

**2016**

## **FOREWARD**

The primary purpose of the Student Handbook is to provide students with information, guidelines and policies that will enhance their adjustment as citizens of the Fayetteville State University community. Students at this institution are expected to abide by the rules and regulations contained in this Handbook and are further expected to conform to all general and specific requirements, to comply with duly constituted authority, and to conduct themselves in accordance with the ideals, educational goals, religious, moral and ethical principles upon which the university was founded.

Evidence of inability or unwillingness to adhere to these ideals, goals and principles may lead to warning, reprimand, conduct probation, suspension or dismissal. Breaches of academic integrity are handled by the appropriate officials. Fayetteville State University is a member institution of The University of North Carolina, which is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, color, national origin, religion, gender, age or disability. Moreover, Fayetteville State University values diversity and actively seeks to recruit talented students, faculty and staff from diverse backgrounds.

Fayetteville State University, in keeping abreast of ever-changing times, reserves the right to change, delete, or add to any part of this publication as it deems necessary for the good of the university.

The FSU Student Handbook can be found at <http://www.uncc.edu/handbook/>. Please view the website for any updates and changes.

## **WELCOME**

Welcome to Fayetteville State University! Whether you are beginning or continuing your studies, Fayetteville State University surrounds you with opportunities to challenge your intellect in the midst of a most diverse population of students. This is the official FSU Student Handbook. General information on subjects ranging from student organizations, to campus services, to student rights and responsibilities is included. While every attempt has been made to assure that this Student Handbook contains correct and updated information, the University reserves the right to alter the policies, rules, regulations, procedures and programs described in it at any time. The current FSU Catalog is another important reference for your understanding of the policies and procedures of the University. Use this publication as a resource for answers to questions you may have. We recommend a complete reading of the Handbook so that you are well aware of the essential information it contains. Human Resources is also available on campus to answer questions or to address your concerns. If you do not know where to turn or whom to ask, please visit the Division of Student Affairs, located in Suite 209 in the Collins Administration Building. Fayetteville State University offers many opportunities for personal growth. The responsibility of choosing to participate in what FSU has to offer is yours. Try new things, make sacrifices and ask questions of yourselves and others. We challenge you to become involved in activities and organizations that are a viable part of college life. Your choices will make a difference! Best wishes to you for an enjoyable and productive academic career!

# **FSU MISSION STATEMENT**

## **FSU MISSION STATEMENT**

Fayetteville State University (FSU) is a public comprehensive regional university that promotes the educational, social, cultural, and economic transformation of southeastern North Carolina and beyond. The primary mission of FSU is to provide students with the highest

quality learning experiences that will produce global citizens and leaders as change agents for shaping the future of the State. Awarding degrees at the baccalaureate, master's, and doctoral levels, FSU offers programs in teacher education, the arts and sciences, health professions, business and economics, and unique and emerging fields. FSU is an institution of opportunity and diversity. Committed to excellence in teaching, research, scholarship, and service, the university extends its services and programs to the community, including the military, and other educational institutions throughout North Carolina, the nation, and the world. *(Approved by FSU Board of Trustees, Oct. 31, 2008).*

## **FSU VISION STATEMENT**

“Fayetteville State University is a leading institution of opportunity and diversity committed to developing learned and responsible global citizens.”

## **FSU CORE IDENTITY STATEMENT**

Fayetteville State University is a historically black university founded in 1867 as the Howard School by seven black men for the purpose of educating black children. FSU has a tradition of excellence in teacher education and is the second oldest state supported school in North Carolina. The student body, faculty, and staff today rank among the nation's most diverse campus communities. With program expansion, the university has strong undergraduate and graduate programs in teacher education, the arts and sciences, health professions, business and economics, and is developing programs in unique and emerging fields. FSU has a tradition of collaboration with the Fayetteville/Fort Bragg-Pope Air Force Base community, and renders services throughout southeastern North Carolina. FSU has a tradition of an affordable education and of preparing students to be life-long learners, to be responsible citizens, and to render selfless service to mankind.

## **FSU CORE VALUES**

### **STUDENT SUCCESS AND THE PURSUIT OF EXCELLENCE**

We believe in student success and the obligation of the university to provide the highest quality learning experiences and academic programs to facilitate student success, intellectual and cultural growth, excellence in scholarship, leadership, and ethical standards.

### **SHARED GOVERNANCE**

We believe in shared governance, fiscal responsibility, a commitment to life-long learning, and professional development for faculty, staff, and students.

### **GLOBAL RESPONSIBILITY**

We believe in respect for diversity, global responsibility, conservation of natural resources, and a commitment to sustainability.

### **COLLABORATION**

We believe in outreach, partnerships with educational institutions, engagement with the military and the community, economic transformation of the state, and service to others.

## **FSU SPIRIT & TRADITION!**

In 2001, FSU was reaffirmed for full accreditation by SACS with commendations for:

- outstanding interaction with the university and the communities that it serves,
- cultural outreach in the fine arts, and
- for creating a positive environment for teaching and learning.

FSU is accredited by or holds membership in over 20 higher education agencies. FSU consistently ranks among the nation's top producers of African American baccalaureate and

master's graduates. The university ranks particularly high in North Carolina and the country in producing African American and other minority graduates in disciplines like Mathematics, Psychology, Computer Science, Education, Social Sciences, Business Administration, and Social Work.

Fayetteville State University is a constituent institution of The University of North Carolina and the second-oldest public institution of higher education in the state. Founded in 1867 as the Howard School, seven visionary Black citizens of Fayetteville paid \$136.00 for two lots on Gillespie Street and formed among themselves a self-perpetuating Board of Trustees to maintain the property for the education of Black youth. The seven Founders were David A. Bryant, Nelson Carter, Andrew J. Chesnutt, George Grainger, Matthew Leary, Jr., Thomas Lomax, and Robert Simmons. Robert Harris was named the first principal of the Howard School. An act of the legislature provided for the establishment of a teacher training institute for Black North Carolinians in 1877. The Howard School in Fayetteville was selected to become the State Colored Normal School, and thus became the second oldest state-supported institution of its kind in North Carolina.

FSU now serves a growing student body of over 6,000 and ranks among the nation's most diverse campus communities. FSU's enrollment has increased rapidly in the past few years, while at the same time average SAT scores for incoming students has also improved.

A new Nursing Education and Research Center is now complete and renovation of other facilities is underway. New undergraduate and graduate degree programs have also been established, including FSU's first doctoral program in Educational Leadership. The university offers 43 undergraduate and 23 master's degree programs in the arts and sciences, business and economics, and education.

Dr. James A. Anderson, professor of psychology and former Vice President and Associate Provost at the University of Albany in New York, was selected as Chancellor of Fayetteville State University by the University of North Carolina's Board of Governors to lead the 142-year-old institution in June 2008. Active in professional, civic, and higher education organizations, Anderson's research and writing have focused on the assessment of student learning, as well as the impact of diversity on student learning, retention, and overall institutional effectiveness. He is the author of three books, including *The Unfinished Agenda: Brown v. Board of Education* (2004) and *Driving Change through Diversity and Globalization-Transformative Leadership in the Academy* (2007).

The Howard School, founded in 1867, was the genesis of Fayetteville State.

## OUR HISTORY

### UNIVERSITY MOTTO

*Res Non Verba*  
*"Deeds Not Words"*

### UNIVERSITY SEAL

### UNIVERSITY LOGO

### SCHOOL COLORS

*Blue and White*

# **MASCOT**

## **DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs is committed to providing an exceptional co-curricular experience, supportive of the academic mission at Fayetteville State University from orientation through graduation. With a strong emphasis on total student development, the Division strives to prepare each student for a productive, ethical and meaningful life after college while fostering an inclusive campus community in support of the educational mission of the University.

The philosophy of the Division is that student development is an ongoing and cumulative process of intellectual, psychological, cultural, social and spiritual growth. This growth and development is shaped by a student's involvement outside the classroom and is a valuable part of the collegiate learning experience. Accordingly, the goals of Student Affairs are: to provide programs, services and events that promote cultural enrichment and development; to collaborate with academic units and utilize experiential learning opportunities to enhance students' productivity; and to maintain a campus environment that encourages social diversification while promoting interpersonal interaction.

The Division of Student Affairs encompasses the administrative Office of the Vice Chancellor and the following units: Career Services, Center for Personal Development, Director of Student Conduct, Intramural & Campus Recreational Services, Office of Residence Life, Office of Student Activities, Rudolph Jones Student Center and Student Health Services.

### **OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS**

The Office of the Vice Chancellor for Student Affairs is located in Suite 202 of the Collins Administration Building. The Vice Chancellor supervises all areas within the Division and oversees all strategic planning, personnel, budgetary and other administrative functions. The Vice Chancellor for Student Affairs is a member of the Chancellor's Executive Cabinet and plays an active role in University planning and policy-making activities.

The Office of the Vice Chancellor for Student Affairs provides a broad range of centralized administrative support to the various units. In addition, the Office of Student Affairs is responsible for the administration of every aspect of the student judicial process and the Code of Student Conduct, coordinating Orientation, monitoring the Membership Intake Process, advising the Student Government Association, coordinating the emergency preparedness plan for students and a myriad of other special projects.

### **THE CENTER FOR PERSONAL DEVELOPMENT**

The Center for Personal Development offers programs, services and activities to assist students with social, personal and academic growth during their matriculation at the University. Major focuses toward the progress of the students' educational pursuit are workshops and outreach services that encourage the enhancement of self-esteem; the development of decision-making and life skills; the strengthening of leadership abilities; the improvement of study skills; the promotion of awareness in wellness and related issues.

The Center for Personal Development is located in the Spaulding Building. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Appointments and walk-ins are available to all students. After hours appointments are available to students who are unable to visit the Center for Personal Development during normal operating hours. Please call the Center to schedule an appointment at (910) 672-1222/1203.

## **SUBSTANCE ABUSE PREVENTION PROGRAM**

The Substance Abuse Prevention Program offers awareness in an attempt to prevent alcohol and other drug use on campus. A comprehensive prevention approach has been established that combines traditional educational programs with strategies aimed at informing the campus social environment. In order to better serve students, the program offers confidential Substance Abuse Assessments, Counseling and Prevention Education, as well as referrals to community resources. Successful partnerships have been established with the following agencies in an effort to provide current information to the student population: Cumberland County Health Department, Cumberland County Mental Health Center, North Carolina Highway Patrol, ABC Alcohol Law Enforcement, Operation Sickle Cell, Inc., HIV/STD Prevention Program and Rape Crisis Volunteer of Cumberland County.

## **COUNSELING SERVICES**

A confidential counseling environment is provided for all enrolled students where personal, social and academic concerns may be discussed. Individual and group counseling services are available covering a variety of concerns and issues, and the information discussed therein is held in strictest confidence in accordance with the limits provided by law. No record of counseling appears on academic transcripts or placement files. Referrals are made to community agencies if necessary and agreed upon.

## **STUDENT DISABILITY SERVICES**

With its commitment to the development of self-esteem and dignity in all members of the academic community, program provides reasonable accommodations to a student with a disability. Students with disabilities are offered specialized services to assist with special needs. Additional services include pre-admission information, orientation, accessibility information, and information about study skills and testing techniques. Support is provided to students who may experience a sudden/temporary disability during the course of a semester. Students who wish to receive assistance from the Student Disability Services program should complete the Student Disability Services registration form obtained from the Center for Personal Development, Spaulding Building, Room 155.

## **PSYCHOLOGICAL SERVICES**

Licensed counselors are available to offer counseling services to students who may be experiencing depression, anxiety, eating related concerns, family or relationship challenges and trauma related concerns. Assessments and evaluations are also available. These evaluations focus on identifying the counseling concerns and challenges that may be interfering with successful matriculation at the University. All information discussed is kept in strictest confidence according to the limits established by law, and information shared does not appear on the student's academic record. At the student's request, counselors will collaborate with physicians involved in the student's care to discuss the most effective means of providing assistance.

## **INTRAMURAL AND CAMPUS RECREATIONAL SERVICES**

The mission of Intramural Sports is to provide competitive, non-competitive, recreational, and instructional opportunities for the Fayetteville State University students, faculty and staff. We are committed to the development of a healthy and active lifestyle, enhancing the collegiate experience through leadership, teamwork, sportsmanship, diversity, responsible and ethical conduct, and quality team's and individual's with a focus on overall enjoyment.

Fayetteville State University Intramural Sports and Campus Recreation offer numerous structured and non-structured activities. Our services are designed specifically to provide participants with opportunities to improve their overall quality of life. Intramural Sports offer flag-football, team dodge ball, team spider ball, kickball during fall semester and basketball, volleyball, softball, and soccer during spring semester. Input from participants

determines which sports and activities are offered. Intramurals also offer recreational activities, such as weightlifting, racquetball, indoor & outdoor track, water aerobics, aerobics activities and use of aerobics equipment all year round. All levels of athletic skill are welcomed, from former varsity athletes to students who have never played organized sports. Eligibility to participate is limited to Fayetteville State University students, faculty, and staff.

In order to participate in Fayetteville State University Intramurals team sports activities, you must create an imleague account. To register, you must first go to [www.imleague.com](http://www.imleague.com) and create an account, by using your FSU email and your own personal password to sign-up. After you have created an account, you can either then create your own team or ask to join a current team as a free agent.

Complete participant eligibility of rules and sport can be found in the Intramurals and Recreational Services Handbook. Numerous other sports and special events are planned throughout the year. These sports include but not limit to, men/women club basketball, track, and soccer. A complete schedule of events is available at the Intramural Sports office located inside the Lilly Gymnasium. For more information contact the office at 672-1188.

### **HOURS OF OPERATION:**

#### **Fall Semester & Spring Semester**

Monday-Thursday 10:00am-9:00pm

Friday 10:00am-7pm

Contact the Intramural office for Saturday schedule

Sunday 1:00pm-5:00pm

#### **Summer I & II Session**

Monday-Thursday 9:00am-5:00pm

Friday 12:00am-5pm

Contact the Intramural office for Saturday & Sunday schedule.

## **OFFICE OF RESIDENCE LIFE**

The Office of Residence Life works diligently to provide a comfortable and safe environment structured to enhance the academic climate at Fayetteville State University. We are dedicated to integrating education and out of class learning, while providing opportunities for leadership, citizenship and campus involvement.

As a department dedicated to student life, there is a strong commitment to provide a positive community for residential students. Efforts are made to integrate academic and out-of-class learning as well as providing opportunities for leadership and involvement in the residential community. The staff does not assume a parental role, but will gladly assist students in their personal and professional developmental and are considered partners in the process towards success! Other functions performed by the Office of Residence Life include: special event programming, presenting co-curricular workshops, creating opportunities for social networking, safety awareness training, peer mediation/conflict resolution, and referral services to campus or community resources.

### **YOUR RESPONSIBILITIES AS A RESIDENT**

The residential experience is meant to be a positive one, filled with fond memories, social growth, and the development of long lasting relationships. There are, however, certain responsibilities that you assume when you move into the residential living community.

In addition to the items listed in this document, the rules and regulations of the University and the residence halls are clearly spelled out in the Housing Contract, Guide to Residential Living, the Student Handbook and other subsequently published addendums. These items are available online at: [www.uncfsu.edu/reslife](http://www.uncfsu.edu/reslife). You are responsible for knowing these

rules and for adhering to them at all times. Any student involved in any violation(s) of university rules, regulations, or policies is subject to the established disciplinary sanctions.

If you are suspended from classes or evicted from the residence halls, the student is required to leave the residence halls with his/her belongings within 24 hours unless otherwise specified. You will not be allowed to continue living in or visit any of the University residence halls (both on and off campus) on either a temporary or permanent basis. Additionally, the student may not attend Residence Life social functions in or around any of the University residence halls.

## **RESPONSIBILITY TO THE HOUSING CONTRACT**

As a member of the Residence Hall community, you have a contractual responsibility with the Office of Residence Life and to your residential campus community. Part of that responsibility entails a thorough knowledge of the terms and conditions of the housing contract. As part of that knowledge, you have an inherent duty to fulfill your financial responsibility to the contract and all of its terms and conditions. The Office of Residence Life is available to assist you, clarify such responsibility and/or direct you to the appropriate resources.

Student housing is restricted to currently enrolled full time students. Request for exception to this requirement should be made in writing to the Assistant Vice Chancellor of Student Affairs within 72 hours of an individual dropping below a full time status.

The housing application/contract is active for a one year academic term, and therefore must be re-submitted on a yearly basis along with an annual processing fee. Regular academic term contracts begin during the fall semester and extend through the spring semester. A separate application/contract must be completed for summer sessions. The contract does not guarantee assignment to a particular type of accommodation nor does it determine final admission to the University. The Office of Residence Life reserves the right to modify room assignments for room consolidation, disciplinary reasons, catastrophes, closing of the facility, unresolved incompatibility of roommates or other reasons deemed necessary for community living.

It is important to note that all students who reside in a campus managed facility must be enrolled in a meal plan. First-Time students are automatically enrolled in the default 21-Meals per week plan. After the freshmen year, residents may select another meal plan option.

## **PERSONAL RESPONSIBILITY AND MUTUAL RESPECT**

Living in the residence halls at Fayetteville State University is a privilege, not a right. Residence Life employees are not expected to tolerate abuse in the performance of their duties; therefore, the harassment of any Residence Life official, employee, or contracted service provider will result in disciplinary action.

Residence Life relies on the ability to openly communicate and efficiently deliver important information to all residents. Your residence hall staff will, from time to time, announce mandatory floor meetings and programs. Students are required to attend such events. Advance notice for such meetings will be given. If you cannot attend the floor meeting or program, arrangements must be made in advance with your Resident Director.

As an on-campus student, you are not subject to any curfews or time restrictions for entering or exiting the residence hall in which you are assigned... Students are encouraged to use this freedom wisely, while remembering your purpose for going to college and planning your social events around your academic commitments. In order to maintain a hospitable living environment, no weapons, no illegal drugs, no smoking, and no pets are allowed. Please review the Guide to Residential Living for additional details regarding these items.

The residence hall space is “shared” space. Each residential community has a set of hours

that are considered to be “quiet hours” or “study hours”. During these times, students are expected to refrain from loud and boisterous activities, talking or playing music that would interfere with other persons studying, quiet time or rest time.

Roommates are expected to display courtesy and mutual respect for each other’s academic pursuits, life style and personal belongings. No roommate has the authority to infringe on the other’s rights; nor does one student have full ownership of the assigned area.

Along with your roommate, you are fully responsible for all activities that occur in your assigned room and/or suite. Even if you are not actively involved in a policy violation, you can be held accountable if you are present during such a violation or if you give others access to your room, suite, or hall. **You should always lock your room, suite and/or building door when you leave, even if only for a few moments.** This will help in preventing others from committing violations in your room; suite and/or building that could lead to disciplinary sanctions. Do not condone any violation in your presence. While it is not recommended that students directly confront roommates or anyone else perceived to be in violation of the Student Conduct Code or Residence Life policies and procedures, it is your responsibility to notify a Residence Life staff member immediately when a violation occurs.

### **RESPONSIBILITY FOR YOUR GUESTS**

Regulations governing same sex and co-ed visitation are administered by the Office of Residence Life. The specific hours and requirements for guest (non-room residents) will be distributed by your Resident Director or Resident Assistant. The Resident Director or designee has the right to restrict or deny guest visitation at any time.

All guest(s) are required to register and check in at the visiting hall main office upon entry. Guests who are do not currently reside in on campus housing must provide a valid state or federal government issued photo identification card upon entry. On campus residents must show their halls hall entry card prior to be permitted into another residence hall.

You are responsible for the conduct of your guests while they are in the residence halls and/or attending events on campus. You are required to escort your guests at all times while in the residence halls.

The Residence Halls are not the appropriate place for children. Except for move-in and move-out periods, children under the age of 14 are only allowed hall lobby visitation and must be accompanied by an adult guardian at all times. Children are not permitted to stay overnight.

A student may have one overnight guest of the same sex who is at least 18 years old with advanced approval of the residence hall director. A request for overnight guest must be submitted to the Resident Director at least 72 hours in advance of the overnight guest intended arrival. The maximum length of any overnight visit is three consecutive nights.

The Residence Hall Staff reserves the right to ask visitors to vacate the premise and/or limit their access to other parts of the hall at their discretion.

### **RESPONSIBILITY FOR ROOM MAINTENANCE, DAMAGES AND CLEANLINESS**

You along with the Facilities Maintenance staff share responsibility in maintaining your room and the residence halls. You can complete a hall room maintenance request by reporting the issue or concern to the front office in your building. Your responsibilities include: maintaining proper condition of your room and its contents; timely and specific reporting of all housekeeping concerns, damages or maintenance problems; arranging furniture and personal belongings to facilitate maintenance staff easy access to respond to repair requests; perform routine room maintenance and/or to correct unsafe or potentially hazardous conditions as appropriate and safe.



Residents are responsible for cleaning their rooms and other common areas such as bathrooms, kitchens and living rooms if residing in a suite or junior suite. Each resident is expected to display good housekeeping efforts and keep their area clean and neat. You are responsible for removing trash from your room and/or suite area on a daily basis. The residence hall staff performs health and safety inspections and may issue a charge or fine for areas left untidy. Health and safety inspections will be announced and publicized at least 24 hours in advance. Residence Life reserves the right to perform an unannounced health and safety inspection of an individual's room in instances that the life and safety of someone is thought to be in jeopardy or to minimize the potential damage to the hall.

## **RESPONSIBILITY FOR YOUR ROOM**

Student rooms are primarily designed to provide lodging and a comfortable place to study and relax. Students are responsible for maintaining the facility in which they reside. Upon check in you should carefully inspect your room and note the condition of furniture, fixtures, walls, floor and ceiling on the Room Condition Form. You will be billed for any damages and/or discrepancies not noted on your Room Condition Form.

**FSU prohibits all cooking or heating appliances (other than microwave ovens, hair irons, and blow dryers) from use in residence halls. Grills, hot plates, toasters, George Foreman's, pets, candles, oil lamps, kerosene, immersion heaters, incense, electric blankets and heaters and ceiling fans are not allowed in the residence halls. In addition, weapons, box cutters, knives, guns or any item perceived to be a weapon are strictly prohibited in and around the residence halls.** This includes, but is not limited to explosives, firecrackers, bottle rockets, smoke bombs, ammunition and related paraphernalia, BB guns, pellet guns, air guns, stun guns and water guns. Halloween masks or anything that covers the face or alters a person's identity are strictly prohibited. Specialized medical equipment is allowed with prior approval from the Department of Residence Life. Additional furnishings brought into the room must be free standing and clear of all existing furniture, fixtures, or walls in the room. Please refer to the Housing Application/Contract and/or Guide to Residential Living for a complete list of approved and prohibited items permitted in the residence halls.

## **DAMAGE ASSESSMENT**

The student is required to make payment to the University or to the other persons, groups, or organizations for damages incurred as a result of policy violations. If a resident is assessed a charge for residence hall damages or sanctions, students have 3-5 business days to appeal the charge. Appeals can be sent to the Director of Residence Life. Verification and/or documentation will be required in disputing charges. All Residence Life/Halls sanctions should be paid by the date indicated on the charge form. Payment for charges should be remitted to the Business Office at the cashier's window. You must submit a copy of the receipt to the Office of Residence Life for processing, provide a copy to the Resident Director and retain a copy for your files. Students failing to satisfy any outstanding fees or fines within the specified time frame can be denied on-campus housing and/or their housing contract cancelled immediately. Individuals will be held financially responsible for the full terms of their housing contract regardless of possible denial of housing privileges because of indebtedness and/or disciplinary matters.

## **ELECTRICAL EQUIPMENT**

The residential facilities have limited electrical systems. Overloading these systems presents fire and safety hazards. Due to the current residential room electrical configuration, a maximum of 8 amps should be used per electrical outlet in a student room. Use surge protectors/power strips for all electronics, particular computers, gaming systems, television, DVD players, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are prohibited. Any deviation from this practice can result in the student being fined for a safety infraction. Residence Life staff reserve the right to request the removal or to confiscate any contraband

items that do not conform to hall regulations. Residence Life will not be held responsible for damages to confiscated equipment.

## **FIRE AND LIFE SAFETY**

Fire prevention and safety are of paramount importance in the residence halls. For reasons of safety, smoking in the rooms, burning candles or incense, tampering with smoke detectors or other building safety devices are prohibited.

The residence hall sprinkler systems are very sensitive. Under no circumstances should you touch or hang items such as hangers on the sprinkler heads. This may activate the sprinkler system, which will result in severe water damage to the room, your belongings and possibly other sections of the residence halls. Please be advised that you will be held financially responsible for any damages and cleaning charges resulting from unauthorized activation of the sprinkler system and subject to serious judicial action.

Residents are also required to respond and react to all building alarms (i.e. fire alarms, fire drills and other emergency notices). Students failing to properly respond and/or react to building alarms may be fined, sanctioned and/or have their housing contracts cancelled.

## **HEALTH AND SAFETY INSPECTIONS**

For your safety, a Residence Hall staff member conducts health and safety inspections of the residence halls. Health and Safety Inspections will be conducted with at least 24 hours advance notice to the residents. Emergency, impromptu Health and Safety inspection maybe conducted by a staff member of Residence Life or an University official in instances that an individual is believed to be hurt, injured or being detained against their will or, there is believed to be a condition existing in the room that might damage the room, building, furniture and/or fixtures. Residents may be fined or subject to disciplinary action for violations of housing regulations and campus policies.

## **SMOKING**

Smoking is prohibited in all Fayetteville State University buildings. This prohibition applies to all indoor air space including all residence hall rooms and common areas, private faculty and administrative offices and dining facilities. It is the responsibility of all faculty, staff and students to observe and enforce the nonsmoking policy. To implement and enforce this policy, common courtesy and consideration towards others should be exercised. Smoking is permitted only in designated areas outside the halls. The smoking of clove, cigarettes and cigars is prohibited.

## **HALL SECURITY KEYS**

The main exterior doors to all of the residence halls are locked 24 hours a day. Residents are issued a hall key or access card at check-in so they may access their hall. Keys or access cards are never to be shared with roommates or friends. Residents should make sure all entrance/exit doors are completely closed and locked once they transit through. You should never allow someone to follow you into your hall without properly accessing the building in accordance with procedures as stipulated by the Department of Residence Life.

## **LOST/STOLEN KEYS OR ACCESS CARDS**

In the interest of your personal safety, it is the policy of Residence Life to re-key student rooms at the student's expense if the room key is determined to be lost or stolen. If you lose your room key or access card, report it immediately to your Resident Director or other hall staff. The cost of a lock change and new keys (or cards), varies. If you believe your keys or access cards have been stolen, contact the University Police to complete a police report. You are responsible for the cost of re-keying your room even if your keys are stolen.

Students will be granted a one-time courtesy access per semester to their room if their access card/room key is temporarily misplaced and the request is made during normal Residence Hall duty hours. Any subsequent request, after the initial courtesy, or after hours request will carry a \$10.00 access fee charge.

## **PERSONAL OR PROPERTY DAMAGE**

The University assumes no liability, responsibility or legal obligation to pay for injury or the loss or damage of personal property, which occurs in its buildings or on its grounds. This includes damages and/or loss of personal property caused by fire, water, theft, flooding and etc. **Students and/or their guardians are strongly encouraged to carry appropriate insurance to cover any potential loss.** You are encouraged to check any home insurance policies which you or your guardian may have to see if the coverage extends to you while residing in on-campus housing. If not, it is suggested that you investigate and purchase the appropriate property insurance to cover you will living on campus. Your Residence Hall Director or the Residence Life Office might be able to provide you with additional information about personal property insurance.

