graduate students (both full- and part-time) may also use the student health services for a designated semester fee payable at the Cashier's Office prior to the beginning of each semester. These students must also complete a Health Information Form, including a record of required immunizations.

Students are seen as walk-ins or may schedule appointments by calling the Student Health Center at 434/544-8357. A family practice physician is on campus two mornings per week (Mondays and Thursdays from 8:30 a.m. to 9:30 a.m.) and is on call at other times. Because the physician's time on campus is limited, students are seen on a priority basis. Primary health care is provided by nurse practitioners and college health nurses. Referrals to physicians or other community health care providers are arranged when necessary or at the request of the student.

All consultations and medical records are kept completely confidential. No information is discussed with, or released to, anyone without the student's written consent. Routine visits to the Student Health Center are provided without charge. Charges for medication, lab tests, and special examinations can be billed to the student's college account or paid for by the student.

**STUDENT HEALTH INSURANCE:** All students should have medical insurance coverage. Students may enroll in a student health insurance plan offered through the College. The College Business Office mails brochures during the summer describing this plan to new students. Information about the plan is also available in the Business Office. Students who choose another plan, especially one from an out-of-town health maintenance organization, are urged to review their policy carefully to determine which physicians and medical services are covered in the Lynchburg area and to ensure that coverage is provided for both routine and emergency medical care.

### **Judicial Affairs**

The Honor and Student Conduct Codes and Regulations help students learn to be responsible contributors to the College community by upholding standards of academic integrity and behavior maturity. All students are expected to know and abide by Lynchburg College policies published in *The Hornet*, the Lynchburg College student handbook.

### **Multicultural, Access, and Commuter Services**

The Office of Multicultural, Access, and Commuter Services (MACS) offers a variety of educational programs and support services intended to meet the needs of multicultural and non-traditional populations within the student body, including international students, minority students, students age 25 and older (Access), and commuter students. Lynchburg College is authorized under Federal law to enroll nonimmigrant students.

International students receive an extended orientation program designed to help them get settled in a new country, become acclimated to the College and community, register for classes, move into residence halls, and meet new friends. Immigration advising occurs through the MACS office as well. Minority students are offered participation in the Summer Transition Program, an early-arrival program that supplements their orientation experience. The MACS office serves as advisor to special interest groups such as the Association of Commuter Students, the Black Student Association, and International Society.

The Access program is designed to serve students age 25 and older who enter or return to college to pursue their education at the undergraduate level, often while balancing other responsibilities such as working full time or raising a family. Services for Access, as well as for commuter students, include a seasonal newsletter with information pertinent to these populations, a lounge with lockers, study tables, a networked personal computer, a fully equipped kitchen, and a monthly brown-bag lunch series for discussion of topics of interest.

The MACS office also provides the campus community with educational programs that enhance knowledge and appreciation of diversity on campus and throughout the world. Such events include International Week and Black History Month.

For more information about MACS programs, contact the office located on the first floor of Hundley Hall, 434/544-8330 or via e-mail to [MACS@lynchburg.edu](mailto:MACS@lynchburg.edu).

### **Student Orientation and Registration Programs**

New student orientation and transition programs at Lynchburg College provide entering degree-seeking students with opportunities to make a successful transition to Lynchburg College and to connect in meaningful ways with campus colleagues and the Lynchburg community. The programs include New Student Orientation and Registration, Welcome Week, and the Freshman Success Seminar.

All degree-seeking students are required to participate in an orientation and registration program prior to enrolling. Orientation programs are designed to help new students become acquainted with college life and campus resources, while assisting them in completing course registration. Orientation sessions are provided during the summer for students enrolling in a fall semester and in January for students enrolling in a spring semester. Separate but concurrent orientation programs are available to parents and other guests of new students.

All full-time freshmen must participate in Welcome Week, a four-day transition program occurring immediately prior to the first day of fall semester classes. Sessions offered during Welcome Week address a variety of topics including alcohol education, involvement opportunities, community service, a common academic experience, and New Student Convocation.

Also available to freshmen is the Freshman Success Seminar, a one-credit-hour elective course addressing such topics as goal setting, academic success strategies, policies and procedures, and adjustments to college life. This course is taught during the fall semester by student Connection Leaders.

### **Residential Requirements**

Lynchburg College values on-campus living, which exposes students to a variety of meaningful out-of-class learning opportunities. Accordingly, on-campus living is required of undergraduate students, and off-campus living is a privilege earned through progression towards degree completion. For complete details about residential requirements, see *The Hornet*.

