

*2022-2023 Johnson C. Smith University Student Handbook &  
Golden Bull Guide*



**Johnson C. Smith University**  
**100 Beatties Ford Road**  
**Charlotte, North Carolina 28216**

# **JOHNSON C. SMITH UNIVERSITY IS ACCREDITED BY:**

## **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)**

Johnson C. Smith University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Johnson C. Smith University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404.679.4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Admission to, employment by, and promotion within the University shall be based on merit, and there shall be no discrimination on the basis of race, color, creed, sex, national origin, or disability.

### **JCSU HOLDS MEMBERSHIP IN:**

American Association of Colleges for Teacher Education  
American Association for Collegiate Registrars and Admissions Officers  
American Association for Higher Education  
The American Council on Education  
Association of Presbyterian Colleges and Universities  
Council for Advancement and Support of Education  
The College Board  
The Council of Independent Colleges  
The Council on Social Work Education  
National Association of College Admission Counseling  
National Association of College Deans, Registrars, and Admissions Officers  
National Association for Equal Opportunities in Higher Education  
National Association of Independent Colleges and Universities  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators National Collegiate  
Honors Program  
North American Association of Summer School Sessions  
North Carolina Association of Colleges and Universities  
North Carolina Association of Colleges for Teacher Education  
North Carolina Association of Independent Colleges and Universities  
Southern Association of College Registrars and Admissions Officers  
United Negro College Fund

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## **AUTHORITY FOR THE HANDBOOK AND GUIDE**

The Johnson C. Smith University Student Handbook and Golden Bull Guide specifies the general rules, regulations, policies, and procedures which govern student life at the University and within the campus community. It also defines the structure within which organized student life is carried on and how students may achieve the fullest realization of the University's resources and facilities.

As an official document of JCSU, the Student Handbook and Golden Bull Guide derives its authority from the institution's Catalog, which is the official document setting forth the University's programs, policies, regulations, and procedures. This document represents a part of the student's obligation to the University. It does not purport to fully address all policies, procedures, and regulations for every area of the University. Therefore, the Student Handbook and Golden Bull Guide must be used as a companion document to the University Catalog and other published regulations and guidelines issued by various University offices and programs. The rules and regulations in the JCSU Catalog will supersede any inconsistent rules and regulations published in other sources.

The dynamic nature of the University brings about a concomitant review and revision of practices, policies, and procedures as they relate to institutional mission and purpose. Hence, the Student Handbook and Golden Bull Guide undergoes revision to reflect these changes. As such modifications are made in policies, procedures, and regulations, whether academic or disciplinary, amendments to the Student Handbook and Guide may, as appropriate, be published as addenda.

Students will be informed of such revisions, and, after such notice, the amended rules will apply to all current students. As the Handbook, Guide, and other materials are part of the contract the student has with the University, students are encouraged to read these materials to familiarize themselves with their contractual obligations. The student, on admission, is obligating himself or herself to submit to governance by the reasonable rules and regulations contained in these documents.

JCSU reserves the right to revise the Student Handbook and Golden Bull Guide as it deems necessary. Such revisions, whether academic or disciplinary, will, with notice, apply to all current students.

Also, by virtue of their relationship with the University, students are to comport themselves in accordance with the *Student Code of Conduct* at all times, whether on or off the campus, for as long as they maintain their relationship as a student of JCSU. Therefore, acts committed off-campus that are detrimental to the interests and reputation of the University will subject the student to University conduct action the same as if they had been committed on campus.

***Johnson C. Smith University is an Equal Opportunity Institution.***

## LETTER FROM THE PRESIDENT

Greetings Smithites!

Let me be among the first to welcome you to Johnson C. Smith University!

You have chosen to matriculate to one of the country's outstanding liberal arts institutions, which sits in one of the most dynamic cities in the United States. As Charlotte's only HBCU, JCSU is poised to take and maintain a leadership role in the issues of racial and social justice that have been laid bare in our country and around the world in the past several months. You are joining the JCSU family at one of the most important times in recent history. As we navigate in an environment that is unprecedented for many of us, it is even more important that the "JCSU Promise" be fulfilled.

The JCSU Promise is our commitment to you that, assuming you fulfill your responsibilities as students, we will produce graduates that are able to 1) think critically; 2) communicate effectively; 3) work independently, as well as collaboratively; and 4) most importantly, be able to demonstrate not only competence, but excellence in your chosen field. As a JCSU graduate, you will be well-prepared to meet the challenges posed by the ever-challenging events of the world. You will be joining alumni who for the last 156 years have met the challenges confronting them and have embraced new, different, and exciting things, both known and unknown, in the pursuit of knowledge while enhancing their own human capital.

Although these are *uncertain* times, these are *exciting* times. I look forward to greeting and meeting each of you during our respective comings and goings across the University this year (of course, at a proper social distance). One of JCSU's most endearing qualities is its close-knit and nurturing environment. I am sure you have already experienced it as you navigated the admissions process and began your orientation activities. The faculty and staff at Johnson C. Smith University are second to none!

Again, welcome to "Dear Ol' JCSU" where your undergraduate experience will help you to become yourself, so you can indeed change our world!

All the Best!

Clarence D. Armbrister, J.D.  
14<sup>th</sup> President

# LETTER FROM THE STUDENT GOVERNMENT ASSOCIATION

Greetings Smithites!

It is our pleasure to welcome you on behalf of the Student Government Association (SGA), as we embark on another academic year at our illustrious institution, Johnson C. Smith University.

This will be another year of growth, success, and achievements. During your time here at JCSU, you will have the pleasure of learning from faculty, staff, students, and the community about the legacy of excellence that serves as the foundation of what we do at this university. You will find your niche while also becoming a part of a family. Remember that your time spent at JCSU should be dedicated to reaching your fullest potential. Do not be afraid to try new things, meet new people, or reach out to the community beyond our campus gates.

This is truly the time and the place to become yourself in preparation of changing our world. The Student Government Association serves as a liaison between students and University administration. We strive to be innovative and creative in our endeavors to represent the student voice. In this coming year, we vow to address the needs of this student body and work to sustain a quality campus experience for all.

We encourage you to hold high the *Gold and the Blue!* You are an intricate part of the 156th year academic school year. Together nothing is impossible. *Sit Lux* now and forever more!

With Truthfulness and Loyalty,

JCSU Student Government Association

## LETTER FROM THE VICE PRESIDENT OF STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

*“We love thee Smith, with all our hearts!  
To thee we’ll e’er be true  
And in the light, of truth and right  
Hold high the gold and blue.”*

Johnson C. Smith University Alma Mater (*Loyalty Song*)  
Lyrics by George Leonard Allen  
Music by J.R. Tate

Dear Smithites:

On behalf of the professional staff members who constitute the Division of Student Affairs and Enrollment Management at Johnson C. Smith University (JCSU), we are proud to provide you with a newly revised version of the student handbook. Given that COVID-19 required us to reconsider how we deliver information, as well as how you will govern yourself as a member of the JCSU community, it was important, as we move forward collectively, to take a different and feasible approach to the student handbook.

To ease the student handbook’s readability and familiarity, we have broken the handbook into two, interrelated guides. The first, highlights and addresses vital information about campus resources, services and programs. The second, our *Student Code of Conduct*, defines and addresses our educational, social and behavioral expectations for you and your fellow Smithites, regardless if you are in pursuit of a traditional, evening or on-line undergraduate or graduate degree.

Please know that the Division of Student Affairs and Enrollment Management, and staff who work in Student Conduct, have been quite diligent in reviewing these documents, to ensure that they are in compliance with federal, state and local laws and regulations; and, are informed by best practices across higher education and within related, national student affairs organizations. As such, what you have before you, should be treated as a “living document”—meaning, given the city, state and nation that we live in, there may be times that both documents will need to be updated, modified and/or amended. We will ensure that this is done, openly and honestly, with you.

Now more than ever, we are responsible to and for each other. I invite you to read and familiarize yourself with these documents, and contribute positively to the type of campus community, we desire to be.

Sincerely,

Davida L. Haywood, PhD’ 98  
Vice President of Student Affairs

## JCSU HISTORY

The Thirteenth Amendment and the end of the Civil War brought freedom to approximately four million enslaved African-Americans throughout the South. What they gained in liberty, newly freedmen still lacked in opportunity. With no education, no property, and no jobs immediately available, freedmen faced as great a struggle for prosperity after emancipation as they did before. To help ease their transition from slavery to freedom, the Reverend S. C. Alexander and the Reverend W. L. Miller of the Catawba Presbytery sought to establish an educational institution for freedmen in the piedmont region of North and South Carolina. On April 7, 1867, at a meeting in the old Charlotte Presbyterian Church, formerly located at the corner of D and Fourth Streets in Charlotte, North Carolina, the Presbytery agreed upon a plan for such a school and chose Alexander and Miller as the school's first professors.

News of the Presbytery's efforts soon reached a devout churchwoman of Philadelphia, Pennsylvania, Mrs. Mary D. Biddle, who promptly pledged \$1,400 to the new school. In appreciation for her generous contribution, the newly established school was named for her late husband, Major Henry Biddle, who was wounded at the Battle of New Market in June 1862 and died a month later. The school was officially chartered by the state as the Henry J. Biddle Memorial Institute and the first classes were held on May 1, 1867. Along with the Colored Presbyterian Church of Charlotte, Biddle Memorial Institute was housed in a building on C Street in Charlotte which had been donated to the institution by the Freedmen's Bureau.

Still searching for a permanent home, Biddle Memorial Institute secured a donation of eight acres of land from a wealthy Charlottean, Colonel W. R. Myers. Soon after moving to the Myers site, the charter was changed in 1876 by the North Carolina State Legislature from Biddle Memorial Institute to Biddle University. The institution operated under this name until 1923. Other successes were achieved outside the classroom. In 1892, Biddle University played its first intercollegiate football game against Livingstone College. The Golden Bulls won victory that year, and the two teams have played every year since in what is known today as the Commemorative Classic.

During and after Reconstruction, Biddle University grew as it benefitted from personal generosity and government support. Using the Freedmen's Bureau as an intermediary, Mrs. Biddle donated an additional \$10,000 to erect a main education building and two professor's houses on the Myers site. Those buildings were completed in 1868. Between 1921 and 1928, Mrs. Mary Berry Smith of Pittsburgh, Pennsylvania, provided funds for the erection of a theological dormitory, a science hall, a teachers' cottage, and a memorial gate. She contributed also an impressive endowment for the institution in memory of her late husband, Mr. Johnson C. Smith. In recognition of these many generous gifts, the Board of Trustees voted to change the name of the institution to Johnson C. Smith University. Thus, the charter of the school was amended on March 1, 1923, by the North Carolina State Legislature. Before her death in October 1929, Mrs. Smith donated even more money for the erection of five more buildings, including a church.

In 1924, Johnson C. Smith University was made more stable and prosperous as a result of a tremendous gift from James B. Duke, a wealthy and magnanimous businessman of Somerville, New Jersey. Duke, who also had a home in Charlotte and who had made a tremendous amount of money in the tobacco industry, had previously been contacted several years earlier by the president of the JCSU, Dr. H. L. McCrorey, for a contribution to the young school. Although Duke did not respond to McCrorey's letter, when the Duke Endowment was established on December 11, 1924, Johnson C. Smith University was named as one of the four educational beneficiaries alongside Duke University, Davidson College, and Furman University. This provided the University with immediate and long-term financial resources from which to draw. Through the years, the Duke Endowment has been of tremendous value to the continued development of the University.

The University underwent considerable demographic and financial changes in the decades before and after World War II. In 1924, the institution was recognized by the North Carolina State Board of Education as a four-year college. Five years later, the high school department was discontinued, and the standard educational program was restricted to a college of liberal arts and sciences and a theology department. In 1932, the University's charter was amended to provide for the admission of women to the senior division. The institution attained the status of an independent college, affiliated with the Presbyterian Church in the United States of America and reporting to the General Assembly through the Board of Christian Education in 1938. By the time the Diamond Jubilee was celebrated in 1942, the University was a fully residential, coeducational institution. Two years later, Johnson C. Smith University joined the College Fund/United Negro College Fund (UNCF) as a founding member of that important institution. The Fund was

organized to help church related schools of higher learning to revamp their training program, to expand their physical plants, to promote faculty growth, and to create new areas of service.

With increasing support from the Duke Endowment, the UNCF, and other sources, the years between 1955 and 1968 brought significant physical and intellectual development to Johnson C. Smith University. In November 1955, the Henry Lawrence McCrorey Theological Hall was dedicated, providing a new home for the seminary and its library, space for a small chapel, classrooms, and offices. In 1969, the theology program was moved to Atlanta, Georgia, and became a part of the Interdenominational Theological Center. Seven new buildings were erected on the JCSU campus during this period as well: The Jack S. Brayboy Gymnasium (1960), the Hardy Liston Residence Hall for women (1962), the University Memorial Union (1965), the Duke Memorial Library (1967), Myers Residence Hall for men and Sanders Residence Hall for women (1967), and the Rufus P. Perry Science Building (1968). Since 1968, JCSU has added several more buildings including the Johnson/Seabrook Education Building, Carter Hall and Mary Irwin Belk Early Childhood Education Center (1976), Greenfield Hall (1985), the Lionel H. Newsom Humanities

Building (1986), the Teaching and Learning Center (1988), the Robert L. Albright Honors College Center (1990), the Faculty Center (1991), the Edward E. Crutchfield, Jr. Center for Integrated Studies (1993), the New Res residence hall (1993), a Technology Center (1997) and the Irwin Belk Complex (2003). The addition of buildings symbolized the growth of the university and its continued success in educating young people.

As higher education became more competitive and more demanding in the 1980s, Johnson C. Smith University made efforts to enhance the academic curriculum and add special programs to attract and retain top students. The Teaching and Learning Center was established to provide academic support services to JCSU students, and the Honors College aimed to recruit outstanding students who have the academic, social, and service commitments to function as leaders and role models on campus as well as in their communities. JCSU added the Service-Learning Center in 1994 and it quickly became a model program in the southern region to instill strong values of service to the community and create a well-balanced education for JCSU graduates. Renovations and upgrades to the James B. Duke Library were completed in 1999 and after a campaign which raised more than \$6.7 million JCSU renovated the historic Biddle Memorial Hall. Fortunately, generous donors continued to support Johnson C. Smith. JCSU received a \$1 million gift from Irwin Belk, a prominent Charlotte businessman in 1996 and grants in excess of a million dollars each from other institutions including the Lilly Foundation, the Department of Interior, the Duke Endowment and the Kresge Foundation. These funds allowed for the continued growth of JCSU.

In the 1990s, Johnson C. Smith University experienced a few important firsts. Dorothy Cowser Yancy became the first female president of JCSU in 1994. In 2000, JCSU launched the IBM Laptop Initiative, becoming one of few colleges in the country and the first Historically Black College or University (HBCU) to provide an IBM laptop computer to every student. At the end of the first decade of the new millennium, JCSU launched the Metropolitan College to offer undergraduate adult degree programs to enhance their opportunities for career advancement and success. These advances among others prompted Yahoo to name JCSU as one of the “Top 50 Most Wired Small Colleges” in 2002.

Following Dr. Yancy’s retirement, Dr. Ronald L. Carter became the thirteenth president of Johnson C. Smith University in 2008. Under his leadership, JCSU made major strides toward becoming a new urban university at the forefront of Historically Black Colleges and Universities. Dr. Carter’s vision of a diverse and bright future for JCSU included several academic initiatives and physical upgrades. A \$5.7 million gift from the Duke Endowment funded not only the Metropolitan College but also the new Center for Applied Leadership and Community Development. Aided by a generous donation from Mr. Larry Griffin, Sr., Johnson C. Smith University opened the Arts Factory building on Beatties Ford Road as the home for JCSU’s new Visual and Performing Arts program. In addition to renovations to the Mary Joyce Taylor Crisp Student Union in 2011, the University opened Mosaic Village, a four-story, mixed-use facility adjacent to the Arts Factory, with retail space and student housing in fall 2012. The HealthPlex, a 5,700-square-foot facility for exercise, wellness and research, opened on campus for students and Northwest Corridor residents in 2012. JCSU also served as a center of activity during the 2012 Democratic National Convention when President Barack Obama was nominated to run for his second presidential term by the Democratic Party.

JCSU continued to create and strengthen innovative academic programs including the Foster Village Network Center, a program for students who have aged out of foster care. The center is located adjacent to campus in the historic



George E. Davis House, which received an \$800,000 restoration in 2014. Sustainability Village, an environmental science area on campus with greenhouses, an aquaponics system including tilapia fish, and raised bed vegetable gardens, provides access to healthy foods for residents in the Northwest Corridor, a recognized food desert in Charlotte. JCSU's online bachelor's degree program was approved in the 2014-15 year, and the University also began the Master of Social Work program, its first master's degree program in 2014-15.

In addition to strengthening liberal arts programs, JCSU made strides in STEM education under Dr. Carter's leadership. A new 62,000-square-foot, state-of-the-art science center opened in fall 2015 as the new home for the University's STEM programs. Construction of the building was jumpstarted by a \$25 million gift from The Duke Endowment. The facility is LEED certified and its construction circulated \$10 million in the local economy.

During the 2016-17-year, Johnson C. Smith celebrated 150 years of undeniable progress with programs and events to acknowledge the University's advancement, importance as an institution of higher learning and role as an economic engine in Charlotte-Mecklenburg. At the close of Dr. Carter's tenure in December 2017, JCSU announced that it had exceeded the fundraising goal of the 6-year \$150 million comprehensive campaign "Tomorrow is What WE Make It." The campaign closed with a total of \$159,479,683.

Clarence D. "Clay" Armbrister became the fourteenth president of Johnson C. Smith University on January 1, 2018.

From its humble beginnings on the grounds of old Charlotte Presbyterian Church, JCSU has grown to 100 acres of land on the highest point in Charlotte with more than 40 academic, service, and administrative buildings. As a result of the vision and commitment of past and present Boards of Trustees, presidents, administrators, faculty, and staff, Johnson C. Smith University is heralded as one of the best small colleges in the nation.

## **PURPOSE/MISSION STATEMENT**

Founded in 1867 under the auspices of the Committee on Freedmen of the Presbyterian Church, Johnson C. Smith University is an independent, private, coeducational institution of higher learning. Located in the rapidly growing metropolis of Charlotte, North Carolina, known as the "Queen City," this historically Black university has a residential campus with a familial atmosphere where students are stimulated and nurtured by dedicated, caring faculty and staff. Consistent with its Christian roots, the University recognizes the importance of moral and ethical values to undergird intellectual development and all endeavors. JCSU believes in the unrelenting pursuit of knowledge and the value of cultivating the life of the mind. The University assigns great significance to the development of self-confidence; the understanding of one's own heritage, as well as an awareness of the cultures of others; the exploration of the myriad forces affecting people of this complex, technological age; and the formulation of a sense of one's role in this schema.

Rooted in legacy and tradition, Johnson C. Smith University endeavors to provide a multicultural and transformative experience, which educates, prepares and graduates a diverse group of talented and highly motivated students who can communicate effectively, think critically and learn independently as well as collaboratively. Further, JCSU cultivates an inclusive environment in which students are equipped to be global citizens who develop a compelling sense of social and civic responsibility for leadership and service.

Regarding teaching effectiveness as paramount in its educational enterprise, JCSU is committed to recruiting and retaining outstanding faculty. To this end, the University promotes faculty development, encourages faculty involvement in research and other creative activities, and endorses the principles of academic freedom.

To ensure the integrity and stability of its status and the perpetuation of its rich legacy, the University has a firm resolve to maintain the fiscal and human resources requisite to be a truly distinctive institution -- a hallmark of excellence in its students, faculty, staff, administrators, academic and other programs, facilities, operations, and environment.

