



FAYETTEVILLE
STATE UNIVERSITY™

STUDENT HANDBOOK

EFFECTIVE SEPTEMBER 2022

STUDENT RIGHTS AND
RESPONSIBILITIES



FAYETTEVILLE
STATE UNIVERSITY

School of Nursing

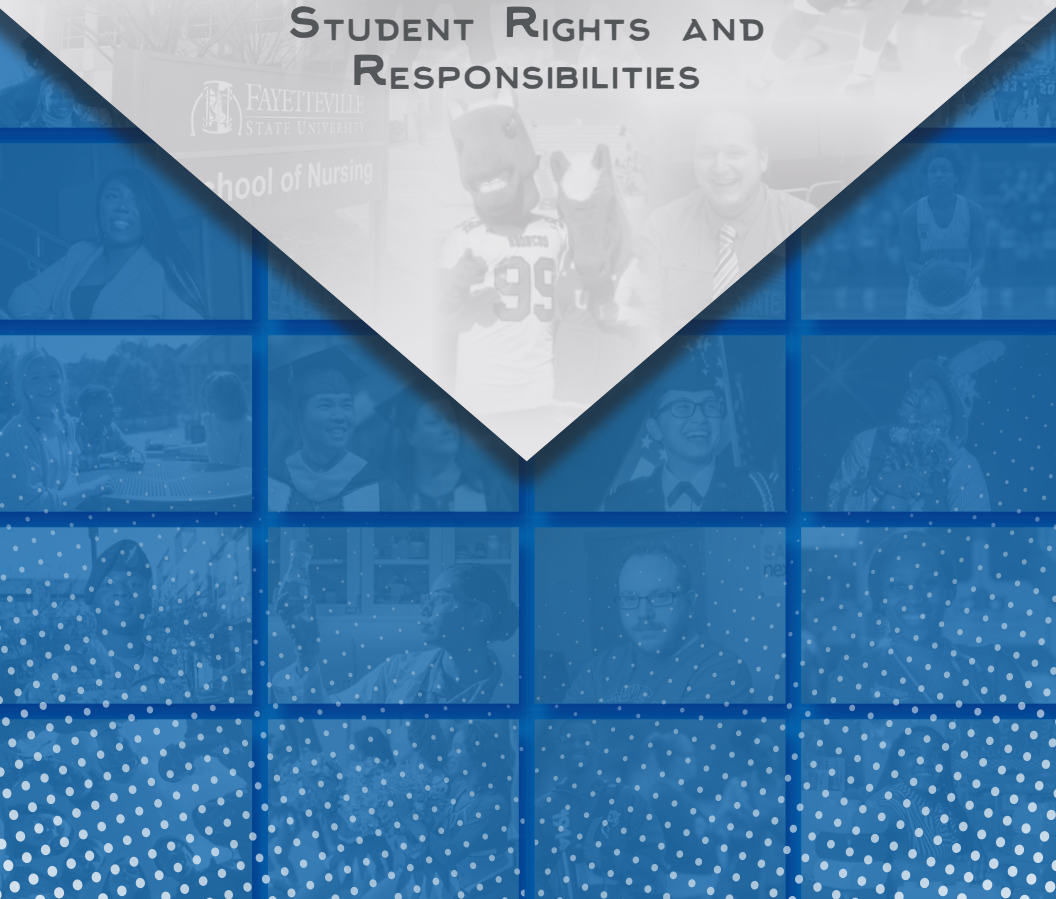


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I. FOREWORD

The primary purpose of the Student Handbook is to provide students with information, guidelines, and policies that will enhance their growth as citizens of the Fayetteville State University (FSU) 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 FSU 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 FSU.

The Student Handbook can be found at <https://www.uncfsu.edu/current-students/student-resources>.

The Student Handbook can be found at <https://www.uncfsu.edu/current-students/student-resources>. Please view the website for any updates and changes.

II. WELCOME

Welcome to Fayetteville State University! Whether you are beginning or continuing your studies, FSU surrounds you with opportunities to challenge your intellect in the midst of a most diverse population of students. This is the official Student Handbook. General information is included on subjects ranging from student organizations to campus services to student rights and responsibilities. While every attempt has been made to assure that this Student Handbook contains correct and updated information, FSU reserves the right to alter the policies, rules, regulations, procedures, and programs described in it at any time. The current Academic Catalog is another important reference for your understanding of the policies and procedures of FSU. 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 202 in the Collins Administration Building. FSU 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!

III. ABOUT FAYETTEVILLE STATE UNIVERSITY MISSION STATEMENT

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 of North Carolina. 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, FSU 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 Fayetteville State University Board of Trustees, Oct. 31, 2008).*

VISION STATEMENT

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

CORE IDENTITY STATEMENT

FSU 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, FSU 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 and 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

CORE VALUES

1. STUDENT SUCCESS AND THE PURSUIT OF EXCELLENCE

We believe in student success and the obligation of FSU 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.

2. SHARED GOVERNANCE

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

3. GLOBAL RESPONSIBILITY

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

4. 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.

MOTTO

Res Non Verba “Deeds Not Words”



COLORS

Blue and White

MASCOT

Bronco

FAYETTEVILLE STATE UNIVERSITY SPIRIT AND TRADITION

In 2011, FSU was reaffirmed for full accreditation by SACS with the following commendations:

- outstanding interaction with FSU and the communities that it serves,
- cultural outreach in the fine arts, and
- 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. FSU 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.

FSU is a constituent institution of The University of North Carolina. In 1867, 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.

In March 2021, Chancellor Darrell T. Allison was named the 12th chief executive officer of Fayetteville State University. A former member of the University of North Carolina Board of Governors, Chancellor Allison received his undergraduate degree from North Carolina Central University, and his juris doctorate from the University of North Carolina at Chapel Hill.

IV. DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is committed to providing an exceptional co-curricular experience, supportive of the academic mission at FSU 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 FSU. 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 of 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 student 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: the Counseling and Personal Development Center, the Office of Student Conduct, Intramural and Campus Recreational Services, the Office of Residence Life, the Office of Student Activities, Rudolph Jones Student Center, and Student Health Services.



A. 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. Additionally, 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.



B. THE COUNSELING AND PERSONAL DEVELOPMENT CENTER

The Counseling and Personal Development Center offers mental health, substance use, and student disability services to assist students with social, personal and academic growth during their matriculation at the university. For currently enrolled students, all mental health/substance use counseling services are provided for free and confidentially in a welcoming atmosphere. Information discussed is held in strict confidence to the limits provided by law. No record of counseling services are annotated on academic transcripts or placement files. Services include comprehensive mental health/substance use evaluations; individual, couples*, group mental health/ substance use counseling; substance abuse prevention programming; Collegiate Recovery Community; dedicated relaxation room (Bronco Whole Mind Spa); consultations; and referral services.

Additionally, the Counseling and Personal Development Center's counseling staff present transformative experiences (i.e. workshops, presentations, small groups, screenings) to engage our students in co-curricular activities that are based on needs and interests. These outreach activities are designed to enhance students' self-esteem, study skills, coping strategies, leadership abilities, and decision-making skills. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Other times are available by appointment. The Counseling and Personal Development Center is located in the Spaulding Building. For more information or to make an appointment, please call 910-672-1222 or send an email to counselingservices@uncfsu.edu.

1. COUNSELING SERVICES

Mental Health counseling services are provided by licensed counselors. Counseling services are available to currently enrolled students who may be experiencing a variety of concerns and issues to include, but not limited to, depression, anxiety, stress, eating related concerns, family or relationship challenges, and trauma related concerns. Confidential comprehensive mental health evaluations focus on identifying the counseling concerns and challenges that may be interfering with successful matriculation at the University. Initial evaluations assist in developing individualized goals for counseling. 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 other healthcare professionals involved in the student's care to discuss the most effective means of providing assistance. Students may request, individual sessions, group sessions or couples counseling*.

To assist with reducing stress and anxiety, The Bronco Whole Mind Spa- Relaxation Room was created to provide students with opportunities to decompress while learning self-strategies for relaxing. The Bronco Whole Mind Spa assists students with shifting their focus back to the here and now while engaging their senses. The Bronco Whole Mind Spa is a supplemental resource offered to all currently enrolled students. It is not an alternative to face-to-face counseling services. The Mind Spa is open by appointment only, Monday thru Friday, 9am – 4pm. Please call 910-672-1222 to access the Bronco Whole Mind Spa.

2. SUBSTANCE USE COUNSELING SERVICES

Substance use counseling services are offered by provided by licensed counselors to currently students who may be engaging in drinking alcohol and/or using other drugs. Services include confidential comprehensive substance use assessments, individual counseling sessions, prevention and education programming, a Collegiate Recovery Community, as well as referrals to community resources.

The Substance Use Prevention Program provides students the opportunity to increase one's knowledge in attempt to prevent/curb alcohol and/or other drug use and their associated negative consequences. The comprehensive prevention program utilizes evidenced based strategies aimed at: educating and informing the campus community about the impacts of substance use/abuse, encouraging students to choose healthier lifestyles, and supporting students who choose not to use alcohol and other drugs. Successful community partnerships have been established in an effort to provide additional resource information and wrap around support to students.

The Bronco Whole Collegiate Recovery Community (CRC) is a small-sized, recovery-based program, designed to create an inclusive atmosphere for students to give and gain peer support, while fostering lifelong changes in students' lives. By ensuring that students in recovery have appropriate support and resources, the Bronco Whole CRC is dedicated to assisting students in their pursuit of obtaining a college education and finding success. The Bronco Whole CRC offers recovery related meetings (i.e., 12-step meetings and SMART recovery) which are facilitated by a licensed counselor. Participation in the Bronco Whole CRC is free of charge and open to all currently enrolled students. Students can access peer recovery support and the Bronco Whole CRC Lounge. The Lounge is open Monday thru Friday, 9am – 4pm. Please call 910-672-1222 to access the Bronco Whole CRC Lounge.

3. STUDENT DISABILITY SERVICES

The Counseling and Personal Development Center oversees the Student Disability Services Program for the university. The university is committed to supporting the matriculation of all students without regard to sex, race, religion, or disability. The university continues to the identify possible barriers for students with disabilities in attempts to reduce these barriers while increasing accessibility through the provision of reasonable accommodations.

To ensure maximum participation of our students with disabilities in the full educational experience, the Student Disability Services program coordinates and provides reasonable accommodations to students who qualify to receive these services. Student Disability Services are provided for free and confidentially in a welcoming atmosphere. Information discussed is held in strict confidence to the limits provided by law. No record of student disability services is annotated on academic transcripts or placement files.

Students must provide medical documentation to substantiate the qualifying disability. Once a student completes the registration process and meets the criteria for receiving Student Disability Services, Counseling and Personal Development Center staff will send out confidential reasonable accommodation notification emails to instructors on behalf of the student. Counseling and Personal Development staff work collaboratively with faculty, staff and campus partners in regard to the implementation of reasonable accommodations.

General services include testing accommodations, assistive technology, interpreting services and note-taking services. In addition, Student Disability Services provides advocacy, and non-academic advising services when needed. Students with disabilities who need assistance in utilizing university services should register with the Counseling and Personal Development Center as soon as they are admitted to the university. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information or to make an appointment, please call 910-672-1222 or send an email to disabilityservices@uncfsu.edu.



C. 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 FSU 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.

1. IMMUNIZATIONS

FSU 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-157, 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.

The following students are exempt from the immunization requirement:

- 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.

2. 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.bcbsnc.com/fsu.

The premium for the Student Accident and 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. 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. Students who receive full athletic scholarships are not allowed to waive their Student Accident and 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.

3. 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.

4. 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.



D. HOUSING AND RESIDENCE LIFE (OFFICE OF HOUSING AND RESIDENCE LIFE)

Residence Life Staff is dedicated to integrating education and out of class learning, while providing opportunities for leadership, citizenship, and campus involvement. The Office of Housing and Residence Life works diligently to provide a comfortable and safe environment structured to enhance the academic climate at Fayetteville State University. As a department dedicated to residential student life, there is a strong commitment to build a positive community for residential students. The staff does not assume a parental role, but will gladly assist students in their personal and professional development and are considered partners in the process towards success. Other functions performed by the Office of Housing and Residence Life include the following: 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.

1. 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 housing and residential living, the Student Handbook, and other subsequently published addendums. These items are available online at www.uncfsu.edu/reslife. You are responsible for knowing these rules and for always adhering to them. Any student involved in any violation(s) of University rules, regulations, or policies is subject to 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 the time frame specified in said document, 24 hours unless otherwise specified. You will not be allowed to continue living

in or visit any of the University residence halls (including University Place Apartments) 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.

a) YOUR OBLIGATIONS UNDER THE HOUSING AGREEMENT

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 its terms and conditions. The Office of Housing and 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 exceptions to this requirement should be made in writing to the Director of Residence Life 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 Housing and 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.

b) YOU MUST TAKE PERSONAL RESPONSIBILITY AND PROVIDE MUTUAL RESPECT TO OTHER STUDENTS AND ADMINISTRATORS

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

Housing and 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 housing and 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 and talking or playing music that would interfere with other students studying, quiet time, or rest time.

Roommates are expected to display courtesy and mutual respect for each other's academic pursuits, lifestyle, 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. For example, 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 prevent 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.

c) YOU ARE RESPONSIBLE FOR YOUR GUESTS

Regulations governing same sex and co-ed visitation are administered by the Office of Housing and 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 not registered FSU students must provide a valid state or federal government issued photo identification card upon entry. Registered FSU students must show their university identification card prior to being permitted into a 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 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 an overnight guest must be submitted to the Resident Director at least 72 hours in advance of the overnight guest's intended arrival. The maximum length of any overnight visit is three (3) 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.

d) YOU ARE RESPONSIBLE FOR YOUR ROOM MAINTENANCE, DAMAGES, AND CLEANLINESS

You, along with the Facilities Maintenance staff, share responsibility for maintaining your room and the residence halls. You can complete a maintenance request by completing a Maintenance Request Form, available on the Housing and Residence Life web page, or notifying building staff. Your responsibilities include the following: 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's easy access to respond to repair requests; performing routine room maintenance 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 within their assigned unit. 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 or for violations of the Code of Student Conduct or Residence Life policies. 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. 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 the 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.

2. COOKING OR HEATING APPLIANCES AND OTHER PROHIBITED ITEMS

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, candles, oil lamps, kerosene, immersion heaters, incense, electric blankets heaters, and ceiling fans are not allowed in the residence halls. In addition, weapons, box cutters, knives, guns, or any item reasonably 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 Housing and 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.

3. 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 Associate Director of Housing and 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 Housing and 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 canceled 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.

4. 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, particularly 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. Housing and Residence Life will not be held responsible for damages to confiscated equipment.

5. FIRE AND LIFE SAFETY

Fire prevention and safety are of paramount importance in the residence halls. Smoking in the rooms, burning candles or incense, and tampering with smoke detectors or other building safety devices are prohibited to protect residential safety.

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 canceled.

6. INSPECTIONS

For your safety, a Housing and 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 inspections may be conducted by a staff member of Residence Life or a 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.

7. SMOKING PROHIBITED

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, cigars, cigarillos, electronic cigarettes, electronic smoking devices, pipes, or hookahs is prohibited.

8. RESIDENCE HALL SECURITY KEYS OR ACCESS CARDS

The main exterior doors to all 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.

9. LOST/STOLEN KEYS OR ACCESS CARDS

In the interest of your personal safety, it is the policy of Housing and 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 requests will carry a \$10.00 access fee charge.

10. 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 that occurs in its buildings or on its grounds. This includes damages and/or loss of personal property caused by fire, water, theft, flooding 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 while 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.

11. 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.

12. LAUNDRY SERVICES

Fayetteville State University Laundry Services currently operates the latest in commercial washers and dryers.

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.

WHERE ARE THE WASHERS AND DRYERS LOCATED?

Each residential facility has a dedicated laundry room. In smaller traditional halls, there is a minimum of 2 washer and 2 dryers in each building. Larger suite style facilities and the apartment complex have multiple washers and dryers.

HOW MUCH DOES IT COST?

Washer and dryers are free use without additional cost.

HOW DO I REPORT A MACHINE PROBLEM?

If your community washer or dryer is out of order, or has any issues, please submit a request at: <https://www.cscsw.com/request-service/> or contact your Residential Director for assistance.

13. TELEPHONE SERVICES

There is at least one office or public phone in each residential building for student emergency use. 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 public 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 devices, tampering with equipment or phone lines, making obscene, threatening, or questionable phone calls, or displaying inappropriate behavior on the phone.

14. 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, requests for repairs, and facility related incident reports to the respective Resident Director or the Office of Housing and Residence Life within 24 business hours of the incident.

Campus living is a wonderful opportunity; live responsibly and enjoy the experience!

Campus living is a wonderful opportunity; live responsibly and enjoy the experience!



E. INTRAMURAL AND CAMPUS RECREATIONAL SERVICES

The Intramurals and Campus Recreational Services program is a unique opportunity for FSU students to participate together in group and individualized athletic activities while on campus. FSU Intramural and Recreational Sports offer flag football tournaments and basketball leagues. The department also organizes individualized athletic activities that include indoor and outdoor soccer, volleyball, tennis, and group classes such as yoga, strength training and Zumba. The department also allows students to utilize the renovated weight rooms and the new outdoor basketball courts. The Department of Intramural and Recreational Sports focuses on enhancing the collegiate experience through health, wellness, sportsmanship, and diversity.

Participants do not have to possess superior athletic abilities. All levels of skill are incorporated. Eligibility is limited to Fayetteville State University students. Students can access their IamLeague account to complete waivers for participation.



F. FSU FOOD RESOURCE PANTRY

The mission of the FSU Food Resource Pantry is to address the need of students who currently attend FSU and who are experiencing food insecurities. The Pantry will help students to better focus on their educational goals and achieve success instead of worrying about where they'll find their next meal. At heart the pantry is aimed at supporting student success. The Pantry is supported by Food Lion Feeds Grant, the Education Credit Management Corporation Project Success Grant and many community partners. The Pantry relies on student volunteers to help run the day-to-day operations. The FSU Food Resource Pantry is located on the First Floor of the Barber Administration Building. If immediate assistance is needed, students may call 910-672-1788 or 672-1201 to speak with the Campus Coordinator of the Pantry. Questions about volunteering and/or making donations to the Pantry can be answered by calling 910-672-1788 or 672-1201.

FSU Food Resource Pantry Guidelines:

All Students must register before using the Pantry (see link below).

<https://forms.office.com/r.mGleFmNdFi> All Students must show a valid Bronco ID.

Students can only visit the pantry 2 times per month (Emergency bags are available in between visits).

Students can only bag 7 to 10 items each visit.

The FSU Food Resource Pantry Hours of Operation for Fall and Spring Semesters

Monday – Closed

Tuesday – 10:00a.m. - 2:00 p.m.

Wednesday – 1:00 p.m. - 6:00 p.m.

Thursday – 1:00 p.m. 6:00 p.m.

Friday – 10:00 a.m. - 12:00 p.m.

The FSU Food Resource Pantry Hours of Operation for Summer Session I & II

Monday – Closed

Tuesday – 10:00a.m. - 2:00 p.m.

Wednesday – 12:00p.m. – 4:00p.m.

Thursday – 12:00p.m. - 4:00 p.m.

Friday – 10:00 a.m. - 12:00 p.m.

Please note that the hours of operation are subject to change, so please make sure to check your email or posting at the pantry for changes.