Single, full-time freshman, sophomore, and junior students, other than those living at home with parents or Access students (age 25 and older), are required to live in College housing (i.e., residence halls, Courts apartments, and College-owned houses). Only students classified as seniors prior to a fall semester are eligible to live off campus during the next academic year. Prior to making commitments off campus, students must apply for and receive authorization to live off campus from the associate dean of students by the date specified each year. To receive and maintain off-campus approval, a student must provide the Office of the Associate Dean of Students with accurate and up-to-date address, telephone, and landlord information. A traditional-age student admitted for full-time enrollment cannot acquire authorization to reside off campus by dropping to part-time status (below twelve credit hours per semester).

While encouraging students who reside off campus to exercise responsible self-regulation, the College retains the authority to adjudicate incidents that occur off campus and in violation of the Honor Code or the Student Conduct Code. Off-campus living is a privilege that may be revoked at any time at the discretion of the College.

Violations of this policy, including but not limited to living off campus without proper authorization and failure to provide current contact information, may result in revocation of eligibility to reside off campus and other judicial actions deemed appropriate.

## **Residence Life**

The Office of Residence Life is responsible for all aspects of residential living. The goal is to develop a safe and secure residential community that is conducive to learning and growth. A variety of residence hall programs are sponsored throughout the year on crucial topics such as alcohol and other drugs, AIDS and other health issues, involvement, study skills, and social and cultural activities.

The residence life student staff of forty-two graduate and undergraduate students serve as resident assistants (RAs), hall directors (HDs), and assistant hall directors (AHDs) and live in the residence halls. They are responsible for activities programming, providing peer counseling, and maintaining community standards. Questions about roommates, room changes, policies, organizations and activities, counseling, academic services, or other aspects of campus life should be addressed to an RA, HD, or the Office of Residence Life located on first floor of Hundley Hall.

Each residence hall offers coin-operated washers, dryers, soda and snack machines, and full kitchens that include oven, refrigerator, stove, and microwave. All buildings have lounges with televisions and cable hook-up.

Residence life policies exist to enhance the safety and comfort of all students in the residence halls. Failure to adhere to these policies may result in disciplinary action. Please refer to *The Hornet* (student handbook) for a complete list of policies and procedures related to residence hall living. Housing is only available to Access (age 25 and older) and graduate students when space permits.

*Firearms and/or Weapons* – Firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit, are strictly prohibited in the residence halls and on campus. Possession and/or use of a weapon will result in immediate disciplinary action that may include separation from Lynchburg College. Weapons include, but are not limited to, firearms, BB guns, air guns, knives, bows and arrows, and martial arts weapons.

*Liability for Loss* – Generally, each individual is responsible for his/her personal belongings. Students are encouraged to purchase insurance that will cover losses and/or theft. Some homeowners' insurance policies cover losses at school. Insurance is also available to students through an independent carrier who mails information to students during the summer.

*Smoke-Free Policy* – All common areas within the residence halls are designated as smoke-free areas. Individual rooms may be used for smoking only if the door is closed and all occupants of that room consent to smoking in the room.

## **SERVE**

Students, faculty, and staff are changing the Lynchburg area through service, continuing LC's long tradition of community involvement. The SERVE (Students Engaged in Responsible Volunteer Experiences) Office, located on the first floor of Hundley Hall, facilitates community service and service learning by helping students and organizations find opportunities for involvement in the greater Lynchburg area and by assisting professors in developing service learning components for their classes.

While the primary purpose of the SERVE Office is to provide service to individuals and the community, volunteers benefit personally as well. Students and members of the community develop meaningful partnerships by coming together and getting to know each other through common-cause projects.

Since 1987 LC students have contributed more than 175,000 volunteer service hours, most of which were given in the local Lynchburg community. Volunteer opportunities include Habitat for Humanity, Camp Virginia Jaycee, Big Brothers Big Sisters, area nursing homes, tutoring/mentoring in area schools, Special Olympics, White Rock Hill, and many others.

Call the SERVE Office at 434/544-8470 to find out how you can become part of these life-changing endeavors.

## **Spiritual Life**

The Lynchburg College community appreciates and encourages its rich spiritual and cultural diversity. In the strong ecumenical tradition of the Christian Church (Disciples of Christ), to which the College is historically related, this diversity is viewed not as a divisive factor but as an opportunity to learn from other faith traditions.