# **ADMINISTRATIVE STRUCTURE**

## **BOARD OF TRUSTEES**

The Board of Trustees exercises final authority over all University governance within the limits of the established charter granted to the institution by the State of North Carolina. The Trustees delegate authority to various divisions of the University through the President. The officers of the University are delegated a portion of the responsibility for functions within the University. Brief descriptions of these offices and responsibilities follow.

## **OFFICERS OF THE UNIVERSITY**

The President of Johnson C. Smith University is the chief executive and academic officer of the institution appointed by the Board of Trustees and is an ex-officio member of the Board. The other officers of the administration are appointed by the Board of Trustees upon the recommendation of the President. The following positions comprise the executive cabinet: President, Senior Vice President of Academic Affairs, Senior Vice President for Financial Affairs/Chief Financial Officer, Senior Vice President for Transformation Initiatives, Vice President of Institutional Advancement, Vice President for Government Sponsored Programs and Research Director of Title III, Vice President of Student Affairs and Enrollment Management and Vice President of Human Resources/Administrative Services/CHRO. The administrative team of the university include the aforementioned administrators, and the Associate Vice Presidents of Enrollment Management/Title IX Coordinator, Academic Deans, Dean of Students, Chief Information Officer, Chief of Police and Director of Facility Services.

## **STUDENT GOVERNMENT ASSOCIATION**

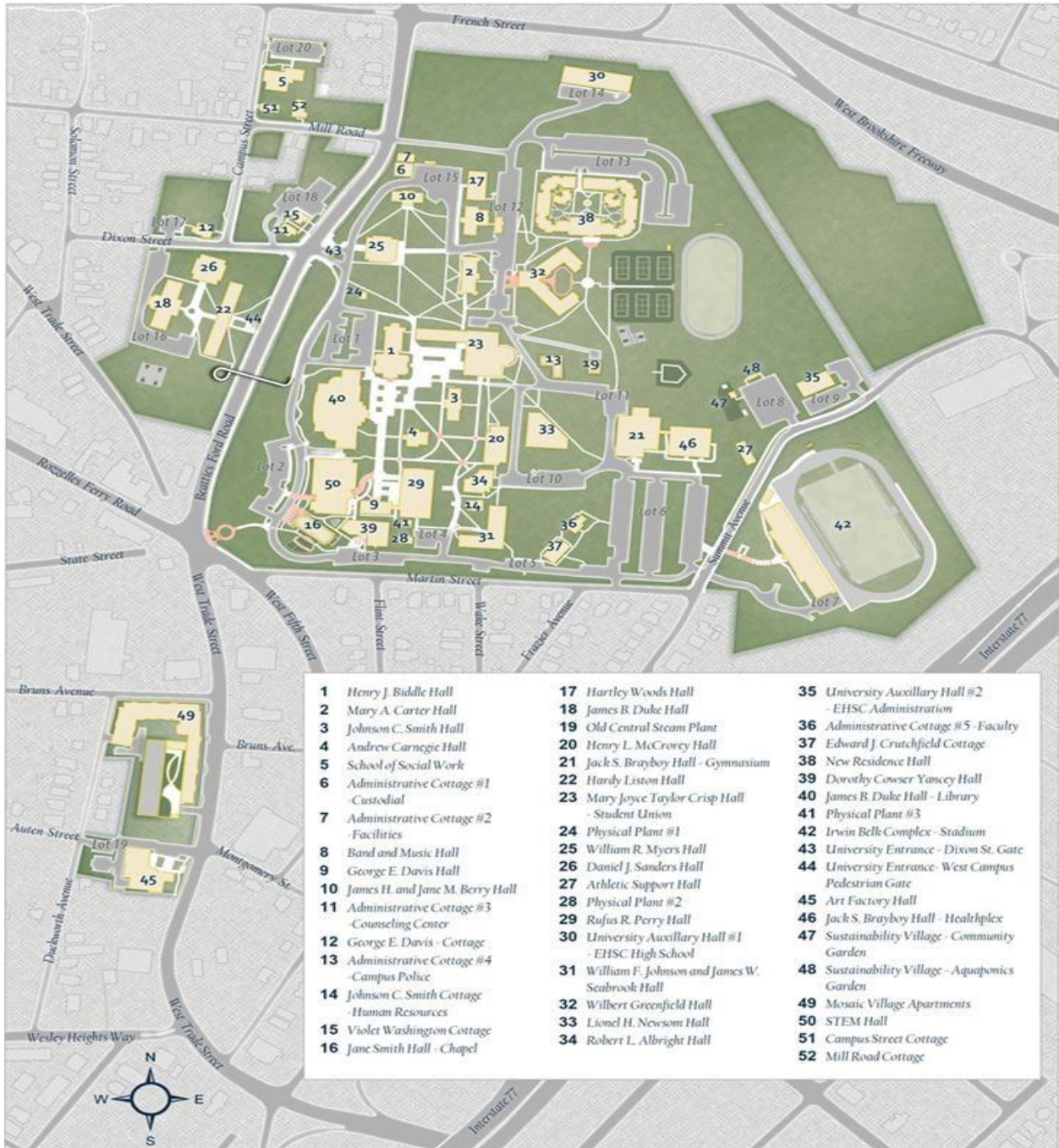
The Student Government Association (SGA) is recognized as the official governing body of students at Johnson C. Smith University. SGA helps to recommend policy, resolves student grievances, provides input about various issues at the University, and participates in disciplinary procedures.

All students of JCSU are members of SGA. SGA offices are in the Crisp Student Union Annex. The mission of SGA includes fostering greater unity among students; establishing an effective liaison with the administration and faculty; and, upholding high standards of scholarship and citizenship in the University community.

## **CAMPUS LOCATION**

Johnson C. Smith University is located at 100 Beatties Ford Road near the intersection of West Trade Street, Fifth Street, and Rozzelles Ferry Road in Charlotte, North Carolina. Charlotte is served by major airlines, by Greyhound-Trailway buses, and by Amtrak. Likewise, the CityLynx Gold Line, Charlotte's rail system, is located at the front entrance of campus. The campus is easily accessible from Interstates 85 and 77.

# CAMPUS MAP



## BUILDINGS

**Biddle Memorial Hall**, constructed in 1883, is the “heart and soul” of Johnson C. Smith University. It contains the administration offices of the University, conference rooms, and classrooms. The building consists of four stories, and a basement. Biddle Memorial Hall is located on the highest knoll of the campus and may be seen from almost any

section of the city. Newly renovated, Biddle has an elevator, a remodeled 471-seat auditorium, additional computer labs, and a stronger infrastructure.

**Carter Hall**, built in 1896, is a residence hall. The original building was a gift of Miss Laura Carter of Geneva, New York. In 1995, the building was completely modernized on the inside, leaving the outside walls to retain the original architecture. It houses 87 students and contains a recreation area with a flat screen and pool table.

**Johnson C. Smith Memorial Hall**, built in 1922, accommodates facility management units on the first level of the building.

**Duke Memorial Hall**, the first residence hall to be constructed on the campus for the housing of female students. Duke Hall is a newly renovated honors hall. All residents must be on the Dean's or President's List.

Duke is a suite style residence; 2-bedroom suites with kitchen and private bath. All rooms are Wi-Fi and internet accessible. There are 2 laundry facilities located on the second and lower-level floors. There are 2 classrooms and a large meeting room located on the first floor. The three-story building was built in 1941. Duke is now a co-ed hall.

**Carnegie Hall**, which housed the library from the date of its construction in 1911 to 1967, is currently housing the University's STEM tutoring program.

**The Jane M. Smith Memorial Church**, located near the former entrance to the campus, was a gift of Mrs. Jane Berry Smith. This beautiful building, erected in 1928, provides space for religious, cultural, and social activities.

**Johnson Cottage**, built in 1928 as a faculty home by Mrs. Johnson C. Smith and named after her husband's mother, Mrs. Margaret Johnson Smith, it was restored in 1998 and currently houses the Counseling Center.

**Smith Cottage** was built in 1922 as a faculty home by Mrs. Johnson C. Smith and named after her husband's father, Mr. James Smith, it was restored in 1998 and houses the Office of Human Resources.

**The Henry Lawrence McCrorey Memorial Hall**, dedicated on November 12, 1955, was formerly the administration building for the School of Theology. It was erected from funds raised by alumni, churches in the Catawba, Atlantic, Blue Ridge, and Canadian Synods, local friends, and the Building Fund Campaign of the Presbyterian Church, U.S.A. It contains three stories, including space for classrooms, offices, the Social Science Lab and Student Support Services.

**The Hartley Woods Hall**, a gift of Mrs. Jane Berry Smith, was built in 1928 and was the original campus gymnasium. It is currently being utilized by the University Choir.

**The Jack S. Brayboy Gymnasium** was completed in 1961. It is a split-level brick and steel structure with a main playing floor, a seating capacity of 2500, two lobbies, and accessory equipment and storage rooms on the upper level. On the lower level are five instructors' offices, two classrooms, the main equipment and storage rooms, and the main physical education locker and towel rooms. A glass-enclosed corridor connects the Pool Building with the lower level of the gymnasium. The swimming pool, which is seventy-five feet long and forty-two feet wide, meets indoor Olympic regulations. The depth of the pool ranges from three to ten feet.

**Liston Hall** was constructed in 1962, the building accommodates 148 male students. It has two lounges with flat screens and pool tables in each lobby. The laundry facility is free of charge. The building was named in memory of Dr. Hardy Liston, who served as president of the University from 1947 until his death in 1956.

**Mary Joyce Taylor Crisp Student Union** is the community center of the University's students, staff, faculty, alumni and their guests. Offices located here include the Student Government Association, Student Leadership and Engagement, Golden Bulls Activities Committee and the University Health Center. Services housed here include the University Cafeteria, Faculty/Staff Dining Room, Post Office, Bookstore, The Bullpen (student lounge featuring Burger King and Red Mango restaurants) and other meeting and program facilities. Grimes Lounge is located upstairs.

**The James B. Duke Memorial Library** is located near the center of the campus. It has all the amenities to support independent and collaborative learning. The first floor includes a gallery, exhibit space, the Center of Information, reference collection, journal collection, eight individual study rooms, printing station, two student lounge areas, computer stations, and open floor seating. The second floors house the Black Heritage Room, the Inez Moore Parker Archives and Research Center, general collection, four group study rooms, computer station (both Macs and PCs), open floor seating, two lounge areas, and the Information Technology (IT) Helpdesk. Through vendors relationships, including NCLIVE North Carolina (statewide information network consortium), undergraduate and graduate students

have access to electronic books, journals, and magazines. All students have remote access to the library electronic resources and online catalog. The library participates in a nationwide interlibrary loan service offered through OCLC (Online Computer Library Center) bibliographic network. The library offers many formats of instruction to reach our diverse population of student learning styles which includes classroom instruction, tours on how to locate library resources, research guides, and tutorials. The library is an integral part of the University and is committed to providing undergraduate and graduate students with an environment conducive to studying and research development.

**Sanders Hall**, built in 1967, accommodates 120 students. The four-story building has a large kitchen, lobby with flat screen TV, a group study room, and free laundry facilities. Sanders Hall houses freshmen females. 60 rooms with 2 residents per room.

The **George E. Davis Hall**, constructed in 1923, and the **Rufus Patterson Perry Hall**, completed and occupied in September 1968. Perry Hall dedicated on April 2, 1978 in honor of the eighth president of the University, Dr. Rufus P. Perry. Both facilities have classroom space for teaching and learning, and office spaces include University College, institutional research, and information technology.

**The Johnson/Seabrook Education Building and Mary Irwin Belk Center** was built in 1976 to house the Departments of Business/Economics and Education. Major donors who contributed to the facility include: the Belk Family Foundation, the Kresge Foundation; Charlotte Observer Charities and the Z. Smith Reynolds Foundation. This facility now houses Communication Arts and Business Administration & Economics programs.

**Greenfield Hall** is located on the main campus. The building is a co-ed residential hall for freshmen and upperclassmen. It is a traditional residence hall with double occupancy; cable and internet services, free laundry facility, television, kitchen and a separate study lounge.

Greenfield houses approximately 236 residents. The building is named for the former president of the University, Dr. Wilbert Greenfield, who served from 1972 to 1983.

**The Lionel H. Newsom Humanities Hall**, completed in 1986, is a classroom facility with faculty offices. Of modern design, the building contains 21 offices, 10 classrooms, a computer laboratory, a language laboratory, a lecture hall, a conference room, and a staff lounge. The building is named for the ninth president of the University.

**The Robert L. Albright Hall**, constructed in 1990, was previously a residential facility. It has recently been retrofitted to accommodate the Metropolitan College which encompasses the Adult Degree Program as well as the Biddle Institute. It is a multifunctional building that houses seminar rooms, a computer laboratory, conference room and a foyer. Additionally, this building is named for the University's eleventh president.

**The Faculty Center**, constructed in 1991, is a multi-purpose facility of modified Georgian design. It has a living room, leisure activities rooms, a dining area, and library on the first floor. On the second floor are four faculty studies, the Executive Study, the President's study, and the Faculty Development Center.

**The Edward E. Crutchfield Center for Integrated Studies**, constructed in 1993, is a facility designed to support faculty activities in integrated studies. Conference facilities, faculty studies, and research areas are available.

**The Dorothy Cowser Yancy Technology Center**, the Johnson C. Smith University Technology Center, constructed in 1997, is a three-story, 23,000 sq. ft., high-tech facility. The Center has nine high tech computer telecommunications and electronics state-of-the-art laboratories. It is designed to offer high tech education for Johnson C. Smith University students. It is also designed to support both student and faculty research in the new era of information technology and telecommunications revolution. In addition, the Center hosts a teleconferencing facility, technical library, classrooms, and an auditorium.

**The Communication Arts and Music Business Technology Hall** was constructed in 1997 to be used as the temporary facility for the University Library. It has been renovated and now houses the Kennedy Charter Public School.

**The New Residence Hall**, constructed in 1994, is a modern cloister courtyard complex that houses 210 students. The co-ed living facility includes single room occupancy, comprised of six bedrooms, two baths, living room, and kitchenette and dining area in a townhouse setting. Each bedroom has a private telephone, cable TV outlets and a spacious closet for personal belongings. This complex features a large theater-style community room, a computer room that overlooks a living room complete with a gas fireplace, laundry facilities, office, full kitchen and a private reading room.

**Irwin Belk Complex** serves as both an academic and athletic facility. It is home of the Golden Bulls football and track teams and also features a state-of-the-art dance studio, locker and weight rooms and multi-media classrooms for the Health and Human Performance Department. The 4,500-seat stadium gives an intimate setting for the JCSU family and a user-friendly atmosphere for the community.

**HealthPlex Center**, the University's recently opened HealthPlex Center is a 5,750 square foot addition to the swimming pool building next to Brayboy Gymnasium. The Center includes a large exercise area with state-of-the-art exercise and weight-lifting equipment and a group fitness room where yoga, Pilates, and other classes can be held. There is also a multi-purpose room with a kitchenette for presenting healthy food preparation and nutrition programs. Other support spaces include locker rooms with showers, an examination room, administrative offices, and a reception area.

**Mosaic Village (Apartments)** is a mixed-use complex consisting of off-campus student apartments, graduate housing, retail space, and a parking deck. The four-story structure can accommodate 300 students, offers multiple amenities, and features 7,000 square feet of retail space, along with outdoor seating. The parking deck has 400 parking spaces and a 3,000-square-foot roof terrace providing an inspiring view of the Charlotte skyline.

**The New Science Center** is a 62,000-square-foot facility designed with students in mind. The JCSU leadership worked for months with architects to create an optimal learning environment infused with natural light, opportunities for interaction among students, faculty and visitors and interdisciplinary campus collaboration. Designed with three public floors and a semi-private basement, the building features a common atrium space, classroom/administrative wings with teaching labs and faculty offices. A 250-seat tiered lecture hall and atrium will accommodate guest lecturers, conferences and other multipurpose events for the campus and community.

## TRADITIONS AT JOHNSON C. SMITH UNIVERSITY

For some 156 years, traditions have developed as a way of commemorating the important role of the University in educating young men and women. They foster a sense of pride and community among those who matriculate.

In 1924, JCSU became the second Black institution in the state to be recognized as a standard four-year college by the North Carolina Board of Education. It was the first Black college in the South to receive regional approval.

The first 'Negro' college football game ever played in this country was between Biddle University (later to be named Johnson C. Smith University) and Livingstone College on December 27, 1892, with Biddle University winning the game, 4-1. The game ball is housed in the JCSU Archives.

**Homecoming** is celebrated each fall by hundreds of alumni and former students. Some of the festivities include alumni meetings and gatherings, dances, the coronation of Mr. and Miss Johnson C. Smith University, pep rallies, Greek step shows, the Homecoming Football Game and tailgating, and the annual Homecoming Parade and Festival. Gold and Blue Day is traditionally celebrated on the Friday prior to the Homecoming game.

**Bullfest** is the annual spring fling, during which students at the University participate in a rich variety of cultural, social, and recreational activities.

**Founders' Day**, generally celebrated in April, commemorates JCSU's founding in 1867. In 1924, the University became the second Black institution in the state to be recognized as a standard four-year college by the North Carolina Board of Education. It is also the first Black college in the South to receive regional accreditation.

The school colors, Gold and Blue, were selected in 1895 by J. Henry Warren, Walter A. Middleton, and Thaddeus Jerome Coles, who had been commissioned to select two colors to be adopted by the University. The committee researched the meanings of many different colors so as to select the two most fitting.

Gold and Blue, which had been the favorites of Mr. Warren and Mr. Middleton, were determined to be the most appropriate.

The committee found both colors to represent truthfulness and loyalty.

After additional investigation, Mr. Middleton noted that gold depicted truthfulness and loyalty to an institution or organization, while blue represented truthfulness and loyalty to an individual.

Hence, the colors Gold and Blue were felt to symbolically bind students, alumni, and the University, and were readily adopted when the committee made its report to the faculty and students.

The colors were used for the first time on Easter Sunday in 1895 when they were displayed on every building on campus and in the rooms of boarding students.

On Easter Monday, the colors were displayed at a school baseball game, the University's first off-campus athletic competition. Though not officially organized, the famous 'Colored' team was known as The Quick Steps and drew support from both the black and white communities.



## **DRESS CODE**

Students are required to follow the approved dress code for all formal University events including, but not limited to, Convocation, Founder's Day, Baccalaureate, and Commencement:

- Dress pants or dress skirts that show below the hem of the robe and must be dark in color.
- Collared shirts that show above the neckline of the robe must be white.
- Ties, if worn, must be dark in color.
- Dress shoes must be appropriately formal and dark in color.
- Religious headwear can be worn
- Artificial body adornments/jewelry and body art alterations are a personal choice. Designated officers of the University reserve the right to ask a student to remove or cover anything that is deemed to be inappropriate for formal events.
- Dress must in good taste and appropriate for the occasion or setting.
- Pajamas, headwraps (non-religious/cultural), and/or bedroom slippers shall be worn only in the residence halls and not be worn in public or in common areas of the University.

## **JOHNSON C. SMITH UNIVERSITY HONOR CODE**

The University Honor Code is enforced by the Academic Affairs Leadership Council and the Office of Student Conduct.

*I pledge that this work is my own and I will not cheat, or represent the words, ideas, or projects of others as my own. I further pledge that I will not engage in academic dishonesty, which includes lying, stealing or assisting others in misrepresenting their work. As a member of the student body of Johnson C. Smith University, I also pledge to report all violations of the Honor Code that I observe in others. I understand that violations of the Honor Code are subject to disciplinary action by the Academic Affairs Leadership Council and/or Office of Student Conduct."*

Students and faculty are to govern themselves by the Honor Code to ensure the greatest measure of academic integrity. The Honor Code must be observed and acknowledged by students in relation to class assignments, including out-of-class work, tests, and written papers, as well as other types of assignments that include student assessment. Student assessment may extend beyond classrooms and includes all applied academic settings of the University.

## **THE ALMA MATER**

### **(Loyalty Song)**

The choice of an appropriate school song became a matter of controversy between students and alumni in the 1920's.

