

2017-2018 UNDERGRADUATE AND GRADUATE

STUDENT HANDBOOK



UNC
PEMBROKE

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KANDICE L. KINLAW	Special Events Coordinator

CHANCELLOR'S MESSAGE



Welcome! I am excited you have chosen to become part of the UNC Pembroke family.

You will soon see that Pembroke—both the university and the community—are like no other. Unlike many schools our size, UNCP's faculty and staff will get to know you by name and will work hard to help you achieve your academic goals. They will show you they care about your progress by working with you one-on-one or by directing you to helpful resources if you start to struggle. If you need academic help, emotional support, or financial assistance, we have teams of people ready to get you back on track.

We also have a history like no other. Founded in 1887 to educate the local American Indians, the Croatan Normal School has expanded its scope and reach so that, today, The University of North Carolina at Pembroke has become a diverse regional comprehensive institution offering both undergraduate and graduate programs, award-winning faculty, excellent sports teams, a growing international program, state-of-the-art clinical laboratories, and much more.

An important part of the Pembroke experience is the community around the campus. The Lumbee tribe of American Indians is centered in Pembroke and remains an important part of our university culture. I should know—I grew up just down the road from this campus and have seen it change and flourish throughout my life. I know the residents of Pembroke are happy to count you among their neighbors while you're here.

Now that you are here, you can see all around you why UNCP is the most diverse institution in the UNC system and one of the most diverse in the nation. Yet in spite of our remarkable diversity, we are one BraveNation. So take some time to find your place here. Engage in the rich campus life UNC Pembroke offers: chances to learn outside the classroom, exciting Division II sports, extensive intramural athletics, theater and the arts, more than 100 clubs and organizations, an active student government association, service learning opportunities, a lively campus community, and more. I encourage you to envision the person you want to be four years from now—and then start to make that vision a reality.

So, along with the university employees, the local community, and the members of the BraveNation, I'm excited to welcome you to UNC Pembroke! Let's make it a great year.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin Cummings". The signature is fluid and cursive, written in a professional style.

Robin Gary Cummings
Chancellor

VICE CHANCELLOR FOR STUDENT AFFAIRS' MESSAGE



#BraveNation,

It is my pleasure to welcome you to The University of North Carolina at Pembroke! I am excited you have decided to join our family, and I hope you will take advantage of the many opportunities and resources available to our campus.

The Division of Student Affairs puts students first every day. We are committed to providing you with quality programs, activities, and services that enhance and enrich your academic experience. Intellectual, social, cultural, physical, and emotional development opportunities are at every corner of your journey at UNC Pembroke. We provide experiences for our students that align with the mission and strategic plan of the university; we support and facilitate student success.

While it is important that your first priority be your academic studies, we encourage you to get involved in some of our many activities. From student government, clubs, intramural sports, and over 100 student organizations to student publications, and community service, there is a place for you to get involved at UNC Pembroke. Our diverse co-curricular activities and programs provide personal and leadership development opportunities for every student.

Join us in building school spirit by supporting #BraveNation in athletic events on campus throughout the year. Take advantage of the Jones Athletic Center which houses basketball courts, an aquatics center, racquetball courts, and a well-equipped fitness center. Visit the University Center to meet friends for billiards, gaming, or bowling. Stroll campus to take in the natural surroundings. Most of all start your journey at UNC Pembroke knowing that Student Affairs is here to make your experience one that will stimulate learning and build memories to last a lifetime. We are here to ensure your legacy at UNC Pembroke is the best it can possibly be.

Our doors are always open to our students. We're glad you're here.

Sincerely,

A handwritten signature in black ink that reads "Lisa L. Schaffer". The signature is written in a cursive, flowing style.

Lisa Lewis Schaffer, Ed. D.
Vice Chancellor for Student Affairs

I. ACADEMIC CALENDAR

Note: UNC Pembroke reserves the right to make any necessary changes in the academic calendars. Dates for housing, room assignments, and residence life can be obtained by visiting the Housing & Residence Life website. Dates for tuition, drop for nonpayment, and other related business policies may be obtained by visiting the web site for the Financial Academic Calendar.

2017 FALL

Monday-Tuesday, July 31-August 1

Saturday, August 5

Wednesday, August 16

Tuesday, August 22

Tuesday, August 39

Monday, September 4

Thursday, September 14

Friday, September 15

Monday, October 3

Friday, October 6

Monday, October 9

Monday, October 10

Wednesday, October 11

Thursday-Saturday October 12-14

Wednesday-Thursday October, 18-19

Monday-Friday October 16-20

Friday, October 20

Monday-Friday October 23-27

Wednesday, November 1

Friday, November 10

Wednesday, November 22

Thursday-Saturday November 23-25

Friday, December 1

Monday-Friday December 4-8

Friday, December 8

Saturday, December 9

Monday, December 11

New Student Orientation

Transfer Student Orientation

Fall Courses Begin

Last Day To Drop/Add a Course

First 8 Weeks: Financial Aid Freeze Dates

https://www.uncp.edu/sites/default/files/freeze_date_policy.pdf

Census Date

Labor Day Holiday (University Closed)

Immunization File Due

Deadline to Withdraw from First Eight Week Courses

Application Deadline For Spring 2018 Graduation

First Eight-Week Session Ends

Midterm Grades Due/First Eight Week Course Grades Due

Second Eight-Week Session Begins

Last Day to Drop/Add Second Eight-Week Session Courses

Second 8 Weeks: Financial Aid Freeze Dates

https://www.uncp.edu/sites/default/files/freeze_date_policy.pdf

Fall Break

Grad Finale (Pick up regalia, tickets, pre-graduation celebration)

Advising Week - Get Advised for Spring Classes

Deadline to Withdraw from Regular Session Classes

Pre-Registration for Spring 2018 for Currently Enrolled Students

Fall 2017 Graduation Application Due

Last Day To Withdraw From Second Eight-Week Courses

No Classes

Thanksgiving Break

Last Day of Class

Final Exams

Commencement Exercises for Graduate Studies at 7:00 p.m.

Commencement Exercises for Undergraduate Students at 10:00 a.m.

Final Grades Due by 5:00 p.m.

2018 SPRING

TBA
TBA
Monday, January 8

Friday, January 12

Monday, January 15
Monday, January 22
Tuesday, February 6
Friday, February 9
Wednesday, March 1
Friday, March 2
Monday, March 5
Monday-Friday March 5-9
Monday, March 12

Wednesday, March 14

Wednesday-Thursday March 14-15
Friday, March 16
Monday-Friday, March 19-23
Monday-Friday, March 26-30
Friday, March 30
Monday, April 2
Monday, April 9
Monday, April 16
Friday, April 27
Monday-Friday April 30-May 4
Friday, May 4
Saturday, May 5
Monday, May 7
Monday, May 7

Housing-New Student Orientation
Housing-Returning Students
Spring Courses Begin
Last Day to Add/Drop a Class
First 8 Weeks: Financial Aid Freeze Dates
https://www.uncp.edu/sites/default/files/freeze_date_policy.pdf
MLK Jr. Day (University Closed)
Census Date
Immunization Deadline
Last Day to Withdraw from First Eight Week Courses
Deadline to Apply for Winter Graduation
First 8 Week Courses End
Midterm Grades Due / First 8-Week Course Grades Due
Spring Break
Second Eight Week Courses Begin
Last Day to Drop Second Session Eight Week Courses
Second 8 Weeks: Financial Aid Freeze Dates
https://www.uncp.edu/sites/default/files/freeze_date_policy.pdf
Grad Finale
Last Day to Withdraw from Courses
Advising Week
Pre-Registration for Summer I, II and Fall 2018
(Currently Enrolled Students)
Good Friday Holiday (University Closed)
May and Summer 2019 - Graduation Application Due
Open Registration For Summer I, II and Fall 2017
Re Enrolling Students
Last Day to Withdraw from the University with Documentation
Last Day of Class
Final Exams
Commencement for the School of Graduate Studies 7:00 p.m.
Undergraduate Commencement 9:00 a.m.
Maymester Begins
Spring Final Grades Due by 5:00 p.m.

2018 MAYMESTER

Monday, May 14

Tuesday, May 15

Tuesday, May 15

Friday, May 25

Monday, May 28

Maymester Begins

Last Day to Add/Drop Class in Maymester

Financial Aid Freeze Dates

https://www.uncp.edu/sites/default/files/freeze_date_policy.pdf

Last Day to Withdraw from Courses in Maymester

Maymester Ends, Final Exams

Grades Due by 5:00 p.m.

2018 SUMMER SESSION I

Tuesday, May 22

Thursday, May 24

Monday, May 28

Tuesday June 12

Tuesday, June 26

Wednesday, June 27

Summer I Begins

Last Day to Add/Drop Class in Summer I

Financial Aid Freeze Dates

https://www.uncp.edu/sites/default/files/freeze_date_policy.pdf

Memorial Day (University Closed)

Last Day to Withdraw from Summer I

Summer I Ends, Final Exams

Summer I Grades Due by 5:00 p.m.

2018 SUMMER SESSION II

Wednesday, June 27

Thursday, June 29

Wednesday, July 4

Thursday, July 19

Wednesday, August 1

Thursday, August 2

Summer II Begins

Last Day to Add/Drop Class in Summer II

Financial Aid Freeze Dates

https://www.uncp.edu/sites/default/files/freeze_date_policy.pdf

Independence Day Holiday (University Closed)

Last Day to Withdraw from Summer II

Summer II Ends, Final Exams

Summer II Final Grades Due by 5:00 p.m.

II. GENERAL INFORMATION

HISTORICAL SKETCH

On March 7, 1887, the General Assembly of North Carolina passed a bill establishing a normal (teacher education) school for the education of the Indians of Robeson County. The law, passed in response to a petition from the Indian people of the area, established a Board of Trustees and appropriated five hundred dollars to be used for salaries. It was left to the Indians of Robeson County to finance the purchase of land and the construction of a building. The first building was a two-story wooden structure located on one acre about a mile west of the university's present location. The Croatan Normal School opened in the fall of 1887 with fifteen students. The first diploma was awarded in 1905.

The school was moved to the university's present location in 1909, on the west side of the Town of Pembroke. In 1911, the General Assembly changed the name of the school to Indian Normal School of Robeson County, and, in 1913, the name was changed to the Cherokee Indian Normal School of Robeson County. In 1923, a brick building with classrooms, offices, and an auditorium was completed. This building, which became known as Old Main, still stands on the campus and is a registered National Historic Landmark.

Before 1926, instruction had been at the elementary and high school levels. That year the Board of Trustees added a two-year normal (teacher education) program beyond high school, and elementary instruction was phased out. The first ten diplomas in the normal program were awarded in 1928. In the early 1930's the school began phasing in the first two years of a college curriculum. By 1939, a four-year curriculum was in place, and the first college degrees were awarded in 1940. In recognition of this, the General Assembly changed the name to Pembroke State College for Indians the next year.

The scope of the institution was widened in 1943 when non-teaching baccalaureate degrees were added. Then in 1945, enrollment was opened to all federally recognized Indian groups, not just the Indians of Robeson County. A few years later, in 1949, the name of the College was shortened to Pembroke State College.

Until 1953, this was the only state-supported, four-year college for Indians in the U.S. In 1953 the Board of Trustees approved the admission of white students, with some restrictions on the number admitted. Then, following the U.S. Supreme Court's school desegregation decision, the Board opened the College to all qualified applicants, without regard to race, in 1954.

In 1969, the General Assembly changed the name to Pembroke State University, and the school was designated as a regional university to provide undergraduate and graduate programs of instruction to serve the needs of this region and the state. The university became one of the sixteen constituent institutions of the newly created University of North Carolina in 1972. The Board of Governors of the University of North Carolina approved the addition of the first master's degree programs, in professional education, at Pembroke State University in 1978. Since then, other graduate programs have been added along with additional baccalaureate degree programs.

In 1996, the General Assembly approved the university's request to change the name from Pembroke State University to The University of North Carolina at Pembroke.

MISSION OF THE UNIVERSITY

Founded in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke now serves a distinctly diverse student body and encourages inclusion and appreciation for the values of all people. UNC Pembroke exists to promote excellence in teaching and learning, at the master's and undergraduate levels, in an environment of free inquiry, interdisciplinary collaboration, and rigorous intellectual standards.

Our diversity and our commitment to personalized teaching uniquely prepare our students for rewarding careers, postgraduate education, leadership roles, and fulfilling lives. We cultivate an international perspective, rooted in our service to and appreciation of our multi-ethnic regional society, which prepares citizens

for engagement in global society. Students are encouraged to participate in activities that develop their intellectual curiosity and mold them into responsible stewards of the world.

UNCP faculty and staff are dedicated to active student learning, engaged scholarship, high academic standards, creative activity, and public service. We celebrate our heritage as we enhance the intellectual, cultural, economic, and social life of the region.

VISION STATEMENT

The University of North Carolina at Pembroke will challenge students to embrace difference and adapt to change, think critically, communicate effectively, and become responsible citizens. Working from a strong foundation in the liberal arts, we will increase opportunities to infuse our curriculum with interdisciplinary innovation while promoting undergraduate and graduate research as well as international opportunities.

CORE VALUES STATEMENT

The faculty and staff of UNC Pembroke are guided by the following set of core values: (1) the commitment to serving the local region; (2) the creation, exploration, evaluation, and articulation of ideas; (3) the value of a liberal arts foundation as the basis of self-realization and lifelong learning; (4) the importance of honor and integrity to learning and leadership as we educate students to be stewards of the world; (5) the appreciation of the American Indian history of the university and local community; (6) the appreciation of diversity and respect for the dignity and worth of every individual; (7) the commitment to prepare graduate and undergraduate students to succeed in an ever-changing and increasingly technological global environment; (8) the accessibility of education which leads to the enhancement of the economy and culture in the region; and (9) the maintenance of a sustainable, safe, healthful, attractive, and accessible campus.

INSTITUTIONAL DISTINCTIVENESS STATEMENT

The University of North Carolina at Pembroke distinguishes itself from peer institutions by offering an affordable, highly personalized, student-centered education to diverse students. Founded in 1887 as an American Indian institution to serve the Lumbee people, UNCP now is also comprised of students, faculty, and staff who possess differing attributes based on race, ethnicity, gender, sexual orientation, disability status, national origin, age, political affiliation, religion, and other characteristics. Diversity grounds intellectual pursuits and provides us with opportunities for discovery and ways to integrate all individuals and groups into the larger community, respecting and valuing their uniqueness while simultaneously advancing the university's historical tradition. UNC Pembroke thus prepares its students for life and leadership within a diverse society.

MISSION OF THE STUDENT AFFAIRS DIVISION

MISSION STATEMENT

The Division of Student Affairs empowers students to succeed, facilitates active learning, develops cultural appreciation, promotes responsible citizenship, and ensures a robust campus experience for student engagement

VISION STATEMENT

The Division of Student Affairs strives to transform students into lifelong learners who contribute responsibly to society.

2014-2019 GOALS

We will re-imagine and create physical space to foster our campus environment. We will also champion partnerships with students, faculty, staff, and the greater community. We will articulate our contributions to the campus community in order to continuously develop our offerings that support student success.

We will develop opportunities that connect students with self-defined purposes. Furthermore, students will interface with experiential learning to supplement current practice to meet the student's learning objectives. Congruent with those of the University. We will promote the understanding of the university's core values in order to support the personal wellness of each student.

We will make an assertive effort to create responsible, global student citizens, as well as to maintain a safe campus community. We will individually and collectively model communitarian values, ethical standards, individual responsibility, and personal wellness.

We will leverage the diversity of our community to develop a better sense of cultural appreciation and to teach and model cultural competency. We will infuse learning opportunities for respectful dialogue about cultural, ethnic, religious, gender, sexuality, and socioeconomic similarities and differences.

We will leverage staff, faculty, community talent, knowledge, and skills to support the professional development of our community. We will nurture and recognize the quality and commitment in our community to establish UNC Pembroke as an institution of choice for staff and faculty.

OFFICE OF STUDENT AFFAIRS

The Division of Student Affairs consists of 13 departments, each of which is responsible for providing a variety of student support, services, educational programs, and facilities. Programs, services, and facilities are designed to integrate students into university life and to enhance students' total development with particular emphasis on intellectual, social, cultural, emotional, leadership, civic, and personal development within a diverse community.

Staff members are dedicated individuals characterized by their commitment to creating and supporting a rich learning environment in a community of care and mutual respect that leads to student success.

OFFICE OF STUDENT CONDUCT

The mission of the Office of Student Conduct is to administer a developmental and educational student discipline program that encourages accountability, critical reflection, and active decision making.

Through programming, advisement, and interaction, we seek to increase awareness of university expectations of student behavior, encourage civility, and promote self-responsibility.

We believe in promoting an environment which encourages students to make positive and impactful choices for their personal and professional lives. We continuously strive to provide a comprehensive student discipline program that encourages all students to develop into productive members of society.

The Office of Student Conduct is located in Suite 207 in the University Center Annex. For more information, contact us by phone at 910.521.6581. Office hours are Monday – Friday from 8:00 a.m. – 5:00 p.m.

OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP

The mission of the Office of Student Involvement and Leadership is to provide meaningful co- and extra-curricular development and educational opportunities for students in a highly personalized and student-centered educational environment in order to challenge students to embrace difference, adapt to change, think critically, communicate effectively, and become responsible citizens as outlined by the university's mission.

Guided by the university's core values, the Office of Student Involvement and Leadership is committed to enhancing the overall educational experience of students by: (1) providing students, at a variety of abilities and engagement levels, with appropriately designed opportunities to develop their leadership capacity and campus engagement in support of becoming life-long learners; (2) involving students in the planning and implementation of co- and extra-curricular activities; (3) supporting positive educational outcomes including the ability to create, function in and maintain a socially just, culturally engaged, civically involved, sustainable and technologically advanced community.

OFFICE FOR COMMUNITY AND CIVIC ENGAGEMENT

The Office for Community and Civic Engagement (CCE) is located in Jacobs Hall, Suite K. The CCE office

provides opportunities for students to develop their knowledge and understanding of community and civic responsibility through educational programs, co-curricular service opportunities and academic service-learning. The CCE staff advises students on volunteerism, community service, social justice, civic engagement and responsible citizenship.

CCE provides an experiential learning approach to student development and active, responsible citizenship. The core curriculum provides education, awareness and service opportunities for students to become actively engaged in social justice issues and civic responsibility. CCE builds and maintains partnerships with community agencies to provide students with these opportunities. In addition, the office hosts days of service, monthly service opportunities, alternative break trips, and works with the Division of Academic Affairs to develop academic service-learning opportunities. Service-learning is a teaching and learning strategy that enriches academic and life-long learning by engaging students in meaningful service to the community while gaining valuable knowledge and skills that integrate with course objectives. Students enrolled in service-learning courses are provided with opportunities to apply the concepts, skills, and information learned in the classroom to real world problems in the community.

Students may document their participation in civic development education and service opportunities via UNCP Serve, an online volunteer management system, to create a service transcript.

CCE houses the CARE Resource Center, UNCP's on-campus food pantry and professional clothing closet. The CARE Resource Center is located in Wellons Hall, Suite C.

MILITARY OUTREACH

The UNCP Director for Military Outreach is located in the DF Lowry Building, Room 310. The University of North Carolina at Pembroke assists and supports all military-affiliated students through the Military Outreach Office. The Military Outreach Team is a collaboration of representative staff, administration, and fellow students providing "veteran friendly" services that assist all military-affiliated students from application to graduation.

UNCP supports our military-affiliated students through flexible online learning options, transferring credits accepted by degree level, on-campus ROTC, Service Member Opportunity Colleges/Degree Network System participation, supporting families of service members, faculty and staff trained in veteran reintegration issues, presence on military installations, and full-time counselors trained in veteran-specific concerns.

Other military outreach may include application assistance, financial aid and veteran benefits assistance, advising and transition support for a successful education experience. Military and veteran students receiving VA education benefits must develop a plan of study upon entering UNCP and declare a major prior to completing 59 semester hours of course work. Veteran Education Assistance liaisons/advisors will make every effort to insure that veteran students register for the courses required by their chosen degree program.

Military and veteran students are encouraged to join the UNCP Student Veterans of America (SVA) organization. The SVA is a coalition of student veterans groups from college campuses across the United States. The UNCP chapter was founded November 2008.

MULTICULTURAL CENTER

The Multicultural Center (MCC), located in Room 124 of Old Main is open to the entire university community and exists to promote multiculturalism, inclusion, and diversity of the campus by providing a means to increase awareness about cultures and ensure a positive and safe place for differences. The MCC offers changing exhibits showcasing the unique qualities of a variety of cultures. Students who are seeking a means to creatively display their cultural interests and build their personal portfolios are encouraged to prepare an exhibit for display in the Center. A conference room is open to the entire university community Monday through Friday from 8:00 a.m. to 5:00 p.m.

The MCC is also available for scheduled meetings of student organizations and staff/faculty events. To inquire

about room reservations, please contact the Office for Diversity and Inclusion at 910.521.6508.

OFFICE FOR DIVERSITY AND INCLUSION

The Office for Diversity and Inclusion (ODI) is located in the Multicultural Center, Room 124 of Old Main. ODI provides leadership and advocacy to support cultural diversity and to prepare students to interact in a diverse world. ODI's main goals are to provide programs and services that support the academic mission of the university by enhancing the educational, personal, cultural, and social development of The University of North Carolina at Pembroke's diverse student populations. As an agent for change, ODI seeks to value cultural diversity in order to promote and empower students through mentoring, advocacy, leadership, multicultural workshops, and diversity awareness programs. ODI is in the business of ensuring that every UNCP student is equipped and linked to the right resources and services that the university and community have to offer. The staff welcomes all students to participate in the programs, resources, and services provided. We stand by our motto of, "Together in Unity!"

CAMPUS RECREATION

The Department of Campus Recreation believes that leisure physical activity and enjoyment are vital to a person's total well-being. Based upon this belief, Campus Recreation provides a broad and diversified program of recreational activities for the university's students, faculty, and staff. Patrons have the opportunity to participate in over a dozen intramural activities, multiple club sports, group fitness activities, and trips associated with our Adventureship Program. Campus Recreation also provides access to non-organized avenues of recreation through the use of the Campbell Wellness Center, Aquatics Center, Auxiliary Gym, and Disc Golf Course. Through these programs, Campus Recreation compliments the learning experience by providing our diverse campus community the opportunity to develop a healthy active lifestyle through positive social interactions, lifelong wellness education, and innovative and inclusive recreational programming.

STUDY ABROAD OFFICE

A part of International Programs, the Study Abroad Office, is the central resource for students interested in adding an increasingly-important international dimension to their studies and resume. The skills acquired from participating in an international experience are necessary for success in today's global economy. Programs, many of which are in English, are available in exciting locations throughout the globe. The Study Abroad Office guides students in selecting the most appropriate destination, obtaining course transfer approval, coordinating financial aid, and obtaining travel documents. The Study Abroad Office prepares students for living and studying overseas and is the point of contact and support, while assisting with re-entry and credit transfer. A wealth of opportunities in all majors and interests exist and are surprisingly affordable. For more information, stop by International Programs; call 910.521.6573, or email, ip@uncp.edu. Interested students are encouraged to visit the Study Abroad link from the International Programs and Study Abroad website.

THE CAREER CENTER

The Career Center is located in the Chavis University Center, Room 210. The Center's purpose is to assist students and alumni with career planning and the job search. Career consultants are available to assist students in deciding their major, assessing their skills and interests, exploring job information, writing resumes and cover letters, polishing interviewing skills, and developing job-search strategies. The Career Center also coordinates the On-Campus Student Employment Program for students seeking on-campus jobs. The Career Center Library offers limited paper resources, but web services are available for students to post resumes and references, view job listings, and network with employers. The Career Center Library space can also be reserved for class presentations, employer events and meetings. An online Career Library, the Career Insider, is available through BraveWeb.

Workshops are offered throughout the year on a wide range of career planning topics. The following events are scheduled annually: the Professional and Career Development Institute, Freshman Seminar tours, Career Expo, Business Etiquette Dinner, and the Teacher Education Fair.

Representatives from business, industry, government, health care agencies, and public schools visit The Center throughout the year to meet with students and alumni for job and internship vacancies.

FRATERNITY AND SORORITY LIFE

The Office of Fraternity and Sorority Life, located in the Chavis University Center, Suite 225, is committed to creating a values-based leadership experience by enhancing student development through active participation in eighteen fraternity and sorority chapters at UNC Pembroke. The Office of Fraternity and Sorority Life supports and promotes academic excellence, student involvement in co-curricular activities, career development, social responsibility, alma mater allegiance, social justice, civic engagement, and cultural awareness.

COUNSELING AND PSYCHOLOGICAL SERVICES

UNCP Counseling and Psychological Services (CAPS) is central to the mission of the university. CAPS helps students to achieve their educational goals, to learn resilience in the face of life's challenges, to increase and enhance their capacity for healthy and positive relationships, and to make full use of their potential for continued growth beyond the educational experience. The mission of CAPS is to help students define and accomplish personal and academic goals while maintaining integrity and balance in their lives. Services are directed towards enhancing and developing communication skills which will allow students to be more successful both at UNCP and beyond.

The center offers confidential individual, couples and group counseling, prevention education, psychiatric evaluations and medication monitoring, and clinical/educational assessments. Licensed professionals provide collaborative counseling services for UNCP students without cost. Concerns addressed include depression, anxiety, disordered eating, family concerns, alcohol and drug issues, self-esteem, sexuality and many more. Services are typically provided through walk-in, by appointment, or through crisis situations.

The clinical case manager works closely with many offices throughout campus to ensure a continuity of support for students who may be struggling with psychological, intellectual and social issues that affect overall quality of life. The case manager oversees the CARE team, coordinates off campus services and auxiliary services that a student might need such as shelter and food when a student is homeless and/or dealing with food scarcity. CARE team members can be contacted through the Counseling and Psychological Services and Student Affairs websites.

CAPS has taken steps toward meeting the needs of students working toward sobriety and in recovery from alcohol, drug and process addictions through the Be Brave Collegiate Recovery Community. This includes a weekly recovery support group that is open to all UNCP community members. Opportunities for students to engage in fun, supportive, and sober activities are also available through the CRC.

The Sexual Misconduct Advocacy and Resource Team (SMART) is coordinated by CAPS sexual assault advocate. The goal of the team is to create innovative approaches to sexual assault prevention, assure that the university is meeting Title IX obligations, and to serve as an on-campus resource/advocate for victims and the accused of sexual violence, interpersonal violence and gender based hate crime.

CAPS offers a wide range of prevention education outreach on critical issues for the UNC Pembroke community including bystander intervention, suicide prevention, violence awareness, resilience skill building, therapeutic yoga, biofeedback, decision making curriculum and much more.

STUDENT HEALTH SERVICES

Student Health Services (SHS) located at 113 Hawk Drive, behind Health Sciences Building, offers outpatient health care to students. The facility is staffed by a director, contracted physician, nurse practitioner, health educator, nurses, and support staff. Students (except distance education) enrolled at UNCP pay a Student Health Fee as part of their tuition each semester. This fee pays for most services provided by SHS. University personnel may receive first-aid services. Students referred for hospitalization, specialty care, and diagnostic

services not offered through SHS are responsible for the cost of these services, unless covered by health insurance. All registered students taking six (6) or more credit hours are required to purchase the student health insurance plan, with the following exceptions: distance education students and students who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. Students who do not submit a waiver online, will automatically purchase the Student Health Insurance and the charge will remain on the student's account.

Medical excuses for students may be obtained from Student Health Services only when the student sees the nurse practitioner or nurse before class is missed. This includes resident students and commuting students.

Available medical services include primary medicine, routine gynecologic examinations and contraceptive health education, confidential HIV testing, allergy injections, laboratory services, nursing services, minor injury treatment, and health education programs. Individual student teaching physical examinations and routine gynecologic examinations are by appointment only 910.521.6219.

Student Health Services is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Note: Nurse Practitioner hours are posted on the Student Health Services website. For after hour emergencies, students should call the After Hours Nurse Line at 1.888.267.3675 or report to Police and Public Safety.

The student's medical record is available only to the professional staff of SHS and is considered confidential and privileged and may only be released with written permission by the student. Records are retained in SHS eleven (11) years after the student leaves the university and subsequently are destroyed.

UNCP IMMUNIZATION POLICY

View the Student Immunization Policy (from Student Health Services) online: <http://www.uncp.edu/academics/opportunities-programs-resources/academic-resources/registrar/registrars-bulletin-and-catalogs/immunization-policy>.

FINANCIAL AID OFFICE

The primary role of the Financial Aid Office, located on the second floor of Lumbee Hall, is to provide financial assistance as well as financial counseling to students requesting these services.

This office coordinates a variety of state, federal, private, and institutionally funded aid programs, each with different regulations and requirements. While most of these programs require students to demonstrate financial need, there are loan funds available to help students and parents which are not need based. All students requesting consideration for any type of financial aid, including loans, must apply each year. The application, "Free Application for Federal Student Aid," should be completed online at www.fafsa.ed.gov. Students should list UNCP's school code which is 002954. Students and parents can sign the form electronically by registering for a FSA ID at <https://fsaid.ed.gov/npas/index.htm>. The application should be submitted by March 1 to allow time for processing so awards can be made before fall registration.

To be eligible for financial assistance, a student must have a high school diploma or GED; be enrolled as a regular student in an eligible program; be a U.S. citizen or eligible noncitizen; generally, have a social security number; make satisfactory academic progress; register with Selective Service, if required; and, not be in default on any federal loan or owe a refund on a federal grant. Information about the various financial aid programs at UNCP can be found online at www.uncp.edu/fa.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID

GENERAL INFORMATION

The federal financial aid programs at UNCP are authorized under Title IV of the Higher Education Act of 1965, as amended. The Act states that a student must maintain satisfactory academic progress in the course

of study s/he is pursuing, according to the standards and practices of the institution at which the student is in attendance. The federal Title IV programs include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Federal Stafford Loans (subsidized and unsubsidized), Federal Perkins Loans and Federal PLUS loans. For purposes of consistency and equity among all students, UNCP applies the following standards to all students receiving federal Title IV aid and all students receiving any other financial aid, including institutionally and state funded sources.

All students (full time, part time, graduate and undergraduate) who wish to qualify for financial aid while attending UNCP must meet certain standards of Satisfactory Academic Progress (SAP). These standards include a minimum cumulative grade point average (GPA), a minimum credit hour completion rate and the completion of a degree or program of study within a maximum number of credit hours.

For purposes of determining satisfactory academic progress status and eligibility for financial aid, a student's academic record is evaluated at the end of each Spring semester and at the time s/he applies for financial aid. If a student has a break in enrollment or is suspended or dismissed, then his/her SAP will be reviewed at that time. This evaluation will include a student's entire academic record at UNCP and will compare the student's academic record to the standards of Satisfactory Academic Progress. These standards are applied to all semesters or terms during which the student was enrolled, regardless of whether the student received financial aid for those prior terms of enrollment.

Students who fail to meet one or more of the SAP standards at the time their progress is reviewed are not eligible for financial aid, including summer terms. The Office of Financial Aid will notify students of their failure to meet the standards of SAP. Each student is responsible for knowing his/her own status, whether or not s/he receives this notification. Students may view their SAP status via BraveWeb or by contacting the Office of Financial Aid.

UNDERGRADUATE STUDENTS

Minimum Cumulative Grade Point Average (GPA): undergraduate students' cumulative grade point average (GPA) must meet the university standards of a 2.0 for all attempted hours. Graduate students must maintain the appropriate GPA as defined and monitored by the Graduate School.

Financial aid eligibility will be canceled immediately for any student who is suspended or dismissed.

Minimum Credit Hour Completion Rate: All students must earn a minimum of two-thirds or 67% of the credit hours that they have attempted including transfer hours. To determine a student's credit hour completion rate, divide the total earned credit hours by the total number of credit hours attempted at UNCP.

Example: The student below has earned 82 credit hours at UNCP and transferred in 62 earned hours for a total of 144 earned credit hours. This student has attempted 109 hours at UNCP and transferred in 62 attempted hours for a total of 171 attempted credit hours. Divide 144 (earned credit hours) by 171 (attempted credit hours). This student's credit hour completion rate is 84%.

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
UNCP	109	82	82	90	202.90	2.254
Transfer	62	62	62	0	0	.000
Degree	171	144	144	90	202.90	2.254

To earn hours at UNCP, a student must receive a grade of A, B, C, D, or P including + or -. All other grades including F, I, W, AU or NR do not earn hours. If a student withdraws from a class after the drop/add period, those credit hours for which the student earns a grade of W are counted as attempted but not earned hours. Therefore, withdrawing from classes after the drop/add period will negatively affect the student's ability to satisfy the minimum percentage completion rate requirement.

If a student repeats a course, both the original and the repeated courses will count toward the attempted and earned credit hours. Courses for which a student earns a grade of incomplete (I) are counted as attempted but not earned credit hours. If a student receives a grade in place of an incomplete after his/her academic progress has been evaluated, it is the responsibility of the student to notify the Office of Financial Aid.

Completion of a Degree or Program of Study within a Maximum Time Frame: Each student has a maximum time frame during which s/he can receive financial aid. To remain eligible for financial aid at UNCP, undergraduate students must complete their degree program requirements within 150 percent of the published length of their degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received, or whether or not the coursework was successfully completed.

As an example, if an undergraduate degree program requires 120 semester credit hours to complete, then a student is eligible for financial aid during the first 180 attempted credit hours. ($120 \times 150\% = 180$ maximum attempted credit hours for financial aid eligibility).

A full time undergraduate degree student pursuing his/her first undergraduate degree will be considered academically eligible for aid for no more than five academic years of enrollment at the university. Any hours transferred in to UNCP will be included in the five year calculation.

A student's academic load is determined at the end of the drop/add period each semester. If a student reduces his/her course load below the minimum, the Office of Financial Aid must be notified and some aid funds may have to be repaid. The student is responsible for notifying the OFA if a reduction occurs or is contemplated.

UNDERGRADUATE SECOND DEGREE STUDENTS

A student working toward a second or subsequent baccalaureate degree is expected to make the same satisfactory progress and enroll for the same minimum course load when receiving financial aid as that stated above. These students will normally be eligible for loans only, and eligibility will be limited to no more than two additional academic years. All attempted hours at UNCP, as well as transfer hours are counted toward the maximum attempted hours for all students. The number of hours is not reset based on completion of a prior undergraduate degree.

GRADUATE STUDENTS

A graduate student is considered to be making satisfactory academic progress for financial aid purposes, if s/he has completed two-thirds or 67% of all hours attempted, regardless of whether the hours attempted are at the undergraduate or graduate level. Should a graduate student carry an incomplete beyond one semester, then s/he will not be considered to be making satisfactory progress for financial aid purposes and will not be eligible for further financial assistance until the incomplete has been removed. Once the student notifies the Office of Financial Aid that the incomplete has been removed and a grade has been posted, the student regains eligibility for financial aid. The student may receive aid for the semester during which the incomplete is removed if the semester has not yet ended. If it has ended then the student regains eligibility for financial aid for the next term.

Graduate students must complete their degree within the maximum time frame as defined and monitored by the Graduate School. Students admitted to the Graduate School on a provisional basis will receive financial aid for one academic year only. Provisional admits must be fully accepted/admitted to the Graduate School in order to be eligible for financial aid beyond their first academic year.

To be considered full time, students must enroll for at least six (6) graduate hours each semester. Academic load is determined at the end of the drop/add period each semester. If hours are dropped below these levels, the student must notify the Office of Financial Aid, and some funds may have to be repaid.

WITHDRAWING FROM CLASSES

If a student withdraws from a semester in which he/she is receiving financial aid, the student may be required

to repay some or all of the financial aid received for the term. The amount to be repaid depends on the date of withdrawal. Federal regulations state that a student earns financial aid by remaining in class for at least 61% of the semester in which aid is being received. If a student withdraws prior to that time, the Financial Aid Office will determine the amount to be returned after performing a federal calculation at the point of withdrawal. Students may owe a balance to the university in these cases. Specific information regarding the university's refund for not completing the entire semester may be obtained from the university Bursar's Office.

INCOMPLETES

For a discussion of how incomplete grades and audited courses are figured in the quality points averages, please see the University Catalog under Academic Procedures and Policies. Withdrawals and incompletes are considered attempted but not earned hours. Audited courses are not considered as attempted nor earned credits. Financial aid is not awarded for audited courses.