The important, special relationship between the College and the Christian Church is based on shared humanitarian, moral, cultural, educational, and spiritual values. Members of the student body, faculty, staff, and administration represent many denominations and faith traditions. Diversity and religious freedom are highly valued.

The spiritual life of the community is expressed in a variety of ways including community worship (both Protestant and Roman Catholic), special services during the liturgical year, community service opportunities on campus and in the wider Lynchburg area, and through a number of campus religious organizations. The Spiritual Life Center provides a meeting place for several campus faith groups, each of which is open to all members of the campus community. These faith groups are also welcomed in local congregations of various denominations, the local synagogue, and in the fellowships of other faith traditions.

The College chaplain and associate chaplain function as pastors to the entire community and as coordinators of religious activities. The chaplain also serves as director of church relations and works closely with local congregations and clergy of different denominations. Both chaplains are available for pastoral counseling and crisis intervention on a twenty-four hour basis. In the event of a family member's sudden illness or death, notification to the student can be made by the chaplain-on-call at the request of a family member.

## **Student Activities**

The Office of Student Activities, located on the terrace level of Hundley Hall, 434/544-8254, helps students become involved in campus organizations and events and seeks to increase interaction and understanding among numerous diverse groups within the multicultural campus community.

### **Supervisory Role of Institution in Student Activities**

Through involvement in student activities, including campus organizations and events, students gain personal, professional, social, recreational, and cultural development. The Office of Student Activities is charged with helping students become involved in campus organizations and events and with advising and supervising the Student Government Association, the Student Activities Board, and three fraternity and sorority governing boards. Additionally, the Office of Student Activities provides assistance and support to all recognized student organizations.

The Student Life Policies Committee, composed of faculty, staff, and students, is a standing governing committee which reviews matters of policy pertaining to student activities. Policies and procedural guidelines adopted by the Campus Life Policies Committee and the College are detailed in *The Hornet* student handbook or publicized by the offices of Student Development. These policies and procedural guidelines address matters such as responsibilities and privileges of recognized student organizations, reservation of campus facilities, admitting guests to events, posting, alcohol on campus, and freedom and order on the campus.

Campus organizations and individuals involved in student activities are expected to comply with all College policies; violation of College policy may result in judicial action, as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the College reserves the right to intervene and if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Lynchburg College.

## **Activities Fee**

A student activity fee is assessed each semester to full-time students to provide additional funding for on-campus activities and co-curricular opportunities. The funds are distributed among the Student Activities Board, the Student Government Association, and the Intramural Program. Recognized student organizations may request funding from the SGA Senate to support organizational programs.

Specific opportunities for involvement are listed below.

## **Intramural Program**

The Intramural Program is dedicated to providing quality and inclusive sports-related activities for students, faculty, and staff at Lynchburg College. Current team sports include flag football, 3-on-3 basketball, indoor soccer, 5-on-5 basketball, and volleyball. Special events include quickball and floor hockey tournaments, Frisbee, golf, and 3-sport challenge. The Intramural Program also co-sponsors activities such as Turkey Bowl, a one-day flag football tournament, as well as team participation in regional tournaments. In the past, tournaments have included flag football and 5-on-5 basketball.

## **Fraternity/Sorority Life**

Fraternity/Sorority Life oversees all Greek letter organizations and addresses issues of governance and guidance of the organizations, helping to empower them to operate in an efficient and self-governing manner. Currently, there are ten chapters at Lynchburg College. The four NIC fraternities are Phi Delta Theta, Sigma Nu, Sigma Pi and Sigma Phi Epsilon. The three NPC sororities are Alpha Chi Omega, Alpha Sigma Alpha, and Kappa Delta. The three historically black Greek organizations are Alpha Phi Alpha fraternity, Alpha Kappa Alpha sorority, and Delta Sigma Theta sorority. Their respective council, namely the Panhellenic (PC), Interfraternity (IFC), and Pan-Hellenic (PHC) councils govern all ten chapters.

## **Athletics: Intercollegiate**

Lynchburg College offers twenty-one intercollegiate sports that compete at the NCAA Division III level. Varsity athletics integrates academic rigor with enthusiastic competition in ten women's sports in basketball, cross country, field hockey, lacrosse, soccer, softball, tennis, indoor track, outdoor track, and volleyball; nine men's sports in baseball, basketball, cross country, golf, lacrosse, soccer, tennis, indoor track, and outdoor track; and two coed sports in cheerleading and equestrian.