Rev. O.W. Winkfield, a graduate of the class of 1911, proposed a college song which though considered having much merit, was not adopted by the school. Another song, written by George Leonard Allen (JCSU class of 1925) of the Kendall Institute, Sumter, South Carolina was more warmly received. It was reviewed by a professional critic, who noted, "It is a good cheer song for football games and the like, but it has no depth and is not fitted, in its present state, for a college song". The song was revised to achieve the desired depth and to reflect a coeducational student body.

It was adopted in 1924, and today it is sung at all formal University events in loyalty to Alma Mater.

Lyrics – George Leonard Allen Music – J.R. Tate

### **I.**

We love thee Smith, with all our hearts!  
To thee we'll e'er be true  
And in the light of truth and right  
Hold high the gold and blue.



Refrain:

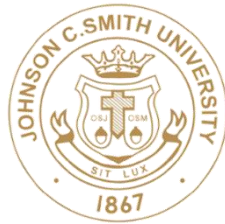
Proudly we hail thy name, or Alma Mater, Old S.U.  
Johnson C. Smith, our own! Our Hope, our guiding  
Star, our light unfailing!  
Pride of our loyal hearts, we'll love and honor thee  
Our whole life through  
On, ever on! Dear old J.C.S.U.!

**II.**

Fair Smith, where'er on earth we roam  
Send forth thy constant ray,  
And let it beam with steadfast gleam  
To lead us o'er life way

**THE JOHNSON C. SMITH UNIVERSITY SEAL**

The University Seal features the institution's founding date of 1867 and the Latin words SIT LUX, which mean *Let There Be Light*. The seal certifies the authenticity of University documents.



**UNIVERSITY COLORS:** Gold and Blue

**JOHNSON C. SMITH UNIVERSITY MASCOT:** The Golden Bull (“Smitty”)



# **DIVISION OF STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

The Division of Student Affairs and Enrollment Management provides undergraduate and graduate programs, services and activities that are consistent with the mission of the institution, enhances and promotes the total educational experience and contributes to the achievement of teaching and learning outcomes.

Through its various units, the Division implements a comprehensive program of student development. It is also responsible for establishing policies and procedures affecting student life and conduct. Student participation in campus governance and student life is viewed as a complement to the educational process. In its advisory role to the Student Government Association, the Division promotes student involvement, leadership development, and opportunities to influence decision making. The Division of Student Affairs and Enrollment Management recommends and appoints students to various University boards and committees, and staff members within the Division serve as advisors to numerous student organizations.

Student Affairs encompasses almost every aspect of student life outside the classroom. These units include: Admissions and Recruitment, Counseling Services, Dean of Students, Financial Aid, Health and Wellness, HealthPlex, Housing and Residence Life, Registrar, Student Conduct, Student Leadership and Engagement and Veterans and Military Affairs.

The Division reserves the right to change, alter, or cancel any activity, whether personal or corporate, to ensure the safety, integrity, and well-being of the student body and University community. The University, as a community, has the responsibility and right to formulate policies and guidelines to promote the general welfare of its members.

The Division of Student Affairs and Enrollment Management mission is simple. It focuses on the holistic development (mind, body and spirit) of students. It places students at the “core” of everything that it does. It is unapologetic about the commitment to being “student-centered” and carries out the work by engaging, empowering and transforming students.

## **ADMISSIONS & RECRUITMENT**

The Office of Admissions and Recruitment facilitates admission into the University for undergraduates, evening and online programs and the Master of Social Work graduate program. The admission policies and procedures for each pathway into the university, are aligned with the mission of the University by ensuring admitted students’ accomplishments demonstrate a high level of initiative, principled moral and ethical values, and possess the emotional and social maturity and intelligence needed to thrive in a scholarly environment.

## **COUNSELING SERVICES**

The mission of the Office of Counseling Services of Johnson C. Smith University is to promote and facilitate the interest, wellness, and growth of all JCSU students. The Office of Counseling Services strives to encourage student involvement on campus and in the community by enhancing self-awareness, and aiming to inspire the individual and collective leadership skills of all students. To accomplish this mission, the Office of Counseling Services offers individual and group counseling, workshops, support services, and educational materials. The Office of Counseling Services provides confidential intakes and assessments, personal counseling and referrals to appropriate resources to all enrolled students on a walk-in or appointment basis.

The Office of Counseling Services is located in Smith Cottage (Building 11) next to the Center for Career and Professional Development. The hours of operation are from 8:00am-5:00pm. Counseling appointments are free and confidential to enrolled students at JCSU and are available Monday – Friday from 9:00 a.m. - 4:00 p.m. Students are encouraged to contact the counseling center for evening appointments. However, crisis and emergency services are

available after hours by contacting the University Campus Police who will contact a member of the on-call administrator and/counseling staff.

### **FINANCIAL AID**

The Office of Financial Aid assists students in informing and managing their financial aid at the University. Students can apply for Financial Aid each year, starting on October 1—using the University’s Title IV school code (002936). Our Office of Financial Aid is available to answer any questions about applying for financial aid, scholarships and paying back student loans. The office can be reached and consulted at 704.378.1035 or [FinancialAid@jcsu.edu](mailto:FinancialAid@jcsu.edu).

### **HEALTHPLEX**

Johnson C. Smith University HealthPlex is a 5,700-square-foot facility that is the center for applied health research center and Wellness Department. The primary focus of the JCSU HealthPlex is to assist faculty and staff in performing research in the fields of health, sports, and human performance that benefit the University and surrounding community. Student interns and the student researchers are encouraged to become active participants in health, sport, and human performance research to gain valuable experience that will enhance their academic career.

From the research conducted within the JCSU HealthPlex, preventative wellness programming and initiatives are designed and implemented that promote positive attitudes, healthy lifestyles, and responsible self-care for the JCSU campus and surrounding community. The HealthPlex gives staff, faculty, and students of JCSU free access to a fitness facility and wellness programming. Preventative wellness programming reflects and addresses the unique needs and concerns of the JCSU campus and surrounding community.

### **HOURS OF OPERATION**

**During the academic year, the hours of the HealthPlex will be as follows:**

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

Saturday & Sunday: CLOSED

When the University is closed, the HealthPlex will also be closed.

### **HEALTH & WELLNESS**

The University maintains a healthcare service for the treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through Atrium Health. All students enrolled at the University may take advantage of services available through the Health Center--which operates under the auspices of Health and Wellness.

The Health Center is located in the northwest wing of the Crisp Memorial Union. Hours of operation are 9:00 a.m. to 6:00 p.m. Monday through Thursday; and, 9:00 am until 1:00 p.m. on Fridays. The Health Center is not open on weekends or during official University closings. A current immunization record is required of all new students before they are permitted to enroll in the University.

Students can schedule a medical appointment by calling (704) 378-1075. Walk-ins will be accommodated when possible. Once there, students will be taken care of by a Physician's Assistant (PA), Registered Nurse and/or Certified Medical Assistant. Atrium Health can provide for acute and chronic medical needs, preventative care (i.e, cervical cancer screening; ADHD, basic diabetes management, blood pressure) and prescribe no-controlled medications, basic antibiotics, antivirals, anti-depressants and anti-inflammatories.

Included in students’ tuition fees is supplemental insurance, that should be used in conjunction with personal or familial insurance. Students in need of hospital care will be referred to a local hospital. The cost of hospitalization, likewise, is the responsibility of the student and his or her parents. Students are encouraged to notify their parents if hospitalized. The University does provide student transportation to off-campus medical facilities. Ambulance services are used in cases of serious illness or injury. In case of non-life-threatening illness or injury, a student may be provided with a cab or Lyft services. This service may be charged to students.

In the event of accident or sickness, the student should:

- a. Report to the Health Center at once.
- b. If away from school, consult a physician and notify the Health Center as soon as possible.
- c. All claims for services rendered by outside physicians and health care providers must be sent to the Student Health Center for transmittal to the insurance company within 30 days of the date of accident or onset of sickness.
- d. The student must fill out a claim form for each illness or accident. Bills cannot be submitted for payment without the completed claim form.

## **STUDENT HEALTH INSURANCE**

Student accident and sickness insurance is part of the student health care program. All students are included in the insurance program at a nominal cost, which is included in the tuition fee. The insurance is provided as a supplement to the coverage available through the student's family insurance plan. The program is not intended to be comprehensive or to replace the family's responsibility for the student's health care. The student and his or her parents are solely responsible for the cost of health care beyond that provided through the Health Center or covered under the student accident and sickness insurance. A referral from the Health Center is required for outpatient care in order for the student to receive insurance coverage for these services.

## **IMMUNIZATIONS**

North Carolina law requires that all new undergraduate students enrolling either for the first time or returning after some period other than the summer must show proof of having received required immunizations. Immunization records must be kept on file at the University. Students attending only night classes and/or off campus courses are exempt from this regulation. Students from North Carolina may obtain copies of their immunization records from their high schools. If they meet minimum requirements of North Carolina law for students in grades K-12, they are acceptable for college entrance; however, verification of same is required by the University. Students who cannot show evidence of having received required immunizations will be withdrawn from the University in accordance with state law. Immunizations can be obtained from a private physician or local health department. Continuing and entering students who have not completed the required immunizations will not be permitted to register at the University.

In 2008, the immunization rules changed for college and university students in North Carolina regarding Tdap (tetanus, diphtheria, and pertussis) vaccine prior to entry plus two doses of mumps vaccine.

The law requirements are as follows:

- a. Individuals attending colleges and universities are required to have three doses of Tdap, one of which must have been within the last 10 years
- b. Individuals enrolling in a college or university for the first time on or after July 1, 2008 must have had three doses of Tdap and a booster dose of the Tdap vaccine if one has not been administered within the last 10 years.
- b. A dose of Tdap vaccine is not required for any student over 64 years of age.
- a. A second dose of the mumps vaccine is to be administered before enrolling in a school, college, or university for the first time.

## **COVID-19 VACCINATIONS & BOOSTERS**

Since the onset of COVID-19 in March 2020, and the interruption that it caused to JCSU's learning environment, in fall 2021, JCSU mandated that all students be COVID-19 vaccinated and receive a COVID-19 booster when applicable. Exemptions, approved by the Health Center, are only permitted for medical or religious reasons.

## **REGISTRAR**

Johnson C. Smith University's Office of the Registrar ensures that students' educational records are maintained and documented, including course offerings and registration (fall, spring and summer), official university transcripts and degree verifications. It also conducts degree audits, as well as verifies graduation completion requirements. The Office of the Registrar adheres to the Family Education Rights and Privacy Act (FERPA) of 1974, which restricts access to and disclosure of information from a student's educational records without the written consent of the student, except in certain instances permitted under the act.

## **STUDENT LEADERSHIP & ENGAGEMENT**

The Office of Student Leadership and Engagement coordinates co-curricular programming to promote the cultural, intellectual, recreational, interpersonal, personal, and leadership development that enhances the distinctive collegiate student experience and community engagement opportunities.

### **DISCLAIMER/EXCLUDED ITEMS**

Due to the fluid nature of student life, some policies are not covered in this document. If an issue arises that the Student Handbook, Student Engagement Manual, or additional governing documents do not provide a policy for, the Office of Student Leadership and Engagement, in partnership with the Office of the Vice President of Student Affairs and Enrollment Management, Dean of Students and Student Conduct, will institute a temporary policy until a permanent one can be put into place. Student Leadership and Engagement will provide a two-day period when the temporary policy will be communicated in writing to all those affected. The temporary policy will become effective with the appropriate approvals from the aforementioned university offices.

### **MARY JOYCE TAYLOR CRISP STUDENT UNION**

The Mary Joyce Taylor Crisp Student Union is the "living room" of the University and serves as a community center for students and their guest. The Crisp Student Union provides the services and amenities that members of the JCSU family need in their daily lives on campus and for getting to know and understand one another through informal associations outside the classroom. As the center of University community life, it serves as a laboratory of citizenship that trains students in social responsibility and leadership and cultivates loyalty to the JCSU.

The use of any University facility is restricted to enrolled students, alumni, faculty, staff, and other properly identified guests or visitors. Tenants of the Crisp Student Union include the Student Government Association, Office of Student Leadership and Engagement, and Health Center. Services housed in the Union include the Millennium Dining Hall, Post Office, Bookstore, and Bull Pen. Students are encouraged to reach out to the Office of Student Leadership and Engagement for event reservations.

### **DANCE/PARTY POLICY**

The Office of Student Leadership and Engagement determines on-campus parties. On campus dances/parties are open to JCSU students and their invited guests accompanied by their JCSU host. Tickets/admission into the party may not be made available for sale to the public unless approved by the Office of Student Leadership and Engagement, in partnership with other university officials, including JCSU Campus Police.

All campus parties must adhere to the regulations concerning alcohol use and room capacity and must comply with all additional standards of conduct outlined in the Student Code of Conduct. The established hours for dances/parties/balls are 10:00 p.m. to 2:00 a.m., Fridays and Saturdays (\*Note: the time may be lessened).

The presence of JCSU University Campus Police is required for all parties and major events. University police officers scheduled to work an event shall have the sole discretion of determining the status of security related problems about the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, the Office of Student Leadership and Engagement shall have the right and authority to revise admission criteria, or ultimately terminate the event.

### **DISTRUBUTION OF COMMUNICATION MATERIALS AND POSTING NOTICES**

To ensure the timeliness of information and its appropriateness, all groups must submit any materials to be distributed within the University community to the Office of Student Leadership and Engagement. As a minimum requirement, all submissions must include the program title, date, and sponsoring organization. The University does not assume any obligation or responsibility for the content of the unapproved materials distributed and encourages all individuals/groups that distribute materials to be aware of laws related to defamation of character, obscenity, fair labor practice, and other applicable laws. All posters, signs, pictures, and lettering of any kind may only be displayed on bulletin boards or other designated areas. Advertising material may not be affixed to walls, windows, doors, or in any manner deemed counterproductive to the beauty of the campus. Only approved virtual events may be shared digitally through campus emails.

## **OUTDOOR ACTIVITIES**

Outdoor events may only take place after 5:00 p.m., with the written approval of the Office of Student Leadership and Engagement. This policy includes, but is not limited to, cookouts/barbeques, basketball tournaments (outdoor courts), and music. To ensure compliance with safety measures regarding food service and fire on campus grounds, cook-outs, BBQs, and other events offering outdoor food preparation require permission from the University food service provider and University Campus Police.

## **INTRAMURALS/ RECREATION**

The JCSU Intramural and Recreation Program provides a wide array of recreational experiences. These include intramural sports, club sports, fitness programs, and informal recreational activities. Most intramural and club sports activities are scheduled in the evenings and on weekends. All intramural participants must be a JCSU student; however, any student who practices with a varsity athletic team or who is a member of a professional sports team is not eligible to participate in any organized intramural sports without special consent.

## **STUDENT FUNDRAISING**

The Office of Student Leadership and Engagement will advise the Office of the Vice President of Student Affairs of all registered student organization sponsored fundraising activities and must approve all announcements to ensure compliance with University regulations. The University food service provider will be consulted to approve all fundraisers involving food.

## **USE OF UNIVERSITY NAME**

No student or student organization may use the Johnson C. Smith University name or logo in connection with a personal or unofficial function, if the use of the name may mislead someone into thinking the function is University-sanctioned or sponsored.

No student or student organization may commit the University to accept responsibility for injuries or damages that may occur at personal or unofficial functions. University students and student organizations who, without appropriate authority, attempt to commit the University to accept responsibilities for injuries to persons, damages to property, costs of goods and services, or other obligation financial or otherwise will be referred for appropriate disciplinary action and will also be personally liable for any judgments that result from such injuries, losses, damages, or obligations.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is recognized as the official governing body of students at JCSU. SGA helps to recommend policies, resolves student grievances, provides input about various issues at the University, and participates in disciplinary procedures. All students of JCSU are members of SGA. The SGA office is in the Crisp Student Union Annex. The mission of SGA includes fostering greater unity among students; establishing an effective liaison with the administration and faculty; and upholding high standards of scholarship and citizenship in the University community. The goals of SGA are to:

1. Serve as a medium for the expression of student opinion and the formulation of University policies.
2. Assist University personnel in the coordination of student organizations and student-centered programs.
3. Provide experience in the skills of democratic citizenship.
4. Support the observances of University policies and regulations,

5. Assist University officials and student organizations in boosting campus morale.

SGA serves as the official voice by which student opinion is expressed. Students can gain experience and training in responsible political participation and in the development of leadership skills. All students are encouraged to take an active role in the Student Government Association. Please refer to the SGA Constitution and By-Laws for additional policies and procedures regarding governance.

### **GOLDEN BULL ACTIVITIES COMMITTEE (GBAC)**

The Golden Bull Activities Committee (GBAC) is responsible for creating, implementing, and evaluating a regular and varied series of engagement opportunities for students. The Committee is comprised of students who are interested in program planning and implementation. Along with the executive board, the Committee consists of several other organized groups. GBAC meets weekly to plan, explore ideas, and assess student interest in proposed projects. Refer to the GBAC Constitution for additional policies and procedures regarding governance.

### **STUDENT ELECTIONS COMMITTEE**

The Student Election Committee (SEC) is responsible for establishing fair and equitable development and enforcement of the Student Elections Code. This committee deliberates and finds responsible/not responsible violations of the Student Elections Code, provides sanctioning decisions in accordance with the Student Elections Code, and reviews and submit recommendations to improve the Student Elections Code. Additionally, the Student Election Committee determines the time frame for elections-related activities consistent with the needs of the University and coordinate the logistics of student elections.

### **MISS AND MISTER JOHNSON C. SMITH UNIVERSITY AND THE ROYAL COURT**

Miss and Mister Johnson C. Smith University are the official student ambassadors and hosts for the University. Since the inception of the positions, Miss and Mister JCSU, and the Royal Court, have played significant public roles as student representatives. They are expected to be individuals of high moral character with superior academic achievements and an exceptional level of school spirit and pride. For policies and procedures, please refer to the latest edition of the JCSU Royal Court Handbook.

### **STUDENT ORGANIZATIONS**

A student organization is defined as a registered group/club of students at JCSU that operates under University policies and procedures and whose programs and activities affect the education process, promote cultural understanding, common interests, student welfare, and/or contributes to the overall community at JCSU while not interfering or disrupting the orderly operation and rights of the University community. Student organizations exist to:

- Enhance the social consciousness of students
- Provide an avenue for diverse student interests
- Enrich student skills and display talents
- Provide opportunities for student leadership
- Contribute to the cultural, scholastic, service, and social life of the University

Recognition as a JCSU student organization is not to be interpreted as an endorsement, approval, or reflection of the mission, purpose and/or activities of the University or its affiliates.

### **ESTABLISHING A NEW STUDENT ORGANIZATION**

Any new student group may apply for University recognition by submitting a Student Organization Registration Form before advertised the registration deadline. A typed constitution and/or bylaw for the organization must be submitted including:

1. Name of the organization
2. Statements of the organization's purpose
3. Membership eligibility requirements
4. Officers listed by title and function

5. Statement of terms of office, and time and method of election
6. Frequency of meetings
7. Statement of any dues, including amount and frequency of collection
8. Statement that the organization will not discriminate against any persons for reasons which are illegal, such as race, sex, religion, or national origin
9. Provision for disposition of funds should the organization be dissolved
10. A roster of organization officers.

Each organization must have at least three student officers who are in good standing with the University, enrolled as full-time students, and have a cumulative Grade Point Average (GPA) of at least 2.5. Please note that the recognition criteria for fraternal organizations are different.

The Office of Student Leadership and Engagement considers the validity of potentially recognized clubs and organizations through the following criteria:

1. The proposed organization, its mission, and programming must not present a clear and present danger to the University or individual students; must not interfere with the University's existing operations; must not violate existing policies, statutes or laws; and must be in accordance with the mission and goals of the University.
2. The proposed organization does not show a reasonable amount of activity or progress in promoting the ends and purposes specified in its constitution or as exhibited by its membership, meetings, and other activities. The registration packet is submitted and reviewed by the Office of Student Leadership and Engagement for final approval.