REPEATED COURSEWORK

If a student repeats a course, both the original course and the repeated course will count toward attempted and earned credit hours. Both attempts will also count in the GPA calculation in accordance with the university's Repetition of Coursework policy. Students should be aware that financial aid may not cover all repeated courses.

Most financial aid programs will cover only one repeat of a previously passed course. Students considering repeating a previously passed course are strongly encouraged to consult with the Office of Financial Aid regarding repeated coursework.

UNOFFICIAL WITHDRAWALS/RECEIVING ALL F'S IN A SEMESTER

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course of a semester, UNCP must assume, for financial aid purposes, that the student has unofficially withdrawn. Professors are required to report a last day of attendance for any non-passing grade. The OFA will use this last day of attendance to determine a student's unofficial withdrawal date. Students who are unofficially withdrawn will be required to pay financial aid back based on the federal calculation, using the last day of attendance as the withdrawal date. Students may owe a balance to the university in these cases.

DROPPING CLASSES

If a student withdraws from a class after the census date and receives a "W," no financial aid will need to be paid back. However, if a student has a class completely removed from his/ her transcript, some financial aid may need to be paid back. Students may owe a balance to the university in these cases.

TEACHER CERTIFICATION STUDENTS

If a student is taking at least six hours per semester toward a teacher certification, according to federal regulations, a Document of Intent Form must be obtained from the Education Department stating that the student is pursuing a certification in order to qualify for federal student loans.

SPECIAL ADMITTED GRADUATE STUDENTS

If a student has been granted a "special admit" status through the School of Graduate Studies and taking at least three hours per semester, according to federal regulations, a letter from the Dean of Graduate Studies must be obtained stating that the student has been conditionally admitted to the program. These classes must be prerequisites in the student's major in order for him/her to qualify for federal student loans.

REGAINING ELIGIBILITY FOR FINANCIAL AID

Students who have failed to meet one or more of the SAP requirements are not eligible for financial aid. However, financial aid eligibility may be regained if:

- The student raises his/her cumulative GPA to the minimum standard as defined in this Satisfactory Academic Progress Policy requirements through hours earned at UNCP within the student's program of study (without financial aid);

- And/or , the student's credit hour completion rate has been brought up to the standard as defined in this Satisfactory Academic Progress Policy requirements by successfully completing coursework within the program of study at UNCP (without financial aid).

APPEALS PROCESS

Students who do not meet satisfactory academic standards will be subject to a strict monitoring policy and appeals process with the intention of moving the students toward academic progress and graduation. Student grades will be reviewed at the completion of the spring semester to determine eligibility for the following academic year unless the student has a break in enrollment or is suspended/dismissed, then SAP will be reviewed at that time.

The monitoring policy and appeals process is as follows:

Financial Aid Probation: If a student does not meet satisfactory academic progress, s/he will be denied his/her financial aid. The student will be allowed to appeal this decision by submitting an appeal which must include an attached academic plan that, if followed, will ensure that the student is able to meet this SAP policy by a specific point in time. A staff member from the Academic Support Center division will meet with the student to complete the Financial Aid Academic Progress Improvement Plan that outlines how tutoring or other support services provided by the university will be used to help assure academic improvement in the future, and will report on the student's compliance with the plan at the end of the probationary semester(s). Appeals must include a detailed description of the extenuating circumstances that occurred during the time frame in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. The appeal must include the Financial Aid Academic Progress Improvement Plan as a written plan for academic success in the coming academic term(s). Events/circumstances that merit an appeal include, but are not limited to:

- Personal or family emergency
- Death or extended illness of an immediate family member which results in greater family responsibilities for the student
- Unanticipated, serious medical difficulty (excluding chronic conditions – students are responsible for properly balancing school work with known chronic conditions)
- Serious psychological difficulty

The appeals and all attached documentation will be reviewed by a committee. If a student's appeal is approved, s/he is subject to the probation requirements as follows:

- a. No earned grades below a C (including a C-)
- b. No withdrawals (grades of W)
- c. No incompletes (grades of I)

Students seeking to reestablish eligibility for financial aid by submitting an appeal remain ineligible for financial aid or deferment of payment until the appeals process is complete and a decision has been determined by the Committee. Students should be prepared to pay tuition, fees and other educational expenses until s/he has been approved to receive financial aid.

If a student's appeal is not approved, that student will not be eligible for financial aid. A student whose appeal has been denied cannot appeal again unless there are material changes in his/her academic record. Material changes to an academic record can include, but are not limited to, processing grade replacements, clearing an incomplete, successfully attending another institution and transferring the credit back to UNCP or attending a semester at UNCP at your own expenses and meeting all three of the SAP standards.

Financial Aid Suspension: If a student's financial aid appeal was approved and that student does not meet the probation requirements (as shown by grades or by a negative report from the Student Academic Support and Retention staff), that student will automatically lose their financial aid for one academic year. One

academic year is defined as two consecutive semesters fall/spring or spring/fall. A student whose financial aid is suspended for a spring/fall period will not be eligible for financial aid during summer sessions occurring between the spring/fall semesters. If a student fails to meet SAP, a new Financial Aid Academic Improvement Plan may be developed.

VETERANS

Veterans eligible for benefits under Chapters 30, 31, 32, 35 or 1606 must make application for their benefits. For information regarding eligibility or application forms, contact the Department of Veterans Affairs Regional Office, 251 North Main Street, Winston-Salem, North Carolina, 1.800.827.1000, or the Financial Aid Office, The University of North Carolina at Pembroke, 910.521.6285. Transfer students receiving VA benefits should complete VA Form 22-1995, Request for Change of Program or Place of Training, prior to the time they plan to transfer.

Veterans who enter the university under Chapter 31, Title 38, U.S. Code, Vocational Rehabilitation for Disabled Veterans, and have the approval of the Department of Veterans Affairs will have their university fees paid directly to the university by the U.S. Government.

Students enrolling under provisions of Chapters 30, 32, 35 and 1606 will pay fees at the time of registration and receive a monthly education and training allowance from the Department of Veterans Affairs. Since the first check is usually delayed, a veteran should make arrangements as early as possible.

Once the veteran is enrolled, the student must attend classes regularly to continue receiving benefits. Each veteran must notify the veterans counselor in the Financial Aid Office if they reduce their hours of enrollment or if they change their major.

Veterans must declare a major by the time they complete 59 credit hours in order to continue to receive benefits.

VETERAN DEPENDENTS

Children of disabled or deceased veterans may receive financial assistance in the payment of tuition, room, meals, and other required university fees. For information and application forms, students should write to the North Carolina Department of Veterans Affairs, Raleigh, North Carolina.

LOANS

Undergraduate students must be enrolled for at least six (6) semester hours in order to be eligible for a Stafford Loan. Graduate students must be enrolled for three (3) semester hours. All students must submit the FAFSA form in order to be considered for a loan.

NC NATIONAL GUARD TUITION ASSISTANCE

Upon enlistment in the North Carolina National Guard, students will be eligible to apply for up to \$4,515.02 per year tuition assistance. The Tuition Assistance Program was established by the North Carolina Legislature to provide educational assistance for members of the North Carolina National Guard.

For further information students can write to North Carolina Army National Guard, Educational Opportunities, Attn: AGRR, 4105 Reedy Creek Road, Raleigh, NC 27607.

REFUND POLICY

View the Refund Policy online: <http://www.uncp.edu/about-uncp/administration/policies-and-regulations/all-regulations/refund-regulation-075501>

TUITION SURCHARGE ON UNDERGRADUATES

The North Carolina Legislature directed the Board of Governors to impose a fifty percent tuition surcharge on students who take more than 140 credit hours to complete a baccalaureate degree in a four-year program or more than one hundred ten percent (110%) of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the Board of Governors as a five-year program. The calculation of these

credit hours taken at a constituent institution or accepted for transfer shall exclude hours earned through the College Board's Advanced Placement or CLEP examinations, through institutional advanced placement or course validation, or through summer term or extension programs.

No surcharge shall be imposed on any student who exceeds the degree credit hour limits within the equivalent of four academic years of regular term enrollment, or within five academic years of regular term enrollment in a degree program officially designated by the Board of Governors as a five-year program.

The undergraduate credit hours to be counted for calculation in the surcharge requirement include: all regular session degree-creditable courses taken at this institution including repeated courses, failed courses and those dropped after the official census date (normally the last date to add a course); and all transfer credit hours accepted by this institution.

The hours excluded from the calculation include:

1. Those earned through the College Board's Advanced Placement (AP) and College Level Examination Program (CLEP) or similar programs;
2. Those earned through institutional advanced placement, course validation, or any similar procedure for awarding course credit;
3. Those earned through the summer session or degree-credit extension division on this campus or at another UNC institution; and
4. Those transferred from an institution of higher education that is not a constituent institution or a community college established pursuant to G.S. 115D-4 that are accepted by a constituent institution prior to August 15, 2013.

JAMES B. CHAVIS UNIVERSITY CENTER

The Chavis University Center is located in the center of campus and serves as the hub of campus activities. The University Center was dedicated in honor of Dr. James B. Chavis, vice chancellor for Student Affairs who served UNCP from 1964-1999. Hours are subject to change due to special events. Summer and holiday hours may vary.

HAWKS NEST GAME ROOM

The Hawks Nest is located on the first floor of the Chavis University Center. This area is dedicated for use by UNCP students, faculty, and staff. Designated times are set aside for community use. Reservations for use by university or community organizations can be made in advance through the Facility Reservation System. Children under 12 years of age must be accompanied by an adult.

Anyone found misusing the furnishings or equipment in the game room will be subject to campus disciplinary action and/or criminal prosecution for vandalism. All guidelines posted in the bowling center must be adhered to or violators will be asked to leave.

THE HAWKS NEST GAME ROOM HOURS

Monday - Friday 9:00 a.m. – 12 midnight
Saturday & Sunday 3:00 p.m. – 12 midnight

GOVERNING RULES AND REGULATIONS FOR GAME ROOM USAGE

No gambling
No sitting on game tables
No profanity
No food or drinks allowed in gaming area

BILLIARDS AREA

There are six billiards tables in the game room. Billiards equipment is available for rental or individuals may supply their own equipment if they choose to, but will be charged for table usage. This area also has two ping pong tables and one foosball table.

BOWLING LANES

There are eight bowling lanes with automatic scoring technology in the game room. Intramurals and scheduled classes have priority in using the lanes. Bowling equipment is available for rental or individuals may supply their own equipment if they choose to, but will be charged for lane usage. This area also has a video gaming area and four corn hole boards for check-out.

INFORMATION STATION

The Information Station is located on the first floor of the Chavis University Center. Hours of operation are:

Monday - Friday 9:00 a.m. - 9:00 p.m.

Saturday 9:30 a.m. – 5:00 p.m.

Sunday 11:30 a.m. - 5:30 p.m.

SERVICES PROVIDED

Braves Share Program (bike, umbrellas, PA sound)

Commuter lockers

Campus maps

University Center daily schedule of events

Campus Lost and Found

UNIVERSITY CENTER AND COMPUTER LAB HOURS

Monday - Friday 7:00 a.m. – 12 midnight

Saturday 9:00 a.m. – 12 midnight

Sunday 11:00 a.m. – 12 midnight

UNIVERSITY CENTER ANNEX

The University Center Annex provides additional programming space for the campus. The Annex has a multipurpose space, three conference rooms, and the main office for the Division of Student Affairs and Office of Student Conduct are located here. Hours for the Annex are determined by scheduled programming in the space. Normal operating hours are 7:30 a.m.-5 p.m. Monday-Friday.

CHAVIS UNIVERSITY CENTER/UNIVERSITY CENTER ANNEX

RULES

GENERAL BUILDING GUIDELINES

No bicycles, pets (except guide dogs for the blind), skateboards, roller skates, smoking, concealed weapons, or gambling are allowed in the Chavis University Center/University Center Annex. Anyone intoxicated or under the influence of drugs will not be allowed on the premises. Solicitors, salespersons, peddlers, distributors, or any non-university personnel seeking student contact must have the approval of the senior director of University Center and Programs. Only campus organizations registered with the university can sell items in the University Center/University Center Annex and only as a fund-raiser for the organization. The facilities of the University Center/University Center Annex are open to all members of the campus community and guests as long as the utilization is consistent with University of North Carolina policies and state and federal laws, and does not disrupt other usage of the facility. All events must be scheduled through the senior director of University Center and Programs. University events have priority over non-university events.

FURNISHINGS

Persons shall refrain from placing their feet on the furniture or sitting on the tables. Equipment and furnishings shall not be removed from the building for any reason except upon written permission of the senior director of University Center and Programs. No equipment or furnishings may be moved within the building by anyone except those persons authorized by the senior director of University Center and Programs.

GUESTS

Students, staff and faculty are responsible for their guests at all times. Guests will be permitted to use the facilities when accompanied by a university host.

EXHIBITS

All exhibits must be approved by the senior director of University Center and Programs.

UNIVERSITY CENTER/ UC ANNEX RESERVATIONS

The conference rooms, the lounge and mall areas, and the multi-purpose space may be reserved by any chartered campus organization or university department. Individuals interested in establishing a club or organization may hold up to three "interest meetings" in the University Center/University Center Annex. External organizations may also reserve a space in the University Center/University Center Annex with special permission from the senior director of University Center and Programs as well as the assistant vice chancellor for Student Affairs.

TO RESERVE A SPACE, AN INDIVIDUAL OR ORGANIZATION MUST:

1. Log onto UNCP's Online Reservation web site to submit a facility request. Requests must be received at least 7 working days prior to the date of the event. Facility requests are normally confirmed within 48 hours (2 business days).
2. The individual and/or organization confirmed to host an event or meeting in a University Center facility accepts responsibility for the proper use of the facility and equipment. The confirmed host is responsible for the proper conduct of the organization's members and guests with respect to the rights of all other groups using the facilities in adjoining areas. Meetings must end at the time indicated on the facility reservation confirmation.
3. A meeting or event may be cancelled up to 48 hours prior to the scheduled date. The senior director of University Center and Programs or designated staff must be notified of the cancellation. Failure to give proper notice may subject an organization to the loss of privilege of reserving a room in the facilities for 30 days. No penalty is involved when cancellation occurs before this specified time.
4. All reservations are considered tentative and subject to cancellation until the Facility Reservation Request is approved by the senior director of University Center and Programs.
5. No food, drinks or candle burning shall be permitted in any of the conference rooms of the University Center/University Center Annex. Refreshments must be catered by the campus food service.
6. Posting items on the walls, ceilings or glass in any areas of the University Center/University Center Annex is prohibited without special permission from the senior director of University Center and Programs.
7. Smoking is prohibited in all areas of the University Center/University Center Annex.
8. All catering including refreshments must be coordinated through the campus food service. Any catering in the University Center/University Center Annex outside the dining area must be approved by the senior director of University Center and Programs.

ADVERTISEMENT GUIDELINES

1. ALL forms of advertisement used in the Chavis University Center/University Center Annex must be approved through the University Center or the Information Station.
2. Large promotional advertisements may be submitted to the University Center office for display on the digital monitors and/or 3-tier displays. Only four (4) advertisements per event will be approved for display in the Chavis University Center.
3. Banners may be displayed in designated areas, with prior permission from the senior director of University Center and Programs.
4. ALL advertisements should be logged in and approved at least one (1) week prior to the event to assure maximum exposure.
5. ALL advertisements should include contact information of the hosting person/organization.
6. ALL UNCP postings must include the ADA/AA access statement.
7. Any posters or any other form of advertisement found on display without the approval of the senior director of University Center and Programs will be removed and discarded by a University Center staff member.
8. The senior director of University Center and Programs reserves the right to approve any and all advertisements.

DINING SERVICES

Campus dining is dedicated to providing quality food service to the entire campus community. From engaging student programming to nutritious and healthy meals, our managers are focused on expert delivery of our services. Each of our dining locations is open to anyone who visits campus and we encourage everyone to experience the convenience and variety offered in each. We take great pride in the many ways in which we support your goals and enhance Quality of Life on your campus.

For more information on Dining Services, see our website - www.uncp.sodexomyway.com.

FRESHMAN AND UPPERCLASSMAN STUDENTS IN A RESIDENCE HALL ARE REQUIRED TO PURCHASE ONE OF FIVE MEAL PLANS. WEEKLY MEAL PLANS INCLUDE THREE (3) GUEST PASSES PER SEMESTER.

PLAN	MEALS PER WEEK	FLEX DOLLARS	TOTAL COST	AVAILABLE TO
Carte Blanche	Unlimited	\$25	\$2,158.29	F/U
Meal Plan 14	14	\$250	\$2,158.29	F/U
Meal Plan 12 Platinum	12	\$375	\$2,158.29	F/U
Meal Plan 12 Gold*	12	\$250	\$2,045.88	F/U
Meal Plan 9	9	\$475	\$2,045.88	F/U

*: Default plan

F: Freshman

U: Sophomore, Junior or Senior

COMMUTER PLANS

PLAN	MEAL PER SEMESTER	FLEX DOLLARS	TOTAL COST	AVAILABLE TO
25 Commuter Meals **	25	\$135	\$349.01	○
50 Commuter Meals	50	\$300	\$723.71	○

**: Default plan

FLEX DOLLARS

Declining dollar balances that can be used at any of the on-campus eateries, including the dining Hall, Starbucks, Papa John's, Einstein Bros Bagels, Chic-fil-A, Jazzman's Café & Bakery, and Braves Place. Additional Flex Dollars can be purchased at any time and roll-over from fall to spring semester.

DECLINING BALANCE	FLEX DOLLARS	TOTAL COST	AVAILABLE TO
Dining Dollars (Dining Halls and Retail only)	\$676	\$676	All
Brave Dollars	\$676	\$676	All

DINING DOLLARS

Declining balance account only, spent dollar-for-dollar and accepted at the Dining Hall and all retail locations. Any unused funds transfer from fall to spring only. Additional Dining dollars can be purchased at any time.

BRAVES DOLLARS

Campus funds that are accepted all over campus, including all Braves dining locations.

Campus dining continually strives to put the customer first. We sincerely hope our efforts make your life easier and that every interaction you have with our facilities, employees and services is a pleasant one. If a customer misplaces or loses their meal card, the Braves One Card Office should be contacted immediately. If the original card is not recovered the student must pay a nonrefundable fee for a new card. These cards, as well as replacements, can be obtained from the Braves One Card Office, Auxiliary Services Building, Monday through Friday, 9:00 a.m.-4:00 p.m.

INCLEMENT WEATHER

Dining services will provide food service during extreme weather with modified service.

DINING CALENDAR

FALL 2017*

August 12 - Breakfast (Meal Plans Begin)
August 13-31
September 1-3
September 4 (Labor Day) (Brunch Hours)
September 5-30
October 1-11
October 12-14 (Brunch & Dinner) (Fall Break)
October 15-31
November 1-21
November 22 (Brunch & Dinner)
November 23 (Thanksgiving Closed)
November 24-26 (Brunch & Dinner)
November 27-30
December 1-8
December 9 (Breakfast) Commencement

SPRING 2018*

January 6 - Breakfast (Meal Plans Begin)
January 7-13
January 13-14 (Brunch/Dinner)
January 15 (Brunch/Dinner) (MLK University Closed)
January 16-31
February 1-28
March 1-4
March 5-11 (Spring Break) (Limited Hours)
March 12-29
March 30 (Brunch Hours) (Good Friday Holiday/University Closed)
March 31
April 1-30
May 1
May 5 (Breakfast) (Commencement)

***SUBJECT TO CHANGE**

HOURS OF OPERATION

DINING HALL HOURS

Monday-Thursday 7:15 a.m.-9:00 p.m.
Friday 7:15 a.m.-7:30 p.m.
Saturday 10:00 a.m.-2:00 p.m./5:00 p.m.-7:00 p.m.

STARBUCKS HOURS

Monday-Friday 7:30 a.m.-11:00 p.m.
Saturday 8:00 a.m.-1:00 p.m.
Sunday 6:00 p.m.-9:00 p.m.

CHIC-FIL-A HOURS

Monday-Friday 8:00 a.m.-11:30 p.m.
Saturday 1:00 p.m.-11:30 p.m.
Sunday CLOSED

EINSTEIN BROTHERS BAGELS HOURS

Monday-Thursday 7:30 a.m.-3:00 p.m./7:30 p.m.-11:00 p.m.

Friday 7:30 a.m.-2:00 p.m.
Saturday-Sunday CLOSED

PAPA JOHN'S HOURS

Monday-Thursday 11:00 a.m.-11:00 p.m.
Friday 11:00 a.m.-Midnight
Saturday 6:00 p.m.-11:00 p.m.
Sunday 4:00 p.m.-11:00 p.m.

JAZZMAN'S CAFÉ & BAKERY HOURS

Monday-Thursday 7:45 a.m.-6:00 p.m.
Friday 7:45 a.m.-4:00 p.m.

BRAVES PLACE HOURS

Monday-Friday 11:00 a.m.-11:00 p.m.

UNCP BOOKSTORE

The goal of the UNCP Bookstore is to enhance student's educational experience with a complete selection of course books, paperbacks, quality school supplies, imprinted sportswear, computer software, hardware, gifts, and much more. The UNCP Bookstore is located in the Auxiliary Services Building and the telephone number is 910.521.6222. Visit the UNCP Bookstore website.

UNCP BOOKSTORE HOURS

Monday-Thursday 7:45 a.m.-6:00 p.m.
Friday 7:45 a.m.-4:00 p.m.
Saturday 10:00 a.m.- 2:00 p.m.

CONVENIENCE STORE HOURS

Monday-Thursday 7:45 a.m.-8:00 p.m.
Friday 7:45 a.m.-4:00 p.m.
Saturday 10:00 a.m.-2:00 p.m.

JAZZMAN'S CAFÉ HOURS

Monday-Thursday 7:45 a.m.-6:00 p.m.
Friday 7:45 a.m.-4:00 p.m.

RETURN POLICY

Textbooks may be returned for full credit within the first seven days of the fall and spring semesters, and within the first three days of the Summer I and II sessions. Textbooks for pre-sessions, intra sessions and all other abbreviated sessions are eligible for a refund within seventy two hours of the time of purchase or during the first two days of class. The original itemized cash register receipt is required for all refunds. New books must be in the original selling condition in order to be returned for a full refund. A full refund cannot be given for textbooks that have been written in, had the plastic removed, or have been damaged in any way. They can be evaluated for buyback in the event a return is refused.

General merchandise can be returned up to 30 days after purchase with a valid sales receipt. An exchange will be processed without the receipt provided the merchandise is in saleable condition.

CHECK-CASHING POLICY

The Bookstore does not cash checks. Checks are accepted for payment at the exact amount of the purchase. All returned check will be sent to FedChex for collections.

TEXTBOOK USAGE POLICY

EACH PROFESSOR WILL HAVE THE RIGHT TO SELECT TEXTBOOKS FOR EACH COURSE HE OR SHE TEACHES, SUBJECT TO UNIVERSITY REGULATIONS (see below):

- Textbooks selected will be retained for a minimum of one regular term semester.
- It is permissible to use different textbooks where multiple sections of the same course are taught.
- No professor is authorized to order textbooks other than through their department head and the Bookstore.

TEXTBOOK BUYBACK

The Bookstore will buyback books anytime. The amount paid will be determined by the national wholesale buying guide and campus need. See store for details.

RENTAL CHECK-IN

The Bookstore offers large selection of rental books. Rental books are up to 80% off of new book prices. These books are used during the semester and returned (Check-In) on or before the last day of final exams. These books can be written in and highlighted. Water damaged books will have to be converted to a purchase. If a book is not returned the student will be charged the balance of a new book purchase plus a 10% non-return fee. See store for full details.

UNCP TEXTBOOK WEB PAGE

Students can access textbook information via UNCP Textbook web page.

GIVENS PERFORMING ARTS CENTER

The Givens Performing Arts Center (GPAC), on the campus of The University of North Carolina at Pembroke, is one of the finest performing arts facilities in the southeast. Since opening in 1975, some of the world's greatest artists and productions have graced the GPAC stage and allowed us to share their dreams, their traditions and their art. From Broadway's biggest hits, to show stopping concerts and family entertainment, with just over 1,600 seats, GPAC is home to the best in the performing arts! In addition to hosting a variety of university, community and regional events, GPAC also presents both a touring season and a youth series each season. Broadway musicals and plays as well as culturally diverse concerts, special events and other performing artists. The On Stage for Youth Series introduces elementary school children to the arts with various productions each season. GPAC is also the home stage for the UNCP University Theatre Department. Each season University Theatre students produce and present a number of popular productions. The mission of the Givens Performing Arts Center is to enhance and enrich the cultural development of the university and its constituency in the region by offering a diversified selection of multi-disciplinary arts experiences. The Givens Performing Arts Center is committed to the promotion of cultural awareness as a life-long experience and to the continuing appreciation for diverse cultures through the presentation of quality local, national and international artists. For a complete list of events, special promotions and information on discounts available to UNCP students, please visit www.uncp.edu/gpac.

MARY LIVERMORE LIBRARY

The Mary Livermore Library, as part of The University of North Carolina at Pembroke, subscribes to the goals of its parent unit and those of The University of North Carolina System. Its main function is to provide educational support for The University of North Carolina at Pembroke, and in attempting to provide such support, the Library secures, catalogs, and makes available informational resources relevant to the university curriculum. The Library assists the institution's instructional program by providing instruction in use of research tools and techniques and promotes scholarship by assisting faculty and students with research. The Mary Livermore Library serves as an information center and a center for cultural enrichment and stimulation locally and regionally. The Library also offers reference assistance, interlibrary loan, self-service photocopying/printing, computers for student use, multimedia equipment, group study rooms, and a comfortable and reasonably quiet setting for study.

The telephone number for the Circulation Desk is 910.521.6516; the Reference Desk number is 910.521.6656. Please consult the UNCP Library website to obtain additional library information and to access the Library's catalog, BraveCat.

The Library's collection includes over 405,325 volumes, approximately 65,210 print and electronic serial subscriptions, government documents, and an extensive collection of media items. The Library also subscribes

to 137 electronic databases. Staff members are ready to assist you in using the Library to help you get the most out of your studies.

Current library hours and exceptions to these hours can be found at the UNCP Library website.

MAIL SERVICES

The Campus Mail Center and student mailboxes are located at the front of the Auxiliary Services Building. Operating hours are from 8:00 a.m.-4:30 p.m., Monday-Friday. USPS mail is usually boxed by 12:00 p.m. each day, package pickup and other postal services are provided at the mail center. Please allow up to 24 hours to process all USPS, FedEx & UPS incoming packages. After processing, packages will be available in the mailroom for pickup and an e-mail will be sent to your BraveMail address from mail.services@uncp.edu. Postage stamps and parcel postage via USPS and FedEx can be purchased at Mail Services. Outgoing USPS mail is delivered to Pembroke Post Office at 3:30 p.m. UPS packages are picked up at 10:00 a.m. and FedEx at 12:00 p.m. each day. Outgoing mailboxes are located at Mail Services in the Auxiliary Services Building and in most academic and administrative buildings.

In addition to regular US postal service, Mail Services provides other services to students, faculty, and staff.

These additional services include: Certified, Return Receipt, Priority Mail, Insured, Registered, Express Mail, and FedEx. Some services require an additional handling fee. Ask for more details. Mail Services is an official Passport Application Acceptance Agency (see travel.state.gov.) for more information. The BravesCard, cash, personal checks, and debit/credit cards are accepted as payment in Mail Services. Money orders are not available.

CERTIFIED MAIL

Certified mail must be first-class mail for which the sender wants written evidence of mailing. The envelope/package must be marked "Certified Mail." If the sender wants written evidence of delivery, the piece of mail must also be marked "Return Receipt Requested." Certified mail does not provide insurance. International mail cannot be certified; it must be sent by registered mail.

RETURN RECEIPT

Return Receipt is a green card the receiver signs as proof of delivery and can only be used with Certified Mail, Express Mail and Insured Mail for an additional fee.

PRIORITY MAIL

Priority Mail is first-class mail used to expedite items by 2-day service to most domestic destinations and also offers delivery confirmation and \$50 of insurance.

INSURED MAIL

Used when the sender wants to insure a letter/package for a dollar value, ranging from \$1 to \$5,000.00. The parcel must be marked "Insured" with the value of the contents marked on the outside. A return receipt may be requested as written evidence of delivery. It is possible to insure third-and fourth-class mail for an additional charge.

REGISTERED MAIL

Similar to certified mail, requires a delivery signature and provides a certain amount of insurance. Registered mail is most commonly used for international mail.

EXPRESS MAIL

Express mail is available for the sender looking for 1-2 days delivery in the US and 3-5 days international delivery and also offers tracking and \$100 of insurance. Mail Services needs to receive this mail by 12:00 p.m. in order to ensure timely delivery. Please call Mail Services at 910.521.6210 or 910.521.6162 for additional information.

FEDERAL EXPRESS (FEDEX)

Available courier service for overnight, 2nd day delivery letters, packages or freight at FedEx's published rate.

An additional handling fee will be charged. Mail Services needs to receive this mail by 12:00 p.m. in order to ensure next-day delivery. Ask for details.

PASSPORTS

Mail Services is an official Passport Acceptance Facility. Please call us at 910.522.5759 for details on how to apply or visit travel.state.gov for more information. *Passport applications are accepted by appointment only.

MAILBOX SERVICE

Mailbox service is only available to students living on campus. There is a \$25 fee paid yearly at Mail Services in order to receive mail/packages during your time here as a student. This fee is non-refundable. Banner ID # must also be presented at time of payment.

HOW TO ADDRESS INCOMING MAIL

Example:

UNCP Student Name
Student's BraveWeb Email Address
UNCP Box 5099
One University Drive
Pembroke, NC 28372

Please use the student's full name and BraveWeb email address when addressing mail to ensure accurate delivery. Failure to address mail using the new format could result in mail/packages being delayed. If you have any questions or need assistance, please call Mail Services at 910.521.6210 or 910.521.6162. We can also be reached via email at mail.services@uncp.edu.

PRINT SERVICES

Print Services is located in the Auxiliary Services Building beside the Bookstore. Operating hours are from 8:00 a.m.-5:00 p.m., Monday-Friday. Print Services provides quality printed materials in a timely, cost effective manner to the UNCP community. We print for students, student organizations, UNCP departments, faculty, and staff. Print Services offers the following: Official UNCP stationery, brochures, postcards, sign lettering, newsletters, copies, thesis and presentation boards, research papers, posters, UNCP canopies, flags, notary services, faxing services, graphic & photo scanning, and promotional merchandise. In addition we can provide all of your large format needs; fatheads, canvas wraps, decals, large posters, banners, table cloths and much more. Print Services also manages the University copier fleet located throughout the campus. We can be reached at 910.775.4260 or print.services@uncp.edu.

DIVISION OF INFORMATION TECHNOLOGY (DOIT)

DoIT provides each student access to a number of technology services including BraveWeb, Blackboard, the campus network, and network file storage. All students receive a BraveMail email account in Office 365. Microsoft Office and other Microsoft resources are included for all UNCP students. Access to all services is enabled through an individual network account created for each student when enrolled.

All students must activate their network accounts to use the campus network and associated resources. To activate the account, go to BraveWeb (braveweb.uncp.edu). The code needed to activate the account is provided in each student's acceptance letter. UNC Pembroke network accounts are subject to compliance with the UNCP Acceptable Use Policy (AUP) and other policies. The AUP is available in its entirety at www.uncp.edu/doit/aup.

The security questions offered when activating one's account should be answered thoughtfully. The answers are needed to change an expired or forgotten password without assistance from DoIT. The individual username and password, once activated in BraveWeb, are used to access BraveWeb, computers in labs and classrooms, network file storage, BraveMail, Office WebApps, Blackboard (the campus course management system), the campus wireless network, and UNCP's residential network.

PASSWORDS

Network passwords must be changed every 90 days using BraveWeb at braveweb.uncp.edu. Click on “Change Password” and follow the instructions. Passwords must be unique and may only be used once. If assistance is needed with changing a password, students must present a photo ID to the DoIT Helpdesk in Room 110 of the D.F. Lowry Building. Passwords will not be reset by phone or email without extensive identity verification per UNCP’s Identity Verification Procedure. Never share your password with anyone. DoIT will never ask users to confirm account information, such as username and password, through email.

OFFICE 365 EMAIL AND MORE

UNCP student email accounts (BraveMail) are provided through Microsoft’s Office 365 and may be accessed from the Internet at <https://outlook.office365.com/bravemail.uncp.edu> after acquiring the login credentials from BraveWeb activation. University policy DoIT 01 06 states that BraveMail is an official means of communication from the university, and students are expected to read the email sent to their accounts regularly. UNCP’s Office 365 environment provides access to a host of Microsoft products including Microsoft Office. Once logged in to Office 365, students may download Office to their personal devices at no charge. Additional information can be found at <http://www.uncp.edu/doit/bravemail-access>.

COMPUTER LABS

Computer labs are available throughout the campus. The labs located in academic buildings are available to all students when not otherwise occupied by a class. The computer lab on the second floor of the Mary Livermore Library is available and staffed during the Library’s operating hours. The computer lab on the first floor of the James B. Chavis University Center is open Monday-Friday, 7 a.m. to 12 a.m., Saturday 9 a.m. to 12 a.m., and Sunday 11 a.m. to 12 a.m., or unless otherwise posted. Students residing in the residence halls have access to the computer labs in the lobbies of Oak and Pine Halls and at the Village and the University Courtyard Apartments.

RESNET

ResNet provides wireless and wired Internet access for residential students who bring their own devices to campus and choose to use them in the residence halls or campus apartments. To access the network, the student’s computer must meet UNCP’s student computer system requirements. See complete information at <http://www.uncp.edu/doit/resnet>. Other devices need only be registered using SafeConnect. See <http://www.uncp.edu/student-services/information-technology/students/resnet/gamesystems-devices> for details.

WIFI ACCESS

Brave WiFi, Residential WiFi and Guest wireless access provide Braves and their guests with access to internet resources. To register for BraveWiFi, connect to that network, open a browser and complete the registration by entering your username and password. Guest wireless access is available for campus visitors including parents. Go to <http://www.uncp.edu/student-services/information-technology/wifi/guest-wireless-internet-access> for instructions for visitors. Residential WiFi is available in University Housing only. For information about the ResidentialWiFi network visit <http://www.uncp.edu/student-services/information-technology/wifi>.

BLACKBOARD

Blackboard (blackboard.uncp.edu) is the course management system used by UNCP to provide online resources and activities for traditional, hybrid and online courses. Students access Blackboard using their university username and password. Assistance is available for Blackboard via all DOIT Help Desk resources including the DoIT Helpdesk in D.F. Lowry Building Room 110, telephone at 910.521.6260, email at helpdesk@uncp.edu and DoIT’s self-service portal. The Self Service login page is available by clicking the “HEAT Self Service” link in UNCP’s QUICK LINKS menu on the UNCP home page.

BRAVEWEB

BraveWeb provides access to a number of self-service applications which allow users to register for classes,

check grades, see class schedules, review financial aid information, review charges and make payments for tuition and fees, apply for housing, control directory information, and set up insurance waivers. Students activate their network account as well as change their associated password from BraveWeb at braveweb.uncp.edu. Please see <http://www.uncp.edu/doit/braveweb-info> for more information.

HELP DESK

Assistance with technology related issues is available through the DoIT Help Desk. Face to Face/Walk-in and telephone support is available 8 a.m. to 5 p.m., Monday-Friday at the DoIT Helpdesk in the D.F. Lowry Building, room 110, 910.521.6260. Questions and concerns may be addressed to DoIT via our online self service portal, HEAT or via email to doit.helpdesk@UNCP.edu. Use HEAT Self Service to submit a request for assistance. The Self Service login page is available by clicking the "HEAT Self Service" link in UNCP's QUICK LINKS menu on the UNCP home page. After hours support provided by DoIT's student staff is available by telephone and email Monday-Thursday, 5:00 p.m. to 10:00 p.m., Saturdays, 2:30 p.m. to 7:00 p.m., and Sundays, 2:30 p.m. to 9:00 p.m. Support hours vary with holidays and semester breaks and can be viewed at <http://www.uncp.edu/doit/helpdesk>.

STUDENT TECHNOLOGY ASSISTANCE

Students needing additional assistance in using computer applications should seek help from the DoIT staff at the Help Desk. See above for how to contact the Help Desk. Individual, hands-on assistance as well as group training sessions are offered for students in various applications.