LC is a member of the Old Dominion Athletic Conference (ODAC), a thirteen-member conference (twelve institutions in Virginia and one in North Carolina), that is the second largest multi-sport NCAA Division III conference in the country.

The director of Intercollegiate Athletics reports to the dean of the College.

## **Leadership Development**

The Office of Student Activities, located on the terrace level of Hundley Hall (434/544-8254), offers programs designed specifically to help students gain skills and attitudes that will help them become effective leaders and citizens.

**ANDERSON LEADERSHIP CONFERENCE:** The annual Anderson Leadership Conference exposes students to expertise and insights of nationally known leaders and to hands-on workshops that help students discover and develop their leadership skills. The conference is made possible by an endowment established in 1990 by Crantford V. Anderson '59 and his wife, Jeri, in memory of their son, Chip '85. It is open to Lynchburg

College students who have demonstrated an interest in developing their leadership abilities and desire to be involved in campus activities.

**LEADERSHIP CONFERENCES:** Delegations of Lynchburg College students are sent to selected regional and national conferences to expand leadership knowledge and to contribute to the campus community. A limited number of scholarships are available to assist students who wish to attend national and regional leadership training conferences.

**OUTDOOR ADVENTURE AND LEADERSHIP PROGRAMS:** New Horizons is the experiential education program that serves the dual roles of offering leadership development programs and recreational adventures for the Lynchburg College campus community. Activities are organized and facilitated by Lynchburg College students and include hiking, backpacking, rock climbing, caving, whitewater rafting, and ropes course workshops.

All activities are “Challenge by Choice” and no experience is necessary. The only prerequisites are a willingness to explore, a desire to challenge yourself, and the curiosity to seek the adventures that lie in the nearby Blue Ridge Mountains and beyond.

New Horizons offers a variety of staff positions throughout the academic year. Staff members are trained in ropes course facilitation, rock climbing, caving, hiking, backpacking, and emergency medicine. The staff spends the first year training in the basics of adventure education and then builds upon that foundation by leading wilderness and adventure course programs.

For more information about New Horizons adventures, workshops, or becoming a facilitator, visit the New Horizons Office on the terrace level of Hundley Hall or call the coordinator at 434/544-8224.

### **Publications and Media (Student)**

Students publish a weekly newspaper, the *Critograph*; a College annual, the *Argonaut*; and a literary magazine, the *Prism*.

The *Argonaut* is a record of the year’s activities for Lynchburg College and members of the College community and serves as a memory book for students, a public relations medium for the College, and a historical document. It also provides students with opportunities to develop leadership and journalism skills through managing and publishing a permanent record. Students who wish to work on the publication may apply each year for one of the following paid positions: editor, photography editor, and layout editor. Students may also apply each year for one of the following staff positions: section editor, photographer, and staff writer. The Office of Student Activities supervises the production of the *Argonaut*.

*Eye on LC* is an extracurricular activity for communication studies students who produce two or three newsmagazines each semester. Using digital video equipment, students produce, write, shoot, and edit the programs.

### **Student Activities Board**

The Student Activities Board (SAB) is the primary programming organization at Lynchburg College. SAB is a student-operated group that strives to provide the campus community with diversified programs of a cultural, social, educational, and recreational nature.

The *Concert Committee* works to bring a variety of musical programs to LC. The Committee implements all plans necessary for a successful concert. Past events include concerts by the Pat McGee Band, Reel Big Fish, Carbon Leaf and Fighting Gravity.

The *Film/Travel Committee* organizes several film screenings each semester and handles the details of these screenings from booking the films, to serving popcorn for the viewers’ enjoyment! The Committee also plans off-campus trips to such places as Busch Gardens, Kings Dominion, and Wintergreen Ski Resort.

The *Publicity Committee* develops creative ways to promote SAB events including newspaper ads, signs, banners, and sidewalk writing.

The *Special Events Committee* plans Sibs 'n Kids and helps plan Homecoming. This Committee also sponsors variety acts and noontime entertainment.

The *Spotlight Committee* identifies great comedians, variety acts, and more. It often uses its imagination to create homemade programs such as The Roommate Game, The Gong Show, and Family Feud.

The *Tech Committee* operates the sound system for all events and projector for movies. It also coordinates technical needs for major productions.

### **Student Government Association**

The Student Government Association (SGA) is an active part of the campus community. Its role is to maintain internal order and to provide an organization through which student interests may be channeled.