### **GOVERNANCE OF STUDENT ORGANIZATIONS**

Student organizations at JCSU must register each academic year with the Office of Student Leadership and Engagement to gain/maintain the privileges of a registered student organization. They must also adhere to all student organization guidelines found in the Student Handbook, Student Engagement Manual, and other policy documents issued by the University. Infractions of any type by a student organization, its officers, or members will be subject to sanction by the Office of Student Leadership and Engagement. Funding is granted to student organizations through the Student Government Association. Student organizations, their officers, and members will be held responsible for the acts that are in any way connected to the life of the organization. Reasonable steps should always be taken to prevent any infraction of University rules, state laws, and federal laws resulting from or related to the activities of the organization. Members should be aware that their conduct will result in the sanctioning of the entire organization, as well as of themselves as individual students.

### **NON-REGISTERED STUDENT ORGANIZATIONS**

It is against University rules and the Student Code of Conduct for any unrecognized club or organization to meet, conduct business, initiate members, sponsor activities and programs, and/or function in any manner that resembles an organization. Students found participating in unrecognized clubs or organizations will be subject to sanctions by the Office of Student Leadership and Engagement. Unregistered organizations that wish to conduct interest meetings at the University must follow the procedures listed within this document.

### **CLOSED PERIODS FOR STUDENT ORGANIZATION ACTIVITY**

Student organizations are prohibited from sponsoring or publicizing activities that take place during the following time frames:

- Mid-term examination periods
- Final examination periods
- Reading days
- University holidays per the Academic Calendar
- Periods when the University is closed
- Last week of classes during the fall and spring semesters



Approved new member education/intake activity for recognized fraternal organizations may take place during this time only with the approval and knowledge of the Office of the Vice President of Student Affairs, as documented on the appropriate new member education/intake forms.

## **DIVERSITY AND INCLUSION**

Accepting differences and acting from a position of genuine appreciation of one's own cultural identity and that of others are the hallmarks of diversity. Diversity is a key factor in the creation of equity and may be defined as a process of change by which we learn to recognize, understand, and appreciate our own cultural identities, as well as the similarities and differences of people from other cultural groups. These cultural groups can be based upon several characteristics, including race, ethnicity, gender, age, sexual orientation, physical abilities, class, job status, religion, immigrant status, language, and nationality. Through specialized programming and services, the University provides a positive opportunity to explore the impacts of culture, race, gender, and other social conditions on ourselves and our work environments. Discovering and building upon similarities build effective interpersonal relationships. At the same time, being able to acknowledge and understand our differences help make them less threatening and transforms them into positive assets that enhance teamwork and community.

## **GOLDEN BULLS GENERAL MARKET**

The Golden Bulls General Market is a support service initiative designed to alleviate the stress students may face when food/pantry and personal care items are needed, but not obtainable due to financial difficulties. Students who have a short-term need may pick up free, food/pantry and personal care items during allotted hours.

## **GREEK LETTERED ORGANIZATIONS AND SOCIAL FELLOWSHIPS**

Historically, Greek-letter organizations and social fellowships have assumed an active role in contributing to the cultural, scholastic, political, service, and social life on campus, as well as providing leadership opportunities for students. At JCSU fraternities, sororities, and social fellowships are involved in educational programs, community service, and leadership development. They also provide a strong bond of friendship among their members. For the purposes of this document the term Fraternal Organization refers to social fraternities, sororities, and social fellowships. Fraternal organizations are expected to comply with institutional, national, and regional regulations governing their respective organizations, as well as those established by the National Pan-Hellenic Council. Further, they are required to adhere to the published rules and regulations governing student organizations at JCSU. The University supports and assists fraternal organizations and considers them an essential part of campus life. However, it is expected that such organizations will comply fully with the goals, mission, and purpose of the University.

## **LITTLE BROTHER/LITTER SISTER ORGANIZATIONS**

The University prohibits organizations traditionally referred to as little sister or little brother organizations, such as Omega Pearls, Kappa Sweethearts, Sigma Doves, Alpha Angels, and Que-Ts. Caps, t-shirts, and other clothing and paraphernalia referring to these organizations are prohibited on campus.

## **MEMBERSHIP INTAKE PROCEDURES FOR GREEK LETTERED ORGANIZATIONS AND SOCIAL FELLOWSHIPS**

The University reserves the right to announce a list of organizations it has approved to select new members. This is done when there is possible underground pledging/intake activity taking place. This is done strictly as a measure to protect the interest of the University and its students, faculty and staff and to ensure that the proper process of new member activities is taking place as sanctioned by the respective international/national offices of the University's recognized fraternal organizations. All organizations will annually submit the following policies from the international headquarters to the Office of Student Leadership and Engagement:

- Non-Discrimination Policy
- Hazing
- Alcohol and Drug Abuse
- Sexual Harassment
- Minimal Academic Requirements

- Internal Disciplinary Procedures

## **MEMBERSHIP ELIGIBILITY FOR GREEK LETTERED ORGANIZATIONS AND SOCIAL FELLOWSHIPS**

Prospective members must:

- Be in good academic, financial, and social standing with the University (i.e., must not be on academic or disciplinary probation or have their account in arrears)
- Have at least a 2.50 cumulative Grade Point Average
- 30 semester credit hours at Johnson C. Smith University
- Attend both Meet the Greeks and Greek Life 101/Anti-Hazing Workshop in the semester of interest

While the university has established a grade point average standard (2.50), the fraternal organization's academic standards may ultimately supersede it and be required of prospective members. Students whose indebtedness to the University is overdue, in arrears, or in default will not be permitted to join a fraternal organization. Also, a student may be denied membership in a fraternal organization if he or she commits an act which results in his or her being placed on disciplinary probation or given a more severe sanction during the period he or she is being considered for membership. The Chapter President or Membership Intake Coordinator is responsible for submitting to the Office of Student Leadership and Engagement in writing the names, campus addresses, and the campus and home telephone numbers of all prospective members. The Office of Student Leadership and Engagement shall be responsible for verifying the academic, financial, and disciplinary status of all prospective and new members. No student is eligible for membership until the Office of Student Leadership and Engagement has certified the student's eligibility with respect to grades and conduct. Further, no activities with or for prospective members may begin prior to the approved dates for membership intake for the organization, as stipulated by the Office of Student Leadership and Engagement. A transfer student must have earned at least 30 semester hours at the University by the preceding semester, prior to intake and have a 2.50 Grade Point Average or (GPA) higher, to be eligible for membership in a fraternal organization.

## **MEMBERSHIP INTAKE ASPIRANT LIMITATION**

The University reserves the right to limit organizations to 50 participants for their intake process. Failure to adhere to this limitation will result in the organization being prohibited from conducting an intake process for the current semester.

## **MEMBERSHIP INTAKE PROCEDURES**

All activities associated with the concept of pledging have been suspended by Johnson C. Smith University. The selection and education process for any student interested in membership in any chapter recognized at JCSU is henceforth referred to as 'intake'. Coming Out/New Member Introduction shows are not considered part of the membership intake process by the University, but are regulated by the Office of Student Leadership and Engagement. Locations for New Member Introductions are regulated by the University.

Each organization engaging in membership intake must be in good standing with the University's academic and social policies and must have submitted an updated membership roster with the GPA for each member.

The Office of Student Leadership and Engagement establishes the dates when intake activities may take place. Intake activities that take place outside of these timeframes are strictly prohibited and will be thoroughly investigated.

To ensure that all fraternal organizations are following proper membership intake procedure, all forms must be completed in a timely manner. Below is an outline of the due dates for all documents related to membership intake.

At the beginning of each semester and before any membership intake activities can be planned:

1. Each organization must state their intention to have a membership intake process by filling out and returning the appropriate form by the indicated timeframe.
2. The chapter must select a Membership Intake Coordinator, who, along with the chapter president, chapter advisor, and the Office of Student Leadership and Engagement, must complete the appropriate paperwork.

After a Membership Intake Coordinator is selected:

1. A completed form on the membership intake plan must be returned to the Office of Student Leadership and Engagement. This form must cover all proposed Informational Nights and other recruitment activities, new member education, projects (including off-campus service projects), and ritual activities. If no membership intake is planned, then the proposed start and end dates are to be left blank. No organization will be allowed to host recruitment events without completing this form.
2. Complete the proper University event registration paperwork for each and every intake meeting or function, and return it to the Office of Student Leadership and Engagement for proper documentation. Intake activities will be stored within the event database housed within the Office of Student Leadership and Engagement and will not be published on the University's website. Throughout the process, no meeting or function is allowed to take place without the presence of the chapter's advisor as registered with the Office of Student Leadership and Engagement and as listed on all intake documentation.
3. All chapter members and advisors are required to attend Meet the Greeks and Greek 101 (Anti-Hazing) prior to the beginning of membership intake. Chapters/members who do not attend will not be cleared for intake. Each organization must submit a list of potential members (with an advisor's signature) to the Office of Student Leadership and Engagement. Each organization will receive an approval letter for membership intake from the Office of Student Leadership and Engagement within three business days of receipt of the Membership Intake Packet. No intake activities can take place until the Membership Intake Coordinator and official advisors have received this letter.

Upon completion of the Membership Intake process:

Each organization must submit a final list of all new members certified by the advisors. This is required before any Coming Out/New Member Introduction Shows may take place.

Non-adherence to these policies can lead to suspension or loss of organizational privileges as determined by the Office of Student Leadership and Engagement.

## **GREEK PLOTS**

The Greek plot area is designated social gathering space for National Pan-Hellenic Council (NPHC) organizations, which is located behind Brayboy Hall, is space made available to NPHC organizations for the sole purpose of modeling the site as an expression unity and tradition. Therefore, exceptional preservation is a shared responsibility of all organizations represented. Any structural changes to the NPHC plot area must be permitted through the NPHC Executive Board and the Office of Student Leadership and Engagement. Furthermore, all activities in this space must be approved through the Office of Student Leadership and Engagement.

## **HOUSING & RESIDENCE LIFE**

### **POLCIES AND PROCEDURES**

Housing for students is provided in University-operated student residence halls. An individual must be admitted to the University and pay the \$100 non-refundable matriculation fee before an application for housing will be accepted. The housing application must be filed each year. It is accompanied by the Student Housing Agreement, which should be read carefully in its entirety before the student signs the housing contract. Acceptance of a housing assignment constitutes a student's agreement to the terms and conditions accompanying the assignment. Failure to comply with such terms and conditions and other regulations as promulgated and announced by the University may result in loss of housing.

The application for housing must be accompanied by a non-refundable \$150 room reservation fee. This agreement is binding for the entire academic year. **Payment for entering freshmen should be received no later than July 1; otherwise, housing will not be secured or given priority.**

Notification of approved housing is confirmed by a Student Housing Assignment letter that is sent to the student via email. There is not always adequate space to house all students who wish to live on campus, some students may not be able to secure on-campus housing. Such individuals will be given assistance upon request, but off-campus housing should be secured prior to coming to the University. The Office of Housing and Residence Life maintains a list of

names of persons in the community who provide housing to students, although the University assumes no responsibility for the condition of such housing, terms of accommodations, supervision, or payment of rent.

Student housing and residential life are important parts of the student's educational experience. The living-and-learning focus emphasizes student growth and development of personal, recreational, social, and interpersonal relationships through residence hall programs. Students are encouraged to participate fully in all hall activities and in their respective hall governance by serving as officers, actively voicing their concerns and opinions in residence hall matters, and engaging in programs and services sponsored by the hall.

The Office of Housing and Residence Life is firmly committed to the concept that residence halls should provide a place where students grow, experience the richness of community living, and engage in learning outside the classroom. Dynamic communities form and contribute to each student's overall learning, be it intellectual, cultural, social, emotional, and spiritual. On-campus living provides the proper balance of challenge and support for residents, allowing them to take responsibility for themselves and for their development.

### **STAFFING**

The Director of Housing and Residence Life is responsible for providing leadership and direction for the Office of Residence Life and creating residential environment consistent with the goals of the University and Division of Student Affairs. The Coordinator of Housing Services and Operations is responsible for the comprehensive administration of student housing, which encompasses (a) the process of admitting students to campus housing; (b) the application and assignment process. All residence halls are staffed by live-in Residence Hall Coordinators and Residence Apartment Coordinator (RHCs and RAC) and student Resident Assistants and Community Assistants (RAs and CAs) who also reside in the residence halls. Each RHC is a full-time professional and is responsible for the overall day-to-day operations and programming for the residential area. A substantial portion of the RHCs time is spent planning and coordinating educational, cultural, and social activities, responding to emergencies, counseling, responding to building and maintenance needs, and serving as a resource to the Hall Council, RAs, and residents.

### **ROOM FURNISHINGS**

All residence hall rooms are furnished with beds, mattresses (and mattress covers when appropriate), desks, dressers, chairs, and blinds. All the room's furniture must remain in the room. The University will hold students liable for any furniture removed from the room or any damage to the furnishings beyond usual wear and tear.

### **PUBLIC AREA FURNITURE**

The public lounge in each residence hall is furnished for the use of all residents. As such, all furniture must remain in the lounges. Removal of any furnishings from their assigned locations, including lounge furnishings moved into a student's room, is considered theft of University property, and the student(s) involved will be referred for conduct action and/or fined.

### **COMMON AND PUBLIC AREA DAMAGE COLLECTIVE FEE POLICY**

There are specific acts of damage or vandalism that occur in the residence halls for which the responsible party cannot be identified. The University has a collective fee policy for assessing vandalism and other damage charges. If the responsible party is not established within a specified period, the cost for repair or replacement of the area or item vandalized will be divided equally among all residents of the affected area.

The students will be notified of the charge, and payment must be made within the academic year to the Business Office. Failure to pay damage fees will result in loss of housing, and other penalties may apply. Prior to the assessment of damage fees, every effort will be made to identify the parties responsible for the damage, including hall meetings and announcements on the bulletin boards. Excessive damage may also result in the loss of housing.

## **HEALTH AND SAFETY INSPECTION**

The purpose of the health and safety inspection is to ensure that each student's room, all common spaces, and public areas of the residence halls are in reasonably clean condition and that all terms associated with the safety regulations and policies of the University are being met. These inspections are conducted at least twice per month.

University officials may enter a student's room during the period of occupancy for the purpose of inspection. Residence Life staff will inspect the general condition of the room, which includes closets, appliances, extension cords, ceilings, and wall hangings.

Violations will be noted and called to the attention of the student. Serious violations or failure to remedy the condition may result in a referral to the Office of Student Conduct.

During the room inspection, hall staff will check smoke detector tampering and look for such violations as presence of pets and animals, excessive dirt, open food containers, overloaded outlets, and alcohol and drug containers and paraphernalia. The inspection will be visual to ensure the student's privacy. However, items seen in the room that are in violation of the Residence Life policies will be confiscated. Such items will not be returned to students until a parent or guardian can retrieve the item(s) within a designated time frame.

## **ENERGY CONSERVATION**

Everyone on-campus needs to be cognizant of conservation, including faculty, staff, and students. An individual's role in energy and water conservation means changing one's daily personal habits. With your help, conserving energy and water can reduce the cost of operations, help with sustainability, and soften the University's impact on the environment.

Here's what you can do to help the University community:

- Turn off appliances when not in use, including lights, computers, and other electronics, when going to class, dinner, or just leaving the room.
- Don't leave water running.
- Shorten your showers by a minute or two; this will help save hundreds of gallons of water per month.
- Limit washing clothes to once a week. Avoid washing loads of a single item. Use cold water whenever you can.
- Turn off lights in classrooms, offices, and restrooms when not occupied.
- Use natural daylight when possible.
- Don't print out emails unless necessary.
- Dress appropriately for the season while in your room.
- Keep doors and windows closed in air conditioned and heated areas.
- Adjusting the thermostat by just a degree or two saves energy without much effort.

## **ELECTRICAL APPLIANCES, EXTENSION CORDS, SURGE PROTECTORS AND OUTLETS**

Due to a possible overload of electrical circuits, the total wattage of all electrical appliances in use at any one time should not exceed 1800 watts. Electrical appliances with heating coils are not permitted. Irons are permitted, but students are asked to use an ironing board, and not use their bed or floor due to safety and damage concerns. Only electrical surge protectors, multiple socket extension cords (drop cords), or power strips that meet the following specifications are to be used: UL-approved, maximum six outlets, heavy-duty cords, 15 AMPS rating with attached circuit breaker switch.

The use of drop cords, extension cords, or power strips are prohibited for use in lounge areas, corridors, or other open areas.

Other safety concerns include:

- Adapter plug ends should not be used at any time.

- Electrical cords should be checked periodically. Replace frayed, worn plug ends, or cords as needed. Look for UL ratings on all appliances and cords prior to use.
- Electrical cords or power strips should not be used in conjunction with portable refrigerators.
- The University highly recommends students purchase energy-efficient appliances with an Energy Star logo.

Every precaution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependence on power strips. Report any problems with power to the Residence Hall staff or the Office of Residence Life, immediately!

## **LAUNDRY**

The use of washers and dryers is free, and students may wash clothes in their respective residence hall.

In addition, another laundry system has been installed called Laundry view, where students can monitor the time use of washers and dryers from the convenience of their room through the use of their mobile device. Visit laundry view at <http://www.laundryview.com> In addition, another laundry system has been installed called Laundry view, where students can monitor the time use of washers and dryers from the convenience of their room through the use of their mobile device. Visit laundry view at <http://www.laundryview.com>

## **HOUSING DURING SCHOOL CLOSINGS AND VACATIONS**

Residence Halls officially close during December Holiday break and at the end of the Spring Semester. All students are required to vacate their rooms during these periods. If a student leaves the University under any circumstances and abandons property, he/she has seven days after semester check-out or notification from the Office of Residence Life to retrieve personal belongings from assigned room or said abandoned property will be disposed of accordingly.

Room fees do not include these vacation periods. Any students remaining on campus during vacation periods without authorization will be referred for judicial action.

Since the University does not permit students to remain in the residence halls when school is not formally in session, students are not permitted access to the residence halls after closing. Also, the University is not responsible for items left in students' rooms. If a student is unable to go home during the break, he or she must take the responsibility of arranging temporary off-campus accommodations.

Because of time constraints necessary to prepare for succeeding obligations, late check-outs are not allowed. Residents will be assessed a \$50.00 per day charge for late check-outs at the end of the fall or spring semester. Early check-ins are not permitted. Students who return early are responsible for securing their own off-campus accommodations until their day of check-in. No exceptions are allowed.

Residence halls typically close within 24 hours of the last final exam and by 6:00 p.m. on the day of the last class period before holidays and breaks. Closing and opening dates and times are posted in advance; all students must conform to them.

## **EARLY MOVE-IN**

Various campus groups (i.e., band, football, and some student organizations and departments) need their members to move into residence halls early before the Fall Semester officially begins. This requires making a formal written request the Office of Housing and Residence Life by May 1st. The Office and/or Department hosting these students are responsible for their meals until the student meal plans begin. The Office of Residence Life reserves the right to extend or deny early move-in privileges to incoming residents, as well as to accommodate or deny requests to remain in residence beyond the end of the occupancy agreement. All students must be financially cleared before they are allowed to move into the residence halls.

## **ILLNESS/CRISIS**

If a student becomes ill when the Health Center is not open or when they otherwise experience a crisis, the student should contact the Resident Assistant on the floor or the Residence Life Staff responsible for the residence hall. All

RHCs/RACs are on call in the evenings unless it is their day off. His or her name should be posted in the office of each residence hall. The RHC/RAC will contact parent(s)/guardian(s) in the event of an illness/crisis if a FERPA form is on file.

## **REPAIRS**

Students should report all needed repairs to their Housing and Residence Life Staff. Students are also encouraged to go to the University's web site and complete the online work order request form. The link can be found on the home page of the website under the Faculty and Staff hyperlink. Students should not attempt to make repairs themselves. Housing and Residence Life Staff are responsible for reporting the concern to the Facilities Department and coordinating the repair. Housing and Residence Life personnel are also available to help students navigate the on-line work order processes.