G. RUDOLPH JONES STUDENT CENTER

Renovated in 2014, the student center is home to the Student Government Association, Student Activities Council (SAC), AUTOS Commuter Student Association, Weekend Activities Council, Office of Student Engagement, The Safe Zone, Career Services, Fayettevillian Yearbook, Voice Student Newspaper, Post Office, dining services, and recreational space. The 82 thousand square foot facility contains a trilateral multipurpose room, conference rooms, a theater/ auditorium and multiple student lounges. The exterior boasts a sitting deck, amphitheater and patio area. 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 dining services information, contact (910) 672-1526. While a patron of the student center, we ask that you refrain from:

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

1. STUDENT PUBLICATIONS

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

- 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.
- FSU, 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 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 www.unctsu.edu website under Communications and Public Relations.

2. RESERVING CAMPUS OFFICE, CLASSROOM, OR OTHER SPACE

FSU allows University Groups, Student Groups, and Non-University groups to use University space in accordance with its policy on "Use of University Space." For more information on the reserving and using of University Space, please refer to Section XI.O. of this document, or go to the FSU Use of Space Policy at <https://www.unctsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.



H. OFFICE OF STUDENT ENGAGEMENT

Housed in the Rudolph Jones Student Center, The Office of Student Activities & 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.

1. CULTURAL PROGRAMS & SAFE ZONE

The mission of the Office of Cultural Programs and Safe Zone is to provide Fayetteville State University and the surrounding community with heightened experiences through exhibition and performance, to broaden cultural competence with learning opportunities in the arts by bringing noted artists to campus for performances, lectures, master classes, workshops, and off-campus programs, as well as to provide a safe space for all students. Contact the Office of Cultural Programs at (910) 672-1166.

2. LEADERSHIP DEVELOPMENT

To enhance the student experience, the Office of Student Engagement offers leadership development services through the FSU-Leadership Academy. Contact the Office of Student Engagement at (910) 672-1166.

3. STUDENT GOVERNANCE

a) 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.

b) STUDENT ACTIVITIES COUNCIL

The mission of the Fayetteville State University Student Activities Council (SAC) is to plan, implement, and execute social, cultural, intellectual, spiritual, and environmental activities and events to enhance campus life. In addition to Homecoming and Rodeo Week, the Council plans a variety of activities and programs throughout the academic year. The Council is comprised of three (3) 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. The Student Activities Council Program Director is an ex officio officer in the Student Government Association. 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) 672-1166.

c) 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. A.U.T.O.S. officers are elected each year through the formal Student election process. For more information about Commuter Students and Adult Learners, please contact the Office of Student Engagement at (910) 672-1166.

d) WEEKEND ACTIVITIES COUNCIL

The Weekend Activities Committee (WAC) is a resource for you. It is WAC's obligation to enhance your collegiate experience by providing quality programs, activities, and events on weekends to enhance campus life.

e) MR. AND MISS FAYETTEVILLE STATE UNIVERSITY & ROYAL COURT

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 (5) apply or are deemed eligible to compete, Mr. and Miss Fayetteville State University will be determined by student vote, interview with judge's panel, and results of essay submitted by eligible candidates. Prospective participants must complete an application through Bronco Advantage 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 FSU.

f) CLASS COUNCILS

The purpose of the class council is to serve as the liaison between the respective class and the SGA; coordinate events and activities to bring the class together as a whole and provide opportunities for leadership development. Each Class President, Vice President, Secretary, and Treasurer shall serve as a member of the Senate. Other Class Council members only serve as elected representatives of their respective class but do not have vested powers in the Executive, Legislative, or Judicial branches.

g) 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.

h) ACCESSIBILITY

Every Student Governance Organizations must 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).

4. STUDENT CLUBS/ORGANIZATIONS

FSU 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 FSU community.

a) DEFINING OFFICIALLY RECOGNIZED STUDENT CLUBS/ ORGANIZATIONS

Officially recognized organizations may request the use of specified University facilities, property, services, or equipment pursuant to the Use of University Space Policy. These organizations may use FSU's name in their titles, so long as sponsorship or endorsement by FSU 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 FSU endorses the viewpoints of the organization, and tax- exempt status is not extended when organizations receive recognition. It is also critical to note that FSU 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.**

b) UNRECOGNIZED CLUBS/ORGANIZATIONS

It is against FSU rules and The Code of Student Conduct (The Code) for any unrecognized organization to initiate members, collect dues, host step shows or probates shows, fundraise, or hold major events. Students found participating in such activities will be subject to sanctions under The Code for a violation of University policy. A listing of recognized clubs and organizations may be found on Bronco Advantage.

c) APPLICATION FOR OFFICIAL UNIVERSITY RECOGNITION

OFFICIAL RECOGNITION IS AN ANNUAL PROCESS. Official recognition expires annually on the last day of class of the Spring semester. To avoid a lapse in recognition, groups should re-apply by the established September 30th deadline of the new academic year. (Each year both the last student point of contact and the primary contact and advisor will be notified.)

Registration applications can be found on Bronco Advantage through the organization managed portal. **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, and regulations supersede those of local chapters and national organizations.

d) GUIDELINES FOR OFFICIAL UNIVERSITY RECOGNITION

FSU clubs and organizations are recognized by the Office of Student Engagement when the following guidelines are met:

1. Must not present a clear and present danger to FSU 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 FSU 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. The primary advisor may designate additional secondary advisors who also meet the qualifications to serve as primary advisor and can serve in the primary advisor’s absence. These secondary advisors must be approved by the Vice Chancellor for Student Affairs.
3. Must submit an updated constitution every two (2) years and any changes made in the interim. Any changes must be approved by Student Affairs. 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 currently enrolled FSU students only.
6. Must be represented by the President, Advisor, and/or other organizational representative 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.

e) PROCEDURES FOR ESTABLISHING A NEW STUDENT ORGANIZATION

Students desiring to establish a new organization must file with the Office of Student Engagement (OSE), and submit, a “Request for Establishment of a New Organization” Form through Bronco Advantage. 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.

f) 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 steps must be taken 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 and bylaws are attached to the application
3. Appropriate charter information is attached to the application
4. The organization ceased activity in good standing with FSU.

g) CONSTITUTION AND BY-LAWS OR STATEMENT OF PURPOSE

FSU 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 (2) 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.

h) ADVISORS

All organizations must have an advisor who is a full-time permanent employee of FSU 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 campus advisor (or the campus advisor's designated co-advisor). ***ALL*** advisors and co-advisors for University recognized student organizations **MUST** be full-time employees of FSU 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 FSU, including, but not limited to, removal from the position of advisor or employment discipline including, but not limited to, termination.

i) 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 FSU. Recognized student organizations may host events and meetings by reserving space according to FSU's facilities rental policy. Visit FSU's policy website to obtain information about renting facilities: <https://www.uncfso.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

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) FSU neither sponsors nor endorses these events or the contracts associated with them.
- 2) FSU'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 may 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) FSU'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 ALL STEPS of approval through Bronco Advantage.
- 4) Organizations must follow FSU'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 lobbies.
- 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 steps. 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 the request through Bronco Advantage.

Step 2: No less than thirty (30) days in advance of the event, the submission shall be completed with the required documentation through Bronco Advantage.

Step 3: Promotions/publicity CANNOT begin until the major event request has been approved through Bronco Advantage.

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.

5. 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, punishment, oppression, unlawful harassment in violation of FSU Non-Discrimination Policy, and tricks in the nature of humiliation or infliction of painful ordeals or infliction of excessive work. More specifically, there should not be any paddling or inflicting of abusive or humiliating stunts that could cause bodily harm to prospective candidates. The term hazing shall include, but not be 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. Moreover, under North Carolina law, **hazing is a crime** and it specifically prohibits a student from subjecting another student to physical injury as part of an initiation, or as a prerequisite to membership, into any University group, including any society, athletic team, fraternity or sorority, or other similar group. For more details about the FSU Hazing Policy visit <https://www.uncf.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

6. FRATERNITY AND SORORITY LIFE

a) PURPOSE AND AUTHORITY

The Office of Student Engagement offers undergraduates a fraternal experience (Fraternity and Sorority Life) that complements the mission of FSU and fosters an inclusive environment intended to maximize student success. Fraternity and Sorority Life promotes intellectual, academic, spiritual, and social development of members through training and civic engagement. Organizations of Fraternity and Sorority Life must meet the requirements in this section 6 of the Student Handbook as well as all other general requirements imposed upon Student Clubs and Organizations throughout this Student Handbook.

Each organization 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.

FSU views Fraternity and Sorority Life organizations as a vital part of campus life. The Division of Student Affairs establishes all institutional requirements and guidelines for fraternities, sororities, and social fellowships, to include membership intake. FSU's Fraternity and Sorority Life consists of two councils:

- A. The National Pan-Hellenic Council at FSU (NPHCFSU) is the governing body for Greek lettered organizations that are members of the National Pan-Hellenic Council, Inc. (NPHC)
- B. The Independent Greek Council (IGC) is the governing body for non-NPHC fraternities and sororities that are recognized at FSU.

Both the NPHCFSU and IGC constitutions provide rules and regulations that all of its membership organizations are required to follow. University guidelines, requirements, policies, procedures, and regulations supersede those of local chapters and national organizations.

To be excluded from these Fraternity and Sorority Life policies, the supervising University member of the Chancellor's Cabinet must submit a written request for an exception to the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs' decision is final. A supervising Cabinet member may revoke approval at any time.

b) ADVISORS FOR FRATERNITIES AND SORORITIES

Qualifications of an advisor shall include the following:

- 1) Each active organization shall have a primary 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.
- 2) The primary advisor shall be a member of the FSU faculty or staff and employed full time on the main campus and must be a member of the organization for a minimum of eight years. (Temporary Employees are not allowed to serve as advisors.)
- 3) It is recommended that primary advisors for NPHCFSU be active within the local graduate chapter.
- 4) The primary and secondary advisors must obtain approval to advise from their immediate supervisor, departmental supervisor, AND the Vice Chancellor for Student Affairs.
- 5) 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 FSU including, but

not limited to, removal from the position of advisor or employment discipline including, but not limited to, termination.

- 6) The Vice Chancellor for Student Affairs retains the right to modify advisor assignments at any time.
- 7) The secondary advisor (if applicable) must also meet the aforementioned qualifications.
- 8) Exceptions to Qualifications.

C. Exceptions to qualifications may be granted: (i) If there is not a faculty or staff person currently employed at FSU to serve as a primary campus advisor; (ii) If there is no employed member of the local graduate chapter that can serve as the primary advisor; (iii) or if the Vice Chancellor for Student Affairs, within his/her discretion, determines there is a need(s) for an exception.

D. Organizations must submit all requests for exceptions to the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs will decide whether to grant or deny an exception and whether to impose any stipulations or restrictions when granting/denying an exception.

Duties and Responsibilities of Advisors.

- 9) All approved advisors must attend an annual training sponsored by the Division of Student Affairs; failure to attend may disqualify advisors.
- 10) The primary advisor and/or secondary advisor must be present at all meetings, events and activities held by the organization. Organizations that hold meetings and on/off campus activities without the presence of an approved advisor will be subject to disciplinary action.
- 11) Chapter advisors should attend advisor meetings scheduled by Fraternity and Sorority Life.

c) FAILURE TO COMPLY WITH REGULATIONS

Any infringement of the regulations in this Student Handbook or the Code of Student Conduct by an organization will result in disciplinary action as determined by the Office of the Vice Chancellor for Student Affairs and as described in the Student Code of Conduct. Advisors and organizations will be held responsible for any infraction of these regulations. Campus faculty/staff advisors shall have authority to recommend to Student Affairs disciplinary action for the chapter or member(s) they advise.

d) HOW TO BECOME A MEMBER OF A FRATERNITY OR SORORITY

In order for an undergraduate student to be eligible to participate in the Membership Intake Process for a NPHCFSU or IGC at FSU, the following requirements must be met:

i. Eligibility Requirements for All Students

- A student must be a full-time FSU undergraduate 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/GED is eligible for membership intake.
- A student must have graduated from high school or its equivalent at least 1 year (365 days) prior to beginning FSU's official membership intake process.
- A student must fulfill all disciplinary sanctions imposed by the Office of Student Conduct at least one semester prior to the semester they wish to participate in intake. Students may not be on disciplinary probation, and students must be free of any judicial sanctions at the time of clearance.
- Only students who meet the guidelines of FSU and of the prospective fraternity or sorority will be allowed to participate in Intake.
- A student must have obtained a **minimum** cumulative grade point average of 2.5 (including grades from transfer institutions) at the end of the semester prior to the start of the Intake process. Individual Fraternity and Sorority Life organizations retain the right to require a cumulative grade point average that exceeds the minimum cumulative grade point average of 2.5 as stipulated by FSU.

- A student must have obtained at least sophomore standing (30 semester hours), as calculated by FSU's Registrar's Office.
- All students are responsible for ensuring that FSU policy and the state statute regarding hazing are upheld.
- A student must first attend a minimum of two University sponsored Greek Informational Sessions (geared to orient students to Fraternity and Sorority Life registration process and protocols for aspirants) immediately prior to the intake period. Also, a student must attend FSU recognized interest meeting of the fraternity or sorority of their choice.
- Every student interested in joining a fraternity or sorority must register on Bronco Advantage within the designated time frame, sign required documents and a statement acknowledging that they understand FSU's rules and regulations governing fraternities, sororities, and social fellow- ships and the NC General Statutes prohibiting hazing.
- A student must meet FSU's immunization guidelines. It is highly recommended that students contact Student Health Services at 910-672-1454 to ensure compliance a semester prior to Intake.
- 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.
- Fraternity and Sorority Life 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, district, or national office.

ii. Additional Eligibility Requirements for Transfer Students

A transfer student must have earned a minimum of 15 credit hours and enrolled full-time at FSU the preceding semester - prior to intake, with a 2.50 grade point average or higher (including transfer grades) to be eligible for membership in a Fraternity and Sorority Life organization.

iii. Additional Eligibility Requirements for Traditional Students

A traditional 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 FSU to join a fraternity or sorority. A traditional student is defined as an enrolled student who obtains all of their credit hours from FSU and does not transfer credit from another institution or a student who received college credits while still attending high school or an early college.

e) INDEPENDENT GREEK COUNCIL (IGC)

The Independent Greek Council (IGC) serves as the governing body of non-Pan- Hellenic fraternities/sororities/social fellowship organizations. The specific purpose of the IGC is to assist students in the attainment of goals that are necessary for personal and professional growth. The programmatic thrust of the IGC is scholarship, leadership development, and collaboration with other organizations sharing a common interest.

f) MAINTAINING ACTIVE STATUS

A Fraternity and Sorority Life organization must maintain a group grade point average of 2.5 to remain active. GPA averages will be calculated and averaged concluding fall and spring semesters. Failure to maintain the stipulated group grade point average will result in the organization being placed on inactive status. If an organization's group grade point average is below 2.5 at the end of the fall semester, the organization will be placed on inactive status for the spring semester. If an organization's group grade point average is below 2.5 at the end of the spring semester, the organization will be placed on inactive status for the fall semester. Inactive status means that the organization may not sponsor public activities or social affairs and may not conduct membership intake. Inactive undergraduate chapters and their members or affiliates shall not assemble as an organization, wear letters and/or fraternal related symbols to university-sponsored events, participate in University events as a group, or portray themselves as active.

- Any currently enrolled undergraduate student who initiated at FSU is considered to be an active member upon initiation and until the closing of the member's graduation commencement ceremony, unless the member has been declared inactive by FSU and/or the respective national organization.
- Each Fraternity and Sorority Life organization is required to file an alphabetical roster of all active and inactive members in the Office of Student Engagement by the end of the second week of class of each semester. These lists will be used to determine the scholarship standing of the organization for the academic year. Chapters must also submit required documents including, but not limited to, insurance certificates, rosters, intake intent, and updated activity calendars as directed by Fraternity and Sorority Life. Active organizations that meet the group grade point average and have submitted all documents will be allowed to register with Fraternity and Sorority Life for that semester.
- Each organization shall have responsibility for its activities. An organization shall not engage in any activity that is not in the best interest of FSU or its students.
- It is against FSU policy, for any organization to sponsor "sweethearts" or any like support group for their organization.
- Each organization must submit all facility requests through Bronco Advantage for approval. All events must be approved by the organization's primary advisor.
- Each organization shall periodically present proof of minimum insurance as deemed necessary by Student Affairs.

g) MEMBERSHIP INTAKE PROCEDURES

- Fraternity and Sorority Life organizations in good standing may conduct new membership intake once during the academic school year in either the fall or 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.
- Intake must be authorized and approved by the Office of Student Engagement in advance and in accordance with the intake calendar. Chapters are subject to stipulations and restrictions as determined by the Office of Student Engagement.
- Fraternity and Sorority organizations are prohibited from initiating students who are not enrolled and attending full-time at FSU.
- 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 new member presentation shows.
- The period of Intake shall not exceed the dates established by FSU and must be in accordance with each organization's national guidelines.
- Intake activities must not interfere with class activities, work assignments, or other student obligations.
- Brutality and any form of hazing is prohibited at ALL times before, during, and after intake.
- Active chapters that complete an intake process may host a new member presentation show that meets the calendar guidelines of FSU.
- As described in the Code of Student Conduct, the penalty for violation of rules and regulations governing Fraternity and Sorority Life organizations may include, but are not limited to, permanent revocation, sanctions against the organization, and/or sanctions levied against members determined to be violators of University's policies.

h) NATIONAL PANHELLENIC COUNCIL (NPHCFSU)

The NPHCFSU is currently composed of nine (9) International Greek letter Sororities and Fraternities: Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Phi Psi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc. The NPHCFSU 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 NPHCFSU is to align with the national NPHC mission and 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 striving for academic excellence. Each organization 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.

i) STATUS OF NPHCFSU AND IGC ORGANIZATIONS

The status of the organizations in Fraternity and Sorority Life can be found at the following website: <https://www.uncfosu.edu/life-fsu/student-services-and-organizations/fraternity-and-sorority-life>

7. MORE INFORMATION FOR OFFICIALLY RECOGNIZED CLUBS/ ORGANIZATIONS, FRATERNITIES, AND SORORITIES

a) 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 Director of Student Engagement.

b) BRONCO ADVANTAGE

Bronco Advantage (Anthology), is FSU'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 FSU. However, clubs may maintain social media accounts provided those accounts are linked to Bronco Advantage and FSU (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 publicly.

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

c) 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. Prior approval for campus cookouts is required by the Astra Administrator.

- 1) Cookouts will be permitted throughout the campus, provided they are 75 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.
- 5) 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.

d) CLEAN UP AND 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 (910) 672-1166.

e) DRUGS AND ALCOHOL PROHIBITED AT EVENTS

There should be NO alcohol at any event sponsored by a student organization or organization of student governance. Event sponsors should not advertise 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. FSU policy follows guidelines set out by the Federal Drug Free Schools and Communities Act. Students and employees of FSU 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). FSU will initiate its own disciplinary proceeding against any student or group when the alleged conduct is deemed to affect the interest of FSU.

f) 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.

g) EVENTS BY ALUMNI GROUPS

Events hosted by alumni groups should contact University Alumni Relations at (910) 672-1287 for instructions about how to host events.

h) FINANCIAL ACCOUNTS

University-sponsored organizations: University-sponsored organizations operating under FSU's name or Tax ID Number may NOT have off-campus bank accounts.