## **TIPS FOR PROTECTION**

You are responsible for the protection of your valuables.

- Always lock your room and/or suite door whenever you are asleep, or leave your room.
- Immediately report all suspicious persons or activities to your Hall Staff and Campus Police
- DO NOT leave valuables in plain sight or flash cash, credit, debt or gift cards.
- Record serial numbers of all valuables and share that information with a trusted agent and Campus Police
- Use the buddy system after dark or call University Police for an escort.
- DO NOT prop open doors or open doors for a stranger.
- DO NOT disarm locked door alarms; report those who do to your RA.
- Make sure your belongings are covered against fire, theft, etc. by an insurance policy.
- Inform your roommate or RA of your whereabouts and expected time of return if you are going to be away for an extended period of time.

## **TELEPHONE SERVICES**

There is at least one office or public phone in each residential building for student use. Some facilities have phone lines in student rooms. These public phones are for local calls, campus directory calling and emergency 911 calls only. The University accepts no responsibility for long-distance arrangements, billing or information. The residence halls telephone system is a non-billing system which does not allow students to charge calls or other telephone services. Students are held responsible for adhering to all applicable federal and state laws and regulations governing telephone service.

The University reserves the right to publish telephone numbers for use by University students, faculty and staff members. The University reserves the right to make changes in telephone service regulations and charges without prior notice, although efforts will be made to publicize such changes.

Students are prohibited from abusing the provided phone service. Abuse is deemed illegal by definition of: unauthorized use of voice messaging systems or answering device, tampering with equipment or phone lines, making obscene, threatening or questionable phone calls or displaying inappropriate behavior on the phone.

## **REPORTING COMPLAINTS OR CONCERNS**

The Office of Residence Life will consider and respond in a timely manner to student complaints and maintenance requests. Students are expected to communicate all personal concerns, roommate conflicts, request for repairs and facility related incident reports to the respective Resident Director or the Office of Residence Life within 24 business hours of the incident.

*Living on campus is a wonderful opportunity; live responsibly and enjoy the residential experience!*

## **RUDOLPH JONES STUDENT CENTER**

Newly renovated in 2014, the student center is home to the Student Government Association, Student Activities Council (SAC), AUTOS Commuter Student Association, Office of Student Engagement, Career Services, Office of Student Conduct, *Fayettevillian* Yearbook, Voice Student Newspaper, and recreational space. The 82 thousand square foot facility contains a tri-lateral multipurpose room, increased conference rooms, a 100-seat movie theater and multiple student lounges. The exterior boast a sitting deck, amphitheater and patio area. On the lower level you will find the post office, Bronco One Card and a hot food grill with increased seating. Students are encouraged to participate in events held within the facility and take full advantage of all the services offered. To find out more information, contact (910) 672-1406. For recreational events and services, contact (910) 672-1713. While a patron of the student center, we ask that you refrain from:

- Smoking inside the facility and within 25 feet of its perimeter
- Using profanity
- Performing personal grooming in common areas
- Playing recreational games outside of the designated areas
- Eating in restricted areas
- Repositioning or defacing furniture
- Eating in the movie theater
- Horse playing
- Playing loud music from electronic devices meant for individual personal use.

## **OFFICE OF STUDENT ENGAGEMENT**

Housed in the Rudolph Jones Student Center, The Office of Student Engagement seeks to provide activities for the development of responsible group participation in cultural, social, recreational and educational programs. This office also maintains a database of all officially recognized student organizations that is used for certifying and monitoring their eligibility. Staff members work closely with student organizations to assist with the planning and implementation of activities and programs to add to the overall quality of student life. You may contact the Office of Student Engagement at (910) 672-1166.

### **STUDENT ORGANIZATIONS**

The University strongly encourages students to participate in academic and social organizations (including but not limited to Greek-lettered and other student organizations) as a means of enhancing their leadership ability, personality, and social skills, and as a means of making wise use of their leisure time. A variety of academic/social clubs and organizations function on campus throughout the academic year. Students are encouraged to become members in organizations that best suit their particular interests. These organizations sponsor programs, projects, social events and other activities that the students will find creative, interesting, enjoyable and beneficial to the University community.

### **STUDENT ELECTIONS**

The Student Government Senate shall approve the schedule for elections set up by the Elections Board during the fall and spring semesters. Any changes or additions to this schedule may be made only with the permission of the Elections Board and the majority vote of the Student Senate. Elections shall be by a secret ballot of the student body or an appropriate portion thereof. Those wishing to have their names on the ballot for an election

must apply by the time set by the Elections Board. There shall be at least one (1) week between the close of the application process and the start of campaigning, during which time the Elections Board shall determine the eligibility of candidates. Candidates shall not be announced until the Elections Board has completed this process. In the event that an office is not filled during the Spring elections, such position shall be open to candidates in the Fall. For detailed information concerning elections, campaign rules, and voting procedure contact the Office of Student Engagement at (910) 672-1166.

### **STUDENT GOVERNMENT ASSOCIATION**

The mission of the Student Government Association, or SGA, is to serve the interests of the student body. The SGA is recognized by Fayetteville State University as the official voice of the students, which is not only a great honor, but also a significant responsibility. The Student Government Association is dedicated to the preservation of relevant customs and traditions, the encouragement of academic excellence and the advancement of the student body through leadership, self-expression, freedom and justice. SGA Officers are elected each year through the formal Student Elections process. Contact the Student Government Association at (910) 672-1344.

### **MR. AND MISS FAYETTEVILLE STATE UNIVERSITY PAGEANT**

Mr. and Miss Fayetteville State University are selected in the spring semester through a formal competition if five (5) or more students apply to compete and are deemed eligible to compete according to the criteria. If less than five apply or are deemed eligible to compete, Mr. and Miss FSU will be determined by student vote, interview with judges panel, and results of essay submitted by eligible candidates. Prospective participants must complete and return an application to the Rudolph Jones Student Center by the specified deadline. After the applications have been reviewed, approved participants will be notified and issued additional information regarding the pageant. Guidelines for eligibility are outlined in the Constitution of the Student Government Association. The Office of Student Engagement, Student Government Association, and Student Affairs sponsor this competition. Mr. and Miss FSU are official ambassadors for the University.

### **STUDENT ACTIVITIES COUNCIL**

The primary purpose of the Student Activities Council (SAC) is to carry out the planning, implementation, and fulfillment of activities and events for the student body of Fayetteville State University. In addition to Homecoming and Rodeo Week, the Council plans a variety of social, cultural and recreational activities and programs throughout the academic year. The Council is comprised of three elected officers, appointed officers and 15 council members who consist of 13 upperclassmen and 2 freshmen. The Student Government Association President is an ex officio officer in the Student Activities Council. All students are welcomed to give suggestions regarding activities and to assist in implementing programs and activities. The Council meets once a week in the Student Center. SAC Officers are elected each year through the formal Student Elections process. For more information call (910) 672-1131.

### **A.U.T.O.S. COMMUTER ASSOCIATION**

The purpose of the A.U.T.O.S. Commuter Association is to assist Fayetteville State University's non-residential student population by helping them make the most of their college experience. A.U.T.O.S. stands for Achieving Understanding Toward Off-campus Students and consists of the Executive Board and members. Membership is restricted to those students who do not live on campus. Efforts of this organization include providing activities to connect commuters with the campus community, keeping commuters up to date on campus information, and encouraging academic progress and student leadership. A.U.T.O.S. members serve as advocates for commuter needs in campus planning.

### **HAZING**

It is against University policy, as well as the rules and regulations of each of the fraternities,

sororities, student organizations/groups and social fellowships, to initiate or discipline fellow students by means of horseplay, practical jokes, punish, oppression, harassment and tricks, in the nature of humiliation or infliction of painful ordeals or infliction of excessive work or harassment by abusive ridiculous treatment. More specifically, there should not be any paddling or inflicting of abusive or humiliating stunts that could cause bodily harm to prospective candidates. Moreover, North Carolina law specifically prohibits hazing by making it a crime for a student to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.

For more details about the University Hazing Policy visit [www.uncfsu.edu/policy](http://www.uncfsu.edu/policy).

## **OFFICIALLY RECOGNIZED STUDENT ORGANIZATIONS**

The University strongly encourages students to participate in academic and social organizations (including but not limited to Greek-lettered and other student organizations) as a means of enhancing their leadership ability, personality, and social skills, and as a means of making wise use of their leisure time. A variety of academic/social clubs and organizations function on campus throughout the academic year. Students are encouraged to become members in organizations that best suit their particular interests. These organizations sponsor programs, projects, social events and other activities that the students will find creative, interesting, enjoyable and beneficial to the University community.

### **WHAT “OFFICIALLY RECOGNIZED MEANS?”**

Officially recognized organizations may request the use of specified University facilities, property, services, or equipment pursuant to the Facilities Use Policy. These organizations may use the University’s name in their titles, so long as sponsorship or endorsement by the University is not implied or stated. These organizations may apply for funding from the Student Government Association and may obtain assistance from the Division of Student Affairs, including leadership training, educational workshops, general organizational advising, major event planning, publicity, and reference materials. It is critical to note that official recognition does not mean that the University endorses the viewpoints of the organization and tax-exempt status is not extended when organizations receive recognition. It is also critical to note that the University does not interfere with how student organizations function, only that they need to meet certain standards if they wish to access these facilities, property, services, or equipment. **For the purpose of this Student Handbook, the term “organization” is used to refer to any club, organization, society, group, or association seeking to obtain official recognition status.**

## **APPLICATION FOR OFFICIAL UNIVERSITY RECOGNITION**

**OFFICIAL RECOGNITION IS AN ANNUAL PROCESS.** Official recognition expires annually on September 15th. To avoid a lapse in recognition, groups should re-apply by the established 1st of September deadline. (Each year both the last student point of contact and the primary contact and advisor will be notified.) Applications are delivered to each advisor’s departmental area. Additionally, applications can be obtained from the Office of Student Engagement. **Officially recognized organizations that do not adhere to the guidelines outlined in the Student Handbook could lose their official recognition status mid-year.** University guidelines, requirements, policies, procedures & regulations supersede those of local chapters & national organizations.

## **GUIDELINES FOR OFFICIAL UNIVERSITY RECOGNITION**

Fayetteville State University’s and organizations are recognized by the Office of Student Engagement according to the following:

1. Must not present a clear and present danger to the University or individual students; must not violate existing policies, statutes or laws; and must be in accordance with the mission and goals of FSU.
2. Must have an advisor who is a full-time permanent employee of the University and is

approved by the Division of Student Affairs. ANY AND ALL activities sponsored by an organization MUST BE APPROVED, SUPERVISED AND ATTENDED by that advisor.

3. Must submit an updated constitution every two years. Failure to do so will result in the organization not being recognized.
4. Must immediately inform the Director of Student Engagement via e-mail or in writing regarding any changes in pertinent information to include, but not be limited to: officers, advisors, membership and amendments to the constitution.
5. Must submit an accurate membership roster with a recognition packet. Membership in student organizations is limited to *FSU students only*.
6. **Must be represented by the President and Advisor at all scheduled Presidents Roundtable meetings.**
7. Must register each academic year with the Office of Student Engagement by the designated time.
8. Will be subject to disciplinary action for failure to comply with University regulations and procedures. Organizations are also subject to campus suspension if they are suspended by their national organization.

## **GREEK-LETTERED NPHC ORGANIZATIONS**

### **I. AUTHORITY**

Fayetteville State University views fraternities, sororities and social fellowships as a vital part of campus life. The Division of Student Affairs establishes all requirements and guidelines for fraternities, sororities and social fellowships, to include membership intake. The National Pan-Hellenic Council at Fayetteville State University (NPHC at FSU) is the governing body at FSU for Greek lettered organizations and it is a financial member of the National Pan-Hellenic Council, Inc. The NPHC at FSU also provides within its constitution rules and regulations that all of its membership organizations are required to follow. University guidelines, requirements, policies, procedures & regulations supersede those of local chapters & national organizations.

### **II. MISSION AND PURPOSE**

#### **A. Greek Lettered Organizations Mission and Purpose.**

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter Sororities and Fraternities: Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc. and Omega Phi Psi Fraternity, Inc. The NPHC promotes and encourages interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The mission of the NPHC at FSU is to strongly encourage unanimity of thought and action in the conduct of Greek lettered collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. This commitment encourages and fosters team building and group cohesion while

The Division of Student Affairs establishes all requirements and guidelines for fraternities, sororities and social fellowships, to include membership intake striving for academic excellence. Each organization represented contributes to the quality of student life by providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities.

#### **B. Status of Greek Letter Organizations.**

The statuses of the nine organizations that comprise the National Pan-Hellenic Council are as follows: (As of August 1, 2015)

### **Active Fraternities & Sororities**

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Delta Sigma Theta Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Omega Psi Phi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Zeta Phi Beta Sorority, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Iota Phi Theta Fraternity, Inc.

## **III. REQUIREMENTS AND GUIDELINES**

### **A. Greek Lettered Organizations Requirements and Guidelines**

#### **1. Maintaining Active Status**

- a. A fraternity or sorority must maintain a group grade point average of 2.5 to remain active. Failure to maintain the stipulated group grade point average will result in the organization being placed on inactive status for the current semester. Inactive status means that the organization may not sponsor public activities or social affairs and may not conduct membership intake. Any fraternity or sorority that has 25% or more inactive members will be considered inactive for the following semester. Inactive status of members includes, but is not limited to, those who: have been declared inactive by the chapter advisor and/or their respective national organization; have failed to meet the organization's financial obligations; and/or have not participated in any public functions of the organization such as assembly programs, membership intake activities or social functions.
- b. Each fraternity and sorority is required to file an alphabetical roster in the Office of Student Affairs by August 24th of the Fall semester. These lists will be used to determine the scholarship standing of the organization for the academic year. Organizations that meet the group grade point average will be allowed to register with the Office of Student Activities.
- c. Each fraternity and sorority shall have responsibility for its activities. A fraternity and sorority shall not engage in any activity that is not in the best interest of the University or its students.
- d. It is against university policy, for any fraternity and sorority to sponsor "sweethearts" or any like support group for their organization.
- e. Each fraternity and sorority must submit all facility requests to the Office of Student Affairs for approval.

#### **2. Greek Lettered Advisors**

- a. Qualifications. Each active fraternity and sorority shall have an advisor from the organization. It is recommended that each undergraduate primary chapter advisor designate in writing a secondary on-campus advisor that may serve in the absence of the primary advisor. The primary advisor must be a member of the University faculty or staff employed full time on the main campus and be at least 35 years old. (Temporary Employees are not allowed to serve as advisors.) The primary advisor must be from the University recognized graduate chapter (and is subject to the approval of the



Vice Chancellor for Student Affairs). The advisor must obtain approval to advise from their immediate supervisor AND departmental supervisor.

- b. Any advisor who knowingly or with negligent or reckless disregard allows their organization or any of its members (whether FSU members or otherwise) to violate any law, rule or University policy or code may be subject to sanctions by the University including but not limited to removal from the position of advisor or employment discipline including but not limited to termination.

### **3. Exceptions to Qualifications.**

- a. Exceptions to qualifications may be granted: (i). If there is not a faculty or staff person currently employed at the University to serve as a primary campus advisor; (ii). If there is no member of the University's recognized graduate chapter that can serve as the off campus advisor (off-campus).

Fraternities and sororities must submit all requests for exceptions to the Vice Chancellor for Student Affairs. The Vice Chancellor will decide within his/her own discretion whether to grant or deny an exception and whether to impose any stipulations or restrictions when granting/denying an exception.

4. **Duties and Responsibilities.** (i). All approved advisors must attend an annual training sponsored by the Division of Student Affairs; failure to attend may disqualify potential advisors. (ii). The primary advisor and/or secondary advisor **must** be present at all meetings, events and campus activities held by the organization. Organizations that hold meetings and on/off campus activities without the presence of an advisor will be subject to disciplinary action. (iii). Any infringement of these regulations by a fraternity or sorority, will result in disciplinary action as determined by the Office of the Vice Chancellor for Student Affairs as described in the Student Code of Conduct. Advisors and organizations will be held responsible for any infraction of these regulations. Advisors shall have authority to recommend disciplinary action for any fraternity, sorority they advise to the Vice Chancellor for Student Affairs.

### **5. Membership Intake Procedures for Greek Lettered Organizations**

- a. Intake may be held once during the Spring Semester unless otherwise authorized by the Vice Chancellor for Student Affairs and must be supervised by the faculty/staff advisor(s) of the organization.
- b. FSU Greek letter organizations are prohibited from intaking students who are not enrolled and attending full-time at FSU.
- c. Each fraternity and sorority must follow the prescribed Membership Intake Procedures as outlined by the Division of Student Affairs. The procedures are disseminated at the mandatory meetings for campus advisors, chapter presidents and membership intake persons to include rollouts, coming out and/or probate shows.
- d. The period of Intake shall not exceed the dates established by the University and must be in accordance with each organization's national guidelines unless approved by the Vice Chancellor for Student Affairs.
- e. Intake activities must not interfere with class activities, work assignments or other student obligations.
- f. Brutality and any form of hazing is prohibited during Intake.
- g. As described in the Student Code of Conduct, the penalty for violation of rules and regulations governing fraternity and sorority shall be permanent revocation, sanctions against the organization and/or sanctions levied

against members determined to be violators of University's policies. The secondary (if applicable) on-campus advisor must also meet the aforementioned qualifications.

**6. Student Eligibility for Intake in Greek Letter Organizations. NOTE: No currently enrolled FSU student is permitted to participate in a fraternity, sorority or social fellowship's membership intake process at another university or graduate/city-wide chapter or regional cluster.**

In order for a student to be eligible to participate in the Membership Intake Process for The National Pan-Hellenic (or independent fraternity or sorority), the following requirements must be met:

- a. A transfer students must have earned at least 30 semester hours at FSU by the preceding fall semester - **prior** to spring intake, with a 2.50 grade point average or higher to be eligible for membership in a National Pan-Hellenic fraternity or sorority (or independent fraternity or sorority).
- b. A student must be a full time FSU student as stipulated in the academic regulations section of the undergraduate catalogue. No part-time student or special/visiting student is eligible for membership intake. No person who has not graduated from high school is eligible for membership intake.
- c. A student must have obtained at least sophomore standing (30 semester hours), as calculated by the University's Registrar's Office.
- d. A student must have completed two consecutive semesters (**without interruption, not including summer semesters**) immediately prior to the intake process as a full-time student (at least 12 semester hours) at Fayetteville State University to join a fraternity or sorority.
- e. A student must have obtained a **minimum** cumulative grade point average of 2.5 at the end of the semester prior to the start of the Intake process. Individual National Pan-Hellenic fraternities and sororities retain the right to require a cumulative grade point average that exceeds the minimum cumulative grade point average of 2.5 as stipulated by the University.
- f. A student must fulfill all disciplinary sanctions imposed by the Office of Student Affairs at least one semester prior to the Spring Intake semester. Students may not be on disciplinary probation, and they must be free of any judicial sanctions at the time of clearance.
- g. Only students who meet the guidelines of the University and the prospective fraternity or sorority will be allowed to participate in Intake.

**7. Membership Intake Process for Students**

All students are responsible for ensuring that the University and state statute regarding hazing are upheld.

- a. A student must first attend the University recognized interest meeting of the fraternity or sorority of their choice.
- b. Every student interested in joining a fraternity or sorority must register in the Office of the Associate Vice Chancellor for Student Affairs, 211 RJSC at the beginning of the Spring Semester within the designated time frame and sign a statement acknowledging that they understand the University's rules and regulations governing fraternities, sororities, and social fellowships and the NC General Statutes prohibiting hazing.
- c. A student must meet the student academic eligibility guidelines as stated in Section III, A, 7.
- d. A student must meet the University's immunization guidelines. It is highly

recommended that students contact Student Health Services at 672.1454 to ensure compliance a semester prior to Intake.

- e. If a student is found guilty of violating the Code of Conduct during any part of the Intake process, he or she shall be ineligible to continue the process.
- f. Individual organizations retain the right to select members through their prescribed national guidelines. Students who have concerns or questions regarding non-acceptance to an organization should address those concerns to the organization's campus advisor or further questions should be addressed to the organization's regional, state or national office.

## **PROCEDURES FOR ESTABLISHING A NEW STUDENT ORGANIZATION**

Students desiring to establish a new organization must file with the Office of Student Engagement (OSE), a Request for Establishment of a New Organization Form. "Steps to Starting a Club", a procedural handout that provides information on how to establish a new organization will accompany this form, may be available in the main office of the Student Center. Applying organizations shall not induct new members nor function in any manner as an organization without receiving written notice from the OSE Director that the application has been approved. Deadlines for establishing new organizations are September 30 for fall applicants and February 28, for spring applicants.

## **PROCEDURES FOR REACTIVATING A STUDENT ORGANIZATION**

Students who would like to reactivate an organization already established on campus must complete an Application for Reactivation. The following must be in order for the application to be given consideration:

1. An application, complete with appropriate signatures, must be submitted by the established deadline (2 weeks from date of application issuance)
2. An updated constitution/bylaws is attached to the application
3. Appropriate charter information is attached to the application
4. The organization ceased activity in good standing with the University.

## **CONSTITUTION & BY-LAWS OR STATEMENT OF PURPOSE**

The University requires that all recognized organizations have a constitution on file in the Office of Student Engagement. The constitution must include the name, purpose, officers, membership, meetings and parliamentary procedures for your organization. **All organizations must submit an updated constitution every two years. Failure to do so will result in the organization not being recognized.** For tips on how to draft a constitution, contact the Office of Student Engagement.

## **ADVISORS**

All organizations must have an advisor who is a full-time permanent employee of the University and is approved by the Division of Student Affairs. **ANY AND ALL** activities sponsored by an organization **MUST BE APPROVED, SUPERVISED AND ATTENDED** by the recognized campus advisor. **ALL** advisors and co-advisors for University recognized student organizations **MUST** be full-time employees of Fayetteville State University, and have received approval to serve in such capacity from both their **immediate supervisor AND departmental supervisor**.

Any advisor who knowingly or with negligent or reckless disregard allows their organization or any of its members (whether FSU members or otherwise) to violate any law, rule or University policy or code may be subject to sanctions by the University including but not limited to removal from the position of advisor or employment discipline including but not limited to termination.

## **ADDITIONAL DEPARTMENTAL AND ADMINISTRATIVE REQUIREMENTS**

Recognized student organizations may be required to meet additional departmental or administrative requirements for affiliation with or support from an academic unit or administrative office. Additionally, such guidelines may include the requirement for an administrative or departmental advisor, maintenance of a specific grade point average, a specified structural composition for the organization to meet, and/or national standard of affiliation. Enforcement of such requirements is the responsibility of the department chairperson or the administrative office. All questions regarding advisement, related policies or training opportunities in student organizations should be referred to the OSE Program Director.

## **PRESIDENTS & ADVISORS ROUNDTABLE**

The Presidents and Advisors Roundtable is an organization whose members consist of the Presidents and Advisors of all officially recognized organizations on campus. Membership to the Presidents and Advisors Roundtable is both automatic and mandatory. As members of the Roundtable, all student organization advisors and presidents are required to attend the monthly meetings. Failure to attend these meetings will result in the organization losing its officially recognized status. All meeting dates, times and location can be found on Bronco Advantage and notification will be sent via email to all club presidents and advisors at least two days prior to the scheduled meeting.

## **BRONCO ADVANTAGE**

Bronco Advantage (collegiatelink) is Fayetteville State University's designated e-portal for club and organization information, event requests, and communication. All organizations are required to maintain their Bronco Advantage page as their official web page and may not have alternate web page substitutes unless approved by the University. However, clubs may maintain social media accounts provided those accounts are linked to Bronco Advantage and the University (Office of Public Relations) is notified of the account.

All clubs are required to have a constitution, by-laws and/or operating procedures. Any organization that charges for services must provide a clear price list. These documents must be current within two years (24 months). All clubs must maintain their club roster. This roster should be updated each semester and proof of membership maintained. Each club is required at a minimum to list the Advisor and President of club on the roster publically.

All Bronco Advantage pages must adhere to the University policy regarding *Acceptable Use of Computing Resources* and follow ADA compliance guidelines.

## **REQUIREMENT OF ON-CAMPUS ACCOUNTS**

Please be advised that officially recognized organizations operating under Fayetteville State University's name and Tax ID Number may NOT have off-campus bank accounts (organizations not officially recognized do not exist and should not have off campus bank accounts). All organizations must deposit all funds with the Cashier's Office.

## **NON-DISCRIMINATION POLICY**

Fayetteville State University is committed to equality of educational opportunity and employment and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status. Moreover, Fayetteville State University values diversity and actively seeks to recruit talented students, faculty, and staff from diverse backgrounds. Any individual with a concern, grievance or complaint of discrimination or retaliation should utilize the University's policies.

Membership and participation in an organization must be open to all students without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status, unless permitted by law.

Student groups that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the group to

students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

## **UNRECOGNIZED CLUBS AND ORGANIZATION**

It is against University rules and The Student Code of Conduct (The Code) for any unrecognized organization, Greek-lettered organization or social fellowship to meet, conduct business, initiate members, collect dues, participate in homecoming, sponsor activities and programs and/or function in any manner that resembles an organization. Students found participating in unrecognized clubs or organizations will be subject to sanctions under The Code for a violation of university policy.

## **USE OF FACILITIES FOR RECOGNIZED ORGANIZATIONS**

Only student organizations that are officially recognized by the University through the Office of Student Engagement may use University facilities, property, services, or equipment pursuant to University policy. There are two reasons for this requirement. First, the University wishes to make it clearly known that all student organizations using University facilities are to be open for full membership and participation by any student without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status unless permitted by law. Second, the University wishes to have sufficient information concerning groups making use of state owned facilities to ensure that such use is lawful and consistent with University policies. The requirements and privileges appear below.

## **RESERVING CAMPUS SPACE THROUGH BRONCO ADVANTAGE**

All organizations are required to submit official club events (meetings, programs, etc.) through Bronco Advantage. Any program or event planned in the name of the club or organization must be submitted through Bronco Advantage by a representative of the club (Advisor, President, etc.) and may not be submitted through the University Calendar program ASTRA. Events submitted on Bronco Advantage will be approved by a University representative. Any events submitted through other means will be denied.

The Bronco Advantage event request constitutes a facility request ONLY and does not constitute approval. Organizations will receive separate notification of approval. Refreshment, equipment, sound, power, etc. must be requested separately (see Programming). Additionally, some facilities may require approval from the building manager before the request for usage may be approved. Students should keep this in mind when attempting to reserve space on campus, as this additional step can extend the approval process. Buildings that may require approval from the building manager include the Capel Arena, Lilly Gym, Rosenthal Building, Rudolph Jones Student Center, and the Seabrook Auditorium.

## **CLEAN UP & DAMAGES**

For any program or event, the organization that is sponsoring the event is responsible for cleaning the facilities and the surrounding areas as well as any damages that occur. It is highly recommended that sponsors conduct a review of the facility prior to the event to establish both the overall condition of the facility and the expectations for the condition of the facility at the conclusion of the event. For more information contact the Office of Student Engagement.