For problems, contact:

1. Vending machines: Contact the Office of Business and Finance at (704) 378-1087.
2. Laundry facilities: Notify the designated Coordinator of your building.
3. Housekeeping cleaning: Contact the designated Coordinator of your building.
4. Cable Services: Contact the designated Coordinator of your building.
5. Network Issues: Submit a JCSU Helpdesk School Dude request.
6. Mail service: See the University Post Office.
7. Repairs: Click on the following links at [www.jcsu.edu](http://www.jcsu.edu) – (a) Current Student; (b) Request a Repair; (c) Create a Work Order Request for Facility Management; and (d) JCSU Facility Damage/Cleaning/Replacement Cost.

The following list represents those items for which residents are commonly billed. All costs are approximate amounts, with final fee arrangements contingent upon the extent of the damage and the cost of repair. Some costs represent prorated charges. Replacement or repair may not occur unless the full actual cost is assessed. Therefore, the costs listed in parentheses may not reflect the actual amount billed to the student. Depending upon the type of facility you live in, some items may not apply to you.

## **RESIDENCE HALLS**

- Myers Hall
- Sanders Hall
- Greenfield Hall
- Duke Hall
- New Residence Hall
- Mosaic Village

## **CLEANING RESPONSIBILITY**

It is the University's goal to maintain the living and learning environments of each residence hall so it can remain an outstanding residential community. In order to promote and maintain a clean and healthy living community, and as a condition of residency, the Office of Housing and Residence Life has established certain policies as described below.

It is requested and expected that each resident will cooperate with cleaning expectations as it is essential for the comfort and convenience of all residents. The housekeeping and maintenance staff (SSC) cleans each suite prior to occupancy. The suites are expected to be kept in a sanitary condition during each academic semester and upon check-out. The uniqueness in the design of the Mosaic Village, Duke Hall, and New Residential Hall suites fosters a shared responsibility by the residents to clean and maintain a cleaning schedule.

Each resident is expected to maintain a healthy living environment by cleaning the following areas:

- All common areas/lobby floors swept and mopped

- Stairwells swept and mopped
- Sinks cleaned
- Commodes sanitized
- Mirrors cleaned
- Garbage emptied
- Cabinets free of any debris
- Showers cleaned with appropriate cleanser
- All appliances

Failure to maintain a clean and healthy living environment will jeopardize your residential status and you may be removed from the suites immediately. To ensure these requirements are met, the Housing and Residence Life Staff will conduct bi-weekly inspections. If a suite requires extraordinary cleaning during occupancy or upon check-out, the staff will solicit SSC cleaning service to clean the area in need of care, and the residents will be billed for the services.

### **THEFT AND LOSSES**

The University does not assume any responsibility for loss of, damage to, or theft of students' personal property anywhere in the residential facilities, whether by fire, theft, or otherwise for the direct or consequential damages arising from the loss of, or any interruption of, any utility service provided by Johnson C. Smith University or any other person or organization in connection with residence services. The student assumes all risk of all such loss. Many families have homeowner insurance policies that provide coverage for students' belongings at school. Residents may wish to consider purchasing additional insurance if their family's policies do not cover their belongings on campus.

Incidents of theft should be promptly reported to both the Office of Housing and Residence Life and Campus Police.

### **CANCELLATION OF HOUSING**

Any student leaving University housing at any time other than at the end of the fall or spring semester must complete a cancellation form in the Office of Housing and Residence Life. Students who withdraw from the University must have their rooms inspected by a member of the residence hall staff for that building. All housing deposits are final and nonrefundable.

### **HOUSING APPLICATION AND AGREEMENT**

Housing for students is provided in University-operated student residence halls. An individual must be admitted to the University before an application for housing can be accepted. The housing application must be renewed each year along with an application fee of \$150.00. During the specified period for renewing housing applications, the student is expected to review the housing application and agreement. If he or she desires housing and concurs with the terms and conditions, they should sign the application. Signing the agreement constitutes an agreement by the student to comply with the terms and conditions accompanying the housing assignment (for more specific information, the student should refer to the Housing Application and Agreement). Notification of approved housing is provided on the Student Housing Assignment form sent to the student. All students must maintain a minimum of 12 hours to remain in the residence hall and be considered a fulltime student unless approved by the Director of Housing and Residence Life case by case.

Students whose financial accounts are not up to date, and/or whose health and immunization records are incomplete, may not participate in the hall selection process.

As part of the Housing Application/Agreement under *Eligibility for Housing*, if a student resident fails to enroll and/or pay fees, the resident agrees to vacate the premises within 48 hours of notification.

The application for housing cannot be processed until the student has submitted the \$150 non-refundable housing application fee. The housing application fee is not applied to the student's cost of room and board and is not refundable under any circumstances. Students are required to pay the housing application fee each year in order to secure a room in the residence hall.



Housing assignments are made on the assumption that the student will report to the University to claim his or her room at the time designated and reside in that room for the duration of the semester. A new student who does not report to claim his or her room by 5:00 p.m. on the first day of check-in, or the returning student who does not check into his or her assigned room by the prescribed deadline, will be considered a no-show, and his or her assignment will be canceled immediately.

## **ROOM CHANGES/CONSOLIDATION**

The University agrees to determine room assignments on the basis of the date of receipt of the Application/Agreement and priority status. After a student has been assigned a room for the academic year, they may change rooms and/or buildings during the time designated by the Office of Housing and Residence Life. Students must secure a room change form from their Residence Hall Coordinator or Office of Residence Life at the time designated for room changes. All room changes must be approved by the business office and Office of Housing and Residence Life prior to the room change. Charges will be adjusted accordingly.

**Consolidation:** If one or more of the occupants of the room or suite moves out, the remaining occupants must consolidate. Consolidation will be done at the University's discretion and it involves:

1. Moving to another room or suite;
2. Finding someone in a same or similar situation to move in with you; or
3. Paying the private room rate.

In cases where none of the consolidating parties wishes to move, priority to remain will be determined by:

- a. Length of room occupancy;
- b. Length of enrollment by credit hour; and/or
- c. Date of receipt of application
- d. Discretion of Office of Housing and Residence Life

Students who willfully do not participate in consolidation may be removed from University housing at the University's discretion.

## **ANIMAL AND PET POLICY**

With the exception of American Disability Act (ADA) or Emotional Support Animals (ESA) that are approved by the Coordinator of Disability Services, no pets or animals are permitted on campus or in student housing. This includes even brief visits. The University requests that students, faculty, and staff refrain from feeding stray animals as this may cause health and safety concerns. If you see a stray animal on campus, contact the Campus Police; they may need to call Animal Control. Students and their roommates who have pets or animals found in their room or residence hall are subject to disciplinary action by the Residence Hall Coordinator or Residence Apartment Coordinator and, subsequently, the Office of Student Conduct.

## **SERVICE AND ASSISTANCE ANIMAL POLICY**

Pets, visiting or otherwise, **are not permitted on JCSU's campus or any University owned or regulated property.** However, JCSU values mental and physical accessibility, so by the law, exceptions are made for service animals and emotional support animals approved by our Student Support Services Office. Service animals are specially trained to work or perform tasks for a person who has a disability. Emotional support animals are prescribed by licensed health professionals to calm and support people who have emotional or psychological conditions, such as anxiety or depression. In either case, these animals must be approved by Student Support Services **before** they are brought onto campus.

The University recognizes two types of animals:

**Service animals** work specifically for the people they are with, performing tasks for them as needed throughout the day, so they are allowed anywhere on campus a student is allowed. These animals are working and should never be approached or petted.

**Emotional support animals**, however, must primarily stay and live inside a student's residence hall room. If they are taken out of their room to be walked or exercised, they must always be kept on a leash. A healthcare or mental health professional must prescribe the emotional support animal. Permission for the animal is granted provided that its behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal.

In either case, the student is responsible for ensuring their animal has received all recommended vaccinations and must clean up after their animal. They must have control over their animal at all times and are financially responsible for any claims involving bodily injury or property damage related to their animal.

If a student is found to have an animal living on campus that is not approved to be a service or emotional support animal. In that case, it is considered a violation of the Student Handbook. All residents living in that room will be subject to disciplinary action by the Residence Hall/Apartment Coordinator and, subsequently, the Office of Student Conduct.

For more information about Service and Emotional Support animals, please contact the Coordinator of Disability Services at 704.378.1282.

### **PREGNANCY**

Any resident who determines she is pregnant should be in consultation with her Residence Hall Coordinator and the Health Center. JCSU does not provide family housing options.

### **HOVER BOARDS**

Use of Hover Boards are prohibited in all University housing.

### **ROOM ENTRY BY UNIVERSITY OFFICIALS**

A student residing in campus housing agrees that University officials may enter his/her room during the period of occupancy for the purpose of inspection, wellness check, maintenance, or search and seizure to investigate suspected violation of campus regulations and removal of any material possessed illegally or in violation of University policy.

### **SMOKING/ VAPING**

Smoking of any kind and vaping are prohibited in the residence halls and all other buildings on University-owned property. Students should be aware of the smell of smoke in their clothing and the effect of second-hand smoke on others.

### **OFF-CAMPUS LISTING/LIVING SERVICES**

Students may contact the Office of Housing and Residence Life at (704) 378-1099 for any additional questions, or possible assistance with finding off-campus housing locations.

### **OVERNIGHT VISITORS**

A guest is defined as a non-resident staying in a residence hall and who is hosted by a current resident. Overnight guests are not allowed to stay more than two consecutive nights without special permission from the Residence Hall Coordinator or Residence Apartment Coordinator and Director of Housing and Residence Life.

Visits by children under the age of 12 years are never permitted except in unusual situations and then only with the permission of the Director of Housing and Residence Life. Children under the age of 12 years must be accompanied by a parent or guardian.

### **COED VISITATION**

Coed Visitation is defined as the time during which members of the opposite sex are allowed to visit in students' rooms and residence halls.

After reviewing the first semester, a decision is made regarding the Spring Semester visitation for freshmen. It is important that roommates be courteous to one another when having visitors and be sensitive to their roommates' primary rights to sleep, study, and privacy. Each roommate may not have more than two students as guests in the room at one time. The staff and fellow residents will strictly enforce guidelines in order to ensure procedures are followed. All guests (especially those of the opposite sex) should be escorted while in the building.

### **LOBBY HOURS**

Sunday-Thursday	10:00am – 12:00a.m.
Friday & Saturday	10:00am – 1:00a.m.

### **ROOM VISITATION**

Sunday-Thursday	7:00 p.m. – 12:00a.m.
Friday & Saturday	7:00 p.m. – 12:00a.m.

### **KEYS**

Keys assigned to residential students are the property of the University and must not be duplicated, transferred, loaned, or shared. Students are responsible for the cost of replacing lost or broken keys and accompanying locks. For your safety, as well as your roommate's, please report a lost room key to your RA/CA or RHC/RAC as soon as possible. Keys must be surrendered when the student checks out of the residence hall, withdraws from school, vacates his or her room, or otherwise leaves the University.

### **LOCKOUT/KEY REPLACEMENT PROCEDURE**

As a student and member of the on-campus community, you are urged to carry your keys at all times and lock the door to your room. Your keys should never be used by anyone other than yourself. If you are locked out of your room, an RA/CA or the RHC/RAC for your residence hall should be available to let you into your room when the staff is available. If you are locked out, the following procedures must be followed:

1. Contact your RA/CA or RHC/RAC to use the passkey and let you into your room.
2. Each student will be given three lock-outs. After the third lock-out, there is a \$5.00 fee for each lock-out. Lock-out fees will be \$10.00 after midnight.
3. If you have lost your key, you must inform a Residence Life staff member. Once notified, the Office may initiate an immediate lock change for which you will be billed. If the lock change is after normal business hours it will be necessary to also bill you for overtime charges.

#### **Lock Change Cost:**

- Replacement for core changes: \$75.00
- Replace key no core change: \$20.00 and \$25.00 (Mosaic Village)
- Cost for replacement card will apply

Failure to surrender or return keys when you check out of your room may result in the full cost to change the lock and replace the keys.

### **TRASH/DUMPSTERS**

Residents should take all trash outside to the dumpster nearest to their residence hall. At no time should trash be left in the hallway, bathrooms, lounges, stairwells which creates a fire and health hazard. Please refrain from throwing trash on the grounds and around the residence halls. Everyone should participate in keeping the campus clean and beautiful. Failure to comply may result in a fine and/or action against you.

## **DOORS (PROPPING; DESIGNATED ENTRANCES/EXITS)**

Doors within the residence halls play a primary role in building safety by preventing access from non-residents and intruders and by enhancing the building's fire control capabilities. Residents should always carry their keys and University ID with them. Propping open corridors, stairways, fire/smoke doors, or exterior doors; opening a secured outside door of a residence hall to allow access to an unknown non-resident; forcing open a secured door; and tampering with door locks are prohibited activities.

All residents and guests must use the designated entrances/exits as directed. Remember, if you prop open a door and allow an unescorted visitor into your hall, you will be jeopardizing not only your own personal safety and belongings, but also those of your fellow residents. Failure to comply may result in a fine and/or action against you.

## **VETERANS & MILITARY AFFAIRS**

Johnson C. Smith University's Office of Veterans and Military Affairs is responsible for the day-to-day administration of programs, resources and services that address the educational, social and cultural needs of Military and Veteran Students; and, dependents of Veterans. This individual works to ensure a smooth transition from military to civilian life (if appropriate), whether or not the Military or Veteran Student is enrolled in a traditional, evening or online program.

## **DIVISION OF ACADEMIC AFFAIRS**

### **THE SMITH INSTITUTE FOR RESEARCH, CAREER DEVELOPMENT AND POST GRADUATE READINESS**

The Smith Institute for Research, Career Development and Post Graduate Readiness provides centralized, comprehensive programs, services and resources to prepare Johnson C. Smith University students and alumni to achieve their personal, professional and career development goals to impact a changing global society. The Center is dedicated to educating, coaching, and connecting students to opportunities during the academic year, summer and post-graduation.

The Center offers programs and services to help students learn to formulate and pursue career goals. Programs and services include individual career coaching; assessment tools; internship and employment search assistance; workshops on career development skills; resume preparation and critique; resume referral service to employers; mock interviewing; on-campus interviewing; employer recruitment information sessions; professional development workshops including networking and social media, business and dining etiquette and dress for success; graduate school preparation assistance; and online job listings. Services and resources are available for use by JCSU students and alumni, in-person and online to meet their diverse needs and schedules. Handshake is a centralized, online Career Services Management (CSM) tool available to enrolled students and verified alumni to provide 24-hr, “on-demand” job search services and other resources. The CCPD also utilizes a Canvas Course and a page on the Jenzabar Internet Campus Solution (JICS) portal as online support of in-person services.

The centralized, comprehensive programs, services and resources provided by the Center are a gateway for the development of the skills and competencies needed in competitive workplaces. The framework utilized to lay the foundation to prepare students for successful entry into the workforce include seven competencies identified by the National Association of Colleges and Employers (NACE):

1. Critical Thinking/Problem Solving
2. Oral/Written Communications
3. Teamwork/Collaboration
4. Information Technology Application
5. Leadership
6. Professionalism/Work Ethic
7. Career Management

Student employment is a centralized function of the Center which includes Federal Work-Study student employment, other University on-campus student employment, summer internships, part-time and post-graduation employment as well as student recruitment.

The Center for Career and Postgraduate Readiness institutes a “College-to-Career” (C2C) Roadmap as a planning resource guide that maps out key strategies for a successful college experience. This roadmap has been designed as a tool for students to begin using from the time they enter the University through graduation.

Additionally, the Center houses the professional clothes closet for students in need of professional attire for interviews or work. Professional clothes are available to students free of charge.

### **STUDENT SUPPORT SERVICES**

Student Support Services (SSS) is designed to provide opportunities for academic development, assist students with basic college requirements, and motivate students toward the successful completion of their post-secondary education. The SSS program also provides grant aid to participants receiving federal Pell grants. The goal of SSS is to increase the college retention and graduation rates and foster an institutional climate supportive of the success of students who are limited English proficient, students from groups that are traditionally underrepresented in post-secondary

education, students with disabilities, students who are homeless children and youths, and students who are in foster care or aging out of the foster care system, or otherwise disconnected. Services provided by the SSS program include:

1. Academic tutoring to enable students to complete post-secondary courses, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects
2. Advice and assistance in post-secondary course selection
3. Providing students with information on both the full range of federal student financial aid programs and benefits (including Pell Grant awards and loan forgiveness) and resources for locating public and private scholarships
4. Assistance in completing financial aid applications, including the Free Application for Federal Student Aid (FAFSA)
5. Education or counseling services designed to improve the financial and economic literacy of students, including financial planning for post-secondary education
6. Activities designed to assist students in applying for admission to and obtaining financial assistance for enrollment in graduate and professional programs

A student is eligible to participate in the SSS program if the student meets the following requirements:

1. Is a citizen or national of the United States or meets the residency requirements for federal financial assistance,
2. Is enrolled in the institution or accepted for enrollment in the next academic term,
3. Has a need for academic support,
4. Is a low-income individual,
5. Is a first-generation college student (i.e., neither parents received a baccalaureate degree),
6. Has a disability and has submitted the appropriate documentation for that disability.

## **STUDENT CIVIL RIGHTS, DISABILITIES AND DISCRIMINATION POLICY**

Johnson C. Smith University advises applicants, participants and the public that it does not discriminate on the basis of disability in programs, services, admissions, access, or employment. The University is committed to the regulations and the spirit of Section 504 of the Rehabilitation Acts of 1973 (P.L. 93-112), as amended (P.L. 93-516) and Title II of the Americans with Disabilities Act.

No qualified disabled person shall, on the basis of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. [84.4 (a)]

Disabled persons mean any person who (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. [84.3 (j)(1)] Physical or mental impairment means (A) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or (B) any mental or psychological disorder, such as; organic brain syndrome; emotional or mental illness and specific learning disabilities [84.3 (j)(2)(i)].

The term disability includes, but is not limited to, such diseases or conditions as speech; hearing; visual and orthopedic impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; diabetes; heart disease; mental retardation; emotional illness; and specific learning disabilities such as perceptual dyslexia, minimal brain dysfunction, and developmental aphasia.

Major life activities mean functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working [84.3 (j)(2)(ii)].

The University shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, against an otherwise qualified disabled applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such student or to any related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted [84.44 (a)].

The University:

- May not impose upon disabled students other rules, such as prohibiting the use of tape recorders in classrooms or of service animals in campus buildings that have the effect of limiting the participation of disabled students in the University's education program or activity [84.44 (b)],
- Shall provide such methods for evaluating the achievement of students who have a documented disability that impairs sensory, manual or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual or speaking skills (except where such skills are the factors that the test purports to measure) [84.44 (c)], and
- Shall take such steps as are necessary to ensure that no disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the University because of the absence of educational auxiliary aids for students with impaired sensory, manual or speaking skills [84.44 (d) (1)].

Auxiliary aids may include taped texts, interpreters, or other effective methods of making material delivered orally available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments and other similar devices and actions. The University does not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature [84.44 (a) (2)].

JCSU has designated the following person to coordinate efforts to comply with these requirements. Inquiries, requests and complaints should be directed to:

### **STUDENT SUPPORT SERVICES**

Johnson C. Smith University  
Charlotte, NC 28216  
Office: (704) 378-1282  
Facsimile: (704) 371-6623

### **COMPLAINTS MAY ALSO BE FILED DIRECTLY WITH THE FOLLOWING AGENCY:**

U.S. Office of Education/Office of Civil Rights  
District of Columbia Office Serving North Carolina U.S. Department of  
Education 400 Maryland Avenue, S.W.  
Washington, DC 20202-1475  
Telephone: (202) 453-6020  
Facsimile: (202) 453-6021  
Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

### **BIDDLE INSTITUTE**

The Biddle Institute at Johnson C. Smith University is an academic support program designed to ensure the effective transition of high school students into college life during their first year of study at the University. The Biddle Institute includes two programs:

- Biddle Freshman Program
- Sit Lux Scholars Program.