University-affiliated organizations which have been officially recognized according to the procedures in this Student Handbook may not use FSU's Tax ID number. FSU does not sponsor nor endorse activities associated by these affiliated organizations. University affiliated organizations may not represent or imply that they speak in the name of FSU, and University affiliation does not imply that the organization is tax-exempt.

i) FOOD, DINING SERVICES, AND CATERING

Sales or distribution of food must meet the requirements outlined by University Business and Auxiliary Services at (910) 672-2278 and the Cumberland County Health Department. All food that is served or sold should either be pre-packaged or prepared by a licensed food service provider. Student organizations 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 leftover food and related food trash items.

j) 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 requests in writing and receive approval no less than thirty (30) days in advance of fundraising. For more information call (910) 672-1661.

No person (including students, faculty, and staff), organization, or agency shall solicit, conduct business, or raise funds on the FSU campus (including main campus residence halls and University Place Apartments). 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 the following:

- 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 benefit 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 FSU and/or its affiliated foundation and associations.

k) MOVIE, DVD, AND 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. The public streaming/showing of any film/movie/motion picture, without a copyright license, is against the law. No license is required to stream or view inside your room. Usually, the actual process to obtain copyright permission is simple but extremely critical. The Office of Student Activities and Student Engagement may provide information at (910) 672-1166.

l) NON-DISCRIMINATION POLICY

FSU 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, FSU 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 FSU's policies listed at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures> or the applicable employment related grievance procedures for faculty and EPA non-faculty employees.

Membership and participation in an organization must be open to all students enrolled at FSU without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information, or veteran status, unless permitted by law. (Students who are currently early college students are not eligible for membership or participation in any University student organization).

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 gender identity, unless exempt under Title IX.

m) OFF-CAMPUS TRAVEL: ADVISOR RESPONSIBILITY

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

1. Completing and submitting the *Authorization for Student Travel* form to the Approving Administrators;
2. Completing and providing each participant with a **completed** copy of FSU's *Organized/Sponsored Event Information Form*;
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 FSU 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.

n) 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.

o) OFF-CAMPUS TRAVEL: TRANSPORTATION

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

Only a University employee with a valid driver's license 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.

p) 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 (or the Chief's designee), depending on the event type and number of 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. Guests also bear responsibility of the same.

q) PRESIDENTS AND 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 (or their designated representative) are required to attend the monthly meetings. Failure to attend these meetings may 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 (2) days prior to the scheduled meeting.

r) PROGRAM AND EVENT PLANNING

Recognized student organizations may host events and meetings by reserving space according to FSU's policy. Visit FSU's policy website to obtain more information about renting facilities at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/>

~~policies-and-procedures.~~ 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 100 or more. All major events **MUST BE APPROVED** by the Division of Student Affairs at least 30 days in advance.

s) RAFFLES

Organizations of Student Governance are prohibited from conducting raffles.

Non-profit officially-recognized 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 and 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 FSU’s nonprofit status. Failure to comply with the statutory requirements for a raffle is a misdemeanor offense.

FSU requirements are as follows:

1. An organization can be recognized as non-profit if the organization’s constitution and/ or bylaws state: (a) the organization’s purpose is a non-profit 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. Each student group is limited to four raffles per year.
3. 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 \$5,000.00. No real property may be offered as a prize in a raffle.
4. Raffles shall not be conducted in conjunction with Bingo.
5. 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.
6. 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 <https://www.uncfsu.edu/faculty-and-staff/ departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

t) RESERVING CAMPUS SPACE THROUGH BRONCO ADVANTAGE

All recognized 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 FSU Calendar program ASTRA. Events submitted on Bronco Advantage will be reviewed and approved/denied by a University representative. Any events submitted through other means will be denied. Approval or denial does not constitute FSU endorsement of an event.

The Bronco Advantage event request constitutes a facility request **ONLY** and does not constitute approval. Organizations will receive separate notification of approval of a facility request. Approval or denial does not constitute FSU endorsement of an event. Refreshments, equipment, sound, power, etc. must be requested separately (see Programming). Additionally, some facilities may require approval from the building manager before the re-quest 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, but are not limited to, Capel Arena, Lilly Gym, Rosenthal Building, Rudolph Jones Student Center, and the Seabrook Auditorium.

Note that outdoor space may be used spontaneously by any student in accordance with FSU's Freedom of Speech and Expression Policy and FSU's Use of Space Policy: <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

Students and organizations should adhere to FSU's Use of Space Policy which is located at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

u) TERMINATION OF MAJOR EVENTS

FSU reserves the right to terminate any major event when the approval terms are not met, or when noise or other problems that may create a continuing nuisance exist. 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.

v) USE OF UNIVERSITY'S NAME FOR MAJOR EVENTS

FSU neither sponsors nor endorses major events or the contracts associated with events sponsored by University-affiliated organizations. Therefore, FSU's name may NOT be used in a manner that represents or suggests University sponsorship of the events. This policy does not apply to organizations of student governance.

8. CLUB/ORGANIZATION PUBLICITY AND MARKETING

a) APPROVAL OF FAYETTEVILLE STATE UNIVERSITY 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. FSU 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.

b) BANNERS

Banner use is allowed on campus by recognized student organizations provided the event has been approved by FSU (see Section 7, Bronco Advantage and the Bronco Advantage information in this section). 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 twenty (20) business days in advance.

c) BRAND IDENTITY GUIDELINES

FSU'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.

d) BULLETIN BOARDS, FLIERS, AND POSTERS

Students may post fliers and posters on bulletin boards 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. Any posting in a location that is not approved will be immediately removed. Fliers soliciting funds, money or approved by the Division of Institutional Advancement in accordance with FSU Solicitation Policy.

e) CAMPUS-WIDE EMAILS

In keeping with the Chancellor’s directive regarding sufficient notice of campus events, 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, the Vice Chancellor and Chief of Staff, or the Chief of Police that requires immediate distribution, no exceptions will be made.

f) CHALKING, CUPPING FENCES AND OTHER SURFACES

Chalking of sidewalks is not permitted.

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

g) PUBLICIZING YOUR EVENT

All recognized club and organization events should be submitted through Bronco Advantage (see Section 7). Fliers submitted to Bronco Advantage must not contain any material that violates the FSU Non-Discrimination Statement as posted on FSU’s policy website at <https://www.uncsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>. Approval of an event on Bronco Advantage does NOT indicate program endorsement or flier approval for distribution on or off campus.

h) STATEMENT ABOUT SOCIAL MEDIA

See the Office of Public Relations guidance on “Social Media Overview and Guidelines.”

i) UNIVERSITY MAIL

The FSU Mail Center collects, distributes, and processes FSU’s intra-campus, and U.S. mailings related to FSU’s official business. Official mail includes correspondence that pertains to FSU’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 FSU. Rentals are based on mailbox availability and approved on a first come-first served basis.

j) 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 FSU 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.



I. OFFICE OF STUDENT CONDUCT

1. STATEMENT OF PURPOSE

The mission of the Office of Student Conduct is to organize and institute a fair process to resolve incidents involving student misconduct allegations. The Office of Student Conduct aims to treat affected individuals fairly and without bias. Our goal is to resolve issues in a reasonable and timely manner.

2. REPORTING ALLEGATIONS OF MISCONDUCT

The Office of Student Conduct uses Maxient, an online complaint filing system, to report allegations of misconduct against students.

[University Incident & Student Complaint Form \(maxient.com\)](https://www.uncc.edu/office-of-student-conduct)

V. CODE OF STUDENT CONDUCT

A copy of the Code of Student Conduct can be accessed using the link below.

<https://www.uncc.edu/faculty-and-staff/divisions-departments-and-offices/division-of-student-affairs/student-conduct>

VI. POLICE AND PUBLIC SAFETY FOR FSU CAMPUS

FSU strives to provide a safe living and working environment for the FSU community. The Campus Police Department's mission is to protect personnel; personal and state property; enable a safe living and working environment; and the maintain order. Directed by the Associate Vice Chancellor for Police and Public Safety/Chief of Police, the Department is comprised of five divisions. Each division has specific responsibilities and duties that relate to the overall operation of the department:

Administrative Division; Patrol Division; Investigations Division; Property Security/Traffic Enforcement; and Emergency Management.

The Campus Police Department is a campus law enforcement agency authorized by the FSU'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.



A. ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division consists of Telecommunications, Property and Security officers, and Parking Clerks. Trained Division of Criminal Information (DCI) certified telecommunicators 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 AM and 4:30 PM, Monday through Friday. Vehicles may be registered in the fall and spring semesters during class registration.

Vehicle registration fees for students are \$70 and \$31 for each summer session. Faculty/staff parking stickers are \$138 for regular lots and \$303 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 FSU unless they reside off campus or have received prior approval from the Division of Student Affairs.

Payment may be made in the form of a check or money order at the Traffic Window, Monday thru Friday from 8:00 AM until 5:00 PM. 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.

Vehicles can be registered on line prior to purchasing a permit @ https://uncfsu.t2hosted.com/cmn/auth_ext.aspx.

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 <https://www.uncfsu.edu/life-fsu/our-campus/campus-safety/parking>.



B. CLERY REPORT/ANNUAL SECURITY AND FIRE SAFETY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects all public and private IHEs that receive federal financial aid and is enforced by the U.S. Department of Education (ED). This information is made publicly accessible through FSU's annual security and fire safety report. The FSU Clery Compliance Officer is responsible for compiling information needed to comply with the reporting requirements, the publication and distribution of the annual security and fire safety report, and other Clery Act requirements, such as training of certain campus personnel. Information pertaining to the Clery compliance can be found at <https://www.uncfsu.edu/life-fsu/our-campus/campus-safety/clery-compliance>.

The Annual Security and Fire Safety Report describes the guidelines, policies, programs, and practices FSU has implemented to address the safety and security of the campus. The report also informs the community about crime that occurred on the campus in the previous calendar year and the two prior years. In addition to containing crime and fire statistics for the campus, the report also contains information about how to prevent and report crimes, how FSU responds to the reporting of crimes and missing persons, how FSU notifies members of the campus community in the event of a significant emergency or dangerous situation on campus, how FSU secures its facilities, as well as policy statements governing the use and/or sale of alcoholic beverages and illegal drugs, FSU's sexual misconduct, domestic violence, dating violence, and stalking policy statements, educational awareness, and disciplinary procedures, and information relating to fire safety standards and measures that are taken by FSU. The 2020 Annual Security and Fire Safety Report is available at <https://www.uncfsu.edu/life-fsu/our-campus/campus-safety/annual-crime-reports>.



C. EMERGENCY NOTIFICATIONS

FSU recognizes the importance of having emergency response and evacuation procedures in the event of an on-campus emergency. In the event of a significant emergency or dangerous security threat on campus, the FSU Police Department in consultation with the Associate Vice Chancellor for Communications will, without delay, and taking into account the safety of the community, determine the content of the notification and activate the emergency notification system, unless the activation of the emergency notification system will, in the professional judgment of the Chief of Police, or the Chief's designee, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.

FSU has the ability to utilize multiple notification methods to inform and update the campus community of a significant emergency or dangerous situation on campus. FSU utilizes a centrally located campus siren, forty-three (43) emergency call boxes, which are strategically located throughout the campus, and an indoor emergency notification system, which is strategically located in eight (8) buildings on campus. The siren, call boxes, and indoor emergency notification system are capable of broadcasting pre-recorded or live voice messages to the campus community. Additionally, FSU utilizes text and voice mail messaging in order to send emergency messages to members of the campus community. Members of the campus community may register to receive text and voice mail alerts on their telephones by registering their telephone number at the Bronco Alert site (<https://uncfsu.bbcportal.com/Home>). FSU also utilizes the campus email system to send campus wide email alerts. FSU also posts messages regarding on-

going campus emergencies on the FSU website, located at www.uncfsu.edu and Bronco Alert. In addition, students who download the **LiveSafe App** and select to receive information from FSU will receive timely and emergency notifications with important safety information from campus police. For more information on the LiveSafe App, visit <https://www.uncfsu.edu/life-fsu/our-campus/campus-safety/livesafe>.



D. 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 and the North Carolina State Bureau of Investigation. The Investigations Division offers Crime Prevention programs wherein preventative measures are taught to members of the FSU community. 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. Seminars about self-protection and safety procedures are conducted for students. Programs on various crime prevention topics are scheduled throughout the year. Additionally, the Crime Prevention Officer can create programs related to specific topics that are requested by campus community members.

Services offered through the Crime Prevention Program include, Operation Identification, Booze Buggy programs, Rape Aggression Defense (RAD) classes, and programs on a variety of topics, such as general crime prevention, the Live Safe app, the ALICE active shooter response class, domestic/dating violence prevention, and sexual assault awareness and prevention presentations. For more information about Crime Prevention visit <https://www.uncfsu.edu/life-fsu/our-campus/campus-safety/crime-prevention>.

The Victim's Advocacy section is also maintained within the Investigations Division. The Victim Advocate assists campus community members who may have been a victim of a crime, whether on or off campus. The Victim Advocate may assist victims by providing services, such as developing an individual safety plan, locating transportation services to attend initial off-campus appointments, and accompanying the victim to court proceedings. The Victim Advocate may also refer the victim to other on-campus and off-campus service providers, such as the Center for Personal Development and the domestic violence center. For more information on the Victim's Advocacy section visit <https://www.uncfsu.edu/life-fsu/our-campus/campus-safety/victims-assistance-program>.



E. MISSING RESIDENTIAL STUDENT POLICY

Residential Students have the option to confidentially identify an individual, and provide that individual's telephone number(s), for use by FSU in case the Residential Student is determined to be missing. Residential Students may provide such confidential contact information at the beginning of each academic year or prior to moving into FSU owned or leased housing. FSU would contact the individual not later than 24 hours after the time that the Residential Student is determined missing by law enforcement personnel. Residential Students, who are under 18 years of age and not emancipated individuals, are informed that FSU is required to notify a custodial parent or guardian that the Residential Student is missing not later than 24 hours after the time the FSU Police Department determines the Residential Student to be missing.

Any FSU employee, student, or other individual who receives information that a Residential Student is missing or has independent knowledge that a Residential Student is missing, should immediately refer the information or evidence to the FSU Police Department. Procedures have been established for the FSU Police Department and the Department of Residence Life to communicate information relating to potential missing residential students. If the student is not a Residential Student, the FSU Police Department will contact the relevant outside law enforcement agencies. If a Residential Student is identified as a missing person, FSU Police Department personnel will file the appropriate reports and begin an investigation to determine the student's location. If additional assistance is needed in conducting the investigation or locating the student, FSU Police Department personnel will request assistance from other law enforcement agencies. Once the FSU Police Department has been notified, the Residence Hall Director will notify the Director of Student Conduct, who shall contact the student's parents if the student is under age eighteen and not emancipated. Regardless of age, not later than 24 hours after a determination that a Residential Student is missing, the Director of Student Conduct will notify the student's designated confidential contact and any other contact person designated in writing by the student. For more information about the Missing Residential Student Policy, go to <https://www.uncfu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.



F. PARKING

All FSU students and employees must register their vehicles to drive and park on campus. A vehicle is considered registered only when valid FSU parking permit is displayed. Visitors should obtain a temporary parking permit to avoid citations. * Please note, all students, faculty and staff are required to present a valid vehicle registration card and proof of insurance at the time of parking permit pick-up, even if you have registered the vehicle online.

Handicapped students and employees must display a current FSU parking permit and the NC HC Placard or a valid handicapped license plate. The HC Placard must be registered in FSU's T2 System Parking Network. Persons temporarily handicapped by illness or injury may be issued special temporary handicapped permits allowing them to park in designated handicapped spaces. Only the individual who is issued the placard or plate may use handicap parking privileges on campus.

Regulations are enforced at all times. After 5:00 p.m., individuals with a current permit may park anywhere on campus except for handicapped, fire lanes, reserved, and resident spaces. Citations must be paid within 10 days or will be overdue.

Vehicles may be registered between the hours of 8:00 a.m. - 5:00 p.m. Monday through Friday at the Department of Police and Public Safety located in the Mitchell Building, first window on the right or by using the Online Vehicle Registration.



G. FRESHMAN PARKING POLICY

1. PURPOSE

FSU 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.

2. 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 FSU's Police Department.

3. 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 FSU 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.

4. VIOLATIONS

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



H. 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. 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 FSU community, including students, must register their vehicles.



I. 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.

VII. PROHIBITED SEXUAL CONDUCT AND GENDER EQUITY (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, FSU prohibits discrimination in its programs and activities on the basis of sex. Additionally, FSU prohibits and will not tolerate sex discrimination as it pertains to sexual harassment including quid pro quo, hostile work environment, sexual misconduct, sexual violence or assaults, domestic violence, dating violence, or stalking. Students or employees in the United States who believe that they are victims of sexual harassment occurring in an FSU program or activity may access the University’s Prohibited Sexual Conduct Policy and consult the Title IX Coordinator listed below.

**Title IX Coordinator
Barber Building, Room 211
Fayetteville State University
1200 Murchison Rd.
Fayetteville, NC 28301
(910) 672-2325**

<https://www.uncfso.edu/faculty-and-staff/departments-and-offices/office-of-the-general-counsel/title-ix>



A. SEXUAL HARASSMENT (QUID PRO QUO; HOSTILE WORK ENVIRONMENT)

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:

1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; and
3. Sexual Misconduct and Relationship Misconduct.

A. SEXUAL MISCONDUCT

1. Forms of Sexual Misconduct

The University is committed to fostering a safe campus environment where Sexual Misconduct is unacceptable and is not tolerated. Sexual Misconduct is a forcible or nonforcible sex offense defined in 34 CFR § 668 Appendix A to include, but not be limited to:

- **Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without consent of the victim.

- **Fondling**

The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

Sexual Misconduct includes "any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent."

2. Effective Consent

Effective consent is informed, freely and actively given, mutually understandable words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. In the absence of mutually understandable words or actions it is the responsibility of the initiator, that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s). Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same act, in the same way, at the same time, with each other.

The following should also be considered in determining consent:

- Consent may never be given by minors (under the age of 16 in North Carolina) and mentally disabled persons.
- Consent may never be given by individuals who are **incapacitated** as a result of alcohol or other drugs (including if self-ingested) or who are unconscious or otherwise physically helpless. Incapacitation means being in a state where an individual lacks the capacity to appreciate the nature of giving consent to participate in sexual activity.

- An individual may not engage in sexual activity with another who the individual knows, or should reasonably have known, is incapacitated as a result of alcohol or other drugs. The perspective of a reasonable person will be the basis for determining whether an individual should have known about the impact of the use of alcohol or drugs on another's ability to give consent. **Being intoxicated or high does not diminish an individual's responsibility to obtain consent and is never an excuse for sexual misconduct.**
- Consent may not be inferred from silence, passivity or lack of active resistance alone.
- A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else) may not, in itself, be taken to imply consent.
- Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.
- Consent to one type of sexual act may not, in itself, be taken to imply consent to another type of sexual act.
- Consent expires. Consent lasts for a reasonable time, depending on the circumstances.
- Consent which is obtained through the use of fraud or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent. Intimidation or coercion is determined by reference to the reasonable perception of a person found in the same or similar circumstances.



B. RELATIONSHIP MISCONDUCT

The University is committed to fostering a safe campus environment where Relationship Misconduct is unacceptable and is not tolerated. Relationship Misconduct includes:

- **Dating Violence**

Defined in 34 U.S.C. 12291(a)(10) to mean violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) 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.

(iii) The frequency of interaction between the persons involved in the relationship.

- **Domestic Violence**

Defined in 34 U.S.C. 12291(a)(8) to include felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- **Sex-based Stalking**

Means engaging in a course of conduct based on sex directed at a specific person that would cause a reasonable person to—

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress.