BRAVES (ID) CARD

A non-transferable photo identification card is issued to each student at The University of North Carolina at Pembroke. The ID card, also known as the BravesCard, allows students to check out materials from the Mary Livermore library, access recreational services, Student Health Services, the Givens Performing Arts Center and athletic events. For students that live in campus residence halls, BravesCards are also set to work in campus dining facilities.

If students receive an allowance to make purchases from the Bookstore by way of the Financial Aid Office, (i.e.: Loans, Grants, Scholarships or VA), the BravesCard makes this possible.

BravesCards are made from 8:00 a.m. until 5:00 p.m., Monday through Friday. The Braves (ID) Card Office is located in the Auxiliary Services building near Mail Services. The email address is: bravescard.id@uncp.edu and the phone number is 910.521.6845.

The following policies are in effect for the BravesCard:

1. In order for a student to obtain a BravesCard, proper government-issued photo identification (driver's license, non-driver's ID, military ID or passport) and a 9 digit student ID number is required.
2. BravesCards are the property of The University of North Carolina at Pembroke.
3. BravesCards are valid upon admission to the university; they are issued once, and are active upon a student's enrollment for the current semester. BravesCards activate and deactivate according to enrollment status.
4. BravesCards are issued with names as they appear in the university's student information system.
5. Updating a student's name in the BravesCard system requires the change be reported to the Registrar's Office before any BravesCard re-issuance.
6. Lost or stolen BravesCards must be reported as soon as possible to the BravesCard Office.
7. A non-refundable, non-waiveable fee of \$25 will be collected for lost, stolen or deliberately damaged BravesCards. BravesCards that are damaged due to normal wear and tear are replaced at no charge to the student.
8. Payment of a replacement fee constitutes authorization for deactivation and deletion of the missing ID card's record from The University of North Carolina at Pembroke's card database. Once that occurs, the old BravesCard can never be reactivated.
9. If a student withdraws from the university, their BravesCard must be returned to the BravesCard Office.
10. Only Braves Dollars are refundable. They can be refunded upon graduation, withdrawal or at the end of each semester.

BANKING ACCESS (24 HOURS)

A Cash Points bank machine provides 24-hour banking access. It is located next to the Chavis University Center (rear side). This machine is networked with American Express, Honor, Cirrus, Plus, Visa, MasterCard, and Discover.

SAFETY AND HEALTH POLICY

POLICY STATEMENT

It is the policy of The University of North Carolina at Pembroke, to provide a safe and healthful environment; free from recognized hazards, which may cause serious injury to students, employees, and visitors. This is accomplished by maintaining a comprehensive safety, health and environmental program, which involves all members of the university community. Our goals are to develop a safety consciousness among students, employees and others engaged in work for UNC Pembroke to reduce accidents, minimize potential liabilities and promote environmental stewardship.

The University of North Carolina at Pembroke will conduct all of its activities in compliance with applicable environmental health standards, codes, regulations, and laws. Each and every person at the university understands that safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

The University of North Carolina at Pembroke believes that its most valuable resource is the people who teach, learn, and work at this institution, and will do all that is reasonable to protect them. The primary purpose of the Campus Safety Office is to conduct safety inspections; identify and correct unsafe conditions; conduct safety training; provide consultative services to management on safety issues; prepare reports as required by state and federal agencies; investigate accidents to determine cause and take corrective action (risk management); and maintain a safe working and living environment for all students, employees and visitors.

UNIVERSITY POLICE AND PUBLIC SAFETY

The safety and security of students, faculty, and staff is a primary concern at The University of North Carolina at Pembroke. All departments at the university engage in a continuing effort to keep our campus safe and secure. A truly safe campus can only be achieved through the cooperation of all members of the campus community.

The Police and Public Safety Department is a full-service law enforcement agency. UNCP officers are trained professionals, certified by the North Carolina Justice and Standards Commission. These officers are vested with all powers of arrest within the university community and all property owned or leased by UNC Pembroke and that portion of any public road or highway passing through campus or adjoining the campus. The Police and Public Safety Department has mutual aid agreements with all municipal departments within Robeson County including the Sheriff's Department and N.C. Highway Patrol.

MOTORIST ASSISTANCE

Students, faculty, staff, and/or visitors on campus who find themselves in need of emergency vehicle service should call the University Police Department at 910.521.6235 for assistance or contact the police via Emergency Call Boxes located on campus. Emergency supplies such as an air tank, jump boxes, gas can, and a device for unlocking automobile doors is available.

CAMPUS ESCORT SERVICE

The University Police provide an escort service aimed at pedestrian safety on campus. To obtain an escort, students, faculty and staff should dial 910.521.6235.

EMERGENCY TELEPHONE SERVICE

The university police communications system allows the campus population the ability to contact officers directly 24 hours a day via telephone at 910.521.6235 or by activating an Emergency Call Box. There are fifty (50) Emergency Call Boxes located at various sites on campus and within residence halls. These call boxes are

easily identifiable by the “Emergency” markings and blue strobe lights mounted on top. To use these devices, a caller must depress the call button and the call box will connect to police dispatchers that are available to dispatch officers to calls for service 24 hours a day, 7 days a week.

There are multiple avenues available for the university community to report a crime or request services.

Phone: 910.521.6235

In Person: The Police and Public Safety Department and Traffic Office are located in the Auxiliary Services building on Faculty Row behind the UNCP Bookstore, directly across from the Oak Hall residence hall.

E-mail: police@uncp.edu

Anonymous and Confidential Online Form:

uncp.edu/ReportACrime

MISSING RESIDENTIAL STUDENT POLICY

This policy establishes the procedures for the University of North Carolina at Pembroke (UNCP) community regarding the reporting, investigation, and required emergency notification when a student residing in on-campus housing is determined to be missing. A student shall be deemed missing when he or she is reported absent from the university for more than 24 hours without any known reason. For more information go to uncp.edu/MissingStudent.

PARKING AND VEHICLE REGISTRATION

Each motor vehicle, including two-wheeled vehicles, driven or parked on campus by students, faculty, or staff must be registered with the Traffic Office and must display a valid parking permit. Fees are established annually and appropriate notification is provided.

North Carolina Senate Bill 627 requires all students to submit proof of motor vehicle insurance prior to purchasing a parking permit. In order to comply with this legislation, students must provide the following: 1) Name of Insurance Company; 2) Policy Number of Insured; and 3) Certification that the insurance meets the minimum needs established by North Carolina: \$30,000 for bodily injury to one person, \$60,000 for bodily injury to two persons or more, and \$25,000 for property damage.

All students, faculty, and staff members are subject to traffic rules and regulations. It is each individual's responsibility to review and know the institution's policy concerning traffic rules and regulations on campus. The entire policy can be found on the Police & Public Safety Page at <http://studentaffairs.uncp.edu/police-public-safety/parking-and-traffic/> and follow the links on the right for each section. The entire policy can be found on the Police & Public Safety webpage. These regulations are strictly enforced by the campus police. Fines must be paid before any records will be released from the university. Conviction of a violation of the traffic laws while operating a vehicle on campus has the same effect on your driver's license as a conviction for the same offense on the public highways. The speed limit on campus is 20 mph and is enforced.

It is a privilege and not a right for a person to keep or operate a motor vehicle on campus. Each student, faculty, or staff member must agree to comply with the traffic rules and regulations before keeping or operating a vehicle at The University of North Carolina at Pembroke. The university reserves the right to withdraw motor vehicle privileges from any person at any time.

All parking fines are due to be paid within three (3) days of the issuance date, unless they are appealed within those three days. If appealed, payment of assessments will not become due until notification of the Traffic Appeal Board to the person being assessed of its decision not to reverse the citation, at which time payment must be made within three (3) days.

RESERVED PARKING

The University of North Carolina at Pembroke has set aside reserved parking spaces located throughout campus, which faculty/staff only, may apply for when submitting a faculty/staff permit application. These reserved spaces are issued on a yearly basis (August 31 until August 31 of the following year) and are issued on a first request, first-issued basis. The permits can be purchased at a cost of \$350.

Any vehicle not properly registered for reserved parking areas will be subject to towing.

The Traffic Office can be reached weekdays at 910.521.6795, or contact the University Police at 910.521.6235.

PREFERRED PARKING FOR QUALIFYING VEHICLES

LOW-EMITTING (LEV), FUEL-EFFICIENT (FEV) AND ALTERNATIVE FUEL VEHICLES (AFV)

To support UNCP's sustainability goals and offer an incentive to reduce the campus' carbon footprint, owners of qualifying LEV, FEV and AFVs will be allowed to park in specially marked spaces near the entrance of some buildings on campus. This initiative will be introduced at the Health Sciences Building, a Leadership in Energy and Environmental Design (LEED) Silver certified building, and progress throughout campus starting with all parking lots associated with LEED certified buildings. To park in one of these preferred spaces, a UNCP LEV decal is required. There is no additional fee for the LEV decal, however, you must purchase or have already purchased a current UNCP parking permit. Bring proof of vehicle registration, type of transmission (automatic or manual) and size of engine for your vehicle to verify qualification and receive your free LEV decal. Parking in one of these spaces without the decal will result in a ticket. To see if a vehicle qualifies, students and employees can visit the Sustainability Office's website at: <http://www.uncp.edu/about-uncp/administration/departments/sustainability-office/operations/transportation>. Electric vehicle charging stations will be incorporated into a percentage of these spaces as funding permits and demand increases.

For questions about this initiative, contact Jay Blausler, sustainability director, jay.blausler@uncp.edu or 910.521.6509.

TRAFFIC VIOLATIONS

Violations of traffic laws on the university campus (excluding parking violations) are violations of the motor vehicle laws of the State of North Carolina. All moving violations are processed through the state court system. After a citation has been issued, the matter is in the court system and cannot be resolved at the University. Conviction of a violation of the traffic law while operating a vehicle on the campus has the same effect on your driver's license as a conviction for the same offense on the public highway. The speed limit on campus is 20 mph on all public streets and 10 mph in parking areas and is enforced.

TRAFFIC APPEALS BOARD

The Traffic Appeals Board is appointed each year by the Chancellor. The board consists of two students, one faculty and one staff member. The Board has the authority to review violations to determine whether or not a violation has been properly established. The Board has the authority to void or reduce any citation when a violation of the Campus Traffic Regulations is not shown, but does not act as a substitution for public authority when it applies.

III. ACTIVITIES AND REGULATIONS

UNIVERSITY CALENDAR

The university calendar helps students, faculty, staff, and community members navigate their UNCP experience and keep track of important dates. For a listing of events and activities, take a look at the university calendar at <https://calendar.uncp.edu/MasterCalendar.aspx>

E-NNOUNCEMENTS

E-announcements are sent to the student listserv twice weekly; once at 9:00 a.m. on Monday morning and once at 9:00 a.m. on Thursday morning. To submit items, you can access additional E-announcements details (including the archives) and the E-announcements Submission Form when you search "E-announcements guidelines" in the UNCP website search bar.

studentaffairs.uncp.edu

CULTURAL PROGRAMS

There are many opportunities for cultural enrichment at UNCP. The Music Department and University Theatre produce more than a half a dozen concerts and stage plays each year, in addition to studio theatre productions and recitals in UNCP's Moore Hall. The Givens Performing Arts Center's Broadway and More Series and On Stage for Youth Series provide ten to twelve professional touring groups each year.

THE DEPARTMENT OF MUSIC

Provides a significant number of programs throughout the academic year including the Moore Hall Recital Series, a UNCP Ensemble Series, as well as student and faculty recitals. The Moore Hall Series involves two to three programs each semester featuring solo artists, chamber groups, instrumental and vocal jazz ensembles, and even small operatic/musical theatre productions. The Musical Theatre program presents a variety of productions, from "scenes" to fully-staged musicals. The Ensemble Series involves an array of varied performances by the Concert Choir, Pembroke Singers, University Band, University Jazz Choir, "Spirit of the Carolinas" Marching Band, University Jazz Ensemble, UNCP Orchestra, Guitar Ensemble, etc. These ensembles are open to all students regardless of major.

MISS UNCP AND HOMECOMING COURT

The Miss UNCP Scholarship Pageant honors the personal commitment and talent of outstanding UNCP women in support of their continuing education. Miss UNCP serves as an ambassador for the university campus and community, is a spokesperson for the Miss UNCP Scholarship Pageant, and represents the university at various functions on campus and in the community. Miss UNCP is selected by a panel of judges. Competition phases include private interview, on-stage question, casual wear, talent and evening gown. A platform essay is also required. Participants must be a full-time undergraduate or graduate student with a 2.5 GPA. Scholarship monies are awarded.

Selected each fall through a process that includes an application, a faculty and staff interview, and a vote of the student body, the Homecoming King and Queen represents the student body in the traditions of the university community.

Miss UNCP and the Homecoming Court represents the university at various functions, including parades and local pageants.

PUBLICATIONS

THE INDIANHEAD

An annually published yearbook of The University of North Carolina at Pembroke, the Indianhead staff strives to provide a complete, accurate, and permanent account of the year's activities and events associated with student life at UNCP. All students are eligible to participate on the yearbook staff. Editors, assistant editors, and photographers are all salaried positions. The associate vice chancellor for Student Affairs has the administrative responsibility for overseeing the budget. A faculty advisor gives direction and support to the staff and offers technical assistance.

THE PINE NEEDLE

A bi-weekly student-published campus newspaper at UNCP, The Pine Needle records the weekly activities associated with the student body and the greater university community. Through its news, sports coverage, etc., The Pine Needle staff keeps the university community well-informed of what is happening at The University of North Carolina at Pembroke and also covers issues of regional and national concern. Through The Pine Needle, students are afforded the opportunity to voice their opinions, thereby providing a vital communications link with the total university. All students are eligible to participate on the newspaper staff. Editors, assistant editors, advertising manager, and circulation manager are salaried positions. The associate vice chancellor for Student Affairs has the administrative responsibility for overseeing the budget. A faculty advisor gives direction and support to the staff and offers technical assistance.

THE AUROCHS

An annually student-published literary magazine of The University of North Carolina at Pembroke, The Aurochs

features the best original poetry, fiction, creative nonfiction, photography, and artwork created and submitted by UNCP students. All students are eligible to participate on the staff of the literary magazine. Editors and assistant editors are salaried positions. The associate vice chancellor for Student Affairs has the administrative responsibility for overseeing the budget. A faculty advisor gives direction and support to the staff and offers technical assistance.

STUDENT HANDBOOK

An annual online publication from the Division of Student Affairs designed to familiarize the student body with the purpose of the university, the rules and regulations that govern the student body and in general answers the many questions that students have.

STUDENT PUBLICATIONS BOARD

The Student Publications Board, a subcommittee of the Faculty Senate committee on Student Affairs and Campus Life (SACL), establishes guidelines and provides policy which governs the newspaper, yearbook, and magazine. In addition, it has the responsibility for interviewing applicants and selecting editors for the campus newspaper, yearbook, and literary magazine. Composition of the Student Publications Board includes the associate vice chancellor for Student Affairs (administrative advisor for the newspaper, yearbook, and literary magazine); the faculty advisor for the newspaper; the faculty advisor for the yearbook; the faculty advisor for the magazine; one faculty member not actively involved in student publications; the incumbent newspaper editor; the incumbent yearbook editor; the incumbent literary magazine editor; and the incumbent Student Government Association president or their designee.

INTERCOLLEGIATE ATHLETICS

The University of North Carolina at Pembroke excels in intercollegiate athletics in both men's and women's competition. UNC Pembroke is a member of the National Collegiate Athletic Association (NCAA) Division II and the Peach Belt Conference, which includes 14 universities in North Carolina, South Carolina, Georgia, Florida and Alabama.

Seven men's sports and eight women's sports provide UNCP constant recognition at the local, regional and national levels. Men's varsity sports include baseball, basketball, cross country, football, soccer, track & field, and wrestling. Women's sports are sponsored in basketball, cross country, golf, soccer, softball, track & field, swimming & diving, and volleyball. Conference championships have been won in many of UNCP's programs and advancing to national competition has been an accomplishment of which the university is very proud. Since 2008 UNCP teams in basketball, football, softball, soccer, wrestling, golf, track & field, and cross country have advanced to the NCAA playoffs.

As a member of the National Association of Intercollegiate Athletics (NAIA), UNCP won over 60 district championships through the years and 30 league titles as a member of the Carolinas Conference from 1976-92. In 1978, the UNCP cross country team captured the coveted NAIA National Championship. Over 130 student-athletes have been honored as All-Americans in either the NAIA or NCAA. Also, former athletic greats are annually inducted into the UNC Pembroke Athletic Hall of Fame.

Athletic grants-in-aid are offered in all of the university's intercollegiate sports programs for both men and women upon recommendation of the head coach and approval of the director of Athletics.

CO-CURRICULAR ACTIVITIES

The UNCP community believes that students should become actively involved in the co-curricular activities of the university. Students who are engaged in the campus community better enjoy their college experience, earn better grades, and graduate at higher rates compared to students who are not engaged. Being engaged is different for everyone. Regardless of what it means to you, you owe it to your future to get engaged on campus. Effectively engaged students understand their personal responsibility and willingly connect interpersonally, behaviorally, and mentally with concepts, processes, events, and people at UNC Pembroke. To help focus your involvement, follow the 4 + 1 approach. 4 + 1 encourages students to be involved

in opportunities that are: career related, enjoyable, gives back to the community, promotes self-care and experienced with people different than yourself. To learn more, visit www.uncp.edu/4plus1.

CHAMBER ENSEMBLES

Familiarizes students with representative literature for various small ensembles through rehearsal and performances. These groups have included (but are not limited to) Flute Choir, Woodwind Quintet, Guitar Ensemble, Saxophone Quartet and Brass Quintet. Credit is available through the Music Department.

SPIRIT SQUAD

Members are selected through competitive tryouts. In addition to their presence at athletic events, the Spirit Squad are campus leaders in promoting school spirit.

INDIANHEAD (UNIVERSITY YEARBOOK)

All students are eligible to work on the staff. Credit is available through the Mass Communication Department.

PEMBROKE SINGERS

Select chamber choir at UNCP open to all students by audition. This ensemble will explore the stylistic, aesthetic, and technical elements of literature for the small choir through rehearsal and frequent public appearances. Credit is available through the Music Department.

PERCUSSION ENSEMBLES (PERCUSSION ENSEMBLE AND GLOBAL RHYTHM ENSEMBLE)

Open to all students by audition or permission of the director. Participation will include a technical, stylistic, and aesthetic study of percussion ensemble literature through rehearsal and public performances. Credit is available through the Music Department.

THE PINE NEEDLE

The Pine Needle is the student newspaper. All students are eligible to work on the staff. Credit is available through the Mass Communication Department.

UNIVERSITY CONCERT BAND

Open to any UNCP student and is the large core instrumental ensemble at UNCP, preparing and presenting music of all historical styles. Public appearances are made in the form of several concerts each semester. Credit is available through the Music Department.

UNIVERSITY JAZZ ENSEMBLE

Open to all students by audition. Participation will include a study of technical, stylistic, and aesthetic study of percussion ensemble literature through rehearsal and public performances. Credit is available through the Music Department.

UNIVERSITY MARCHING BAND

Performs in the fall semester at area parades, marching contests, and on-campus events. Credit is available through the Music Department.

UNIVERSITY ORCHESTRA

Open to all persons regardless of planned major with permission of the director. Students will study, rehearse, and perform music from world orchestra literature across a wide range of styles and genres. Credit is available through the Music Department.

UNIVERSITY PEP BAND

Open to all students regardless of planned major with permission of director. Public performances will be made at athletic events (mostly basketball games) as well as accompanying teams to the Peach Belt Conference Tournament. Credit is available through the Music Department.

THE AUROCHS

A student-published literary magazine, featuring the creative writing and artwork of UNCP students. All

students are eligible to work on the staff. Credit is available through the English and Theatre Department.

UNIVERSITY THEATRE

A dramatics organization which offers members the opportunity to appear in plays and to engage in play production. All students are eligible.

WNCP-TV

A program service of the Department of Mass Communication and a learning laboratory for the televisual arts. Television programs are produced by UNCP students and faculty in classes or as part of departmentally approved extracurricular productions. These talk shows, newscasts, sports, special event coverage and other videos can be seen on channel 6 on Time Warner Cable in Robeson County (14,000 cable households). Select programs produced under the auspices of WNCP also air on channel 62 (WFPX-TV) and reaching at least 200,000 television households across six counties. Students earn progressively responsible positions at WNCP for credit or work-study.

NEW STUDENT ORGANIZATION RECOGNITION

In order to ensure that a proposed organization is compatible with the university's mission, and that it is in compliance with all federal, state, and university regulations, the university reserves the right to review and approve all proposed student organizations. Students who are interested in forming a new student organization should review the Student Organization Handbook for updated policies and procedures and discuss their plans with the Office of Student Involvement and Leadership before having organization meetings, writing a constitution or planning activities. The Office of Student Involvement and Leadership will work with the student organization to identify existing student organizations that may meet students' needs or help the students to develop the appropriate documentation to support successful completion of the recognition process. Students who wish to form a social Greek letter organization must meet these guidelines as well as those set by the Office of Fraternity and Sorority Life. For a complete list of active student organizations, please visit www.uncp.edu/BraveConnect and select the organizations tab.

FUNDRAISING ACTIVITIES

All campus organizations sponsoring fundraising events are subject to the university's policies. Student organizations must submit a Fundraising Form through BraveConnect when conducting fundraising activities 4 business days prior to the event for UC Mall requests and 7 business days for all other spaces. The reasoning for this is twofold: (1) conflicts will be avoided through efficient scheduling and (2) compliance with state and university statutes and regulations must be monitored.

Off-campus functions by student organizations will not be approved and/or supervised by the university. Student organizations are encouraged to schedule their functions, or any other form of fund-raiser, on campus. However, students and student organizations are reminded that they are subject to appropriate disciplinary action, including possible suspension or expulsion from the university, for breach of federal, state and local laws or university regulations. This principle extends to conduct off campus which is likely to have adverse effect on the educational process or which stamps the offender as an unfit associate for the other students. Students and student organizations are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

STUDENT ORGANIZATIONS

The Office of Student Involvement and Leadership supports student involvement and engagement. With over 100 recognized student organizations, students are sure to find one that's right for them. Visit www.uncp.edu/BraveConnect to see a current list of recognized student organizations. Below are descriptions of the 8 different categories of recognized student organizations at UNCP.

ACADEMIC/DEPARTMENTAL ORGANIZATIONS

Organizations are defined as organizations within an academic department, professional program or have a national affiliation. Academic/departmental organizations strive to increase involvement in departmental/program activities, increase faculty/student interaction and create close relationships with respective departments or disciplines of the UNCP community.

DIVERSITY ORGANIZATIONS

Organizations that strive to advance and promote a positive climate for diversity, to provide opportunities for students to interact with diverse populations, enhance the educational development of UNCP students in preparation for interaction within a diverse society.

FRATERNITY AND SORORITY ORGANIZATIONS

Those which subscribe to the policies of a national and/or international organization. Recognition is granted and maintained through the Office of Fraternity and Sorority Life.

GENERAL INTEREST ORGANIZATIONS

Provide an opportunity to plan and participate in a variety of programs that provide students with support, social interaction and entertainment outside of the classroom. General Interest organizations strive to meet the social expectations of the members of the organization and promote events regarding topics of interest that enhance student learning inside the classroom through practical application outside the classroom.

HONORARY ORGANIZATIONS

Honorary organizations have a national affiliation and recognize students who have excelled in a particular area. Honorary organizations strive to promote academic excellence among students pursuing a baccalaureate or graduate degree within a specific department or program at UNCP or a population of specific students.

RELIGIOUS ORGANIZATIONS

The organizations that serve the UNCP campus are based on the philosophy of providing opportunities for spiritual enrichment, social activities, and religious service. They seek to integrate spiritual values, intellectual pursuits, and personal development.

SERVICE ORGANIZATIONS

Provide experiential learning opportunities for students in the area of community service and civic engagement and may have national affiliation. Service organizations strive to provide a wide variety of safe, well-planned volunteer and community service opportunities. In addition, they foster a lifelong commitment to civic engagement and provide opportunities for students to reflect on their community service experience.

SPORTS/RECREATION ORGANIZATIONS

Provide a broad and diversified opportunity of sports and recreation activities for students. Through participation, students enhance their total well-being and engagement within the university community. Sports/recreation organizations strive to help students develop leadership, financial, and organizational management skills through the opportunity to create, organize, and run their own organization.

For more information on student organizations at UNCP, please review the Student Organization Handbook or contact the Office of Student Involvement and Leadership.

OFFICE OF FRATERNITY AND SORORITY LIFE

The Office of Fraternity and Sorority Life (OFSL), located in the Chavis University Center, Suite 225, is committed to creating a values-based leadership experience by enhancing student development through active participation in eighteen fraternity and sorority chapters at UNC Pembroke. The Office of Fraternity and Sorority Life supports and promotes academic excellence, student involvement in co-curricular activities, career development, social responsibility, social justice, civic engagement, and cultural awareness.

FRATERNITY AND SORORITY LIFE

ALL GREEK COUNCIL (AGC)

All Greek Council consists of representation from all eighteen recognized organizations. The purpose of All Greek Council is to provide education and collaboration for the betterment of the fraternity and sorority community at UNC Pembroke. All Greek Council meets bi-weekly. Each organization is required to be represented at each meeting. Educational programming is consistent with the mission of the Office of Fraternity and Sorority Life. All meetings are open to the public and all interested parties are encouraged to

attend.

THE FOLLOWING ORGANIZATIONS ARE MEMBERS OF UNC PEMBROKE'S ALL GREEK COUNCIL

- Alpha Phi Alpha Fraternity, Inc.
- Alpha Pi Omega Sorority Inc.
- Alpha Sigma Alpha Sorority
- Alpha Sigma Phi Fraternity
- Delta Sigma Theta Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Kappa Delta Sorority, Inc
- Lambda Theta Alpha Sorority Inc.
- Lambda Theta Phi Fraternity , Inc.
- Omega Psi Phi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Phi Kappa Tau Fraternity
- Phi Mu Alpha Sinfonia
- Phi Sigma Nu Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Sigma Sigma Sigma Sorority
- Zeta Phi Beta Sorority, Inc.
- Zeta Tau Alpha Fraternity, Inc.

Check the Office of Fraternity and Sorority Life web site at www.uncp.edu/student-life/involvement-opportunities/greek-life/chapters for an updated list of organizations.

RECOGNIZED GOVERNING BOARDS AND AFFILIATE ORGANIZATIONS

NATIONAL PANHELLENIC COUNCIL (NPHC)

The University of North Carolina at Pembroke National Panhellenic Council's (NPHC) purpose is to provide service to the campus and community, maintain unity, promote high standards of scholarship, and foster brotherhood and sisterhood.

The council provides a means for preserving the cultural heritage of the historically African American fraternity/sorority organizations; a forum for addressing items of mutual interest to the NPHC organizations; an experience of self-governance necessary for development of the emergent leader; and an opportunity to make recommendations to member organizations for the greater purpose and interest of the university and community.

MULTICULTURAL GREEK COUNCIL (MGC)

The purpose of the Multicultural Greek Council is to set a high standard within the UNCP Greek community. This is accomplished by unifying fraternal organizations through leadership and communication as well as offering an alternative governing body in order to reflect the diversity of the UNCP student body. MCGC strives for academic excellence, community service, and educating the campus and community in regard to cultural awareness. MCGC is committed to making an impact at UNC Pembroke.

HOK NOSAI

The purpose of this council is to promote and retain high standards in the campus life of Greek-letter organizations at UNCP; to promote unity and harmony between member organizations and amongst other Greek lettered organizations; to maintain a positive relationship with the administration; to address and develop strategies of action on matters of mutual concern to the member organizations; to facilitate active involvement of member organizations in the local community and on the campus; and, to promote a positive image of fraternity and sorority life on the UNCP campus.

PANHELLENIC COUNCIL (PHC)

The purpose of the Panhellenic Council is to develop and maintain sorority life and sorority relations at a high level of accomplishment on campus. PHC promotes superior scholarship, fosters inter-greek relationships, and high social and moral standards. Each Panhellenic Council sorority acts in accordance with the rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of the member organizations. Each sorority supports several philanthropic projects each year.

INTERFRATERNITY COUNCIL (IFC)

The IFC is a self-governing body representing the fraternities at The University of North Carolina at Pembroke. Consisting of seven executive board members and the president/delegate of each fraternity, the IFC strives to promote excellence in all aspects of fraternity life and academic pursuits. The Council also works together to help the entire Greek community better achieve its common goal of membership development and service to the Greek community. The Council works to achieve these goals through its committee structure focusing on an array of areas including chapter development, scholarship, community service, member education, and alumni and public relations. The Council is lead by a seven member Executive Committee, which works closely with the director of Fraternity and Sorority Life. Each year, the Council sponsors numerous educational seminars covering a variety of topics pertinent to the lives of university students.

JOINING A FRATERNITY OR SORORITY

In an effort to fully advance fraternal values at The University of North Carolina at Pembroke, incoming freshmen will be eligible for the pursuit of fraternal membership beginning their first semester as a full-time student. Academic eligibility for first semester freshmen will be based on the student's high school grade point average. A student interested in fraternal membership must have a minimum 2.5 cumulative GPA and be enrolled at UNCP as a full-time student.

Please keep in mind that many inter/national organizations require a minimum number of earned college credits, a competitive grade point average, involvement in organizations and community service, as well as a proven commitment to values and ideals associated with fraternities and sororities.

MAINTAINING A FRATERNITY OR SORORITY

In order to be in good standing with UNCP, each organization must meet the following minimum expectations.

- Maintain a chapter grade point average of 2.50 or above for both semester and cumulative grades. Each organizations' grade point average (GPA) will be calculated by semester (fall and spring) per the membership roster provided to the Office of Fraternity and Sorority Life. No summer grades will be calculated. The cumulative average will be used to determine eligibility for academic standing for the following semester. For a detailed explanation of academic probation and academic chapter review/suspension sanctions, visit the Fraternity and Sorority Life website.
- Attend and fully participate in All Greek Council and Governing Board meetings. Chapters may not have more than one absence or they will lose room reservation rights for the current semester.
- All Chapters are required to maintain a minimum chapter size of four members.
- Attend and fully participate in Office of Fraternity and Sorority Life Programs i.e. Songfest, new member convocation, hazing prevention programs, etc. Chapters must have 50% of the chapter membership in attendance. Chapters may not fall below 50% of members in attendance more than once per semester.
- Each member must maintain full-time student status (12+ credit hours a semester).
- Update chapter roster on a regular basis, which requires that changes be made within twenty-four hours of membership status changes. Forms to update the roster can be found on the website.
- Update grade release, bid card, anti-hazing agreement, and new membership documents within twenty-four hours of bid acceptance and/or beginning of the intake process.
- Adherence to all university policies and procedures as well as all inter/national and/or regional organization policies and procedures.
- Update officer contact information each semester and/or immediately following officer changes.
- Have an active faculty/staff advisor as well as an active off-campus advisor that adheres to the Office of Fraternity and Sorority Life advisor's policy.
- Schedule and attend chapter president one-on-one meetings with the director of Fraternity and Sorority Life or designee a minimum of twice per semester.
- Must be in good standing with the Office of Student Conduct. Chapters placed on conduct probation by the Office of Student Conduct must have all events approved by the Office of Fraternity and Sorority Life and the president of the organization must meet with the director of Fraternity and Sorority Life on a weekly basis.
- Receive approval from the Office of Fraternity and Sorority Life for the organization's marketing. This includes, but is not limited to shirts, printed items (flyers, postcards, posters, etc.) electronic flyers, etc.

- Please submit all requests to greeklife@uncp.edu and expect a response within 48 hours.
- For a complete list of the Office of Fraternity and Sorority Life policies and procedures, visit the Office of Fraternity and Sorority Life website.
 - In order to sustain the overall credibility of UNCP's Fraternity and Sorority Life office, organizations that meet the following criteria will not be recognized by the university for a full academic year:
 - Members "graduate out" and no longer have representation on campus.
 - Members do not meet the academic requirement as established by the OFSL.
 - Members fail to comply with other policies and procedures as established by the OFSL. Compliance will be determined by the Office of Fraternity and Sorority Life.
 - Failure to secure a faculty/staff advisor for more than 30 days.

ESTABLISHING A FRATERNITY OR SORORITY

Organizations must meet the criteria as established in Office of Fraternity and Sorority Life guidelines and procedures.

- The members of the fraternity/sorority as well as the headquarters of the Greek organization must hold a liability insurance policy with a minimum of one million dollars in coverage.
- The fraternity/sorority must provide a copy of the organization's inter/national policy as well as risk management policy (support of the Fraternal Information and Programming Group strongly encouraged).
- The fraternity/sorority must adhere to NIC, NPC, NPHC, NALFO, and/or their governing body's standards when relevant as well as UNCP's Office of Fraternity and Sorority Life policies and procedures.
- The fraternity/sorority must provide a copy of a proposed constitution and bylaws.
- The fraternity/sorority must have an active faculty/staff advisor as well as an active off-campus chapter advisor.
- Organization must start with a minimum of six (6) members with no fewer than four (4) members having freshman, sophomore, or junior status.
- A certified copy of recruitment/intake plans must be submitted two weeks prior to the first interaction with potential members. This information must be signed and approved by the chapter advisor, state/province/regional director (when applicable), and approved by the Office of Fraternity and Sorority Life.
- A certified copy of nationally/regionally-approved new member/intake curriculum/program (complete education curriculum for new members/candidates).

STUDENT ORGANIZATION RISK MANAGEMENT POLICY

The University of North Carolina at Pembroke requires that all student organizations recognized by the Office of Fraternity and Sorority Life comply with the UNCP Code of Conduct and the following Risk Management Policy, as promulgated by Fraternity Insurance Protection Group, Inc. (FIPG, Inc.).

Any student organization found to have violated the Code of Conduct or any Greek letter organization found to have violated the Code of Conduct or the FIPG Risk Management policy will be subject to sanctioning through the university judicial process. All incident reports will be forwarded to the Office of Student Conduct for review.

FIPG, INC. RISK MANAGEMENT POLICY

The Risk Management Policy of FIPG, Inc. includes the provisions which follow and shall apply to all fraternity/sorority entities and all levels of fraternity/sorority membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverage may be purchased with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, for

- example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by nonmembers of the fraternity/sorority, without specific invitation, where alcohol is present, shall be prohibited.
 4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
 5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly forbidden.
 6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of third party vendor and guest list.
 7. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups, or organizations.
 8. All recruitment or intake activities associated with any chapter will be non-alcoholic. No recruitment or intake activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
 9. No member or pledge/associate/new member/novice shall permit, tolerate, encourage, or participate in "drinking games".
 10. No alcohol shall be present at any pledge/associate/new member/novice program, activity or ritual of the chapter. This includes, but is not limited to activities associated with "bid night", "big brother - little brother" events or activities, "big sister - little sister" events or activities, "family" events or activities and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Permission or approval by a person being hazed is not defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity/sorority will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, such as verbal harassment. The fraternity/sorority will not tolerate sexual assault in any form.

FIRE, HEALTH AND SAFETY

- All chapter houses should meet all local fire and health codes and standards.
- All chapters should have posted by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
- All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house are expressly forbidden.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni members shall annually be sent a copy of the Risk Management Policy. A copy of the Risk Management Policy is available on the fraternity/sorority's web site.

IV. RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

1.1 Students attend The University of North Carolina at Pembroke as a voluntary act and accept substantial benefits which the State of North Carolina provides. In taking such action, and accepting the benefits which accrue, students must accept the rules and regulations that have been developed pursuant to law.

1.2 Upon enrollment, a student receives no sanctuary from obedience to law. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. In addition to the federal, state, and local laws that pertain to all citizens, a student must accept the institutional rules and regulations necessary to accomplish the purposes for which the institution was established. The student does not, however, lose constitutional or legal rights by an act of voluntary enrollment. The University of North Carolina Policy Manual (700.4.1) specifically refers to the important right of a fair hearing and due process. Federal and state statutes and court cases have established certain student rights which are not to be infringed upon, except in situations which are themselves outlined in law and court procedures. Among these are:

1.2.a No student may be denied access to university facilities or programs on the basis of race, color, national origin, religion, sex, age, sexual orientation, disability, or because of the individual's honorable service in the armed services of the United States;

1.2.b No student may be denied the protection of the First Amendment of the Constitution of the United States and Article I of the Constitution of the State of North Carolina, which refer to freedom of speech, freedom of religion, freedom of the press, freedom to assemble peacefully;

1.2.c No student may be denied the continuance of their education for disciplinary reasons without being afforded the right to due process; and,

1.2.d The Office of Student Conduct follows the expectations as outlined under REG 01.20.01 Procedure for Formatting, Adopting, and Publishing Policies and Regulations in updating or completing changes to policies and regulations. View online at <http://www.uncp.edu/about-uncp/administration/policies-and-regulations/all-regulations/reg-012001-procedure-formatting-adopting-and-publishing-policies-and-regulations>.