The mission of the Biddle Institute is to coordinate and deliver intrusive support and interventions to the diverse group of talented and highly motivated students from various ethnic, socioeconomic, and geographic backgrounds who enter the University via strengths-based programs.

## **INTRUSIVE SUPPORT AND INTRUSIVE INTERVENTIONS**

Biddle Institute support and interventions are proactive services and contact provided to students when concerns are reported and/or observed by faculty and staff. The Biddle Institute staff communicate with students, faculty, staff, and other University offices to coordinate or structure the delivery of support service(s) or interventions a student may need, with particular attention to referrals that can be made to University faculty, staff, and offices, regarding academic and first-year transition concerns.

### **INTRUSIVE SUPPORT**

Intrusive support may be accomplished in a variety of ways. Students are part of a Biddle Faculty Team, an Advising Team, and have access to Peer Mentor/Coaches. The most common delivery of intrusive support is the Biddle Institute Advisors' contact with students during monthly or bi-weekly appointments, or ad hoc appointments initiated because of a professor's concern. In addition, academic advisors' follow-up or action steps stemming from appointments with students are also intrusive support.

### **INTRUSIVE INTERVENTIONS**

Biddle Institute provides intrusive interventions for students based on escalated concerns from faculty and staff in related University departments. Intrusive interventions utilize faculty and staff observations to determine students' needs, then coordinate/structure the delivery of the support service(s) a student may need, which may include meetings and/or referrals.

An action plan will be developed as the foundation of the intrusive intervention process and includes referrals that may require action from the Biddle Institute team, faculty, staff, and other University offices.

## **BIDDLE INSTITUTE STUDENT BEHAVIOR AND CONDUCT INTERVENTIONS**

As stated in the BFP/Sit Lux Student Agreement and Contract, Biddle Institute students are subject to the same standards, processes, and consequences as all University students who may become involved with any situation which requires the intervention of the Office of Student Conduct, Campus Police, or CMPD. The results of these interactions may include fines, referrals, conduct hearings and mandates, and dismissal, as deemed appropriate by the University.

Intrusive interventions developed to address student behavior and conduct concerns may be limited in scope if the issue is being handled by the Office of Student Conduct, Campus Police, or Charlotte-Mecklenburg Police Department (CMPD). The direction provided by the aforementioned units supersedes Biddle Institute's duty to proactively communicate with students as part of an intrusive intervention.

### **UPWARD BOUND**

The Upward Bound Program is a pre-college preparatory program designed to assist high school students in (a) raising their high school grades, (b) determining their career goals, and (c) participating in a program of study and academic enrichment activities aimed toward skill-building and personal growth so they will enroll in and graduate from institutions of post-secondary education.

The target groups served by the program include high school students who are low-income and/or potential first-generation college students (i.e., neither parent has earned the bachelor's degree, with the potential for success in a post-secondary program and would not gain admission to or successfully complete college due to inadequate preparation and/or underachievement. Students may enter the program in the summer prior to their freshman year and continue through the summer immediately after high school graduation.

Upward Bound includes a curriculum designed to improve the quality of student outcomes so that more students are well prepared for college and careers. To achieve these goals, Upward Bound provides a rigorous secondary school program of study, which includes creative thinking, effective expression, self-awareness, and positive attitudes toward



learning, all of which are needed for post-secondary educational success. Also included are tutorial services; academic, financial, and personal counseling; mentoring; information on post-secondary education opportunities; assistance in completing college entrance and financial aid applications; assistance in preparing for college entrance exams; and recreational and cultural activities to help students succeed.

The Upward Bound office is housed in the Upward Bound Building located behind the Band Room.

## **ACADEMICS & FINANCIAL AID**

JCSU administers an extensive financial aid program that provides financial assistance to more than 80% of its student body. It is available to eligible, admitted students enrolled in a degree seeking program. Types of assistance include scholarships, grants, loans, and employment. (See the University Catalog for a full list of all available aid.)

### **HOW TO APPLY**

To apply for financial aid, you must complete a Free Application for Federal Student Aid (FAFSA). This form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). All information should be as complete and accurate as possible. The FAFSA can be submitted as early as October 1st and must be received by the processor by March 15<sup>th</sup> to receive priority consideration for the following school year for all types of financial aid. Students may still apply for aid after the priority date; however, aid will be awarded on a funds available basis. Important: The School Code 002936 must be used on the FAFSA/Renewal FAFSA forms to ensure that information is released to JCSU.

The University does not require an institutional application, but it may request tax transcripts and/or other documents at a later date to assure that all information is accurate.

To qualify, a student must be a U.S. citizen or eligible noncitizen and must also maintain satisfactory academic progress. To be eligible for any type of financial aid, a student must be accepted into a degree or eligible certificate program and must not be in default of any student loan or owe a refund on a federal grant.

### **VERIFICATION**

After you apply for financial aid by completing the FAFSA, you (and your parents) may be asked to verify certain information that was submitted to the Department of Education. You may also receive letters requesting additional documentation to clarify conflicting information on the FAFSA. Be sure to respond immediately to these requests to ensure your eligibility for all aid. Families that utilize the IRS Data Retrieval Tool, and have a successful match, will not be required to obtain and submit a copy of the IRS Tax Return Transcript. In rare cases (to clarify other items, or due to the use of professional judgment), the Financial Aid Office may request a copy even after a successful match. Students and parents are urged to submit verification and/or other required documents as soon as possible upon request. A student will not receive an award notification until the verification process is completed. You must reapply for financial aid each year.

If a valid email address was provided on your current FAFSA, the Department of Education will send a Renewal Reminder in the beginning of the year prompting students to file their annual FAFSA. Any student who has a current FAFSA may complete the renewal application by accessing the federal website at [www.fafsa.gov](http://www.fafsa.gov).

### **IMPORTANT DEADLINE NOTICE**

To be considered for the maximum financial aid available, you should file your FAFSA or Renewal Application form after October 1 but before March 15. The FAFSA form will show a June 30 deadline, however, June 30 is the final date of the award year for receipt of applications, not the priority deadline. All applications received after March 15 will be considered for financial aid on a funds available basis. Notification of eligibility prior to the university billing/financial clearance due date is not guaranteed for late applications.

### **AWARD NOTIFICATION**

Notifications of financial awards are emailed to the student. All aid is "Accepted" unless the student chooses to decline or adjust the awarded amount. If a student chooses this option, he or she will have to print the award letter, adjust, sign, and return the physical copy to the Office of Financial Aid. JCSU students may also access their financial aid

award and check their financial aid status by logging into net partner via JCIS. Changes in federal, state, and institutional policy could affect student eligibility. Contact the Office of Financial Aid for updated information.

### **POLICY ON INSTITUTIONAL SCHOLARSHIPS**

While JCSU is committed to providing needed scholarship funds to students, resources that are currently available can only be appropriated to assist in covering direct educational costs. These costs may include tuition, fees, room and board (when applicable), and books. Additionally, financial assistance provided through the University is based on need. The need factor is determined by the amount of financial assistance and available resources a student receives; subtracted from the institution’s budget established for the student. Gift aid and/or scholarships that are packaged with other federal or state aid or are singularly awarded may not exceed financial need. Therefore, if a student receives additional financial assistance from any outside source, the University reserves the right to reduce the amount of gift and/or scholarship assistance accordingly.

### **SATISFACTORY ACADEMIC PROGRESS AND STUDENT FINANCIAL AID**

Johnson C. Smith University has the following Satisfactory Academic Progress Policy (SAP) for students who receive financial aid. These standards require that a student make progress toward an undergraduate or graduate degree during all periods of enrollment, including periods when a student did not receive financial aid. SAP is a federal policy that measures two components: quantitative and qualitative progress.

The quantitative portion requires students attending an institution that awards federal financial aid be making progress toward the completion of their degree within a reasonable period of time. All attempted credits count toward the calculation, and withdrawals, failures and incomplete grades will all negatively impact a student's progress.

The qualitative component of the policy deals with progress as it relates to the student's Grade Point Average (GPA). Satisfactory academic progress standards adhere to the University's policy for academic standards (see chart below).

The maximum time frame for completing an undergraduate degree is 150% of the published length of the program. For programs that are 120 credits, a student would be allowed to attempt no more than 180 credits before completing the requirements for their degree. Generally, for full-time students, this is equal to six years. Students who have not completed their degree within this parameter will be deemed ineligible for financial aid.

#### JCSU Financial Aid Satisfactory Academic Progress Standards

- Maintain required cumulative Grade Point Average (GPA) based on matrix below, or higher (a qualitative measure)
- Successfully complete at least 67% for undergraduates and 75% for graduates of the cumulative attempted credit hours (a quantitative measure)
- Make positive progress toward a program of study within 150% of the average published program length.

#### UNDERGRADUATE STUDENTS

Total Number of Credits Attempted Minimum Cumulative GPA

1-29	1.70
30-59	1.90
60 or more	2.00

#### GRADUATE STUDENTS

Total Number of Credits Attempted Minimum Cumulative GPA

1-60	2.00
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### **FINANCIAL AID ELIGIBILITY STATUSES**

Eligible – Student is meeting the minimum academic standards or has no academic history. Is fully eligible for financial aid.

Probationary – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student is still eligible for financial aid, but must reach all minimum standards by the end of the next evaluation period in order to maintain eligibility.

Ineligible – Student has failed to meet minimum standards for cumulative GPA and/or 67% completion rate SAP at the end of the evaluation period. Student is ineligible for financial aid.

Maximum Timeframe – Student has attempted at least 180 credit hours toward a Bachelor’s Degree. Graduate students must earn their degree within the timelines set by their graduate school program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement. Student is ineligible for financial aid.

## **REPEAT COURSES**

Federal regulations prohibit receiving financial aid for the repeating of a previously passed course more than once. Students who received credit for a course and repeat the course to earn a higher grade can have that repeated course counted in the enrollment level for financial aid purposes only one additional time. All repeat courses will be used in determining the completion rate and timeframe.

## **REVIEW, NOTIFICATION AND APPEAL PROCESS**

Students who do not meet the University's standards are notified of the loss of financial aid eligibility prior to the start of the next semester. When a student is notified of their ineligibility, they are also given the opportunity to appeal, in writing, based on mitigating circumstances. Summer classes are included as attempted and/or completed credits in the following academic year (unless a special condition is imposed by the Satisfactory Progress Committee).

All appeals are reviewed by the Satisfactory Progress Committee, whose representatives are from academic and student support officers, and the Financial Aid Office. Decisions by the committee are final. A student whose appeal is approved will have their financial aid eligibility reinstated on a probationary basis. These students must be especially diligent in completing all attempted credits until compliance with the policy is re-established.

When an appeal is reviewed and approved by the Committee, the student, in most cases, will be required to adhere to a contract/academic plan that is designed to assist the student in regaining compliance with the policy over time. Contracts are generally in place for one academic year, unless otherwise stated. If the student meets all the conditions stated in the contract, he or she will retain eligibility for financial aid while working toward compliance. Students who do not meet the imposed conditions will not be eligible for financial aid in the next semester.

Eligibility can be regained in two ways: a student who is deemed ineligible may find an alternative funding source, continue to take classes, and regain eligibility on their own over time, or a student may instead decide to appeal to the Satisfactory Progress Committee. Students who submit their appeal by the deadline that is communicated in their letter will retain their on-time status if their FAFSA was received by the published preferred deadline of March 15 and all other required documents, if any, are submitted to the Financial Aid Office in a timely manner. Appeals received after the deadline, if approved, will be awarded on a funds-available basis regardless of the FAFSA receipt date. Appeals will be reviewed throughout the academic year. An appeal must be submitted at least two weeks prior to the end of a semester for which the student is out of compliance. An appeal submitted after the close of the semester will be considered for the next semester only. Taking a semester off or paying for classes without financial assistance does not, in and of itself, re-establish financial aid eligibility.

Students who are academically separated from the University are not eligible for financial aid funds, unless they successfully appeal to the appropriate academic dean and are subsequently reinstated. If such a student has met the quantitative component of the SAP policy, no further appeal is required, and financial aid can be reinstated. However, if the quantitative standard has not been met, the student must present an additional appeal to the Satisfactory Progress Committee.

## **ONLINE COURSES (DISTANCE EDUCATION)**

Johnson C. Smith University (JCSU) is dedicated to educating individuals whose accomplishments demonstrate a high level of initiative, exhibit principled moral and ethical values, and possess the emotional and social maturity needed

to thrive in a scholarly environment. The student who flourishes at Johnson C. Smith University has a history of academic success, is self-motivated, and is committed to lifelong service to his/her community.

JCSU's online courses have the same outcomes and objectives as courses which are offered on the campus, and therefore require as much commitment to learning as does any on campus course. However, online learning allows the student to receive college course instruction regardless of time and location. Students are challenged through online lectures, discussions, writing assignments, projects, and exams, just as in face-to-face instruction. All work is completed electronically during either an eight week or sixteen-week academic period.

Online learning is flexible and convenient but also requires that students exercise time management, log into class on a regular basis, be an active participant, and maintain open lines of communication with fellow students and the instructor. Students who participate in this virtual learning environment are also expected to be familiar with Johnson C. Smith University's policies and procedures, as well as these guidelines established for the matriculation of online, hybrid, or web-enhanced on-ground courses.

The Online Student Handbook is intended to assist students as they successfully complete their online, hybrid, or web-enhanced courses at Johnson C. Smith University (JCSU). This handbook provides the online student with JCSU's online requirements, policies and procedures, and processes. It serves as a supplement to the University Catalog, the Student Handbook, and other academic resources you may find on the university's website ([www.jcsu.edu](http://www.jcsu.edu)). The Online Student Handbook is found within the general course information module of each online and hybrid course offered through the Canvas learning management system (<http://jcsu.instructure.com>).

## **CAMPUS POLICE**

The Campus Police Department (CPD) provides a safe campus conducive to services that meets professional standards established for law enforcement agencies. As a result, it fosters the ongoing educational process by creating and maintaining a secure campus environment for students, faculty, staff, and visitors. The CPD is a law enforcement agency whose officers are certified by the North Carolina Criminal Justice Training and Standards and commissioned through the North Carolina Attorney General's office. The CPD operates 24 hours a day, seven days a week, and complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Campus crime reporting occurs on an annual basis as a result of collaboration with the Campus Police Department, local and state law enforcement agencies, faculty, staff, students, and visitors to the University. In an effort to reduce the number of incidents on campus, the CPD provides crime prevention news releases, educational workshops, new student orientation programs, outreach programs, email blasts, and emergency notifications that are utilized to foster community awareness.

The University maintains a safety and security program through the Office of Campus Police to safeguard persons and property in the campus community. The CPD responds to calls in any situation where the safety or security of a member of the University community is threatened, including incidents involving unauthorized visitors, prowlers, and disturbance of the peace. Such incidents should be immediately reported to CPD. University officials should also be promptly notified as appropriate.

Campus Police officers are authorized to take necessary measures to ensure effective and efficient performance of their duties. Students must give proper recognition to the CPD staff as authorized and duly deputized officers of the University. Students must carry their student IDs while on campus and must show campus police officers their JCSU ID upon request. Failure to comply with campus police officers or other University officials acting in their official capacity constitutes a violation of the University's Student Code of Conduct and may be subject the student to disciplinary action. The Campus Police Department is located in the Administrative Support Cottage.

## **VEHICLE REGISTRATION AND PARKING REGULATIONS FOR OPERATING MOTOR VEHICLES**

All motor vehicles owned or operated on campus by students, faculty, and staff must be registered with the Campus Police each semester. Parking permits must be purchased and displayed for a student to have access to on-campus parking facilities. Parking decals cost \$60 a year and will be prorated for just the summer months at \$30. Failure to

register a vehicle or violation of the regulations governing operation and parking of vehicles will result in a fine, boot, and/or towing of the vehicle, as well as other possible disciplinary actions.

The University parking decal should be displayed as instructed by the Campus Police Department. Students are expected to obey all parking and traffic signs on the campus and to be especially mindful of spaces reserved for disabled persons, faculty, staff, and visitors.

Fines for traffic and parking violations vary depending on the offense. Citations must be paid in the Office of Business and Finance as directed on the citation. Failure to do so will subject the student to additional citations, fines, and penalties. Students who are suspended or expelled from the University must pay all outstanding traffic and parking citations prior to departure.

## **SEARCH OF MOTOR VEHICLES**

Searches of motor vehicles registered or operated on the campus may be conducted on the grounds of reasonable suspicion that weapons (including, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, and other firearms; bowie knives, daggers, switchblade knives, and metallic knuckles); explosives (such as firecrackers, dangerous chemicals); drugs; or contraband are present in the vehicle, or when there is reasonable suspicion that the person who owns, operates, or registers the vehicle is in violation of University policies and/or criminal law. Upon receipt of a report of reasonable suspicion, the Dean of Students may initiate a search of the vehicle on campus or authorize a search by campus security officers or another University official. To the extent possible, the student operating the vehicle or the student to whom the vehicle is registered will be asked to accompany the official(s) and be present for the search. If the vehicle is not locked, a search may be initiated without permission, and the weapons, explosives, drugs, contraband, and/or other items confiscated.

If a report involving reasonable suspicion is received by the Campus Police Department that indicates a search is immediately necessary, it may be conducted by Campus Police officers without authorization from the Dean of Students.

If a student fails to comply with a request from a University official to give access to his or her vehicle for the purpose of conducting a search, the University will pursue disciplinary action, up to and including immediate suspension or expulsion from the University. When registering a vehicle on campus, the student gives the University permission to inspect his or her vehicle on campus upon the reasonable suspicion that he or she is in violation of University policies and/or criminal law and/or that weapons, explosives, drugs, or contraband are present in the vehicle.

## JAMES B. DUKE MEMORIAL LIBRARY

### LIBRARY HOURS

Monday	7:30 a.m. - 12:00a.m.
Tuesday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	8:00a.m. - 2:00p.m.
Sunday	2:00 p.m. - 12:00 a.m.

### Semester Breaks & Holidays:

Monday-Friday	7:30 a.m. - 5:00 p.m.
Saturday-Sunday	Closed

### Summer School Session:

Monday-Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday-Sunday	Closed

Library hours are updated and posted online. For additional questions, call (704) 371-6731. Students can request reference services at the Center of Information Desk during library operations.

### BORROWING PRIVILEGES

Borrowing privileges are open to all students (undergraduate, graduate, adult learners and online degree students), faculty, and staff who have a valid Johnson C. Smith University picture ID and to library partners with a reciprocal agreement. All users must complete a registration form to receive borrowing privileges.

#### Undergraduate and Graduate Students

- Must have a valid JCSU ID to check out library resources.
- A total of 30 books may be checked out at any given time.
- Books can be checked out for 30 days
- One renewal is allowed, if no hold has been placed.
- Books cannot be checked out if the student has a fine over \$10.00

#### Overdue Fines

- Fines are \$.25 a day per book with a maximum daily fine of \$7.50.
- Reserves are \$1.00 per hour, per item.
- All users are charged for replacement of books if lost. Replacement cost is the cost of the book plus a \$25.00 processing fee.
- Overdue notices are emailed to patrons weekly. In addition, patrons are also emailed a statement of items that they have checked out.

#### Tablet Policy

The James B. Duke Memorial Library has PCs to check out to students. Each Notebook PC comes with a touch screen tablet and a keyboard. All Notebook PCs provide:

- Wireless connectivity
- Power adaptors

- Keyboard
- USB port
- Micro SD port
- Micro USB port
- Camera

### **Eligibility**

- Only current students with their school or government ID will be eligible to check out tablets.
- Students must review and agree to the Tablet Loan Policy prior to checking out.