## **PROGRAM AND EVENT PLANNING**

The purpose of this section is to define the procedures whereby recognized student organizations will be permitted to hold events on the campus of Fayetteville State University. Recognized student organizations may host events and meetings by reserving space according to the University's policy. Visit the University's policy website to obtain more information about renting facilities.

A “major event” is defined as the use of an area or facility for a dance, concert, conference, fashion/modeling show, or other activity/program where the expected attendance is 200 or more. All major events **MUST BE APPROVED** in advance by the Division of Student Affairs.

### **TERMINATION OF MAJOR EVENTS**

The University reserves the right to terminate any major event at such time as the terms of approval are not met or noise or other problems that may create a continuing nuisance. If a decision is made to terminate the event, the student liaison from the sponsoring organization is responsible for making sure that the music stops (if applicable, ) an announcement is made asking the crowd to disperse, or other action is taken to resolve the problem.

### **POLICE, CROWD CONTROL, & FIRE CODE REQUIREMENTS FOR MAJOR EVENTS**

FSU Campus Police **MUST** provide security and traffic/crowd control for all major events. Please be advised that the number of officers needed to secure an event will be determined by the FSU Chief of Police, depending on the event type and number in attendees. Organizations will bear all costs associated with securing the necessary number of police officers at an event. The number in attendance at an event may not exceed the mandated fire code capacity for the location where the event is to occur. All exits are to be kept clear of people, furniture, and other obstructions to allow for normal and emergency exits and entries. Students have the responsibility of planning, organizing, and implementing events while ensuring and respecting the rights, privacy and safety of members of the campus community. Individuals also bear responsibility of the same.

### **USE OF UNIVERSITY'S NAME FOR MAJOR EVENTS**

The University neither sponsors nor endorses major events or the contracts associated with them. Therefore, the University's name may **NOT** be used in a manner that represents or suggests University sponsorship of the events. The University neither sponsors nor endorses these events or the contracts associated with them. Exception: events sponsored by the Student Government Association and Student Activities Council are considered University-sponsored events.

### **EVENTS BY ALUMNI GROUPS OR OTHER NON-AFFILIATED INTERESTS**

Events hosted by alumni groups or other non-affiliated interests should contact University Marketing and Events at 910 672 1838 for instructions about how to host events.

### **DRUG AND ALCOHOL PROHIBITED AT EVENTS**

There should be **NO** alcohol at any event sponsored by a student organization. Event sponsors should not advertise social events that indicate that alcoholic beverages are free, are sold, or are all-you-can drink for the price of admission or that otherwise appear to encourage drinking.

Fayetteville State University policy follows guidelines set out by the Federal *Drug Free Schools and Communities Act*. Students and employees of the University are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” contained in Article 5 of Chapter 90 of the North Carolina General Statutes (NCGS). The University will initiate its own disciplinary proceeding against any student or group when the alleged conduct is deemed to affect the interest of the University.

### **ENFORCEMENT OF UNIVERSITY POLICY AT SPONSORED EVENTS**

Any organization sponsoring an event is responsible for enforcing all guidelines for major events and ensuring that other University policies or state/federal laws are not violated. Violations of these policies could result in disciplinary action. Any organization that sponsors an event is responsible for the actions of those in attendance. Any organization that

sponsors an event will be held responsible and appropriately billed for any damages incurred to the facility where the event was held and to other locations that were designated as areas for which the event sponsors were responsible, such as bathrooms or lobbies.

## **ACCESSIBILITY**

Every officially recognized student organization must agree to be open to full membership and participation by students with disabilities through accessible programming and facilities. Accessible programming includes, but is not limited to, physical location, alternative printed materials and web pages, and communications (e.g. sign language interpreters).

## **CAMPUS COOKOUT PROCEDURE**

The following cook-out procedures/rules are designed to allow students to enjoy social opportunities and assume responsibility for their own social events while at the same time ensuring safety and adherence to fire codes and insurance regulations.

- 1) Cook-outs will be permitted throughout the campus, provided they are 30 feet from any structure.
- 2) No alcoholic beverages allowed.
- 3) Clean-up must be completed promptly at the completion of the cook-out. All fire and ashes must be completely extinguished and properly disposed of before leaving the cook-out area.
- 4) Music, if any, should be at a volume which will not disturb others.

All cooking activity must be completed by dark.

(Nothing in this Campus Cook-Out Policy shall abridge the responsibility to obtain approval through FSU's facilities/grounds rental procedures. Any person or group desiring to host a cook-out must follow FSU policies and procedures for facilities/grounds rental.) Prior approval is required by the Director of Student Conduct.

## **FILM, DVD, & DIGITAL VIDEO PROGRAMS/EVENTS**

Because of copyright and exhibition licenses, student organizations **CANNOT** show a film, DVD, or video without making the necessary arrangements with the motion picture industry. Specifically, from the Motion Picture Association of America, "neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. No license is required to view a videotape inside the home by a family or social acquaintances and home videocassettes may also be shown, without a license, in certain narrowly defined face-to-face teaching activities." Usually, the actual process to obtain permission is simple but extremely critical. The Office of Student Engagement can help.

## **FOOD, DINING SERVICES, & CATERING**

Sales or distribution of food must meet the requirements outlined by the Health and Safety Department of the University and the Cumberland County Health Department. Simply put, food that is supposed to be hot must be kept hot and food that is supposed to remain cold must be kept cold **AT ALL TIMES**. All food that is served or sold should either be pre-packaged or prepared in a licensed, sanitary kitchen, preferably by a licensed caterer. Sponsors must comply with all policies and procedures and will be held liable if any problems develop. Additionally, necessary arrangements must be made for disposing of left-over food and related food trash items.

## **FUNDRAISING**

University Solicitation Policy (\*Exceptions to the Solicitation Policy may be granted to officially recognized student organizations by the Vice Chancellor for Institutional Advancement. Student organizations must submit request in writing and receive approval in advance of fundraising. For more information: (910) 672-1661).

No person (including students, faculty, and staff), an organization or agency shall solicit, conduct business or raise funds in the areas on the Fayetteville State University campus (including

residence halls). Solicitation shall be defined as any effort to sell goods or services or to raise money on behalf of any company, club, society, religious organization, political party, or similar organization and/or the distribution of any materials such as leaflets or flyers for those organizations.

Exceptions to this policy include:

1. Providers of academic program materials, texts, or supplies who have the written approval of the Provost and Vice Chancellor for Academic Affairs;
2. Representatives of the business community who have been invited or approved by the Associate Vice Chancellor for Human Resources for the purpose of promoting an employee benefits plan;
3. Solicitations made on behalf of the State Employees Combined Campaign (SECC) or other 501(c)(3) charities approved by the Chancellor; and,
4. Solicitations made on behalf of Fayetteville State University and/or its affiliated foundation and associations.

## **RAFFLES**

The Student Government Association is prohibited from conducting raffles. Other nonprofit student organizations or associations (including Greek-lettered organizations and social fellowships) may conduct raffles provided that these raffles are conducted in compliance with FSU raffle policy & with North Carolina General Statute section 14-309.15.A. A student group/organization is not automatically a nonprofit entity nor does it fit under the umbrella of the University's nonprofit status. There are separate filing requirements to become a nonprofit entity. Failure to comply with the statutory requirements for a raffle is a misdemeanor offense. The requirements are as follows:

1. The organization must be recognized by the North Carolina Department of Revenue as tax-exempt. This can be accomplished provided the organization's constitution and/or bylaws state: (a) the organization's purpose, (b) that no part of the net earnings of the organization or association shall inure to the benefit or, be distributable to its members, officers, or other persons, and (c) that upon dissolution, the assets of the student organization shall be turned over to one or more organizations which are similarly exempt as non-profit.
2. Once approved by the NC Secretary of State as being recognized as a nonprofit organization, the NCDOR will contact the entity to request the additional information necessary for tax-exempt status: a copy of the approval from the NC Secretary of State, a copy of the bylaws, information on how money will be raised, the type of nonprofit entity it is and a request for some information as to what the entity does. This information must be sent to NCDOR, P.O. Box 25000, Raleigh, NC 27640.
3. Each student group is limited to two raffles per year.
4. The maximum cash prize offered or paid for any one raffle is \$5000.00 and, if merchandise is used as a prize, the maximum fair market value of that prize may be \$25,000.00. No real property may be offered as a prize in a raffle.
5. Raffles shall not be conducted in conjunction with Bingo.
6. No less than 90% of the net raffle proceeds, less the cost of the prizes awarded shall be used by the nonprofit organization for charitable, religious, educational, civic or other nonprofit purposes. No proceeds may be used to pay anyone to conduct the raffle or to rent a building where the tickets are received or sold or the drawing is conducted.
7. A raffle is a game in which the prize is won by the random drawing of a name or



number of someone purchasing the chance.

**This is general information about raffles and is not intended to be a substitute for legal advice as it relates to your particular situation. For more information about FSU's Raffle Policy visit [www.unc.fsu.edu/policy](http://www.unc.fsu.edu/policy).**

### **OFF-CAMPUS TRAVEL: ADVISOR RESPONSIBILITY**

Fayetteville State University (University) organizes and sponsors numerous off-campus activities involving students. At least one Responsible University Employee (the organization advisor) must accompany students on any organized/sponsored activity and is responsible for the following:

1. Completing and submitting the *Authorization for Student Travel* form (Attachment A) to the Approving Administrators;
2. Completing and providing each participant with a **completed** copy of the University's *Organized/Sponsored Event Information Form* (Attachment B);
3. Ensuring that individuals participating in an organized/sponsored activity are current University employees and/or students;
4. Ensuring that no individuals are allowed to participate in the organized/sponsored activity unless a *Release and Waiver of Liability* form is completed, signed and on file in the Responsible University Employee's office;
5. Discussing the potential risks and precautions with students in advance of the organized/sponsored activity;
6. Communicating to the participants that the University does not provide medical insurance for any student's participation in off-campus activities and thus all student participants shall be responsible for any medical costs they incur during and/or as a result of the off-campus activity; and
7. Ensuring compliance with all applicable University policies and procedures by participants in the organized/sponsored activity.

### **OFF-CAMPUS TRAVEL: REQUEST FOR AUTHORIZATION**

1. To seek authorization for an off-campus organized/sponsored activity, a request must be made by the Responsible University Employee (the organization advisor) to the Approving Administrators. Whenever possible, the request should be submitted at least thirty (30) days in advance of the travel date. The request must include the following items: a travel plan that includes the purpose of travel, itinerary, name(s) of staff who will accompany students, list of risks or dangers, list of participants with Banner ID numbers, emergency protocols, and information concerning ADA accommodations.
2. A completed Authorization for Student Travel form if approved, the advisor must provide each participant with a completed copy of the Organized/Sponsored Event Information Form and a Release and Waiver of Liability to be signed and submitted at least 5 days prior to the scheduled activity.

### **OFF-CAMPUS TRAVEL: TRANSPORTATION**

Only vehicles owned or contracted for by the University may be used to transport students to activities or events organized/sponsored by the University. If a decision is made to use a common carrier, a request must be made to the University's Purchasing Director.

Only a duly licensed University employee may operate any State-owned or rented vehicle for the purpose of transporting students. Drivers must operate such vehicles in accordance with University policies and procedures. Under no circumstance shall a University employee use the employee's personal vehicles to transport students for off-campus activities.

### **OPEN EVENTS VERSUS CLOSED EVENTS**

An open event is defined as an event that any person, including the general public, can attend. A closed event is one where admission is limited to members of the sponsoring

organization and their guests. Defining the admission for an event will determine the applicability of University policies governing the event and whether the event will be posted to the University's Master Calendar.

## **CLUB/ORGANIZATION PUBLICITY & MARKETING**

### **BRONCO ADVANTAGE**

All club and organization events should be submitted through Bronco Advantage (see Section 3). Fliers submitted to Bronco Advantage should not contain any material that is offensive, inappropriate, hateful, or sexual in nature. Approval of an event on Bronco Advantage does NOT indicate flier approval for distribution on or off campus. For flier approval please contact University Marketing and Events at 910 672 1838.

### **BRAND IDENTITY GUIDELINES FOR FSU**

The University's brand guidelines have been approved by the Chancellor and must be adhered to in the appearance of all communications (including print, electronic media, signs, apparel, etc.) that are produced with university funds and that represent FSU and any officially recognized student organization.

### **USE OF UNIVERSITY LOGO**

The "lamp" logo is the primary identity mark for FSU and should be readily visible on ALL printed material produced by officially recognized clubs and organizations: this includes fliers, brochures, programs, banners, business cards, etc. Organizations are NOT authorized to use the university seal. Additionally, organizations are prohibited from creating their own logos for branding purposes.

The width of the logo should never be smaller than 1.5 inches. If a smaller logo is required, contact the Office of Marketing and Special Events. The following guidelines should be closely followed in use of the logo:

1. Do not stretch, condense, or in any way alter the proportions of the logo.
2. Do not add, delete, or change any of the graphics or text contained within the logo.
3. Do not add a box, color, border, or rule either around or behind the logo. The exception is when overprinting or reversing the logo from an area of color that is considered an integral part of the publication's design.
4. Do not screen or repeat the logo in a pattern or background.

**The logo may not be used as a graphic or illustration.**

### **APPROVAL OF FSU BRAND IDENTITY (REQUIRED)**

All university layout and design projects are required by university operational policy to be reviewed by the Office of Marketing and Special Events prior to any print or subsequent distribution. The Office of Marketing will review all layouts for brand, identity adherence, and quality of layout. Internal layouts may be submitted directly to the Director of Marketing and Special Events either via email attachment or a hard copy submission. A review decision will follow. If the layout is a print project that requires expenditure, the approval process will take place at the point of requisition, and no requisition can be approved without the review of accompanying layout.

Approval for print or follow up is given if the layout is found to be in compliance by meeting the standards of FSU Graphic Identity Guide publication. The automated requisition process will stop at this point until the Office of Marketing has reviewed and given approval. This review is for layout quality and brand identity, primarily. Copy will be reviewed by the Marketing office, but it is the responsibility of the submitting entity to perform final copy proofing to ensure an error-free and quality product. This review decision is required to be kept by the submitting department to validate the print/purchase request or for any further use of these layouts. The university Print Shop is NOT authorized to print any layout without the signed approval of the Office of Marketing and Special Events. For

more information contact 910.672.2140.

## **BANNERS**

Banner use is allowed on campus by recognized student organizations provided the event has been approved by the University (see Section 3, Bronco Advantage and the Bronco Advantage information in this section). Banners are allowed for candidates during student elections. Any candidate must have their candidacy confirmed and their banner approved prior to banner placement. Oversized banners, banners that overwhelm buildings, banners that are placed in an area considered hazardous, or those that cover doors or windows are not permitted under any circumstances. ALL BANNERS must be hung by Facilities carpenters or Structural maintenance staff only. In order to request this, please contact University Facilities at 910 672 1431. All requests must be submitted at least seven (7) business days in advance.

## **BULLETIN BOARDS, FLIERS & POSTERS**

Fliers and posters may be displayed on bulletin boards, window interiors, and other designated areas within buildings. Fliers and posters may NOT be posted on glass doors, light poles, call boxes, signs, trees, or other outdoor equipment or surfaces. Posting at the Gazebo is allowed on a temporary basis for events hosted at that location and must be removed immediately following the event without any damage. Further permission from some building or location managers may be required. Any posting in a location that is not approved will be immediately removed.

Only fliers and posters approved for distribution and representing recognized University clubs, organizations, or departments may be posted on campus. Night club, bar, independent business, and other fliers and advertisements must be stamped for campus distribution by the Office of Public Relations and will be removed without proof of approval.

## **CAMPUS-WIDE EMAILS**

In keeping with the Chancellor's directive regarding sufficient notice of campus events, please be reminded that all announcements and messages submitted to the Office of Public Relations for distribution must be turned in at least 72 hours in advance. Unless it is an emergency notification, an inclement weather notice, or a message from the Chancellor or the Vice Chancellor and Chief of Staff that requires immediate distribution, no exceptions will be made.

## **CHALKING, CUPPING FENCES & OTHER SURFACES**

Chalking of sidewalks is permitted by University Grounds Approval ONLY (910.672.1288). Chalk must be washable and should be removed from any surface within 24 hours of the advertised event. Chalking may not be used during student elections as part of any individual's campaign OR during local, state, or federal elections under any circumstances. Chalking must be approved by Location managers (building/department heads) and the Grounds Supervisor.

No cupping of fences is allowed by any organization or individual under any circumstances.

## **UNIVERSITY MAIL**

The Fayetteville State University Mail Center collects, distributes, and processes the university's intra-campus, and U.S. mailings related to the university's official business. Official mail includes correspondence that pertains to the university's operations and is essential to the activities of the institution. For business related to the club or organization, officially recognized groups may rent mailboxes from the University. Rentals are based on mailbox availability and approved on a first come-first served basis.

## **STUDENT HEALTH SERVICES**

The mission of Student Health Services is to provide quality, cost effective health care and

health educational services that will assist students in their environment for better physical, emotional, and social well-being. Student Health Services is located in the Spaulding Building. All currently enrolled students are eligible for health care. Treatment of minor illnesses and minor injuries are provided. Students needing referrals for specialized services are referred to local area clinics and hospitals. Upon referral, the student is responsible for all charges not covered by their personal insurance plan and/or their Student Medical Insurance Plan.

In order to give satisfactory service to each student, the Student Health Services' staff desires the cooperation of each student in adhering to Student Health Policies. ALL students who have a medical problem or question are invited to consult the Student Health Services' staff. On each visit to Student Health Services, a valid Fayetteville State University Identification Card must be presented prior to treatment and/or services.

A nurse is always on duty during hours of operation. Medical Provider hours for routine treatment are posted but may vary during summer sessions. The doors to the Student Health Services are locked after 5 pm for security purposes. After hours, for non-life threatening issues, students can contact Health Line Blue at 1-877-477-2424. If experiencing a life threatening emergency, students should contact 911, Campus Police, or the Residence Hall Advisor/Director.

## **IMMUNIZATIONS**

Fayetteville State University and North Carolina State Statute, G. S. 130A-155.1, require that all new readmitted and transfer students taking more than four hours on campus before 5:00 p.m. on weekdays, and all students applying for admission to the Teacher Education Program complete the medical/immunization requirements. The required immunizations form is included in the admission packet sent to all new and readmitted students. These forms are also available in the Spaulding Building.

All medical/immunization records should be mailed directly to Student Health Services. The immunization record must be physician-certified or verified by a clinic stamp. A physician or healthcare provider must verify any medical exemption from the immunization requirement on the Medical Exemption Statement form (DHHS 3987). All medical information is confidential and is not divulged without the written consent of the student.

According to G.S. 130A-155.1, if a person has a bona fide religious belief against immunization, the person will be exempt from immunization requirements upon their submission of a written statement of the bona fide religious belief and opposition to immunity.

After the University provides notice and time to obtain immunization to a student as required by G.S. 130A-155.1, the University must withdraw all students who do not provide the necessary immunization records. This administrative withdrawal can result in loss of grades and/or academic credit.

Students who are exempt from the immunization requirement only include the following:

- Students taking fewer than four credit hours
- Students attending evening classes only
- Students attending weekend classes only
- Students taking off-campus classes for the duration of their degree

All students must still complete the Student Health Services Form upon acceptance to the University.

## **INSURANCE**

Students are required to carry the University's mandatory health insurance paid through tuition, UNLESS proof of other active health coverage is provided. Brochures describing all Student Insurance Plans are available online at [www.hcbnsnc.com/fsu](http://www.hcbnsnc.com/fsu).

The premium for the Student Accident & Sickness Insurance Plan is included in each student's semester bill. Undergraduate and graduate students who do NOT wish to be enrolled in the Student Insurance Plan MUST present proof of personal insurance coverage online ONLY at [www.bcbsnc.com/fsu](http://www.bcbsnc.com/fsu). The deadline will be announced via email. . Any student enrolled in the Student Insurance Plan may enroll their eligible dependents by contacting Blue Cross Blue Shield of North Carolina at [www.bcbsnc.com/fsu](http://www.bcbsnc.com/fsu). Students who receive full athletic scholarships are not allowed to waive their FSU Student Accident & Sickness Insurance Plan without the permission of their respective coach or the Athletic Director.

International students are insured under the University System plan. All International Students are required to contact Student Health Services for necessary information.

## **TRANSPORTATION**

In emergency situations, the Emergency Medical System (911) will be activated for students who require it. The student will be responsible for charges or bills for EMS/ambulance services not covered by their medical insurance. Student Health Services is equipped to serve students in the Spaulding Building and cannot accommodate students in the residence halls or in classrooms. The Student Health Services' staff does not respond to medical calls outside of the facility. Students with **OFF** Campus appointments are responsible for arranging their own transportation and receiving a referral as needed from Student Health Services.

## **MEDICAL EXCUSES**

Medical excuses are given only when the Medical Provider deems it medically necessary. An appointment with Student Health Services does not mandate a medical excuse. Medical excuses are not issued for missed class time. Therefore, students are strongly encouraged not to schedule appointments during class time.

## **CAREER SERVICES**

The office promotes the career development and related career planning skills of FSU students and alumni to provide access to experiential learning and employment opportunities so students may identify career choices and nurture career goals. The Center staff engages in active outreach to students, alumni, employers and faculty. Guided by the philosophy that career development is a lifelong process of exploration and decision-making, the staff also delivers programs and services designed to enrich the total development of students and alumni. Students are introduced to the Office of Career Services during their University College seminar courses during the first semester and are introduced to the four year career plan.

## **COOPERATIVE EDUCATION AND INTERNSHIP PROGRAMS**

FSU recognizes the value of integrating on-the-job work experience with classroom learning. Students are encouraged to seek out internships and job opportunities that will assist them in their academic and career decision-making. Students are encouraged to seek advice from faculty, academic advisors and career advisors in order to determine if co-ops, internships or service learning is appropriate for their degree or certificate program. Lists of past co-ops and internships are on file in the Office of Career Services, RJSC Room 223.

## **JOB LOCATION AND DEVELOPMENT PROGRAM**

The Job Location and Development Program assist students with off-campus part-time job placements. Listings of part-time jobs are filed by area businesses and industries. Students interested in obtaining employment must register with the Office of Career Services. The Job Location and Development Program offers workshops for students in the area of career/professional development that will be of benefit throughout the student's professional life.

## **DIVISION OF ACADEMIC AFFAIRS**

In support of FSU's mission to promote the "educational, social, cultural, and economic transformation of southeastern North Carolina and beyond," the Division of Academic Affairs provides high quality academic programs, instruction, and services that challenge and support high standards of student achievement and prepare graduates for professional and personal success. The division supports faculty and staff development programs that promote professional growth fulfillment of the university's mission. The division offers a wide array of activities that serve the region and requires transparency and fiscal responsibility from all units within Academic Affairs. For more information visit <http://www.unctsu.edu/acadaff/index.htm>.

### **OFFICE OF THE PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

Matters pertaining to academic life are the responsibility of the Division of Academic Affairs and include such functions as: academic advisement, registration and academic records, library, student academic appeals, certification and recommendation of candidates for degrees, financial aid, student support services, and continuing education. The Office is located in the Carlton J. Barber Administration Building Suite 223.

### **SPECIAL ACADEMIC REQUESTS**

Students should contact the Office of Registrar, 300 Lilly Building for academic inquiries/requests related to suspension and probation, withdrawals, academic fresh start, grade appeal, registration, and other special requests.

### **MAKING THE GRADE**

Students must achieve satisfactory academic progress (SAP) each semester to re-enroll in the next semester and receive financial aid as specified below. Satisfactory academic progress is based on four factors: GPA (grade point average) and MEH (minimum earned hours - the ratio of earned to attempted hours).

Students must maintain a cumulative GPA of at least 2.0 to remain in good academic standing. The first semester a student's GPA is below 2.0, he/she is placed on academic probation.

In addition to maintaining a GPA of at least 2.0, students must earn at least 67% of their attempted hours to remain eligible for financial aid. Students who earn less than 67% of their attempted hours will be ineligible for financial aid even if their cumulative GPA is 2.0 or higher. Students may appeal financial aid ineligibility.

Students who do not meet these GPA and MEH requirements at the end of the fall or spring semester will be placed on academic probation, but will be permitted to enroll in the following semester to improve their academic status. Also, students on academic probation are limited to 14 credit hours and must complete an Academic Success Plan with their advisor.

Students whose cumulative GPA is below 2.0 for two consecutive semesters will be placed on academic suspension. They will not be permitted to enroll for the following semester unless they successfully appeal. Similarly, students who fall below both the GPA and MEH requirements for a 2nd consecutive semester will be placed on academic suspension. The student is ineligible for continuous enrollment and financial aid without successfully appealing the suspension or without the student participating in Academic Fresh Start. (See "Appeal Procedures" in the FSU Undergraduate Catalog.)

Students may not be eligible for financial aid if their attempted hours exceed 180.

The FSU Undergraduate Catalog has more information about academic progress, financial aid eligibility, and appeals.

## **DISHONESTY IN ACADEMIC AFFAIRS**

Acts of dishonesty in any work constitute academic misconduct. Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above. Plagiarism in particular presents pitfalls to be avoided: failure to document any words, ideas, or other contributions that do not originate with the author constitutes plagiarism. Widespread use of the World Wide Web (Internet) requires particular attention to proper documentation practices. Individual course syllabi offer additional clarification about requirements for proper documentation. Actions outlined in the Fayetteville State University Student Handbook under Disciplinary System and Procedures will be followed for incidents of academic misconduct. The handbook may be obtained from the Office of Student Affairs located in the Collins Administration Building. The Student Handbook is also available online at <http://www.uncfsu.edu/handbook/>.

Non-disclosure or misrepresentation on applications and other university records will make students liable for disciplinary action, including possible expulsion from the university.

## **ACADEMIC ADVISORS**

All students are assigned an advisor with whom they must consult in planning their academic programs, registering for classes, and making other decisions regarding their academic progression. Although students are expected to consult advisors on a regular basis, students bear final responsibility for the decisions they make.

Advisors are assigned to students according to the following guidelines:

1. University College advisors serve as advisors for first year and other undeclared students, including transfer students with fewer than 30 transfer credits as well as students beyond their freshman year but who are undecided about a major.
2. Department chairs assign an advisor to each student admitted to a major. Students may request an advisor or change an assigned advisor by contacting the appropriate department chair.

**To facilitate effective advisement and degree completion, students are required to take the following steps:**

1. Students are required to check their FSU email on a regular basis to receive notifications about upcoming events and deadlines and information from academic advisors.
2. Students must communicate with the officially assigned advisor at least two times each semester to review the student's progress toward degree completion. Students are responsible for initiating this communication in person or by phone or FSU email.
3. Students whose GPAs falls below 2.0 are required to meet with their advisor to complete an Academic Success Plan and take all actions agreed upon with advisors.
4. Students must use CAPP (Curriculum Advising and Program Planning) to run their degree audit and to develop a plan for degree completion according to the following guidelines.
5. **No later than the first semester of the junior year (60 – 75 earned hours)**, a student must submit a plan for degree completion to his or her advisor.
6. **Students are eligible to apply for graduation** once they are two semesters from completing all degree requirements. Their CAPP printout must be attached to the Application for Graduation.
7. Students must remain aware of and make decisions consistent with university policies, deadlines, and degree requirements as stated in the catalog, the FSU website, and other official documents.
8. Students must recognize that failure to follow the steps outlined above will delay

their graduation.