ADDITIONAL RIGHTS RECOGNIZED BY UNCP

2.1 The right to read and study free from undue interference in one's room. (Unreasonable noise and other distractions inhibit the exercise of this right).

2.2 The right to sleep, the right to one's personal belongings, and the right to free access to one's room and suite facilities during the period that the residence halls are open, the right to a clean environment in which to live (optimum physical conditions are essential, as they support, reinforce, and provide positive conditions in which to learn and live).

2.3 The right to redress of grievances. If the academic and residence hall communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear or intimidation, physical and/or emotional harm, and without imposition of sanctions apart from the due process.

2.4 The right to personal privacy. All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.

2.5 The right to host guests. All students should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above stated rights of the host's roommates and of other residents.

UNIVERSITY STUDENT CONDUCT SYSTEM

Subject to any policies or regulations of the Board of Governors or the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of Student Affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution or to agencies of student government, in such a manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of the Chancellor's duty with respect to the matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against the student, and the right to such advice and assistance in the individual's defense as may be allowable under the regulations of the university approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President of the University of North Carolina to review the proceedings.

Every student shall be bound by the Honor Code and the university Code of Conduct. The Honor Code shall prohibit academic dishonesty. The Code of Conduct shall prohibit actions and behaviors that are clearly inconsistent with the university's expectations for membership in this community. Visit the university Code of Conduct website and also the Office of Student Conduct website. All adjudicatory power of the student body shall be vested in a system of hearing boards with recognition that ultimate responsibility must conform to the by-laws of the university as established by the Board of Trustees.

ACADEMIC HONOR CODE

STATEMENT OF PRINCIPLES

1.1 Academic honor and integrity are essential to the existence of a university community. If high standards of honesty are not maintained by everyone, the entire community and society itself suffer. Maintaining standards of academic honesty and integrity is ultimately the formal responsibility of the instructional faculty. Therefore, when any academic dishonesty is suspected, a faculty member has the responsibility to, and must, follow the policies and procedures of the UNCP Academic Honor Code.

1.2 Students are important members of the academic community. As responsible citizens of the UNCP community, students are obligated to uphold basic standards of honesty and to actively encourage others to respect and maintain those standards. Allowing academic dishonesty is just as dishonest as committing a dishonest act oneself.

1.3 The Academic Honor Code applies to both undergraduate and graduate students who attend The University of North Carolina at Pembroke.

ACTS THAT VIOLATE THE ACADEMIC HONOR CODE

2.1 While specific violations may take many forms, the general categories of acts that violate the Academic Honor Code are as follows:

2.1.a Cheating: Cheating means the use of or attempted use of unauthorized materials and methods (notes, books, electronic information, submission of work composed by another entity, telephonic or other forms of communication, or other sources or methods) in any academic exercise, whether graded or otherwise. This definition includes both giving unauthorized information (in either oral or written form) and receiving such information during any academic exercise, whether graded or otherwise.

2.1.b Plagiarism: Plagiarism is defined as the representation of another's words, thoughts, creative works, images or ideas as one's own without proper attribution in connection with submission of academic work, whether graded or otherwise.

2.1.c Fabrication and Falsification: Fabrication and falsification is defined as the alteration, invention or citation of any information or material in any academic exercise, whether graded or otherwise. Falsification is a matter of altering information or material, while fabrication is a matter of inventing or counterfeiting information or material for use in any academic exercise, whether graded or otherwise.

2.1.d Abuse of Academic Materials: Abuse of Academic Materials is defined as the destruction, defacement, stealing, altering, or making inaccessible library or other academic material.

2.1.e Complicity means knowingly helping or attempting to help another person to commit any act of academic dishonesty. For example, complicity would include allowing another student to look at test answers or to copy a paper. Simply stated, don't help someone else be dishonest.

PENALTIES FOR VIOLATIONS OF THE ACADEMIC HONOR CODE

3.1 The UNCP community takes the Academic Honor Code very seriously. Consequently, violations may lead to severe penalties. All acts of academic dishonesty violate standards essential to the existence of an academic community. Some first offenses are properly handled and penalties determined by the faculty member teaching the specific course in which they occur. The faculty member must use the settlement procedure described below to handle such an offense.

3.2 Penalties which individual faculty members may impose are limited to the following:

3.2.a A formal written warning or reprimand;

3.2.b A reduced grade (including F) for the assignment;

3.2.c A reduced grade (including F) for the entire course; and

3.2.d Supplemental educational assignment(s) in conjunction with the penalties above.

3.2.1 In all cases, whatever the penalty, a signed Settlement of a Violation of the Academic Honor Code form will be kept for ten years in the Office of Student Conduct. When submitting the form to the Office of Student Conduct, all information on the form must be completed in its entirety as well as signed by both the faculty member and the student. The purpose of this record-keeping is to deter students from repeating offenses and to maintain continuity of recordkeeping regarding academic misconduct. A second purpose is to be sure students who violate the Academic Honor Code a second time are appropriately adjudicated.

3.3 The Conduct Hearing Board (CHB) handles all second offenses, some more serious first offenses, and any charges that the student feels are unfounded. In addition to any of the penalties available to an individual faculty member, the CHB may implement educational sanctions (i.e. educational courses on academic integrity, referral to academic support services, referral to counseling, etc.) suspend the student from the university for a designated period of time (one semester, one year, etc.), or dismiss the student from the university.

3.4 Several factors are considered in determining what penalty to impose for a violation of the Academic Honor Code. Those factors include:

3.4.a The nature and seriousness of the offense;

3.4.b The injury or damage resulting from the violation;

3.4.c The student's prior disciplinary record; and

3.4.d The student's attitude and behavior after the violation was committed.

PROCEDURES FOR HANDLING CHARGES OF VIOLATIONS

4.1 If the faculty member responsible for a course obtains evidence, either directly or through information

supplied by others, that a student may have violated the Academic Honor Code, the faculty member has a duty to investigate and document the incident by collecting whatever relevant information is available.

4.2 If the faculty member decides that the information is sufficient to support a charge against the student, the faculty member is to contact the Director of Student Conduct, who will determine from the records of past violations whether the student in question has previously admitted to, or been found responsible in a previous case of, an Academic Honor Code violation.

4.3 If the suspected violation would be a second offense, the faculty member must take the case to the CHB. If the charge would be a first offense and the faculty member believes that a penalty no greater than F in the course would be appropriate, the charge may be settled between the faculty member and the student (as described below), with the settlement form signed and filed with the Office of Student Conduct. If the suspected violation would be a first offense, but one for which the faculty member considers the appropriate penalty to be more severe than F in the course, the case must be brought to the Office of Student Conduct for referral to the CHB.

4.4 Once a student has received notice that he or she is alleged to have violated Academic Honor Code and has been notified of the allegation, he or she may not withdraw from the course or the University in order to avoid the penalty.

SETTLEMENT PROCEDURE TO BE USED BY INDIVIDUAL FACULTY MEMBERS

5.1 The faculty member should meet via phone, video conferencing, or in person with the student suspected of violating the Academic Honor Code, present the evidence of the violation, and request an explanation from the student. After hearing the explanation, if the faculty member decides that a violation has occurred, he or she fills out and signs the Settlement of a Violation of the Academic Honor Code form, which is available to all faculty members online or in hard copy through the Office of Student Conduct. The faculty member indicates the nature of the violation and the penalty to be applied, and then gives a copy of the form to the student. After receiving the form, the student has three (3) calendar days to consider and seek advice on whether to admit responsibility and accept the penalty by signing the form.

5.2 If the student agrees to sign, admitting responsibility and accepts the penalty proposed, he or she does so in the presence of the faculty member or email communication with the faculty member. The faculty member then imposes the penalty. The faculty member will then make two (2) copies of the signed form. The faculty member will provide one copy to the student and keep one copy for their files. The faculty member will send the original signed settlement form to the Director of Student Conduct, who keeps a record of first offenses for ten years, and thus the matter is ended. If the student decides not to admit responsibility or not to accept the penalty, the faculty member must take the case to the Office of Student Conduct for the incident to be referred to the CHB, if any penalty is to be imposed.

CONDUCT HEARING BOARD

6.1 Composition of the CHB is as follows:

6.1.a A minimum of five (5) students recommended by the president of the student body, and/or interested students may be recommended by university departments, or interested students may apply to the Office of Student Conduct for selection for consideration by the Chancellor. Students that are recommended and/or selected will be appointed by the Chancellor;

6.1.b A minimum of five (5) faculty members recommended by the faculty senate chairperson and appointed by the Chancellor;

6.1.c A minimum of five (5) administrative members recommended by the vice chancellor for Student Affairs and appointed by the Chancellor.

6.2 Hearings follow procedures outlined in Chapter IV., Rights and Responsibilities. The CHB will judge the student as responsible or not responsible of the charges contained in the form submitted by the faculty

member. The faculty member who has submitted the violation will provide information to the CHB to support their position. The student who has been charged with a violation may provide information to the CHB to support their position. Members of the CHB may question either the student or the faculty member or both and may ask for additional materials as they see fit to do so. In a closed session, the CHB will come to a conclusion about the validity of the charges.

6.3 If the student charged with a violation of the Academic Honor Code is found not responsible, the CHB prepares a written report of the case and sends it to the director of Student Conduct, who will maintain a confidential file of materials related to the case. No part of the file becomes part of the student's disciplinary record. The case is closed and no penalty may be imposed.

6.4 If a student is found responsible of violating the Academic Honor Code, the CHB will determine an appropriate penalty. Both the student and faculty member who submitted the violation may give evidence and make statements concerning the appropriate penalties to be imposed. The director of Student Conduct will supply the student's previous academic honor code disciplinary record (if any) to the CHB.

6.5 After hearing the evidence on the appropriate penalty, the CHB will determine the penalty, and prepare a written report to the student and the director of Student Conduct. The director of Student Conduct notifies the faculty member and the provost and vice chancellor for Academic Affairs of the contents of that report. If the CHB decides that a penalty of a grade of F in the course (or one less severe) is appropriate, the faculty member imposes that penalty and no other penalty. If a more severe penalty is deemed appropriate, the director of Student Conduct implements the penalty indicated in the report. The student will be notified by the director of Student Conduct within five (5) days of the CHB's determination of penalty.

CONDUCT APPEAL BOARD

7.1 If the CHB has found a student responsible of violating the Academic Honor Code, the student has the right to appeal that decision. If the student does not file a notice of appeal, the decision of the CHB will be final.

7.2 In order for a student to appeal a determination of the CHB in an Academic Honor Code violation, the student must contact the Office of Student Conduct to complete the "Request for Appellate Consideration" form. A student must submit "Request for Appellate" form within five (5) calendar days to the director of Student Conduct. The director of Student Conduct will deliver the request as well as all related materials to the Conduct Appeal Board.

7.3 The composition of the Conduct Appeal Board and its powers are in Chapter IV, Rights and Responsibilities. For Academic Honor Code violations and their appeals, the provost and vice chancellor for Academic Affairs (or his or her designee) will represent the vice chancellor for Student Affairs.

7.3.1 All charges for alleged Academic Honor Code violations occurring one week prior to exams and going through exam week and during summer sessions will be heard by the administrative hearing officer. Appeals will be directed solely to the provost and vice chancellor for Academic Affairs or their designee.

WHAT TO EXPECT FROM FACULTY

8.1 Faculty members have been instructed that they should outline their expectations pertaining to the Academic Honor Code at the beginning of each course. Students should be aware that some faculty members authorize or prohibit specific forms of student conduct which are unique to their courses or disciplines. All faculty members should refer students to the Academic Honor Code which is published in the UNCP Student Handbook. Further, faculty members have been advised to include the following statement in all course syllabi:

8.1.a Student Academic Honor Code. Students have the responsibility to know and observe the UNCP Academic Honor Code. This code forbids cheating, plagiarism, abuse of academic materials, fabrication or falsification of information, and complicity in academic dishonesty. Any special requirements or permission regarding academic honesty in this course will be provided to students in writing at the beginning of the course, and are binding on the students. Academic evaluations in

this course include a judgment that the student's work is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate the code can be dismissed from the university. The normal penalty for a first offense is an F in the course. Standards of academic honor will be enforced in this course. Students are expected to report cases of academic dishonesty to the instructor.

8.2 In general, faculty members should, and will, take preventive measures to avoid cases of academic dishonesty (for example, examinations should be carefully proctored). However, a faculty member's failure to take such measures is no excuse for academic dishonesty. Academic honesty and integrity, in the final analysis, are matters of personal honesty and individual integrity on the part of every student.

STUDENT CONDUCT DISCIPLINARY PROCESS

DISCIPLINARY PROCESS PURPOSE

1.1 Office of Student Conduct disciplinary procedures at UNC Pembroke are designed to address violations of disciplinary or conduct rules in a manner that prioritizes student development and education. While disciplinary procedures may result in the imposition of sanctions in appropriate cases, the primary objectives of these disciplinary procedures are to uphold honor, integrity, and personal responsibility and to promote student learning, safety, health, and wellbeing.

1.2 This emphasis upon student education and growth as the primary objectives of the disciplinary procedures distinguish these processes from criminal or civil legal proceedings. Consistent with these student learning and development objectives, disciplinary procedures at UNC Pembroke reflect community values, university policies, and Board of Governors standards; and provide for the respect and consideration of all participants.

1.2.1 Disciplinary procedures are not subject to the federal Rules of Evidence or the Rules of Civil Procedure. As a result, information that might be deemed "hearsay" or is otherwise inadmissible during a formal legal proceeding might be considered by the administrator or Conduct Hearing Board.

INITIATION OF DISCIPLINARY PROCEEDINGS

2.1 The University of North Carolina at Pembroke is an educational institution. At educational institutions, disciplinary proceedings do not follow the same procedure used in courtrooms. The university shall have the burden to prove responsibility by a preponderance of information. Preponderance of information shall be interpreted as a person being held responsible based upon information/evidence (that information/evidence which is more likely than not) presented from which any reasonable person would conclude that a violation of Office of Student Conduct had occurred. The purpose of the student discipline process is to maintain a healthy community where shared values, expectations, and behavioral standards set by the campus community are enforced. Students share in the responsibility for maintaining an environment in which the rights of each member of the university community are respected. The goal of the university discipline process is to provide all students with a fair and just system of adjudication.

2.2 Under the direction of the Chancellor, the vice chancellor for Student Affairs has primary responsibility and authority for the administration of student discipline. Further delegation of this authority may be made by the vice chancellor for Student Affairs to the director of Student Conduct and/or other disciplinary bodies such as the Conduct Hearing Board (CHB) and the Committee on Extraordinary Disciplinary Emergencies.

FILING COMPLAINTS

3.1 Any academic or administrative official, faculty or staff member, or student may file a written complaint with the Office of Student Conduct against any student or any student organization for misconduct.

3.2 While action on a complaint of violating a university policy is pending, the status of the student shall not be altered, except for reasons outlined in Section 19.5 (Interim Suspension) of this policy.

PRESUMPTION OF INNOCENCE

4.1 Any student or student organization charged with an infraction of the Code of Conduct shall be presumed innocent until proven responsible by a preponderance of information.

PRELIMINARY INVESTIGATION

5.1 When the director of Student Conduct receives information that a student has allegedly violated university policies or local, state, or federal law, the director of Student Conduct or their designee shall investigate the alleged violation. After completing a preliminary investigation, the director of Student Conduct or their designee may:

5.1.a Find no basis for the complaint and dismiss the allegation as unfounded;

5.1.b Summon the student for a pre-hearing and then either dismiss the allegation, or provide the student with the choice of an administrative or CHB hearing; or

5.1.c Proceed administratively by informing the student of the options for resolution of the disciplinary charges.

OPTIONS FOR RESOLUTION OF DISCIPLINARY CHARGES FOR INDIVIDUAL STUDENTS

6.1 Plead not responsible to the charge(s) and request an administrative hearing before the director of Student Conduct or their designee where determination of responsibility will be made. The director of Student Conduct or their designee may elect not to hear the case. The case would then be heard by the CHB. If the student is held responsible by the administrative hearing officer, an appropriate sanction will be determined.

6.2 Plead not responsible to the charge(s) and have a hearing before the CHB where a determination of responsibility will be made. If the student is held responsible by the CHB, an appropriate sanction will be determined.

6.3 Plead responsible to the charge(s) and request an administrative hearing before the director of Student Conduct or their designee to determine an appropriate sanction. The director of Student Conduct or their designee may elect not to hear the case. The case would then be heard by the CHB.

6.4 Plead responsible to the charge(s) and request that the CHB determine an appropriate sanction.

6.5 A student choosing a hearing before an administrative hearing officer or the CHB has a right of appeal to the Conduct Appeal Board and then to the Chancellor or their designee. If a student chooses a hearing before the CHB and is cited for an additional violation in the interim, a student then forfeits the right to a board hearing, and an administrative hearing will be conducted on all charges.

6.5.1 All charges for alleged Code of Conduct violations occurring one week prior to exams and going through exam week and during summer sessions will be heard by the administrative hearing officer or their designee. Appeals will be directed solely to the vice chancellor for Student Affairs or their designee via the director of Student Conduct or their designee.

6.6 If a student requests an administrative hearing before the director of Student Conduct or their designee, the student may waive all or part of the written notice requirements that follow. The student may also waive the number of days specified from the original date of the charge(s) and proceed with the hearing. All waivers shall be executed by a signed writing. If the student chooses an administrative hearing, the director of Student Conduct or their designee shall provide the student with:

6.6.a A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student in accordance with Section 8 (Disciplinary Correspondence) of this policy;

6.6.b A review of all available information, documents, exhibits, and a list of witnesses that may testify against the student. This is a continuing obligation of the complaining party and the director of Student Conduct or their designee;

6.6.c A choice to elect not to appear at the hearing. The hearing shall be conducted in the student's absence;

6.6.d A written notice of the date, time, and place of the hearing forwarded to the accused at least five (5) calendar days prior to the hearing. Unless the student waives all or part of the notice, the formal hearing will not be held less than five (5) calendar days from the date of the original charge letter;

6.6.e In cases of serious violations (a violation which the possible sanctions include suspension or dismissal) a written notice of the formal charges must be provided to the student. The hearing date for these charges may not be scheduled for at least ten (10) calendar days prior to the hearing unless the student waives all or part of the notice; and

6.6.f A pre-hearing interview with the director of Student Conduct or their designee where all of these rights, responsibilities, and procedures are explained.

SUMMONING A STUDENT FOR A PRE-HEARING

7.1 Should a student not appear when requested by the director of Student Conduct or their designee, the director of Student Conduct or their designee may formally summon a student to appear for a conference in connection with an alleged violation.

7.2 The letter shall direct the student to appear at a specified time and place not less than three (3) calendar days after issuance of the letter. The letter shall also describe briefly the alleged violation.

7.3 If an accused student fails to respond to a charge letter and the required pre-hearing interview, the accused student forfeits the aforementioned options stated in Sections 6.6.a. through 6.6.e. and will be notified by certified letter, sent at least seven (7) calendar days prior to a hearing before the director of Student Conduct or their designee, or, at the option of the director of Student Conduct, the CHB. At this hearing, a decision of responsible or not responsible will be made based on available information, with or without the accused student. If the student fails to attend the hearing, all allegations against the student shall be deemed to be denied by the student. When appropriate, a sanction will be determined and the student will be notified in writing.

DISCIPLINARY CORRESPONDENCE

8.1 All disciplinary correspondence will be sent to the student's campus email account via Maxient (conduct database) and/or via university email from the director of Student Conduct or their designee; to the student's campus post office box (for on-campus residents) by certified mail, return receipt requested; and to the permanent address of record for commuter students by certified mail, return receipt requested. The university reserves the right to use other reasonable means to notify students.

CONDUCT HEARING BOARD (CHB)

9.1 The CHB shall become involved when a student requests a hearing before the CHB or when a case is referred by the director of Student Conduct or their designee. The CHB is a board of the Chancellor composed of faculty, staff, and student members. The director of Student Conduct or their designee serves as the advisor to the CHB.

9.2 A quorum shall consist of any three (3) individuals (to include the chair) selected from the pool of members, which includes:

9.2.a A minimum of five (5) students recommended by the president of the student body. Interested students may be recommended by university departments, or may apply to the Office of Student Conduct for selection for consideration by the Chancellor. Students that are recommended and/or selected will be appointed by the Chancellor;

9.2.b A minimum of five (5) faculty members recommended by the faculty senate chair and appointed by the Chancellor; and

9.2.c A minimum of five (5) administrative members recommended by the vice chancellor for Student Affairs and appointed by the Chancellor.

9.3 The chair of the CHB shall be appointed by the Chancellor and is a non-voting member, except when there is a tie vote.

9.4 Selection of Conduct Hearing Board Members

9.4.1 The students recommended by the president of the Student Government Association for appointment to the CHB are selected through a campus-wide application process.

9.4.2 CHB members will be appointed by August 15 each year. Appointments are for one (1) year. CHB members may be reappointed by the Chancellor.

9.4.3 Vacancies occurring during the course of the year will be filled by the Chancellor.

9.4.4 Members of the CHB become active members only after they have been trained by the Office of Student Conduct.

9.5 Jurisdiction of Conduct Hearing Board

9.5.1 The CHB may have, at the request of the student, original jurisdiction in disciplinary cases.

9.5.2 The CHB may have, upon referral by the director of Student Conduct or their designee, original jurisdiction in disciplinary cases.

PROCEDURAL STANDARDS FOR CONDUCT HEARING BOARD CASES

10.1 All matters upon which the decision may be based must be introduced into the informational packet at the hearing before the CHB. The decision shall be based solely upon such matters and must be supported by the information. Any student charged with an infraction shall be presumed not responsible until proven responsible by a preponderance of the information.

10.2 All information will be admitted except that which is irrelevant or repetitious or which is obtained in violation of search and entry provisions. The CHB will be the sole judge of admissibility of information.

10.3 CHB records are maintained in the Office for Student Affairs and are confidential and may be released only with the consent of the accused student.

10.4 No member of the hearing body who has a personal interest in the particular case may sit in judgment during the proceedings. In such cases in which a member cannot serve due to a conflict of interest, an alternate member will serve for the duration of the hearing.

10.5 In an effort to maintain the environment described in Section 1.1 of this document, questioning of witnesses will be conducted in the following manner: Questions will be posed to the chair of the Conduct Hearing Board (CHB) and if the question is deemed appropriate and relevant the chair of the CHB will instruct the witness to answer the question posed. The chair of the CHB will, if necessary, repeat the question for the witness.

HEARINGS BEFORE CONDUCT HEARING BOARD

11.1 Prior to a hearing, the accused student is entitled to:

11.1.a A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student;

11.1.b A review of all available information, documents, exhibits, and a list of witnesses that may testify against the student. This is a continuing obligation of the complaining party and the director of Student Conduct or their designee;

11.1.c A written notice of the date, time, and place of the hearing forwarded to the accused at least five (5) calendar days prior to the hearing, unless the student waives all or part of the notice. The formal hearing will not be held less than five (5) calendar days from the date of the original charge letter, unless the student charged waives the limit;

11.1.d A pre-hearing interview with the director of Student Conduct or their designee where all these rights, responsibilities, and procedures are explained; and/or

11.1.e In cases of serious violations (a violation which the possible sanctions include suspension or dismissal), a written notice of the formal charges must be provided to the student. The hearing date for these charges may not be scheduled for at least ten (10) calendar days prior to the hearing unless the student waives all or part of the notice.

DUTIES OF THE CONDUCT HEARING BOARD

12.1 In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by the CHB. The CHB will:

12.1.a Rule on the admissibility of information, motions, and objections to procedures;

12.1.b Set forth finding of facts;

12.1.c Render a written decision as to the accused student's responsible or not responsible of the charges;

12.1.d Determine the penalty, if any; and

12.1.e Provide the vice chancellor for Student Affairs with a copy of the decision.

DUTIES OF THE DIRECTOR OF STUDENT CONDUCT

13.1 The director of Student Conduct or their designee shall:

13.1.a Consult the CHB in setting the date, time, and place of the hearing; and

13.1.b Notify the student of the date, time, and place of the hearing. The letter shall specify a hearing date not less than five (5) calendar days after the date of the receipt of the letter. A student may request in writing that an earlier date be set, if feasible. The CHB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time, and place.

13.2 A letter mailed under paragraph 13.1.b shall:

13.2.a Direct the student charged to appear at a date, time, and place specified;

13.2.b Advise the student of their rights. Those rights are:

i. To appear in person, hear all testimony, present any relevant information on their behalf, call witnesses, and ask questions (see paragraph 10.5) of any person present at the hearing;

ii. to elect not to appear at the hearing. The hearing then shall be conducted in the student's absence;

iii. To refuse to answer any questions or make a statement – however, the hearing authority then shall make its decisions solely on the basis of information introduced at the hearing;

iv. To know the identity of witnesses who will testify against the student;

- v. To question each witness (see paragraph 10.5) who will testify against the student for the purpose of clarification;
- vi. To have all statements, information, or comments given during the hearing held in strictest confidence by members of the board before, during, and after deliberation. Only those faculty and staff with an educational need to know will be informed of the outcome. The chairperson will exercise control over the hearing to avoid needless consumption of time, to avoid repetition of information, and to prevent the harassment or intimidation of participants;
- vii. To have hearings conducted in an informal manner where technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though each witness shall be subject to cross-examination (see paragraph 10.5). Witnesses (except for the accused) shall be present during the hearing only during the time they are testifying. While written statements are admissible, no one shall be found responsible who has not had the opportunity to testify, to present evidence and witnesses, and to hear and question adverse witnesses;
- viii. To have a summary of the hearing record; and
- ix. To appeal.

13.2.c Contain the name of the person appointed to act as chair of the CHB;

13.2.d Contain the names of witnesses who will testify against the student and a description of evidence and charges that will be offered against the student;

13.2.e Contain a copy of the complaint; and

13.2.f Notify the charged student that the director of Student Conduct or their designee may question a student testifying on the defendant's behalf or question the defendant if they testify on their behalf.

13.3 If a student fails, without good cause, to comply with the letter sent under this section, the CHB may proceed with the hearing in the student's absence.

REPRESENTATION DURING DISCIPLINARY PROCEDURES

14.1 In accordance with North Carolina General Statute §116-40.11[1], students and student organizations at UNC Pembroke who have been accused of a violation of disciplinary or conduct rules may be represented by a licensed attorney or a non-attorney advocate during any disciplinary procedure except when the violation:

14.1.a Will be heard by a Student Honor Court; or

14.1.b Is an allegation of Academic Dishonesty, as defined by UNC Pembroke.

14.2 When scheduling disciplinary procedures, UNC Pembroke will make reasonable efforts to accommodate a licensed attorney or non-attorney advocate. However, the availability of students or student organization members; witnesses; the designated administrator, panel members, or board members assigned to the matter; and other necessary participants may take priority when determining the date and time for a disciplinary procedure.

14.3 Nothing in this policy shall be construed to create a right to be represented during a disciplinary procedure at public expense.

14.4 In order for a licensed attorney or non-attorney advocate to represent a student or student organization in a disciplinary procedure, the student or student organization must provide the Office of Student Conduct with the three (3) documents described below. These three (3) documents must be submitted three (3) business days prior to the scheduled hearing.

14.4.1 Notice of Representation

14.4.1.1 Students and student organizations that plan to have a licensed attorney or non-attorney advocate represent them during a disciplinary procedure must notify the Office of Student Conduct in writing of the attorney's or advocate's planned participation in a disciplinary procedure at minimum seventy-two (72) hours in advance. This notice must specify:

14.4.1.1.a The identity of the licensed attorney or non-attorney advocate;

14.4.1.1.b Whether the individual is a licensed attorney or a non-attorney advocate; and

14.4.1.1.c An address, telephone number, and email address where the licensed attorney or non-attorney advocate can be reached.

14.4.2 FERPA Authorization

14.4.2.1 In order for a licensed attorney or a non-attorney advocate to represent a student or student organization during a disciplinary procedure or to speak with an official of the Office of Student Conduct regarding the student or the members of a student organization, the student must complete and submit a written authorization that meets the requirements of a valid consent as specified by the Family Educational Rights and Privacy Act (FERPA).

14.4.2.2 Even if a student executes a valid FERPA consent authorizing the licensed attorney or non-attorney advocate to receive information or documents regarding the student, UNC Pembroke may at all times correspond directly with the student or student organization. It is the student's or student organization's responsibility to communicate and share information with a licensed attorney or non-attorney advocate.

14.4.3 Certification by Licensed Attorney or Non-Attorney Advocate

14.4.3.1 Students or student organizations that plan to have a licensed attorney or non-attorney advocate represent them during a disciplinary procedure must submit a certification form signed by the licensed attorney or non-attorney advocate stating that the licensed attorney or non-attorney advocate has read in their entirety and understood the following documents:

14.4.3.1.a Section I of the UNCP Student Handbook for the current academic year; and

14.4.3.1.b Section 700.4.1. of the UNC Policy Manual.

14.5 Licensed attorneys or non-attorney advocates may fully participate in disciplinary procedures only to the extent afforded to the student or student organization they represent. Additionally, licensed attorneys and non-attorney advocates may not delay, disrupt, or otherwise interfere with a disciplinary procedure.

14.6 An attorney or other individual representing UNC Pembroke may participate in disciplinary procedures in which a licensed attorney or non-attorney advocate represents a student or a student organization.

HEARING PROCEDURE

15.1 The CHB shall proceed generally as follows during the hearing:

15.1.a Conduct hearings shall be closed to the public;

15.1.b The chair of the CHB reads a complaint and informs the charged student of their rights, and asks the student whether they plead responsible or not responsible to the charge(s) before the CHB;

- 15.1.c The director of Student Conduct or their designee presents the university's case;
- 15.1.d The student presents their defense;
- 15.1.e The director of Student Conduct or their designee and the student defendant present rebuttal evidence and arguments;
- 15.1.f The CHB deliberates and decides the issue of responsibility or non-responsibility;
- 15.1.g If the CHB finds the charged student responsible, the director of Student Conduct or their designee and the charged student may present evidence and arguments on an appropriate penalty;
- 15.1.h The CHB deliberates and determines an appropriate penalty (when the sanction is expulsion, please see expulsion regulation, Section IV, Rights and Responsibilities, of the UNC Pembroke Student Handbook);
- 15.1.i The CHB renders a written decision as to the accused student's responsibility or non-responsibility of charges. The decision states the penalty, if any, and procedures for appeal; and
- 15.1.j The accused student, the vice chancellor for Student Affairs, the associate vice chancellor for Student Affairs, and the director of Student Conduct shall each be given a copy of the decision.

HEARING RECORD

16.1 The hearing record is confidential and consists of:

- 16.1.a A copy of the notice forwarded to the student;
- 16.1.b A written summary of the hearing together with other material considered by the CHB; and
- 16.1.c The decision(s) of the CHB.

APPEAL OF ADMINISTRATIVE/CONDUCT HEARING BOARD DECISION

17.1 In the event that a charged student disagrees with a finding of responsible or sanction of an administrative hearing officer or the CHB, the charged student may request an appeal to the Conduct Appeal Board (CAB) within forty-eight (48) hours after notification of the decision by obtaining a Request for Appellate Consideration form from the Office of Student Conduct and then submitting said form to the director of Student Conduct. She/he will submit the appeal to the CAB within forty-eight (48) hours for prompt consideration. Original sanctions (except summary suspension) are normally put into effect only after the CAB makes a decision. The CAB has the authority to approve, reject, or modify sanctions. It may impose less severe sanctions as well as more severe sanctions. The decision of the CAB may be appealed to the Chancellor or their designee by completing the Request for Appellate Consideration form. The appeal must be submitted to the director of Student Conduct within forty-eight (48) hours, and she/he will submit the appeal to the Chancellor or their designee for prompt consideration.

17.2 The CAB shall be composed of the chair of the faculty senate who will serve as chair of the CAB, the president of the student body or their designee from the SGA Executive Board, one faculty member recommended by the faculty senate chair, and one university staff member recommended by the vice chancellor for Student Affairs. The faculty and staff member will be appointed by the Chancellor.

17.3 A quorum shall consist of any three (3) members, including the chair.

17.4 The function of the CAB is that of reviewing the action of the administrative hearing officer or the CHB to determine if: (1) An alleged violation of the rights guaranteed the accused has occurred; (2) and/or the sanctions and/or conditions of sanctions are extraordinarily disproportionate to the violation(s); and/or (3)

discovery of new and significant information that would have affected the outcome of the hearing and that was not known, or could not reasonably have been discovered and/or presented at the time of the hearing (when the sanction is expulsion, please see expulsion regulation, Section IV, Rights and Responsibilities of the UNC Pembroke Student Handbook).

17.5 The CAB shall receive the petition from a student choosing to appeal the decision of an administrative hearing or a CHB hearing. Such petition shall be submitted to the chair of the CAB through the Office of Student Conduct, explaining in detail the reasons for the student's appeal and specifying the ways in which the student believes the procedures or actions of the administrative hearing officer have violated their rights.

17.6 Upon receiving a petition, the CAB shall obtain the record of the administrative hearing officer or the CHB. Such record shall include relevant documents and a written statement by the hearing officer. Such statement in the case of administrative action shall summarize the case and the reasons supporting the disciplinary action.

17.7 With this information, the CAB shall decide whether an appeal hearing is warranted. This decision is based upon the three options for an appeal outlined in Section 17.4 above. It shall notify the petitioner in writing of its decision within seven (7) calendar days after receiving the student's petition.

17.8 If the Conduct Appeal Board determines that a hearing should be granted, that hearing shall be held within seven (7) calendar days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of their rights. If a student chooses to waive the seven-day (7) notice and other requirements as stated in this section, an immediate appeal hearing may be scheduled.

17.9 The CAB shall invite the appellant, the respective administrative hearing officer, or the chairperson of the CHB, and such other persons as it deems appropriate to appear before the board to make statements and respond to questions. The student and administrative hearing officer may request the board to invite persons to testify if, and only if, there is new evidence. The CAB follows regular hearing procedures in appeal cases, if it elects to hear new evidence.

17.10 No member of the CAB shall be a party to any prior investigation or witness in the case nor should any member be placed in the position of developing or prosecuting the case.

17.11 After the hearing is concluded, the Conduct Appeal Board shall go into executive session to reach a decision.

17.12 The CAB has the authority to approve, reject, or modify the decision in question. It may impose less severe sanctions as well as more severe sanctions. The chairperson of the Conduct Appeal Board is a non-voting member, except when there is a tie vote. The decision of the CAB will be submitted in writing to the director of Student Conduct. The decision of the CAB may be appealed to the Chancellor or their designee as outlined in Section 16 of this policy. Prompt notice of the decision of the Conduct Appeal Board shall be given. Any appeal of this decision must be in writing and presented within forty-eight (48) hours after notification of the decision to the director of Student Conduct who will submit the appeal to the Chancellor or their designee.

17.13 In cases where the appeal is based upon the foundation that "the sanctions and/or conditions of sanctions are extraordinarily disproportionate to the violation(s)," the Conduct Appeal Board may determine to review only the sanctions as provided and issue a determination. The CAB has the authority to approve, reject, or modify sanctions.

APPEAL OF A CONDUCT APPEAL BOARD (CAB) DECISION

18.1 In the event a charged student disagrees with a finding of responsible or sanction of the CAB, the charged student may request an appeal to the Chancellor or their designee within forty-eight (48) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only

after the Chancellor or their designee makes a decision.