C. RETALIATION

Retaliation against an individual who reports or complains of Sexual Harassment, Prohibited Sexual Conduct, or who provides information in an investigation or proceeding regarding Prohibited Conduct, is prohibited. Alleged retaliation may result in disciplinary action.

VIII. CAREER SERVICES

The Office of Career Services, a department within the Division of University Advancement, promotes career development and related career planning skills of FSU students and alumni. The objective is to provide access to experiential learning and employment opportunities so students may identify career choices and nurture career goals. Staff in Career Services engage 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 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 suites 127 and 206.



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 for career and professional development that will benefit the students throughout their professional lives.

IX. 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 FSU'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 <https://www.unccfsu.edu/academics>.



A. 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 thirty (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 (2) 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 by the official Bronco. UNCFSU 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 (2) 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 the student's 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 (2) 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 student's implementation of the plan.
5. Advisors will approve student's 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://acalog.uncfsu.edu/content.php?catoid=7&navoid=224>.



B. ACADEMIC CATALOG

The FSU Catalog has many informative sections of academic information, some of which include the following:

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

Please refer to the FSU Catalog for specific information on these and other subjects. The FSU Undergraduate Catalog can be found at <http://acalog.uncfsu.edu/>.



C. ACADEMIC GRIEVANCE PROCESS

A student believing that he/she has been academically unfairly treated 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

1. FACULTY MEMBER/DEPARTMENT CHAIR

If the dissatisfaction outlined when initiating the grievance with the instructor or department requires action, the student should follow the procedure outlined below.

- (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 (7) 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 (15) business 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 department within seven (7) business days of receipt of the written decision of Step Two and request that the dean appoint a faculty review committee of three (3) 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 (5) business 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 (3) 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.

2. DEAN'S OFFICE

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, and the grievance hearing shall be commenced within seven business days following receipt of the grievance. 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 (2) business days after receipt of the committee's report.

The Vice Chancellor for Academic Affairs' decision shall be final. The results of the grievance review 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 student's admission status is involved, the Office of Admissions is notified.



D. CHANGE OF NAME AND ADDRESSES

Students should notify the Office of the Registrar in writing of any changes to their 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.



E. CLASSROOM BEHAVIOR PROCEDURES

1. 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 or illegal 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 or University directions;
- Employing harassing language or gestures when it violates FSU's Non-Discrimination Statement of Policy;
- Verbal, psychological, physical threats, harassment and physical violence. Overt inattentiveness (sleeping, reading newspapers)
- Eating in class (except as permitted by the faculty member)
- Failure to follow reasonable requests of faculty members, Entering class late, or leaving class early on a regular basis.

2. PROCEDURES

- a) 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.
- b) 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.
- c) 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.

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.



F. 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



G. 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 the Code of Student Conduct 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 <https://www.uncfsu.edu/current-students/student-resources>.

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



H. EDUCATIONAL RECORDS

1. CONSENT TO DISCLOSURE OF EDUCATIONAL RECORDS

With the written consent of the student, FSU may disclose information to third parties from a student's education record. To obtain a copy of a consent form, visit <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-the-registrar/ferpa>.

2. STUDENT RIGHTS REGARDING EDUCATIONAL 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 FSU's policy website at

<https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

The detailed policy on the FSU 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 FSU may disclose as directory information.

3. RELEASE OF DIRECTORY INFORMATION

For the convenience of students, parents, other members of FSU 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), FSU 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 FSU 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 <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-the-registrar/ferpa>.



I. FINANCIAL AID AND REFUNDS

FSU seeks to assure that qualified students will not be denied the opportunity to attend FSU 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 or on the Fayetteville State University's Financial Aid website: <https://www.uncfsu.edu/paying-for-college/financial-aid-overview>. 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.

1. 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 FSU.

2. REFUNDS/ADJUSTMENTS FOR INDIVIDUAL CLASSES

Tuition and fee adjustments will be made only for courses dropped during FSU'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 FSU, a full refund of tuition and fees will be granted.

3. ROOM/BOARD ADJUSTMENTS

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



J. GRADES

1. 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 (2) 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.

2. 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.

3. FINAL 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.”

4. 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 FSU 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	Quality Points
			(GPA Hours)	
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
PHIL 110	F (0)	3	3	0 X 3 = 0
TOTALS			16	41 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.



K. HONORS PROGRAM

The FSU Honors Program, housed in Hackley Honors Hall, is a component of the FSU Global Scholars Community. The Honors Program provides enhanced educational opportunities for high-performing students and offers opportunities for academically distinctive and 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



L. INDEBTEDNESS TO FSU

FSU reserves the right to withhold your grades, transcript of credits, diploma and prohibit your participation in final examinations and commencement exercises. In addition, FSU 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 FSU 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 FSU.



M. LIBRARY

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

FSU 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 <https://www.uncc.edu/library> is a useful tool in learning about library resources, services, and policies. The Chesnut Library Blog provides up-to-date and current information about library activities.

Chesnut 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. Chesnut 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. Chesnut 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 Chesnut, 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.



N. 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 services, 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.



O. REGISTRAR'S OFFICE

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.



P. 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.



Q. TESTING SERVICES

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)

X. INFORMATION TECHNOLOGY SYSTEMS (COMPUTERS, EMAIL, AND WIFI)

FSU 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 room 214 of the School of Business and Economics Building and Helen T. Chick Building, room 216A. These labs are available six (6) to seven (7) 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.

COMPUTER USE AND COPYRIGHT INFRINGEMENT POLICIES FOR UNIVERSITY STUDENTS: Policies pertaining to the usage of FSU's computing resources can be found on FSU's policy website at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

XI. BUSINESS AFFAIRS

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



A. BOOKSTORE

The FSU Bookstore is located in the Bronco Square shopping center on Murchison Road across from the Seabrook Auditorium.

The FSU Bookstore is full-service and provides textbooks, collegiate apparel, and gifts. 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.

Clothing and gifts are located in the Bronco Spirit Shop in the Rudolph Jones Student Center. For more information, call (910) 672-1322.

1. 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.

2. 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 three (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 three (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 textbook.
- Students taking 8-week classes should return their books within three (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 the books with 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

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



B. THE BRONCO CARD

The FSU 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 FSU 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: <https://services.jsatech.com/index.php?cid=50>
- 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 withdraws from FSU; 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 <https://services.jsatech.com/index.php?cid=50>.

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 <https://services.jsatech.com/index.php?cid=50>. Please report to the One-Card office on the next business day, or as soon thereafter as possible, to obtain a new Bronco Card. The cost of the new card will be \$20.00. A damaged card can be 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 or 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

<https://services.jsatech.com/index.php?cid=50> • (Hours of Operation are Subject to Change)



C. BRONCO PRINTING SOLUTIONS

The FSU Copy Center was established for the purpose of fast, convenient, and quality services at the lowest possible costs to members of FSU 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 it must be discussed with the Copy Center in advance.

Services provided are as follows:

- Color Printing
- Brochures
- Newsletters
- Manuals
- Programs
- Business Cards
- Transparencies
- Letterhead Stationery
- Fliers
- 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)



D. CAMPUS DINING

Welcome to FSU Dining Services! Dining on campus is a quintessential part of the overall college experience! FSU 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!

1. 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, homemade 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*

2. 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*

3. 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 if 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 — 7:00 pm

Friday

7:00 am — 6:00 pm

**Subject to change without notice*

4. 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 students 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*

5. Chick-fil-A

Chick-fil-A is a quick-service chicken restaurant chain in the United States. Its products include delicious chicken sandwiches, salads, additional entrees, and side dishes.

Hours of Operation*

Monday thru Friday

10:30 am — 7 pm

Saturday

12:00 pm — 5:00 pm

Sunday

Closed

**Subject to change without notice. Summer hours may vary!*



E. 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.



F. MAIL CENTER

The FSU 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 Mailingx
- Interdepartmental (Campus Mail)
- Determination of Postal Rates and Fees

All services can be paid with cash, check, or traveler's checks. However, money orders 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 FSU, 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 FSU 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)



G. 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 FSU 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: <https://uncfsu.campusdish.com/MealPlans>.

How Do I Sign Up for Additional Dollars When My Account Balance Is Declining?

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 online at <https://services.jsatech.com/index.php?cid=50>.



H. PASSPORT OFFICE

The U.S. Department of State has approved FSU as an official Passport Acceptance Facility. Passport applications are accepted by appointment only, Monday - Friday from 1:00 PM - 5:00 PM. The office is located in room 108 of the Barber Administration Building, and is open to students, staff, faculty and the general public. Passport photo service is available at this location.



I. TICKET OFFICE— EVENT MANAGEMENT CENTER

The FSU 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 (24 hours per day, 7 days per week).

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

(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 FSU calendar.

Hours of Operation:

Monday - Friday

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

Contact Information:

Ticket Office and Event Management Center 1200 Murchison Road
Fayetteville, NC 28301
(910) 672-1724 - Office
(910) 672-2176 - Fax
afairley@uncfsu.edu

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



J. 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 FSU. FSU 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 (<https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-student-accounts>) or contacting the cashier's office.

1. 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. 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. FSU offers an "in-house" payment plan for the Fall and Spring Semesters. The payment plan is not available for the summer sessions.

Further information about the monthly payment plan may be obtained from the Student Accounts Office.

Payments can be made by cash, cashier's check, money order, VISA/Master Card, or financial aid. No third-party checks will be accepted. Payments may be mailed directly to the Cashier's Office, in person on the 2nd floor of the Lilly Building, or online using your debit/credit card.

PLEASE DO NOT MAIL CASH.

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

2. 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.

DISTANCE LEARNING/ONLINE COURSES. The tuition and fee schedule for distance learning and online courses is located on the website.

3. 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.

4. REFUNDS/ADJUSTMENTS OF TUITION AND FEES



K. 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 us 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 (ex. Coke Can, Coke Juice, Canteen Vending, etc.), the location (ex. 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.

XI. OTHER IMPORTANT POLICIES AND GUIDELINES



A. ALL OFFICIAL UNIVERSITY POLICIES

For complete details of all University policies and procedures visit the following link: <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.



B. ALCOHOL AND DRUG POLICY

FSU 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 and 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.

Illegal drugs and alcohol are prohibited on the campus of FSU. Criminal codes also prohibit use, possession, or consumption of illegal drugs and underage drinking or possession.

FSU's Code of Student Conduct prohibits students from the possession, consumption, or selling of any type and any amount of alcoholic beverages or illegal drugs on University premises. This prohibition applies to any portion of FSU's property including, but not limited to, residence halls, parking lots, the student center, and sports facilities.

Alcohol may not be permitted or consumed by students on campus except in accordance with FSU's Alcoholic beverage policy located at the FSU Policy website: <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs/policies-and-procedures>.

FSU has established a comprehensive drug and alcohol policy for students, faculty, and staff. The policy includes information regarding.

FSU has established a comprehensive drug and alcohol policy for students, faculty, and staff. The policy includes information regarding:

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



C. AMPLIFIED SOUND AND NOISE GUIDELINES

FSU 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.



D. 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 FSU 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 FSU 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 who are affected should inform the University Student Health Services 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.



E. STUDENT COMPLAINT PROCESS - FAYETTEVILLE STATE UNIVERSITY

<https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-academic-affairs/student-complaint-process>



F. COOKOUTS

The following cookout 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) Cookouts will be permitted throughout the campus, provided they are 75 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.)



G. FREE SPEECH POLICY

FSU believes in the fundamental right of freedom of speech/expression as guaranteed under the First Amendment of the U.S. Constitution and Article 1, Section 14 of the North Carolina Constitution and will ensure its faculty, staff, and students the fullest degree of intellectual freedom and free speech/expression. As such, the University shall permit an individual to articulate opinions and ideas without interference, retaliation or punishment from the University as long as such speech/expression is lawful and does not materially and substantially disrupt the functioning of the University. A "material and substantial disruption" includes, but is not limited to, any or all of the following:

- Any action that qualifies as disorderly conduct under N.C.G.S. § 14-288.4;
- Any action that qualifies as a disruption under N.C.G.S. § 143-318.17;
- Any action in violation of a chancellor's designation of a curfew period pursuant to N.C.G.S. § 116-212; or
- Any action that results in the individual receiving a trespass notice from law enforcement. Additionally, the University will restrict speech/expression for an activity not protected by the First Amendment under State or federal law, including but not limited to, all of the following:
 - Expression that a court has deemed unprotected defamation.
 - Unlawful harassment.
 - True threats, which are defined as statements meant by the speaker to communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals.
 - An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern. Reasonable time, place, and manner restrictions on expressive activities, consistent with N.C.G.S. § 116300(4). Any access to University property for purposes of free speech/expression activities shall be consistent with UNC Board of Governors' Free Speech and Free Expression Within the University of North Carolina policy and the University's Use of University Space policy. The following University officials are responsible for ensuring compliance with this policy, the Board of Governors' Free Speech and Free Expression Within the University of North Carolina policy and Article 36 of Chapter 116 of the North Carolina General Statutes.

General Counsel or Associate General Counsel Office of Legal Affairs (910) 672-1145 Director of Student Conduct Office of Student Affairs (910) 672-1385

These University officials shall also serve as the primary points of contact for any student, employee, or other individual who has questions or concerns about compliance with the laws/policies governing free speech/expression and to assist with any interpretations of such laws/policies. Students can use the following link to access the FSU's policy on Freedom of Speech and Expression:

<https://www.uncfsu.edu/assets/Documents/Office%20of%20Legal%20Affairs/Free%20Speech%20and%20Expression%20%5B04-19%5D.pdf>



H. IMPROPER RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

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, amorous 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 as effected 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.



I. INVOLUNTARY PROTECTIVE WITHDRAWAL

I. PURPOSE

FSU considers the safety and welfare of its students, faculty and staff to be a top priority. When a student engages in behavior that violates FSU's Code of Student Conduct (the "Code"), the behavior will be addressed as a disciplinary matter under the applicable Code provision. The Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Protective Withdrawal Policy is not a substitute for appropriate disciplinary action. Further, this policy should not be used to dismiss socially or politically "eccentric" students who have not otherwise engaged in behavior that poses a danger to others or which substantially disrupts the campus community or its activities. Involuntary protective withdrawal should be reserved for cases where interim measures, such as a behavioral agreement, are deemed inappropriate, are not followed, or cannot be agreed upon and/or in extraordinary circumstances in which the regular disciplinary system cannot be applied and after attempts to secure a voluntary withdrawal have been exhausted.

This policy is not intended to dismiss otherwise qualified students solely because of a disability status. This policy is intended to address serious observable behaviors exhibited by a student regardless of the student's disability status.

II. GROUNDS FOR WITHDRAWAL

A student may be withdrawn involuntarily if FSU determines that the student represents a potential threat to health or safety because the student exhibits clinical signs that s/he has engaged in or is likely to engage in behavior, other than behavior that violates the Code, posing a significant risk of the following:

- Causing substantial harm to others;
- Impeding the lawful activities of other members of the campus community, or
- Impeding the educational processes or proper activities or functions of the University or its personnel.

III. CARE TEAM

The CARE TEAM, which is a subcommittee of the Threat Assessment Team (TAT) shall assist in the rapid and accurate identification of students whose actions pose a threat to personal health and safety or to the safety of the larger campus community. The members of the care team shall be as follows:

- Director of Student Conduct (Chair); • University Psychologist; and • Senior Associate Vice Chancellor for Academic Affairs

IV. COMMENCEMENT OF THE INVOLUNTARY PROTECTIVE WITHDRAWAL PROCESS

A. Complaint to Vice Chancellor

Information concerning a student who may exhibit behavior addressed by this policy should be submitted to the Vice Chancellor for Student Affairs ("Vice Chancellor"). Upon receipt of such information from a credible source, the Vice Chancellor may commence the involuntary withdrawal process. Anonymous information from a credible source will be acceptable. If a credible source wishes to remain anonymous, the Vice Chancellor may delegate an FSU official to interview the source and provide the reported information to the Vice Chancellor. Such delegated FSU official shall be allowed to stand-in for the anonymous informant during University proceedings under this Policy.

B. Referrals by Vice Chancellor

When the Vice Chancellor, based on a student's conduct, actions or statements, has credible cause to believe that a student meets the criteria for involuntary protective withdrawal, the Vice Chancellor shall immediately:

1. Ensure that campus police have been contacted if there is an imminent danger;
2. Ensure the conduct is referred to the Threat Assessment Team (TAT) in accordance with the University's Threat Assessment Policy; and
3. Refer the issue to the Director of Student Conduct who will begin the process of determining whether the conduct violates the Code or whether the conduct should be governed by this policy.

C. Determine Proper Jurisdiction

The Director of Student Conduct has the authority to determine whether the conduct should be governed by the Code or this policy. The Director of Student Conduct shall have the final authority in this determination.

D. Initiation of Involuntary Protective Withdrawal Process

1. Immediate Threat

If there is an immediate threat, the Director of Student Conduct, in consultation with other University officials, may initiate the emergency interim withdrawal process outlined in Section V of this policy.

2. Assessing the Student

If there is not an immediate threat, within three (3) business days of the Vice Chancellor's referral, the Director of Student Conduct shall make an assessment of the student by utilizing the following process:

a. Meeting With the Student.

At the initial meeting with the student, the Director of Student Conduct shall:

- i. Review with the student available information concerning the behavior and/or incidents which have caused concern;
- ii. Provide the student with a copy of this policy, discuss its contents with the student, and obtain the student's written understanding of it;
- iii. Provide the student an opportunity to explain his/her behavior; and
- iv. Discuss options available to the student including, but not limited to, counseling, voluntary withdrawal and/or evaluation for involuntary withdrawal.

b. Voluntary Withdrawal.

If the student agrees to withdraw voluntarily from the University and provides a written waiver of any right to any further procedures available under this policy, the student shall be immediately withdrawn, given a grade of "W" for all courses, and advised by the Director of Student Conduct verbally and in writing of any prohibitions from campus involvement and conditions that must be satisfied prior to re-enrollment.

c. Involuntary Withdrawal Notice Process.

If the student does not choose to withdraw voluntarily from the University or if the student refuses or is unable to meet with the Director of Student Conduct and the Director of Student Conduct, in consultation with other University officials, determines that the student potentially meets the Grounds for Involuntary Withdrawal in Section II of this policy, the Director of Student Conduct shall provide written notification to the student within two (2) business days of the meeting or a reasonable attempt to meet. The notification shall include the following:

- i. The factual basis of the cause for concern;
- ii. The possibility that the University may invoke the process for involuntarily withdrawing the student;
- iii. That the issue will be referred to the CARE TEAM;
- iv. Whether emergency interim withdrawal is appropriate;
- v. Whether the student shall be required to be evaluated by an appropriate mental health professional and the date and time of the evaluation;
- vi. If applicable, that the student must provide written consent allowing the mental health professional and the University to exchange any needed information contained in the student, medical, or psychiatric record; and
- vii. That failure to comply with the Director of Student Conduct's requirements could result in a Code violation and/or lead to emergency interim withdrawal.

d. Involuntary Withdrawal Not Necessary.

If the Director of Student Conduct determines that the student should not be considered for involuntary withdrawal, the Director of Student Conduct, in consultation with appropriate University officials, (1) shall terminate the involuntary withdrawal process; and (2) take any other action deemed necessary or appropriate including, but not limited to, initiating disciplinary action, referring the student to the Center for Personal Development, or requiring a behavioral contract. Except as governed by the Code for a disciplinary action, this decision shall be final.