**To facilitate their advisees' degree completion, Academic Advisors must take the following steps:**

1. Advisors will be available during published office hours and at other times by appointment to assist advisees in completing the student responsibilities outlined above.
2. Advisors will provide accurate information in a timely manner. Advisors will usually respond to student inquiries within two business days. When advisors are not available (i.e., summer or other extended leave), they will arrange for back-up.
3. Advisors will help students understand their responsibilities, as outlined above, in the advisement process.
4. Advisors will direct students to appropriate university resources for assistance as needed. For students whose GPA falls below 2.0, advisors will work with the student to develop an Academic Success Plan and monitor students implementation of the plan.
5. Advisors will approve students' CAPP (Curriculum Advising and Program Planning) degree audits based on degree requirements and university policies.
6. Advisors will respect advisees as individuals with different backgrounds and educational/life goals.
7. Advisors will respect the confidentiality of information shared by advisees and protect the privacy of students as defined by the Family Educational Rights and Privacy Act (FERPA).
8. Advisors are responsible for maintaining accurate records of meetings with advisees.
9. Advisors must recognize that failure to complete the responsibilities outlined here will likely delay a student's graduation.

For more information, go to: <http://catalog.uncfsu.edu/ug/academicregulations/advisement.htm>.

## **HONORS PROGRAM**

The FSU Honors Program, housed in Hackley Honors Hall, is a component of the FSU Global Scholars Community that provides enhanced educational opportunities for high-ability students and offers opportunities for academically distinctive, intellectually challenging and engaging students to pursue a rigorous curriculum of honors courses in the major. The program also provides opportunities for students to obtain leadership skills through service learning in various academic communities. To apply to the current Honors Program, or Honors in the Major (HIM), students must have earned at least 12 hours in the first semester at FSU and have achieved a cumulative GPA of 3.2 or higher. In addition, the program emphasizes upper-division courses in the student's major. Moreover, each honors student is required to complete an honors seminar through a learning-community course or service-learning project where students apply what they are learning in their classes to a real-world situation. Applications are accepted only in the spring semester for admission in the subsequent fall semester. Transfer students with no more than 60 semester hours are also eligible to apply.

There are several benefits of HIM. Honors students enroll in major classes for honors credit (18 hours). These students complete additional assignments in regular classes based upon a contract approved by the major faculty and the Honors director. Other benefits include priority registration; working and living together with a Global Scholars Community; having "Honors Program or Global Scholars Community" designated on the transcript; receiving special announcement at Commencement; receiving an Honors medallion; participating in service-learning activities; working one-on-one with professors in the major



field; enrolling in challenging and engaging courses; and applying for the Study Abroad experience.

## **OFFICE OF THE REGISTRAR**

The Office of the Registrar is located at 300 Lilly Building. This office is responsible for student information updates, verification of enrollment/degree requests, transcript requests, and graduation information.

## **STUDENT RIGHTS REGARDING EDUCATION RECORDS (FERPA ANNUAL NOTICE)**

The Family Educational Rights and Privacy Act of 1974 (aka the “Buckley Amendment” or “FERPA”), guarantees certain rights to university students regarding education records. Fayetteville State University (“FSU”) adheres to those statutory rights and has implemented a policy in order to comply. Specifically, students are afforded the following rights with respect to their educational records:

- A. The right to inspect and review the student’s education records;
- B. The right to consent to disclosure of the student’s education records to third parties, except to the extent that FERPA authorizes disclosure without consent;
- C. The right to request amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy rights;
- D. The right to be notified annually of the student’s privacy rights under FERPA; and
- E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FSU to comply with the requirements of FERPA.

**For a more detailed discussion of the student’s FERPA rights and FSU’s policy, visit the University’s policy website at**

**[http://www.uncfsu.edu/policy/students/Student\\_Education\\_Records-FERPA.pdf](http://www.uncfsu.edu/policy/students/Student_Education_Records-FERPA.pdf)**

The detailed policy on the University policy website describes (1) the situations when records may be disclosed without the consent of the student, (2) the procedures that should be followed when a student desires to review an education record or request an amendment of an education record, and (3) the information the University may disclose as directory information.

## **CONSENT TO DISCLOSURE OF EDUCATIONAL RECORDS**

FSU may disclose information from a student’s education record to third parties with the written consent of the student. To obtain a copy of a consent form, visit [http://www.uncfsu.edu/chancellor/legal\\_counsel/Forms/Release\\_of\\_Confidential\\_Information\\_Consent\\_Form.pdf](http://www.uncfsu.edu/chancellor/legal_counsel/Forms/Release_of_Confidential_Information_Consent_Form.pdf).

## **RELEASE OF DIRECTORY INFORMATION**

For the convenience of students, parents, other members of the university community and the general public, FSU may make available, upon request, directory information about its students.

In compliance with the Family Educational Rights and Privacy Act (P.L.93-380), the university may continue to release the following types of information: a student’s name, local and permanent address, photograph, email address, telephone number, enrollment status (undergraduate, graduate, full-time or part-time), date and place of birth, major field of study, dates of attendance, honors, degrees and awards (including scholarships) received, participation in officially recognized activities/organizations and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended.

Students who desire that the university not disclose directory information must make their

written request to the Office of the Registrar during their enrollment. Detailed information can be obtained online at [http://www.uncfsu.edu/chancellor/legal\\_counsel/Forms/Release\\_of\\_Confidential\\_Information\\_Consent\\_Form.pdf](http://www.uncfsu.edu/chancellor/legal_counsel/Forms/Release_of_Confidential_Information_Consent_Form.pdf)

## GRADES

Final grades are based on a four-point system. When all course requirements have been completed at the end of a semester or summer session, students are assigned a letter grade for each course in which they have been officially enrolled. Grades assigned represent the quality of work the students have completed during the semester or term, and, therefore, should be accurate indications of the degree of mastery in the courses taken.

W/WU/WUA - These grades carry no credits earned and no quality points earned in the computation of the GPA, but are added to the "Credit Hours Attempted."

## GRADE POINT AVERAGE (GPA)

Your grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credits earned. Specifically, "Total Quality Points" are computed by multiplying the grade by the number of credit hours earned (GPA hours) for each course, and then adding the quality points. "Total Credit Hours Earned (GPA Hours)" refer to the credit hour(s) for courses in which a student earned a final letter grade of A, B, C, D, or F. Withdrawals from the university and incompletes do not affect a student's GPA hours; however, courses with a grade of F and/or FN are calculated into the GPA. Letter grades are assigned the following grade point values:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

The following example demonstrates the calculation of the GPA:

Course	Grade	Credit Hours	Credit Hours Earned (GPA Hours)	Quality Points
ENGL 110	B (3)	3	3	3 X 3 = 9
UNIV 202	C (2)	1	1	1 X 2 = 2
MATH 131	A (4)	3	3	3 X 4 = 12
HEED 112	B (3)	2	2	2 X 3 = 6
NSCI 110	B (3)	4	4	4 X 3 = 12
<u>PHIL 110</u>	<u>F (0)</u>	<u>3</u>	<u>3</u>	<u>0 X 3 = 0</u>
TOTALS			16	41

$$\text{GPA: } 41 / 13 = 2.56$$

A student's career or cumulative GPA is calculated by dividing the total number of quality points earned by the total number of course credit hours earned (GPA hours) in all of the semesters of the student's enrollment.

## RECEIVING GRADES

The Office of the Registrar does not provide paper copies of grades. Students must gain access to term grades using the Banner Self-Service system. Grade information is accessed using the Student ID Number and Personal Identification Number (PIN). Please keep in mind that instructors have 48 hours after the final examination to submit grades using Faculty Banner Self-Service.

## WITHDRAWAL FROM THE UNIVERSITY

Students desiring to withdraw from FSU at any time after registration must make a formal

application to the Center for Personal Development located in the Spaulding Building, Room 155. Students may withdraw from the university two weeks prior to the beginning of final exams. Failure to attend class does not constitute official withdrawal from the university. Students who do not complete the withdrawal process may earn Fs in their courses. Students who withdraw from the university are eligible to re-enroll for the next semester. (See the Official University Withdrawal Process for Undergraduate and Graduate Students later in this handbook.)

## **CHANGE OF NAME AND ADDRESSES**

Students should notify the Office of the Registrar in writing of any change in name. Legal documentation is required for name changes.

Students can change their local address online via Banner. Permanent and billing addresses can be changed in person or by mailing a request to Office of the Registrar, 1200 Murchison Road, Fayetteville State University, Fayetteville, NC 28301.

## **TESTING SERVICES**

University Testing Services is a full-service testing center that provides test administration services, scanning, and scoring of standardized and locally-developed tests, consultation, and general assessment services to the FSU community. Five general types of assessment programs are conducted through UTS: (1) national certification, admissions, and matriculation tests for graduate and undergraduate students; (2) interest and personality testing; (3) institutional performance evaluations (i.e., placement testing and rising junior testing); (4) survey evaluations; and (5) distance education testing. University Testing Services employees are all fully certified test center administrators (TCAs) who are committed to providing students and other test takers with quality and professional test administration services.

FSU offers a variety of national programs to meet student needs, including CLEP and Dantes tests, Graduate Record Examination (GRE), GMAT, PRAXIS, SAT, Law School Admission Test, Pharmacy Technician Certification Exam, Foreign Service Written Exam, Allied Health Profession Admission Test, Miller Analogies Test (MAT), Test of English as a Foreign Language (TOEFL), and many others.

We are open five days each week, Monday – Friday from 8:00 a.m. until 5:00 p.m. Weekend and evening hours are available by appointment. The Testing Center is located on the first floor of the Collins Administration Building in room 116. For more information, call (910) 672-1301.

## **OFFICIAL UNIVERSITY WITHDRAWAL (GRADUATE STUDENT) PROCESS**

A student officially withdraws from attending all classes at the university by a process initiated in The Graduate School located in Suite 102, Continuing Education Building. The appropriate steps in the process are as follows:

Upon entering The Graduate School, the student will be asked to complete the top portion of the withdrawal form.

If the student is a graduate boarding student, a representative of The Graduate School will contact the Residence Life Office to determine if the student has completed all steps necessary to properly exit the residence hall.

The Graduate School also will contact the Financial Aid Office to determine if the student is a financial aid loan recipient and if he or she has received a Federal Perkins Loan. Based on the student's situation, the following actions will be taken:

- If the Financial Aid Office advises that the student does not have financial aid, he or she then will be directed to the Registrar's Office.
- If the Financial Aid Office indicates that the student has received loans through our institution or previous institutions, but no Federal Perkins Loan funds, the student will be directed to a Financial Aid counselor for processing. Once the student has

completed all financial requirements, he or she will then be directed to Student Accounts to verify any other existing charges.

- If the Financial Aid Office indicates that the student has a Federal Perkins Loan, the student will be directed to the Federal Perkins area within the Business and Finance office. Once the appropriate Federal Perkins Loan documents are completed, a Federal Perkins Loan staff member will sign the withdrawal form and the student will then be directed to the Financial Aid office to complete the final exit form. Once the form is completed, a Financial Aid counselor will direct the student to Student Accounts to verify any other existing charges.

Upon receiving the withdrawal form from the Registrar's Office, that office will make the appropriate adjustment to the student's academic record.

If there are extreme emergency situations in which a student would be required to leave the institution immediately or not be able to return to the campus, that student will be required to call the Dean/Assistant Dean of The Graduate School within two (2) working days of the last date of attendance, and request special permission to process the withdrawal by mail. If permission is granted, the appropriate forms will be mailed to the student. The student must return the forms within ten (10) days from the postmark date the forms were mailed from the university.

The student will be required to submit a written justification along with the forms before they will be accepted by the university. All correspondence must be directed to the Dean of The Graduate School.

The university will not make any refund of tuition/fees or room and board charges until four (4) weeks after the student completes the official withdrawal process.

All refunds will be made by check. After the end of the official withdrawal period, which is ten (10) weeks for the Fall and Spring Semesters and four (4) weeks for the Summer Sessions, adjustments can be granted only if exceptional circumstances are documented. Also within the official withdrawal period, students may request an increased withdrawal adjustment if exceptional circumstances are documented. These requests are submitted with the appropriate documentation to the Vice Chancellor for Business and Finance. After an administrative review, the university will notify the student of its decision.

A student is not officially withdrawn from the university unless he/she has completed all steps of the withdrawal process. The official withdrawal date is the date the Registrar approves the form.

## **OFFICIAL UNIVERSITY WITHDRAWAL (UNDERGRADUATE) PROCESS**

Before deciding to withdraw from the university, a student should consult with his or her advisor to discuss the reasons for the withdrawal and the student's plan for continuing his or her education. A student who wishes to withdraw from all classes must complete the official university withdrawal process, which is initiated in the university's Center for Personal Development, located in Room 155, Spaulding Infirmary. The appropriate steps in the process, after consulting with the Center for Personal Development, are as follows:

- Step 1: The student must attain the signature of the appropriate dean or designee of the school of his or her major. If the student is a freshman or has not declared a major, the student must attain the signature of the dean or designee of University College.
- Step 2: The student must attain the signature of a representative of the Bronco One Card Office for clearance.
- Step 3: The student must attain the signature of a Financial Aid counselor after loan exit processing and/or clearance.
- Step 4: The student must attain the signature of a Student Accounts representative and/or a Federal Perkins Loan representative within the Business and Finance office

after clearance of any outstanding balances, if applicable, and completion of any financial obligations.

Step 5: The student must attain the signature of the registrar or designee as the final step in the process. The official date of the official university withdrawal is the date the student initiated the process. It is the responsibility of the student to ensure the form reaches the Office of the Registrar within ten (10) calendar days. If not, the process must be reinitiated.

If the student leaves the university suddenly and is unable to return, the student must call the Center for Personal Development at (910) 672-1203 within two working days of the last day of attendance to request the withdrawal form by mail. Specific instructions will accompany this form that must be followed. It is only in very rare instances or extreme emergencies that a staff member of the Center for Personal Development will take the responsibility of completing the withdrawal process for a student. It is preferred that a family member or friend does this instead. If a family member or friend completes the process, the student must send written authorization with that person when they come to the Center and that person must bring a photo ID.

It is imperative that each student understands that although the form is requested by mail, all steps for completion must be followed. Upon receiving the completed form, it will be processed in an expedient manner.

### *Withdrawal Adjustment Schedule-Regular Semester*

*NOTE: Withdrawal from ALL classes*

**(Adjustment includes Room and Board)**

## **REFUND/ADJUSTMENTS FOR INDIVIDUAL CLASSES**

Tuition and fee adjustments will be made only for courses dropped during the university's designated drop/add periods. Absolutely no adjustments of tuition/fees will be made for any change in a student's class schedule after the end of the drop/add period. A student may complete an individual class withdrawal form after the close of the drop/add period, but the completion of that withdrawal form will result in no adjustments whatsoever in the student's charges for that semester. The drop/add procedure is only for students enrolled in more than one class. Students enrolled in only one (1) class must go through the official university withdrawal process outlined in the previous section.

Refunds due to change in hours will be issued four (4) weeks after the official close of registration. In the event a class is canceled by the university, a full refund of tuition and fees will be granted.

## **ROOM/BOARD ADJUSTMENTS**

No adjustment of room and board charges will be made for any student who remains at the university after the 10th week of the regular semester, except for housing changes (example: between halls, on/off campus).

## **FINANCIAL AID REFUNDS**

A large percentage of students receive financial aid to assist in their education. Financial aid in excess of the applicable university tuition and fees, room, and board will be refunded to the student according to the schedule set each semester by the university.

## **INDEBTEDNESS TO THE UNIVERSITY**

The university reserves the right to withhold your grades, transcript of credits, diploma and prohibit your participation in final examinations and commencement exercises. In addition, the university may assign your delinquent account to a collection agency and you will be ineligible for participation in the payment plan in subsequent semesters. Also a student who is indebted to the university will not be permitted to enroll in subsequent terms unless such indebtedness has been satisfied. A student who is delinquent in his/her payment of a

student education loan is treated as one indebted to the university.

## **FINANCIAL AID**

Fayetteville State University (FSU) seeks to assure that qualified students will not be denied the opportunity to attend the university due to a lack of financial resources. The FSU Office of Financial Aid offers a variety of funds and programs to meet the financial needs of students. All admitted and/or enrolled students who are making satisfactory academic progress in a degree or certificate program may be eligible to receive financial aid assistance. FSU uses the Free Application for Federal Student Aid (FAFSA) to determine a student's eligibility for financial aid funds. You may complete your FAFSA on the U.S. Department of Education's (USDE) website at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on the Fayetteville State University's Financial Aid website: <http://finaid.uncfsu.edu/apply.htm>. All documents required to complete the financial aid process must be accurate and on file in the FSU Office of Financial Aid by March 1 to ensure timely fund packaging for award notification prior to the anticipated enrollment period. For additional financial aid information, please contact the Office of Financial Aid, located in the Lilly Building, First Floor, at (910) 672-1325.

## **LIBRARY**

The Charles W. Chesnutt Library is named in honor of Charles Waddell Chesnutt, second principal of the Howard School (the genesis of Fayetteville State University) and the first successful African American novelist. The mission of the Chesnutt Library is to support the university by acquiring, organizing, and interpreting information resources. In addition, the Chesnutt Library assumes its special role as a major cultural resource for the community and region at-large.

The University ID card serves as the library borrowing card and allows students to have access to services such as the laptop lending program and materials put on reserve by faculty members. Students receive instruction in the use of the library and are provided brochures which describe services, resources, rules and regulations governing use of the library and its materials. The bibliographic instruction sessions can be tailored to meet the needs of individual students or classes. The library's web site <http://library.uncfsu.edu> is a useful tool in learning about library resources, services and policies. The Chesnutt Library Blog provides up-to-date and current information about library activities.

Chesnutt Library is an attractive, contemporary four-story structure with nearly 80,000 square feet of space. Current holdings include 324,432 bound volumes, 976,000 pieces of microfiche, 2,744 periodical subscriptions, 57 newspapers, 6,710 video cassettes/DVDs and access to more than 270 electronic resources, including NC LIVE, CD-ROM indexes and databases. Chesnutt Library is a selective depository for documents printed by the United States Government Printing Office and a full depository for the State of North Carolina. The library provides users with copy machines, microfilm readers/printers and audio/video production equipment.

Collections housed at the Charles W. Chesnutt Library include the main collection, the reference collection, the media collection, government documents and the Archives and Special Collections. In the Archives and Special Collections area are official records, manuscripts and materials relating to Fayetteville State University, as well as the papers and materials of Charles Waddell Chesnutt, James Ward Seabrook and other African Americans, and individuals who have made noteworthy contributions to southeastern North Carolina. The Government Documents collection provides access to federal and state depository titles for the citizens in the Fayetteville metropolitan area. In addition, the library provides a web page with links to Internet resources that have been evaluated by staff members. The library provides FSU students access to its electronic subscriptions (databases require ID and password) from off-campus sites including their homes. Wireless access is available in the library.

Comments and suggestions from students, staff and faculty regarding services and resources are welcomed by the Director of Library Services.

## **FSU CATALOG**

The University Catalog has many informative sections of academic information, some of which are:

- Academic Calendar
- Academic Regulations
- Registration
- Grading System
- Probation/Suspension
- Appeal Procedure
- Classification of Students
- University College
- School of Business and Economics
- School of Education
- College of Arts and Sciences
- The Graduate School

Please refer to the Fayetteville State University Catalog for specific information on these and other subjects. The FSU Undergraduate Catalog can be found at

<http://catalog.uncfsu.edu/ug/ugindex.htm>.

## **INFORMATION TECHNOLOGY SYSTEMS**

Fayetteville State University is on the cutting edge in the use of computer technology in education. FSU has a comprehensive campus-wide academic computing environment that provides a communications network with access to local and external information resources including the Internet, the North Carolina Information Highway (NCIH), and the North Carolina Research and Education Network (NCREN). All of FSU's major academic and administrative buildings have wired and wireless network connectivity that provides access to e-mail, the World Wide Web, digital library resources, and various microcomputer application software packages for faculty, staff, and students.

Many academic computing labs are available at FSU with over 350 microcomputers that include Windows PCs, Macs, and Linux PCs. All computer labs have Internet access for e-mail and the World Wide Web. All computer labs have software applications such as Microsoft Office, SPSS, SAS, and a wide array of academic courseware. In addition, using Citrix, FSU faculty, staff and students can access all software on campus from home.

## **MICROCOMPUTER LEARNING CENTER**

The campus has several microcomputer labs available to assist faculty, staff and students with their computing needs. The Open Use microcomputer labs are located in the School of Business and Economics Building, room 214 and Helen T. Chick Building, room 216A. These labs are available six to seven days per week and are designed to support the students' microcomputer needs. There are additional microcomputer labs on campus that serve specific courseware needs pertaining to physical and life sciences, history, critical thinking, psychology, reading, composition, and mathematics.

## **CAMPUS POLICE & PUBLIC SAFETY**

Fayetteville State University strives to provide a reasonably safe living and working environment for the University community. The Campus Police Department is responsible for accomplishing these goals. The Campus Police Department is a campus law enforcement agency authorized by the Fayetteville State University's Board of Trustees under Chapter

116 of the North Carolina General Statutes. FSU police officers have full police authority equivalent to those of a municipal police agency. This department is organized into three divisions: Patrol, Investigations, and Administrative Services.

### **PATROL DIVISION**

The Patrol Division is composed of four patrol squads, each with a squad supervisor, to provide police patrol services to the campus twenty-four hours a day. Special emphasis is placed on the residence halls and parking areas at night. In addition to routine and preventive patrol, police officers respond to all incidents and emergency situations, enforce North Carolina and campus traffic laws, and provide protection at campus events and secure buildings. Parking and Traffic Control Officers are also located within the Patrol Division and offer the Motorist Assistance Program where motorists' vehicles may require a battery jump-start. Parking and Traffic Control Officers also enforce campus traffic and parking regulations, control vehicle registration, and coordinate visitor parking for both private and common carrier vehicles. All members of the University community, including students, must register their vehicles.

### **INVESTIGATIONS DIVISION**

The Investigations Division is composed of three areas: investigations, crime prevention and victim's advocacy. An investigator provides follow-up investigation services for all incidents occurring on the campus. Investigative assistance for serious incidents is available from the Fayetteville City Police Department through mutual assistance agreements. The Investigations Division offers a Crime Prevention program wherein preventative measures are taught to members of the University community. Seminars about self-protection and safety procedures are conducted for students.

Brochures and other educational materials are distributed on a regular basis to students. The Crime Prevention Officer is responsible for implementing programs that will help detect, alleviate and/or reduce the opportunities for crime. This officer provides educational programs and literature that teach self-awareness, personal safety and property protection. Services offered through the Crime Prevention Program are, Operation Identification, Crime Prevention Tips on WFSB, Crime-Stoppers (a Hotline for reporting crime) and a student escort service.

### **ADMINISTRATIVE SERVICES DIVISION**

The Administrative Services Division consists of Telecommunications Property and Security officers and Parking Clerks. Trained, DCI certified police telecommunications provide twenty-four hour emergency telephone and dispatch services for the campus.

Vehicles must be registered with the Traffic and Parking section between the hours of 8 a.m. and 4:30p.m., Monday through Friday. Vehicles may be registered in the fall and spring semesters during class registration.

Vehicle registration fees for students are \$60 and \$25 for each summer session. Faculty/staff parking stickers are \$100 for regular lots and \$200 for gated lots. Parking space is very limited and the purchase of a permit gives a student the authorization to park on campus, but does not guarantee a space.

Students who need to bring a vehicle on campus for a week or less may purchase a temporary permit for a fee of \$7. Parking fines range from \$10 to \$200 depending upon the violation.

Freshmen are not authorized to register a vehicle with the University unless they reside off campus.

Payment may be made in the form of a check or money order (only) 24 hours a day by dropping an envelope in the collection box at the Police Department or by mailing in the citation. Failure to pay a parking citation within 72 hours results in doubling of the fine



amount and a hold on the student's account which prevents registration or receipt of transcripts/diploma. Parking citations may be appealed to the Chief of Police or his designee. FSU police officers issue North Carolina Uniform Citations for violations of state motor vehicle laws, such as a speeding violation occurring on campus.

Such citations must be paid at the Clerk of Court's Office unless they require a court appearance.

Vehicle can be registered on line prior to purchasing a permit @ <http://www.uncfsu.edu/police/index.htm>.

Further details regarding traffic/parking may be found on the Campus Police homepage or by stopping by the Police Department. Specific questions regarding any aspect of police or traffic services may be directed to the Associate Vice Chancellor for Police and Public Safety. A map of the campus and directions to FSU can be found at <http://www.uncfsu.edu/police/index.htm>.

## **DIVISION OF BUSINESS & FINANCE**

Matters regarding business and fiscal affairs are the responsibilities of the Division of Business and Finance. The Office of the Vice Chancellor for Business & Finance is located in Suite 117 in the Barber Building.

### **TUITION AND FEES**

Rates for tuition and fees are established by the North Carolina General Assembly, the University of North Carolina, the President of the University of North Carolina and Fayetteville State University. The University reserves the right to change fees and expenses without prior notice to the students or the general public. Prior notification of changes will be provided whenever possible. The tuition and fees include state tuition (in-state and out-of-state rates), activities and service fees and insurance. Room and board fees are charged as a separate fee for all students who reside on campus.

In addition to these basic fees, other fees and expenses may be charged to students for special services.

The fees for each student will be based on the following criteria:

- In-State or Out-of-State Resident
- Number of Credit Hours
- Boarding or Non-Boarding

Since the tuition and fees are subject to change each year, the actual fees are not included in this publication.

The list of estimated fees is provided to help students determine their approximate expenses.

A copy of the current rates may be obtained by viewing them on the web (<http://uncfsu.edu/bursar/fees.htm>) or contacting the cashier's office.

### **BUSINESS MATTERS**

Payments of tuition, fees, and room and board charges are due by the scheduled deadline. In the Fall and Spring semesters, accounts not paid by the deadline will have the associated schedule dropped. If registering during late registration, accounts not paid by the last day of registration will automatically be charged a fee and submitted to Tuition Management Systems (TMS) for collection. Students planning to use financial aid to pay must meet all financial aid application deadlines to ensure availability of funds by the scheduled deadline for payment. The payment plans are not available for summer sessions.

Further information about the monthly payment plan may be obtained from the Office of Business and Finance.

Payments can be made by cash, cashiers check, in-state or out-of-state personal check,

money order, VISA/Master Card or financial aid award letter. No third party checks will be accepted. Payments may be mailed directly to the Cashier's Office or paid at registration. On-line credit card payments are also accepted. **PLEASE DO NOT MAIL CASH.**

Money intended for the personal use of a student should not be included in any payments to Fayetteville State University, since such a remittance must be deposited to the student's account. No part of a remittance made payable to the University will be given to the student.

A University payment receipt is issued for any payment made on behalf of the students. This receipt is additional proof of payment.

### **ORIENTATION FEE**

All new FSU first-time freshmen must pay a one-time orientation fee. This fee will be assessed to students at the time of registration.

### **FORT BRAGG CENTER AND CONTINUING EDUCATION WEB-BASED COURSES**

The tuition and fee schedule for courses at the Ft. Bragg Center and web-based courses offered by the Center for Continuing Education is located on the website.

### **TUITION SURCHARGE**

All new undergraduates seeking a baccalaureate degree at Fayetteville State University will be subject to a 50% tuition surcharge if they take more than 140 credit hours to complete a four-year degree program or more than 110% of the required credit hours to complete the officially designated five-year program.