18.2 The procedure for an appeal of a CAB decision is as follows:

18.2.a The function of the Chancellor or their designee in hearing an appeal is that of reviewing the action of the CAB to determine if: (1) an alleged violation of the rights guaranteed the accused has occurred and/or; (2) the sanctions and/or conditions of sanctions are extraordinarily disproportionate to the violation(s); and/or (3) discovery of new and significant information that would have affected the outcome of the hearing and that was not known, or could not reasonably have been discovered and/or presented at the time of the hearing (when the sanction is expulsion, please see expulsion regulation, Office of Student Conduct Section IV, Rights and Responsibilities);

18.2.b The Chancellor or their designee shall receive the petition from a student choosing to appeal the decision of the CAB. Such petition shall be submitted in writing to the Chancellor or their designee through the director of Student Conduct explaining in detail the reasons for the student's appeal and specifying the ways in which the student believes the procedures or actions of the judicial process have violated their rights;

18.2.c Upon receiving a petition, the Chancellor or their designee shall obtain the record of the CAB. Such record shall include relevant documents and a written statement by the CAB. Such statement shall summarize the case and the reasons supporting the Conduct Appeal Board's decision;

18.2.d With this information, the Chancellor or their designee shall decide whether an appeal hearing is warranted. This decision is based upon the three (3) options for an appeal stated in 18.2.a. above. The Chancellor shall notify the petitioner in writing of their decision within seven (7) calendar days after receiving the student's petition;

18.2.e If the Chancellor or their designee determines that a hearing shall be granted, that hearing shall be held within seven (7) calendar days of such determination and notification shall be given in writing at least three (3) calendar days prior to the date set for the hearing, specifying time, date, and place of the hearing and informing the student of their rights;

18.2.f The Chancellor or their designee may invite the appellant and other persons as they deem appropriate to appear before them to make statements and respond to questions. The student may request the Chancellor or their designee to invite persons to testify if there is new evidence; and

18.2.g The Chancellor or their designee has the authority to approve, reject, or modify the decision in question. The Chancellor or their designee may impose less severe sanctions as well as more severe sanctions.

18.2.h In cases where the appeal is based upon the foundation that "the sanctions and/or conditions of sanctions are extraordinarily disproportionate to the violation(s)," the Chancellor or their designee may determine to review only the sanctions as provided and issue a determination. The Chancellor or their designee has the authority to approve, reject, or modify sanctions.

STUDENT ORGANIZATION DISCIPLINARY PROCESS

19.1 PRELIMINARY INVESTIGATION

19.1.a When the Office of Fraternity and Sorority Life, Office of Student Involvement and Leadership, or Office of Student Conduct receive information that a student organization has allegedly violated university policies or local, state, or federal law, the director of Student Conduct shall investigate the alleged violation.

19.1.b A cease and desist order for all organization operations may be issued, if necessary, by the Office of Student Conduct in collaboration with the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership.

19.1.c After completing a preliminary investigation, the director of Student Conduct or their designee may:

19.1.d Find no basis for the complaint and dismiss the allegation as unfounded;

19.1.e Summon the student organization for a pre-hearing and then either dismiss the allegation, or provide the student organization with an outline of the Conduct Hearing Board process.

19.2 OPTIONS FOR RESOLUTION OF DISCIPLINARY CHARGES

19.2.a Plead not responsible to the charge(s) and have a hearing before the CHB where a determination of responsibility will be made. If the student organization is held responsible by the CHB, an appropriate sanction will be determined.

19.2.b Plead responsible to the charge(s) and request that the CHB determine an appropriate sanction.

19.2.c If a student organization is referred to the CHB and then is cited for an additional violation in the interim, the student organization will be placed on Loss of Recognized Student Organization Status for no less than one (1) semester.

19.2.d A student organization has a right of appeal to the Conduct Appeal Board (CAB) and then to the Chancellor or their designee.

19.2.e All charges for alleged Code of Conduct violations occurring one week prior to exams and going through exam week and during summer sessions will be heard by the CHB during the next fall/spring semester.

19.2.f Prior to the CHB hearing, the student organization will receive written notice of the charge(s) and an outline of their rights at least ten (10) calendar days prior to the hearing. In the event that additional charges are brought, a further written notice must be forwarded to the student organization in accordance with Section 8 (Disciplinary Correspondence) of this policy.

19.2.g A review of all available information, documents, exhibits, and a list of witnesses that may testify against the student organization. This is a continuing obligation of the complaining party and the director of Student Conduct or their designee.

19.2.h Information, documents, exhibits, etc. provided by the director of Student Conduct or their designee shall have all names and personal information redacted in order to protect the witnesses and/or victim(s).

19.2.i A choice to elect not to appear at the hearing. The hearing shall be conducted in the student organization's absence.

19.2.j A written notice of the date, time, and place of the hearing forwarded to the accused organization president and faculty/staff advisor at least five (5) calendar days prior to the hearing.

19.2.k The student organization may waive the number of days specified from the original date of the charge(s). All waivers shall be executed by a signed writing under the supervision of the Office of Student Conduct.

19.2.l The student organization will complete a pre-hearing interview with the director of Student

Conduct or their designee prior to the CHB hearing. During this meeting all organization rights, responsibilities, and procedures will be explained.

19.3 DISCIPLINARY CORRESPONDENCE

19.3.a All disciplinary correspondence will be sent to the student organization via Maxient (conduct database) and/or via university email from the director of Student Conduct or their designee. All correspondence will be sent to the president of the organization, the organizations on-campus advisor, and to the appropriate supervising department over the organization. The university reserves the right to use other reasonable means to notify student organizations.

19.4 REPRESENTATION DURING DISCIPLINARY PROCEEDINGS

19.4.a In accordance with North Carolina General Statute §116-40.11[1], students and student organizations at UNC Pembroke who have been accused of a violation of disciplinary or conduct rules may be represented by a licensed attorney or a non-attorney advocate during any disciplinary procedure except when the violation:

19.4.b Will be heard by a Student Honor Court; or

19.4.c Is an allegation of academic dishonesty, as defined by UNC Pembroke.

19.4.d Under the "Student Disciplinary Process Section 14 Representation During Disciplinary Proceedings," a student organization is provided the same expectations as an individual student. Refer to this policy for further information.

19.5 CONDUCT HEARING BOARD (CHB)

19.5.a The Conduct Hearing Board process will operate as directed under the Student Disciplinary Process (Section (s) 9, 10, 12, 15, and 16).

19.5.b Under the "Student Disciplinary Process Section 15 Hearing Procedure," a student organization will be provided the same expectations and procedures as an individual student. Refer to this policy for further information.

19.5.c During the CHB hearing all members of the student organization executive leadership may be present for the CHB hearing at the discretion of the Office of Student Conduct, Office of Fraternity and Sorority Life, or the Office of Student Involvement and Leadership.

19.5.d After the completion of the hearing, the accused student organization, the Office of Student Conduct, and the appropriate supervising department (Office of Fraternity and Sorority Life, Office of Student Involvement and Leadership, etc.) shall each be given a copy of the decision. All sanctions provided to a student organization will be communicated to the appropriate national/international office (if applicable).

19.6 APPEAL OF CONDUCT HEARING BOARD/CONDUCT APPEAL BOARD DECISION

19.6.a Student organizations are provided the same appeal process as outlined for individual students. Refer to "Student Disciplinary Process section 17 Appeal of Administrative/Conduct Hearing Board Decision and section 18 Appeal of a Conduct Appeal Board Decision".

19.6.b The foundation(s) for appeal are as follows: (1) an alleged violation of the rights guaranteed the accused has occurred; (2) and/or the sanctions and/or conditions of sanctions are extraordinarily disproportionate to the violation(s); and/or (3) discovery of new and significant information that could have affected the outcome of the hearing and that was not known, or could not reasonably have been discovered and/or presented at the time of the hearing.

COMMITTEE ON EXTRAORDINARY DISCIPLINARY EMERGENCIES

20.1 Notwithstanding any other provisions of the UNCP Code of Conduct, and in fulfillment of the obligation of the university and of the Chancellor to maintain campus security and to protect the safety and welfare of students, employees, and visitors to the university, the Committee on Extraordinary Disciplinary Emergencies is established in accordance with the provisions of N.C.G.S. §116-11.2. and N.C.G.S. §116.34.a.; UNC Code 502 D (3), 600, 608 (2), and UNC Code Appendix XII and XV; and the UNCP Code of Conduct.

20.2 The Committee on Extraordinary Disciplinary Emergencies is established under the delegation of the Chancellor pursuant to his responsibility for Student Affairs. The committee is established to investigate, and make recommendations to the Chancellor concerning the disposition of complex cases or of those cases involving students or student organizations whose behavior, on or off campus, is such that their presence at the university, in the judgment of the committee, upon referral from the vice chancellor for Student Affairs or the Chancellor, may pose either:

20.2.a A serious risk of disruption of the academic environment;

20.2.b A serious risk of interference with the rights of other members of the university community;

20.2.c A serious risk or continuing danger to university property; or

20.2.d A serious risk or continuing danger to members of the university community.

20.3 Examples of student behavior that may come within the jurisdiction of the committee include, but are not limited to:

20.3.a Students or student organizations who have been arrested or charged with a serious crime of a violent nature, or of a dangerous nature, or which involved placing another person in fear of imminent injury or damage (e.g., rape, sexual assault, felonious assault, etc.); and

20.3.b Students subject to summary suspension.

20.4 Committee Membership and Emergency Procedures. The committee shall be composed of the vice chancellor for Student Affairs or their designee, the provost and vice chancellor for Academic Affairs or their designee, the vice chancellor for Finance and Administration or their designee, the vice chancellor for Advancement or their designee, the associate vice chancellor for Student Affairs or their designee, the director of Student Conduct or their designee, the chairman of the faculty senate or their designee, and the president of the student body or their designee.

20.4.1 A quorum of the committee shall consist of any four (4) members of the committee or their designees.

20.4.2 In each case, the committee shall designate a chair to preside over the committee. In the event of a tie vote, the administrative action of the university is ratified. In an emergency situation, the vice chancellor for Student Affairs or their designee shall have the power to invoke summary suspension. After a hearing, the committee may either ratify the vice chancellor's action, or reverse it, or take any other appropriate action. In such emergency situations, the vice chancellor for Student Affairs shall inform the Chancellor of all actions taken either summarily or by the committee under the authority of this policy. The Chancellor has the authority to approve, reject, or modify the action of the vice chancellor for Student Affairs or the committee at any stage of the proceedings. The Chancellor may impose less severe sanctions as well as more severe sanctions.

20.5 Summary Suspension. Summary suspension is an action requiring that a student immediately leave the campus and university property. It may be imposed by the vice chancellor for Student Affairs or their designee when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of members of the university community or university property, or is disruptive without relief to the university community.

20.5.1 Any student who is suspended on a summary basis and returns to the campus and university property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the director of Student Conduct, or to participate in the disciplinary procedures against the student) may be granted in writing by the vice chancellor for Student Affairs or their designee.

20.5.2 When a student is suspended on a summary basis, the student is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of the summary suspension policy. A student notified of such summary suspension may, within ten (10) calendar days of the written notice of suspension, request through the vice chancellor for Student Affairs or their designee a hearing before the Committee on Extraordinary Emergencies to determine the responsibility or not responsibility of the student charged and the appropriate sanction, and whether the conditions of the summary suspension should continue. This hearing shall normally be conducted within seven (7) calendar days of the student's request for a hearing.

TRAFFIC APPEALS BOARD

21.1 The Traffic Appeals Board is appointed each year by the Chancellor. The board consists of two students, one faculty and one staff member. The board has the authority to review violations to determine whether or not a violation has been properly established. The board has the authority to void or reduce any citation when a violation of the campus traffic regulations is not shown, but does not act as a substitution for public authority when it applies.

CODE OF CONDUCT

GENERAL

1.1 Any student whose conduct on or off campus becomes unsatisfactory and is determined to have a detrimental impact on the mission of the university will be subject to appropriate action through the Office of Student Conduct. No student will be permitted to graduate or officially withdraw from the university while disciplinary action is pending against him or her. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. All students must report, in writing, any federal, state or local criminal charges and/or dispositions of criminal charges to the Office of Student Conduct.

1.2 According to the Bylaws of the Board of Trustees of The University of North Carolina at Pembroke (POL 01.05.01), ratified in March of 1968, the administration of the university is responsible for all phases of student discipline. The administration holds that a student enrolling in the university assumes an obligation to conduct the student in a manner compatible with the university's function as an educational institution. Further, the Board of Trustees has directed the administration to take appropriate disciplinary action against students and student organizations that are found to be in violation of the university's Code of Conduct.

1.3 A UNCP student shall refrain from engaging in behaviors that violate the Code of Conduct listed below, which reflect conduct unbecoming of a student at The University of North Carolina at Pembroke.

1.4 The university embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The university has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

1.5 All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

1.6 Violations of campus or university policies, rules or regulations, or federal, state, or local law may result in a violation of the student Code of Conduct and imposition of student discipline in accordance with disciplinary sanctions.

VIOLATING THE ACADEMIC HONOR CODE

2.1 Cheating. Cheating means the use of or attempted use of unauthorized materials and methods (notes, books, electronic information, submission of work composed by another entity, telephonic or other forms of communication, or other sources or methods) in any academic exercise, whether graded or otherwise. This definition includes both giving unauthorized information (in either oral or written form) and receiving such information during any academic exercise, whether graded or otherwise.

2.2 Plagiarism. Plagiarism is defined as the representation of another's words, thoughts, or ideas as one's own without proper attribution in connection with submission of academic work, whether graded or otherwise.

2.3 Fabrication and Falsification. Fabrication and falsification is defined as the alteration, invention or citation of any information or material in any academic exercise, whether graded or otherwise. Falsification is a matter of altering information or material, while fabrication is a matter of inventing or counterfeiting information or material for use in any academic exercise, whether graded or otherwise.

2.4 Abuse of Academic Materials. Abuse of Academic Materials is defined as the destruction, defacement, stealing, altering, or making inaccessible library or other academic material.

2.5 Complicity in Academic Dishonesty. Complicity in Academic Dishonesty is defined as providing assistance or attempting to provide deliberate assistance to another person to commit any act of academic dishonesty.

DECEPTION AND DISHONESTY

3.1 Lying to or misleading faculty members or university officials, for any purpose.

3.2 Withholding, with knowledge, information from the university.

FRAUD

4.1 Forging, altering, defrauding, or misusing documents, charge cards or money, checks, records, and ID cards of an individual or the university.

4.2 No student shall misrepresent their self in, or with regard to, any transaction with the university, whether oral, written, or by other means.

4.3 The creation, possession, and/or use of any form of false identification.

FAILURE TO COMPLY WITH AN OFFICIAL REQUEST

5.1 Failure to comply with the official and proper order of a clearly identifiable university official or law enforcement officer acting within the scope of their employment.

5.2 Uncooperative response to faculty members, university officials, or any local, state, and federal law enforcement officers.

FAILURE TO PRESENT IDENTIFICATION

6.1 Failure to present their ID when requested to do so by a university official.

COMPUTING APPROPRIATE USE POLICY

7.1 Violating the UNCP appropriate use policy for computers, networks, including copyright law. See Division of Information Technology Policy 01 03 Appropriate Use Policy online: uncp.edu/AUP

DISRUPTIVE AND DISORDERLY CONDUCT

8.1 No student shall engage in conduct that is disorderly, lewd, or indecent; breach of peace; or aid, abet, or procure another person to breach the peace on university premises or at functions sponsored by, or participated in, by the university or members of the academic community.

SETTING OF FIRE AND FIRE HAZARDS

9.1 No student shall start a fire or create a fire hazard on university-owned or operated property or properties

off campus (willful damage to property by fire shall be prosecuted as arson when appropriate).

FIRE SAFETY EQUIPMENT

10.1 Misusing, tampering with, or disturbing without proper cause any fire prevention and control equipment.

CLASSROOM BEHAVIOR

11.1 Disrupting classroom activity and/or other university functions by operating cellular technology, including, but not limited to, unauthorized use of phones, tablets, MP3 players, laptops, pagers, beepers, etc. in classrooms, libraries, and labs.

OBSTRUCTING OR DISRUPTING TEACHING, RESEARCH, OR OTHER UNIVERSITY ACTIVITIES

12.1 Obstructing or disrupting teaching, research, or other university activities on university premises. Obstruction and/or disruption may occur through verbal abuse, obscenities, or alarm; making unreasonable noise; creating a hazardous or lewd condition by any act, which serves no legitimate purpose as defined by the university.

13.1 Management of disruptive behavior in the classroom is left to the discretion and supervision of the individual faculty member. It is suggested that the faculty member make clear to the class in the syllabus or at an early class meeting that any behaviors that disrupt the teaching and/or educational process will not be tolerated. If a student displays such behavior, the faculty member should confront the behaviors early and directly by speaking to the student. It is recommended that the faculty member document any conversations with a student regarding their behavior. If the student does not adjust their behaviors, the faculty member should ask the student to leave the classroom or speak with the student at the end of class and provide written documentation immediately to the department chair, dean, and associate vice chancellor for Academic Affairs. A written summary statement should be provided to the student before the next class meeting outlining the conditions under which the student may return to the class, if allowed to do so, or notifying the student that the faculty member, in consultation with the department chair and dean, is recommending to Academic Affairs that the student be administratively withdrawn from the class. The associate vice chancellor for Academic Affairs will ask the student for a written summary of class events. After reviewing materials submitted and conversation(s), the associate vice chancellor for Academic Affairs will make a determination concerning the request for an academic withdrawal. The decision of the associate vice chancellor is final.

THREATENING ANOTHER

14.1 Threatening another individual physically, verbally or by any other means in a manner to make that individual reasonably believe that the threat or threats are likely to be carried out; harassment; intimidation; or coercion by any means including electronic communication.

HARASSMENT, BULLYING, OR INTIMIDATION

15.1 No student shall threaten, coerce, harass or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid university policy, while on university premises or at university-sponsored activities based in whole or in part upon the basis of race, color, religion, biological sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

15.2 No student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria: It is: (1) Directed toward a particular person or persons; (2) Based in whole or in part upon the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status; (3) Unwelcome; (4) Severe or pervasive; (5) Objectively offensive; and (6) So unreasonably interferes with the target person's employment, academic pursuits, or participation in university-sponsored activities as to effectively deny equal access to the university's resources and opportunities.

15.2.a In determining whether student conduct violates these provisions, 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.

15.3 Harassment—Sexual: unwelcome verbal, nonverbal, online, graphic, or physical aggression, intimidation, or hostile conduct based on person’s protected status, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person’s ability to participate in or benefit from the university’s education or work programs or activities. Sexual Harassment may be subject to discipline when it takes the form of: 1) hostile environment; 2) quid pro quo harassment; and/or 3) retaliatory harassment.

15.4 Harassment—Hostile Environment: unwelcome conduct based on protected status that is so severe, persistent, or pervasive and objectively offensive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the school’s educational, social, and/or residential programs, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to hostile environment harassment.

15.5 Harassment—Quid Pro Quo: unwelcome conduct based on protected status where submission to or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual’s education, employment, or participation in a university program or activity.

15.6 Harassment—Retaliation: acts or words taken against an individual because of the individual’s participation in a protected activity that would discourage a reasonable person from engaging in the protected activity. Protected activity includes an individual’s good faith: (1) participation in the reporting, investigation, or resolution of an alleged violation of this policy; (2) opposition to policies, practices, or actions that the individual reasonably believes are in violation of the policy; or (3) requests for accommodations on the basis of religion or disability.

15.6.a Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated.

ELECTRONIC DEVICES

16.1 Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

ENDANGERING THE HEALTH AND/OR SAFETY OF ANY PERSON

17.1 No student shall take any action that creates a danger to any person’s health or safety or personal well being.

PHYSICAL ASSAULT

18.1 No student shall commit an act of physical harm or threaten to cause physical harm to another person. This includes, but is not limited to, any unwanted touching or attempted unwanted touching that causes physical injury or pain to another person.

SEXUAL MISCONDUCT

19.1 SEXUAL MISCONDUCT

19.1.a For the purpose of this document, the term “sexual misconduct” will denote all prohibited sex and gender-based discrimination and harassment violations, to include sexual assault, sexual exploitation, domestic violence, dating violence, stalking, and all other sexual offenses.

19.2 SEXUAL VIOLENCE

19.2.1 No student shall engage in sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of

sexual harassment covered under Title IX.

19.3 SEXUAL EXPLOITATION

19.3.1 No student shall take non-consensual or abusive sexual advantage of another for one's own advantage or benefit or to benefit or advantage anyone other than the one being exploited and, that behavior does not otherwise constitute rape, sexual assault, or sexual harassment.

19.3.1.a Examples of sexual exploitation include, but are not limited to: prostituting another student, non-consensual video or audio recording of sexual activity, going beyond the boundaries of consent (such as letting friends surreptitiously watch self or others having consensual sex or unauthorized distribution of photos or other materials of a sexual nature), engaging in voyeurism, and inducing incapacitation with the intent to rape or sexually assault another person or with the intent to create opportunity for a third party to rape or sexually assault another person.

19.4. SEXUAL ASSAULT

19.4.1 The sexual exploitation, forcible penetration, or an act of sexual contact on the body of another person, male or female, without his or her consent; anal or vaginal penetration of another individual against that person's will and/or without that person's consent; any oral penetration of another individual by a sexual organ against that person's will and/or without that person's consent; or any insertion of another individual's genitals into one's mouth, anus, or vagina against that person's will and/or without that person's consent. Sexual assault may include any involuntary sexual act in which a person is threatened, coerced, or forced to engage in against his or her will or while temporarily or permanently incapacitated. Sexual assault may be committed by a stranger or by a person known by the victim, including persons who are married or in a dating relationship with the victim.

19.4.1.a Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his or her will or without consent, and forcing an unwilling person to touch another person sexually.

19.4.1.b Non-consensual sexual intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

19.4.1.c Sexual assault occurs when sexual acts are committed either without consent, by force, threat, or intimidation, or through the use of the victim's mental or physical helplessness or incapacitation, of which the assailant was aware or should have reasonably been aware.

19.5 DOMESTIC VIOLENCE

19.5.1 No student shall engage in an act of violence, which causes harm or may cause harm to a partner. This includes, but is not limited to, any unwanted touching or attempted unwanted touching.

19.5.2 The term "domestic violence" includes:

19.5.2.a Acts of violence committed by a current or former spouse or intimate partner of a survivor of the victim/survivor,

19.5.2.b By a person with whom the victim/survivor shares a child in common,

19.5.2.c By a person who is cohabiting with or has cohabited with the victim/survivor as a spouse or intimate partner,

19.5.2.d By a person similarly situated to a spouse of the survivor under the domestic and family violence laws of the jurisdiction in which the act of violence occurred; or by any other person against an adult or youth survivor who is protected from that person's acts under the domestic or family violence laws of the State of North Carolina.

19.6. DATING VIOLENCE

19.6.1. No student shall engage in an act of violence which causes harm or may cause harm to a dating partner. This includes, but is not limited to, any unwanted touching or attempted unwanted touching.

19.6.2 The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

19.6.1.a The length of the relationship.

19.6.1.b The type of relationship.

19.6.1.c The frequency of interaction between the persons involved in the relationship.

19.7 STALKING

19.7.1 No student shall engage in a course of conduct directed at a specific individual on the basis of that individual’s actual or perceived membership in a protected class, that is unwelcome and would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

19.7.1.a Acts of stalking include, but are not limited to, following another person, telephone calls, email messages, meeting at classes or places of residence, and written and electronic notes or letters.

19.8. OTHER SEXUAL OFFENSES

19.8.1 Obscene or indecent behavior, which includes, but is not limited to, exposure of one’s sexual organs without physically contacting the victim or the display of sexual behavior that would reasonably be offensive to others.

UNAUTHORIZED ENTRY/TRESPASSING

20.1 Unauthorized entry or presence in or upon or use of any university premises or property including, but not limited to, roofs, storage facilities, crawl spaces, mechanical rooms, and out buildings or student property (i.e., automobiles, lockers, or residences) or unauthorized possession, duplication, loan, or use of keys to any university premises or property.

OFFENSIVE OR DISRUPTIVE SPEECH/CONDUCT

21.1 Engaging in objectively offensive or disruptive speech or conduct directed toward a member of or visitor to the university community if such language or conduct is obscene or so severe and pervasive as to constitute legally prohibited harassment in that it effectively prevents an individual from obtaining an education or creates an objectively hostile educational work environment.

ABUSE OF STUDENT CONDUCT SYSTEM

22.1 Failure to obey the notice from a Campus Hearing Board or university official to appear for a meeting or hearing as part of the student conduct system.

22.2 Falsification, distortion, or misrepresentation of information before a Campus Hearing Board or university hearing official.

22.3 Disruption or interference with the orderly conduct of a Campus Hearing Board or administrative hearing proceeding.

22.4 Institution of a student conduct code proceeding in bad faith.

22.5 Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.

22.6 Attempting to influence the impartiality of a member of a Campus Hearing Board or administrative hearing officer prior to, and/or during the course of, the Campus Hearing Board or administrative hearing proceeding.

22.7 Harassment (verbal or physical) and/or intimidation of a member of a Campus Hearing Board or administrative hearing officer prior to, during, and/or after a student conduct code proceeding.

22.8 Failure to comply with the sanction(s) imposed under the student code.

22.9 Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

VIOLATING POLICIES GOVERNING RESIDENCE LIFE

23.1 See Housing Contract and Student Housing Section VII of the Student Handbook.

BICYCLES, SKATES, SKATEBOARDS, AND SCOOTERS

24.1 Roller skating/blading, skateboarding, scooter riding, and the riding of bicycles is prohibited in university buildings.

24.1.a Roller skating/blading, skateboarding, scooter and bicycle riding as a means of transportation is only permitted on walkways and ramps when the operator does not create a hazard to themselves or others.

24.1.b Performing jumps or other stunts ("hot-dogging") is strictly prohibited on campus.

24.1.c Roller skating/blading and skateboarding by visitors is prohibited.

24.1.d Skateboarders and roller skaters/bladers may not be towed by bicycles or other vehicles.

VANDALISM AND DAMAGE TO PROPERTY

25.1 The unauthorized vandalism, malicious destruction, damage, or misuse of public or private property, including library materials.

LITTERING

26.1 No individual may scatter, spill, or place or cause to be blown, scattered, spilled, or placed or otherwise dispose of any litter upon any public or private property.

STEALING OR ATTEMPTING TO STEAL

27.1 Stealing or attempting to steal, aiding or abetting, receiving stolen property, selling stolen property, or embezzling the property of another person or the university.

ALCOHOL

28.1 The illegal and irresponsible use, possession, and distribution of alcohol on university property is prohibited (see Student Handbook Section V. UNCP Drug and Alcohol Policy).

28.1.a Possession and/or use of alcohol under the age of 21.

28.1.b Sale and/or distribution of alcohol to an individual under the age of 21.

28.1.c Being intoxicated or overcome by alcohol while in public.

28.1.d Operating a motor vehicle while intoxicated or under the influence of alcohol.

28.1.e Manufacturing of any type of alcoholic beverage while living in student housing.

28.1.f Possession and/or use of common source alcohol containers.

28.1.g Hosting a social event with alcohol which involves disruptive behavior, illegal use/possession of alcohol, and/or other violations of university policy.

28.1.h Participation in behaviors/games/devices which are consistent with rapid consumption, including, but not limited to, beer funnels/bongs, keg stands, shot-gunning/chugging, flip cup, circle of death, beer bong, quarters, etc.

DRUGS

29.1 The illegal and irresponsible use, possession, manufacturing, and distribution of drugs on university property is prohibited (see Student Handbook Section V. UNCP Drug and Alcohol Policy).

29.1.a Unauthorized possession and/or use of controlled substance(s).

29.1.b Sale and/or distribution of a controlled substance.

29.1.c Being intoxicated or overcome by a controlled substance or drug while in public.

29.1.d Operating a motor vehicle while intoxicated or under the influence of drugs.

29.1.e Manufacturing any type of controlled substance or drug.

29.1.f. Possession of any drug-related paraphernalia, including, but not limited to devices commonly used for smoking marijuana and other drug devices commonly employed in the use of drugs.

29.1.g Hosting a social event in which controlled substances or drugs are being used.

29.1.h Knowingly being in the presence of others violating the drug policy.

HAZING

30.1 No student(s), organization(s), or athletic team(s) shall conduct or condone hazing activities. Hazing is defined as: "Any action taken or situation created intentionally or unintentionally, with or without consent of the person being hazed, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or any other activities which are not consistent with academic achievement, and the regulations and policies of UNC Pembroke, or North Carolina state law (see Student Handbook Section V. Administrative Policies).

WEAPONS, EXPLOSIVES, AND DANGEROUS CHEMICALS

31.1 Intentional use, possession, or sale of firearms, explosives (including fireworks), ammunition (including live or empty shells/bullets), or other weapons on university property or at an event sponsored or supervised by the university or by any recognized university organization. The term "weapons" will include, but is not limited to, the items listed above, as well as BB guns, pellet guns, paintball guns, tasers, stun guns, knives, brass knuckles, martial art devices, bows and any other items prohibited by North Carolina State Statute § 14-269.2.

GAMBLING

32.1 Gambling is prohibited on university property. Gambling for money or other things of value, except as permitted by law. Prohibited gambling includes, but is not limited to, betting on, wagering on, or selling pools on any athletic or competitive event.

UNIVERSITY POLICIES

33.1 No student shall take any action, which violates any published university policies or procedures. This includes the violation of any university published policy, rule, or regulation in hard copy or available electronically on the university website.

KNOWINGLY ACTING AS AN ACCESSORY TO ANY CHARGES

34.1 Any act that assists another in violating any university policy or regulation.

34.2 Being present while the offense is committed and advising, instigating, or encouraging the act.

34.3 Facilitating in the committing of an offense in any way.

RESPONSIBILITY FOR GUESTS

35.1 Any violation of the Code of Conduct by one's non-university of North Carolina at Pembroke guest. "Guest" is defined as any non-student present on university premises at the invitation and/or hosting of a UNCP student.

VIOLATION OF FEDERAL, STATE OR LOCAL LAW

36.1 Any act committed by a student on or off campus that is a violation of federal, state, or local law.

STUDENT ORGANIZATION BEHAVIOR

37.1 Any student organization found to have violated the Code of Conduct or any Greek letter organization found to have violated the Code of Conduct or the Fraternal Information & Programming Group (FIPG) Risk Management Policy will be subject to sanctioning through the university conduct process.

DISCIPLINARY SANCTIONS

DISCIPLINARY SANCTIONS FOR INDIVIDUAL STUDENTS

1.1 The aim of the discipline is two-fold: first, to develop self-control in the individual, and second, to protect the welfare of the campus community. The emphasis is on rehabilitation and re-education.

1.2 OFFICIAL WARNING—A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

1.3 RESTITUTION—Appropriate reimbursement for a wrongful act which results in loss, damage, or actual expenses incurred by the university.

1.4 EDUCATIONAL ASSIGNMENTS—This sanction requires that the student complete an assigned task with the purpose of educating the student about the implications, effects, or dangers of their behavior. These assignments can include, but are not limited to, work assignments, mandatory mentoring, restorative justice mediations, or other related discretionary assignments as provided by the hearing officer or hearing board.

1.5 AREA RESTRICTIONS—Defined as exclusion of a student for a designated time period from a facility, such as the gym, the University Center, the residence halls, or other areas on campus.

1.6 LOSS OF PRIVILEGES—Defined as denial of specified privileges for a designated period of time. This includes, but is not limited to, loss of position in club(s) or student organization(s), suspension from athletic team or performing group, prohibition from participation in co-curricular activities, or loss of privilege to park or drive on campus.

1.7 EXCLUSION FROM ON-CAMPUS RESIDENCY—Defined as removing the student's privilege to apply for and/or live in a residential facility for a specified period of time. This sanction should be imposed if the offense(s) for which the student was found responsible merits the student's exclusion from on-campus residency. This decision would be based on evidence that the student's continued presence would interfere with the living/learning atmosphere within the residential community.

1.8 RESIDENCE FACILITY RELOCATION—Removal of a student from their present room or residence facility and assigning that student to another room or another residence facility. This would include considerations relative to housing options.

1.9 EVICTION FROM AN ON-CAMPUS RESIDENTIAL FACILITY—Removal of a resident from an on-campus residence for a specified period of time. Students who are evicted from an on-campus residential facility are prohibited from returning to or visiting in any on-campus residential facility. Students evicted will not be eligible for refund of unused room or board.

1.10 NO CONTACT DIRECTIVE—A no-contact directive may be assigned in order to facilitate any university inquiry into an incident and/or be assigned as a sanction. Generally, no-contact is defined as having no direct or indirect contact between two or more students at any time. This includes, but is not limited to, communication that is considered written, electronic, verbal, or physical. Written and electronic communication is understood to include all electronic means of communication; including but not limited to, e-mail, instant messaging, social networking sites, text messaging, etc. Verbal communication is understood to include phone calls, voicemails, etc. A no-contact directive may include additional restrictions and terms.

1.11 CONDUCT PROBATION—The student continues in attendance; however, the student is in danger of suspension for any breach of good conduct during the period of conduct probation. Further the student may not hold any general elective office while on conduct probation. A copy of the probation letter is placed in the student's file in the Student Affairs Office.

1.12 COMMUNITY WORK/SERVICE—Community work/service assigned to a student shall commence within one week and shall be completed within 40 days of the penalty. The maximum number of voluntary work hours that may be assigned is 75. The community work/service must be supervised by a UNCP employee and it should be case or offense related.

1.13 SUSPENSION—The student is excluded from the university, both academically and socially, for a stated period. The student may request to be readmitted at the end of this period of suspension; however, readmission is never automatic. A copy of the suspension letter is placed in their file in the Student Affairs Office.

1.14 INTERIM SUSPENSION—Whenever there is evidence to suspect that a student's behavior on or off campus is a clear and present threat to the health, safety and welfare of the faculty, staff, students or guests, or himself/herself, the student may be suspended on an interim basis until a campus hearing can be arranged. A student on an interim suspension may be restricted from the campus in its entirety or from a particular program, activity or building.

1.15 SUMMARY SUSPENSION—Please see section IV, Rights and Responsibilities, Initiation of Disciplinary Procedures, part 20. Committee on Extraordinary Disciplinary Emergencies and 20.5., Summary Suspension, for a detailed description of this disciplinary sanction.

1.16 EXPULSION— The Conduct Hearing Board or Administrative Hearing Officer will make a recommendation for expulsion, and the vice chancellor for Student Affairs will review the recommendation, and will provide a statement of assent or dissent to accompany the recommendation to the Chancellor of the university to permanently separate the student from the university. The Chancellor must review and make the final decision on any expulsion penalty for disciplinary reasons. When a recommendation of expulsion is made to the Chancellor by the Conduct Hearing Board or the Administrative Hearing Officer, an additional sanction of immediate interim suspension will be imposed. A student who is expelled will be unable to graduate from The University of North Carolina at Pembroke. Please see the Expulsion Policy in Section IV - Rights and Responsibilities.

DISCIPLINARY SANCTIONS FOR STUDENT ORGANIZATIONS

2.1 The aim of all discipline in cases of student organizations is two-fold: first, to maintain accountability and efficacy, and second, to protect the welfare of individual students and the community. The emphasis is on rehabilitation and re-education. All sanctions provided to a student organization will be communicated to the appropriate national/international office (if applicable).

2.2 OFFICIAL WARNING—A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

2.3 EDUCATIONAL PROJECTS—This sanction requires that the student organization complete an assigned

task with the purpose of educating the organization about the implications, effects, or dangers of their behavior. These assignments can include, but are not limited to, work assignments, mandatory mentoring, service projects, restorative justice mediations, or other related discretionary assignments as provided by the administrative hearing officer or Conduct Hearing Board.

2.4 RESTITUTION—Appropriate reimbursement for a wrongful act which resulted in loss, damage, or actual expenses incurred by the university or individuals.

2.5 FINES—An amount of money applied to a student organization for violation of a university or department policy.

2.6 CEASE AND DESIST—When the Office of Student Conduct or designee has reasonable cause to believe that a student organization’s activity poses a significant risk of substantial harm to the safety or security of themselves, others, or property, the student organization may be placed on cease and desist. Cease and desist is defined as the temporary suspension of all or any specific organization operation or activity. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full Conduct Hearing Board or administrative decision by the Office of Student Conduct. All cease and desist notifications provided to a student organization will be communicated to the appropriate national/ international office (if applicable).

2.7 CONDUCT PROBATION—Probation for a designated period that includes the probability of more severe disciplinary sanctions if the student organization is found to violate any institutional regulation(s) or policies during the probationary period. A student organization placed on conduct probation must meet bi-weekly (2 times per month) with the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership. All student organization events must be approved by the appropriate office.

2.8 LOSS OF PRIVILEGES—Defined as denial of specified privileges for a designated period of time (e.g., inability to have guests/visitors, inability to hold social functions, etc.).