V. EMERGENCY INTERIM WITHDRAWAL

A An emergency interim withdrawal may be implemented immediately by the Director of Student Conduct if it is determined that the student may be suffering from a mental disorder and the student's behavior poses a significant danger of causing imminent physical harm to the student or to others, or of directly and substantially impeding the lawful activities of other members of the campus community.

B. If the Director of Student Conduct, in consultation with other FSU officials, determines that it is necessary to issue an emergency interim withdrawal of a student, the emergency interim withdrawal shall become effective immediately upon imposition without prior written notice. As determined by the Director of Student Conduct, during the interim withdrawal, students may be denied access to on- and off-campus university facilities and grounds and be denied access to University sponsored activities, and (whether on or off-campus). A student who is found to have violated this section shall be issued a trespass citation by the Campus Police. Failure to comply with the Director of Student Conduct's order(s) may result in a Code violation.

- C. The student shall be notified of the emergency interim action in writing. Such notice shall include the following:
1. A description of the behavior(s) giving rise to the emergency interim action;
 2. A brief summary of the relevant evidence;
 3. A statement that the student may be required to submit to a mental health professional evaluation;
 4. A statement of any restrictions; and
 5. A statement that the student may request an interim withdrawal conference with the Vice Chancellor for Student Affairs, or his/her designee, within five (5) business days from the effective date of the interim withdrawal, in order to review the following issues only:
 - a. The reliability of the information concerning the student's behavior; and/or
 - b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus poses a threat.Failure to comply with the requirements outlined in the letter could result in charges being filed under the Code.
- D. If the student requests an interim withdrawal conference, the following procedure shall apply to the conference:
1. The conference shall be closed and shall be attended only by the following parties:
 - a. The student;
 - b. The Vice-Chancellor or his or her designee; and
 - c. Any other persons called by the Vice-Chancellor or his or her designee.
 2. The interim withdrawal conference shall be recorded.
 3. The conference shall begin with the student affirming that the student's testimony is truthful. A student who provides false information may be subject to charges of intentionally providing false information to the University, pursuant to Section the Code.
 4. The student shall present evidence related to the issues outlined in Section V.C.6. of this policy. When the student has concluded his or her presentation, the Vice Chancellor may ask questions of the student. If any other parties are present, they shall also be allowed to ask the student questions.
- E. Once the student has given his or her final statements, the Vice Chancellor shall conclude the conference.
- F. A decision shall be made by the Vice Chancellor within two (2) business days after the conference. The Vice Chancellor shall make a determination as to whether or not the interim withdrawal will continue until a hearing is held, pursuant to Section VII of this policy. The student shall be notified in writing of the Vice Chancellor's decision. This decision shall be final.
- G. If a student is withdrawn immediately for emergency reasons, the Director of Student Conduct shall arrange with the student's instructors a method for the student to complete his/her assignments, class participation, any examinations and/or any other class requirements which are due during the emergency interim withdrawal period. Such arrangements shall not include the student's presence on campus.

VI. EVALUATION BY MENTAL HEALTH PROFESSIONAL

- A.** If the Director of Student Conduct determines that a mental health evaluation is necessary, the Director of Student Conduct shall select an appropriate mental health professional to evaluate the student and shall notify the student of the date, time and place of the evaluation. The cost of the evaluation shall be borne by FSU. If the student refuses the mental health evaluation, the Director of Student Conduct (1) in consultation with appropriate University officials, may make a determination of whether emergency interim withdrawal is necessary (if it has not occurred) and (2) may continue the involuntary protective withdrawal process as if the student assented to the evaluation.
- B.** The evaluation must be completed within five (5) business days after the involuntary withdrawal notice is provided to the student.
- C.** Copies of the evaluation assessment shall be provided to the Director of Student Conduct. Recommendations made as a result of the assessment shall not be binding on the University.
- D.** The student must provide written consent allowing the mental health professional and the University to exchange any needed information contained in the student's educational, medical or psychiatric record. If a student refuses to consent to the exchange of information, the involuntary protective withdrawal process shall continue and the Director of Student Conduct, in consultation with appropriate University officials, may determine whether emergency interim withdrawal is necessary and/or may charge the student with a Code violation for failing to follow a directive from a University official.
- E.** The professional evaluating the student shall make an individualized and objective assessment of the student. The evaluation shall be based on a reasonable professional judgment relying on the most current professional knowledge and/or the best available objective evidence. This assessment shall include a determination of the following:
1. The clinical signs the student exhibits;
 2. The nature, duration and severity of the risk posed by the student to the health or safety of himself/others;
 3. The probability that the potentially threatening act will actually occur;
 4. The imminence of the potentially threatening act;
 5. Whether the University can reasonably mitigate the risk and if so, how the University might do so; and
 6. Recommendations for withdrawal, treatment, behavioral contract, or other reasonable modifications of policies, practices, or procedures.
- F.** If the evaluation results in a determination that the student's continued attendance presents no significant risk to health or safety and there is no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the Director of Student Conduct, in consultation with appropriate University officials, may terminate this withdrawal process. The Director of Student Conduct may take other appropriate action as necessary including, but not limited to, initiating a charge under the Code, entering a behavioral contract and/or implementing other actions.
- G.** If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student must be informed of his/her right to an informal meeting ("Conference") with the CARE TEAM.

VII. CONFERENCE PROCEDURES

A. Notification

At least five (5) business days before the Conference, written notice of a Conference with the CARE TEAM shall be mailed to the student (“respondent”) who is to appear before the CARE TEAM. The notice must include:

1. The date, time and place of the Conference;
2. A description of the alleged behavior which indicates that the student presents a significant risk to the health or safety of the student or others;
3. A list of any witnesses; and
4. A copy of the mental health professional evaluation, if available.

B. Appearance

A respondent who has received notice to appear before the CARE TEAM must appear personally before the CARE TEAM. An emergency interim protective withdrawal will not be suspended pending a Conference under this Section.

C. Continuances

If the respondent desires additional time to prepare for the Conference, a written request must be submitted to the Director of Student Conduct no less than forty-eight (48) hours prior to the date of the Conference. The Director of Student Conduct reserves the right to deny or grant such a request. A decision whether to grant such a request shall be made within twenty-four (24) hours of receipt of the request. The Director of Student Conduct’s decision shall be final.

D. Witnesses

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

1. Duty to Appear

The Director of Student Conduct, other CARE TEAM members, the Assistant/Associate Vice Chancellor for Student Affairs or the Vice Chancellor of Student Affairs and/or the CARE TEAM members may require the appearance of a witness. The respondent may request, through the Director of Student Conduct or other CARE TEAM member, that a witness be made available for the Conference.

2. Notice.

The Director of Student Conduct shall notify such witness(es) in writing of the time, date, location and purpose of their appearance. The respondent must provide the names and addresses of his or her witnesses at least twenty-four (24) hours before the Conference to the Director of Student Conduct.

3. Contempt

Willful and deliberate failure and/or refusal of any student witness to honor a written request to appear may result in a contempt charge under the Code of Student Conduct.

E. Observer

The respondent may have an observer present at the hearing. An observer may be a parent, other relative, faculty member or student currently enrolled at the University. An observer shall not be allowed to participate in the Conference.

F. Attorneys

Attorneys shall not be allowed at the hearing.

G. Failure to Appear

If the respondent fails to appear at the scheduled Conference after receiving proper notice and without submitting a valid written excuse to the Director of Student Conduct, the Conference will continue in absentia. The CARE TEAM will conduct the Conference in the student’s absence and make a finding of whether involuntary protective withdrawal is necessary. The CARE TEAM shall forward its recommendation to the Associate Vice Chancellor of Student Affairs.

H. Conduct of the Conference

1. The Conference shall be closed and shall be attended only by the following parties:
 - a. The respondent and his or her witnesses and/or observer; and
 - b. The CARE TEAM members, and any other person called by the chair.
2. The Conference shall be recorded. The deliberation phase shall not be recorded. A tape of the Conference may be available to the respondent. Additionally, records generated by the hearing process are accessible only to the respondent and others as provided by law.
3. The Conference shall begin with the respondent affirming that his or her testimony is truthful. (The respondent may be subject to a charge of intentionally providing false information to the University, pursuant to the Code of Student Conduct, if the respondent does not present testimony that is truthful). Thereafter, the respondent shall present evidence to the CARE TEAM that disproves the assessment that the respondent presents a significant risk to the health and/or safety of the respondent or others, a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University.
4. When the respondent has concluded his or her presentation, the CARE TEAM members may question the respondent. Following questioning by the CARE TEAM, the respondent shall be provided an opportunity to make a final statement.
5. Any witnesses called by the CARE TEAM or the respondent shall be asked to affirm that their testimony is truthful. Student witnesses may be subject to charges of intentionally providing false information to the University, pursuant to the Code of Student Conduct, if it is determined that the information provided by the student is false. Prospective witnesses other than the respondent shall be excluded from the hearing during the testimony of other witnesses.
6. The CARE TEAM 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 until a further date. All decisions by the CARE TEAM shall be based solely upon evidence presented at the Conference.

VIII. THE DECISION OF THE CARE TEAM

- A. Following the Conference, the CARE TEAM shall meet privately to discuss the case. Prior to 5:00 p.m. on the next business day following the hearing, the CARE TEAM will notify, through the Director of Student Conduct, the respondent of its decision.
- B. The decision of the CARE TEAM must be decided according to whether it is “more likely than not” (preponderance of the evidence) that the student meets the Grounds for Withdrawal. In finding that involuntary withdrawal is appropriate under this standard of proof, at least two members of the CARE TEAM must be convinced, based upon information presented in the course of the hearing that the conduct described is more likely than not to warrant involuntary protective withdrawal.
- C. If the CARE TEAM finds that the evidence presented was insufficient to sustain that withdrawal is appropriate, it will notify the respondent and the Vice Chancellor for Student Affairs of its decision through the Director of Student Conduct and take any other action deemed necessary or appropriate, including but not limited to initiating disciplinary actions, referring the student to the Center for Personal Development, implementing reasonable accommodations, or requiring a behavioral contract. Except as governed by the Code for a disciplinary action, this decision shall be final.

D. If the CARE TEAM finds the respondent's behavior warrants involuntary protective withdrawal, the CARE TEAM shall recommend to the Associate Vice Chancellor one of or a combination of actions that corresponds with the behavior. In determining the appropriate action, consideration should be given to the entire situation balancing the student's emotional well-being with the risk to campus safety. The Associate Vice Chancellor shall issue his or her decision, on both the findings, conditions for re-enrollment, and time period of the withdrawal within ten (10) business days of receiving the CARE TEAM's recommendation.

The CARE TEAM, in its discretion, may permit a student to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination. When making its determination of appropriate probationary conditions, the CARE TEAM shall consult with appropriate faculty, residential staff (if the student resides on-campus) and other University officials.

Appeal rights shall be specified in the final decision letter along with the time limits in which to appeal and the permitted grounds for appeal.

E. The involuntary protective withdrawal shall be documented as an "Administrative Withdrawal" on the student's transcript.

IX. APPEAL RIGHTS

A student who has been involuntarily withdrawn under this Involuntary Protective Withdrawal Policy may appeal the decision to the Vice Chancellor for Student Affairs. The bases for appeal shall be as following:

- A. Demonstration of a significant procedural error;
- B. The availability of compelling new evidence;
- C. Demonstration of bias on the part of a member of the CARE TEAM; and/or
- D. Demonstration that the student's rights outlined in this Policy were violated.

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

The decision shall not be appealable beyond the Vice Chancellor for Student Affairs unless otherwise required by state or federal law, or the University of North Carolina policy.

X. VOLUNTARY PROTECTIVE WITHDRAWAL

At any point in the process, the student may present a request for a voluntary protective withdrawal to the Director of Student Conduct. If the request is granted, the involuntary protective withdrawal process shall cease; however, voluntary withdrawal shall not terminate any pending disciplinary action.

If the student's request for a voluntary withdrawal is granted, the student shall be subject to readmission requirements as described below.

The voluntary protective withdrawal shall be documented as an "Administrative Withdrawal" on the student's transcript.

XI. READMISSION

A student who is involuntarily or voluntarily withdrawn under this policy shall have the opportunity to re-enroll according to the time period specified in the Associate Vice Chancellor's decision letter, but that period of re-enrollment may not be before the start of the next semester. Further, the CARE TEAM and the Vice Chancellor for Student

Affairs must approve the student's re-enrollment or readmission based upon a review of the record, including any new information relevant to the matter. The student shall not be entitled to a hearing or appeal of this decision.

As determined by the CARE TEAM and/or the Associate Vice Chancellor for Student Affairs, during an involuntary withdrawal, students may be denied access to the university, including but not limited to residence halls and other on- or off- campus facilities and grounds. Also, during the period of the involuntary withdrawal, the student shall not be allowed to attend University sponsored activities, whether occurring on- or off-campus. A student who is found to have violated this section shall be issued a trespass citation by the Campus Police.

XII. RECORDS AND FEES

Information generated during the course of a Conference held before the CARE TEAM, the Director of Student Conduct, the Associate Vice Chancellor for Student Affairs, and/or the Vice Chancellor for Student Affairs shall be confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). Any person who, without authorization, reveals such information may be subject to disciplinary action.

Voluntary or Involuntary Protective Withdrawal records shall be permanently retained as official records, unless the student is readmitted and successfully completes a degree, at which point the record shall be removed five (5) years after the date of readmission. A student's prior protective withdrawal record shall be considered only during the condition phase of deliberations, not to determine whether or not the student should be withdrawn from the university.

Applicable federal and state laws regarding the privacy of educational records shall govern the release of student disciplinary records.

The policies and procedures for fee refunds and indebtedness described by the Graduate and Undergraduate Catalogs, the Student Handbook and the Offices of the Registrar and Division of Business and Finance shall apply to students who withdraw, voluntarily or involuntarily, under this policy.



J. 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.



K. PETS AND 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.



L. SMOKING

I. INTRODUCTION

Fayetteville State University ("University") has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors while respecting individual choice about smoking and the use of tobacco products and electronic cigarettes. Consistent with these concerns and with North Carolina law, the following Policy establishes restrictions on smoking and use of tobacco products on University grounds and in University facilities.

This Policy's scope is limited to the provisions of North Carolina law which mandates certain requirements relative to non-smoking areas in state-controlled buildings and state vehicles. North Carolina law also provides the University with the legal authority to prohibit smoking within 100 feet of campus buildings

II. DEFINITIONS

- A. Electronic cigarette - any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- B. Facilities - the inside of buildings which the University owns, leases, or occupies.
- C. Grounds - the area located and controlled by the University that is within 100 feet of any of the following:
1. University building allocated to and occupied by the University;
 2. University building leased to a third party; or
 3. University building owned by a third party and leased to the University.
- D. Smoking – use or possession of a product to include, but not be limited to cigarettes, cigars, cigarillos, electronic cigarettes, electronic smoking devices, pipes or hookahs.
- E. Vehicles – vehicle owned or leased by the University.

III. PROHIBITION

The University prohibits smoking and the use of electronic cigarettes in the following:

- University facilities; • Grounds within a 100-foot perimeter of facility entries, outdoor air intake, and operable windows; and • University vehicles.

IV. RESPONSIBILITY

Responsibility for designating smoking and non-smoking areas is vested in the Chancellor or the Chancellor's designee. Prior to making such designations, the Chancellor or the Chancellor's designee may consult with the Associate Vice Chancellor for Facilities Management and the General Counsel.



M. SOLICITATIONS

No person (including students, faculty, and staff), an organization or agency shall solicit, conduct business or raise funds in the areas on the FSU 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 FSU and/or its affiliated foundation and associations.

Any other exceptions to this policy must be approved by the Vice Chancellor for Institutional Advancement.



N. THREAT ASSESSMENT POLICY

I. PURPOSE

In the publication entitled, *Threat Assessment In Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*, the United States Secret Service and the United States Department of Education encourage schools to implement a threat assessment program. Additionally, the University of North Carolina's Campus Safety Task Force recommends that each campus have in place a trained threat assessment team. In adhering to the advice to the Secret Service, the Department of Education and the University of North Carolina, FSU has established a threat assessment program whose purpose is to establish a framework for responding to situations involving serious threats and acts of violence against employees and students. This is undertaken in an effort to increase employee and student protection and minimize the probability of workplace and/or school violence.

II. THREAT ASSESSMENT TEAM

As part of its Threat Assessment Program, a Threat Assessment Team (TAT) shall be established. The main objective of the TAT is to evaluate and respond to threatening situations which occur on the university's main campuses or on property leased by the university ("university property").

A. Membership

At a minimum, the TAT shall include the following individuals:

- Vice Chancellor for Student Affairs • General Counsel • Senior Associate Vice Chancellor for Academic Affairs • Associate Vice Chancellor for Police and Public Safety • Associate Vice Chancellor for Human Resources • Associate Vice Chancellor for Enrollment Management
- Assistant Vice Chancellor for Student Affairs • Director of the Counseling and Personal Development Center • University Psychologist • Director of Student Conduct At his or her discretion, the Vice Chancellor for Student Affairs may add members to the team.

B. Responsibilities

1. The responsibilities of the TAT include reviewing and evaluating incidents of threats, threatening behavior and/or acts of violence on university property. Such situations may include, but not be limited to the following: threats made directly against students, faculty, staff, or other university officials; threats made indirectly by telephone, in writing, over the internet or through interpersonal contacts; and/or communications or behaviors suggesting an individual's intent to commit suicide or a potential violent act.
2. The TAT shall also be responsible for the following:
 - a. Advising the campus community on the type of information that should be brought to TAT concerning a threatening situation;
 - b. Participating in developing a comprehensive program to educate faculty, staff and students about how best to recognize signs and known indicators of violence, suicide, and mental illness.
 - c. Participating in educating faculty and staff on issues related to the privacy of educational and medical/psychological records, including clarification of policies related to FERPA, HIPAA and state laws.
 - d. Participating in developing tabletop exercise to be conducted at least twice per year.
3. Coordinate with other university committees on issues involving emergency preparedness.

III. REPORTING INFORMATION REGARDING A POTENTIALLY THREATENING SITUATION

Members of the university community are encouraged to bring forward information about any activity that evokes concern about a potentially threatening situation. Information of interest would include, but not be limited to the following:

- threatening and/or violent statements, drawings or writings; • incidents of aberrant, dangerous or threatening behavior; • anger problems wherein the individual has difficulty controlling anger and often loses his or her temper; • behavior relating to stalking of a particular individual or individuals; • behavior related to violence and cruelty; • behavior that indicates that an attack is being planned; or • fascination with, attempts to acquire, or possession of firearms

Such information should be reported to the Vice Chancellor for Student Affairs, who shall be the central point of contact for TAT. The information may be reported anonymously.

The Vice Chancellor for Student Affairs shall screen any information received and determine whether to initiate a threat assessment inquiry by consulting with other members of the team.

IV. THREAT ASSESSMENT INQUIRY

When information is received from the Vice Chancellor for Student Affairs concerning a potentially threatening situation, the Vice Chancellor shall access the information and determine whether to convene the TAT in order to conduct a threat assessment inquiry. An inquiry should be initiated immediately (within hours of notification) in any situation of concern. The threat assessment inquiry should seek information in five areas:

- the facts that drew attention to the individual(s) and the situation • information about the individual(s) • information about “attack-related” behaviors • motive(s) • the targets(s)

The TAT should also seek to interview the person of interest, individuals who know the person of interest and individuals who may be the targets.