SGA invites the participation of interested students. Each year, positions in the legislative, judicial, and executive branches are filled by elections and appointments. Additionally, the SGA nominates students to serve as members of most standing committees of the general faculty.

The legislative branch consists of the student senate with student representatives for departments and various student constituencies on campus. The executive branch consists of members of the cabinet and class officers for each class year. The class councils plan programs and events like the Freshman Class Formal, Junior Passages Ceremony, and Senior Week.

### **Student Organizations**

The Office of Student Activities provides assistance and support to all student organizations, a list of which is available from Student Activities.

The Student Organization Handbook includes information on resources available to recognized groups as well as tips for forming a new organization and is available from the Office of Student Activities.

Campus organizations are expected to comply with the policy and procedural guidelines adopted by the Campus Life Policies Committee and the College. Obstruction of, or interference with, any regularly sponsored or official function of the College may be considered an act of disorderly conduct and may lead to appropriate disciplinary action.

### **GENERAL INTEREST CLUBS AND ORGANIZATIONS**

- Association of Commuter Students
- Best Buddies
- Black Student Association
- Circle K
- Class Councils
- Connection Leaders
- Delta Sigma Pi (Business Fraternity)
- English Club
- Enrollment Student Association
- Explore
- Hall Councils
- International Society
- Investment Club
- Istoria
- LC Anime Society
- LC Gaming Association
- LC Step Club
- Model UN
- New Horizons
- O.P.E.N. (Options Providing Enjoyable Nights)
- Physics Club

Residence Hall Association  
Sociology Club  
Sisterhood Initiative Society (S.I.S.)  
Student Nursing Association at LC (SNALC)  
Student Activities Board  
Student Government Association  
Students in Free Enterprise (S.I.F.E.)  
Student Judicial Boards  
Student Nurses Association  
Student Senate  
Theoria

#### Fraternalities/Sororities

Alpha Chi Omega Sorority  
Alpha Kappa Alpha Sorority  
Alpha Phi Alpha Fraternity  
Alpha Sigma Alpha Sorority  
Delta Sigma Theta Sorority  
Kappa Delta Sorority  
Interfraternity Council (IFC)  
Panhellenic Council (PC)  
Pan-Hellenic Council (PHC)  
Phi Delta Theta Fraternity  
Sigma Nu Fraternity  
Sigma Pi Fraternity  
Sigma Phi Epsilon Fraternity

#### HONOR ORGANIZATIONS

Alpha Psi Omega (Theatre)  
Beta Beta Beta (Biological Sciences)  
Kappa Delta Pi (Education)  
Alpha Kappa Delta (Sociology)  
Lambda Pi Eta (Communication Studies)  
Omicron Delta Kappa (Leadership)  
Phi Alpha Theta (History)  
Phi Eta Sigma (Freshmen)  
Phi Kappa Phi (Academic)  
Phi Sigma Iota (Foreign Language)  
Pi Sigma Alpha (Political Science)  
Psi Chi (Psychology)  
Sigma Phi Omega (Gerontology)  
Sigma Tau Delta (English)  
Sigma Theta Tau (Nursing)  
Society of Westover Fellows

#### MUSIC GROUPS

Concert Choir  
Dance Company  
Gospel Ensemble  
Handbell Choir  
Hopwood Singers  
Jazz Band  
LC Choral Society  
Opportunities for String Players  
Wind Ensemble

#### RELIGIOUS ORGANIZATIONS

Bahai'i Faith  
Baptist Student Union  
Catholic Community of LC  
Disciples on Campus (DoC)  
Episcopal Student Fellowship

InterVarsity Christian Fellowship  
Jewish Student Organization  
Methodist Student Fellowship  
Quaker Meeting  
ReJOYce in Jesus

#### SERVICE ORGANIZATIONS AND OPPORTUNITIES

Best Buddies  
Gamma Sigma Sigma  
Habitat for Humanity  
Haitian Partnership  
LC Emergency Medical Services  
LC Hunger Task Force  
Neighborhood Watch  
S.E.R.V.E.

#### **Written Complaints**

Lynchburg College faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern.

If a student is uncertain about the appropriate contact for a complaint, he/she may submit a written complaint to the Office of the Dean of Students (116 Hundley Hall). The dean of students or his/her designee will review the written complaint and contact the student regarding address of the complaint. If another College office is better able to address the complaint, then the dean of students or his/her designee will forward the complaint to that office and notify the student where the complaint was directed. A representative of the office receiving the forwarded complaint will then contact the student regarding address of the complaint.