2.9 LOSS OF RECOGNIZED STUDENT ORGANIZATION STATUS—A loss of all privileges, including University of North Carolina at Pembroke recognition as a student organization, for a specified period.

2.10 The following table outlines suggested minimum sanctioning for organization violations of the Student Code of Conduct:

SANCTIONS FOR STUDENT CODE OF CONDUCT (CONTINUED TO NEXT PAGE)

Violation	First Time Offense	Second Time Offense	Third Time Offense
ALCOHOL (No Harm to Self, Others, Property)	Loss of social privileges for one (1) semester Notification of incident made to national/international office (if applicable) \$150 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for Alcohol education/trainings) Leadership Development for Alcohol Education/Training Educational Project (at the discretion of the CHB)	Loss of social and university privileges for one calendar year Notification of incident made to national/international office (if applicable) \$300 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for Alcohol education/trainings) Organization required to propose, plan, and complete an alcohol awareness program/ speaker for their organization and/or campus	Loss of Recognized Student Organization status for five (5) years Notification of incident made to national/international office (if applicable)

<p>ALCOHOL (Harm to Self, Others, Property)</p>	<p>University conduct probation for three (3) calendar years Loss of social privileges for one (1) calendar year. Notification of incident made to national/international office (if applicable) \$150 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for Alcohol education/trainings) Restitution for damages (if applicable)</p>	<p>Loss of recognized student organization status for five (5) years Notification of incident made to national/international office (if applicable) \$300 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for Alcohol education/trainings) Restitution for damages (if applicable)</p>	<p>Not Applicable</p>
<p>CONTROLLED SUBSTANCES/ DRUGS</p>	<p>Loss of social privileges for one calendar year. Notification of incident made to national/international office (if applicable) \$300 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for Alcohol/Drug education/trainings) Leadership Development for Alcohol/Drug Education/Training Educational Project (at the discretion of the CHB)</p>	<p>Loss of recognized student organization status for five (5) years Notification of incident made to national/international office (if applicable) \$500 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for Alcohol/Drug education/trainings)</p>	<p>Not Applicable</p>
<p>HAZING</p>	<p>University conduct probation for three (3) calendar years \$300 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for hazing prevention education/trainings) Mandatory attendance by all members at an educational program (to be determined by the CHB) Notification of incident made to national/international office (if applicable) Organization must complete and provide a report detailing how the organization will educate the entire organization (including new membership) about hazing Restriction of social and university activities for one (1) academic year Restitution (if applicable) A detailed review of new member programs with a member of the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership (review must be completed prior to conducting any membership process) Monthly meetings with a member of the Office Fraternity and Sorority Life or the Office of Student Involvement and Leadership</p>	<p>Loss of recognized student organization status for five (5) years \$500 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for hazing prevention education/trainings) Mandatory attendance by all members at an educational program (to be determined by the CHB) Notification of incident made to national/international office (if applicable) Organization must complete and provide a report detailing how the organization will educate the entire organization (including new membership) about hazing A detailed review of new member programs with a member of the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership (review must be completed prior to any reinstatement of recognition) No current member may rejoin the organization at reinstatement of recognition</p>	<p>Not Applicable</p>

STUDENT ORGANIZATION BEHAVIOR	University conduct probation for one (1) academic semester Notification of incident made to National/International Office (if applicable/as appropriate) Restriction of social and university activities/privileges for a specified period of time Organization required to propose, plan, and complete an organizational leadership program/ speaker for their organization and/or campus	University conduct probation for one (1) academic year \$50 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for organization development education/trainings) Notification of incident made to National/International office (if applicable/as appropriate) Restriction of social and university activities/privileges for a specified period of time	Loss of recognized student organization status for one (1) year \$100 Fine Assessed (Distributed to the Office of Fraternity and Sorority Life or the Office of Student Involvement and Leadership for organization development education/trainings) Notification of incident made to national/international office (if applicable)
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DISCIPLINARY APPEALS

Any disciplinary action may be appealed. Further information may be found in Section IV Rights and Responsibilities, Office of Student Conduct Disciplinary Procedures. More information concerning the appeal process for expulsion cases can be found on the official UNCP Policy and Regulation website.

STUDENT DISCIPLINE RECORDS

The university maintains for every student who has received any discipline sanctions a written discipline record. The file shall include the nature of the offense, the penalty assessed, and any other pertinent information.

Office of Student Conduct discipline files are housed in the Office of Student Affairs for eight (8) years and are then forwarded to the Registrar's Office unless the sanction is suspension or expulsion. Suspension and expulsion files are kept in the Student Affairs Office indefinitely. Students suspended or expelled for disciplinary infractions will be entered into the suspension/expulsion database at UNC General Administration and will be available to all UNC campuses.

Academic Honor Code violations resulting in conviction will be kept in the Student Affairs Office for ten (10) years. Pertinent information involving these cases will be transferred to the Registrar's Office immediately after verdict.

Student discipline records are confidential in accordance with federal and state laws. The contents of the student's discipline record may not be revealed to anyone not associated with campus discipline except upon written request of the student or a court-ordered subpoena.

RESPONSIBILITY TO REPORT CRIMINAL VIOLATIONS AND/OR DISPOSITIONS

During the student's period of enrollment at The University of North Carolina at Pembroke, should the student be subject to any criminal charge and/or any disposition of a criminal charge, on or off campus, the student must within two (2) business days notify the Office of Student Conduct in writing regarding the nature of the charge/offense and the disposition of the charge if applicable. The student does not have to notify the Office of Student Conduct regarding traffic-related misdemeanors unless the traffic-related misdemeanor involves alcohol or drugs (e.g. the students are not required to report a speeding ticket, but are required to report a Driving Under the Influence (DUI) ticket or Driving While Intoxicated (DWI) ticket). The student's failure to do so will be grounds to deny or withdraw the student's admission, or to dismiss the student after enrollment.

All students must notify the Office of the Registrar in writing within two (2) business days of any criminal charge, any disposition of a criminal charge, on or off campus, or any school, college, or university disciplinary action against the student, or any type of military discharge other than a honorable discharge that occurs at any time after the student is accepted at The University of North Carolina at Pembroke (this includes incidents that occur on or off campus and incidents during summer months and other breaks). Failure to do so will be grounds to deny or withdraw the student's admission, or to dismiss the student after enrollment.

V. ADMINISTRATIVE POLICIES

STUDENT INVOLVEMENT IN UNIVERSITY POLICY

The university's administration strongly encourages student participation in policy-making decisions that affect students and the university. Student representation exists on the following subcommittees and boards in addition to various committees that are appointed by the Student Senate and/or the Student Government Association president:

- Academic Support Services Subcommittee
- Committee on Substance Abuse Preventions (CSAP)
- Board of Trustees
- Campus Appeal Board (CAB)
- Conduct Hearing Board (CHB)
- Curriculum Subcommittee
- Enrollment Management Subcommittee
- Facilities Master Plan Committee
- Faculty Athletic Committee
- Givens Performing Arts Center Advisory Board
- Graduate Council
- Planning and Budget Review
- Physical Environment Committee
- Student Affairs and Campus Life Committee
- Student Grievance Committee
- Student Publications Board
- Traffic Appeals Board
- Tuition & Student Fee Committee
- University Center and Programs Advisory Board

THE UNCP DRUG AND ALCOHOL POLICY

DRUG AND ALCOHOL POLICY INTRODUCTION

1.1 This policy is adopted by the Board of Trustees of The University of North Carolina at Pembroke in conformity with the direction of the Board of Governors of The University of North Carolina. It is applicable to all students, faculty members, administrators, and other employees. This policy is also intended to comply with the requirements of the Drug-Free Schools and Campuses regulations of the U.S. Department of Education.

1.2 The University of North Carolina at Pembroke (the "university" or "UNCP") is dedicated to providing a work, study, and recreational environment that does not include illegal drugs, abuse of prescription medications, or excessive use of alcohol. All students, staff, faculty, and guests are viewed by the university as individually responsible and legally accountable for their actions. The illegal possession, sale or use of drugs, including alcohol, adversely affects the academic community. Toward that end, the university notifies in writing, the parents of students under the age of 21 of such offenses.

1.3 In addition, students should be aware that the UNCP Student Code of Conduct extends to any student whose conduct on or off campus becomes unsatisfactory and is determined to have a detrimental impact on the mission of the university. Students whose behavior off campus requires the involvement of law enforcement or other authorities may be subject to appropriate judicial sanctions from the university. This behavior includes being intoxicated in public, displaying alcohol, driving under the influence, or illegally possessing or using alcohol, or providing alcohol to students under the legal age. Manufacturing, selling, using, or possessing narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other known drugs, and/or chemicals is included in this code, as is buying, selling, possessing, or using any kind of drug paraphernalia or counterfeit drugs.

1.4 The university has developed drug education, prevention, and intervention programs. Members of the university community are encouraged to become familiar with the programs and are invited to take advantage of the services provided.

1.5 The Chancellor has designated Counseling and Psychological Services (CAPS) as the coordinating agency of drug education. With that designation, CAPS is the office, under the supervision of the director, responsible for overseeing all programs and changes related to this policy.

ALCOHOL/DRUG EDUCATION PROGRAMS

2.1 The university has established and maintains a program of education designed to help all members of the university community avoid involvement with illegal drugs. This educational program emphasizes these subjects:

- 2.1.a The incompatibility of the use or sale of illegal drugs with the goals of the university.
- 2.1.b The legal consequences of involvement with illegal drugs.
- 2.1.c. The medical implications of the use of illegal drugs; and
- 2.1.d The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

2.2 Committee on Substance Abuse Prevention (CSAP)

2.2.1 The CSAP is a comprehensive and interdisciplinary team of campus and community professionals as well as students that provides informed guidance and advises the university community with coordinated drug-related education, prevention, and intervention services. The term "drugs" includes both legal drugs (i.e., alcohol, prescription medications, over-the-counter medications, nicotine, caffeine, etc.) and illegal drugs as covered by the Controlled Substance Act. CSAP defines itself as an advisory board for the prevention, intervention, and education policies and activities concerning the use and/or abuse of tobacco, alcohol, and other drugs. A staff member of Counseling and Psychological Services serves as chairperson of CSAP. CSAP activities encourage individuals to:

- 2.2.1.a Value and maintain sound health.
- 2.2.1 b Respect state/federal laws and university regulations.
- 2.2.1.c Recognize and resist pressure to use drugs.
- 2.2.1.d Promote drug-free activities.
- 2.2.1.e Promote the use of rehabilitation resources.
- 2.2.1.f Recognize the incompatibility of drug abuse and achievement of personal goals.

2.3 Educational Activities and Counseling Services

2.3.1. Division of Student Affairs provides the following:

- 2.3.1.a Annual notification to all enrolled students of the consequences of drug use and/or abuse.
- 2.3.1.b Administration of an annual, anonymous, freshman wellness survey.
- 2.3.1.c Educational programs in a variety of formats.
- 2.3.1.d A multimedia library on drug related topics.
- 2.3.1.e Alternative programming promoting drug-free fun.
- 2.3.1.f Living/Learning programs in the residence halls.
- 2.3.1.g Observance of National Collegiate Alcohol Awareness Week.
- 2.3.1.h Peer-educators to encourage informed choices concerning alcohol consumption and to discourage the use of illegal drugs.
- 2.3.1.i Twelve-step meeting schedules, e.g., AA, NA, etc.
- 2.3.1.j Referral information for students.
- 2.3.1.k Drug assessment and/or counseling for students.
- 2.3.1.l Support groups and drug awareness workshops.
- 2.3.1.m Drug education and assessment for student violators of this drug policy, and
- 2.3.1.n A biennial review of the drug and alcohol prevention program to:
 - 2.3.1.n.1 Determine its effectiveness and implement changes to the program if they are needed, and,
 - 2.3.1.n.2 Ensure that the disciplinary sanctions are consistently enforced. (Appendix 1)

2.3.2 Division of Academic Affairs provides the following:

- 2.3.2.a Alcohol/drug modules in all freshman seminar classes.
- 2.3.2.b Academic credit courses in drug abuse prevention and chemical dependency.
- 2.3.2.c Academic credit courses in wellness and fitness.
- 2.3.2.d A wellness committee to promote healthy choices.

2.3.3 Division of Finance and Administration provides the following:

- 2.3.3.a An Employee Assistance Program (EAP) which includes consultation, assessment, and referral;
- 2.3.3.b An annual written notification of all employees of this drug policy, the consequences of drug use/abuse, and available resources, including EAP, for counseling and rehabilitation.

INSTITUTIONAL POLICY ON DRUGS AND ALCOHOL

3.1 Individuals who suspect they may have a drug or alcohol problem are encouraged to seek help through CAPS or EAP before the problem affects their academic performance, work performance, or conduct. Anyone reporting to class/work under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on the job may be suspended or dismissed without warning. In addition to disciplinary action by the university, violation of the university's drug-free policy may be cause for criminal prosecution by government or law enforcement agencies. In compliance with the Drug-Free Schools and Community Act (1989), all members of the UNCP community review and sign off that they have read the Drug Free Community statement annually.

3.2 The illegal possession, sale, or use of drugs, including alcohol, will not be tolerated at the university. Violation will result in sanctions which may include dismissal from employment and the termination of student status (suspension or expulsion). The university may impose sanctions if it is proven by a preponderance of evidence that a violation has occurred. Students, faculty and staff are subject to federal, state, and local laws as well as university rules and regulations. Members of the university community are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Although the university reserves the right to impose more severe sanctions for any violation of its Drug and Alcohol Policy as circumstances may warrant, the minimum penalties that may be imposed for particular offenses are set out herein below.

3.3 Alcohol Possession and/or Consumption Regulations for UNCP Students and Employees

3.3.1 Programs exist on campus to assist persons of legal age in making informed choices concerning alcohol.

3.3.2 Students of legal age are permitted to possess and consume beer, unfortified wine, fortified wine, spirituous liquor, and mixed beverages only within the confines of their residence hall rooms. Caffeinated Alcoholic Beverages (CABs; i.e., Four Loko, MoonShot, Joose) are prohibited on campus.

3.3.3 Students aged 21 years and older are permitted to possess and consume alcohol while in designated areas or parking lots prior to UNCP football games.

3.3.4 Student possession and/or consumption of any alcoholic beverage is prohibited at any location except as indicated in section 3.3.2 and 3.3.3 of this drug policy.

3.3.5 Student fees cannot be used to purchase alcohol.

3.3.6 Kegs are not permitted on campus. Students are not to possess kegs, or any common source containers of alcohol such as "party balls," or use any item such as bathtubs, trash cans, or similar container to hold alcohol. Beer funnels or other alcohol paraphernalia used for rapid consumption are not permitted anywhere on campus. Students are not allowed to construct or own a table used for the purpose of beer pong on campus. Kegs or any other rapid alcohol consumption paraphernalia brought onto campus will be seized as contraband by campus police and the contents destroyed. Kegs may be retrieved with proof of ownership when the student is prepared to remove them from campus. The Chancellor of The University of North

Carolina at Pembroke reserves the right to approve the use of alcoholic beverages (including kegs of beer) at special functions, provided appropriate permits are obtained from the North Carolina Alcoholic Beverage Control Commission.

3.3.7 In an effort to create sanctions for the violations to the university alcohol and drug policy that reflect UNCP's commitment to reduce underage and high-risk drinking and adherence to N.C. General Statute § 18B-302, the following will be enforced on a case-by-case basis. Minimum sanctions against students for underage consumption or possession/public display of alcohol:

3.3.7.a 1st Offense. Offenders will participate in a drug education and/or counseling program at their cost (currently \$100), and parental notification of offenses will occur.

3.3.7.b 2nd Offense. Offenders will participate in additional drug counseling and assessment and follow all counseling recommendations. Offenders will pay the fee for this program (currently \$150), conduct probation for a term to be determined by the conduct process, and parental notification of offenses.

3.3.7.c 3rd Offense. Suspension from the university for a period of at least one semester.

3.3.8 Sanctions for consumption, public display or excessive use of alcohol (see section 3.5) by students 21 and older that require the involvement of campus police or the Office of Student Affairs shall be determined on a case-by-case basis, but may include:

3.3.8.a 1st Offense. Offenders will participate in a drug education and/or counseling program at their cost (currently \$100), and parental notification of offenses will occur.

3.3.8.b 2nd Offense. Offenders will participate in additional drug counseling and assessment and follow all counseling recommendations. Offenders will pay the fee for this program (currently \$150.00) and be placed on conduct probation for a term to be determined by the conduct process.

3.3.8.c 3rd Offense. Suspension from the university for a period of at least one semester.

3.3.9 It is against the law for anyone to sell or give any alcoholic beverage to a person under twenty-one (21) years of age or to aid or abet such a person in selling, purchasing, or possessing any alcoholic beverage. Any person under 21 years old who aids or abets an underage person in violating this law may be fined \$500, imprisoned for six (6) months, or both. Any person 21 years or older who aids or abets an underage person to violate this law may be fined \$2,000, imprisoned for two (2) years, or both (General Statute 18B-302). It is the policy of the university to cooperate with local law enforcement who may be investigating incidents where violations of this law have been committed on and off campus. Minimum sanctions for students over 21 who provide alcohol to minors:

3.3.9.a Offenders will participate in a drug education and/or counseling program at their cost (currently \$100). This program will focus on alcohol laws, responsible service practices, and social host liability laws.

3.3.9.b Conduct probation for a term to be determined by the conduct process.

3.3.9.c A second offense of this violation will mean suspension from the university for a period of at least one semester.

3.3.10 Campus mandatory drug education and assessment must be completed within forty (40) business days of the initial referral; if not, the student must complete an approved off-campus drug education/counseling program at their expense BEFORE being permitted to register for future classes or graduate. Failure to keep campus drug education/counseling appointments will result in a \$25 fee for each missed appointment.

3.3.11 Guests in violation of the Drug and Alcohol Policy shall be required to leave campus and could face additional sanctions, including arrest and criminal charges. Students who have guests on campus are responsible for their guests at all times and will be held accountable for their guest's actions.

3.3.12 Penalties for employees who violate any applicable laws or university policies regarding illegal possession or use of alcohol or provision of alcohol to persons under 21 years of age will be determined on

a case-by-case basis and will cover the entire range of penalties available to the university as an employer, including but not limited to suspension and discharge from employment.

3.4 Social Host Liability Law

3.4.1 In addition to the substantial criminal penalties for furnishing alcohol to an underage person and/or helping an underage person obtain alcohol, individuals and student groups serving alcohol to friends or guests should be aware that if:

3.4.1.a. A person serves an alcoholic beverage to someone whom the server knew, or should have known, was under the influence of alcohol, and

3.4.1.b The server knew that person would shortly thereafter drive an automobile; a jury could conclude, some injury could result from the negligent conduct. This means that, if someone is injured by a drunk driver and sues the person(s) who served the driver alcohol, a jury might find that the server(s) was partly responsible for the injuries and order the server(s) to pay substantial damages to the injured person or their estate. Significant personal consequences could result to the host or provider of the alcohol. The above information is not intended as legal advice. If uncertain about this issue, contact a private attorney.

3.5 Excessive and/or Harmful Use of Alcohol

3.5.1 Substance abuse, especially alcohol abuse, is a significant problem on university campuses. The university strives to create a healthy academic and social environment that states high-risk or underage drinking will not be tolerated. Excessive and/or harmful use of alcohol is any abuse of alcoholic beverages, as determined on a case-by-case basis by the director of Student Conduct. Examples of excessive and/or harmful use of alcohol include, but are not limited to:

3.5.1.a Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, or other medical problems;

3.5.1.b Use of alcohol in association with inappropriate behavior;

3.5.1.c A pattern of episodes of alcohol related violations of the Student Code of Conduct; and,

3.5.1.d A single episode of intoxication in which the director of Student Conduct believes that the level of alcohol consumption posed a risk to the student's health or well-being. Students who fall under this category of policy violation may be referred to the Emergency Health and Safety Committee if their behavior is deemed a safety risk (Section V, Administrative Policies of the Student Handbook).

3.6 Illegal Possession of Drugs and/or Paraphernalia for UNCP Students, Staff, and Faculty

3.6.1 Illegal drugs and drug usage. The usage (including, but not limited to, consumption, injection, smoking/inhalation, etc.), manufacture, possession, or distribution of illegal drugs or significantly mind-altering substances, pharmaceutical and otherwise (including salvia divinorum, medical marijuana, and synthetic forms of banned substances, including, but not limited to, K2, Spice, Black Magic, etc.); inappropriate/illegal use or distribution of any pharmaceutical product; being in the presence of others while the above mentioned drug use is occurring; or possession of drug paraphernalia, including bongs.

3.6.2 For a first offense involving the illegal possession or use of any controlled substance identified in Schedule I, N.C. General Statute § 90-89, or Schedule II, N.C. General Statute § 90-90, (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), the minimum penalty shall be suspension from enrollment and from employment for a period of at least one semester or its equivalent. Employees subject to the State Human Resources Act are governed by regulations of the State Human Resources Commission. Minimum penalties for this offense exceeds the maximum period of suspension without pay that is permitted by the State Human Resources Commission regulations, so the penalty for a first offense for employees subject to the State Human Resources Act is discharge from employment.

3.6.3 Students who receive an offense involving the illegal possession or use of any controlled substance identified in Schedules III through VI, N.C. General Statutes § 90-91 through 90-94, (including, but not limited to, marijuana, rohypnol, phenobarbital, codeine) and/or the possession of drug paraphernalia, the minimum penalty shall be:

3.6.3.a First Offense. Conduct probation for a period to be determined on a case-by-case basis, mandatory participation in a drug education and assessment program (currently \$100 for students), and parental notification. This does not preclude criminal action from being initiated.

3.6.3.b Second Offense. For a second or other subsequent offenses involving illegal possession of controlled substances identified in Schedules III-IV, progressively more severe penalties shall be imposed. For students, the minimum penalty cannot be less than suspension for a period of at least a semester; more severe penalties may be imposed, including expulsion. To be readmitted after a suspension, the student (at their own expense) must submit documentation of completed drug education and assessment at least equivalent to that which would have been received at the university, multiple negative drug tests over a period of time, and meet such other conditions as the university may require. This does not preclude criminal action from being initiated.

3.6.4 Campus mandatory drug education and assessment for students must be completed within 40 business days of the initial referral. If not, the student must complete an approved off-campus drug education and assessment program at their expense BEFORE being permitted to register for future classes, transfer, or graduate. Failure to keep campus drug education and assessment appointments will result in a \$25 fee for each missed appointment. This fee applies to all referred offenders from Campus Police, Student Affairs, and Athletics.

3.6.5 Students' participation in illegal drug activity off campus may be grounds for imposition of sanctions by the university when a nexus to that activity exists on campus. Such activities may include, but are not limited to, drug testing results for internship participation or athletic requirements. Athletes referred directly by the athletic director for NCAA regulation violations do not incur the above fees, but are subject to the missed appointment fee.

3.6.6 Section 483 of the Federal Higher Education Amendments of 1998 states: "A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance SHALL NOT BE ELIGIBLE TO RECEIVE ANY GRANT, LOAN, OR WORK ASSISTANCE under this title during the period beginning on the date of such conviction" and lasting for one year, two years, or indefinitely, depending on the offense.

3.6.7 Penalties for employees who violate any applicable laws or university policies regarding illegal possession or use of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, rohypnol, phenobarbital, codeine) and/or the possession of drug paraphernalia will be determined on a case-by-case basis and will cover the entire range of penalties available to the university as an employer, including but not limited to, probation, suspension, and discharge from employment. If an unexpired balance of the prescribed period of probation for an employee subject to the State Human Resources Act exceeds the maximum period of suspension without pay permitted by the State Human Resources regulations, that employee shall be discharged.

3.7 Trafficking in Illegal Drugs for UNCP Students, Staff, and Faculty

3.7.1 For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sale or deliver, any controlled substance identified in Schedule I, N.C. General Statutes 90-89 or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled and any employee shall be terminated.

3.7.2 For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sale or deliver, any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, rohypnol, phenobarbital, codeine), the

minimum penalty shall be suspension from enrollment or employment for a period of at least one semester or its equivalent. Employees subject to the State Human Resources Act are governed by regulations of the State Human Resources Commission. Minimum penalties for this first offense exceed the maximum period of suspension without pay that is permitted by the State Human Resources Commission regulations; so, the penalty for a first offense for employees subject to the State Human Resources Act is discharge from employment.

3.7.3 For a second offense, any student shall be expelled and any employee shall be terminated.

3.8 Abuse of Prescription and/or Over-the-Counter Medications

3.8.1 The abuse of legal medications can lead to serious health complications for the user. Abuse of some medications can also lead the individual to exhibit behavior which is dangerous to self and others. The university strongly supports efforts of individuals to change maladaptive behavior and offers services through the Counseling and Psychological Services, Student Health Services, and EAP. Continued abuse and disruptive behavior may result in disciplinary action.

3.9 Hazing for UNCP Students and Student Groups

3.9.1 The NC General Statute § 14-35 defines hazing as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group."

3.9.2 Hazing violations involving drugs and/or alcohol will be required to participate in the campus mandatory drug education/counseling program as well as incur all costs associated with the program.

3.10 Suspension Pending Final Disposition

3.10.1 A student, faculty member, administrator, or other employee charged with a violation of this policy may be suspended from enrollment and employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor or their designee concludes that the person's continued presence would constitute a clear and immediate danger to the health or welfare of any member of the university community. When a suspension is imposed, an appropriate hearing of the charges against the person suspended shall be held as promptly as possible.

3.11 Process for Imposition of Penalties

3.11.1 Students, faculty, and staff are subject to all local, state, and federal laws relating to drug use and possession. Action on the part of the university is based upon its right to carry out its appropriate mission and is not designed to be merely punitive. University action is not dependent upon and does not preclude criminal or civil action in the courts.

3.11.2 Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by Section 502 D (3) and Section 603 of the university code; by the Board of Governors policies applicable to other employees exempt from the State Human Resources Act; and by regulations of the State Human Resources Commission. SHRA employees should refer to the State Human Resources Manual, (available through the Human Resources Office or on the OSHR Website) Section 7, "Discipline, Appeals and Grievances," and UNCP's "SHRA Employee Grievance and Appeal Policy." EHRA employees should refer to the UNCP's handbook for EHRA employees, "Personnel Policies for Employees Exempt from the State Human Resources Act, UNCP," Section IV.

3.12 Policy Implementation and Reporting

3.12.1 All drug and alcohol violations on the UNCP campus are reported via the Crime Awareness and Campus Security Act [20 US Code 1092 (f)] (CACSA), required by the Jeanne Clery Disclosure of Campus Security Policy

and Campus Crime Statistics Act. The report is compiled in accordance with the guidelines set forth in the U.S. Department of Education, Office of Postsecondary Education, The Handbook for Campus Crime Reporting, Washington, DC, 2005, and is completed by Campus Police.

HEALTH RISKS OF PSYCHOACTIVE DRUGS

4.1 All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term chronic use. Some, but not all, related health risks are listed below.

4.1.a Alcohol (medically classified as a depressant). Central nervous system depression, impaired judgment, liver damage, malnutrition, pancreatitis, lowered immunities, and severe birth defects in babies whose mothers used alcohol during pregnancy. An overdose may result in a coma and death.

4.1.b Cocaine. Anxiety, insomnia, paranoia, perforation of the nasal septum, seizures, and cardiac arrest.

4.1.c Depressants (e.g., Librium, Xanax, Valium). Central nervous system depression, staggering gait, visual disturbances, lethargy, dizziness, nausea, or death.

4.1.d Hallucinogens (e.g., LSD, PCP, and hallucinogenic mushrooms). Visual distortions, increased heart rate and blood pressure, psychotic episodes, panic disorders, and flashbacks.

4.1.e Inhalants. Nausea, headaches, and perceptual distortions. Permanent damage to bone marrow, lungs, liver, and kidneys and a risk of lung or cardiac arrest with initial or repeated use.

4.1.f Marijuana. Increased heart rate, lowered body temperature, impaired coordination, appetite stimulation, weakened immune system, increased risk of throat/lung cancer, and speech/memory/learning distortions. Long term use may result in short term memory loss, amotivational syndrome, and reproductive system abnormalities.

4.1.g Narcotics (e.g., codeine, heroin, morphine). Shallow breathing, reduced sex drive, apathy, anxiety, mood swings, nausea, and respiratory depression. An overdose may induce a coma, convulsions, respiratory arrest, or death.

4.1.h Rohypnol (flunitrazepam, commonly called the date rape drug). Drowsiness, impaired motor skills, and inability to recall events. Combined with alcohol or other drugs may lead to respiratory depression, aspiration, and death.

4.1.i Stimulants (amphetamines). Anxiety, agitation, malnutrition, irregular heartbeat, chronic sleeplessness, and amphetamine psychosis.

APPLICABLE FORMS

5.1 Committee on Substance Abuse Prevention (CSAP) Biennial Review Form

UNC PEMBROKE TAILGATING POLICIES INVOLVING ALCOHOL

UNCP Pembroke has some of the best tailgating in southeastern NC and our students lead the charge in school spirit. For specific tailgating guidelines, rules, and regulations; refer to the University Tailgating Policy at <http://www.uncp.edu/about-uncp/administration/policies-and-regulations/all-policies/tailgating-policy>.

SMOKING POLICY

The complete policy is available on the university official policy website at uncp.edu/SmokingPolicy.

EMERGENCY HEALTH AND SAFETY POLICY

The objective of this Emergency Health and Safety Policy was developed in an attempt to safeguard the welfare of the individual and the community. Occasionally, a student's health condition manifests itself in such a way that it must be addressed by the university. The Emergency Health and Safety (EHS) Committee may meet to determine what role, if any, student support services may need to take to assure the health and safety of a student or the university community. The complete policy is available online: <http://www.uncp.edu/about-uncp/administration/policies-and-regulations/all-policies/pol-042504-emergency-health-and-safety-policy>.

FREE SPEECH EVENT POLICY

In order to carry out the university's responsibility to promote free expression and the exchange of ideas in an

atmosphere of mutual respect for the rights of those who wish to speak, those who wish to hear, and those who wish to protest against the ideas expressed, The University of North Carolina at Pembroke has developed the standards for conduct at events and guidelines for facility use and reservations. To schedule a free speech event please complete the Free Speech Event Application online (uncp.edu/FreeSpeech). The complete policy is available on the university official policy website (<http://www.uncp.edu/about-uncp/administration/policies-and-regulations/all-policies/pol-040501-free-speech-event-policy>).

NORTH CAROLINA GENERAL STATUTE 18B-302: ALCOHOL

Any person who is under the lawful age to purchase and who aids or abets another in violation of this law shall be guilty of a misdemeanor punishable by a fine up to \$500 or imprisonment for not more than six months, or both, at the discretion of the court. Any person who is over the lawful age to purchase and who aids or abets a person under the lawful age to purchase shall be guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for not more than two years, or both, at the discretion of the court. It shall be unlawful for any person to obtain or attempt to obtain alcoholic beverages by using or attempting to use: (1) a fraudulent or altered driver's license; or (2) fraudulent documents other than a driver's license; or (3) a driver's license issued to another person; or (4) an identification document other than a driver's license issued to another person. Upon receipt of a conviction report, the Division of Motor Vehicles shall revoke the person's driver's license as required by G.S. 20-17.3.

NORTH CAROLINA GENERAL STATUTE 14-35: HAZING

The North Carolina General Statute (14-35) defines hazing as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." A student convicted of engaging or abetting in the commission of such an offense may be subject to punishment by a fine of \$1,000, imprisonment for a maximum period of between 30 and 60 days, or both. The institution may expel a student convicted under this statute regardless of and in addition to any criminal penalty imposed by the court. Organizations whose members are convicted of hazing should be mindful of possible administrative action against the organization by the university; the appropriate question in such situations would be whether the organization can and should be held responsible for the conduct of its members, with the possible consequence that sanctions would be taken against the organization, e.g., withdrawal of university recognition, banning from campus, etc.

POLICY OF THE BOARD OF GOVERNORS OF THE UNC CONCERNING

IMPROPER RELATIONSHIPS BETWEEN STUDENTS AND EMPLOYEES

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 harm affected students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two types of situations, university prohibition and punishment of amorous relationships is deemed necessary: (1) when the employee is responsible for evaluating or supervising the affected student; and (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.

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 or she has an amorous relationship or to whom he or 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 or her spouse, who is a minor below the age of 18 years.

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. Stepparent and stepchild
- 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.

CORRECTIVE ACTION

Violations of the provisions of Section A shall be addressed in accordance with remedial measures prescribed by each constituent institution; if disciplinary action is brought against an affected employee, it shall be conducted in accordance with existing institutional policies and procedures prescribed for prosecuting misconduct charges against members of the class of employment of which the affected employee is a member.

POLICY PROHIBITING ILLEGAL HARASSMENT AND DISCRIMINATION

INTRODUCTION

1.1 The University of North Carolina at Pembroke affirms its desire to maintain a work environment for all employees and an academic environment for all faculty and students that is free from all forms of harassment and discrimination. UNCP wishes to maintain an environment which supports and rewards individuals on the basis of such relevant factors as academic ability and work performance. Conduct or action that is based on a person's race, color, creed, national origin, religion, sex, age, disability, or veteran status creating a hostile environment that prevents effective learning or work performance is in opposition to a campus environment free of harassment.

VIOLATIONS

2.1 No student or student group shall engage in conduct, or assist another in the following conduct:

2.1.a Discrimination on the basis of race, color, ethnicity, national origin, religion, creed, age, disability, honorable service in the armed services of the United States, or sex, except as allowed under Title IX, that impairs or may impair an individual's university working conditions, privileges, or opportunities for university employment, educational opportunities, participation in university-sponsored extracurricular activities, or opportunities to benefit from other aspects of university life. Religious student groups with bona fide religious beliefs that will be contradicted by the group's compliance with this provision should contact the vice chancellor for Student Affairs to obtain the university's policy regarding requests for exceptions under this provision.

2.1.b Harassment or intimidation directed toward a particular person or persons that is severe or pervasive and abuses or otherwise unreasonably interferes with another so as to adversely affect their academic pursuits, opportunities for university employment, participation in university-sponsored extracurricular activities, or opportunities to benefit from other aspects of university life.

2.1.c Threats that involve violation of restraining orders or no-contact orders imposed by government or campus authorities, stalking, or other activities that create a reasonable apprehension of physical or emotional harm to an individual following a request or order to desist.

2.1.d The face-to-face use of "fighting words" to harass any person or persons on the university

campus or other property under university control. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person, are in the context used and as a matter of common knowledge, inherently likely to provoke an immediate and violent reaction, whether or not they actually do so.

2.2 Students violating this policy may be subject to disciplinary action up to and including dismissal.

TO REPORT VIOLATIONS

3.1 Students experiencing harassment as described herein should contact campus police or provide a written statement to the vice chancellor for Student Affairs. Complaints against UNCP students will be governed by the procedures stated in Chapter IV., Rights & Responsibilities. Student complaints against UNCP faculty or staff will be governed by the procedures stated in the Student Grievance Policy.

3.2 Members of the university community are prohibited from acts of retaliation against individuals who bring complaints or are involved as witnesses in any action connected with this policy.

SPECIFIC PROHIBITIONS AGAINST DISCRIMINATION AT UNCP

4.1 Sex. As required by Title IX of the Education Amendments of 1972, UNCP does not discriminate on the basis of sex in the educational programs and activities it operates except in the manner and to the degree allowed by Title IX. This protection against discrimination extends but is not limited to employment with and admission as a student to UNCP. Inquiries about and complaints of any violation of Title IX may be directed to the director of Human Resources for UNCP, who is designated by UNCP to coordinate and carry out its responsibilities under Title IX and related regulations, either directly or through a designee. Inquiries and complaints regarding violation of Title IX with regard to athletics at UNCP may also be directed to the Department of Athletics senior woman's administrator.

4.2 Disability. As and to the extent required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, UNCP does not discriminate on the basis of disability in the educational programs and other activities it operates. Inquiries about and complaints of any violation of Section 504 or Title II by students may be directed to the director of the Accessibility Resource Center for UNCP, who is designated by UNCP to coordinate and carry out its responsibilities under Section 504, Title II, and related regulations, either directly or through a designee.

4.3 Complaints and Grievance Processes. Complaints by students alleging violations of Title IX of the Education Amendments of 1972 will be handled through the Student Grievance Policy if no other grievance process (e.g., the Sexual Assault Policy, Student Handbook) is more directly applicable as determined by the director of Human Resources.