Evaluation of information gathered from research and interviews conducted during a threat assessment inquiry should assist the TAT in determining whether the individual poses a threat. If the weight of the information is convincing that the individual does not pose a threat, then consideration should be given to closing the inquiry. If the TAT determines that closure of the inquiry is warranted, but concludes that the individual(s), or target(s), need assistance coping with the behavior or problems that initially brought the threatening situation to the attention of the TAT, then the TAT should ensure that the individual(s) receives appropriate medical and counseling services.

If the TAT concludes that the individual does pose a threat, the team shall refer the matter to the university’s police department for a threat assessment investigation.

Regardless of the outcome of the threat assessment inquiry, the TAT should document the inquiry and any actions taken. This documentation should include the following:

- the facts that provided the basis for the findings in the threat assessment inquiry; • a record of the sources of, and content for, all key information considered in the threat assessment; • the date that the information was acquired; and • the reasoning that led the team to its decision.

V. THREAT ASSESSMENT INVESTIGATION

Threat assessment investigations are to be initiated, conducted and controlled by the university’s police department. As a result of an inquiry, the TAT should immediately refer the following cases to the university’s police department:

- when an individual has or is about to carry out an attack on university property; or
- a violation of the law has occurred.

As with a threat assessment inquiry, investigators shall document and keep a record of the information gathered and such information shall be evaluated in carrying out a threat assessment investigation



O. USE OF UNIVERSITY SPACE POLICY

I. PURPOSE

FSU's ("University") buildings and grounds are provided to enable the University to accomplish its mission as a public institution of higher education. Recognizing that its support derives in large part from public funds, the University is also committed to making its space available for use consistent with laws/regulations governing the use of its space, its duties as a custodian of State resources and its responsibility to consider the welfare of its students, faculty, staff, and visitors. Thus, to the extent that appropriate space is available and subject to procedures outlined in this policy, University space may be made available to non-University groups for purposes compatible with or supplementary to the University's primary educational, research and service mission.

The purpose of this policy (Policy) is to delineate requirements and expectations regarding the use of University space by University Groups, Student Groups and Non-University Groups.

II. SPACE USAGE REQUIREMENTS

A. Definitions

1. Non-University Group means an external entity or individual separate and apart from the University, even though some of the group's members or participants may be University employees, alumni, or students.
2. Student Group means a number of students who are associated with each other or a group of students who have satisfied the University's procedures and requirements for registration or recognition as a student organization.
3. University Group means an administrative or academic department, unit, center or institute within the University.
4. University Space means any outdoor space, building, or structure that is owned, leased, operated, or controlled by the University.

B. Priority Use

Consistent with the University's educational, research, and/or service mission priority for use of space shall be as follows:

- University Groups performing official University activities in furtherance of the University's educational, research, and/or service mission shall have the highest priority in the use of University space.
- Other uses by University Groups shall have the next highest priority.
- Student Groups shall have the next highest priority use after University Groups, except with events in the Rudolph Jones Student Center, in which case Student Groups shall have a higher priority.
- Non-University Groups shall have the lowest priority.

C. Reservations

Once reserved, the use will generally not be rescheduled or moved. However, the University reserves the right to move any activity to another space or reschedule that activity to accommodate the needs of groups assigned a higher use priority by this Policy. In the event the University moves or reschedules the use, the University will attempt to provide a reasonably similar location or time for that activity and will provide notification and explanation for the reason for the change. The University will not move or reschedule a use based on the content or viewpoint of the use or based on reactions to the use.

D. Suitability of Space

In reviewing a request for University Space, the University will consider the following:

- how the space is to be used (proposed event);
- the time the space is being requested;
- the anticipated size, including the number of attendees;
- noise likely to be generated;
- the impact on University educational and non-educational activities;
- the impact on vehicular and pedestrian traffic;

- adequacy and suitability of accommodations provided in the requested location;
- compliance with applicable laws and University policies, regulations, and rules; and
- potential risk to the health or safety of participants, observers, or others.

E. Requesting Space

1. A request to use University space must be made in the following manner:

a. University Groups and Student Groups

University Groups and Student Groups should request the use of space as noted below:

- Athletics Facilities – request should be made to the Athletics Director of designee.
- Rudolph Jones Student Center – request should be made to the Director of the Student Center via Astra (University Groups) or Bronco Advantage (Student Groups). University employees and students may utilize the Free Speech Zone as outlined below in Section II.H.2.
- Seabrook Auditorium – request should be made to the Astra Administrator
- All other University spaces – request should be made via Astra (University Groups) or Bronco Advantage (Student Groups)

b. Non-University Groups

Non-University Groups should request the use of space as noted below:

- Athletics Facilities – request should be made to the Athletics Director of designee.
- Seabrook Auditorium – request should be made to the Astra Administrator.
- Free Speech Zones – request should be made to the Director of the Student Center.
- All other University spaces – request should be made to the Astra Administrator.

2. Fronting

Fronting by University Groups or Student Groups is strictly prohibited. Fronting occurs when a University Group, or Student Group reserves space that is primarily for the use of an individual or Non-University Group. Fronting is done in an effort to allow a Non-University Group to receive benefits provided only to University Groups or Student Groups. If it is determined that fronting has occurred, the University may deny or rescind permission to use the space or apply the appropriate rental charge. The University may also prohibit the offending University Group or Student Group from reserving University space in the future.

3. Funeral/Memorial Services

A University facility may be utilized to hold a funeral service only for a former chancellor. Memorial services sponsored by the University may be held in a University facility if the service is to honor an individual enrolled or employed at the University at the time of their death. Nothing in this section prohibits employees/students from holding spontaneous or planned gatherings in the Free Speech Zone as outlined in Section II.H of this Policy. Non-University Groups may not utilize University facilities for funeral/memorial services.

F. Rental and Other Charges

The Astra Administrator will maintain a current list of costs associated with the use of University space. Such charges may include, but not be limited to, rent, equipment, labor, and security. Some uses may require the assessment of additional charges.

University Groups and Student Groups may not be charged a rental fee for certain University space. However, depending on the space being requested, charges may be assessed for equipment, labor, and security.

Non-University Groups will incur charges associated with the use of University Space dependent on the University Space being requested.

G. Insurance and Damages

Depending on the use of the space, Non-University Groups may be required to show proof of insurance. Costs associated with damages incident to the use of University space shall be borne by the group or individual utilizing the space.

H. Public Assemblies

The University encourages the free exchange of ideas and is committed to making University space available for such exchanges. In so doing, the University must ensure that such exchanges and activities do not render a space unsatisfactory for its normal or primary use. The University must also ensure that such activities and exchanges do not conflict with previously scheduled uses of the space; impede campus pedestrian or vehicular traffic; or prevent individuals who are not participating in such activities from proceeding with their normal activities.

1. Free Speech Zones

Consistent with the provisions of this Policy, while the University reserves the right to control time, place, and manner in which its space is used, the University permits individuals or groups to engage in public speaking, peaceful assembly, or similar exchanges of ideas at its Free Speech Zones. The Free Speech Zones are located in the following areas:

- the front of the Rudolph Jones Student Center on the brick walkways and other surrounding hard space located outside and encircling the Student Center,
- the atrium area located on the side of the Rudolph Jones Student Center.

These areas are available on a first-come first-serve basis for non-commercial speech or assembly unless otherwise scheduled.

Except when University officials are carrying out official University business, no public address or amplifying system may be used at the Free Speech Zones without written approval in advance from the Director of the Student Center.

2. Use of the Free Speech Zones

a. University Employees and Students

Subject to restrictions on the use of University space prescribed elsewhere in this Policy, the University encourages spontaneous or planned assemblies and gatherings of University students and employees in its Free Speech Zone located in the area outside and encircling the Rudolph Jones Student Center. Such assemblies do not require prior approval. Any scheduled use of this space shall have priority over any unscheduled use.

Nothing in this section shall be interpreted as limiting the rights of students and employees from free expression in other exterior spaces on campus, so long as the expressive activities or related conduct do not violate any other applicable University policies.

b. Non-University Groups

The University encourages free assemblies and gatherings sponsored by Non-University Groups, with prior approval, in the Free Speech Zone.

Non-University Groups must apply, in writing, to the Director of the Student Center no less than five (5) business days prior to the planned use. In the request, the Non-University Group must provide the following:

- the name of the activity,
- the requested date and time,
- the first and last name of the representative of the Non-University Group,
- a contact phone number and email address, and
- the number of expected participants (include the numbers of all expected participants including, students, faculty, guests, and visitors).

In general, use of the Free Speech Zone is free of charge. However, if the University deems necessary, law enforcement shall be assigned for crowd control or safety. Non-University Groups shall be expected to pay the cost of those services. Non-University Groups must pay prior to one (1) business day before the planned use to avoid cancellation of any planned activity. If the need for security arises during an activity, the Non-University Group shall pay such cost within one (1) business day after the event. Consequences of failure to pay include, but are not limited to, denial of any future University space usage.

I. Commercial/Fundraising Activities

Individuals (including students, faculty, and staff), or groups may not solicit, conduct business or raise funds on University space (including residence halls) except as permitted by the University's policy on solicitations. This may include, but not be limited to, efforts to sell goods or services or to raise money on behalf of any company, club, society, religious organization, political party, or similar organization.

III. DISTRIBUTION OF PRINTED MATERIALS

The University distinguishes between non-commercial printed material, the primary purpose of which is to inform or educate members of the University community, and commercial printed material. The University reserves the right to limit or deny the distribution of commercial printed material that is intended to solicit the purchase of or sell of goods, services, or other commercial ventures.

Any University Group, Student Group, employee or student may distribute at any outside University space non-commercial printed material.

Non-University Groups may distribute non-commercial printed material in the Free Speech Zone located in the area outside and encircling the Rudolph Jones Student Center without registration or advanced approval.

IV. TERMINATION OF USE

- A. The University reserves the right to terminate any use of space that fails to comply with this regulation.
- B. The University also reserve the right to immediately terminate any use of University space if, in the judgment of University officials, continuation of such use will result in either of the following:
 - danger to participants or others;
 - unlawful conduct or violation of a University policy by participants or others; or
 - interference with, disruption or disturbance of the University's educational mission, operations, business, or functions.

V. DISCLAIMER

In making its spaces available for use under this Policy to individuals or groups other than University Groups, the University assumes no obligation or responsibility for the activities of other groups.



P. VISITORS ON CAMPUS

It is the policy of FSU to provide an environment for all employees and students that is professional and free from distraction. FSU 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 FSU 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, FSU, 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, FSU 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.

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

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**FAYETTEVILLE STATE UNIVERSITY
CODE OF STUDENT CONDUCT**

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CODE OF STUDENT CONDUCT

II. 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)*.

III. 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

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 charge 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.

DEFINITIONS

- A. **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.
- B. **Administrative Hearing Body** shall mean the trained hearing officer, or panel of trained hearing officers, who will make determinations of responsibility and preside over hearings referred through the *Prohibited Sexual Conduct Policy* and other cases as determined by the Director of Student Conduct. Students may not serve as members of the Administrative Hearing Body. Additionally, the Administrative Hearing Body will serve as the hearing body for all non-academic misconduct, by the same Respondent, arising out of the same situation of the misconduct that is governed by the *Prohibited Sexual Conduct Policy*. *The Title IX Coordinator (or deputy or investigator) may not serve on the Administrative Hearing Body.*
- C. **Alcohol** shall be defined as malt beverages, unfortified wines, fortified wines, spirituous liquor and/or mixed beverages.
- D. **Associate Vice Chancellor** shall mean the Associate Vice Chancellor for Student Affairs whose duties include, but are not limited to, making a determination or recommendation for non-academic misconduct sanctions.
- E. **Assistant Vice Chancellor** shall mean the Assistant Vice Chancellor for Student Affairs who is involved in the reconsideration of no-contact orders.
- F. **Business days** shall mean days when the University is open for business.
- G. **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 and/or criminal citation.
- H. **Code** shall mean the University *Code of Student Conduct*.
- I. **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.
- J. **Complainant** shall mean an individual or individuals making a report of misconduct against an individual or a group of individuals. In cases governed by the *Prohibited Sexual Conduct Policy*, the alleged victim is considered the Complainant.
- K. **Director of Student Conduct (“Director”)** 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.

- L. 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.
- M. Formal charge** shall refer to the written accusation of a violation of the Code made by the Director of Student Conduct. The Director shall issue a formal charge in the following situations:
- 1) if the Director believes that the report of misconduct may have merit; or
 - 2) if the Title IX Office forwards to the Director an investigatory report regarding a violation of the *Prohibited Sexual Conduct Policy*.
- 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.
- N. Institution and/or University** shall mean Fayetteville State University and all of its academic and administrative units.
- O. Member of the Campus Community** shall mean a University employee or student.
- P. Provost** shall mean the Provost and Vice Chancellor for Academic Affairs who is the University's chief academic officer.
- Q. 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.
- R. 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.
- S. State, Federal, or Local Law** shall mean any rule or system of rules adopted by any federal, state or local agency, institution, organizational, legislative, judicial, or governing body. State, Federal, or Local Law shall include, but not be limited to, any statute, legislation, regulation, policy, ordinance, order, executive order, procedure, or any other rule.
- T. 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, fulltime or part-time, resident, distance-learning, 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.
- U. 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 of the Code. The SCB shall not determine responsibility in cases governed by the *Prohibited Sexual Conduct Policy*.
- V. 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.
- W. University official** shall include any University employee exercising their assigned duties.
- X. University premises** means buildings or grounds owned, leased, operated, managed, controlled or supervised by the University.
- Y. University sponsored activity** shall mean any activity or event on or off campus which is initiated, aided, authorized or supervised by the University.
- Z. Vice Chancellor** shall mean the Vice Chancellor for Student Affairs.
- AA. 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, blackjack, 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. NON-ACADEMIC MISCONDUCT

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

A. Reports of Non-Academic Misconduct

1. Individual Student

A report of non-academic misconduct may be made against a student by any person. A report of non-academic misconduct is not considered a formal charge.

Reports of non-academic misconduct may also be filed as a result of, or during a conduct process which may result in a separate formal charge and hearing.

A person who files a report will be required to cooperate as required by the Director and appear and testify at any proceeding related to the report.

A report of non-academic misconduct may be by any method allowed by the Director which may include, but not be limited to, either of the following methods:

a. Campus Appearance Ticket (CAT)

A CAT is a document issued by the University's Police and Public Safety Department (University Police Department) when a police officer believes that a student has committed an act(s) in violation of the Code and/or other University policies. The University Police Department may amend a CAT to reflect additional violations or a more accurate description of an initial violation.

b. University Incident and Student Complaint Form. Anyone may report misconduct against a student by completing a report through Maxient, the University's electronic student conduct system. The form can be submitted online at <https://cm.maxient.com/reportingform.php?FayettevilleStateUniv>. The form must be submitted within five (5) business days of the alleged incident. Upon good cause, the Director may extend this deadline.

2. Student Organization

A report of misconduct may be made against a student organization by a member of the campus community or the external community. Such reports shall be directed to the Director.

Except when exempted by the Director, 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 individuals 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.

The Director will make every effort to inform the student organization of the report of misconduct within ten (10) business days following receipt of the written report.

3. Reports Involving Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Sex - Based Stalking by a Student

The University is committed to fostering a safe campus environment where sexual harassment, sexual misconduct, domestic violence, dating violence, and sex-based stalking are unacceptable and are not tolerated. In keeping with this commitment, the University has implemented a *Prohibited Sexual Conduct Policy* prohibiting such misconduct by a student or employee against a student, employee, or other person attempting to access a University program or activity. The purpose of the policy is to protect the rights of a victim, as well as the rights of a Respondent. Most reports of sexual harassment, sexual misconduct, dating violence, domestic violence, and sex-based stalking by a student against a student, employee, or other individual seeking to access a University activity or program will be investigated as required by the *Prohibited Sexual Conduct Policy*. Adjudications of responsibility shall meet the requirements of that policy as well as the Code.

The following allegations shall not be resolved under the University's *Prohibited Sexual Conduct Policy* and may be resolved under the normal Code procedures:

- i. When a Complainant chooses not to file a formal complaint with the Title IX office and the Title IX Coordinator declines to file on behalf of that Complainant,
- ii. When a Complainant is not participating in or attempting to participate in a University education program or activity,
- iii. When allegations occurred outside the United States, and/or
- iv. When incidents did not occur as a part of a University program or activity.

[Note: The Director should make the Title IX coordinator aware of these complaints. Such complaints against students may be resolved under the Code of Student Conduct provisions as determined by the Director].

B. Student Disciplinary Process

1. Interim Actions

The University may take one or more interim actions to safeguard the University community before a student conduct process begins or is completed. Interim actions may be imposed effective immediately, without prior notice, when, in the University's judgment, there is a need to implement an individualized response based on the status of the student, the seriousness of the alleged violation(s) of the Code and/or the potential for an ongoing threat or disruption to the University community.

a. **Interim Suspensions (Individual Student).** Interim suspensions may be imposed based upon the following:

- The student poses an ongoing threat of disruption of, or interference with, the normal operations of the University; The student poses a threat of causing physical harm to others or of placing others in fear of imminent danger; The student poses a threat of causing significant property damage;
- The student threatens the safety or well-being of the campus community;
- The student has been charged with a violation of the University's Illegal Drugs and Alcohol policy; or
- The student has been charged with sexual misconduct, domestic violence, dating violence, or stalking. Interim actions governed by the *Prohibited Sexual Conduct Policy* must also meet the requirements of the Interim Action provision of that policy.

Imposition of Interim Suspension. The Vice Chancellor, in consultation with other university officials, may impose an interim suspension. Such interim suspension shall become immediately effective without prior written notice. The Director will notify a student of the report of misconduct against him or her when the interim suspension is initially imposed. A formal charge shall be filed as soon thereafter as practical in accordance with the Code.

Process for Appeal. 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. If no review of the interim suspension is requested, the student shall remain on interim suspension.

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.

Interim suspensions shall remain in effect unless the Vice Chancellor lifts the interim suspension, sanctions are imposed under this Code, or a decision of non-responsibility is issued by the University.

Restrictions Imposed During Interim Suspension. During the interim suspension, the student shall be denied access to University premises, including residence halls. The student may not attend University classes, engage in University activities on- or off-campus or receive any 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 Police Department and may be subject to arrest for subsequent violations.

b. **Interim Suspensions (Student Organization).** A student organization may be subject to an interim suspension by the Director when there is a report or evidence of a potential violation of the Code. During an interim suspension all activities, on- or off-campus (to include but not be limited to programs or social events) are suspended.

c. **Other Interim Actions.** The University may take interim actions other than suspension to ensure the safety and wellbeing of the campus community including, but not limited to, "no contact" orders, relocation in University housing facilities, registration holds, and adjustments to class schedules. Any interim actions taken may not be used as evidence to support charges under the Code.

2. Conduct Review

a. **Individual Student.** A conduct review for an individual student shall be conducted as follows.

- 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 (3) business days, of receiving the report to schedule a conduct review.

A Respondent who fails to contact the Director of Student Conduct within three (3) business days 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 consist of an informal, non-adversarial meeting between the Respondent and the Director of Student Conduct to determine whether the report of misconduct would constitute a violation under the Code. Such a violation would warrant filing of a formal charge. Following the conduct review, the Director of Student Conduct will notify the student of the determination.

A Respondent who fails to attend a conduct review may be deemed to have forfeited the Respondent's right to a conduct review and may be notified in writing of the formal charge, if any.

- iii. **Mediation.** 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. The Director of Student Conduct will determine whether mediation is an appropriate alternative to formal charges. If so determined, both Complainant and Respondent must agree to mediation. The Director of Student Conduct or designee shall oversee the mediation.