Note: The State Scholarship Program for Children of War Veterans administered by the North Carolina Division of Veterans Affairs will not cover the tuition surcharge. Responsibility for the surcharge will be placed on the student.

### **COUNTED CREDIT HOURS**

The undergraduate credit hours to be counted for this requirement include: (1) all regular session degree-creditable courses taken at FSU, including repeated courses, failed courses, withdrawal and those dropped after the last date to add a course; and (2) all transfer credit hours accepted by FSU.

However, this calculation excludes the following credit hours: (1) those earned through the College Board's Advanced Placement (AP) and College Level Examination Program (CLEP) or similar programs; (2) those earned through institutional advanced placement, course validation, or other similar procedures for awarding course credit; and (3) those earned through the summer session or degree-credit extension division at FSU or at another UNC institution.

### **STUDENTS SUBJECT TO THE SURCHARGE**

The surcharge shall be imposed on all counted credit hours in excess of the threshold defined below for each of the following three categories of undergraduate study:

For students earning a first baccalaureate degree in a program that requires no more than 128 credit hours, the surcharge shall be applied to all counted credit hours in excess of 140 credit hours.

For students earning a first baccalaureate degree in a Board-approved program that requires more than 128 counted credit hours, the surcharge shall be applied to all credit hours that exceed 110% of the credit hours required for the degree. Such programs include those that have been officially designated by the Board of Governors as five-year programs, as well as those involving double majors or combined bachelor's/master's degrees.

For students earning a baccalaureate degree other than the first, the surcharge shall be applied to all counted credit hours that exceed 110% of the minimum additional credit hours needed to earn the additional baccalaureate degree.

## **STUDENTS EXEMPT FROM THE SURCHARGE**

The surcharge shall not be imposed on undergraduates who:

Complete a first baccalaureate degree program that has not been officially designated by the Board of Governors as a five-year program, and whose counted credit hours were earned in eight or fewer regular term semesters or the equivalent; or Complete a first baccalaureate degree program that has been officially designated by the Board of Governors as a five-year program and take their counted credit hours in 10 or fewer regular term semesters or the equivalent.

## **CALCULATION OF THE SURCHARGE**

The surcharge shall be imposed on tuition charged in the current semester and in subsequent semesters where a student's cumulative credit hour total to include that semester's course load exceeds the threshold. The surcharge does not apply to required fees.

## **REFUNDS/ADJUSTMENTS OF TUITION AND FEES**

Refunds and/or adjustments of tuition and fees will be made only to students who withdraw from all classes in which they are enrolled for the semester, and who complete the official process for withdrawing from the University. Students wishing to withdraw from all classes must initiate the withdrawal process by reporting to the Center for Personal Development located in the Spaulding Building. **Students who fail to complete the official withdrawal process will not be eligible for any refund or adjustment of tuition, fee or room and board charges. Ceasing class attendance does not constitute official withdrawal from the University.** According to the University's Undergraduate Attendance Policy, students with excessive class absences in courses at the 100 and 200 level may be withdrawn from classes by instructors. Therefore students withdrawn from class are not eligible for any refund or adjustment of tuition and fees.

## **BUSINESS SERVICES**

### **CAMPUS DINING**

Welcome to Fayetteville State University Dining Services! Dining on campus is a quintessential part of the overall college experience! Fayetteville State University Dining Services takes great pride in providing an experience our customers will never forget. Through our variety of dining locations, broad menu offerings, and friendly and welcoming staff, we can assure you an experience you will never forget. With locations open from 7:00 a.m. to 9:00 p.m., you can eat what you want, when you want it!

### **RUDOLPH JONES DINING HALL**

Located in our newly renovated Rudolph Jones Student Center, this all-you-can-eat restaurant is open for breakfast, lunch, and dinner Monday through Friday and on the weekends. ARAMARK, our food services provider, offers a culinary revolution coupling great food with a great atmosphere. Grab a fresh Panini, have an omelet made-to-order, or dine on a veggie sauté. Watch as your made-to-order meal is prepared fresh and right before your eyes. Venture to one of our international or home-style stations. Choose one of your favorites from the grill, deli, or salad bar and follow your nose to warm chocolate chip cookies, double fudge frosted brownies and more mouth-watering desserts.

In addition, we offer a meal exchange program in our Bronco Grill location for those who may not have time to visit, or missed the regular operating hours of the Rudolph Jones Dining Hall. Monday thru Friday we offer a select meal to student's equivalent to a meal swipe in the Rudolph Jones Dining Hall and available throughout the operating hours of the Bronco Grill. The meal exchange program is available to all students with meal plans at no additional cost.

*Hours of Operation\**

*Monday thru Friday*

*Breakfast: 7:30 am — 10:00 am*

*Lunch: 11:00 am — 2:30 pm*

*Dinner: 4:30 pm — 7:30 pm*

*Saturday and Sunday*

*Breakfast Bunch: 9:30 am — 2:00 pm*

*Dinner: 4:30 pm — 6:30 pm*

*\*Subject to change without notice*

## **BRONCO GRILL**

Also, located in Rudolph Jones Student Center is Bronco Grill. The place where hungry Bronco's go! Choose from made-to-order burgers, chicken sandwiches, wings, home-made milkshakes and more! For breakfast, enjoy our full menu including biscuits, cinnamon rolls, muffins and bagels.

*Hours of Operation\**

*Sunday thru Saturday*

*11:00 am — 9:00 pm*

*\*Subject to change without notice*

## **C3 EXPRESS**

C3 Express is a modular, mini-store offering items like ready-to-eat snacks, Chick-fil-A sandwiches, Krispy Kreme Doughnuts, candy, salads, sandwiches and beverages (including Java City brewed coffee). C3 Express is conveniently located on the first floor of the School of Business and Academics Building.

*Hours of Operation\**

*Monday thru Thursday*

*7:00 am — 6:30 pm*

*Friday*

*7:00 am — 5:30 pm*

*\*Subject to change without notice*

## **ECOGROUNDS BY JAVA CITY**

All over the FSU campus, the recent dining buzz is about the new coffee shop, *ecoGrounds by Java City*, located on the lower level of the New Science and Technology Building. Conveniently located, students have easy access if they need a study break, or are running across campus to a class and don't want to wait in busy lines at the dining hall. Relax and recharge! Enjoy a specialty hot, iced or blended non-coffee drinks, fruit smoothie, or latte at our newest dining location! You will find a full range of delicious and aromatic coffees, light snacks, sandwiches, baked goods, salads and desserts.

*Hours of Operation\**

*Monday thru Thursday*

*7:00 am — 6:30 pm*

*Friday*

*7:00 am — 5:30 pm*

*\*Subject to change without notice*

## **MEAL PLAN POLICIES AND PROCEDURES**

***What Are The Advantages?***

Whether you're eating on campus every day or just a few times a week, you could be saving

money with a meal plan. Tons of options help you choose the plan that offers the best value for your busy schedule.

All students who live in the University residence halls are required to participate in one of the meal plans. There are lots of privileges you will be able to enjoy once you sign up for a meal plan...

- The security of guaranteed meals or the flexibility of a la carte dining
- Don't waste money on ATM fees or carrying cash. Just swipe your meal card and go!
- With a meal plan, you pay less than you would at the door at Rudolph Jones Student Center
- You never have to worry about cooking or doing the dishes
- Convenient dining spots are located everywhere you want to be
- Lots of great food choices

### ***How Do They Work?***

Meal plans are geared specifically to make your life simpler! A magnetic stripe on the back of your student ID card works with our computer system to identify you as a meal plan member. Our meal plans are easy, economical and designed to meet the needs of your busy campus lifestyle.

The BRONCO BUCKS work on the same principle as a bank debit card. Each time you make a food purchase, the total cost of your meal is subtracted from the dollar balance on your account.

Declining Dollars can be used at your discretion throughout the semester and are accepted at the Bronco Grill located in the Rudolph Jones Student Center, ecoGrounds Coffee Shop in the New Science and Technology Building, and the C3 Express in the SBE Building.

Once you have a meal plan, your Bronco Card works like a debit card. Just swipe your card and the meal charge is deducted automatically.

### ***What Are My Meal Plan Choices?***

Our meal plans provide you with many options. Select a plan that best suits your eating habits and lifestyle. All campus residents are automatically enrolled in the All Access meal plan. First Time Freshmen are required to have the All Access meal plan.

Sophomores, juniors, and seniors living on campus may change their meal plan during the first two weeks of the semester through the Bronco Card Office at Grace Black Circle in the Old Police Station.

### **Meal Plan Options**

#### **All Access Meal Plan**

- Unlimited meals per semester
- \$120 Bronco Bucks per semester
- \$1,685/semester

#### **240 Block-Meal Plan\***

- 240 all-you-can-eat meals per semester
- \$140 Bronco Bucks per semester
- \$1,523/semester

#### **140 Block-Meal Plan\*\***

- 140 all-you-can-eat meals per semester
- \$200 Bronco Bucks per semester
- \$1,358/semester

### **COMMUTER DINING MEAL PLANS**

Commuter students can also take advantage of our easy locations, flexible dining hours and save money when dining on campus. Commuter Meal Plans are geared specifically to give you better dining value for your dollars when you use a meal card instead of paying cash to eat. With these plans, you could pay as little as \$4.75 to eat a full all-you-care-to-

eat meal in the Rudolph Jones Dining Hall.

### ***What Are My Commuter Meal Plan Choices?***

#### **Block Plans**

Block plans offer flexibility with a specific number of all-you-care-to-eat meals per semester that can be used at Rudolph Jones Dining Hall. Bronco Bucks supplement your weekly meal allowance and can be used at all of our locations on campus. Simply present your Bronco Card and the meal charge will be deducted from the meal balance in your account.

#### **60 Block**

- 60 all-you-care-to-eat meals per semester
- \$50 Bronco Bucks per semester
- \$380/semester

#### **40 Block**

- 40 all-you-care-to-eat per semester
- \$40 Bronco Bucks per semester
- \$270/semester

#### **20 Block**

- 20 all-you-care-to-eat per semester
- \$30 Bronco Bucks per semester
- \$155/semester

### ***How Do I Sign Up?***

Simply visit the FSU Cashier's Office and get signed up. Once your method of payment has been determined with the cashier's office (on account, cash, check, credit card) you will be presented a commuter meal plan voucher. You are then required to present the commuter meal plan voucher to a representative of the Bronco Card Office at which time the selected meal plan is added to your Bronco Express Card account. You can also find more information on the web: <http://www.uncfsu.edu> and click on Campus Dining.

### ***How Do I Sign Up for Additional Declining Dollars?***

You can add additional dollars to your declining balance account by visiting the Bronco Card Office located on Grace Black Circle in the Old Police Station, by mail, or by visiting one of your Value Transfer Stations (VTS) currently located in the Charles E. Chesnutt Library, or down the hall from the Bronco Grill in the Rudolph Jones Student Center, or on-line at [www.uncfsu.edu/brconcocard](http://www.uncfsu.edu/brconcocard).

## **THE BRONCO CARD**

The Fayetteville State University Bronco Card Office is located at Grace Black Circle in the Old Police Station. The Bronco Card is an all-in-one card that serves as an identification card; debit card, library and meal card for all Fayetteville State University faculty, staff and students.

Carrying the Bronco Card means carrying a ticket to a whole new world. This card allows you the opportunity to attend programs and services across the campus. The convenience of the Bronco Card gives you the freedom to accomplish the important aspects of your college career without the worry of carrying cash.

### ***Where Does My Card Work?***

Your card has the potential for being used at all dining locations on campus, the FSU Bookstore, the library, soda/snack vending machines, and laundry services (washers and dryers) in the residence halls. Also the card is to be used for entrance to all student activities and games on campus.

### ***How Do I Put Money On My Card?***

Several methods exist for putting money onto your card:

- Bronco Card Office
- Online
- PHIL Station
- Mail in form with check or money order

### ***What Are PHIL Stations?***

PHIL Stations (cash deposit machines) offers you the convenience of adding cash value to your Bronco Express Account during and after normal business hours. Simply swipe your Bronco Express card, deposit the dollar value you would like to have added to your card, and you are ready to begin making transactions. Value Transfer Stations are conveniently located in the following locations:

- Rudolph Jones Student Center (new location)
- Charles W. Chesnutt Library (student lounge)

### ***Can I Withdraw Money From My Bronco Express Account?***

No, you are not permitted to withdraw monies from the Bronco Express Account.

### ***How Can I Close My Bronco Express Account?***

Bronco Express Accounts may be closed and refunds will be given to anyone with a balance greater than \$10.00. The account may be closed once a student graduates or withdrawals from the university; however, if a student closes his/her account, he/she may not open another Bronco Express Account until the beginning of the following semester. All cardholders are responsible for closing their account if they wish to be refunded. The cardholder must fill out a Request to Close Bronco Express Account Form and return it to the One-Card Office.

### ***What Are Aramark Dollars?***

Aramark dollars also known as Bronco Bucks (dependent upon Meal Plan participation) are only given to students who purchase a meal plan in the Fall and Spring Semesters of each academic year.

### ***How Can My Parents Deposit Money On My Bronco Express Account?***

Parents may deposit money onto the students Bronco Express Account during orientation, by mail, or online at <http://www.uncfsu.edu/broncocard>.

### ***What if my card is lost or stolen?***

#### **A. Monday thru Friday (9am to 5pm)**

Please report a card lost or stolen to the Bronco Card office immediately, if it's during the regular business hours.

#### **B. Weekend or after office hours**

Deactivate your card online at <http://www.uncfsu.edu/broncocard>. Please report to the One-Card office on the next business day or as soon thereafter to obtain a new Bronco Card. The cost of the new card will be \$20.00. A damaged card, you can get it replaced at a charge of \$5.00.

### ***How do I pay for my Bronco Card?***

If you are faculty or a staff member, you are automatically eligible to receive a Bronco Card at no charge. Student whose bronco cards are lost, stolen will incur a \$20.00 replacement charge. Students with a damaged bronco card will pay a \$5.00 replacement fee. A new bronco card can be produced in minutes with the same account and access features as your original card. Just visit the Card office during normal business hours, Monday thru Friday.

### ***How can I get Door Access on my Bronco Card?***

Door Access will be granted to all student residences upon checking in the residence halls each semester. Faculty/Staff Door Access will only be granted upon receiving an Academic Door Access Request Form signed by the authorized personnel for that building/department.

### ***Can anyone else use my card?***

No. The FSU Bronco Card is not transferable and should be carried only by you at all times. If provided to a friend for dining hall access it will be considered as stolen and confiscated by dining hall personnel. At that time you will be required to purchase a new card at a \$20 replacement cost.

### ***What if I have further questions, which are not answered here?***

Feel free to contact the Bronco Card Office with any questions or concerns you may have or call us at (910) 672-1762/1735.

### ***Hours of Operation***

#### ***Monday- Friday***

9:00 a.m. until 5:00 p.m.

#### ***Weekend or After Office Hours***

[www.uncfsu.edu/broncocard](http://www.uncfsu.edu/broncocard)

*(Hours of Operation are Subject to Change)*

## **VENDING SERVICES**

### **BEVERAGE AND SNACK VENDING SERVICES**

Currently, Beverage and Snack Vending services are operated out of the Bronco Card Office with over eighty (80) machines strategically placed throughout the campus community.

### ***How do I obtain a refund if I lose money in one of the vending machines?***

The vending machines on campus process thousands of transactions per year and as a result, do sometimes malfunction. In the event you lose money, vending refunds may be obtained from the Bronco Card Office located in the Old Police Department building on Grace Black Circle. Hours of operation are Monday thru Friday from 9:00 a.m. until 5:00 p.m.

### ***How Do I report a machine problem?***

Reporting a machine problem is as easy as dialing 910.672.1762 or 910.672.1735. The number connects you directly with the Bronco Card Office where you can explain the problem to one of our staff persons. The more information you can give use about the problem, the faster we can correct it. If after normal business hours, please leave a message on our voice mail system.

Please tell us which machine (Coke Can, Coke Juice, Canteen Vending, etc.), the location (Bryant Hall- 1st Floor, etc.) and a brief description of the problem. It helps us to know if you used coins, or a dollar bill; if the machine gave you change, but did not vend; if you received any type of message on the display screen; or what you were specifically trying to select. Vending Department personnel will contact the appropriate company as soon as the problem is reported, for correction as soon as possible.

## **LAUNDRY SERVICES**

Fayetteville State University Laundry Services currently operates the latest in commercial washer and dryers, the new Maytag Neptune Series Front-Load High Efficiency Washers and Dryers. Maytag is the most respected name in the laundry industry and some of the features are as follows:

- Greater Capacity: A double-load washer to handle comforters, blankets and large



loads. The Neptune's 2.9 cubic foot capacity is the industry's largest.

- **Time Saver:** Due to the ultra-high spin, an average load will dry in 40-45 minutes. Laboratory tests prove that Maytag's final spin removes more water than any other brand. Water retention in a Neptune is 42% compared to 48% of the nearest competitor.
- **Water Efficient:** Uses only 15-18 gallons of water for a load of laundry compared to 23 gallons for nearest competitor and 31 gallons for the old top-load units.
- **Easier Loading and Unloading:** Doors open a full 180 degrees; the inner basket is tilted upward at a 15 degree angle so students can see and reach every article of clothing.
- **Handles Over-Sudsing Better:** A patented anti-sudsing cycle to reduce over-sudsing with normal usage. An exclusive suds recovery cycle that helps control overly soaped loads from overflowing and flooding the laundry room.
- **Noise Level:** The quietest washer ever made; especially important to students whose rooms are adjacent to laundry rooms.
- **Better Washability:** Laundry continuously turns over and moves through the water up to 35 times per minute. Top-loaders average only 1-2 turns per minute. In addition, the Neptune provides two extra rinses for better detergent removal.
- **Dryer Efficiency:** No other dryer is faster or more energy-efficient than a Maytag due significantly to the water extraction from the final spin of the washer. The 6.0 cubic foot tumbler is twice the volume of the Neptune washer.

Fayetteville State University Laundry Services deploys an array of technology and innovations designed to make the process of doing laundry easier than ever. By using our Laundry View system, students will never have to guess when the washers and dryers are available and can enjoy the added convenience of receiving a text message when their laundry is done.

In conjunction with Mac-Gray's Lighten the Load carbon-offsetting program, we are doing our part to help the environment and our commitment for improved sustainability. Fayetteville State University Laundry Services is one of the first universities in the state, and one of the first schools in the Southeast to have a carbon-neutral residence hall laundry operation.

### ***Where are the washers and dryers located?***

We have a total of 45 washers and 45 dryers all located within our 9 Residential Buildings, from a minimum of 2 washer and 2 dryers in Smith and Joyner Halls, to a maximum of 10 washers and 10 dryers in Renaissance Hall.

### ***How much does it cost?***

- Washers = **\$1.25 per cycle**
- Dryers = **\$1.25 w/48 minute dry cycle**

### ***What method of payment do the machines accept?***

The machines are cashless machines and will only accept the Bronco Express Card as the method of payment. Therefore, in order to use the laundry machines a minimum of \$1.25 is required in your Bronco Express Card Account.

### ***How do I obtain a refund if I lose money in one of the laundry machines?***

In the event you lose money from your Bronco Express Card Account while doing laundry, credit may be obtained from the Bronco Express Card Office. Hours of operation are Monday thru Friday from 9:00 a.m. until 5:00 p.m.

### ***What happens if my clothing is damaged while doing my laundry in one of the machines?***

All claims may be called into the 1-800-MAC-GRAY, e-mailed to [www.customer-care@macgray.com](mailto:www.customer-care@macgray.com), or visit the ASI-Mac-Gray Website at [www.mgservice.com](http://www.mgservice.com). For claims less than \$50.00, a check is immediately issued to the student. For claims greater than \$50.00, a ASI-Mac-Gray technician will pick up the garment and a check will be issued if it is determined the damage was caused by a machine malfunction. The value of the garment is based upon its age and condition. All damaged garments, if refunded and still in good condition, will be donated to charity.

***How Do I report a machine problem?***

The procedure for reporting laundry machine problems should be directed to the residential director, who will contact ASI-MacGray Laundry Services. Please tell us which machine (Washer = A1, Dryer = B2, etc.), the location (Bryant Hall-1st Floor, etc.) and a brief description of the problem. It helps us to know if you received any type of message on the display screen; or what you were specifically trying to select.

Vending Department personnel will contact the ASI-Mac-Gray Laundry Services as soon as the problem is reported, for correction as soon as possible.

**FSU MAIL CENTER**

The Fayetteville State University Mail Center is located on the lower level, Room 107, of the Rudolph Jones Student Center. Through the United States Postal Service, the FSU Mail Center operates a Community Service Station, which provides many of the services offered at regular branch postal offices.

Some of the services and products provided by the FSU Mail Center are as follows:

- Stamps
- Money Orders
- First Class Mailing
- Express Mailing
- Certified Mailing
- Priority Mailing
- Insured Mailing
- Certificate of Mailing
- Interdepartmental (Campus Mail)
- Determination of Postal Rates and Fees

All services can be paid with cash, check or traveler’s checks with the exception of money orders, which can only be purchased with cash.

The FSU Mail Center accepts overnight letters and parcels from the following couriers:

- Express Mail (US Postal Service)
- Federal Express (Fed Ex)
- United Parcel Service (UPS)

All mail/parcels from the US Post Office and Private courier must be addressed as follows:

Student’s Name  
1200 Murchison Road  
CMB # \_\_\_\_\_  
Fayetteville, N.C. 28301-4297

All new students to the University, who live in residential housing, are charged and issued a mailbox key as part of the registration process, the student has the responsibility of maintaining access of this key throughout the duration of their stay in University housing. Please keep in mind that you may not authorize anyone the use of your mailbox. We also ask that all mail is sent with at least a first and last name, no nicknames please.

If for any reason keys are lost or stolen, there is a \$25 fee for lock replacement. Students are only required to return their mailbox key to the Mail Center upon graduation, withdrawal from the University or University housing. Keys should be returned within 48 hours. Students who fail to return keys to the Mail Center will have a charge of \$25 automatically billed to their account.

In addition, mailbox rental is available to students living off campus, faculty, and staff, dependent upon availability at a rate of \$50.00 per year.

#### *Hours of Operation*

##### *Monday thru Friday*

8:30 a.m. until 5:00 p.m.

*The Mail Center observes the above daily window service to students, faculty, staff and community customers*

##### *Mail Box Access*

##### *Monday thru Saturday*

8:00 a.m. until 10:00 p.m.

##### *Sunday*

1:00 p.m. until 10:00 p.m.

*Mailboxes are not accessible on University Holidays or Special Situations which require the Rudolph Jones Student Center to be closed at an earlier time.*

*(Hours of Operation are Subject to Change)*

## **PRINTING & PHOTOCOPY SERVICES**

The Fayetteville State University Copy Center was established for the purpose of fast, convenient and quality services at the lowest possible costs to members of the University Community. The FSU Copy Center offers a wide range of copying services suitable for a variety of job sizes. Up to a 164 page document can be collated automatically, stapled, drilled for ring binding and provided with a variety of covers right here on our own campus. All quick copy jobs are completed on a first-come, first-served basis. Rush jobs can be handled, but must be discussed with the Copy Center in advance.

Services Provided Are As Follows:

- Color Printing
- Brochures
- Newsletters
- Manuals
- Programs
- Business Cards
- Transparencies
- Letterhead Stationary
- Flyers
- Photocopier Services
- Posters
- Invitations
- Spiral Binding

For our student copying needs on campus, the Copier Management segment of our operation has strategically placed copiers in locations such as departmental computer labs, the library, student services areas, etc.

These locations with a cost-per-copy feature will enable students to make copies at any time with the purchase of a copy card, or the use of their Bronco Express One-Card.

With the Bronco Card, the terminal will automatically provide the patron with an account balance at the end of each transaction. In addition, anytime the patron needs a detailed usage report, they are able to obtain a copy from the Bronco Card Office by presenting their University Identification Card and one other form of identification.

In the Copy Center, students can have volume copying completed, have reports or documents bound, have resumes copied on specialty paper and have most other services rendered pertaining to copying and/or printing.

#### *Hours of Operation*

##### *Monday thru Friday*

8:00 a.m. until 5:00 p.m.

*(Hours of Operation are Subject to Change)*

## **FSU BOOKSTORE**

### **YOUR BOOKSTORE:**

The Fayetteville State University Bookstore is located in the Bronco Square shopping center across Murchison Road from the Seabrook Auditorium.

The FSU Bookstore is a full service textbook and collegiate apparel and gifts provider. It's our job to provide all of the required reading for each academic term. We are partnered with an expansive network of university and college bookstores. What does all this mean for the student? Through this partnership, the student benefits via access to one of the most extensive resources in the College Bookstore arena. This means we can provide the student with the right textbook now.

### **THE FSU TEXTBOOK RENTAL PROGRAM:**

FSU students are afforded a unique opportunity among the nation's college students via the FSU Textbook Rental Program. Undergraduate students taking courses at FSU are automatically enrolled in the textbook rental plan through a university mandate. Graduate students are provided with a choice to opt-in the rental program. With this plan you are charged a flat-rate rental fee for the use of any non-consumable, regularly used textbooks that have a new retail value of \$25.00 or above that are required for your courses. The Textbook Rental Program also applies to Summer I, Summer II and web-based courses.

All rental textbooks remain the property of the FSU Bookstore and must be returned to the Bookstore as soon as you are finished using them. Students are responsible for the replacement cost of books that are not returned to the bookstore by the posted due dates. Students are also responsible for the replacement cost on books that are damaged in a manner that does not allow for further rental. Absolutely no torn covers, missing pages or water damage to textbooks is allowed. The replacement cost of the textbook is the "used" selling price.

Students wishing to keep books that are on the rental program are welcome to purchase them at any point during the term.

### **PURCHASE TEXTBOOKS:**

Students must purchase any books and supplies that are optional, consumable (i.e. lab-manuals, workbooks and access codes), for courses where the materials are not used at least every other semester, and those that have a new retail value of \$24.99 or less.

*Why must I have a textbook?*

Textbooks are often the primary source of information that you will be required to master in order to pass your course. Often times they complement the lectures and provide the critical detail needed to fully understand a topic.

### **OFFICIAL BOOKSTORE RENTAL POLICIES:**

The following is the official wording of the textbook rental contract signed by the student at the time of text rental.

- THIS IS A CONTRACT, READ IT THOROUGHLY.
- If the student notices a problem with this contract (incorrect or missing books), they must bring that to the store's attention, within 3 days of the rental date.
- If any textbook has defects such as missing pages, water damage, or torn covers, the student must return the book within 3 days of the rental date. After that time, the student will be responsible for these damages and will be held liable for the book's condition.
- If the textbooks are lost or stolen, the student is liable for the replacement cost. A

police report does not excuse the student's liability.

- Textbooks must be returned to the Bookstore by the due date in the same condition they were rented.
- If the student fails to return the books in re-useable condition by the due date, they will be charged the replacement cost, which is the "used selling price" of the text-book.
- Students taking 8-week classes should return their books within 3 days of their last 8-week class meeting.
- This is to ensure availability of texts for students in the following 8-week term.
- Students should pick up all required books by midterms. The bookstore cannot guarantee availability of course books for the current term after that date.
- Return reminders will be communicated to the students via their FSU e-mail accounts; however it is the student's responsibility to return the books by the due date listed on this form.
- Students in continuation courses or with course-incompletes must still return their books by the due date or they will be charged the replacement cost.
- All package components must be returned to the store together. Loss or damage to any component of a package will result in student liability for the replacement cost of the complete package.
- Students may mail their books back to the Bookstore. The books arrive in the bookstore on the posted due date.
- The student must include their banner number, name and a contact phone number with the books in order to be credited. We recommend shipping insurance and tracking.
- Books must be returned by the close of business on the date listed on this contract.
- That date is final and there are no exceptions.