### **Loan Period and Availability**

- Tablets are available on a first come, first served basis.
- Tablets will remain in the library.
- The loan period is for four (4) hours. Tablets can be renewed once at the Center of Information.
- Tablets must be returned to the Center of Information 30 minutes prior to closing.

### **Late Fees and Liability**

Tablets returned late are subject to a \$5.00 per hour late fee. No grace periods. No maximum fine.

- Tablets returned late are subject to a \$5.00 per hour late fee. No grace periods. No maximum fine.
- Lost or damaged power cord: \$25.00.

### **Damaged Laptop or Keyboard**

- Repair cost (up to replacement cost).
- Lost or stolen tablet: \$250.00. Stolen tablets must have a report filed with Campus Police.

## **GENERAL IN-HOUSE LIBRARY RULES**

- All electronic devices on which audio will be played require the use of headphones.
- Loud music played through headphones is not allowed.
- The second floor is designated as the Quiet Zone; no cell phones or loud conversations are permitted.
- Cell phones must be on vibrate while in the library.
- Cell phones are permitted on the First Floor, Lounge Areas, and Study Rooms.
- Before approaching the Center of Information Desk, please end conversations and set cell phones to vibrate.
- No loud conversation or horseplay allowed in the library.
- Low-level conversations are permitted.
- Large groups should use the group study rooms or designated lounge areas in the library.

## **FOOD AND DRINK**

Limited amounts of food and drink are allowed to create a welcoming atmosphere for our users. Users are expected to clean up after themselves and place trash in the trash cans designated throughout the library. We strongly encourage users to help keep the library clean, avoiding infestation or damage to library property. Absolutely no food or drink in the Archives research area or Black Heritage room.

- Food is limited to snacks for individual consumption only.
- No group consumption of food is allowed.
- No fast food, open plates, greasy or odiferous food allowed.
- No food should be ordered for delivery to the library.

- Only drinks with secure lids or caps are allowed.
- The library prefers the use of travel mugs, or bottled drinks with screw caps.
- No glass bottles are allowed.

Absolutely no alcohol will be tolerated.

**Disclaimer:** Users will be liable for any damage to library property and equipment caused by mishandling of food or drink. Users with inappropriate food or drink will be asked to leave the library; refusal to comply will result in calling campus security; extended noncompliance of the library food policy will result in loss of library privileges.

### **COMPUTER POLICY**

- Computer priority is given to educational research use over recreational use.
- Students conduct their own searches.
- Written search instructions are provided.
- Reference services are available.
- No alteration of the computer desktop is allowed.
- Printed copies are charged electronically to students.

### **CHILDREN**

- All children must be accompanied by an adult.
- Children are not allowed to use computers in the library without an adult.
- Children are not allowed to run throughout the library.
- If a child is loud (crying, yelling) or disruptive, library staff have the right to ask the parent to leave the library facility with the child.
- The University or the Library is not responsible or liable for children in the library.

### **SECURITY**

The James B. Duke Memorial Library reserves the right to protect the scholarly resources of the University against theft and abuse. To fulfill this responsibility library staff are authorized:

- To check books and personal bags as a person leaves the library when the alarm is triggered.
- To request identification of any person wanting to use library resources.
- To question or confront any person if the library policy was violated.
- To contact the JCSU Campus Police to escort any person from the library premises for violating library policy or assaulting or using profanity toward library staff.

### **PERIODICAL AND REFERENCE MATERIALS**

- In-house use only.
- Return all periodicals and reference materials to the Center of Information Desk after use

### **RESERVE MATERIALS**

- Reserve materials are located at the Center of Information Desk.
- A student ID is required to check-out reserves.
- Only JCSU students can check-out reserves.
- Reserve materials may be checked out for 2 hours.
- One (1) renewal is allowed if no hold has been placed.



- All reserves are to be used in-house only.

### **AUDIOVISUAL MATERIALS**

These may be checked out by students. Students may check out DVDs for 7 days with one renewal. Students who checked out DVDs will incur the cost of replacing the DVD if it is lost or damaged.

### **INTER-LIBRARY LOAN (ILL)**

- Most ILL (s) are free of charge. (Limited to \$20 per requester, per year). It may take 1- 3 weeks to receive ILL materials.
- Individual borrower is responsible for any fee/fines assessed by the lending library.
- For assistance with ILL, you may call 371-6732 or ext. 6732 or email at [refdesk@jcsu.edu](mailto:refdesk@jcsu.edu).
- ILL requests can be made via the JCSU Library website.

### **PHOTOCOPYING AND PRINTING**

- Copies are \$.10 per page for single and \$.20 for double-sided.
- Copiers only accept dollar bills, quarters, dimes, and nickels.
- There are three print stations in the library; the 1st floor has STPLibRm115 Copier/Printer Rm115 and the 2nd floor has the STPLibRm215 and STP Library Pool printer.
- All users must have a PaperCut account or card to print in the library.
- PaperCut cards can be purchased at the Center of Information Desk.
- Copyright laws and University policies and procedures govern copying materials.

### **INEZ MOORE PARKER ARCHIVES POLICIES**

- The archives are open for research Monday-Friday, 9:00 a.m. to 4:00 p.m. (Closed for lunch from 1:00 p.m.- 2:00 p.m.)
- Archival materials are used in the archives research area only.
- Users must complete a registration form before having access to the collection.
- A valid JCSU ID, government or state picture ID is required to use archival resources.
- Archival materials are available online by searching our digital archives at <http://library.jcsu.edu/digitalsmith.html>
- Archival materials are available for educational and research use. All commercial or other use is prohibited without prior permission from the Archival Services Librarian and Director of Library Services.
- Archival materials maybe closed to the public while processing or for preservation.
- To learn more about the Inez Moore Parker archives contact the Archival Services Librarian at (704) 371-6741.

### **GROUP AND INDIVIDUAL STUDY ROOMS**

Individual and group study rooms must be requested in person at the Center of Information Desk. Study rooms are available on a first-come, first-served basis. Student IDs or other forms of identification such as driver's licenses are kept at the Center of Information Desk for the duration of the room's use.

Individual study rooms require one person and one ID. Group study rooms require at least two people present at the Center of Information Desk and one ID. Dry erase markers and erasers are available for patron use. Study rooms may be limited to a two hour check out limit during the period at or around midterm or final exams.

### **ADDITIONAL LIBRARY SERVICES**

The library provides one-on-one consultation for all students. Students can request individualized assistance from a librarian by signing up at the Center of Information Desk. Online students can contact the Evening Librarian for consultation at (704) 371-6731. The one-on-one consultation is available to provide additional support services for students in how to use and access library resources. It is not designed to do students assignments, projects, or research.

The Library Makerspace is located on the first floor. This interdisciplinary working space is where students, faculty, staff, alumni, and the community come together to research design and manufacturing methods, and work collaboratively towards innovative goals using 21<sup>st</sup> Century technology and handicrafts. The Makerspace is equipped with machines and tools for milling, cutting, circuit board fabrication, 3D printing, (e.g., rapid).

The Library Entrepreneur Research Hub is located on the first floor. The Library Entrepreneur Research Hub (LERH) provides access to entrepreneur resources and a collaborative space to ensure students' business research skills. Both spaces offer workshops and training sessions for students, faculty, staff, and the community. To learn more about all library services and programs, visit us at <http://library.jcsu.edu>.

## **OFFICE OF INSTITUTIONAL PLANNING, ASSESSMENT, EFFECTIVENESS AND RESEARCH (IPAER)**

The mission of the Office of Institutional Planning, Assessment, Effectiveness and Research (IPAER) is to serve the JCSU community and external stakeholders by providing analytical research and assessment related services, for the improvement of strategic planning and institutional effectiveness, resulting in an environment where students can receive and outstanding educational experience.

IPAER offers research and assessment services, as it pertains to coursework and/or academic discipline related activities, to currently enrolled Johnson C. Smith University students. The scope of the services provided are outlined by Institutional Review Board (IRB) processes in addition to other relevant University policies and procedures. IPAER is located in Rufus Science Perry Hall in room 213. Please email us at [IPAER@jcsu.edu](mailto:IPAER@jcsu.edu) or call us at 704-378-3572.

### **INFORMATION TECHNOLOGY**

Johnson C. Smith University is on the cutting edge in the use of computer technology in education. JCSU has a comprehensive campus-wide academic computing environment that provides a communications network with access to local and external information resources including the Internet, the North Carolina Information Highway (NCIH), and the North Carolina Research and Education Network (NCREN). The JCSU wireless and wired computing network extends to every building, and access is provided in each residence hall room. The JCSU network provides access to academic software, library resources, and network storage as well as email and the Internet. Academic computing labs are available at JCSU with over 70 microcomputers that include Windows PCs, Macs, and Linux PCs. All computer labs have Internet access for e-mail and the World Wide Web. All computer labs have software applications such as Microsoft Office, SPSS, and a wide array of academic courseware. In addition, using VPN, JCSU faculty, staff and students can access all software on campus from home.

### **HELP DESK**

The Help Desk provides support for JCSU-issued software, computers, and mobile devices to students, faculty, and staff. Help is available via email, telephone, walk-in service, and the Help Desk website. Staff members are committed to attaining the highest level of quality and integrity in all relationships with members of the JCSU community and are dedicated to continually improving the services and support they provide. The Information Technology (IT) help desk provides students with a single point of contact for computer, network, and telephone help services at [help@jcsu.edu](mailto:help@jcsu.edu), ext. 4357 (HELP) from on campus.

Email: [Helpdesk@jcsu.edu](mailto:Helpdesk@jcsu.edu)

Phone: (704) 378-1000, ext. 4357 (HELP)

**Location: James B. Duke Library, Second Floor**

### **POST OFFICE**

Johnson C. Smith University

Post Office

Crisp Student Union, First Floor

Office: (704) 378-1047

### **POLICIES AND PROCEDURES FOR MAIL & PACKAGES**

The University Post Office complies with U.S. Postal Service rules and regulations for the processing and delivery of mail. The primary goal of the University Post Office is to process and deliver U.S. mail, campus mail, and packages efficiently and effectively. In meeting this goal, the Post Office will exhaust all reasonable means to get the mail delivered in a timely way to its intended recipient. The privacy and confidentiality of all properly addressed U.S. and campus mail will be respected at all times.

### **MAIL SERVICE CUSTOMERS**

The more we know about your needs and concerns, the better we can fulfill them. Whether you need a special service, have a large mailing, or are sending/receiving an unusual parcel, please let us know in advance.

### **STUDENT MAILING ADDRESS**

All packages and mail, including magazines, newspapers, compact disc/video clubs, and correspondence from businesses and

organizations must include your UPO box number in the address. The format for your JCSU address is:

Your Name (No Nicknames)  
Johnson C. Smith University  
100 Beatties Ford Road  
UPO# (No Residence Hall Names)  
Charlotte, NC 28216

If you should receive mail or packages without your UPO number, the Post Office will look up your UPO number and affix it to your mail. Mail and packages received without your UPO number slows down the receipt of your mail. It is important to advise your mailers of the importance of adding your UPO number to your mail or packages.

Mail is typically delivered to mailboxes by noon on weekdays. This schedule may vary depending on mail arrival time and during holidays, when mail and package volume increases significantly. A sign will be posted to announce time adjustments.

## **MAILBOX ACCESS**

Every validated student residing on campus is required to have a mailbox assigned to them. If you do not have a mail box, go to the University Post Office with your validation and student ID card to request one. You will be assigned a mail box and a four-digit access code for entry into your mail box, which you will keep until you permanently leave campus or move your residence off campus. If you forget your mailbox access code, assistance will be provided at the post office.

Students will be charged a \$1.00 fee after the first request each semester for their mailbox access code.

## **PERSONAL MAILBOX ACCESS**

Mail is available when the Student Union Bull Pen is open. All you need is your access code. If you receive notification of a package via email, you will only be able to retrieve it during University Post Office business hours. Hours of operation are posted.

Visit your mailbox and empty it at least weekly. Failure to do so could result in your mail being returned to the sender as unclaimed.

## **PACKAGES**

If you receive a package, an email alert will be sent to your University email address. The JCSU Post Office accepts packages delivered to the University from the U.S. Postal Service, UPS, FedEx, Amazon and DHL. To claim packages at the University Post Office, bring your student ID during business hours. All unclaimed packages will be returned to the sender 14 days after delivery.

## **INTERNAL OR INTER-OFFICE MAIL**

This mail consists of inter-office or regular enveloped correspondence for delivery to the addressee. To provide proper delivery, internal mail requires a full name and an address that includes the department and a room location.

## **PERSONAL MAIL (INCOMING)**

Use of campus mail boxes for personal gain or operation of a business is prohibited. Please secure an off-site delivery address for your business merchandise.

## **PERSONAL MAIL (OUTGOING)**

Outgoing personal mail (letters, bills, etc.) is handled along with campus mail. Packages can be mailed through the University Post Office using one of the following carriers: U.S. Postal Service, UPS, FedEx and DHL.

## **METERED MAIL**

The University holds a permit to operate postage meters. The meters must comply with USPS regulations as follows:

- All mail to be metered must have a complete Johnson C. Smith University return address.
- Metered mail related to events co-sponsored by the University and an outside organization must have a Johnson C. Smith University return address.
- Folded self-mailers need to be folded at the bottom and tabbed at the top.
- Please do not use staples.
- Mail to be metered – letters, post cards, large flats – should be sorted and bundled separately.
- The University Post Office has letter trays and tubs available for your use in preparing large mailings.
- The postage meter machines can seal letter-sized envelopes.
- These flaps must be nested to process properly.

- Heavy envelopes, including flat-sized, as well as envelopes that seal on the side, must be sealed prior to delivering to the University Post Office for mailing.
- Please do not co-mingle international mail. Separate it with a rubber band and label it as “International”.

**HOURS OF OPERATION**

The JCSU Post Office is open to students on Mondays from 12:30 p.m. - 4:30 p.m.; Tuesday through Friday, 12:00 p.m. - 4:30 p.m. Faculty/staff hours are 8:30 a.m. - 4:30 p.m. Monday through Friday. The University Post Office is closed on weekends and University observed holidays.

**SERVICES OFFERED**

Mail: First Class, Priority, Delivery Confirmation (tracking service), Certified, Return Receipt, Express, and Parcels, not to exceed 30 pounds.

Stamps: First class stamps are sold as singles for \$.03 over the current USPS rate and in books of 20 for \$.60 over the current USPS rate; No.10 size envelopes are \$.10 each and large 10"x 13" envelopes are \$.25 each. North American Money Orders are also sold for \$1.00 each. The amount of the money order cannot exceed \$300. Cash only to purchase money orders.

**REGULAR U.S. MAIL**

Outgoing mail collected by 3:45 p.m. will go out the same day. There is an outgoing mail drop slot on the wall across from the post office door; outgoing stamped mail can be dropped in either slot. The post office delivers and pick up mail from Biddle Hall offices only. Outgoing personal mail and packages can be mailed through the University Post Office. Personal mail and packages can be paid for using cash only. There is a minimum transaction fee of \$3.00 if using a debit or credit card.

**BOOKSTORE**

The JCSU Bookstore is located in the lower level of the Mary Joyce Taylor Crisp Student Union.

Phone Number: (704) 371-6775

Email: [bookstore@jcsu.edu](mailto:bookstore@jcsu.edu)

Website: [www.jcsu.bkstr.com](http://www.jcsu.bkstr.com)

**Bookstore Hours:**

Monday - Thursday	9:00 a.m. - 5:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday & Sunday	Closed, except for special events and home football games

The Bookstore is open extended hours for rush and special events.

The Bookstore is students’ one-stop shop for all course materials and school supplies. Textbooks can be purchased in the store or online. The Bookstore offers new, used, rental, and digital options when available. The popular textbook rental program can save students 50% or more off new textbook prices.

The Bookstore also carries a wide variety of school supplies, ranging from pens and pencils to graphing calculators. It is the only authorized retailer for Golden Bull apparel, offering tees, hoodies, hats, gloves, jackets, tanks, tights, leggings, and shorts. The Bookstore also carries a wide variety of chips and candy, as well as healthy alternatives. Coke coolers are stocked with soda, juice, PowerAde, and water. In addition, it offers a wide range of electronic options, such as Beats Headphones, Acer Tablets, HP printers, and speakers.

## STUDENT GRIEVANCE POLICY

The Johnson C. Smith University (JCSU) Student Grievance Policy provides students a forum to express grievances (or concerns) related to issues involving students, faculty, staff and/or other members of the JCSU constituent community. The policy also exists to provide procedural guidance to resolve such grievances relative to an alleged violation(s) affecting that student either, by another student, faculty, staff and/or other members of the JCSU constituent community. It is the University's goal that a student's grievance will be resolved within a period not exceeding 60 days. However, the time period for resolving grievances will depend largely on the facts and circumstances at issue and may be expanded when necessary and/or appropriate to reach a resolution.

The University defines a grievance as any concern raised by a student ("Complainant") against another member of the JCSU community ("Respondent") regarding alleged violations of University policies and procedures, including, but not limited to JCSU's Student Code of Conduct policies, suspected discrimination, assault, sexual violence and harassment, and perceived inadequacies in matters of operational efficiency and/or customer service.

The JCSU Student Grievance Policy is not intended to replace or annul University policies and procedures relating to academic grievance and [alleged] violation of academic integrity. For more information on academic grievance and integrity policies and procedures, please refer to the University Course Catalog for Academic Regulations and the Student Grievance Process. Academic grievances will be handled in accordance with academic policies and procedures.

The Student Grievance Policy is intended to work in conjunction with other University policies, including its Sexual Discrimination / Harassment/ Assault Policy, Student Code of Conduct and Student Conduct Process.

A Complainant having what he or she believes to be a grievance should, whenever possible and reasonable, attempt to discuss the issue or concern with the Respondent and reach an informal resolution. The informal process is desirable, but not mandatory. If a Complainant is dissatisfied with informal resolution, is unable to reach an informal resolution or feels the informal resolution process is not appropriate, then the Complainant should follow one of the following processes, depending on the nature of the grievance.

However, if the grievance pertains to perceived discrimination, harassment or an assault, the Complainant should immediately follow one of the processes listed below—again, depending on the nature of the grievance.

### **Grievances Involving Perceived Harassment, Sexual Violence, Assault, and/or Discrimination:**

Johnson C. Smith University seeks to create and maintain an environment in which all members of the university community can learn and work free from fear of perceived harassment, sexual discrimination/harassment/assault and/or discrimination. A student submitting a written or verbal complaint or grievance involving perceived harassment, sexual discrimination/harassment/assault and/or discrimination should refer to the *University's Sexual Discrimination/Harassment/Assault Policy* for proper reporting and resolution procedures. The same logic applies to the *University's Anti-Discrimination and Anti-Harassment Policy* and *Title IX Policy*.

### **Grievances Involving Perceived Student Code of Conduct Violations that Do Not Involve Harassment, Sexual Violence, Assault, and/or Discrimination**

For grievances involving perceived *Student Code of Conduct* violations that do not involve harassment, sexual violence, assault, and/or discrimination, a student should put his or her concerns in writing and submit them to the Dean of Students, via email ([deanofstudents@jcsu.edu](mailto:deanofstudents@jcsu.edu)) and/or utilize the *Student Grievance Form*.

The Dean of Students conducts an initial assessment and if necessary, determines whether allegations may potentially involve a violation of student conduct policies and related procedures. There may be instances where the Dean of Students notifies and involves Campus Police.

If a student's grievance does not potentially involve a violation of student conduct policies, no conduct proceedings are initiated by the university. Instead, the Dean of Students (or his or her designee) attempts to reach an informal resolution with the student, other party and any involved individuals. If an informal resolution cannot be reached, the Dean of Students provides a written determination to the parties with his or her resolution. This determination is final and the student has no right to appeal.

If a student's grievance does potentially involve a violation of student conduct policies, disciplinary proceedings are initiated by the university against any parties involved in the grievance—in accordance with the university's *Student Conduct Process*. The Student Conduct Process is overseen and led by the Dean of Students, in coordination with the Coordinator of Student Conduct. A student's grievance is considered closed upon exhaustion of the university's disciplinary proceedings, including the appeals process.