4.4 The director of Human Resources can be contacted at Department of Human Resources, Room 347, Lumbee Hall, UNC Pembroke, One University Drive, Pembroke, NC 28372, telephone 910.521.6279. The senior woman's administrator can be contacted at Department of Athletics, Room 1182, Jones Health and Physical Education Center, One University Drive, Pembroke, NC 28372, telephone 910.521.6809.

4.5 Complaints by students alleging violations of Section 504 and/or Title II will be handled through the Disabled Student Grievance Policy, which is available from the director of the Accessibility Resource Center, if no other grievance process is more directly applicable as determined by the director of the Accessibility Resource Center. The director of the Accessibility Resource Center can be contacted at Accessibility Resource Center, Room 111, D.F. Lowry Building, UNC Pembroke, One University Drive, Pembroke, NC 28372, telephone 910.521.6890.

SEXUAL MISCONDUCT POLICY

The complete policy is available on the university's Office of Title IX and Clery Compliance website at <http://www.uncp.edu/about-uncp/administration/departments/chancellor/office-title-ix-and-clery-compliance>.

STUDENT GRIEVANCE POLICY

PURPOSE

1.1 The objectives of this grievance process for students are to ensure that students have the opportunity to present a grievance to the university regarding a certain action or inaction by a member of the university community and to ensure that the university has a consistent process of resolving those grievances in a fair and just manner.

1.2 A student may pursue a grievance if he or she believes a university employee (including faculty, staff, student employees, and agents—hereafter, referred to only as the “employee”) has violated his or her rights. This grievance process for students applies to all problems arising out of interactions between a student and a member of the university community that are not governed by other specific grievance proceedings (e.g., undergraduate grade appeals, residency appeals, traffic appeals, etc.).

1.3 Throughout the grievance process, the Office of Student Affairs will provide guidance about the policy’s procedures and requirements. The UNCP Office of the General Counsel will provide training at the beginning of each academic year. Once a formal complaint has been filed with the appropriate vice chancellor, the UNCP Office of the General Counsel is to be immediately notified. Once notified, the general counsel will provide advice and counsel to the hearing panel throughout the grievance process with the objective of providing and assuring due process for all parties and the development of a complete and judicially sound hearing report to be given to the vice chancellor or senior administrator.

1.4 A grievance which is found to be intentionally dishonest or willfully disregards the truth is a violation of the UNCP Student Code of Conduct, specifically, furnishing false information to the university with intent to deceive. Students violating this code will be subject to disciplinary action. Any retaliation directed to the grievant as a result of the filing of a grievance is against state and federal laws and UNCP policy.

WHAT MAY BE GRIEVED

2.1 An action or decision may be grieved only if it involves a violation of university policy or public law. Grievances may not be used to challenge policies or procedures of general applicability. In addition, this process may not be used to grieve:

- 2.1.a Claims based on purchases or contracts;
- 2.1.b Claims against an employee on matters that are unrelated to the employee’s job or role at the university; and
- 2.1.c Decisions covered by other university policies (e.g. residency appeals).

INFORMAL RESOLUTION

3.1 The informal resolution process is designed to reach an understanding of the situation and to resolve the differences in an informal and cooperative manner. While the vice chancellor for Student Affairs (or their designee) will discuss the steps involved in the informal resolution process to the grievant, neither step 1 nor step 2 is mandatory. Neither the student nor the employee is obligated to participate in either step 1 or step 2 and may refuse the offer of an informal resolution/mediation of the grievance matter.

3.2 Step 1—The student with a grievance against a member of the university community is encouraged to meet with the employee. The purpose of the meeting is to reach a mutual understanding of the student’s situation and the employee’s actions and attempt a resolution of the grievance matter. The student has seven (7) calendar days from the incident or the date the student should have known about the incident to initiate this discussion.

3.3 Step 2—If the meeting with the employee is not satisfactory, does not occur, or if it is impractical for the student to meet with the employee, the student should request the assistance of the employee’s immediate supervisor. This request to the employee’s immediate supervisor must occur within seven (7) calendar days of the meeting with the employee or within fourteen (14) calendar days of the incident. The purpose of this intervention is for the immediate supervisor to attempt to work with both parties to reach a resolution to the grievance matter.

FORMAL RESOLUTION

4.1 Step 3—If an informal resolution is not successful, the student may file a formal grievance by sending a written request for a hearing to the appropriate vice chancellor or senior administrator with supervisory authority over the person(s) named in the grievance. The student must file this within fourteen (14) calendar days of the meeting with the immediate supervisor or having received a refusal by the employee to meet with their immediate supervisor and the student.

4.2 All grievance complaints must be in writing and signed by the student. The grievance must contain:

- 4.2.a A clear and precise statement of the complaint;
- 4.2.b State how the decision or action is unfair and harmful to the student and list the university policies or state and federal laws that have been violated, if known;
- 4.2.c Name the respondent parties (the person(s) against whom the grievance is filed);
- 4.2.d State how each respondent is responsible for the action or decision;
- 4.2.e State the requested remedy;
- 4.2.f State whether any witnesses will be brought to the hearing;
- 4.2.g State whether a non-participating observer will be brought to the hearing; and
- 4.2.h Sign the Grievance Formal Statement of Authenticity Form.

4.3 Dismissal of Grievance Complaint by Vice Chancellor or Senior Administrator

4.3.1 If it is clear on the face of the written grievance, that it has not been filed according to this process (such as, but not limited to, time frame, matter is not grievable under this process, the complaint is frivolous in the vice chancellor or senior administrator's judgment, or is from a person without grievance rights under this process), the vice chancellor or senior administrator shall dismiss the complaint and state with reason(s) in a letter to the grievant.

4.3.2 If the grievance complaint is not dismissed by the vice chancellor or senior administrator, then within fourteen (14) calendar days of receiving the grievance complaint they shall refer the grievance to the chair of the Student Grievance Committee, from which a fact-finding hearing panel will be appointed. The vice chancellor or senior administrator will inform the employee in writing that a grievance has been received and that the matter has been referred to the Student Grievance Committee.

4.4 Composition of the Student Grievance Committee

4.4.1 The members of the Student Grievance Committee shall be appointed by the Chancellor and serve at the pleasure of the Chancellor, who will also name the chair of the committee. In the event any person appointed to the committee is unable to serve, the Chancellor may appoint another to serve in their place. The composition of the Student Grievance Committee shall be made up of three faculty members (nominated by the Faculty Senate), three staff members (nominated by the Staff Council), and four upper classmen and/or graduate student members (two SGA representatives and two nominated by SGA).

4.4.2 For the purpose of each grievance, the chair of the committee will select four members of the committee to serve with him/her as the hearing panel. In addition to the chair of the committee, the hearing panel shall include two students, one faculty member, and one staff member. The faculty and staff member cannot be part of the same office or immediate administrative unit as the respondent/employee. Hearing panel members should have no personal interest in the outcome of the process, and should not have any personal involvement in earlier stages of the grievance matter. The chair may designate another member of the committee to serve as the fifth member of the hearing panel when the chair is unavailable to serve due to emergencies or conflict of interest. A decision of the panel will be considered a decision of the committee.

4.4.3 The hearing panel members, parties, and all persons involved in the grievance process shall maintain strict confidentiality regarding the grievance matter during all stages of this process. There should be no ex parte communication between the parties and the grievance committee/hearing panel members concerning the case. State and federal laws govern the privacy rights of students and employees. Any questions about the

disclosure of information should be directed to the hearing panel in writing and the panel should consult with the Office of the General Counsel.

4.4.4 Step 4—The chair of the committee shall convene the hearing panel within seven (7) calendar days of receiving the complaint and provide them with the written complaint and all supporting documents provided by both parties. The chair of the committee will be responsible for facilitating the work of the hearing panel and shall schedule the hearing within fourteen (14) calendar days of their receipt of the complaint.

4.4.5 The chair of the hearing panel shall notify the parties of a hearing date, time, and place at least five (5) calendar days in advance of the hearing. During a hearing, the grievant and the accused shall have the following rights:

- 4.4.5.a The right to have a non-participating observer present;
- 4.4.5.b The right to present the testimony of witnesses and other evidence, relevant to the grievance;
- 4.4.5.c The right to confront and cross-examine witnesses; and
- 4.4.5.d The right to examine all submitted documents and other evidence.

4.5 Other Hearing Protocol

4.5.1 The hearing panel may request testimony and/or evidence from relevant witnesses.

4.5.2 The vice chancellor for Student Affairs will appoint a neutral party (non-hearing panel member) to observe the proceeding, offer procedural advice as needed, and act as the official audio recorder (authorized recording number 1).

4.5.3 The chair of the hearing panel will appoint a hearing panel member to also record (authorized recording number 2) the hearing and another grievance committee member not serving on the hearing panel to take official notes.

4.5.4 Both the authorized recordings and the official notes are for the hearing panel's use in deliberation and should be held in strict confidence. No other audio recordings are to be made.

4.5.5 At the discretion of the chair, and upon the advice of general counsel, campus security may be present for the hearing.

4.6 Summer and Fast Track Review

4.6.1 At the discretion of the vice chancellor for Student Affairs (or designee) the grievance may be decided by the fast track process. If the vice chancellor for Student Affairs (or designee) offers the student the fast track process, the student may elect to waive their right to a committee hearing. In the fast track process, the appropriate vice chancellor or senior administrator shall serve as the fact finder and conduct the hearing in the place of the hearing panel. The vice chancellor or senior administrator's decision will be final with the student having the right to file an appeal to the Chancellor as outlined below in section 6. The decision should be sent, subject to UNCP personnel policies and state and federal law, to all parties via certified mail, return receipt requested, within fourteen (14) calendar days.

4.6.2 Every grievance filed after April 15 and before August 25 of each year shall be decided through the fast track review and the grievant shall have no right to a committee hearing.

THE DECISION

5.1 After hearing a student grievance, the hearing panel shall determine, by majority vote, whether to recommend a finding that the preponderance of the evidence shows that the employee has violated the law or policy at issue. Within fourteen (14) calendar days of the hearing, the hearing panel shall provide a written report to the vice chancellor or senior administrator who received the complaint. The report should include a summary of the proceeding, finding of fact, recommendations, a copy of all correspondence with the parties,

all evidence submitted to the panel, the recording or transcript of the hearing, and anything else considered by the panel in reaching its recommendation. A dissenting panel member may also file a minority report at this time.

5.2 The vice chancellor or senior administrator shall review the official report of the hearing panel and issue a written decision within fourteen (14) calendar days of receiving the hearing panel's report. In the decision, the vice chancellor or senior administrator may either adopt the hearing panel report and recommendations in whole, modify it in part, or reject the report and reach different findings or conclusions for reasons expressly stated. The decision should be sent, subject to UNCP personnel policies and state and federal law, to all parties via certified mail, return receipt requested, within fourteen (14) calendar days.

THE APPEAL

6.1 The student who filed the initial grievance and the employee may appeal the decision of the vice chancellor or senior administrator to the Chancellor (or designee) within fourteen (14) calendar days of receiving the written decision. The Chancellor (or designee) upon receiving the grievance appeal, may adopt the vice chancellor's/senior administrator's decision in whole, modify it in part, or reject the report and reach different findings or conclusions. The Chancellor's (or designee's) decision shall be final and sent, subject to UNCP personnel policies and state and federal law, to all parties via certified mail, return receipt requested.

6.2 For grievances against vice chancellors, the Chancellor (or their designee) will make decisions based on the hearing panel's report and recommendation and may adopt the report and recommendations in whole, modify it in part, or reject the report and reach different findings or conclusions. The Chancellor's decision shall be final and sent, subject to UNCP personnel policies and state and federal law, to all parties via certified mail, return receipt requested.

6.3 Once the grievance matter is closed, all evidence used in the case, to include but not be limited to, documents and audio recordings, are to be placed in the custody of the vice chancellor for Student Affairs for three years.

UNCP GRIEVANCE PROCESS FOR STUDENTS DENIED REASONABLE ACCOMMODATIONS OR SUBJECTED TO DISCRIMINATION BECAUSE OF A DISABILITY

OVERVIEW

Students with disabilities are responsible for contacting the Accessibility Resource Center if reasonable accommodations are not implemented in an effective or timely manner. The Accessibility Resource Center staff works with faculty, staff, and students with disabilities to resolve disagreements regarding recommended accommodations. The complaint, grievance hearing, and appeals process will facilitate an internal informal and formal basis for filing a complaint, conducting a grievance hearing, and finally, appealing a denial of accommodations and for grieving instances of inappropriate discrimination in violation of the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 ("Section 504").

Students with a disability who believe they have been discriminated against on the basis of that disability may use this process to file a grievance with the ADA Grievance Officer who is the Director of the Accessibility Resource Center, located in D.F. Lowry, Suite 107. If the grievance is against the Accessibility Resource Center, students may file a grievance with the unit's supervisor, who will serve as the ADA grievance officer, or with the Office of Civil Rights.

The UNCP Student Grievance Process can be found online at the following address: <http://www.uncp.edu/student-services/accessibility-resource-center/policies-procedures/uncp-student-grievance-process>

CENTER FOR STUDENT SUCCESS

The Center for Student Success embodies UNCP's commitment to student success. That means that, together, our programs, offices, and resources form a comprehensive academic support network that can assist students

as they find their ideal path and degree. Whether guiding students through their academic transition, helping to clarify career goals, and explore majors, or providing tutoring that helps students meet the challenges of college study, the CSS is an important part of the UNCP experience. The general areas of support are as follows:

- Academic Resource Learning Lab
- HAWK Alert Program
- Peer Academic Leaders
- Tutoring Program
- Striving Toward Academic Recovery (STAR) Program
- Braves Come Back Program
- UNV 1100

First and Second Year programming, New Student Orientation, and undecided advising are housed in the Center for Student Success. The university has an academic advising system to assist students in their respective academic programs. Each student is assigned to a faculty member within their field of study or an Center for Student Success staff member if they are undecided. New students (at New Student Orientation) and students in transition between majors are served by the Center for Student Success, located in DF Lowry, until their new advisor is assigned. The advisor helps the student plan a program and maintains a record of progress during his or her college career. Although the advisor will guide the student in academic matters, the final responsibility for meeting all academic program requirements rests with the student.

The academic advisor may also refer a student to other offices for further services in counseling, career planning and placement, tutoring and skills development.

Students are encouraged to stop by the Center. Our goal is help students identify and access the various resources available at UNCP. Our office is located in DF Lowry Building. Call us at 910.521.6625 or visit us online.

ACCESSIBILITY RESOURCE CENTER

The Accessibility Resource Center (ARC) is designed to assist students covered under Section 504 of the Rehabilitation Act and the ADA. Anyone desiring assistance is requested to contact ARC, located in the D.F. Lowry Building, Room 107. Operating hours are Monday-Friday, 8:00 a.m.-5:00 p.m. Appointments during regular business hours are requested and can be made by calling 910.521.6695. After-hours appointments may be made on an as-needed basis.

The Accessibility Resource Center will: (1) provide guidelines for documenting disabilities; (2) discern eligibility for services; (3) determine reasonable accommodations; and (4) facilitate appropriate accommodations. Contact the Accessibility Resource Center for additional information.

INSPECTION AND RELEASE OF STUDENT RECORDS AT UNC PEMBROKE

The University of North Carolina at Pembroke complies with all provisions of the Family Educational Rights and Privacy Act of 1974. The full statement of the university's policy is available in the Office of the Registrar located in Lumbee Hall.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time after the university receives a written request for access. At UNCP, students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, then the student shall be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the university to amend a record that they believe is inaccurate. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by The University of North Carolina at Pembroke or the University of North Carolina Office of the President in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Institutions can disclose student information to parents in certain situations, including the following: If a parent claims the student as a federal tax dependent, UNCP may, with confirmation of that status, disclose information about the student to both parents, regardless of the student's age or whether there is an emergency; if the student is under 21, UNCP may inform the student's parents of violations of its alcohol or drug policy, regardless of whether the student is a tax dependent or whether there is an emergency; and if UNCP reasonably believes that there is a health or safety emergency involving the student, UNCP may inform the student's parents, regardless of the student's age or whether the student is a tax dependent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The university routinely releases to the public so-called directory Information, as follows: the student's name, address(es), telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, electronic mail address, and previous educational agency or institution attended by the student. Any student who wishes to have the above directory Information withheld must sign and file a request in the Registrar's Office within two weeks of the first day of class of each semester. This request must be renewed at the beginning of each semester. Directory information for every student who does not file a request to withhold disclosure within two weeks of the first day of class of the Fall Semester will be published in the student telephone directory and distributed to all students, faculty and staff. Even if a student files a request to block disclosure of directory information, it may still be inspected by those persons authorized by law to inspect education records without consent.

VI. ACADEMIC REGULATIONS

CLASS SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m.-8:50 a.m.	8:00 a.m.-9:15 a.m.	8:00 a.m.-8:50 a.m.	8:00 a.m.-9:15 a.m.	8:00 a.m.-8:50 a.m.
9:05 a.m.-9:55 a.m.	9:30 a.m.-10:45 a.m.	9:05 a.m.-9:55 a.m.	9:30 a.m.-10:45 a.m.	9:05 a.m.-9:55 a.m.
10:10 a.m.-11:00 a.m.	11:00 a.m.-12:15 p.m.	10:10 a.m.-11:00 a.m.	11:00 a.m.-12:15 p.m.	10:10 a.m.-11:00 a.m.
11:15 a.m.-12:05 p.m.	12:30 p.m.-1:45 p.m.	11:15 a.m.-12:05 p.m.	12:30 p.m.-1:45 p.m.	11:15 a.m.-12:05 p.m.
12:20 p.m.-1:10 p.m.	2:00 p.m.-3:15 p.m.	12:20 p.m.-1:10 p.m.	2:00 p.m.-3:15 p.m.	12:20 p.m.-1:10 p.m.
1:25 p.m.-2:15 p.m.	3:30 p.m.-4:45 p.m.	1:25 p.m.-2:15 p.m.	3:30 p.m.-4:45 p.m.	1:25 p.m.-2:15 p.m.
2:30 p.m.-3:20 p.m.		2:30 p.m.-3:20 p.m.		2:30 p.m.-3:20 p.m.
3:35 p.m.-4:25 p.m.		3:35 p.m.-4:25 p.m.		3:35 p.m.-4:25 p.m.
5:00 p.m.-5:50 p.m.	5:00 p.m.-6:15 p.m.	5:00 p.m.-5:50 p.m.	5:00 p.m.-6:15 p.m.	5:00 p.m.-5:50 p.m.
6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.

Classes that meet on Monday and Friday follow the Tuesday and Thursday schedule.

Classes meeting three days per week, meet for 50 minutes each session.

Classes meeting twice per week meet for 75 minutes each session.

Evening classes that meet one day a week Monday through Friday, meet for three hours.

Abbreviations used to designate days are as follows:

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday.

CLASSIFICATION OF STUDENTS

Regular students at The University of North Carolina at Pembroke are classified according to the number of semester hours they have earned in keeping with the following table:

Less than 30 hours – Freshman

30 to 59 hours – Sophomore

60 to 89 hours – Junior

90 hours to graduation – Senior

ACADEMIC ADVISEMENT

The university has an academic advising system to assist students in their respective academic programs. Each student is assigned to a faculty member who helps the student plan a program and maintains a record of progress during his or her college career. Although the advisor will guide the student in academic matters, the final responsibility for meeting all academic program requirements rests with the student.

The academic advisor may refer a student to other offices for further services in counseling, career planning and placement, tutoring and skills development.

GRADING AND ACADEMIC ELIGIBILITY

GRADING SYSTEM

Grade reports are viewed online by all students. A BraveWeb user ID and password must be maintained by all students.

A letter grade and plus-minus system for evaluating academic performance is used for evaluating all undergraduate students. Each letter grade has a quality point value for each semester hour it represents. The studentaffairs.uncp.edu

hours and quality points are used in determining a student's quality point average for a semester's work and in averaging grades for all work completed to find a student's cumulative quality point average.

Academic eligibility for a student shall be determined by current regulations.

The letter grades and quality points represented by each, as of January 1, 1989, are as follows:

A = 4.0	C+ = 2.3	F = 0.0
A- = 3.7	C = 2.0	P = 0.0
B+ = 3.3	C- = 1.7	I = 0.0
B = 3.0	D+ = 1.3	T = 0.0
B- = 2.7	D = 1.0	W or WX = 0.0
	D- = 0.7	AU = 0.0

The P grade is earned in designated courses and carries semester hours credit. However, the hours are not counted in quality hours. Quality hours are the hours used in figuring quality point averages.

The I or incomplete grade, is given when a student is unable to complete required work because of an unavoidable circumstance such as illness. It is not to be given to enable a student to do additional work to improve a grade. An incomplete must be removed within one semester (excluding summer term) or it will automatically be converted to a grade of F by the university registrar. In the determination of quality hours and quality point averages, an I is counted as an F until it is removed.

The T grade pending is given only for University Honors College courses until the thesis or project is completed.

The W or WX grade is assigned when a student withdraws from a course during the designated drop period. Audited classes are listed on the permanent record. They are designated by the letters AU. The AUs and W's will be listed as attempted hours, but not as quality hours for figuring quality point averages.

UNDERGRADUATE GRADE APPEAL PROCESS

Undergraduate students may appeal a final course grade. The appeal process must be initiated by the student within thirty (30) calendar days after the first day of class of the regular semester following the award of the grade. The appeal process is summarized below.

STEP 1

An undergraduate student who wishes to appeal a final course grade must first attempt to resolve the matter by meeting with the instructor involved. The student must explain their position to the instructor and attempt to understand the justification for the grade assigned by the instructor. The purpose of the meeting is to reach a mutual understanding of the student's situation and the instructor's actions and to resolve differences in an informal and cooperative manner.

STEP 2

If a student fails to reach a satisfactory solution in consultation with the instructor, or if it is impractical to consult with the instructor, the student should seek the assistance of the faculty conciliator within fifteen (15) calendar days of the meeting with the instructor or within thirty (30) calendar days after the first day of class of the semester following the award of the grade. The faculty conciliator's role is to advise, guide, and document the student's progress through the appeal process.

STEP 3

Within five (5) calendar days of the initial meeting with the student, the faculty conciliator must arrange a meeting with the student, the instructor, and the chairperson of the department. The purpose of this meeting is to try to find an amicable solution. In the case of a grade appeal involving a department chairperson, the meeting will be with the student, the instructor (chairperson) and the vice chancellor of Academic Affairs (provost or associate). If the student is still dissatisfied after this meeting, such student may then elect to file a formal appeal within fifteen (15) calendar days of the meeting.

STEP 4

To file a formal appeal, the student must submit a written appeal statement to the faculty conciliator who will forward it to the chairperson of the CHB. The written appeal must be specific, relevant, and concise, explaining precisely the student's justification for the grade appeal. The burden of proof will be on the student, to the extent reasonable, to clearly document pertinent evidence for the grade appeal (i.e., a copy of the syllabus; copies of graded exams and term papers as well as other substantiating evidence). The student should also provide a list requesting copies of items used for evaluation that cannot be directly documented (e.g., a professor may keep copies of old exams).

STEP 5

The CHB has authority to screen out frivolous or unsubstantiated claims. The chairperson will notify the faculty conciliator, the faculty member, the student and the departmental chairperson (or vice chancellor) in writing, explaining why the committee found a student claim sufficient or insufficient and, in the event of a sufficient claim, of the date of the appeal hearing.

STEP 6

The chairperson of the CHB shall convene a meeting of the board at least once a semester, unless no sufficient appeals are forthcoming. In a closed hearing, the student shall produce documents and other relevant evidence to substantiate his or her claims. The student may address only those issues that are described in the appeal statement. Claims the CHB has deemed frivolous or unsubstantiated may not be addressed. The instructor shall be given an opportunity to respond and discuss the concerns raised by the student. The CHB may ask questions of all parties and will deliberate after hearing the case. Two faculty members and two student members must vote in concurrence with the student's position in order for the appeal to be supported. The Board shall issue its decision within seven (7) calendar days of the hearing.

STEP 7

Once the CHB reaches its decision, the following persons will be notified in writing about the findings of the Board: the vice chancellor for Academic Affairs, the chairperson in the appropriate department, the faculty member, the faculty conciliator, and the student.

If the Board finds the original course grade to be inappropriate, the Board will recommend that the faculty member recalculate the grade and make the appropriate change in the Registrar's Office within five (5) calendar days. Should the faculty member be unwilling or unable to do so, the Board will recalculate the grade and make the change in the Registrar's Office. The resulting grade is final and may not be further appealed.

FACULTY CONCILIATOR

The faculty conciliator will be chosen by the Student Government Association (SGA) from a list of four names of the full-time teaching faculty approved by the Faculty Senate and submitted by the chair of the Faculty Senate.

The SGA will also select one of the nominees from a different department than the faculty conciliator to serve as an alternate should the circumstances of a specific situation make involvement of the primary faculty conciliator impractical. Both the faculty conciliator and the alternate will serve one-year terms. The faculty conciliator shall be an ex officio, nonvoting member of the CHB in final grade appeals deliberations. Students should call the Office of Student Affairs at 910.521.6226 to receive contact information on the faculty conciliator.

CONDUCT HEARING BOARD (CHB)

The CHB is defined in the UNCP Student Handbook. CHB members are necessarily excluded from deliberations in which:

1. The board member is related to one of the two principals.
2. The board member is a departmental colleague of one of the principals.
3. The board member is currently enrolled in a course taught by one of the principals.
4. The board member is one of the two principals involved.

All questions of scheduling and satisfying deadlines shall be adjudicated by the Chairperson of the CHB.

All records of the Board's deliberations shall be kept in a file maintained by the Office of Academic Affairs in accordance with the University Records Retention and Disposition Schedule.

Nothing in this policy should be construed as a violation of academic freedom expressed in The Code of The University of North Carolina.

AUDITING

All persons, whether regularly enrolled in the university or not, who desire to audit a course must secure the permission of the instructor and the Office for Academic Affairs. The fee charged for auditing a course will be the same as if the course were taken for credit. The decision to audit must be made by the late registration date. No audits may be added after this date.

For non-matriculating students, a copy of the receipt of payment from the Cashier's Office must be filed with the instructor at the beginning of the course. Students who are regularly enrolled at the university must file a copy of the permission letter from the Office for Academic Affairs with the instructor at the beginning of the course.

COURSE LOAD

Students are expected to enroll in at least 15-16 semester hours credit per term so that it is possible for them to graduate in four (4) years (eight semesters).

Full-time students must carry at least twelve (12) semester hours each semester. The maximum load is eighteen (18) semester hours except as follows: students who are on the Honors List may take up to nineteen (19) semester hours; students who are on the Chancellor's List may take up to twenty-one (21) semester hours; summer session students may carry no more than three (3) semester hours during Maymester, no more than seven (7) semester hours during summer I, and no more than seven (7) semester hours during Summer II.

The number of semester hours required to graduate from UNCP is between 120 and 128 in accordance with specific program degree requirements. If a student's major requires more than 120 semester hours, the student must take (and pass) more than fifteen (15) semester hours for each of the eight (8) semesters. Students must work with their advisors and their major departments to ensure that they follow the scheduling sequence of required courses for their majors.

All course work counts toward a student's course load whether the student is enrolled for credit or as an audit at this or another institution.

QUALITY POINT AVERAGE AND ACADEMIC STANDING

Academic standing at The University of North Carolina at Pembroke is based on the quality point average. To compute the quality point average, multiply the number of quality hours (attempted hours minus P credits, AUs, and W's) assigned to each course by the number of quality points received; then add the quality points received for all courses, and divide by the number of quality hours.

Example:

COURSE	FINAL COURSE GRADE	QUALITY HOURS		QUALITY POINTS	EQUALS	QUALITY POINTS EARNED
Course A	C+	3	x	2.3	=	6.9
Course B	B-	3	x	2.7	=	8.1
Course C	A	1	x	4.0	=	4.0
Course D	P	0	x	0.0	=	0.0
Course E	F	1	x	0.0	=	0.0
Course F	B	3	x	3.0	=	9.0
Course G	A-	3	x	3.7	=	11.1
Course H	I	2	x	0.0	=	0.0
Total Quality Hours=		16		Total Quality Points =		39.1

Quality Point Average = 39.1 divided by 16 = 2.44

*A grade of P counts as hours earned but not as quality hours and is computed as 0 hours in figuring quality point averages.

A cumulative quality point average is obtained by including in the quality point average calculation the quality hours and the quality points received from The University of North Carolina at Pembroke only.

ACADEMIC STANDING

A student's academic standing during any term is determined by the cumulative grade point average (GPA) earned on the total quality hours. To be in good standing, a cumulative GPA of a 2.0 and 67% or greater earned-to-attempted pass rate must be maintained. Individuals with less than a cumulative 2.0 GPA are placed on either probation or suspension. Individuals with less than 67% earned-to-attempted pass rate are placed on progress warning. Students are advised on their academic status at the end of every regular semester via email, Braveweb, and mail sent to their address on record. It is the student's responsibility to know his or her academic standing status and to ensure that an accurate mailing address is on file with the Registrar.

PROGRESS WARNING

A student is placed on Progress Warning when his or her pass rate falls below 67% but the cumulative GPA is 2.0 or higher. The pass rate is calculated by dividing the number of earned hours by the number of hours attempted at UNCP. Students on Progress Warning are not in good standing and will be advised of their status each semester until their pass rate reaches 67%.

ACADEMIC PROBATION

A student is placed on academic probation when his/her cumulative GPA falls below 2.0. Students on academic probation are eligible to attend the university while carrying a cumulative grade point average below 2.0 under specified provisions but are not in good standing.

Students on probation have two semesters to improve their academic performance. If a student takes a leave of absence after one semester of probation, he or she would still be under probation for one semester when returning.

Enrollment for the probationary semesters will be limited to a maximum of 13 semester hours, and students must participate in the services for probationary students offered through the Center for Student Success (CSS). This is a mandatory requirement. Failure to participate in CSS services will result in immediate Academic Dismissal at the end of the semester. Students should refer to the CSS website for more information on these services.

By the end of the second probationary semester, students must achieve one of the following:

1. Raise the cumulative GPA to a minimum of 2.0, or
2. Earn a minimum GPA of 2.3 for the second probationary semester.

Failure to meet one of the conditions above will result in a mandatory suspension from UNCP for one semester. Refer to the section on Academic Suspension for more information. To return to good standing, a student must have a cumulative GPA of 2.0 or better. A probationary student who has earned a semester GPA of 2.3 but who has not achieved a cumulative GPA of 2.0 is continued on probation.

ACADEMIC SUSPENSION

If a student does not meet the above GPA requirement(s) during the second probationary semester, he/she will be suspended for one semester. After the suspension semester, the student must successfully appeal (see Suspension Appeals) before applying for readmission. If approved for readmission by the Suspension Appeals Committee, the student will be readmitted to the university for two additional semesters (fall or spring) on academic probation. Failure to meet the GPA requirements at the end of the fourth semester on probation will result in Academic Dismissal from the university.

ACADEMIC DISMISSAL

Academic Dismissal will occur when a student on Academic Probation after returning from Academic Suspension fails to satisfy all of the probation requirements. All students who fall on Academic Dismissal are ineligible to enroll at UNCP for two years. After the two year dismissal, the student must successfully appeal (see Suspension Appeals) before applying for readmission. Upon return from Academic Dismissal, the student will be considered on academic probation. Failure to meet the probation requirements will result in Academic Dismissal.

SUSPENSION APPEALS AFTER COMPLETING MANDATORY SUSPENSION

A student who wishes to be readmitted after an academic suspension or dismissal must appeal to the Suspension Appeals Committee. Specific deadlines for each term can be found on the Web sites of the Center for Student Success (CSS) and the office of Financial Aid.

Appeals are coordinated by the staff of the Center for Student Success. Individuals wishing to appeal a suspension should contact CSS to schedule a meeting with a counselor to develop an appeals packet. Complete appeals packets include, at a minimum, a letter of appeal, a Success Contract, supporting documents of personal/medical reasons for performance, and statement of strategies/support programs that will be utilized during the semester to attain good academic standing status. No appeals will be heard if received after the deadline, and the decision of the Suspension Appeals Committee is final.

Students whose appeal has been denied may not appeal again unless there has been a material change to their academic record. Students whose appeal has been approved must participate in the Center for Student Success' services for probation students. Failure to participate will result in immediate Academic Dismissal at the end of the semester.

ACADEMIC HONORS

GRADUATION WITH HONORS

Graduating seniors may be considered for honors if they have earned a Quality Point Average (QPA) of at least 3.4 for 45 semester hours of course work in residence at UNCP. All course work attempted (including quality hours from other institutions and repeated hours) will be included in the calculation of the cumulative QPA for determining the particular honors designation awarded. Students who attain a cumulative QPA of 3.85 or higher are graduated summa cum laude. Those who achieve a minimum cumulative QPA of 3.70 are graduated magna cum laude and students whose cumulative QPA is at least 3.40 are graduated cum laude. Students who achieve the hours and the QPA requirement at the beginning of the last semester of their senior year will be recognized at commencement. The final assessment is done after graduation and honors are pending for all students until this is completed. The honors designation will appear on the student's diploma and transcript.

HONORS/CHANCELLOR'S LIST

Students are eligible for Honors List if they achieve a minimum semester quality point average of 3.2 while passing at least twelve (12) semester hours of course work, of which none must be pass/fail.

Students are eligible for Chancellor's List if they achieve a minimum semester quality point average of 3.7 while passing at least twelve (12) semester hours of course work, of which none must be pass/fail.

ESTHER G. MAYNOR HONORS COLLEGE

The Esther G. Maynor Honors College (MHC) at the University of North Carolina at Pembroke is designed to attract top student scholars by providing an atmosphere that is both academically and personally stimulating. The Honors College offers interdisciplinary seminars and discipline specific honors courses taught by distinguished faculty members; these courses enhance the general education curriculum, facilitate academic and personal growth, and encourage the interdisciplinary exploration of ideas. Honors students also gain a sense of community through shared residential facilities as well as cultural and service learning programs. The MHC helps students become independent, successful thinkers, researchers, and communicators while simultaneously preparing them to be responsible members of a global society. Interested students should contact the Honors College at honors@uncp.edu.

REGISTRATION PROCEDURES AND POLICIES

ADVISEMENT AND REGISTRATION

Each student must complete registration online. No student is considered to be officially registered until the student has completed registration as outlined below. Students who fail to complete registration as prescribed and those who miss the first class attendance will have their names dropped from the class rolls. If these students subsequently request to register, they must follow registration procedures just as if they had not started registration before.

The advisor's role is to assist the student in planning a suitable academic program. However, the students are responsible for following all academic regulations that are applicable to their course of study. This includes general education requirements, pre-requisites and major/minor requirements. Students are individually responsible for all course registrations and for completing the requirements for graduation. The Office of the Registrar will drop students who register for courses without following departmental or university regulations. Each student must register online prior to the first day of class. After the drop-add period, each student must register in person in the Office of the Registrar.

The university has a two-phase registration system: the early registration phase and the regular registration phase. Students currently enrolled at The University of North Carolina at Pembroke may complete their registration by: (1) consulting with their advisor during the designated early registration period, (2) registering for the approved course work online, and (3) paying tuition and fees to the Cashier's Office or through the student's online account center on BraveWeb.

Students entering UNCP for the first time or returning after an absence of two semesters (one year) or more may complete their registration by: (1) consulting with their advisor during the designated registration period and preparing their class schedule for the semester, (2) registering for the approved course work online, and (3) paying tuition and fees at the Cashier's Office or through the student's online account center in BraveWeb.

ADDING, DROPPING, AND WITHDRAWING FROM COURSES

After a student has completed registration, the only way the student's schedule can be changed is through the drop-add procedure. To add a course, a student must obtain a Course Add Form from an academic department, complete the form, have it approved by his or her advisor, obtain the signature of the gaining professor, and present the form to the Office of the Registrar. To drop a course, a student must obtain a Course Withdrawal Form from an academic department, complete the form, have it approved by the student's advisor, and present the form to the Office of the Registrar.

A student may withdraw from a course after the drop-add period but prior to and including the last day of the first week of classes after midterm grades are reported, with a grade of W, if the student obtains the signature of their advisor and instructor. Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 15 semester hours of coursework. No student is eligible to withdraw from more than fifteen (15) hours of credit regardless of their entry date.