Regular Semester Hours of Operation:

*Monday - Friday*

*8:00 a.m. until 5:00 p.m.*

*Saturday*

*10:00 a.m. until 2:00 p.m.*

*Please check store website for special event and summer hours*

Hours of operation are subject to change

Bookstore Contact Information:

University Bookstore

1073 Murchison Rd. Suite 101

Fayetteville, NC 28301

(910) 672-1322

[www.fayettevilleshop.com](http://www.fayettevilleshop.com)

## **FAYETTEVILLE STATE UNIVERSITY TICKET OFFICE - EVENT MANAGEMENT CENTER**

The Fayetteville State University Ticket Office is located in the lobby of J.W. Seabrook Auditorium. The Ticket Office provides ticketing services for all major campus sporting (football and basketball) events, arts and cultural events including student programs, and the FSU Performing and Fine Arts Theatre Series. Tickets can be purchased at the Ticket Office, over the phone (910.672-1724 or 672-2108) and on-line at [www.etix.com](http://www.etix.com) (24 hours per day, 7

days per week).

**ALL TICKET SALES ARE FINAL!! THERE WILL BE NO EXCHANGES OR REFUNDS UNLESS A PERFORMANCE IS CANCELLED.**

*(Hours of Operation)*

Monday-Friday: 8:00 am - 5:00 pm

Doors open for events one (1) hour prior to performance

*Methods of Payment Accepted:*

Cash, Visa, MasterCard, and American Express and Discover (*cash only - ticket sales under \$3*) (Identification required with all credit card purchases) Student Bronco cards must be presented when purchasing student discounted tickets

## **THE EVENT MANAGEMENT CENTER**

The Event Management Center, also housed in the J.W. Seabrook Auditorium lobby, was established to centralize all online campus event requests under one highly visible system, by use of a web base scheduling software program called Astra which main purpose is to eliminate double-booking of campus events. Its services include managing event requests for sponsors of meetings, special events, conferences, and functions of all kinds. All student sponsored events must be approved by the Office of Student Affairs before they can be officially scheduled and placed on the university calendar.

*Hours of Operation:*

*Monday - Friday*

*8:00 a.m. until 5:00 p.m.*

Contact Information:

Ticket Office & Event Management Center

1200 Murchison Road

Fayetteville, NC 28301

(910) 672-1724 - Office

(910) 672-2176 – Fax

afairley@uncfsu.edu

# **POLICIES, PROCEDURES, AND OTHER REQUIREMENTS**

## **COMMUNICABLE DISEASE POLICY STATEMENT**

FSU will offer educational programs and printed materials for both students and employees in an effort to educate the FSU community about communicable diseases.

Students and employees of the University who may become infected with a communicable disease will not be excluded from enrollment or employment, or restricted in their access to University services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or other members of the University community. Decisions regarding these situations will be made on a case-by-case basis.

Students or employees who know or believe that they may be infected with a communicable disease should seek expert medical advice regarding their health. They are also obligated, both ethically and legally, to conduct themselves responsibly in accordance with

such knowledge for the protection of others. In addition, students or employees who are affected should inform the University physician in order that they may be provided proper medical care and education. Such information will be disclosed to responsible University officials only on a strictly limited, need-to-know basis, unless such release is made pursuant to provisions of law that specifically authorize or require the release of such information or records.

## **ACADEMIC GRIEVANCE PROCESS**

A student believing that he/she has been academically unfairly treated or disciplined may enter into an academic grievance process. A memorandum setting forth the process shall be made available to the student upon request or at the time of formal discipline. The student who has an academic grievance should follow the procedures outlined below.

- (a) If the dissatisfaction outlined when initiating the grievance with the instructor or department require action, the student should follow the procedure outlined below:

### **FACULTY MEMBER/DEPARTMENT CHAIR**

- (1) Step One: The student shall first discuss the grievance with the instructor in an informal conference immediately after its occurrence, but no later than one month into the following semester.
- (2) Step Two: If the student is dissatisfied with the results of Step One, then the student may submit the grievance in writing to the chair of the department and/or program director involved and to the coordinator of the program in which the student is enrolled within seven business days of the informal conference accomplished in Step One.

The chair of the department and/or program director in consultation with the instructor and coordinator of the program shall reply in writing within fifteen school days of receipt of the written grievance and shall state in writing and affirm the decision, modify the decision or overturn the decision based on information received subsequent to the conference.

- (3) Step Three: If dissatisfied with the results of Step Two, the student may appeal to the dean of the school housing the department within seven days of receipt of the written decision of Step Two and request that the dean appoint a faculty review committee of three members (one chosen by the student, one by the instructor, and one by the dean with the dean's representative chairing the committee) to evaluate the grievance and report to the dean on its merit. The grievance shall be considered at a meeting of the appointed committee, the hearing shall be commenced within five school days following receipt, and the committee shall report to the dean within two business days following the meeting.

The dean's decision shall be communicated in writing to the student within three business days after receipt of the committee's report. The dean's decision shall be final. The results of the grievance will be reported in writing to the faculty member and department chair and/or program director involved. A copy of the decision will become part of the dean's file. The Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs shall be informed of any action with respect thereto. In the cases where the admission status of the student is involved, the Office of Admissions is notified.

### **DEAN'S OFFICE**

- (b) If the dissatisfaction outlined when initiating the grievance pertains to an action originating in a dean's office, the student should follow the procedure outlined below.
- (1) Step One: The student shall first discuss the grievance with the dean in an informal conference immediately, but no later than one month, after its occurrence.

- (2) Step Two: If dissatisfied with the results of Step One, the student may submit the grievance in writing to the Vice Chancellor for Academic Affairs within seven business days of the meeting in Step One and request that the Vice Chancellor for Academic Affairs appoint a faculty review committee of three members (one chosen by the student, one by the dean, and one by the Vice Chancellor for Academic Affairs, with the Vice Chancellor for Academic Affairs representative chairing the committee) to evaluate the grievance and report to the Vice Chancellor for Academic Affairs on its merit. The grievance shall be considered at a meeting of the appointed committee, the grievance hearing shall be commenced within seven business days following receipt of the grievance, and the committee shall report to the Vice Chancellor for Academic Affairs within two business days following the meeting. The Vice Chancellor for Academic Affairs decision shall be communicated in writing to the student within two business days after receipt of the committee's report.
- (c) The Vice Chancellor for Academic Affairs decision shall be final. The results of the grievance will be reported to the dean involved. A copy of the decision will become part of the Vice Chancellor for Academic Affairs file. The Vice Chancellor for Student Affairs shall be informed of any action. In the cases where the admission status of the student is involved, the Office of Admissions is notified.

## **AMPLIFIED SOUND AND NOISE GUIDELINES**

The University prohibits the unauthorized use of amplified sound (the playing of any radio, phonograph, musical instrument or loudspeaker) in areas on campus that could disturb classes, or the function of University business.

If granted permission to use amplified sound, a flyer/sign must be distributed beforehand to surrounding offices and departments. Flyer/sign must include the date and time of event and a phone number and contact person whom offices can call before calling Campus Police, and or the Division of Student Affairs.

## **CLASSROOM BEHAVIOR PROCEDURES**

### **INTRODUCTION**

The goal of Fayetteville State University and its faculty and students is to foster a dynamic environment of higher learning where all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge and prepare for productive careers. Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal is considered disruptive and therefore subject to sanctions. The purpose of these sanctions is to create and protect an optimum learning experience; they should not be considered punitive, neither by the student nor instructor.

Disagreement expressed in a civil fashion, eccentricity, idiosyncrasy, and unconventional behavior are not disruptive to the classroom experience. These sanctions are intended only to preserve the classroom as a place to pursue knowledge, exchange ideas, and share opinions in an atmosphere of tolerance. Students have the responsibility of complying with behavioral standards. Faculty have a professional responsibility to set reasonable limits on the expression of opinions while treating students with dignity, respect and understanding while guiding classroom activities.

At the classroom level, clear guidelines for behavior and early intervention are the foundation for an intellectually stimulating experience for students and instructors alike. Instructors are encouraged to include in their syllabi guidelines for classroom behavior. Instructors who state these guidelines early and enforce them at the first appearance of disruptive behavior prevent minor episodes of classroom misconduct from escalating into serious confrontations and help transgressors to avoid the more serious consequences of such actions. Examples of improper behavior in the classroom (including the virtual classroom of email,



chat rooms, and web activities associated with courses) may include, but are not limited to, the following:

Repeatedly arriving after a class has begun;

Use of tobacco products;

Monopolizing discussion;

Persistent speaking out of turn;

Distractive talking, including cell phone usage;

Audio or video recording of classroom activities or the use of electronic devices without the permission of the instructor;

Refusal to comply with reasonable instructor directions;

Employing insulting language or gestures;

Verbal, psychological, physical threats, harassment and physical violence.

## **PROCEDURES**

- 1 When confronted with disruptive, but non-threatening behavior, the instructor should issue a general word of caution to the class as a whole rather than to a particular student so as not to exacerbate the problem.
- 2 If a general caution directed to the entire class does not stop the disruptive activity, the instructor should endeavor to meet in private with the disruptive student. The resulting discussion should include a description of the problem, the reason it is disruptive, and the consequences of continued violations of classroom behavior guidelines.
3. If the disruptive behavior is preventing further instruction, the instructor is authorized to ask the disruptive student to leave the class immediately for the remainder of the class session. Removal from the classroom for more than one class period, for an extended period, or on a permanent basis requires the instructor to file charges of a violation of the Code of Student Conduct with the Director of Student Conduct. The department head/chair or dean may negotiate a withdrawal from the course or a transfer of the disruptive student to a different course section or course, if, in his or her opinion, a different instructor and different classmates would defuse the situation and provide the disruptive student with a new learning opportunity.
- 3 If threats have been made or physical violence is imminent, the instructor should notify the Campus Police immediately. The instructor should also notify the course department head/chair or dean promptly, followed by a memo to the department head/chair or dean documenting the incident and actions taken. Instructors and administrators must maintain records related to all material disruptive incidents and any actions taken concerning them. Nothing in this policy is intended to infringe or restrict the educational process or the academic freedom of FSU students or instructors.

## **IMPROPER RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS**

### **POLICY**

The University of North Carolina does not condone amorous relationships between students and employees. Members of the University community should avoid such liaisons, which can be harmful, and affect students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two types of situations, University prohibition and punishment of amorous relationships is deemed necessary: (1) When the employee is responsible for evaluating or supervising the affected student. (2) When the student is a minor, as defined by North Carolina law. The following policies shall apply to all employees and students of the sixteen constituent institutions.

## A. Prohibited Conduct

- 1 It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he/she has an amorous relationship or to whom he/she is related by blood, law or marriage.
- 2 It is misconduct, subject to disciplinary action, for a University employee to engage in sexual activity with any enrolled student of the institution, other than his/her spouse, who is a minor below the age of 18 years.

## B. Definition of Terms

- 1 “Amorous relationship.” An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union or (b) engage in a romantic partnering or courtship that may or may not have been consummated sexually.
  2. “Related by blood, law or marriage” means:
    - a. Parent and child
    - b. Brother and sister
    - c. Grandparent and grandchild
    - d. Aunt and/or uncle and niece and/or nephew
    - e. First cousins
    - f. Step-parent and step-child
    - g. Husband and wife
    - h. Parents-in-law and children-in-law
    - i. Brothers-in-law and sisters-in-law
    - j. Guardian and ward
  3. “Evaluate or supervise” means:
    - a. To assess, determine or influence (1) one’s academic performance, progress or potential or (2) one’s entitlement to or eligibility for any institutionally conferred right, benefit or opportunity, or
    - b. To oversee, manage or direct one’s academic or other institutionally prescribed activities.
- C. Corrective Action Violations of the provisions of Section A shall be addressed in accordance with remedial measures prescribed by each constituent institution; if disciplinary action is brought against an affected employee, it shall be conducted in accordance with existing institutional policies and procedures prescribed for prosecuting misconduct charges against members of the class of employment which the affected employee is a member.

## **VISITORS IN THE WORKPLACE**

It is the policy of Fayetteville State University to provide an environment for all employees that is professional and free from distraction. The University has found that time spent attending to a personal visitor detracts from work production of not only the employee, but also co-workers.

Thus, effective July 1, 2002, the following University policies are promulgated. Please note that individual supervisors (workplace) and faculty (classrooms) may impose additional restrictions, which are considered appropriate to the successful operation of the institution.

## **GUESTS**

Except when authorized by the appropriate supervisor, all guests, including but not limited to relatives and friends of employees and employees from other University units, who do not have official business with a particular department may be restricted from prolonged visits to the workplace.

## **CHILDREN**

On occasion, young children have been brought to the University campus and have remained for extended periods of time either in a work area under parental supervision or elsewhere on campus with or without supervision (e.g., classrooms). Most often, these occurrences are during the summer, on snow days during the winter, on holidays, and at other times when school and day care facilities are either closed or inaccessible.

While sympathetic with the difficulties parents may encounter in arranging supervisory care for their children, the University, for several compelling reasons, cannot accommodate children in campus workplaces, classrooms or in unsupervised circumstances on campus. These reasons include risks of injury, disruption of classes and other normal University operations, in addition to diverting employees' time and attention from their job responsibilities and duties. Therefore, the University will not allow:

- (1) children under the age of 14 to be on campus without being accompanied by a responsible older person or without being properly enrolled in a supervised University activity; or,
- (2) students to bring children into a classroom setting while classes are in progress; or,
- (3) children to be present in a parent's or caretaker's campus workplace or in a classroom for an extended period of time.

The University encourages supervisors to accommodate employees as much as possible in scheduling sick and annual leave to provide or arrange for childcare.

## **MEDICAL EXCUSES**

Student Health Services and Counseling Center Staff cannot provide administrators, faculty, staff or students with medical excuses or information on a student without the student's written authorization.

## **TICKET REFUND GUIDELINES**

If a customer is unable to attend an event after purchasing tickets, no refunds will be issued. All tickets become void after the performance begins. Neither refunds nor exchanges will be issued to patrons who are not allowed to enter the theatre.

In the event of a cancelled performance, patrons may be given the option to receive a refund unless otherwise specified on the event ticket.

## **ALCOHOL & DRUG POLICY**

Fayetteville State University is committed to preventing substance abuse by:

- Encouraging students to choose healthy lifestyles;
- Expecting students to accept responsibility for their own choices and behavior;
- Encouraging alcohol-free & drug free activities and supporting those who choose not to use alcohol and other drugs;
- Enforcing University rules and local/state laws which regulate alcohol and other drug use.

Drugs (including alcohol) are prohibited on the campus of Fayetteville State University. This includes the possession, sale, distribution or consumption of any alcoholic beverages and/or illegal drugs. Alcoholic beverages and illegal drugs are prohibited on any portion of the University's property including, but not limited to, residence halls,

parking lots, the student center and sports facilities.

FSU has established a comprehensive drug & alcohol policy for students, faculty, and staff. The policy is located on FSU's policy website at [www.uncfssu.edu/policy](http://www.uncfssu.edu/policy). The policy includes information regarding:

- 1) the standards of conduct related to drug & alcohol abuse;
- 2) the legal & disciplinary sanctions for a violation of laws & policies related to drug or alcohol abuse;
- 3) the health risks associated with drug or alcohol use; and
- 4) the counseling & treatment programs available through FSU.

## **CAMPUS COOK-OUTS**

The following cook-out procedures/rules are designed to allow students to enjoy social opportunities and assume responsibility for their own social events while at the same time ensuring safety and adherence to fire codes and insurance regulations.

- 1) Cook-outs will be permitted throughout the campus, provided they are 30 feet from any structure.
- 2) No alcoholic beverages allowed.
- 3) Clean-up must be completed promptly at the completion of the cook-out. All fire and ashes must be completely extinguished and properly disposed of before leaving the cook-out area.
- 4) Music, if any, should be at a volume which will not disturb others.

All cooking activity must be completed by dark.

(Nothing in this Campus Cook-Out Policy shall abridge the responsibility to obtain approval through FSU's facilities/grounds rental procedures. Any person or group desiring to host a cook-out must follow FSU policies and procedures for facilities/grounds rental.)

## **CHECK CASHING**

Currently enrolled students may cash the following checks (amounts not to exceed \$100) at the Cashier's Office:

- Student Refund Checks
- College Work-Study Checks
- Money Orders

The Cashier will request proper identification.

## **CLASSROOM ETIQUETTE**

- 1) Students are expected to arrive to class on time. Students may not leave or prepare to leave until dismissed by the instructor.
- 2) Students are not permitted to sleep in class.
- 3) Student/teacher relationships as well as relationships among peers, should be respectful at all times

## **COMPUTER USE AND COPYRIGHT INFRINGEMENT POLICIES FOR UNIVERSITY STUDENTS**

Policies pertaining to the usage of the University's computing resources can be found on the University's policy website at [www.uncfssu.edu/policy](http://www.uncfssu.edu/policy).

## **FRESHMAN PARKING POLICY**

### **I. PURPOSE**

Fayetteville State University is responsible for providing the best environment and services for its students to prosper. Research shows that residential students who do not have a vehicle on campus during their first year of college are more apt to perform successfully in the classroom. First year students without vehicles also tend to participate more in on-campus activities, which also increases their likelihood for success during that critical freshman year. Their performance during their first year is the strongest predictor that they will persist to graduation.

## **II. PARKING PRIVILEGES**

No first-time freshman living in a university residence hall shall be permitted to maintain a vehicle on campus. This category of freshmen shall not be issued parking permits by the university's Police Department.

## **III. EXCEPTIONS**

Students with conditions that may require an exception to this policy (such as serious medical conditions) may file a hardship petition with the Division of Student Affairs. The petition should be filed immediately after the student is admitted to the university or as soon as the hardship condition is determined. The Vice Chancellor for Student Affairs will issue a response to approve or deny the petition within twenty (20) business days of receipt of the request.

## **IV. VIOLATIONS**

Any violation of this policy may result in the revocation of parking privileges for the student's sophomore year.

## **STATEMENT ON PETS & ANIMALS ON CAMPUS**

Students shall not have pets or any animals, to include snakes or any other animal, on any portion of the University's property prohibited unless the Division of Student Affairs provides a written exception which is based upon a student's bona fide medical condition.

## **SPONSORING EVENTS**

The purpose of these guidelines is to define the procedures whereby recognized student organizations will be permitted to hold events on the campus of Fayetteville State University. Recognized student organizations may host events and meetings by reserving space according to the University's facilities rental policy. Visit the University's policy website to obtain information about renting facilities: <http://www.unctsu.edu/policy>.

All "major events" whether on or off-campus must be approved in advance by the Division of Student Affairs according to the following guidelines. A "major event" is defined as the use of an area or facility for a dance, concert, conference, fashion/modeling show or other activity/program where the expected attendance is 200 or more.

At all times, major events are subject to the following rules:

- 1) The University neither sponsors nor endorses these events or the contracts associated with them.
- 2) The University's name may NOT be used in a manner that represents or suggests University sponsorship of the events.
- 3) FSU Police must provide security and traffic/crowd control.
- 4) The campus advisor must attend all major events sponsored by the organization and ensure that the organization adheres to all University policies and procedures. A designee cannot serve in their stead. The advisor must arrive at least one hour prior to the scheduled start time and remain until all students/guests have vacated the facility/area.

Guidelines

- 1) Any organization sponsoring an event is responsible for enforcing these guidelines for major events and ensuring that other University policies or state/federal laws are not violated. Violations of these policies could result in disciplinary action.
- 2) The University's name may not be used in a manner that represents or suggests University sponsorship of the event. Exception: Events sponsored by the Student Government Association and Student Activities Council are considered University-sponsored events.
- 3) The sponsor or sponsors of an event must register the event by completing a Major Event Registration Form and obtain all needed signatures.
- 4) Organizations must follow the University's Fundraising Guidelines.
- 5) The number in attendance at an event may not exceed the mandated fire code capacity for the location where the event is to occur. All exits are to be kept clear of people, furniture and other obstructions to allow for normal and emergency exits and entries.
- 6) Any organization that sponsors an event is responsible for the actions of those in attendance.
- 7) Any organization that sponsors an event will be held responsible and appropriately billed for any damage incurred to the facility where the event was held and to other locations that were designated as areas for which the event sponsors were responsible, such as bathrooms or lobby.
- 8) Student organizations have the responsibility of planning, organizing and implementing events while ensuring and respecting the rights, privacy and safety of members of the campus community. Individuals also bear responsibility of the same.
- 9) A major event may NOT occur unless and until the event is registered and approved by all of the appropriate offices and/or individuals.

### Planning a Major Event

Whether or not your event requires a contract, be sure to adhere to the following. Before committing to a contractual agreement, you should develop a plan of action incorporating the following steps.

These steps also should be followed by organizations that will not be committing to a contractual agreement.

- Step 1: Check on the availability of the facility/area and complete a University Facility Request Form.
- Step 2: No less than thirty days in advance of the event, submit a fully completed Major Event Registration Form along with a completed University Facility Request Form to the Office of Student Activities Program Director, Room 230 Rudolph Jones Student Center.
- Step 3: Promotions/publicity CANNOT begin until the major event registration form has been approved by all offices/individuals. The Office of Student Activities Program Director will inform the advisor if the request has been approved or denied.

### Alcohol

There should be no alcohol at any event sponsored by a student organization. Event sponsors should not advertise social events that indicate that alcoholic beverages are free, are sold, or are all-you-can drink for the price of admission or that otherwise appear to encourage drinking. Major event registration forms are available in the Rudolph Jones Student Center. Contact 910.672.1166 for additional information.

## **TERMINATION OF MAJOR EVENTS**

The University reserves the right to terminate any major event at such time as the terms of approval are not met or noise or other problems that may create a continuing nuisance.

If a decision is made to terminate the event, the student liaison from the sponsoring organization is responsible for making sure that the music stops, an announcement is made asking the crowd to disperse, or other action is taken to resolve the problem.

## **TITLE IX**

"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."

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. In complying with Title IX, Fayetteville State University prohibits discrimination in its programs and activities on the basis of sex. Additionally, the University prohibits and will not tolerate sex discrimination as it pertains to sexual harassment and sexual misconduct, including but not limited to sexual violence or assaults.

### **Sexual Harassment**

The University is committed to taking effective action to prevent and correct sexual harassment by or against members of the University community. Sexual harassment is defined as follows:

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

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic or student status, or

submission to or rejection of such conduct by an individual is used as the basis for employment, academic or other institutional decisions affecting such individual, or

such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities or student experience, or creating an intimidating, hostile or offensive working, academic or student life environment.

### **Sexual Misconduct**

The University is committed to fostering a safe campus environment where sexual misconduct is unacceptable and is not tolerated. Sexual misconduct is defined as any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. Sexual misconduct includes, but is not limited to the following:

Attempted or completed intercourse or penetration (anal, oral or vaginal);

Sexual touching (including disrobing or exposure);

Sexual exploitation;

Sexual violence;

Sexual intimidation;

Domestic Violence;

Dating Violence; or

Stalking.

Individuals who believe that they are victims of sexual harassment or sexual misconduct should consult the Title IX Coordinator listed below:

Ms. Patricia Bradley  
Title IX Coordinator  
Barber Building, Room 242  
(910) 672-2325  
titleix@uncfsu.edu

<http://www.uncfsu.edu/legal-affairs/title-ix>

## **STUDENT PUBLICATIONS**

Student publications at Fayetteville State University shall serve the following purposes:

*to enhance school spirit;*

*to inform and communicate news and information to the general campus population;*

*to chronicle historical accounts of events during the academic year;*

*to provide an opportunity for students to cultivate marketing, written and artistic skills.*

The University, through the Division of Academic Affairs, and the Division of Student Affairs, shall insure that fair, effective and accurate services are afforded the student publications. The Division of Academic Affairs shall have responsibility for providing the advisement aspect of The Bronco Voice, while the Division of Student Affairs will shoulder the responsibility for the Fayettevillian.

The publications (1) shall not use University employee or student functions on campus to expose their private lives; (2) shall correct factual errors as quickly as possible; (3) shall print retractions of inadvertently printed articles that lack substance or substantiation; and (4) shall refrain from changing intent or inferring information that has no basis in fact. The publication shall be to inform and provoke opinion supported by reasonable facts and to entertain.

For more information on the above guidelines, visit the FSU website under Communications and Public Relations.

## **WEAPONS ON UNIVERSITY GROUNDS**

North Carolina General Statute § 14-269.2 provides that it is a Class I felony for any person to knowingly possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school. It is a Class F felony to willfully discharge a firearm on school grounds. It is also a Class I felony, for any person to cause, encourage, or aid a person who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property. This particular violation does not apply to BB guns, stun guns, air rifles, or air pistols. The aforementioned prohibitions will not apply to a person who has a valid concealed handgun permit, or is exempt from obtaining a permit, who has a handgun in a closed compartment or container within the person's locked vehicle or the handgun is in a locked container securely affixed to the person's vehicle. This individual may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit of the vehicle



## WRITTEN COMPLAINT PROCEDURE FOR FSU STUDENTS

At Fayetteville State University, we recognize our students as the primary customers for all of the services that we offer, from classroom instruction, to personal counseling, to computer labs. When an area of the University needs improvement or change to better serve the needs of our students, we appreciate hearing your suggestions/resolutions.

As a first step, students are encouraged to discuss their complaints directly with the person responsible for the area or problem. If the issue is not or cannot be addressed through discussion with the responsible person; and if there are no methods prescribed for appeal in the applicable area in University Catalogs, Student Handbooks or other official University documents; then the issue should be outlined in writing and submitted to the following offices in the order indicated:

### 1. Academic Complaints:

- a. Department Chair
- b. Dean of the School/College
- c. Provost and Vice Chancellor for Academic Affairs

### 2. Non-Academic Complaints:

- a. Department of Office Director
- b. Vice Chancellor of the Division to which the Department or Office reports

Each office listed above will respond to students within ten working days of receipt of the written complaint. If the issue is not satisfactorily resolved at the first level, the student should submit his/her request to the highest level. If the issue remains unresolved at the highest level indicated above, the student(s) should appeal to the Office of the Chancellor.

For a complete listing of all University policies and procedures visit the following link:

[http://www.uncc.edu/chancellor/legal\\_counsel/Policies\\_and\\_Procedures.htm](http://www.uncc.edu/chancellor/legal_counsel/Policies_and_Procedures.htm)

## FAYETTEVILLE STATE UNIVERSITY CODE OF STUDENT CONDUCT

### I. AUTHORITY

*The Code of the Board of Governors of the University of North Carolina* provides to the Chancellor of Fayetteville State University (University) the “full authority in the regulation of student affairs and in matters of student discipline...” This responsibility may be delegated to certain University administrators and committees. However, the Chancellor may intervene directly in any matter when deemed necessary. Except for such intervention, no offense shall be recognized nor sanction imposed on any student except as provided in this *Code of Student Conduct (Code)*.

### II. JURISDICTION

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of its campus community. This Code applies to all undergraduate and graduate students as defined below. The University’s jurisdiction and conduct processes shall be limited to behavior which occurs on University premises, at University-sponsored events or at other off-campus locations if the conduct adversely affects the University community and/or the pursuit of its objectives as determined by university officials (Chancellor, Provost, Vice Chancellors, administrators, faculty or staff).