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.

- iv. **Prohibited Sexual Conduct Policy.** Conduct reviews and mediations described in the Code shall not occur for incidents governed under the *Prohibited Sexual Conduct Policy*. Upon receipt of the investigative report, the Director shall within 5 business days issue a formal charge to the Respondent and forward the formal charge and investigative report to the Administrative Hearing Body. Written pleas, mediations, and other informal resolutions shall be governed by the *Prohibited Sexual Conduct Policy* and not this Code.

b. **Student Organization**

- i. **Investigation.**

At the discretion of the Director of Student Conduct or designee, reports of potential violations of the Code committed by a student organization may be investigated prior to initiating the student disciplinary process. The investigative process may be initiated based upon reports of behavior that could result in a student organization's suspension/dismissal from the University.

If, following an investigation, the Director concludes that the student disciplinary process should be initiated, a representative from the student organization must schedule a conduct review within three (3) business days from the date that the Director notifies the student organization.

If a representative from the student organization fails to contact the Director of Student Conduct within the three (3) business day time period, the student organization may be deemed to have forfeited its right to a conduct review and may be notified in writing of a formal charge, if any.

- ii. **Attending a Conduct Review.** At a 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. A conduct review will normally consist of an informal, non-adversarial meeting between representatives of the student organization and the Director of Student Conduct to determine whether the report of misconduct would constitute a violation under the Code which would warrant filing of a formal charge. Following the conduct review, the Director of Student Conduct will notify the student of the determination.

Representatives of the student organization who fail to attend a conduct review may be deemed to have forfeited the student organization's right to a conduct review and may be notified in writing of the formal charge.

3. Filing of Formal Charges

Within five (5) business days after the date of the conduct review or mediation (whichever is later), or with violations of the *Prohibited Sexual Conduct Policy* within five (5) business days of receipt of the Title IX investigative report, 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:

- a. A brief recitation of the factual allegations supporting the formal charge.
- b. Possible sanctions.
- c. Notice that, within three (3) business days of the notification of the formal charge, the Respondent must make one of the following pleas, in writing, to the Office of Student Conduct:
 - Plead not responsible to the formal charge(s) and have the case heard by the appropriate Hearing Body. The appropriate Hearing Body will be determined by the Director.
 - Plead not responsible to the formal charge(s), waive rights to an SCB or Administrative Hearing Body review, 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.
 - Plead responsible to the formal charges, waive the right to a hearing and accept the sanction 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.
 - Plead responsible to the formal charges and request an opportunity to be heard by the appropriate Hearing Body for the purpose of the Hearing Body recommending a particular sanction(s). The appropriate Hearing Body will be determined by the Director.
[The Code plea options shall not be available for violations governed by the *Prohibited Sexual Conduct Policy*. These pleas shall be managed in accordance with the Informal Resolution provisions of that policy and accompanying procedures.]
- d. If the formal charge could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.
- e. Notice that the failure to submit the written plea within three (3) business days of notification of the formal charges will automatically result in a finding of responsibility and a waiver of the right to a hearing and that sanctions shall be imposed by the Associate Vice Chancellor for Student Affairs without a hearing. This provision shall not apply to violations governed by the *Prohibited Sexual Conduct Policy*.

4. Hearing Referrals

If a formal charge is issued, the Director will refer the case to the appropriate hearing body. Once referred, written communication will be sent notifying the Respondent, Complainant, alleged victim, and any investigator of the referral to the appropriate hearing body and the time, date and location of the hearing.

The hearing shall be conducted by the hearing body without regard to the conduct review or any informal resolution or mediation attempted.

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

Reports of misconduct governed by *Prohibited Sexual Conduct Policy* shall be heard by the Administrative Hearing Body.

5. Time frames for Hearings

Unless the Respondent provides a written waiver providing otherwise, hearings shall occur within the following time frame:

a. **Level 1 Offense.**

A hearing for a **Level 1** offense must not be held sooner than ten (10) calendar days after the Respondent receives written notice.

b. **Level 2 Offense.** A hearing for a **Level 2** offense must not be held sooner than five (5) calendar days after the Respondent receives written notice.

C. **Hearing Procedures**

Procedures pertaining to student disciplinary hearings are as follows:

1. **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.

2. **Continuances**

If the Respondent desires additional time to prepare for the case, a written request must be submitted to the Director at least forty-eight (48) hours prior to the scheduled hearing. For hearings involving the Administrative Hearing Body ninety-six (96) hours' notice is required. The Director reserves the right to deny or grant such a request. The decision of the Director is final.

3. **Witnesses**

A witness shall be any person with direct knowledge relevant to a case. Information pertaining to notices to witnesses and their duty to appear are outlined below:

- a. **Notice.** The Complainant and 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.

The Director shall ensure notification of such witness(es) in writing of the time, place, location and the purpose of their appearance.

- b. **Duty to Appear.** The Director and/or the Hearing Body may require the appearance of witnesses. The Complainant/Respondent may present witnesses; however, the relevancy of their testimony shall be determined by the presiding officer. If it is determined that such testimony is not relevant, the presiding officer may decide not to allow such testimony.

Willful and deliberate failure and/or refusal of any student witness to honor a written request to appear may result in a Code violation.

4. **Presence of an Observer**

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

5. **Failure to Appear**

If the Respondent fails to appear at the Respondent's scheduled hearing, without previously providing a written request for a continuance which was approved by the Director, the hearing shall still be conducted. Except in cases brought under the Prohibited Sexual Conduct Policy, Respondent shall be deemed to have pleaded guilty to the formal charges resulting in a finding of responsibility. Recommended sanctions shall then be determined.

6. **Hearing**

A hearing shall be conducted as follows:

- a. **Attendance.** The hearing shall be closed and shall be attended only by the following individuals:

- the Respondent, Respondent's witnesses/observer (if any);
- the Complainant, Complainant's witnesses/observer (if any);
- the applicable hearing body;
- the investigator (if any);
- the Director;
- any other persons called by the hearing body or the Director;
- Attorney or non-Attorney advocates of a Respondent or alleged victim in cases when attorneys or non-attorney advocates are allowed pursuant to; and
- A University attorney if an attorney or non-attorney advocate of a Respondent or alleged victim is present at the hearing.

- b. **Recording.** 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 (FERPA)*.

c. Hearing Order. The hearing shall begin with the Complainant and/or investigator who shall state contentions and offer such proof as desired. When the Complainant and/or investigator have concluded presentation(s), the Respondent shall then present the Respondent's contentions and offer any proof. Both the Complainant and Respondent may question their witnesses.

Witnesses shall be asked to affirm that their testimony is truthful. Witnesses, other than the investigator, Complainant and the Respondent, shall be present in the hearing only when presenting their testimony.

The hearing body may ask the individual testifying questions, or direct that they elaborate on a particular line of inquiry. The hearing body 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. *Note:* In cases involving multiple students charged, evidence provided at one hearing may be used as evidence in related case(s).

Once both parties have made their presentations, the hearing body leader may request that each party present a final statement.

Once the final statements have been made, the hearing body leader shall conclude the hearing.

d. Director's Discretion. The Director has the discretion to determine whether a hearing should proceed as scheduled and under what conditions the hearing should be held.

e. Participation of Attorneys or Non-Attorney Advocates in hearings with the Administrative Hearing Body

A Respondent and Complainant have the right to be represented, at their own expense, by a licensed attorney or non-attorney advocate ("Advocate of Choice") of the student's own choosing during hearings with the Administrative Hearing Body. In cases governed by the *Prohibited Sexual Conduct Policy*, if a party does not have an Advocate of Choice, FSU will appoint an advocate of FSU's choice at no expense to that party who will participate for the sole purpose of cross-examining witnesses and parties at the hearing.

Despite the presence of an advocate, the University's process remains non-adversarial and educational in nature. Advocates of

Choice may fully participate in these proceedings only to the extent afforded to the student that is being represented. Formal rules of evidence regarding the admissibility of evidence or testimony applicable to criminal and civil causes of action do not apply except as required by Title IX Regulations, 34 CFR 106.45. Additionally, no advocate or Advocate of Choice may delay, disrupt, or otherwise interfere with the hearing process.

The following are requirements that must be met in order for a Respondent or Complainant to be represented by an Advocate of Choice:

i. Notice of Representation

A Respondent or Complainant who plans to have an Advocate of Choice fully participate in the hearing must notify the Director of Student Conduct of the Advocate of Choice's intended participation at least five (5) business days prior to the hearing. This notice must specify the following:

- The identity of the Advocate of Choice;
- Whether the Advocate of Choice is a licensed attorney or a non-attorney advocate; and
- An address, telephone number, and email address where the Advocate of Choice can be reached.

ii. Release and Certification

A Respondent or Complainant who plans to have an Advocate of Choice fully participate in the hearing process must present the following documentation at least five (5) business days prior to the hearing:

- 1. FERPA Release** - In order for an Advocate of Choice to represent a student at a hearing or to speak with University officials regarding a student, the student must complete and submit a written authorization that meets the requirements of a valid consent as specified by the FERPA.

Even if a student executes a valid FERPA consent authorizing the Advocate of Choice to receive information or documents regarding the student, the University will at all times correspond directly with the student. It is the student's responsibility to communicate and share information with the Advocate of Choice.

2. **Advocate Certification** – A Respondent or Complainant who plans to have a licensed Advocate of Choice represent the Respondent or Complainant at a hearing must submit a certification form signed by the Advocate of Choice stating that the Advocate of Choice has read in their entirety and understands the following documents:

- the University’s Code of Student Conduct;
- the University’s *Prohibited Sexual Conduct Policy* (if applicable to case);
- Section 700.4.1 of the UNC Policy Manual and the associated regulation; and
- Title IX Regulations, 34 CFR 106.45.

f. Additional Provisions for Hearings to Determine Violations of the *Prohibited Sexual Conduct Policy*.

In addition to the hearing requirements for all matters, hearings regarding violations of the *Prohibited Sexual Conduct Policy* must meet the requirements of the Title IX Regulations and the *Prohibited Sexual Conduct Policy* including, but not limited to:

- Complainants and Respondents shall not be allowed to cross-examine witnesses or each other; such cross-examinations shall be provided by the Advocate.
- The Director will make all evidence that was subject to the parties’ inspection and review during the investigation available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
- The Administrative Hearing Body shall make its decision after an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person’s status as a Complainant, Respondent, or witness.
- The Administrative Hearing Body shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party’s Advocate.
- At the request of either party, the University must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Administrative Hearing Body and parties to simultaneously see and hear the party or the witness answering questions.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Administrative Hearing Body must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- Questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.
- The Administrative Hearing Body cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.
- Live hearings pursuant to this paragraph may be conducted with all parties physically present in the same geographic location or, at the Director’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

7. Determination of Responsibility

All decisions by the hearing body shall be based solely upon evidence presented at the hearing. Irrelevant sexual history of either party may not be discussed during the hearing. However, prior records of disciplinary actions may be considered by the hearing body to recommend sanctions.

The standard of proof shall be the preponderance of the evidence. In finding a Respondent responsible under this standard of proof, the Hearing Body must be convinced, based upon evidence presented at the hearing that the conduct described more likely than not occurred.

8. Disciplinary Sanction(s) Decision

a. The Associate Vice Chancellor shall issue notice of the decision regarding responsibility and all sanctions, except expulsion, within ten (10) calendar days of the date the sanction decision is made.

b. If expulsion is recommended by the Associate Vice Chancellor, the Associate Vice Chancellor shall forward the determination regarding responsibility and recommendation for expulsion to the Vice Chancellor within seven (7) calendar days of the completion of the hearing.

If the Vice Chancellor recommends expulsion, the Vice Chancellor shall forward the recommendation to the Chancellor's within seven (7) calendar days. The Chancellor shall issue a decision within (10) calendar days of the date the decision is made. If the Vice Chancellor does not agree with the recommended sanction of expulsion, the Vice Chancellor shall determine the appropriate sanction. The Vice Chancellor's decision shall be final.

c. Sanctions should be fair and proportionate to the violation. In determining an appropriate sanction, any record of past violations and the severity of the current and past violations may be considered.

9. Administrative Decision Timeline

The decision of responsibility and sanctions (if any) must be reached within a specified amount of time, not to exceed forty-five (45) calendar days after the date of the hearing, unless there are extenuating circumstances.

10. Notice of Responsibility and Sanction

a. Who Will Be Notified. In all cases, the Director shall ensure the notification, in writing, of the Respondent of the decision and any appeal outcomes. The Director shall ensure the simultaneous notification, in writing, of the Complainant, the Respondent, and the Title IX Coordinator of the decision and any appeal outcomes of any University proceeding governed by the *Prohibited Sexual Conduct Policy*.

b. **Contents.** Contents of the notice of decision to be provided to the appropriate parties shall include the following:

i. In General:

- the name of the Respondent,
- the violation charged or committed,
- the essential findings supporting the conclusion,
- the sanction if any that is imposed and the duration of the sanction, and
- the date the sanction was imposed.

ii. Cases Governed by the *Prohibited Sexual Conduct Policy*:

- Identification of the allegations constituting a violation of the Prohibited Sexual Conduct Policy;
- A description of the procedural steps taken from the receipt of the formal complaint in the Title IX Office through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Code and *Prohibited Sexual Conduct Policy* to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant;
- The University's procedures and permissible bases for the Complainant and Respondent to appeal.
- The University must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

D. Hearing Body

1. Student Conduct Board (SCB)

The SCB shall consist of up to 15 members who are current full-time undergraduate or graduate students. The Director has the discretion to determine whether a hearing should proceed as scheduled and under what conditions the hearing should be held.

a. Election of Members

Members of the SCB shall be elected yearly or more often as vacancies arise. The primary Student Government Association advisor, in consultation with the Director, shall determine when an off-cycle election will occur.

b. Chief Justice and Associate Chief Justice

Prior to the first scheduled hearing or as a need arises, the Director shall convene, if necessary, the SCB for the purpose of electing a Chief Justice and Associate Chief Justice. The Chief Justice or the Associate Chief Justice shall preside over all SCB hearings.

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.

d. Conflicts of Interest

At a hearing, any real or perceived conflicts of interest between the SCB and the parties shall be disclosed. If a conflict exists, the SCB member who is the subject of the conflict shall be prohibited from participating in the hearing and deliberations. The presiding officer, unless s/he is the conflicted member, shall determine whether a conflict exists.

2. Administrative Hearing Body

The Administrative Hearing Body consists of a trained hearing officer, or panel of trained hearing officers, who will oversee hearings referred through the *Prohibited Sexual Conduct Policy* and other cases as determined by the Director. Additionally, the Administrative Hearing Body will serve as the hearing body for all non-academic misconduct, by the same Respondent, arising out of the same situation of the misconduct that is governed by the *Prohibited Sexual Conduct Policy*.

Students may not serve as members of the Administrative Hearing Body.

a. Administrative Hearing Body Membership Appointment

The Administrative Hearing Body shall be composed of (an) individual(s) assigned by the Vice Chancellor for Student Affairs in consultation with the Office of the General Counsel.

b. Training of Conduct Officer and Decision-maker(s)

The Administrative Hearing Body, Associate Vice Chancellor, Director and any other decision-maker(s) shall receive annual training on issues related to sexual harassment, dating violence, domestic violence, sexual assault, stalking and related retaliation and on how to conduct hearings that are fair, protect safety, promote accountability, and meet the requirements of Title IX Regulations, 34 CFR 106.45.

c. Conflicts of Interest or Bias

Prior to 10 days before a hearing to be held by an Administrative Hearing Body, any real or perceived conflicts of interest between the Administrative Hearing Body members and the parties or bias for or against a Complainant or Respondent generally or an individual Complainant or Respondent shall be disclosed. If a conflict exists as determined by the Director, an Administrative Hearing Body member who is the subject of the conflict shall be prohibited from participating in the hearing and deliberations.

3. Associate Vice Chancellor as Hearing Body:

If a real or perceived conflict exists with the Associate Vice Chancellor for Student Affairs, written notice by the Respondent or Complainant must be provided to the Director of Student Conduct within three (3) business days after the date of the written hearing notice sent by the Director of Student Conduct. If the Vice Chancellor for Student Affairs assesses that a conflict exists, the Vice Chancellor will appoint a qualified administrator to hear the case in lieu of the Associate Vice Chancellor.

E. Code Violations

Behavior that is subject to disciplinary action under the Code includes alleged violations of federal, state or local law that threaten the safety or well-being of the campus community, any act that constitutes violent behavior, and any other behavior that adversely affects the University or its educational programs or mission. Attempts to commit acts prohibited by the Code may also be addressed through the conduct process. All members of the University community have the responsibility to report non-academic misconduct.

Code violations are categorized into two (2) different classifications as follows specific acts:

- **Level 1 Offenses** - Such offenses are considered the most serious violations of the Code. Possible sanctions for a Level 1 violation include, but are not limited to suspension or expulsion.
- **Level 2 Offenses** - Such offenses are considered the lesser violations of the Code. Possible sanctions are less than suspension and expulsion.

Behavior that will be subject to disciplinary action include the following specific acts:

1. **Aiding and Abetting or Accessory** (Level 1 or 2) shall mean having knowledge of the violation before or after the fact and/or assisting in the commission of the act.
2. **Alcohol Violation** (Level 1 or 2) shall include, but not be limited to the following:
 - Possession and/or consumption of alcoholic beverages on University premises, except by persons 21 years of age or older at University events approved by the Chancellor per the University's Alcoholic Beverages policy;
 - Conduct that could form the basis of a charge related to driving while under the influence of drugs or alcohol;
 - A violation of North Carolina law regarding the purchase, possession, manufacture, and consumption of alcoholic beverages; or
 - Possession and/or consumption of alcoholic beverages in a University owned or leased residence hall.
3. **Creating a Safety Hazard** (Level 1 or 2) shall mean any act that intentionally or recklessly creates a safety hazard, including but not limited to the following:

Starting or attempting to start a fire or failing to exit a building when a fire alarm is sounded. Tampering with, damaging or misusing fire and/or other life safety equipment, including but not limited to fire alarms, smoke detectors, sprinkler systems, emergency exits, fire alarm systems, exit signs, or elevators.
4. **Dating Violence** (Level 1) shall mean any act of violence or pattern of abusive behavior committed by an individual who has been in a social relationship of a romantic or intimate nature with the Complainant. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
5. **Disorderly Conduct** (Level 2) shall include, but not be limited to the following:
 - Acting in a manner that violates the University's Disruptive Behavior in the Classroom policy.
 - Conduct that is lewd or indecent in violation of N.C.G.S. § 14-190.9
 - Conduct that disrupts, interrupts or attempts to force the cancellation of any University-sponsored activity or authorized non-University activity, including educational activities, meetings, ceremonies, scheduled events, or essential University processes; or
 - Any use of electronic or other devices to make an audio or video record of any person without the person's consent.
6. **Disruption of the Functioning of the University** (Level 1 or 2) shall mean a "material and substantial disruption" which includes, but is not limited to, any or all of the following:
 - Any action that qualifies as disorderly conduct under N.C.G.S. § 14-288.4;
 - Any action that qualifies as a disruption under N.C.G.S. § 143-318.17;
 - Any action in violation of the chancellor's designation of a curfew period pursuant to N.C.G.S. § 116-212; or
 - Any action that results in a student receiving a trespass notice from law enforcement.

Such actions include protests and demonstrations that materially infringe upon the rights of others to engage in and listen to expressive activity when the expressive activity (a) has been scheduled pursuant to relevant UNC System or University policies, and (b) is located in a nonpublic forum.