A student who transfers to UNCP may not withdraw from more than the maximum number of hours of coursework as determined by the table below during their undergraduate career at UNCP. After a student has withdrawn from the maximum allowed number of credit hours, any subsequent withdrawal will result automatically in a grade of "F." These limits apply only to the fall and spring semester courses, not to Summer session courses.

Transfer Hours	Maximum Withdrawal Hours
0-23	15
24-51	12
52-89	9
90 or more hours	6
Candidate for second Bachelor's degree	6

The associate vice chancellor for enrollment may approve withdrawal from a course or courses at any time without academic penalty if serious extenuating circumstances, such as serious illness, exist. Unsatisfactory academic performance does not by itself constitute an extenuating circumstance. As soon as possible, the student petitioning to withdraw from a course due to extenuating circumstances must meet with the Associate vice chancellor for enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's 15 hour career withdrawal limit. Approved requests receive a grade of WX. In addition, the following conditions apply:

1. A WX will be recorded on the transcript.
2. The course(s) will count as attempted hours.
3. The course(s) will not count in tuition surcharge calculations.
4. The course(s) will not count in GPA calculation.
5. The course(s) is subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the provost or designee whose decision will be final.

COURSES AT OTHER UNIVERSITIES

PERMISSION TO TAKE A COURSE AS A VISITOR AT ANOTHER UNIVERSITY

Students who wish to enroll in courses at other institutions to apply toward a degree at UNCP must adhere to the following policies:

1. Have written approval from their UNCP advisor.
2. Have written approval from their advisor or UNCP department chair if the course is part of their major curriculum.
3. Have written approval from the UNCP registrar.
4. Be in good social standing.
5. Have an official transcript submitted to the UNCP Office of the Registrar immediately upon completion of the course.
6. Courses accepted for transfer credit will be evaluated in terms of UNCP's academic policies, curriculum and the student's proposed program at UNCP. Fractional credit will not be granted for partial completion of any course.
7. Credit hours will transfer for courses in which the student earns a "C" or better. Grades earned at other institutions are not used to compute UNCP's quality point average.
8. Permission will not be granted to repeat a course at another institution. Students may elect to repeat any course if both the original course and the repeat course are taken at UNCP.

REPETITION OF COURSES

A student who wishes to repeat a course must adhere to the following policies:

1. The original course and the repeat course must be taken at UNCP.
2. The course being repeated must be the same course taken previously; no substitutions are allowed.
3. Students may repeat a course twice. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
4. All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).
5. A student will receive credit (earned hours) for a course one time and the most recent grade will be used in meeting graduation requirements.
6. All entries remain a part of the student's permanent record.

GRADE REPLACEMENT POLICY

STUDENTS ENTERING UNCP PRIOR TO FALL 1994

Undergraduate students who entered UNCP before the fall of 1994 and who follow the repeat policy will automatically have the grade replaced for all eligible repeats. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements. However, all entries remain a part of the student's permanent record.

STUDENTS ENTERING UNCP IN FALL 1994 AND THEREAFTER

Beginning with the fall semester of 1994, undergraduate students who enter UNCP and who wish to replace a

course grade must adhere to the following policies:

1. A student must follow all regulations regarding repetition of course work.
2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.
3. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.
4. Students entering UNCP as freshmen from fall 1994 through spring 2013 will have the option of replacing a maximum of fifteen (15) credit hours with improved grades earned by repeating courses. Students entering UNCP as freshmen beginning in fall 2013 will have the option of replacing a maximum of twelve (12) credit hours with improved grades earned by repeating courses. No student is eligible for more than fifteen (15) hours of replacement credit regardless of entry date.
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

Transfer Hours Accepted as of Fall 1994	Maximum Withdrawal Hours
0-23	15 or 12 (based on entry date)
24-51	12
52-89	9
90 or more hours	6
Candidate for Second Bachelor's Degree	6

7. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.
8. Decisions for course grade replacement are irrevocable.
9. All entries remain a part of the student's permanent record.

CLASS ATTENDANCE POLICIES

Regular class attendance is important to the educational experience and to the academic integrity of the university curriculum. Students are expected to attend every class beginning with the first session, and regularly after that. Students who fail to attend the first class session may be dropped from the course. Once dropped, it is the student's responsibility to seek reinstatement in the course if the student wishes to remain registered. Reinstatement is at the instructor's discretion. A student is responsible for all the work, including tests and written work, of all class meetings. The university reserves the right to administratively withdraw students who have never attended classes for the semester.

For all general education classes, instructors will keep attendance records. If a student misses three consecutive class meetings, or misses more classes than the instructor deems advisable, the instructor will notify the Center for Student Success (administrator of the Early Alert program) for appropriate follow-up. Departments may also develop and distribute attendance policies and procedures to be followed for students who miss an excessive number of classes.

For all classes, instructors have the discretion to determine how the attendance policy will be implemented, the circumstances under which make-up work may be allowed, and whether attendance will be used as a criterion in determining the final grade. Excessive absences may result in failure. Faculty will distribute a written statement of their attendance policy as part of the course syllabus. Students should not enroll in a course if participation in university-sponsored activities will cause them to miss an excessive number of classes, as determined by the instructor.

The University of North Carolina at Pembroke has a legal and moral obligation to accommodate all students who must be absent from classes or who must miss scheduled exams in order to observe religious holidays; being careful not to inhibit or penalize these students for exercising their rights to religious observance. To accommodate students' religious holidays, each student will be allowed two excused absences each semester with the following conditions:

- Students, who submit written notification to their instructors within two weeks of the beginning of the semester, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Excused absences are limited to two class sessions (days) per semester.
- Students shall be permitted a reasonable amount of time to make up tests or other work missed due to an excused absence for a religious observance.
- Students should not be penalized due to absence from class or other scheduled academic activity because of religious observances.

A student who is to be excused from class for a religious observance is not to provide a second party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

WITHDRAWAL FROM THE UNIVERSITY

Up to the last day to receive a W in a course, a student may complete a "Request for Withdrawal" form, available from the Office of the Registrar webpage. The student should get the required signatures, take the ID card to the Student Accounts Office, and return the form to the Office of the Registrar. The university makes applicable refunds only after the withdrawal procedure is completed.

After the last day to receive a W in a course, or if the student wishes to withdraw on time with grades of WX, the associate vice chancellor for enrollment approves withdrawal from the university without academic penalty only when unusual and documentable circumstances warrant. Unsatisfactory academic performance does not by itself meet the requirement. As soon as possible, the student petitioning to withdraw from the university must meet with the associate vice chancellor for enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's 15 hour career withdrawal limit. In addition, the following conditions apply:

1. A WX will be recorded on the transcript for each course;
2. The course(s) will count as attempted hours;
3. The course(s) will not count in tuition surcharge calculations;
4. The course(s) will not count in GPA calculation;
5. The course(s) is subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the provost or designee, whose decision will be final.

Students who stop attending classes without completing the withdrawal procedure ordinarily receive an F in courses for which they are registered.

REQUIREMENTS FOR BACCALAUREATE GRADUATION

When advising students, the department chairs, the registrar, and faculty advisors try to make certain that every student who intends to graduate from the university registers for those courses which are required for a degree. The student, however, must assume the final responsibility for meeting graduation requirements set forth in this catalog. Each candidate for graduation must meet all of the following requirements:

1. Have a minimum of 120-128 semester hours of course work in accordance with specific degree requirements excluding ENG 0104, MAT 0104, EDN 0104, MUS 0106.
2. Have successfully completed the General Education Program.
3. Earn a grade of "C" (2.0) or better in both English composition courses, ENG 0105 and ENG 0106.
4. Have successfully completed a program for an academic major.

5. Have a minimum overall cumulative quality point average of 2.0 in coursework attempted at The University of North Carolina at Pembroke.
6. Have a minimum overall cumulative quality point average of 2.0 in the major field of study.
7. Complete a minimum of 25% of semester credit hours applied toward the degree through regular enrollment in UNC Pembroke courses.
8. Complete a minimum of 9 semester hours above the General Education Program level in the major field of study at UNC Pembroke if the student transferred here.
9. Be registered during the academic year in which the student's graduation occurs.
10. Count no more than 3 semester hours of activity courses toward the credit hours required for graduation. Activity courses are defined as having: no regularly scheduled class meeting time, no well-defined instructional format, and no graded (A, B, C, D) work required. Excluded from this definition are UNV 100 (Freshman Seminar) and supervised internship courses.
11. Count no more than 24 semester hours of correspondence and/or extension credit (with no more than 12 hours of correspondence) from regionally accredited institutions toward a degree, provided that such correspondence credit is approved by the Office of the Registrar and will not be applied to satisfy specifically stated course requirements in major programs (NOTE: Any student needing to take correspondence work after admission to study at UNC Pembroke may be permitted to do so only after obtaining formal approval from the student's academic advisor, from the Office of Academic Affairs, and from the Office of the Registrar).
12. Meet the requirements of one catalog which were current at the time the student entered this institution or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog.
13. Meet the requirements of the catalog in effect at time of readmission or those of a subsequent catalog if attendance is interrupted for more than one year (two semesters).
14. Make application for the degree no later than October 1st for the following spring or summer commencement and March 1st for the following winter commencement when earned hours reach 75 (end of first semester of junior year).
 - a. Complete (including all required signatures) a degree application form (available in the Office of the Registrar).
 - b. Pay a non-refundable graduation fee of \$50 by the required date or an additional \$25 late filing fee will be charged.
 - c. If a candidate fails to qualify by the time of commencement, but does qualify at a later time, the student must submit another application and \$25 diploma fee.
 - d. If the candidate fails to meet this requirement as specified, the student must wait until the next commencement to receive his or her degree.
15. Satisfy all financial obligations to the university.
16. Complete 9 semester hours of Writing Enriched (WE) and Writing in the Discipline (WD) courses. One of these courses must be in the Writing in the Discipline (WD) format. These are designated by "WE" or "WD" on the course schedule.

All candidates are encouraged to complete a file in the Career Center.

COMMENCEMENT

A student may complete graduation requirements at the end of fall, spring or summer session. Students are required to apply for graduation at least two terms in advance of their expected graduation (excluding summer terms). Exceptions to this rule may apply to some transfer students. Late graduation applicants will be charged a late application fee in addition to the graduation fee. A student who completes graduation at the close of the summer sessions will have the option of returning to participate in the winter commencement or of receiving the diploma in absentia. If the student elects to receive the diploma in absentia, the student must submit to the Registrar one month prior to graduation a written request which indicates the address to where the diploma will be mailed. The diploma will be mailed after commencement.

A student may participate in commencement exercises if he or she has met all the requirements for graduation. When commencement takes place before final grades are processed, a student may participate in

commencement if the Registrar has not been notified that the student will not meet all the requirements by the last day of exams.

EMERGENCY UNIVERSITY CLOSING INFORMATION

Any decision to cancel classes at UNCP will be made by the Chancellor or, in their absence, the provost/vice chancellor for Academic Affairs. The university has authority to make its own decisions and announcements about the operation of the university during adverse weather and other emergency conditions.

The university will remain open for classes unless there is a clear and present danger to the safety and welfare of students, faculty, or staff. Public announcements about closings or late openings applicable to other state agencies, or to other state employees, do not apply to UNC Pembroke or its employees. Unless the university announces a closing, late opening, or cancellation of classes, all offices and service operations are expected to remain open, and personnel are expected to report to work.

The overriding concern of the university is to provide a quality, uninterrupted program of study for its students without placing them or the staff in an unreasonably hazardous situation. Students, faculty, and staff commuting to the university are encouraged to evaluate conditions and use good judgment in determining whether to attempt the commute to the university under adverse weather conditions. The university does not expect students, faculty, or staff to place themselves at risk or in harm's way in order to attend class or report to work. Students and staff are asked to let their professor or supervisor know as quickly as possible what their particular circumstances are, as the administration of the university expects faculty and supervisors to be sensitive to inclement weather conditions that adversely affect class and work attendance.

On days when the university will delay or cancel classes due to inclement weather, that decision will be made, if practicable, by 6:00 a.m. The announcement will be placed on the UNCP BraveAlert Emergency Information Hotline at 910.521.6888 and will appear on the UNCP home page at www.uncp.edu. The announcement will also be communicated to regional radio and television stations.

Information regarding adjustments to the schedules of university sponsored events, the Chavis University Center, Jones Athletic Complex and the Livermore Library will be shared with the campus community via email and/or posted on the university website. For additional information regarding Emergency Closing or Adverse Weather, please review the Adverse Weather and Emergency Event Policy online at uncp.edu/AWP.

VII. STUDENT HOUSING

ON-CAMPUS HOUSING INFORMATION

A Housing Agreement/Application must be completed by all students entering UNCP who request to reside on campus. The application can be obtained from the Office of Housing and Residence Life located in Belk Hall, Room 119 or from the web site at www.uncp.edu/housing. This application and a deposit must be on file before a room assignment can be considered. The deposit protects the room reservation until the student graduates, terminates their housing agreement, or has their housing agreement terminated and is refundable provided the procedures detailed in the housing agreement/application are followed. All students moving into student housing must have paid their room and board fees before keys can be issued to rooms.

A student residing in campus housing must be enrolled for 6 semester hours or more for undergraduate students and 3 semester hours for graduate students. Exceptions to this policy may be requested through the director of Housing and Residence Life or their designated representative.

On campus student housing at the University of North Carolina Pembroke is designed to enhance a student's total education experience by utilizing housing as a unique learning environment. An integral and rewarding experience of Housing and Residence Life is meeting new people who will become lifelong friends, having regular contact with faculty and administration, and having convenient access to numerous programs and facilities throughout the year. The department offers a variety of programs which enhance a student's intellectual, personal, and social development.

FIRST YEAR FRESHMAN RESIDENCY REQUIREMENT

First year freshman students at UNCP are required to reside on campus for their initial academic year. Attendance during MayMester, Summer Sessions, summer program at UNCP or programs at other institutions do not apply toward the fulfillment of this requirement. For purposes of this requirement, a first-year freshman residential student is defined as: any incoming student who will not be 21 years of age prior to August 1st of the initial enrollment year and who is registered for a course load of 9 credit hours or more. A first year freshman who transfers to UNCP during the spring semester with fewer than 12 hours of credit and falling within the age and course load requirements listed above will be considered first year freshmen and subject to this guideline. AP College credit or Dual Enrollment credits do not apply toward the fulfillment of this requirement.

The first year freshman may request a waiver if the student is 1) married; 2) a parent or guardian with legal custody of children; 3) 21 years of age prior to August 1st; 4) a veteran; or 5) a student with a special need (documentation will be reviewed on a case-by-case basis). A student must complete a "First Year Freshman Authorization to Commute Form" and submit to the Housing Coordinator in the Office of Housing and Residence Life. A student requesting a waiver should submit the form by the deadline of July 31 for students beginning the fall semester and December 15 for students beginning in the spring semester. A copy of the waiver form may be obtained from the forms section of the Housing & Residence Life website.

The review committee will render a decision based in the information provided. The student may appeal to the Vice Chancellor for Student Affairs. The decision of the Vice Chancellor for Student Affairs is final and conclusive. The only issue to be considered in any appeal at any level is whether or not the individual's appeal request fits the criteria listed above.

First year freshman students who meet the residency requirement, but do not submit a Housing Agreement or are not approved to be exempt from the requirement will automatically be assigned on-campus housing. The student will be required to pay room and meal charges for the academic year to satisfy the first year freshman residency requirement. The director of Housing and Residence Life is responsible for departmental administration and budgeting, as well as overseeing the entire operation of facilities and staff.

ROOM ASSIGNMENTS

The Office of Housing and Residence Life is responsible for room assignments, for approving or denying room and roommate changes, and consolidating vacancies. Assignments will normally be made on the basis of two students per room; however, single rooms can be obtained for an additional fee if space is available. Rooms in the residential facilities are to be occupied only by the students assigned to them. A student's right to occupy a room may not be assigned or transferred by the student.

Room assignments may be changed only upon the written authorization from the Office of Housing and Residence Life. There are two opportunities during the academic year (fall semester/spring semester) when students may change rooms and/or roommates. This is accomplished by submitting a "Room Change Request Form" to the main office. A copy of this form is available from the main office. There is a grace period at the beginning of each semester before a room change will be made. This is to allow adequate time for roommates to make a good faith effort to resolve differences and for the university to assess its housing needs. Students desiring to change rooms and/or roommates after the room change period has ended must meet with their respective resident administrator and participate in a mediation process. Any student who changes rooms without prior approval by the Office of Housing and Residence Life will be assessed a \$25 fee.

It is the policy of the university to assign roommates without regard to race, color, national origin, religion, age, or handicap. Students of the opposite sex will not be assigned to, nor may they reside in, the same room. The university will make every effort to honor specific roommate or hall requests, although such requests are never guaranteed.

CONSOLIDATION

The university reserves the right to consolidate residents to ensure full capacity when vacancies occur and may move students to another room or facility when such consolidation becomes necessary. All room changes must be completed within three (3) days after notification to consolidate. Requests to honor specific roommate or hall assignments are not guaranteed.

ALCOHOL-FREE ENVIRONMENT

The university's alcohol policy permits students of legal age to possess or consume alcohol only within the confines of their residence hall room and apartment unit. There are many reasons an individual may choose to reside in an alcohol-free environment. These reasons range from personal lifestyle preference, cultural or religious beliefs, and/or desires related to recovery from personal or family abuse problems. One roommate's reason for choosing an alcohol-free environment may be very similar or different from the others'. Assignments in alcohol-free environments are available on a first-come, first-served basis at the following locations: North Hall, second, third and fourth floors; Belk Hall, third and fourth floors; and Pine Hall, first floor. Residents are required to sign a pledge to refrain from possession and use of alcohol on the alcohol-free floor.

TERMINATION OF CAMPUS HOUSING BY THE UNIVERSITY

Campus housing is a privilege and not a right. The university will terminate a student's housing agreement when behavior is disruptive or when actions are abusive to the facilities. Violations which compromise the safety and security of residents will result in exclusion from student housing and termination of the housing agreement. Termination of the housing agreement is not disciplinary in nature but is a function of providing safe and comfortable accommodations to all residents. However, termination of the housing agreement does not preclude discipline by the university for violation of university rules, nor does it preclude civil or criminal proceedings in the courts where such is appropriate.

Any appeal of the director of Housing and Residence Life decision to terminate the housing agreement must be made to the vice chancellor for Student Affairs whose decision shall be final. The vice chancellor will make a decision based upon the merits of each individual case.

ROOM CONDITION

Upon vacating a room, a student shall leave the assigned room, its furnishings and equipment in a condition equal to the same as they were upon commencement of the student's occupancy, ordinary wear and tear excepted. In addition to the check by student staff, housing staff will check the room for cleaning/damages, which will be assessed to the responsible individuals. Personal property left in a room following the termination of occupancy will be deemed to have been abandoned. Students may be charged for the removal of such property.

No alterations or repairs may be made to the assigned room, its furnishings or equipment without the expressed written consent of the Office of Housing and Residence Life. University furniture must remain in the room and may not be placed in storage.

The university will assess damage charges for unauthorized use of, and alterations to rooms, furnishings, equipment, and buildings, and for special cleaning necessitated by improper care of rooms. Charges are also made for damages/excessive cleaning to public areas with all residents of a corridor or suite held accountable for equal portions of the total charges when responsibility remains undetermined. Cleaning/damage charges will be assessed to the student.

UNIVERSITY'S RIGHT TO ENTRY

The university reserves the right (a) to enter any room/apartment for the purpose of inspection, maintenance, or repairs; (b) to enter any room/apartment without notice to, or permission of, the resident thereof for the purpose of (1) inspecting for illegal drugs or narcotics and (2) inspecting for firearms, explosives, weapons, or any substances, materials or goods that may constitute a danger to persons in the residence halls or where

their possession is a breach of the housing agreement, of the standards and regulations of the university, or the laws of North Carolina; (c) to enter any room/apartment when there is reason to believe that the occupants are in serious physical or psychological danger or distress. Such entry and inspection, however, should be made only when the university has reasonable cause to believe that such items or circumstances exist.

HEALTH AND SAFETY REGULATIONS

Health and safety regulations have been established for the protection of students, staff, and property. Failure to comply with these regulations will be cause for disciplinary action, including exclusion from on-campus student housing.

- a. Open flames, candles, incense, propane stoves, gas and electric grills, charcoal grills, propane and gas canisters, and charcoal and lighter fuel are not permitted in residence hall and apartment rooms, hallways, breezeways, porches, or roof areas.
- b. Electric frying pans, open coiled appliances, gas and electric grills, charcoal grills, oil lamps, electric or kerosene heaters, deep fat cookers, and cooking with or extracting of hot grease are prohibited in the residence hall rooms. In the apartments, use of cooking appliances is permitted in the kitchen area, but must be attended to and monitored when in use. Permitted items include: hot pots, hot plates, coffee makers, tea makers, and/or air popcorn poppers. Items such as irons, hair dryers, curling irons, hair straighteners, and electric curlers should not be left unattended when in use. Microwaves in student rooms and in common areas must be attended to and monitored when in use.
- c. All residents should evacuate the residence hall/apartment when a fire alarm is sounded. Evacuate by using the stairs and the nearest outside exit door.
- d. Bathrooms, hallways, and breezeways must be kept clear of personal belongings and other objects that create a safety hazard.
- e. Jamming doors or purposely hindering the exit of residents from their room or building is prohibited.
- f. Room screens may not be removed, opened, or tampered with at any time with the exception of situations of imminent danger or when authorized personnel are installing air conditioners. At no time should a window be left opened and unlocked when the room is vacant.
- g. Vending machines should not be shaken, tilted, abused, or moved.
- h. Water beds are not permitted in residence hall/apartment rooms.
- i. Excluding Village Apartments, ceiling fans, freezers, and oversized refrigerators are prohibited.
- j. Throwing objects from windows, breezeways, and porches is prohibited.
- k. Decorations are prohibited on ceilings and egress doors.
- l. Halogen lamps are not permitted in the residence halls/apartments.
- m. Any internal combustion engine, any acids, automobile batteries, and gasoline are not permitted in the residence halls/apartments.
- n. Firearms or other weapons and fireworks are not permitted in the residence halls/apartments.
- o. Microwaves are not permitted in North and Belk Hall rooms until such time that electrical upgrades are made in those residential facilities. Note: Microwaves are located on each floor of North and Belk Halls for those residents.
- p. Hoverboards (also known as Swagways, IO Hawks, Skywalkers, etc.) are banned in all campus buildings, including residence halls. This includes the use, indoor possession, storage, operation, and charging of any hoverboard. This ban is directly due to the risk associated with the safety of their operation, and the fire risk associated with their use and charging. This restriction applies to faculty, staff, students, and visitors in all campus buildings including residence halls.

ANIMALS IN RESIDENTIAL COMMUNITIES

The student housing setting is not conducive to the presence of animals; therefore, the university prohibits animals with the exception of freshwater fish, service animals and approved emotional support animals. Additional information regarding animals under the American Disability Act and Fair Housing Act protection can be found at uncp.edu/animals. Aquariums under ten gallons are permitted and are limited to one per room. During extended holiday hours, power may be shut off which could affect heating and lighting in student rooms. Violations of this regulation will result in the resident being cited as a code of conduct violation.

The student will be subject for the expenses incurred for the room in violation and the adjoining rooms in the event that the exterminators are contacted. The Animal Control Board will be contacted to remove the animal if a student continues to violate this policy.

UNIVERSITY LIABILITY

The university does not assume any obligation or liability for loss or damage to items of personal property which may occur in its buildings or on its grounds, prior to, during or subsequent to the terms of the housing agreement. This includes, but is not limited to, damage, loss, water damage, fire, theft, flooding, etc. No interruption of utility services, heating, and cooling shall be deemed as an eviction or disturbance of students' use of facilities or render the university liable for damages unless the university willfully refuses to supply said services without cause or excuse.

UNIVERSITY REGULATIONS

All students housed in the residential facilities are required to abide by the Code of Conduct published in the Student Handbook. Violations which compromise the safety and security of resident students will be cause for immediate contract termination and other appropriate action. Such violations include, but are not limited to, the following:

- a. Allowing individuals into the building who are not residents of the facility by opening secured outside entrance doors to allow unauthorized access;
- b. Access into a building by use of a key, building access card, or security code by individuals who are not residents of the facility;
- c. Delivering, surrendering, or otherwise relinquishing possession of the room key, building key, building access card or security code to the entrance door;
- d. Possessing or using weapons such as, but not limited to, firearms, fireworks, explosives, knives, bows and arrows, or martial arts equipment;
- e. Endangering, injuring, or assaulting a staff member related to the staff member's job function;
- f. Tampering, alarming, discharging, disconnecting, or dismantling the fire safety equipment, including, but not limited to, fire extinguishers, pull stations, fire hoses and smoke/heat detectors;
- g. Starting fires in the residential facilities.

Upon the student's violation of the standards of conduct, the university at its option may terminate the housing agreement by giving notice to the student of such termination. If the agreement is so terminated, the student remains liable for room and board fees.

GENERAL GUIDELINES

The Office of Housing and Residence Life has established a documentation procedure to address violations of the general guidelines for on-campus student housing.

- An initial offense of a general guideline for student housing will result in a courtesy warning by the resident advisor. The warning reminds the student of the policy for their particular violation.
- For an additional violation, the resident advisor documents the nature of the violation. The resident advisor and the students will initial the documentation form and a copy of the first written warning will be submitted to the student.
- A subsequent violation will result in an administrative conference with the community director of that facility. A letter summarizing the outcome of the meeting will be delivered directly to the resident.
- Quiet hours are in effect from 10 p.m. to 9 a.m., Sunday through Friday, and from 1 a.m. to noon, Saturday and Sunday. Round-the-clock quiet hours will be observed during exam week. Courtesy hours are any hours of the day that are not quiet hours. Students are urged to use common sense when it comes to courtesy hours. Violations of courtesy hours or quiet hours could place a student in the position of being dismissed from campus housing.
- On-campus student housing is operated by the university to provide convenient, comfortable, and congenial quarters for students. Courtesy, respect for others, and a sense of personal responsibility on the

part of residents are needed to attain this purpose.

- Such courtesies as knocking before entering a room and respecting “Do Not Disturb” signs should be observed.
- The use of student housing facilities is restricted to residents and their guests. It is the obligation of each resident to report immediately any unauthorized visitors.
- Loitering around on-campus student housing facilities after visitation hours have expired is prohibited.
- No one is to approach residence hall/apartment windows at any time from the outside.
- Residents may not move from one room to another without permission from the Office of Housing and Residence Life.
- University furniture may not be taken from any location to which it is assigned and placed in another location. Penalty: Twenty-five dollars (\$25).
- All state laws pertinent to the possession and consumption of alcoholic beverages are enforced.
- Window screens should not be removed.
- Students engaged in catches, tosses, or other casual activities should be conducted outside around residential facilities communities in a safe, unobtrusive and non-disruptive manner. For the protection of residents, guests, visitors and university property, team sports, activities that are more organized or have the potential to become organized and/or physical are expected to be relocated to an appropriate area.
- Laundry equipment may be used for and by residents only.
- Bed linen, towels, and washcloths will be provided by the residents.
- Residents having overnight guests should have the advance permission of roommates and are required to obtain approval from the community director. Guests staying longer than forty eight hours must pay the daily rate.
- Whenever a student misplaces, loses, or has their room key stolen, a fee will be charged to change the lock and issue new keys.
- An administrative fee of \$50 will be assessed for any act of vandalism. This fee will be in addition to any cost for repairs or replacement and any disciplinary action.

VISITATION POLICY

The visitation program for on-campus student housing creates a structure for residents to bring guests into their rooms. Students residing on-campus are expected to view their academic responsibilities as their primary goal; therefore, studying takes preference over socializing in student residences on weekday nights. On the weekend when fewer classes are scheduled, a greater amount of leisure time and social or non-academic activities are usually more prominent. The guidelines for visitation are grounded in the academic schedule and are designed to balance a student’s responsibilities with individual and group needs.

GENERAL GUIDELINES AND PROCEDURES

All residents are responsible to escort their guest at all times while the guest remains in the building and to inform their guest of all university policies and regulations. Hosts are responsible for their guests’ behavior, for any damages incurred and for the adherence to all university policies and procedures. False identification will be submitted to Campus Police for appropriate action. Three guests per resident will be allowed unless permission is granted by a community director. Students and their guest are responsible for using the appropriate restroom for their gender; some residence halls are gender specific. Public facilities are located in the main lobby of each building.

LOSS OF PRIVILEGES

Like most opportunities at the university, visitation is not a right, but rather a privilege that may be suspended at any time for violations of policies. Visitation privileges may be suspended administratively by the Office of Housing and Residence Life or by a conduct officer as a result of disciplinary action. Modifications to the visitation policy may be imposed if a student’s rights are being compromised.

DAYS AND HOURS

The hours of visitation for Belk Hall and North Hall on Sunday through Thursday shall not exceed 10 a.m. through midnight and 10 a.m. on Friday and Saturday through 2 a.m. on Saturday and Sunday. Twenty-four hour visitation is permitted in the lobby and first floor lounge area. Hallways, stairways, and upstairs

lounges are not considered twenty-four hour visitation areas. Visitation for the Village Apartments, Courtyard Apartments, Oak Hall, Pine Hall, and Cypress Hall is open visitation. Open visitation restrictions are determined by roommates and suitemates according to each other's rights and needs. Respect for the wishes and well-being of one's roommate(s) is more important than someone's desire to have guests.

RESNET

UNCP'S RESIDENTIAL COMPUTER NETWORK

WHAT IS RESNET?

ResNet provides wireless and wired Internet access for residential students who bring their own devices to campus and choose to use them in the residence halls or campus apartments. To access the network, the student's devices must meet UNCP's student computer system requirements. Devices must be registered using SafeConnect. See <http://www.uncp.edu/student-services/information-technology/students/resnet/game-systems-devices> for details.

WHO CAN CONNECT?

All students living in residential housing are eligible to connect to the internet via ResNet.

WHAT CAN BE CONNECTED?

Provided they meet the system requirements the following may be connected to ResNet: laptop, desktop and hybrid computers, mobile devices such as iPhones, iPads, and Android devices, gaming systems such as Sony PlayStation, Microsoft Xbox, and Nintendo systems, media devices such as Roku, Smart TV's, and Wi-Fi Blu-ray players. For more details visit <http://www.uncp.edu/student-services/information-technology/students/resnet/system-requirements>.

HOW CAN DEVICES GET CONNECTED?

Once online, computers and devices with a browser are prompted to register after going to safeconnect.uncp.edu. Game systems and other devices that do not have a browser can be registered/de-registered online from another device connected to the network via BraveWeb. In BraveWeb, use the "Manual Device Enrollment" link. Go to <http://www.uncp.edu/student-services/information-technology/students/resnet/game-systems-devices> for complete details that apply to both wired and wireless access.

WHAT CANNOT BE CONNECTED?

Any network devices that provide routing, wireless access, and/or DHCP services such as Google Chromecast and printers with wireless turned on will not work on the UNCP network. Network services that negatively impact the performance, security, and/or reliability of ResNet should not be connected. Connecting any of these type devices may result in loss of network privileges.

Note: Connecting any of these type devices may result in loss of network privileges.

WHAT ARE THE COSTS?

ResNet services are provided at no charge to UNCP students. Students wishing to connect their device via a wired connection to the network must provide their own Ethernet cable. Cables are available for purchase at the UNCP Bookstore.

SYSTEM REQUIREMENTS

A complete list of system requirements is posted at <http://www.uncp.edu/student-services/information-technology/students/resnet/system-requirements>.

STUDENT SUPPORT

ResNet assistance is limited to network and Internet connectivity issues, including the SafeConnect Policy Key. See page 40 for details on contact the DoIT Help Desk. UNCP does not offer technical support for students' personal devices. UNCP is not liable for issues with student owned devices.

COPYRIGHT VIOLATIONS

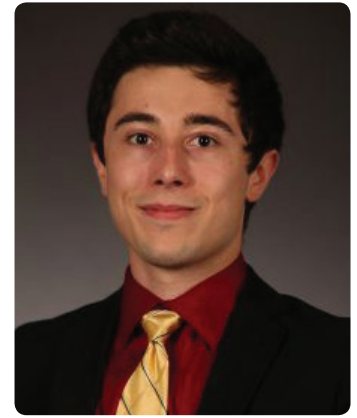
Sharing or downloading copyrighted materials in violation of applicable copyright laws or regulations violates the UNCP Appropriate Use Policy (AUP). Per the Digital Millennium Copyright Act (DMCA), signed into law on October 12, 1998, DoIT receives copyright infringement notices whenever they are detected by the Motion Picture Association of America and/or the Recording Industry Association of America. Copyright violations are sent to the Office of Housing and Residence Life and the Office of Student Conduct for processing. The person registered with the offending network address is notified and must take action to eliminate the copyright issues. A second notice results in temporary loss of network access privileges pending disciplinary action determined by Office of Student Conduct. A third offense can result in permanent loss of network access privileges. Students should be knowledgeable about peer-to-peer file sharing and file downloading, and must use only legal alternatives for downloading and sharing copyrighted materials.

TERMS AND CONDITIONS

Users of UNCP's technology services must abide by institutional policies. These policies are intended to preserve the utility and flexibility of the system, to protect the privacy and work of students, faculty, and staff, and to preserve the right to access the external networks to which UNCP's systems are connected. Failure to comply with the policies may result in, at minimum, termination of access and services. DoIT requires that students keep their systems up-to-date with the latest patches and updates. Anti-virus software should be running on all systems and should always be up-to-date. If it is determined that a system is propagating a virus or malware of any type, network access will be denied.

VIII. STUDENT GOVERNMENT

SGA PRESIDENT'S MESSAGE



My Fellow Braves,

I would like to welcome you to the University of North Carolina at Pembroke as we begin another successful year. Here, you will serve and grow in a community with a strong history. That history continues to be written every day, and your actions will leave a mark that will impact generations to come.

During your time here, each of you will have the opportunity to impact the future of our community, University, and State through your academic excellence, co-curricular involvement, and service. It might seem overwhelming at first, but you will have the chance to work and collaborate with inspiring staff, faculty, and students who will support you. One step at a time, you will find new interests and deepen your understanding of the world around you.

The Student Government Association will represent your interests and ensure the student voice is heard to help shape the future at UNCP. Become involved, and encourage others to do the same.

The University of North Carolina at Pembroke is full of spirit and opportunity. Enjoy every moment and memory that will come from your time here. Beginning today and onwards, you are part of #BraveNation!

Sincerely,

A handwritten signature in black ink that reads "Dajer Fernandez". The signature is written in a cursive style with a large, sweeping underline.

Dajer Fernandez
Student Body President (2017-2018)

GENERAL INFORMATION

The purpose of the Student Government Association (SGA) is to represent and safeguard interests of the students. It is basically a political organization providing students with an avenue for action in matters pertaining to student rights and welfare. Although discipline is the legal responsibility of the administration, the principle of student government is fully supported by the administration and faculty.

All students attending The University of North Carolina at Pembroke automatically become members of the Student Government Association. Student Government functions through its elected representatives and is subject to the general administrative authority of its sponsor, the vice chancellor for Student Affairs. Every full-time student who has at least a 2.5 cumulative average (on the 4.0 system) has the privilege of seeking positions of leadership in the organization by either appointment or election, with exception to the president and vice president, who shall have a cumulative GPA of 3.0 on a 4.0 scale. The Student Government Association is elected by the student body each spring according to the Constitution and By Laws of the organization.

The Student Government Association is composed of an Executive Branch and a Legislative Branch. The Executive Branch consists of the president, vice president, and the cabinet – which includes the chief of staff, treasurer, secretary, all committee heads, and any other positions deemed necessary. The Legislative Branch consists of the Student Senate, a body of elected student senators. There shall be a maximum of seven (7) senators per class to represent the student population.

The Student Government and all its constituents follow the Public Records Law of North Carolina, N.C. General Statutes Chapter 132 (<http://www.ncga.state.nc.us/gascripts/statutes/StatutesTOC.pl?Chapter=0132>).

To view current organizational documents, please use the links below:

Student Government Association Website: <http://studentaffairs.uncp.edu/student-government-association/>

Student Government Association Archives: <https://uncp.collegiatelink.net/organization/sga/documentlibrary> (i.e. Constitution, Minutes, Agendas, and Legislation)

IX. INDEX/CAMPUS MAP

The UNC Pembroke campus map complete with 911 addresses for each building and athletic field can be found at the following link: <http://studentaffairs.uncp.edu/health-safety/resources/911-building-address-map/>.

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