A student whose conduct has been found to be in violation of established University

policies and regulations may also be subject to appropriate actions by individual University offices which may or may not give rise to a formal charge under the Code. In addition, an incident may result in criminal or civil charges as well as a University disciplinary action. Unless otherwise provided by law, University disciplinary proceedings and court proceedings may occur concurrently. University proceedings, investigations, and resolutions shall be prompt, fair, and impartial.

The University also reserves the right to dismiss any student prior to his or her enrollment by rescinding that student's admission, without a hearing, upon a finding of cause to do so. Such a finding shall be an administrative decision rendered by the Provost or the Vice Chancellor for Student Affairs or his or her designee.

### III. DEFINITIONS

**Academic Integrity Board (AIB)** shall mean the board composed of students and faculty who address whether a student has violated the University's the academic dishonesty policy of the *Code*.

**Alcohol** shall be defined as malt beverages, unfortified wines, fortified wines, spirituous liquor and/or mixed beverages.

**Associate Vice Chancellor** shall mean the Associate Vice Chancellor for Student Affairs who receives the recommendation for sanctions from the Student Conduct Board.

**Business days** shall mean days when the University is open for business.

**Campus Appearance Ticket (CAT)** shall mean a document which contains a specific report of misconduct against a student issued by a University police officer. It is given to a student to notify the student of a complaint that has been made against the student. A CAT may be issued in lieu of a uniform citation for violations of the NC General Statutes. If the misconduct is also a serious criminal offense, the CAT will be issued in addition to affecting an arrest.

**Code** shall mean the Fayetteville State University *Code of Student Conduct*.

**Compelling new evidence** shall mean evidence that must not have been available to the student or not known or reasonably discoverable by the student at the time of the hearing.

**Complainant** shall mean an individual or individuals making a report of misconduct against an individual or a group of individuals.

**Director of Student Conduct** shall mean the University official whose responsibilities shall include, but not be limited to, reviewing reports of misconduct, determining whether to bring a formal charge, interviewing and advising parties involved in non-academic misconduct proceedings on matters pertaining to the Code, maintaining student non-academic misconduct records, and providing support to the non-academic misconduct hearing bodies. The Director of Student Conduct must receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**Expulsion** shall mean permanent dismissal from the University, unless at a later date the University concludes on the basis of the former student's petition and any supportive documentation that the individual should be given a new opportunity to pursue higher education. A former student who has been expelled from one constituent institution of the University of North Carolina may not be admitted to another constituent institution, unless and until the sanction of expulsion has been rescinded by the institution that imposed the sanction.

**Formal charge** shall refer to the written accusation of a violation of the Code made by the Director of Student Conduct. The Director of Student Conduct shall issue a formal charge if she or he believes that the report of misconduct may have merit. The formal

charge is not a determination of whether the student should be held responsible. The formal charge will initiate a formal non-academic proceeding by the University against a student or student organization alleging that the student or student organization has violated the Code.

**Institution and/or University** shall mean Fayetteville State University and all of its academic and administrative units.

**Provost** shall mean the Provost and Vice Chancellor for Academic Affairs who is the University's chief academic officer.

**Report of misconduct shall mean a written complaint of a non-academic infringement of the Code that is made by anyone other than the Director of Student Conduct.**

**Respondent** shall mean any University student or student organization who must answer or respond to a report of misconduct or formal charge. "Respondent" shall also refer to a faculty member who responds to a student's appeal of an academic dishonesty charge.

**Student** shall mean any person who has accepted admittance to the University for student status and who is currently registered or enrolled as an undergraduate or graduate student or certificate program participant, whether matriculating or non-matriculating, full-time or part-time, resident or commuter, paid or delinquent. Such a person shall also be considered a "student" during intersession/summer periods and University sponsored commencement events in which he or she is a participant.

**Student Conduct Board (SCB) shall mean** the disciplinary procedures board composed of students who address whether a student or student organization has violated the University's non-academic misconduct policy, other than the Sexual Misconduct and Interpersonal Violence Policy, of the Code. The Director of Student Conduct must receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**Student organization** shall mean a student group that has been officially recognized or sponsored by the University in accordance with the policies and guidelines of the University's Division of Student Affairs.

**For purposes of this Code, a University official** shall include faculty or staff members, other than University police officers, exercising their assigned duties, and may include student staff such as Residence Assistants and other students acting in an assigned official capacity on behalf of the University.

**University premises** means buildings or grounds owned, leased, operated, managed, controlled or supervised by the University.

**University sponsored activity** shall mean any activity or event on or off campus which is initiated, aided, authorized or supervised by the University.

**Vice Chancellor** shall mean the Vice Chancellor for Student Affairs.

**Weapon** shall mean any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, a BB gun, air rifle, air pistol, hand gun, rifle, pistol, shotgun, or firearm of any kind, dynamite cartridge, bomb, explosive, fireworks of any kind, hazard materials of any kind, grenade, mine or powerful explosive, knife (including, but not limited to a Bowie knife and switchblade knife), machete, dirk, dagger, sword, sling shot, leaded cane, switch blade knife, black jack, metallic knuckles, stun gun, paint gun, bullet(s), razors and razor blades (except solely for personal shaving) and any sharp pointed or edged instrument (e.g., box cutters) and chemicals such as tear gas.

## IV. ACADEMIC DISHONESTY/NON-ACADEMIC MISCONDUCT

### A. Academic Dishonesty

The Division of Academic Affairs shall be responsible for ensuring the adherence to the procedures outlined below should any student be charged with academic dishonesty.

Academic dishonesty is the giving, taking, or presenting of information or material by a student with the intent of unethically or fraudulently aiding oneself or another on any work which is to be considered in the determination of a grade or the completion of academic requirements. It is expected that all members of the University community will work to actively deter academic dishonesty and thus will share in the responsibility and authority to challenge and make known to the appropriate authority acts of apparent academic dishonesty

#### 1. Violations

A student shall be guilty of an act of academic dishonesty if he or she engages in of the following act(s):

##### a. **Facilitating Academic Dishonesty**

Such conduct includes, but is not limited to, giving unauthorized assistance to another in order to assist that person in cheating, plagiarizing, falsifying or engaging in professional dishonesty.

##### b. **Attempting Academic Dishonesty**

Such conduct shall include, but not be limited to, attempting any act that if completed would constitute a violation as defined herein.

##### c. **Cheating**

Such conduct includes, but is not limited to, a student receiving unauthorized aid or assistance on any form of academic work.

##### d. **Falsification**

Such conduct shall include, but not be limited to, the unauthorized changing of grades or conduct involving any untruth, either spoken or written regarding any circumstances related to academic work.

##### e. **Plagiarism**

Plagiarism includes, but is not limited to, copying the language, structure, ideas and/or thoughts of another, without giving appropriate recognition and/or adopting the same as one's own original work.

#### 2. Sanctions

Possible sanctions for a finding of academic dishonesty include the following:

##### a. **Academic Community Service**

A student may be given community service hours in lieu of a more severe sanction. Such service shall be supervised by a University employee.

##### b. **Academic Integrity Probation**

A student may be placed on academic integrity probation for the remainder of his or her academic career at the University. A student who is found to have committed another act of academic dishonesty while on academic integrity probation may be subject to suspension or expulsion from the University.

##### c. **Failing Grade**

A student may be given a failing grade on the assignment, paper, program, test or exam on which the violation occurred and/or no credit/failing grade

for the course.

**d. Suspension**

A student may be separated from the University for a specified period of time if he or she has previously engaged in an act of academic dishonesty or if a student commits an act or attempts to commit an act that warrants suspension. In cases where a student will complete graduation requirements during the current semester, suspension is to take effect immediately.

In cases where a student will complete graduation requirements during either of the summer sessions, the suspension period will be applied to the summer session. Any suspension will be noted on the student's transcript.

**e. Expulsion**

Expulsion is a permanent separation from the University and a student will be expelled if he or she is a repeat offender or commits an act(s) which is considered to be a substantial violation of academic integrity. Expulsion results in a permanent transcript notation.

**3. Procedures**

**a. Notification**

In cases where a faculty member believes that a student has attempted or committed a violation, the faculty member should notify the student of the charge and thereafter investigate the matter. If, after the investigation, the faculty member concludes that such an act has occurred, he or she should conduct an interview with the student.

**b. Interview**

The student must be notified of the date of the interview within five (5) business days after the alleged violation has come to the attention of the faculty member. At the interview, the student and the faculty member may each have an independent nonparticipating observer. The faculty observer shall be the chair of the department. The student may select a student, staff or faculty member as he or she desires. The observers are to observe the procedures impartially. At the interview, the faculty member shall present evidence in support of the charge or charges against the student.

The student shall be given the opportunity to respond and present evidence to rebut the charge or charges. After hearing the student, the faculty member may either dismiss the charge or find it supported on the basis of the evidence. If supported, the faculty member may issue community services or record a failing grade in the course or some portion thereof.

**c. Referral to the Academic Integrity Board**

After completion of the interview and on the basis of the evidence presented, if the faculty member is of the opinion that issuance of a community service and/or a failing grade sanction would be inadequate disciplinary action, the faculty member may refer the entire case to the AIB for appropriate action. In this case, a hearing will be conducted by the AIB without regard to the findings made or any disciplinary action taken during the interview. A failing grade or community service sanction issued by the faculty member may remain in effect even if further discipline is recommended.

The referral must be submitted to the Senior Associate Vice Chancellor for Academic Affairs within five (5) business days after the faculty member has notified the student of his or her decision.

**d. Appeal to the Academic Integrity Board**

The student may appeal the decision of the faculty member following the interview to the AIB if the student believes the penalty is too severe and/or the student contests the decision of the faculty member on the basis of the evidence presented. The appeal must be submitted to the Senior Associate Vice Chancellor for Academic Affairs within five (5) business days after the student receives notification of the decision by the faculty member.

#### **4. Academic Integrity Board**

##### **a. Purpose**

The purpose of the AIB is to investigate the incident giving rise to the appearance of academic dishonesty, to reach an informed conclusion as to whether academic dishonesty occurred, and to make a recommendation to the Provost and Vice Chancellor for Academic Affairs (“Provost”) as to sanctions. A hearing by the AIB should not be considered as an adversarial proceeding similar to criminal or civil legal trials.

##### **b. Composition**

The AIB shall consist of six (6) persons who shall include three (3) faculty members and three (3) students. In the event that a student accused is a graduate student, then at least one of the student members shall be a graduate student and one of the faculty members shall be a member of the Graduate Faculty.

##### **c. Student Members**

The President of the Student Government Association shall appoint annually three (3) student members and two (2) alternates to the AIB. At least one of the alternates shall be a graduate student who will serve when the accused is a graduate student. Such appointments shall be subject to the approval of the Student Senate.

##### **d. Faculty Members**

The Chairperson of the Faculty Senate shall appoint annually three (3) faculty members and two (2) alternates to serve on the AIB. At least one of the alternates shall be a member of the Graduate Faculty who will serve when the accused is a graduate student.

##### **e. Academic Integrity Board Chair**

Prior to hearing its first case, the Senior Associate Vice Chancellor for Academic Affairs shall convene with the AIB for the purpose of electing a chairperson. The chairperson shall vote only in the case of a tie.

#### **5. Hearing Procedures**

##### **a. Notification**

The Senior Associate Vice Chancellor for Academic Affairs shall notify the parties involved that an appeal/referral has been received and that a hearing will be held by the AIB. Such notification must be received by the parties within five (5) business days after receipt by the Senior Associate Vice Chancellor for Academic Affairs. The Senior Associate Vice Chancellor for Academic Affairs shall notify each of the parties no later than ten (10) business days prior to the hearing of the date, time and place of the hearing. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the Provost and Vice Chancellor for Academic Affairs.

##### **b. Conduct of the Hearing**

i. The hearing shall be closed and shall be attended only by the student

and his or her witnesses, the faculty member and his or her witnesses, the independent nonparticipating observer(s) present at the interview, the AIB members and any other persons called by the chair of the Board.

- ii. The hearing shall be recorded.
- iii. The hearing shall begin with the individual who requested the review by the AIB (“Complainant”) who shall state his or her contentions and offer such proof as he or she desires. When the Complainant has concluded his or her presentation, the individual responding to the Complainant’s request for a hearing (“Respondent”) should then present his or her contentions and any such proof. Both the Complainant and Respondent may question witnesses.
- iv. The members of the AIB may ask the Complainant and/or Respondent and their witnesses questions, or to develop a particular line of inquiry. The members may also seek such additional material or the attendance of such other persons as they judge necessary to an understanding of the incident, even if it requires that the proceedings be continued.
- v. Once both parties have made their presentations, the AIB may request that each party present a final statement. Once the final statements have been made, the chair shall conclude the hearing.

#### **6. Actions by the Academic Integrity Board**

Following the hearing, the AIB shall meet privately to discuss the case, and reach a finding by a majority vote. Within five (5) business days after the hearing, the AIB shall notify, through the Senior Associate Vice Chancellor, the Complainant and the Respondent of its decision.

The decision of the AIB must be decided according to whether it is “more likely than not” (preponderance of the evidence) that the alleged violations occurred. In finding guilt under this standard of proof, a member of the AIB must be convinced, based upon information presented in the course of the hearing that the conduct described is more likely than not to have occurred.

If the AIB finds an attempt or act of academic dishonesty did not occur, or that the evidence presented was insufficient to sustain the charge or charges, the issue of the student’s continuation in the class(es) and other related issues must be resolved by the dean or department chair in consultation with the student and the faculty member.

If the AIB finds that an attempt or act of academic dishonesty did occur, it shall recommend to the Provost one of, or a combination of, sanctions. The Provost shall issue his or her decision within ten (10) business days of receiving the Board’s recommendation. A decision, other than expulsion, by the Provost shall be final. A decision to expel a student shall be forwarded by the Provost to the Chancellor. The Chancellor shall notify the parties involved of his or her decision within ten (10) business days of the receipt of the Provost decision.

#### **7. Appeals**

A student who has been expelled under the Academic Dishonesty Policy may appeal, within ten (10) business days of their receipt of the Chancellor’s decision, to the Fayetteville State University Board of Trustees. The expelled student may appeal within ten (10) business days of receipt of the Board of Trustees’ decision to the University of North Carolina Board of Governors. The Board of Governor’s decision shall be final.

### **B. Non-Academic Misconduct**

#### **1. Sexual Misconduct & Interpersonal Violence**

The University is committed to fostering a safe campus environment where sexual misconduct, domestic violence, dating violence, and stalking are unacceptable and are not tolerated. In keeping with this commitment, the University has implemented a sexual misconduct and interpersonal violence policy, the purpose of which is to protect the rights of a student making a complaint, as well as the rights of an accused student. Thus, reports of sexual misconduct, dating violence, domestic violence, and stalking will be governed by the University's *Sexual Misconduct* and *Interpersonal Violence* policy and hearings shall be conducted by **the hearing panel designated under that policy**. See <http://www.uncfsu.edu/Documents/Policy/students/SexualMisconduct.pdf>.

## 2. **Other Misconduct Committed by Individual Students**

A student's non-academic behavior on or off campus may be subject to disciplinary action outlined in this Code.

**NOTE: The University shall have the right to determine whether to file formal charges against an organization directly under Section B.3. of this Code and/or whether to separately charge individuals of the organization under Section B.2. of this Code.**

### a. **Reports of Misconduct**

A report of misconduct may be made against a student by another student, by a staff or faculty member, or by a University police officer or university official. A report of misconduct is not considered a formal charge.

**A report of misconduct may be initiated by submitting written factual information supporting the complaint.** A report of misconduct may be filed by any method allowed by the Director of Student Conduct and may include, but is not limited to, either of the following methods:

- i. **Campus Appearance Ticket (CAT).** The issuance of a CAT shall serve as notification of a report of misconduct. The University Police may amend a CAT to reflect additional complaints or a more accurate description of the complaint.
- ii. **Disciplinary Referral.** A member of the campus community may report misconduct against a student by submitting a Disciplinary Referral Form (DRF) to the Division of Student Affairs. The DRF must be submitted within five (5) business days of the alleged incident. In extraordinary circumstances, the Director of Student Conduct may extend this deadline. The Respondent will receive written and/or electronic notification, of the report within three (3) business days of the receipt of a DRF by the Division of Student Affairs.

The Complainant will be expected to appear and testify at any proceeding at the request of the Director of Student Conduct.

- iii. **Information Form.** A member of the Office of Residence Life may report misconduct to the Director of Student Conduct by submitting a Residence Life Information Form (RIF). The issuance of a RIF will serve as notification that a complaint against a student has been initiated. The RIF may be amended, by Residence Life to reflect additional complaints or a more accurate description of complaints.

A Complainant who wishes to report an act of **sexual misconduct, dating violence, domestic violence, or stalking** shall do so in accordance with the University's *Sexual Misconduct and Interpersonal Violence* policy. The policy can be located at <http://www.uncfsu.edu/Documents/Policy/students/SexualMisconduct.pdf>.



## **b. Interim Suspension of Students**

- i. The Vice Chancellor, in consultation with University Officials and University police, may suspend a student for an interim period. Such interim suspension shall become immediately effective without prior written notice. During the interim suspension students shall be denied access to the residence halls, all campus facilities, University classes, on or off campus, University activities or privileges for which the student might otherwise be eligible. A student found on University premises after an interim suspension has been imposed will be issued a trespass citation by the University's Police Department.
- ii. Interim suspensions may be imposed upon:
  - Students exhibiting dangerous or disruptive behavior of a threatening nature;
  - Students who have been arrested for a serious violation of State or Federal law;
  - An alleged violation of the University's policy on the distributions of illegal drugs;
  - An allegation that a student is in the possession of an illegal weapon on University property of at a University sponsored activity/event.
- iii. A student shall be notified of a report of misconduct against him or her, by the Director of Student Conduct, when the interim suspension is initially imposed. A formal charge shall be filed as soon thereafter as possible in accordance with Section IV.B.2.d. of this Code.
- iv. Within five (5) business days from the effective date of the interim suspension, the student may make a written request that the Vice Chancellor reconsider the interim suspension based upon the following issues only:
  - Whether the allegation(s) concerning the student's conduct is based upon reliable information; and,
  - Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University premises poses a substantial threat.

The written request must contain specific and sufficient information to support the student's contention.

- v. If no review of the interim suspension is requested, the student shall remain on interim suspension.
- vi. If a review is requested, within five (5) business days of receiving the student's request, the Vice Chancellor shall consider the information submitted and provide the student, in writing, the Vice Chancellor's decision.

## **c. Conduct Review**

- i. Scheduling a Conduct Review. A Respondent who receives a written report of misconduct is expected to contact, in writing, the Director of Student Conduct, within three business (3) days, of receiving the report, to schedule a conduct review.

A Respondent who fails to contact the Director of Student Conduct within the three (3) business day time period may be deemed to have forfeited the Respondent's right to a conduct review and may be notified in writing of a formal charge (if any).

- ii. Attending a Conduct Review. A conduct review will normally consist of an informal, non-adversarial meeting between the Respondent and the Director of Student Conduct to determine whether the report of misconduct has merit.

The Director of Student Conduct will also consider whether if proven, the misconduct would constitute a violation under the Code based upon whether, there is reason to believe that such misconduct may have occurred.

- iii. Mediation. If the parties agree to avoid formal charges through mediation or other similar means, the Director of Student Conduct shall attempt to mediate any dispute between the parties.

Mediation is a voluntary, confidential process in which the Director of Student Conduct shall assist students in finding a mutually acceptable solution to their problem. Conflicts are resolved without intervention by the hearing body, but with the assistance of the Director of Student Conduct or other University Official.

If the parties involved obtain a mutually acceptable agreement during mediation, the Director of Student Conduct may dismiss the case.

If the parties involved fail to obtain a mutually acceptable agreement during mediation, the Director of Student Conduct may file a formal charge or dismiss the case.

#### d. **Filing of Formal Charges**

Within five (5) business days after the date of the conduct review or mediation (whichever is later), the Director of Student Conduct shall provide written notification of the formal charge (if any) to the Respondent. The formal charge shall include the following information:

- i. A brief recitation of the factual allegations supporting the formal charge;
- ii. The referral to the appropriate hearing body for a hearing and the time, date and location of the hearing;
- iii. Possible sanctions; and
- iii. Notice that, within three (3) business days of the notification of the formal charge, the Respondent may:

- **Provide written notification that the Respondent will plead not responsible to the formal charges and have the case heard by the Student Conduct Board (SCB).**
- Provide written notification that the Respondent may **plead not responsible** to the formal charge(s), waive rights to a SCB hearing, waive rights to an attorney/non-attorney advocate, and have the case heard by the Associate Vice Chancellor for the purpose of determining responsibility and sanction(s), if any. If the Respondent decides to have the case heard by the Associate Vice Chancellor, a written record indicating such shall be signed by the Respondent and the Director of Student Conduct which shall be made a part of the official record.
- **Provide written notification that the Respondent will plead responsible** to the formal charges and waive the right to a hearing and accept the sanctioning as levied by the Associate Vice Chancellor.

If a hearing has been waived by the Respondent, a written document indicating that the Respondent has waived the Respondent's right to

a hearing must be signed by the Respondent and the Director of Student Conduct and shall be made a part of the official record.

- Provide written notification that the respondent will **plead responsible** to the charges and request an opportunity to be heard by the SCB for the purpose of recommending a particular sanction.
  - Provide written notification that if the student's written plea is not received by the Office of Student Conduct within three (3) business days, the failure to submit the plea will have the affect of waiving the right to a hearing and accepting the sanctioning as levied by the Associate Vice Chancellor for Student Affairs.
- iv. If the charge could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.

**e. Time Frame for Hearings and Determinations**

Hearings must occur within the following time frame:

- i. Level 1 conduct hearings must be held no less than ten (10) business days after the Respondent receives notice.
- ii. Level 2 conduct hearings must be held no less than five (5) business days after the Respondent receives notice.

Hearings and decisions shall be conducted in accordance with the procedures outlined in Section IV.B.6. of the *Code*.

**f. Appeals**

i. **All Decisions**

A Respondent who has been found responsible of a *Code* violation and has been sanctioned may appeal a decision in writing . The basis for an appeal shall be as follows:

- demonstration of a violation of due process; or
- demonstration of a material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

ii. **Appeal of a Decision Other than Expulsion**

A decision, other than expulsion, may be appealed to the Vice Chancellor. Such an appeal must be submitted within five (5) business days of the notice of the decision from the Associate Vice Chancellor.

A decision by the Vice Chancellor shall be final.

iii. **Decisions of Expulsion**

A student who has been expelled under this *Non-Academic Misconduct Policy* may appeal, within ten (10) business days of the notice of the Chancellor's decision, to the Fayetteville State University Board of Trustees.

The expelled student may appeal within ten (10) business days of receipt of the Board of Trustees' decision to the University of North Carolina Board of Governors. The Board of Governors' decision shall be final.

**3. Misconduct Committed by Student Organizations**

A student organization's non-academic misconduct, on or off campus, which is reported to be an infraction of the Code or of the student organization's own constitution and bylaws or the constitution and bylaws of the affiliated national organization will be subject to disciplinary action. A student organization may be held accountable for the actions of its individual members if the behavior is

related to the activities of the group.

**The University shall have the right to determine whether to issue a formal charge against a student organization directly, to charge individuals of the student organization as outlined in the Code, or to file formal charges against both the student organization and the offending students.**

**a. Interim Suspension**

A student organization may be subject to an interim suspension by the Director of Student Conduct. During an interim suspension all activities, on or off-campus (to include but not be limited to programs, or social events) are suspended pending the outcome of the student organization's hearing.

**b. Reporting Misconduct**

A report of misconduct may be brought against a student organization by a student, member of the community, a staff or faculty member, a University police officer or some other University official. Such reports shall be directed to the Director of Student Conduct.

Except when exempted by the Vice Chancellor, the report must be in writing, signed and dated and should include sufficient detail as to provide an understanding of the issues involved (i.e. name of the complainant, date, time and place of the incident, names of people involved, description of events and circumstances, and names of witnesses). If the complainant wishes to make an anonymous report of misconduct, the complainant should provide his or her address and telephone number on a document that is not attached to the report.

If possible, the Director of Student Conduct shall make efforts to inform the student organization of the report of misconduct within ten (10) business days following receipt of the written report.

**c. Conduct Review**

The student organization must schedule a conduct review no less than three (3) business days *from the date that the student organization receives written notification of the report of misconduct*. At the conduct review, the student organization shall be informed of the options (if any) available for resolution of the case without requiring that formal charges be filed.

**d. Filing a Formal Charge**

The Director of Student Conduct may formally charge a student organization and then refer the entire case to the SCB for appropriate action.

**e. Hearings and Determinations**

Hearings and decisions shall be conducted in accordance with the procedures outlined in Section IV.B.6. of the Code.

**f. Appeals**

A student organization found responsible for a Code violation and sanctioned under the Code may appeal the decision to the Vice Chancellor for Student Affairs. The appeal will only be considered based upon one or more of the following:

- demonstration of a violation of due process; or
- demonstration of a material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

A decision must be appealed within five (5) business days of receipt of the Associate Vice Chancellor's decision.

The Vice Chancellor's decision on the appeal shall be final.

#### 4. **Referrals to the Student Conduct Board**

If a formal charge is issued, the Director of Student Conduct will refer the case to the SCB unless the case involves an allegation of sexual misconduct, dating violence, domestic violence, or stalking or unless the Respondent has indicated that the Respondent would prefer the case to be heard by the Associate Vice Chancellor. Any referral to the SCB must be submitted to the Chief Justice of the SCB.

A Complainant who wishes to pursue a conduct decision concerning **sexual misconduct, dating violence, domestic violence or stalking** shall be able to request such a hearing before the hearing panel designated in the Sexual Misconduct and Interpersonal Violence Policy. The Director of Student Conduct shall make the referral, and the hearing shall be conducted in accordance with the University's *Sexual Misconduct and Interpersonal Violence Policy*.

Charges against multiple students involved in the same incident may be heard in a single case if the Director of Student Conduct so determines and each Respondent consents to such a proceeding.

Once referred, a hearing will be conducted by the SCB without regard to the conduct review or any mediation conducted previously by the Director of Student Conduct.

#### 5. **Student Conduct Board**

The SCB shall consist of five (5) members who are current full-time undergraduate or graduate students. At the discretion of the Director of Student Conduct, fewer than five (5) students may hear a case.

##### a. **Selection of Members**

Members of the SCB shall be elected yearly as vacancies arise. If enough students are not elected to fulfill the five (5) student requirement, the President of the Student Government Association shall appoint the remaining student members. Such appointments are subject to the approval of the Student Government Association Senate.

##### b. **Chief Justice and Associate Chief Justice**

Prior to hearing its first case, the Director of Student Conduct shall convene the SCB for the purpose of electing a Chief Justice and Associate Chief Justice, by majority vote. Such Chief Justice and Associate Chief Justice must be one of the five (5) student members. The Chief Justice or Associate Chief Justice will preside over the judicial hearing.

##### c. **Disciplinary Action against a SCB Member**

SCB members found in violation of the Code are not considered to be in good standing and will be removed from the SCB by the Director of Student Conduct. If enough students are not available to fulfill the five (5) student requirement, the President of the Student Government Association shall appoint the remaining student members. Such appointments are subject to the approval of the Student Government Association Senate.