7. **Disruption of the Student Conduct Process** (Level 1) shall include, but not be limited to the following:
- A failure to appear before a hearing body as required without prior approval;
 - Disruption or interference with the orderly conduct of a hearing proceeding (including the behavior of observers, attorneys or witnesses);
 - Attempting to discourage an individual's participation or use of the student conduct process;
 - Attempting to influence the impartiality of the hearing officer, a conduct board member, or an appeal administrator;
 - Pressuring or intimidating a hearing officer, conduct board member, or appeal administrator prior to, during, and/or after a student conduct proceeding;
 - Influencing or attempting to influence another person to commit an abuse of the conduct system; or Unauthorized disclosure of confidential information obtained as a part of the judicial process.
8. **Domestic Violence** (Level 1) shall include, but not be limited to any act of violence or pattern of abusive behavior committed by any of the following:
- a current or former spouse of the Complainant;
 - a person with whom the Complainant shares a child in common;
 - a person who is cohabitating with or has cohabitated with the Complainant as a spouse;
 - a person similarly situated to a spouse of the victim under the domestic or family violence laws of North Carolina; and/or
 - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of North Carolina.

The State of North Carolina's definition of domestic violence can be found in North Carolina General Statute §50B-1 which is applicable to criminal prosecutions for domestic violence in North Carolina, but may differ from the definition used by the University to address violations of domestic violence.

9. **Failure to Comply** (Level 1 or 2) shall include, but not be limited to the following:
- Failing to comply with the directions of University employees, including University Police Department in performance of their duties;
 - Failing to submit identification upon request to duly authorized and properly identified University officials; or
 - Failing to comply with the sanctions imposed under this Code.
10. **Gambling** (Level 2) 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.
11. **Harassment** (Level 1) shall mean any act which leads to a hostile environment when the conduct is as follows:
- 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, pervasive, and objectively offensive; and
 - unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University-sponsored education or employment programs and/or activities.

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.

In determining whether such 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 in current legal standards.

12. **Hazing** (Level 1) shall include, but not be limited to the following:

- 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; or
- Subjecting a 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 an organization, shall be presumed to be hazing and a “forced” activity, regardless as to whether or not the student consented to participate in such activity.

13. **Infliction or Threat of Bodily Harm** (Level 1) shall include, but not be limited to the following:

Inflicting physical injury to a person; Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to a person; or Placing a person in fear, or at risk of, physical injury or danger.

14. **Drugs** (Level 1) shall include, but not be limited to the following:

- Illegal possession or use of controlled substances as defined by the North Carolina General Statutes § 90-86 through § 90-113.8
- Manufacturing, selling, or delivering any controlled substance or possession with intent to manufacture, sell or deliver any controlled substance;
- Misuse of any legal pharmaceutical drugs;
- Knowingly breathing or inhaling any substance for the unlawful purpose of inducing a condition of intoxication; or
- Possession of drug-related paraphernalia, including but not limited to, all equipment, products and materials of any kind that are used to facilitate, or intended or designed to facilitate, violations of the *Code* or the University’s policy on *Illegal Drugs and Alcohol*.

For a comprehensive statement regarding illegal drug offenses and required sanctions see the University’s policy on *Illegal Drugs and Alcohol*.

15. **Prohibited Sexual Conduct Policy Violations** (Level 1) shall mean any act that violates the *Prohibited Sexual Conduct Policy*.

16. **Providing False Information** (Level 2) shall include, but not be limited to the following:

- Intentionally initiating or causing to be initiated any known false report, allegation, warning or threat of fire, explosion or other emergency;
- Forgery, alteration, or misuse of any University document, records, or instrument of identification; Furnishing false information, oral or written, to any University official, faculty or staff member, or office; or Possession or use of an instrument of identification that is not one’s own or is fictitious or altered.

Procedures for dealing with misconduct involving the falsification of an admission’s application are not covered under this Code. Such wrongdoing should be referred to the Director of Admissions for appropriate processing.

17. **Retaliation**: The prohibitions against harassment, sexual harassment, domestic violence, dating violence, sex-based stalking, and sexual misconduct also include a prohibition against retaliation. “Retaliation” is defined as intimidation, threats, coercion, or discrimination against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, or Sex-based Stalking.

In determining whether such 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 in current legal standards.

18. **Sexual Harassment** (Level 1) shall mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is so severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's education or employment programs and/or activities. Sexual Harassment includes but is not limited to Sexual Misconduct, Domestic Violence, Dating Violence, and Sex-Based Stalking.
19. **Sexual Misconduct** (Level 1) 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 includes, but is not limited to the following:
- **Rape**
The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without consent of the victim.
 - **Fondling**
The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest**
Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape**
Sexual intercourse with a person who is under the statutory age of consent.
Sexual Misconduct includes "any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent."
20. **Soliciting** (Level 2) shall mean any unauthorized 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 in violation of the University's Solicitation Policy.
21. **Stalking** (Level 1) which is not based upon sex/gender shall mean a course of conduct (two or more occurrences) directed at a specific person that would cause a reasonable person to feel fear. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension.
22. **Sex-Based Stalking** (Level 1) shall mean engaging in a course of conduct based on sex that is directed toward another person if that conduct would cause a reasonable person to:
- a. suffer substantial emotional distress; or
 - b. fear for their safety or the safety of others.
23. **Theft** (Level 1 or 2) shall include, but not be limited to the following:
- Stealing or attempting to steal (including embezzlement) another's (including the University's) property, money or services;
 - Knowingly possessing, purchasing, or exchanging stolen or embezzled property, money or services; Unauthorized use or access to private or confidential information in any medium;
 - Unauthorized possession, duplication, or use of keys or card access to any University premises; or Use of counterfeit money to purchase goods/services.
24. **Trespassing** (Level 1 or 2) shall include, but not be limited to the following:
- Unauthorized entry to University premises, including intruding upon, forcibly entering, or otherwise proceeding into unauthorized areas of University premises, or the residential space of another without permission; or
 - Unauthorized entry on to University premises when the individual has been notified that his or her access to or presence on University property has been restricted, withheld or removed.
25. **Unauthorized Use of Computer Resource** (Level 1) shall include any violation of the University's Use of Computer Resources policy and /or similar policies.
26. **Vandalism, Defacement or Arson** (Level 2) shall mean any act that intentionally or maliciously destroys, damages, or defaces University property or property of any person on University premises or at University-sponsored activities.

27. **Violations of Law** (Level 1 or 2) shall mean committing any act, attempting to commit an act, or assisting another in committing an act that violates State, Federal, or Local Law that is not otherwise a violation of this Code. Such acts will be adjudicated as if they are violations of this *Code*.
The University reserves the right to proceed with a hearing and the possible imposition of a sanction under this Code prior to, concurrent with, or subsequent to, civil litigation, criminal arrest, and/or criminal prosecution.
28. **Violations of University Rules, Regulations or Policies** (Level 1 or 2) shall mean violating, aiding in violation of, or concealing evidence of violation of published University rules, policies or regulations. Such rules, policies or regulations include, but are not limited to, all Housing and Residence Life policies and contracts.
29. **Weapons or Explosive Devices** (Level 1) shall include, but not be limited to the following:
- Illegal or unauthorized possession of weapons on University premises or at University-sponsored activities;
 - Possession or use of weapons in any manner that harms, threatens, or causes fear to others; or
 - Unauthorized possession or use of fireworks or explosive devices on University premises.
30. **Other Offenses** (Level 1 or 2) shall include violations of University policy or State, Federal or Local Law not listed in this section if committed on University premises or at University-sponsored activities.

F. Sanctions

One or more of the sanctions listed below may be imposed on individuals/organizations for non-academic misconduct:

1. **Additional Sanctions**. Additional sanctions not specifically listed may be imposed. Such sanctions, where appropriate, may include, but are not limited to, community service or research projects, required counseling, participation in educational programs, restitution for damage to or destruction of property, relocation to another room or residence with coordination of appropriate University staff, behavioral contracts, trespass notices, or removal from a particular class as allowed by the University's Disruption.
2. **Disciplinary Probation**. (*Applicable to individual students and organizations*) Disciplinary Probation may be imposed for a period no less than the remainder of the current semester up to the remainder of the student's academic career at the University. If found responsible for a violation while on disciplinary probation, a student/organization may face more severe sanctions up to and including suspension or in the case of a student, expulsion or in the case of an organization, revocation. Conditions restricting a 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 further Code violations.
3. **Expulsion**
(*Applicable to individual students only*) Expulsion is a permanent separation of a student from the University, unless at a later date the Chancellor concludes on the basis of the former student's petition and any supportive documentation that he or she should be approved for reinstatement. A student who is expelled is not permitted to be on University premises or attend University-sponsored activities.
Expulsion shall result in a permanent transcript notation. Expulsion precludes enrollment at any UNC constituent institution. Also, the student's name will be included in the UNC System database which includes the names of suspended/expelled students who attended UNC institutions.
4. **Removal from University Housing**. (*Applicable to individual students only*) A student may be removed from University housing or have their housing assignment changed on disciplinary grounds. Eviction may be permanent or for a specified period. Students subject to removal from a University housing facility will be trespassed from entering all University housing facilities.
5. **Restriction of Privileges**. (*Applicable to individual students and organizations*) A student may be restricted from participating in activities held on University premises or sponsored by the University.
6. **Revocation**. (**Applicable to organizations only**) The University may temporarily or permanently revoke recognition of an organization as an official student organization. In such case, the organization will be temporarily or permanently barred from the University.

7. **Suspension. (Applicable to individual students only)** A student may be separated from the University for a specified period of time. Any suspension will be noted on the student's transcript. A student who is suspended is not permitted to be on University premises or attend University-sponsored 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 Department to a suspended student who has not received such authorization from the Vice Chancellor. Notations of the suspension will appear on the student's transcript. Also, the student's name will be included in the UNC System database for suspend ed/expelled students.
 8. **Suspension. (Applicable to organizations only)** The University may suspend an organization. During the suspension period, the organization will not be recognized as an official student organization and will not be permitted to sponsor activities or participate in University sponsored activities as an organization. During the suspension period, the members of the organization will not be allowed to wear the organization ' s paraphernalia.
 9. **Written Reprimand.** (Applicable to individual students and organizations) A disciplinary written reprimand serves as notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary actions.
- G. No-Contact Order:** A student may be issued a written " no-contact" order by (1) the Associate Vice Chancellor or (2) by the Director of Student Conduct. A no contact order may prohibit the student from having first or third-party contact with an individual.

If a no-contact order is issued, the student may submit a written request for reconsideration of the no-contact order to the Assistant Vice Chancellor for Student Affairs within three (3) calendar days of written notice of the no-contact order. The Assistant Vice Chancellor's decision shall be final.

H. Appeals

- i. **Bases of Appeal.** A Respondent who the University has found responsible and sanctioned may appeal the decision in writing. Appeals from disciplinary decisions are allowable only on the following grounds:
 - demonstration of a violation of due process; and/or
 - demonstration of a material deviation from substantive and procedural standards adopted by the UNC Board of Governors; and/or
 - In decisions based on violations of the *Prohibited Sexual Conduct Policy*, demonstration of procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or that any Title IX personnel, investigator, and/or an Administrative Hearing Body member had a conflict of interest or bias that affected the outcome of the matter.
- ii. **Decision Other than Expulsion** A decision, other than expulsion, may be appealed in writing to the Vice Chancellor. Such an appeal must be submitted within five (5) business days of the date of the decision from the Associate Vice Chancellor. A decision by the Vice Chancellor shall be final.
- iii. **Expulsion.** A Respondent who has been expelled may file a written appeal, within fourteen (14) calendar days of the notice of the Chancellor's decision, to the University Board of Trustees. The Board of Trustees' decision shall be final.
- iv. **Complainant Appeals.** The Complainants of an incident governed by the *Prohibited Sexual Conduct Policy* may file a written appeal about the University's responsibility decisions on the following grounds to the Vice Chancellor:
 - demonstration of a violation of due process; and/or
 - demonstration of a material deviation from substantive and procedural standards adopted by the UNC Board of Governors; and/or
 - demonstration of procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or that any Title IX personnel, investigator, and/or an Administrative Hearing Body member had a conflict of interest or bias that affected the outcome of the matter.

No other Complainant appeals are allowed under the Code.

Complainant must submit the written appeal including appealable details within five (5) business days of the date of the Associate Vice Chancellor's decision.

If the Vice Chancellor disagrees with the Complainant's appeal, the Vice Chancellor's decision shall be final.

If the Vice Chancellor agrees with Complainant, the Vice Chancellor shall find the Respondent responsible and make a decision/ recommendation about sanction(s). If expulsion is recommended, the Vice Chancellor must refer the matter to the Chancellor for a decision. If the Chancellor decides to expel, the Respondent may submit a written appeal of the responsibility decision and/or sanction in accordance with IV.H.iii describing in detail any basis allowed under IV.H.i.

If the Vice Chancellor's decision is not expulsion, the Respondent may submit a written appeal of the responsibility and/or sanction to the Chancellor within five (5) business days of the date of the Vice Chancellor's decision on any bases described in IV.H.i. The Chancellor's decision shall be final.

The final administrative decision must be made within 45 calendar days of the hearing.

V. ACADEMIC DISHONESTY

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. 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.

A. Definition

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.

B. Acts of Academic Dishonesty

The commission of any of the following acts shall constitute academic dishonesty. This listing is not, however, exclusive of other acts that may reasonably be said to constitute academic dishonesty.

1. 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.

2. 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.

3. Cheating

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

4. Falsification

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

5. 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.

C. Filing of and Response to Acts of Academic Dishonesty

1. Notification

In cases where a faculty member believes that a student has attempted or committed a violation, the faculty member shall communicate to the student, verbally or in writing, about the charge and investigate the matter.

- Undergraduate Student– If the faculty member concludes that such an act has occurred, the faculty member shall conduct an interview with the student.
- Graduate Student– After the investigation, but prior to the interview, the faculty member shall notify the Graduate Council of the charge within three (3) days of the faculty member's notification to the student of the charge. Notification to the Graduate Council shall be in writing. Such Graduate students who have been charged with academic dishonesty shall be prohibited from withdrawing from the course that is the subject of the academic dishonesty. Should the graduate student subsequently be found not responsible and if the withdrawal date has passed, the graduate student may petition the Graduate Council to allow for withdrawal from the course.

2 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.

3. 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.

4. 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.

D. Academic Integrity Board

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.

1. 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.

2. 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.

3. 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.

4. 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.

E. Hearing Procedures

1. 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.

2. Conduct of the Hearing

- a. 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.
- b. The hearing shall be recorded.
- c. 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.
- d. 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.
- e. 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.

F. Determination of Responsibility

Decisions regarding responsibility shall be based solely upon evidence presented at the hearing. The standard of proof shall be the preponderance of the evidence. In finding a Respondent responsible under this standard of proof, the AIB must be convinced, based upon evidence presented at the hearing that the conduct described *more likely than not occurred*.

Following the hearing, the AIB shall meet privately to discuss the case, and reach a finding by a majority vote.

1. Finding of No Responsibility

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 AIB shall notify, through the Senior Associate Vice Chancellor, the Complainant and the Respondent of its decision, within five (5) business days after the hearing. 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.

2. Finding of Responsibility

If the AIB finds that an attempt or act of academic dishonesty did occur, it shall recommend to the Provost through the Senior Associate Vice Chancellor, one of, or a combination of sanctions. The Provost shall notify the Complainant and the Respondent of the AIB’s decision within ten (10) business days after the hearing. The Provost shall include in the notification sanction(s) that will be imposed. A sanction, other than expulsion, imposed 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 fourteen (14) calendar days of the receipt of the Provost decision.

G. Sanctions

One or more of the sanctions listed below may be imposed for a finding for academic dishonesty:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

H. Appeals

A student who has been expelled for academic dishonesty may file a written appeal, within fourteen (14) calendar days of the receipt of the Chancellor's decision, to the University Board of Trustees. The Board of Trustees' decision shall be final.

VI. OTHER CODE RELATED PROVISIONS

A. Confidentiality of Proceedings and Student Records

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.

1. Notification of Alcohol and Drug Violations

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. Drug convictions may be reported to the Office of Financial Aid if the offense occurred while the student was receiving federal student aid.

2. Notification of Victims of Crimes of Violence or Non-forcible Sex Offenses

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 following:

- 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 cases governed by the *Prohibited Sexual Conduct Policy*, both the accuser and the accused shall be simultaneously informed in writing of the following:

- the outcome of the disciplinary proceeding,
- the institution's procedures for the accused and the victim to appeal the outcome,
- any change to the outcome that occurs prior to the time that the results become final, and when the results become final.

3. Public Records of Crimes of Violence or Non-forcible Sex Offense

The North Carolina Supreme Court has determined that, if a public records request is made, State institutions must release the final results (including Respondent names, violations, and sanctions imposed) when the institution has found a student Respondent has violated the University's Code or other policy regarding a crime of violence or non-forcible sex offense. The University shall not disclose the name of any other student, including a Complainant, victim or witness, without the prior consent of that student. Prior to releasing such information, University employees shall consult with the Office of General Counsel.

4. Records Retention and Disposition

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 in accordance with the University's Records Retention and Disposition Schedule.

B. 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.

C. Freedoms of Expression and Speech

Students are permitted to assemble and engage in spontaneous expressive activity as long as such activity is lawful and does not materially and substantially disrupt the functioning of the University, subject to the requirements of the University Policy Statement of Free Speech and Expression. A "material and substantial disruption" includes, but is not limited to, any or all of the following:

- Any action that qualifies as disorderly conduct under N.C.G.S. §14-288.4;
- Any action that qualifies as a disruption under N.C.G.S. §143-318.17;
- Any action in violation of the Chancellor's designation of a curfew period pursuant to N.C.G.S. §116-212;
- Any action that results in the individual receiving a trespass notice from law enforcement.

Additionally, the University will restrict speech/expression for an activity not protected by the First Amendment under State or federal law, including but not limited to, all of the following:

- Expression that a court has deemed unprotected defamation.
- Unlawful harassment.
- True threats, which are defined as statements meant by the speaker to communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals.
- An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
- Reasonable time, place, and manner restrictions on expressive activities, consistent with N.C.G.S. § 116-300(4).

Access to campus for purposes of free speech and expression shall be consistent with the University Policy Statement on Free Speech and Expression, the University Use of Space Policy, and the Board of Governor's Policy on Free Speech and Free Expression Within the University of North Carolina. Responsible officers for the reporting of freedom of speech concerns include the Office of the Director of Student Conduct (910) 672-1788 and attorneys in the Office of Legal Affairs (910) 672-1145.

D. Violations Occurring During the Last Thirty Days of a Semester or During the Summer Sessions

For violations that occur thirty (30) calendar days or less prior to the end of a semester or during a summer session, the Director may allow the case to be heard the next semester.

E. Attorney/Advisor Attendance or Participation

The University allows attorneys or non-attorney advocates (advocates) to attend an academic or non-academic conduct proceeding when the charge is also the subject of a pending criminal charge or governed by the *Prohibited Sexual Conduct Policy*. In most cases, the advocate may not participate in the hearing but 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. Advocates may fully participate in proceedings involving the *Prohibited Sexual Conduct Policy* in accordance with Section IV.C.6.e of the Code.

F. 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.

G. Notice

Whenever this *Code* requires giving notice, such notice shall be in writing. Unless otherwise noted in this *Code*, written notice will be provided via Maxient, the University's electronic student conduct system or an official University email address.

H. 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 9/31/2022*



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