#### 6. **Hearing Procedures (excludes sexual misconduct, dating violence, domestic violence, or stalking hearings)**

##### a. **Pre-hearing**

Prior to a hearing, the Complainant and Respondent must be given the opportunity to review any written evidence that will be used at the hearing and to obtain a list of witnesses.

## **b. Continuances**

If the Respondent desires additional time to prepare for the case, a written request must be submitted to the Director of Student Conduct at least forty-eight (48) hours prior to the hearing date. The Director of Student Conduct reserves the right to deny or grant such requests. A decision regarding a continuance will be made within twenty-four (24) hours of receipt of the request. The decision of the Director of Student Conduct is final.

## **c. Witnesses**

A witness shall be any person with direct knowledge relevant to a case pending before the SCB.

- i. **Duty to Appear.** The Director of Student Conduct, Associate Vice Chancellor and/or the SCB may require the appearance of witnesses. Other witnesses may be allowed by the Complainant and/or the Respondent if approved by the SCB.
- ii. **Notice.** The Complainant and/or the Respondent must deliver in writing the names, addresses and telephone numbers of their witnesses at least five (5) business days before the hearing to the Director of Student Conduct. The Director of Student Conduct will notify such witness(es) in writing of the time, place, location and the purpose of their appearance.
- iii. **Contempt.** Willful and deliberate failure and/or refusal of any student witness to honor a written request to appear may result in contempt charges being filed

## **d. Observer**

The Complainant and Respondent each may have an observer accompany him or her to the hearing. Observers shall not be allowed to participate in the hearing.

## **e. Failure to Appear**

If the Respondent fails to appear at the Respondent's scheduled hearing, after receiving proper notice and without submitting a valid written excuse to the Director of Student Conduct, the Respondent will be deemed to have pled guilty to the formal charges against the Respondent. The SCB shall conduct the hearing in the charged student's absence and make a finding of responsibility and issue a recommendation for sanctions to the Associate Vice Chancellor.

## **f. Conduct of the Hearing**

**The hearing shall be conducted as follows:**

- i. The hearing shall be closed and shall be attended only by the following parties:
  - the Respondent and his or her witnesses and/or observer;
  - the Complainant and his or her witnesses and/or observer;
  - the SCB members, and any other persons called by the Chief Justice of the SCB or the Director of Student Conduct; and
  - the Director of Student Conduct.
- ii. The hearing shall be recorded. A record of the proceedings, including documentary evidence, will be accessible only in accordance with the Family Educational Rights and Privacy Act.
- iii. The hearing shall begin with the Complainant who shall state his or her contentions and offer such proof as desired. When the Complainant has

concluded the presentation, the Respondent shall then present his or her contentions and offer any proof. Both the Complainant and Respondent may question witnesses.

- iv. Witnesses shall be asked to affirm that their testimony is truthful. Prospective witnesses, other than the Complainant and the Respondent, shall be excluded from the hearing during the testimony of other witnesses.
- v. The SCB may ask the Complainant and/or Respondent and their witnesses' questions, or direct that they develop a particular line of inquiry. The SCB may also seek such additional material or the attendance of such other persons as they deem necessary to obtain an understanding of the incident, even if it requires that the proceedings be continued until a further date.
- vi. Once both parties have made their presentations, the SCB may request that each party present a final statement. Once the final statements have been made, the Chief Justice shall conclude the hearing.
- vii. In cases involving multiple students charged, information provided at one hearing may be used as evidence in a related case(s).
- viii. All decisions by the SCB shall be based solely upon evidence presented at the hearing. However, Respondents who have been found responsible for prior offenses may be subject to increasingly progressive sanctions.
- ix. Should new reports of misconduct surface as a result of, or during a conduct process, a separate formal charge and hearing may occur.

**g. Determination of Responsibility and Recommendations for Sanctions**

Following the conclusion of a hearing, the SCB shall meet in closed session to discuss the case. Prior records of disciplinary actions may be considered by the SCB.

The standard of proof that should be used by the SCB is the preponderance of the evidence standard. In finding a Respondent responsible under this standard of proof, a member of the SCB must be convinced, based upon information presented in the course of the hearing that the conduct described *is more likely than not* to have occurred.

If the SCB finds that the evidence presented was insufficient to sustain the formal charge(s), it shall notify the Respondent and Complainant of its decision through the Director of Student Conduct within ten (10) business days following the conclusion of the hearing. The Board's determination shall be final.

If the SCB finds the Respondent responsible, it shall determine the level of the offense and recommend to the Associate Vice Chancellor one or a combination of sanctions that corresponds with that particular offense. The Board shall notify the Respondent of its decision through the Director of Student Conduct within ten (10) business days following the conclusion of the hearing.

**h. Determination of Sanctions**

**i. Decisions Other than Expulsion**

The Associate Vice Chancellor shall issue his or her written decision, on the sanctions, within ten (10) business days of receiving the SCB's recommendation or receiving the Respondent's written waiver of the hearing. The As-

sociate Vice Chancellor's decision must contain a brief summary of evidence upon which the determination on the sanctions is based. The Associate Vice Chancellor's letter shall specify the appeal rights, the time limits in which to appeal, and the permitted grounds for appeal.

**ii. Decisions Resulting in Expulsion**

If expulsion is recommended by the Associate Vice Chancellor, the Associate Vice Chancellor shall forward the recommendation to the Vice Chancellor within five (5) calendar days of the completion of the hearing. If the Vice Chancellor agrees with the recommended sanction of expulsion, the Vice Chancellor shall forward the recommendation to the Chancellor within five (5) calendar days of the receipt of the Associate Vice Chancellor's recommendation. The Chancellor shall issue a decision, within forty-five (45) calendar days of completion of the hearing. If the Vice Chancellor does not agree with the recommended sanction of expulsion, the Vice Chancellor shall determine the appropriate sanction and in such a case, the Vice Chancellor's decision shall be final.

**7. Classification of Offenses/Violations**

Violations of the Code are categorized into two (2) classifications: Level 1 Offenses and Level 2 Offenses.

**a. Level 1 Offenses**

Such offenses are considered the most serious violations of the Code. A person found guilty may receive one or a combination of sanctions. A student found responsible of a Level 1 infraction may be suspended from the University for a minimum of one academic semester. Expulsion may also result from the commission of a Level 1 offense. Level 1 Offenses are as follows:

**i. Accessory to Commission of a Prohibited Act** shall mean aiding through action or negligence, abetting, or otherwise acting as an accomplice to the commission of any prohibited act.

**ii. Computer Violations** shall include the following:

Theft, misuse or other abuse of any computer, electronic device, computer system, network, program, resource, electronic data or violation of state or federal law including but not limited to:

- Unauthorized entry into a file to use, read or change the contents, or for any other purpose;
- Unauthorized transfer of file;
- Unauthorized use of another individual's identification and/or password;
- Use of computers to interfere with the normal work of another student, faculty member, University official, or University police;
- Sending/viewing illegal obscene, pornographic, abusive or other illegal messages;
- Interfering with the normal operation of the University computing system (ex. Sending viruses);
- Unauthorized use of copyrighted material; or
- Use of an electronic device in violation of the Universities computer use policy.

**iii. Contempt** shall include the following:



- A failure to appear before a hearing body as required without proper excuse or justification;
  - A failure to comply with a decision, order, or sanction issued by a judicial hearing body or a university official or university police while acting in the performance of their duties;
  - Any willful disobedience or disrespect of a hearing body;
  - Falsification, distortion, or misrepresentation before the hearing body, hearing officer, university police, or university official;
  - Disruption or interference with the orderly conduct of a Code proceeding (including the behavior of advisors or witnesses);
  - Attempting to discourage an individual's participation or use of the student judicial process;
  - Attempting to influence the impartiality of a member of a conduct proceeding;
  - Harassment (verbal or physical and/or intimidation) of a member of a conduct body/hearing officer, university police, or university official;
  - Failure to comply with or complete the sanctions imposed under the Code;
  - Influencing or attempting to influence another person to commit an abuse of the Code.
  - Unauthorized disclosure of confidential records, tapes, information, or documents provided as part of the student Code process.
- iv. **Domestic Violence** shall mean a crime of violence committed by a current or former spouse, by an intimate partner of the victim, by a person who the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under North Carolina domestic or family violence laws, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of North Carolina. Domestic violence complaints shall be handled under the University Sexual Misconduct and Interpersonal Violence Policy.
- v. **Dating Violence** shall mean violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim or where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; or (iii) The frequency of interaction between the persons involved in the relationship. Dating violence complaints shall be handled under the *University Sexual Misconduct and Interpersonal Violence Policy*.
- vi. **Endangerment** shall mean conducting oneself in a manner that, intentionally or accidentally, endangers, or threatens to endanger, the health or safety of oneself (excluding threats of suicide that do not endanger other people), other members or visitors within the University community or at University-sponsored or related events.
- vii. **Embezzlement** shall mean fraudulent conversion of another's property by one to whom the owner entrusted it.
- viii. **Hate Acts** include threatening, coercing, harassing, intimidating, or

committing a crime against another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutional policy based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status. In determining whether conduct violates this provision, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated legal standards.

- ix. **Hazing** includes, but is not limited to, pressuring or coercing a student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student. It also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be extremely demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student.

For purposes of this definition, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, recruitment, initiation, acceptance or admission into or affiliation with a university sanctioned organization, shall be presumed to be hazing and a "forced" activity, the willingness or consent of an individual to participate in such activity notwithstanding.

- x. **Infliction or Threat of Bodily Harm** shall include the following:
- Intentionally or recklessly causing physical harm to any person;
  - Intentionally or recklessly threatening a substantial risk of bodily harm to any person; or
  - Intentionally or recklessly placing a person in fear of imminent physical injury or danger.
- xii. **Lewd/Indecent Behavior** shall mean conduct including but not limited to urinating/defecating in areas other than bathrooms (including lawns, lounges, elevators, stairwells, balconies, parking lots, etc.), exposing private body parts and/or engaging in intimate sexual conduct in common or public places or viewing of illegal pornography.
- xiii. **Possession, Distribution or Sale of Controlled Substances** shall mean any act which amounts to the possession, use, sale or manufacture of or intent to sell or manufacture any substance declared illegal by federal or state law. For a comprehensive statement regarding illegal drug offenses and required sanctions see the University's policy on *Illegal Drugs and Alcohol*.
- xiii. **Possession of Drug Paraphernalia** shall mean scales, homemade pipes, film canisters, balances, baggies (nickel, dime, quarter) and their corners diluents, bongs, roach clips, sifters, syringes, carburetor pipes, cigarette or paper products, materials that can be linked directly to the usage of controlled substances
- xiv. **Residential Life Violations** shall mean a violation of policy and procedures outlined in the Office of Residence Life Guide to Residential

Living and/or the Office of Residence Hall Housing Agreement or failure to comply with the Office of Residence Life requests.

xv. **Sexual Harassment shall mean** unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic or student status, or
- submission to or rejection of such conduct by an individual is used as the basis for employment, academic or other institutional decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities or student experience, or creating an intimidating, hostile or offensive working, academic or student life environment.

xvi. **Sexual Misconduct** shall mean any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. Sexual misconduct complaints shall be handled under the University Sexual Misconduct and Interpersonal Violence Policy. Sexual misconduct, as defined by the University *Sexual Misconduct and Interpersonal Violence Policy* includes, but is not limited to the following:

- Attempted or completed intercourse or penetration (anal, oral or vaginal);
- Sexual touching (including disrobing or exposure);
- Sexual exploitation; or
- Sexual intimidation.

xvii. **Stalking** shall mean engaging in a course of conduct that is directed toward another person if that conduct would cause a reasonable person to:

- suffer substantial emotional distress or
- fear for their safety or the safety of others. Stalking complaints shall be handled under the University *Sexual Misconduct and Interpersonal Violence Policy*.

xviii. **Violation of Law** shall mean any violation of or attempt to violate federal, state or local laws on or off University premises.

xix. **Violations of University Regulations or Policies** shall mean, but not be limited to, violations of such regulations and policies of the University including but not limited to:

- the residence hall agreement;
- visitation policy;
- admission's office policy on disclosing criminal or military charges occurring after admission or during enrollment;
- any policies listed in the Student Handbook or on the policy website at [www.uncsrf.edu/policy](http://www.uncsrf.edu/policy); or
- any violation of the Code by one's non-university guest. "Guest" is defined as any nonstudent present on University premises at the invitation and/or hosting of the student.

**xx. Weapons, Explosives and Hazardous Materials Violations** shall mean the following:

- the unauthorized use or possession,
- threat of unauthorized use or possession, or
- unauthorized storage of any weapon on University premises or at University-sponsored activities.

**xxi. Other Offense** shall include violations of University policy, city ordinances, state or federal law not listed in this section if committed on University premises or at University-sponsored activities.

**b. Level 2 Offenses**

Such offenses are considered the lesser violations of the Code. A student found guilty may receive one or a combination of sanctions.

**i. Alcohol Violations** shall include the following:

- Aiding and abetting another in the possession, consumption or selling of any type and any amount of **alcoholic beverages**; or
- The possession, consumption or selling of any type and any amount of alcoholic beverages on University premises.

**ii. Disorderly Conduct** shall include the following:

- Acting in a manner so severe, pervasive, and objectively offensive that it materially or substantially interferes with normal classroom procedures or school activities or when the school has reason to anticipate disorder;
- Intentionally and substantially interfering with the freedom of expression of others on University premises or at University-sponsored events; or
- Failing to leave the scene of a fight, riot, or group disruption when asked by University police or University officials.

**iii. Causing a False Alarm** shall mean intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on University premises or at University-sponsored activities.

**iv. Gambling** shall mean any illegal game or contest played for money or for any form of property or item of value. Gambling includes, but is not limited to, games played with cards, dice, or other gambling devices which involve betting and/or wagering.

**v. Harassment and/or Retaliation** shall mean any act which leads to a hostile environment including conduct that is

- directed toward a particular person or persons,
- unwelcomed,
- based upon the person's race, color, religion, national origin, sex, gender, sexual orientation, gender-identity, creed, disability, veteran status, political affiliation or student organization affiliation,
- severe or pervasive, and
- so objectively offensive that it unreasonably interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities such that it effectively denies equal access to the University's resources and opportunities.

The prohibition against harassment also includes a prohibition against retaliation. “Retaliation” is defined as adverse treatment of a person because that person filed a complaint about or otherwise opposed harassment or other forms of impermissible discrimination, or provided information relative to a harassment or discrimination complaint, or was involved in such a complaint in any way.

vi. **Identification Misuse** shall include the following:

- Intentionally failing to provide the student’s own name and/or show an appropriate University identification card to a University Official or university police upon request;
- Falsely identifying or failure to identify oneself or guests;
- Possession, production, or distribution of false identification cards; or
- Unauthorized use of the name of the university, the name of university officials, or university police, or the likeness, image, logo, or seal of the university, or the names of members of organizations in the university community.

vii. **Keys (Unauthorized Use) and Unauthorized Entry** shall include the following:

- Unauthorized/improper possession, duplication or use of keys to any University premises or unauthorized/improper entry to or use of University premises;
- Tampering with any locking device on campus.

viii. **Misuse of Fire or Safety Equipment** shall include the following:

- Intentionally or recklessly tampering with the fire alarm system, smoke detectors, sprinkler system, emergency exits, fire alarm systems, exit signs (intentionally or recklessly misusing or damaging fire safety equipment.); or
- Failure to evacuate a University building during fire and/or emergency alarms.

ix. **Providing False Information** shall include the following:

- Intentionally furnishing oral or written false information to the University; or
- Forgery, falsification or deliberate misrepresentation or unauthorized alteration, or unauthorized use of any University documents, one card, records, keys or instruments of identification including, but not limited to, photo ids, medical excuses, traffic decals, drop/add forms and applications.

x. **Receipt and/or Possession of Stolen Property** shall mean receiving and/or possessing by any means property one knows or has reason to know has been stolen.

xi. **Refusal to Comply with Lawful Order** shall mean a refusal to comply with any lawful order of a clearly identifiable university official acting in the performance of his or her duties in the enforcement of University policy.

xii. **Residential Life Violations** shall mean a violation of policy and procedures outlined in the Office of Residence Life Guide to Residential Living and/or the Office of Residence Hall Housing Agreement or failure to comply with the Office of Residence Life judicial requests.

- xiii. **Soliciting** shall mean the unauthorized commercial solicitation on campus without prior approval from the Vice Chancellor of Business & Finance.
- xiv. **Theft** shall mean the unlawful taking or use of University or personal property. It shall also mean the possession or purchasing of stolen property if the possessor/buyer did in fact know that the item was stolen.
- xv. **Trespassing** shall mean forcible or unauthorized entry into or unauthorized presence on University premises or unauthorized entry or presence in student properties such as automobiles, lockers or residence.
- xvi. **Vandalism, Defacement or Arson of Property** shall mean any act that intentionally or maliciously destroys, damages, defaces, misuses, or sets fire to University property or property of any person on University premises or at University-sponsored activities.
- xvii. **Violations of University Regulations or Policies** shall mean, violations of such regulations and policies adopted by the University
- xviii. **Other Offense** shall include violations of University policy, city ordinances, state or federal law not listed in this section if committed on University premises or at University-sponsored activities.

## 8. **Types of Sanctions**

### a. **Individual Sanctions**

Possible sanctions for an offense committed by an individual shall include, but not be limited to:

- i. **Campus Restriction.** A student may be barred from either a particular building, part of campus, or the entire campus for a pre-determined period.
- ii. **Community Service.** A student may be given a community service assignment. The maximum number of hours that may be assigned is 100. A student must complete a Community Service Contract Form in the Office of Student Affairs. A completion date will be assigned at the time the sanction is instituted. Any assignment of community service shall be supervised by a University employee. Students who fail to complete a Community Service Contract Form may suffer severe additional sanctions.
- iii. **Counseling.** A student may be required to undergo counseling at the University's Center for Personal Development or be referred to an outside agency by the Center for Personal Development and/or the SCB.
- iv. **Disciplinary Eviction.** A student may be removed from University housing on disciplinary grounds. Eviction may be permanent or for a specified period of time.
- v. **Disciplinary Probation.** A Student may be placed on probation for a specified period of time. A discipline record is created in the Division of Student Affairs. Misconduct during the probationary period may cause more serious disciplinary action to be taken. Conditions restricting the student's privileges or eligibility for activities may be imposed. Such privileges and eligibility are automatically restored upon completion of the probation period if the student has complied satisfactorily with all conditions and refrained from Code violations. A probationary term shall not exceed one academic year.

vi. **Educational Activities.** A student may be required to attend educational programs, interviews with appropriate officials, planning and implementing educational programs or other educational activities. Students must complete an Education Sanctions Contract in the Office of Student Affairs. Students who fail to complete an Education Sanctions Contract Form may suffer additional sanctions.

vii. **Expulsion.** A student may be permanently dismissed from the University if he or she is a repeat offender or commits an act(s) which is considered to be a substantial violation of this Code.

The UNC Board of Governors defines expulsion as a permanent dismissal from the University, unless at a later date the University concludes on the basis of the former student's petition and any supportive documentation that the individual should be given a new opportunity to pursue higher education.

A student who has been expelled from one constituent institution may not be admitted to another constituent institution of the University of North Carolina, unless and until the sanction of expulsion has been rescinded by the institution that imposed the sanction.

Expulsion shall result in a permanent transcript notation.

A student who is expelled is not permitted to be on University premises or attend University-sponsored off-campus activities. . A trespass citation will be issued by a University police officer to an expelled student who enters University premises or attends University-sponsored off-campus activities.

viii. **No Contact Order.** A student may be issued a written "no contact" order by the hearing body, after a hearing, or by the Director of Student Conduct when necessary. A no contact ban may prohibit the student from having contact with or being within certain proximity of a designated individual. Verbal, written, and physical contact or third party contact is prohibited.

ix. **Restitution.** A student may be required to reimburse the University and/or an individual for damage to, or destruction of University property or personal property.

x. **Restriction of Privileges.** A student may be restricted from participating in University-sponsored activities/events/classes/programs such as intercollegiate athletics, recreational activities and residence hall visitation.

xi. **Suspension.** A student may be separated from the University for a specified period of time if he or she is a repeat offender or commits an act(s) which is considered to be a substantial violation of this Code. Any suspension will be noted on the student's transcript. *In cases where a student will complete graduation requirements during the current semester, suspension is to take effect immediately. In cases where a student will complete graduation requirements during either of the summer sessions, the suspension period will be applied to the summer session.*

A student who is suspended is not permitted to be on University premises or attend University-sponsored off-campus activities, during the period of the suspension, without the written approval of the Vice Chancellor for Student Affairs. A trespass citation will be issued by the University Police to a suspended student who has not received such authorization from the Vice Chancellor.

- xii. **Written Reprimand.** A student may be issued a written reprimand. The reprimand will be issued by the Associate or Vice Chancellor, indicating the misconduct charge and state that the University finds such misconduct unacceptable. The reprimand will also state that any further violations of the Code may result in a more severe disciplinary sanction. Parents and/or guardians may be notified when students who are under the age of 21 are found responsible for any drug and/or alcohol violations. Furthermore, as required by federal law, drug violations may be reported to the Office of Financial Aid which may have repercussions on future federal aid eligibility.

#### **b. Organizational Sanctions**

Possible sanctions for student organization offenses include but are not limited to the following:

- i. **Educational Activities.** The University may require attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.
- ii. **Permanent Revocation.** The University may permanently revoke its recognition of an organization as an official student organization. In such case, the organization will be permanently barred from the University and the use of University facilities and/or participation in University-sponsored activities.
- iii. **Probation.** An organization may be placed on probation for a designated period of time, but not lose its status as an official student organization. Any violation during the probationary period may result in a more severe disciplinary sanction. The probationary term shall not exceed one (1) year.
- iv. **Suspension.** The University may suspend an organization. During the suspension period, the University will not recognize the organization as an official student organization. Also, the organization will not be allowed the use of University facilities or be allowed to participate in University-sponsored activities during the suspension period.
- v. **Written Reprimand.** An organization may be issued a written reprimand. The reprimand will be issued by the Associate or Director of Student Conduct, indicating the misconduct charge and state that the University finds such misconduct unacceptable. The reprimand will also state that any further violations of the Code may result in a more severe disciplinary action. A copy of the written reprimand will be sent to the organization's advisor.

The right of student clubs and organizations to privacy is not protected by FERPA as it is in the case of individuals. However the Division of Student Affairs has at their discretion the authority to determine when a club or organization's need for privacy should be protected.

## **V. OTHER CODE RELATED PROVISIONS**

### **A. Confidentiality of Proceedings and Student Records**

**1) In General:** Individual student information generated during the course of a Code procedure shall be confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). Student disciplinary records are specifically protected under FERPA. Any person who, without authorization, reveals such information may be subject to disciplinary action.



**2) Victim Identifying Information:** In cases involving sexual misconduct, domestic violence, dating violence, and stalking note that under NCGS § 132-1.4., University police shall temporarily withhold the name or address of a complaining witness from reports and public records if release of the information is reasonably likely to pose a threat to the mental health, physical health, or personal safety of the complaining witness or materially compromise a continuing or future criminal investigation or criminal intelligence operation. In addition, if a victim reports an offense to a university officials, the victim's personally identifiable information remains confidential in accordance with the Family Educational Rights and Privacy Act, and the North Carolina Public Records Law does not require FSU to disclose such information.

**3) Underage Drinking:** Parents and/or guardians may be notified when students who are under the age of 21 are found responsible for any drug and/or alcohol violations. Furthermore, as required by federal law, drug violations may be reported to the Office of Financial Aid which may have repercussions on future federal aid eligibility.

**4) Maintenance of Records:** Records of all non-academic disciplinary cases will be maintained in the Division of Student Affairs. Records of academic dishonesty will be maintained in the Office of the Provost. Records in which less severe sanctions are imposed shall be removed seven (7) years from the date of final action on the case, unless the UNC General Administration Record Retention and Disposition Schedule would require that the record be retained for a longer period. Suspension records shall be permanently retained as official records, unless the student is readmitted and successfully completes a degree, at which point the record should be removed five (5) years after the date of readmission, unless the UNC General Administration Record Retention and Disposition Schedule would require that the record be retained for a longer period. Expulsion records shall not be removed from the official files under any circumstances. Any records kept beyond these limits for statistical purposes will not be considered or released as official disciplinary records.

## **B. Victims of Crimes of Violence**

Pursuant to FERPA, victims of crimes of violence may be notified of the outcome of the disciplinary proceeding of the alleged assailant. "Outcome" means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed. In sexual misconduct, domestic violence, dating violence, or stalking cases, both the accuser and the accused shall be simultaneously informed in writing of 1) the outcome of the disciplinary proceeding, 2) the institution's procedures for the accused and the victim to appeal the outcome, 3) any change to the outcome that occurs prior to the time that the results become final, and 4) when the results become final.

## **C. Section 504 of the Rehabilitation Act and the Americans with Disabilities Act**

When a student with a disability is charged with an offense, the University will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.

## **D. Freedoms of Expression and Speech**

The University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina

Constitution. The University has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

#### **E. Judicial Procedures for Violations Occurring During the Last Two Weeks of a Semester or During the Summer Sessions**

When a student has a hearing scheduled during the last two weeks of any sixteen week academic semester or during the summer sessions and the case cannot be scheduled for a hearing, the University may allow the case to be heard when the next semester begins.

#### **F. Attorney/Advisor Attendance or Participation**

The University allows attorneys or non-attorney advocates (advocates) to attend any academic or non-academic conduct proceeding when the charge is also the subject of a pending criminal charge or when the case involves sexual misconduct, domestic violence, dating violence, or stalking. When advocate presence is allowed, both the accuser and the accused may, at their own expense, have an advocate of their choice present. If one party chooses to have an advocate present, the other party also may have an advocate present.

In cases not involving sexual misconduct, domestic violence, dating violence, or stalking, when advocates are allowed to attend proceedings, the advocate may confer with their client during the proceeding so long as the advocate does not address the hearing body or other parties or witnesses and does not delay or disrupt the proceeding. See the Sexual Misconduct and Interpersonal Violence Policy for information about advocate attendance or participation in sexual misconduct, domestic violence, dating violence, and stalking cases.

#### **G. Prior Disciplinary Records**

A student's prior disciplinary record will be considered only during the sanctioning phase of deliberations, not to determine whether or not to find the student responsible for the alleged violation.

#### **H. Notice**

Whenever this Code requires giving notice, students or student organizations will receive written notice. Unless otherwise noted in this Code, recipients receive notice to the official Bronco or campus email address. Accused students or organizations must also pick up notification from the Director of Student Conduct Office, Rudolph Jones Student Center, Room 211 (non-academic misconduct) and the Division of Academic Affairs (academic integrity violations), Barber Building, Suite 212. If a student fails to pick up notification, documents may be:

- submitted through electronic notification to the Bronco or campus email address;
- delivered and/or mailed to the local address or residence hall most recently provided by the student to the Registrar or the organization to the Director of Student Conduct; or
- if undeliverable at that address, to the student's permanent address on record.

This shall give rise to a conclusive presumption that notice has been given.

#### **I. Final Interpretation of Code**

*The final interpretation of the non-academic misconduct provisions of the Code shall rest with the Vice Chancellor for Student Affairs. The final interpretation of the academic dishonesty provisions of the Code shall rest with the Provost and Vice Chancellor for Academic Affairs.*

*Revised 12/15/15*