### **Grievances Involving Perceived Inadequacies in Customer Service/Operational Efficiency**

A student who has concerns or issues involving perceived inadequacies in customer service and/or operational efficiency, should put his or her concerns in writing and submit them to the Dean of Students, via email ([deanofstudents@jcsu.edu](mailto:deanofstudents@jcsu.edu)) and/or the *Student*

*Grievance Form*. The Dean of Students forwards the complaint or grievance to the appropriate university official with requisite responsibility for a resolution.

The university official with requisite responsibility for a resolution attempts to reach an informal resolution with the student, other party and/or involved individuals. If an informal resolution cannot be reached, the university official with requisite responsibility provides a written determination to the parties with his or her proposed resolution.

If a student or the other party are not satisfied with the determination made by the university official, either party may request that the determination be reviewed by the Office of Human Resources. All requests for review submitted to the Office of Human Resources must be in writing and submitted within five academic calendar days after receiving the written determination from the university official.

The Office of Human Resources may adopt the determination, overturn it or make a different determination. The Office of Human Resources' determination regarding the grievance is final and there is no further right to appeal.

**Grievances Involving Other Alleged Violations of University Policies and Procedures**

Other types of grievances that are not described above should be written and submitted to the Dean of Students, via email ([deanofstudents@jcsu.edu](mailto:deanofstudents@jcsu.edu)) and/or the *Student Grievance Form*. The Dean of Students acknowledges receipt of the grievance and attempts to resolve the complaint within 10 business days. Or he or she forwards the grievance to the appropriate university official with requisite responsibility for a resolution. The university official with requisite responsibility for a resolution attempt to reach an informal resolution with the student and any other involved individuals. If an informal resolution cannot be reached, the university official with requisite responsibility provides a written determination to the parties with his or her proposed resolution. The university official's determination regarding the grievance is final, and there is no further right to appeal.

**Academic Grievances**

In the event of a grievance regarding an academic issue, a student must initiate the process. This action is required to facilitate bringing the grievance to the person against whom it is being made against (i.e., a faculty member). Academic grievances may be submitted in writing and shared via email (i.e., an email sent to the faculty member); captured on a "Speak Out Smithite" form; or, through the [JCSU Web Portal](#). Unlike the previously discussed grievance procedures, which are centralized and operate under the auspices of the Dean of Students, the academic grievance process is decentralized. The university's colleges/schools, within the Division of Academic Affairs, handle, manage and maintain correspondence records, logs and resolutions related to academic grievances. If by chance, an academic grievance is received by the university's Dean of Students, via [deanofstudents@jcsu.edu](mailto:deanofstudents@jcsu.edu) or the *Student Grievance Form*, it is then redirected to the appropriate academic unit.

**Enrollment Management Grievances (Financial Aid, Admissions and Registrar)**

A grievance related to areas in Enrollment Management, including the Offices of Admissions and Recruitment, Financial Aid and Registrar, are brought to the attention of the director of that respective department. This includes conduct-related admissions or re-admissions decisions (e.g., transcript notations or reapplication to the University); application of Financial Aid; and/or customer service issues and concerns. If the problem is not resolved, then the student may present the complaint in writing to the Associate Vice President for Student Affairs and Enrollment Management for a formal resolution.

**Sanctions and Grievance Appeals Processes (that Do Not Involve Sexual Discrimination, Assault, Violence and/or Harassment)**

Generally, determinations made and/or sanctions imposed as a result of a student conduct hearing may be appealed to the Dean of Students, only on the following grounds of procedural errors shown to have had a material and detrimental impact on the outcome of the hearing. Minor deviations from designated policies and procedures will not form the basis of an appeal unless the deviation resulted in substantial prejudice that impacted the outcome of the hearing. Or, if a student can offer new evidence not reasonably available at the time of the hearing—the absence of which can be shown to have also had a material and detrimental impact on the outcome.

A student's appeal notice must be in writing and provided to the Dean of Students within five academic calendar days of receiving notification of the determination. The student's written appeal must be dated, signed and clearly delineate the reasons for the appeal and include pertinent information that will assist the Dean of Students in deciding. Requests for an appeal shall, at minimum, outline the following:

Reason for Appeal	Type of Justification
Procedural Error	1) Citation of specific procedural errors, with appropriate references 2) Reason(s) why the procedural error was not mentioned in the original hearing 3) Reason(s) why the error had a material and detrimental impact on the outcome of the hearing

New Evidence Not Reasonably Available at the Time of the Proceeding	1) Description of the new evidence 2) Name(s) of anyone who could present this evidence 3) Reason(s) why the absence of this new evidence had a material and detrimental impact on the outcome of the hearing.
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In the case of an appeal involving the sanction of expulsion, the request should include as much factual and detailed information as necessary, to allow the Vice President of Students Affairs and Enrollment Management (and/or President) to make an informed decision regarding the appeal.

The Vice President of Student Affairs and Enrollment Management (and/or President) will determine whether there are sufficient grounds to modify the original determination and/or sanctions and will notify the student of the decision within five academic calendar days after receipt of the student’s appeal notice from the Dean of Students. If an appeal conference is needed to consider the matter further, the notice shall include the time and place at which the student is to be present. At this level, once a decision has been made, it is final.

The findings of the Dean of Student (or the Student Conduct Hearing Panel) shall be afforded substantial deference upon review because those parties had the benefit of hearing all the testimony and evidence presented, while also having the opportunity to evaluate the credibility of witnesses.

**Students’ ADA Complaints**

Johnson C. Smith University is committed to upholding and abiding by the [Americans with Disabilities Laws and the Rehabilitation Act of 1973](#) which prohibits discrimination against individuals with disabilities and promotes the removal of barriers for all students with disabilities as they pursue both their curricular and co-curricular success. Undergraduate, graduate, and online students can submit a written grievance or complaint regarding perceived disability discrimination and any related documentation/evidence, to the [Coordinator of Disability Services](#). Students also have the right to lodge a formal complaint with other federal and state legal organizations, including the United States Department of Education and/or Office for Civil Rights.

**Online Students’ Complaints**

Students enrolled in online courses offered at JCSU are educated on and encouraged to familiarize themselves with and use the complaint and grievance processes, noted above. If online students need assistance with the university’s various complaint or grievance processes, then their institutional point of contact is the Dean of Students.

**Formal Complaint Processes External to JCSU**

Johnson C. Smith University students are made aware that they have access to [external organizations and entities](#) whereby formal complaints about the university can be submitted and registered. These external organizations and entities are noted below.

**North Carolina Student Complaint Process for Independent Institutions**

Johnson C. Smith University students have access to the complaint process provided by the North Carolina Department of Justice, Consumer Protection Division concerning matters related to the University. The Consumer Affairs Division will investigate and work to resolve complaints arising under North Carolina law which may arise against North Carolina Independent Colleges and Universities (NCICU) institutions. Students can utilize the Consumer Affairs Divisions’ website by visiting the following link: <http://ncdoj.gov/Consumer.aspx>. The website includes pertinent information and instructions on how to file a Consumer Complaint online, at the following web address: [www.ncdoj.gov/complaint](http://www.ncdoj.gov/complaint).

Students can also utilize the Consumer Protection Division’s phone number and mailing address to make contact as well:

**Phone Number**

1-877-566-7226

**Mailing Address**

North Carolina Department of Justice  
Consumer Protection Division  
9001 Mail Service Center  
Raleigh, North Carolina 27699-9001

**State Reciprocity Agreements and Out-of-State Complaint Processes**

***North Carolina State Authorization Reciprocity Agreement***

Students pursuing an online degree program at JCSU can file a complaint by completing a [SARA-NC Complaint Form](#). Additional information about this complaint process can also be found [here](#). Students may also lodge a grievance through the State of North Carolina Post-Secondary Education’s complaint [webpage](#).



### **Students Outside of North Carolina (States Higher Education Executive Officer Association)**

Online students outside of North Carolina, who have returned to their home states, can also visit the link for the [State Higher Education Executive Officer Association \(SHEEO\)](#) for information about filing a formal grievance.

### **Complaints and Grievances to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

Complaints and grievances, concerning JCSU, and its non-compliance with a standard requirement, can be directed to the University's accrediting body, [SACSCOC](#). The accrediting body maintains a formal complaints and grievance process via a [SACSCOC Student Complaint Form](#).

The Commission can also be contacted utilizing the following phone number and mailing address:

#### **Phone Number**

404-679-4500

#### **Mailing Address**

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)  
1866 Southern Lane  
Decatur, Georgia 30033

## **STUDENT RIGHTS ACCESS**

Within the limits of its facilities and resources, the University is open to all students who meet admissions standards. Students may participate in the orderly formulation, revision, and evaluation of policies, regulations, and procedures that affect their welfare. Such participation is expected to take place through appropriate student government agencies and University committees and councils.

### **FAIR EVALUATION AND PERFORMANCE**

Students' academic performance is evaluated solely on an academic basis, and students may expect faculty to make clear the basis for evaluation in their classes. Further, students should feel free to take reasoned exceptions to opinions or views an instructor expresses. However, students remain responsible for learning any course content in classes in which they are enrolled and may expect to be tested or otherwise evaluated on the course content. Any student alleging unfair methods, procedures, or basis of evaluation should appeal first to the instructor, then if desired, to the Department Chair, the Division Chair, and the Chair of the Academic Affairs Leadership Council, in that order.

### **CAMPUS POLICE/OFFICE OF ENROLLMENT MANAGEMENT AND STUDENT ENGAGEMENT/CAMPUS CITATION**

Students may receive a Campus Citation when charged with a violation of the Student Code of Conduct.

Students charged with violations of the Student Code of Conduct will receive a notice from the Office of Student Conduct listing the current charges, a request to schedule a conduct conference meeting, and information regarding Conduct Process Advisors (CPA). A CPA is a current JCSU faculty or staff member who is knowledgeable about the conduct process and has volunteered to independently and confidentially advise the student about the conduct process in general and, if requested, specifically about their pending case.

### **FAIR DISCIPLINARY HEARING**

Students have the right to be informed of their alleged involvement in conduct matters, the right to a fair hearing, and an opportunity for appeal (if applicable) when charged with violations of the Student Code of Conducts established by the University.

### **FREEDOM FROM UNWARRANTED SEARCH**

There are two kinds of situations when University officials are permitted to enter occupied rooms in residence halls or other living units: (1) Inspection, which is defined as entry into a room to determine health and safety conditions, to make repairs, or to perform cleaning and janitorial services; and (2) Search, which is defined as entry into a room by campus officials, including Residence Hall staff, for the purpose of investigating suspected violation of campus regulations and/or local, state, or federal laws.

Regulations have been established to protect students from unnecessary search or entry into their rooms. University officials may enter rooms for purposes of a search with or without the permission of the resident, if there is reasonable suspicion of a violation of the Student Code of Conduct, local, state, and/or federal laws. University officials will use their discretion in conducting the search in accordance with local, state, and federal laws.

The University reserves the right to have appropriate officials search individual rooms and vehicles. Room and vehicle searches for disciplinary investigations are conducted only when there are reasonable grounds to believe that a resident, student, or guest is concealing substances, property, contraband, or items that violate Residence Life and/or University policies. Any item confiscated during a room or vehicle search that represents a violation will not necessarily be returned to the student, guest, or other individual.

Search of room and vehicles may be exempted from compliance with these procedures, if an emergency exists. An emergency exists when there is imminent danger to persons, property, or the building itself.

In case of appropriate finding and confiscation, a copy of the completed incident report and a statement of finding will be forwarded immediately to authorized campus officials and Campus Police within 24 hours. In the event the search reveals an object which, while in possession, violates the Student Code of Conduct or local, state, or federal law, the University may take appropriate immediate disciplinary action. The procedure for conducting searches is as follows:

1. The Director of Housing and Residence Life will authorize at least two University staff members to conduct the search. If the Director is unavailable, and there is reasonable cause to believe a search is warranted, the Coordinator of Housing Services and Operations may authorize the search. If at all possible, Campus Police will be present during room searches.
2. Those individuals conducting the search will knock on the door of the room in question. If they are not admitted, they will enter the room using a passkey.
3. If the room is occupied, those entering the room will announce the purpose of their visit and indicate that they are going to conduct a search.
4. Those entering the room will ask for identification of all persons in the room, including student identifications.
5. If contraband, stolen items, or any items found in violation of the Student Code of Conduct is discovered, they will be confiscated, and a written receipt will be given to the room's occupant(s) indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be made and left in the room. Those conducting the search will keep a copy of the receipt.
6. Information resulting from the search will be filed with Campus Police, Housing and Residence Life, and Office of Student Conduct.
7. Appropriate disciplinary charges will be filed and submitted to the Office of Student Conduct and CMPD, if applicable.

### **FREEDOM FROM ABUSE OR HARASSMENT DURING A DISCIPLINARY INVESTIGATION**

No form of intimidation will be used by University authorities to coerce admission of Responsibility.

### **FREEDOM OF ASSEMBLY**

Students have the right to gather or assemble in groups to express their views and opinions as long as the assembly is held in an orderly manner; does not interfere with vehicular or pedestrian traffic, classes, scheduled meetings, events, ceremonies, or other educational processes of the University; and is not held in University buildings or in residential areas of the campus. No amplification devices are permitted during class hours except by special permission.

### **FREEDOM OF INQUIRY AND EXPRESSION**

Students must be free to make inquiries and express their opinions if educational objectives are to be met. Thus, students have the right to engage in discussions, exchange thoughts and opinions, and speak freely on any subject in accordance with the guarantees of the state and federal constitutions. Further, the University strives to develop in students a realization that citizens not only have the right, but the obligation, to become informed on issues and problems facing them, to take positions on such issues, and to give expression to their views. In discharging these responsibilities, Johnson C. Smith University is proud that its campus is open to free discussion and examination of views, with the condition that such discussion be conducted in an orderly manner and under peaceful conditions consistent with the scholarly pursuit of ideas and knowledge in an academic community. Speakers who are not associated with the University must be invited to the campus by a University Department or a registered student organization. Information on how such arrangements are to be made is available from the Office of the Vice President of Student Affairs.

### **RIGHTS TO UNBIASED TREATMENT**

JCSU adheres to a policy of admitting students regardless of their race, color, sex, or national or ethnic origin, and further adheres to such policy in the administration of its educational programs administered directly or indirectly by the University. The University's Affirmative Action and Equal Opportunity Policies are established and implemented in accordance and compliance with the Civil Rights Act of 1964 as amended, the Age Discrimination Act of 1963, Title IX, applicable Executive Orders, and other applicable laws of the United States and the state of North Carolina.

### **RIGHT TO REVIEW AND INSPECT RECORDS/ DISCLOSURE OF INFORMATION**

The University recognizes the need to maintain records for each student in order to preserve authentic documentation of the events and activities that constitute a part of the educational process and student's development, to assess their educational needs and achievements, and to facilitate the informed and purposeful direction of its educational goals. In the development and administration of such records,

the University complies with the Family Education Rights and Privacy Act (Buckley Amendment) of 1974. Students are accorded the following rights:

- To inspect and review their respective educational records maintained by the University,
- To challenge the content of educational records to ensure that they are not misleading, inaccurate, or otherwise contain inappropriate information,
- To provide information to correct the records; and to include a written explanation regarding its contents,
- To expect that their educational records or personally identifying information from the record will not be released to any individual, agency, or organization outside the University without the written consent of the student, except as otherwise provided by the Family Educational Rights and Privacy Act.

### **POLICY (IN ACCORDANCE WITH 34 CFR PART 99) STUDENT RIGHTS**

In accordance with FERPA, students at Johnson C. University have the following rights:

1. The right to inspect and review their educational records within 45 days of the university receiving a request for access. Any Johnson C. Smith University student wishing to inspect and review his/her file is required to adhere to the following procedures: Required to submit a written request to the appropriate office(s) that identifies the record(s) that the student wishes to inspect. All information pertaining to the student's request to inspect and review his/her educational record will be immediately filed in the student's educational record.
2. The right to request an amendment of their educational records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights. If students believe the records contained within their educational record are inaccurate, misleading, or otherwise in violation of their privacy rights, they may challenge the content of their educational record. Must submit a written request to the appropriate office(s) that identifies the record in which he/she wants to amend. All written request must include the following: (a) clearly identify the part of the record that should be amended, and (b) clearly identify why the record should be changed.
3. The right to consent to disclosures of personally identifiable information contained within the student's education records, with limited exceptions. The University may, unless the student requests otherwise, release directory information without the student's consent.
4. File a complaint with the Department of Education if the student believes the University has failed to comply with FERPA's requirements. The name and address of the Office that governs FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **DISCLOSURE EXCEPTIONS**

#### WITHOUT WRITTEN CONSENT

In accordance with FERPA, Johnson C. Smith University officials can disclose information in an educational record, without consent, to the following parties or under the following conditions (34 CFR part 99.31; 99.37):

- a. School officials with legitimate education interest.
- b. Other schools to which the student is transferring.
- c. Specified officials for audit or evaluation purposes.
- d. Appropriate parties in connection with financial aid to a student.
- e. Accrediting organizations.
- f. In compliance with a lawfully issued subpoena.
- g. Appropriate officials in cases of health and safety emergencies
- h. Appropriate family members in cases of health and safety emergencies as documented on student emergency forms.

#### DENIAL OF STUDENT ACCESS

In accordance with FERPA, Johnson C. Smith University is not required to permit access to the following types of information (34 CFR part 99.8; 99.1; and 99.12):

- a. Financial information submitted by parents.
- b. Confidential letters and recommendation in which a student waived his/her rights of inspection.
- c. Information specifically excluded under FERPA's definition of educational records.
- d. Student health, psychiatric and counseling records maintained in connections with the treatment of the student.
- e. Written medical, psychiatric, psychological and/or counseling case notes for which the basis of any diagnoses or recommendation of treatment plans remain privileged information not accessible to the student.

#### HARDCOPY RECORDS

All current student official hardcopy educational records maintain by the Office of the Registrar are secured in fireproof filing cabinets, behind locked doors in a location appropriate for the record type. Unofficial documents are stored in locked filing cabinets behind locked doors. Only authorized staff and student workers have access to these records and are required to sign confidentiality forms prior to accessing the educational records.

Inactive records are stored in a university vault or off campus with imaging company "Record Storage".

#### ELECTRONIC RECORDS

Johnson C. Smith University subscribes to Jenzabar, an electronic record maintenance system. Educational records maintained electronically can only be accessed by appropriate education officials via password protected measures. These files are backed up on a daily basis and can be access remotely.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians have certain rights with respect to their children's education records; however, under FERPA, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. At JCSU, a student's education records consist of: (1) Permanent Academic Record Folders and Transcript of Grades; (2) Student Personnel Records; (3) Disciplinary Records; (4) Student Accounts (Business and Financial Affairs); (5) Financial Aid Records, (6) Medical Records; (7) Admissions Records; (8) Counseling Records; (9) Placement Records; and (10) Academic Advisement Records.

### **FERPA NOTIFICATION OF STUDENT RIGHTS CONCERNING EDUCATION RECORDS AND DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- A student should submit a consent for disclosure form to the Office of the Registrar, a written request that identifies the record(s) the student wishes to inspect. A University official 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 University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and of the student's 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.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic/research, or support staff position (including law enforcement, personnel, and health staffs); a person or company with whom

the University has contracted as its agent to provide a service instead of using University employees or officials (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 responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have 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 20202-5901  
Phone: 1-800-USA-LEARN (1-800-872-5327)

Generally, the University may make available any and/or all of the following “directory information” concerning current and former students to those parties determined by the University to have a legitimate interest in the information:

- Name
- Enrollment status
- Address
- Level of education completed/classification status.

#### RELEASE OF PERSONAL INFORMATION TO MILITARY RECRUITERS

At the request of military branches, the regulations under the Solomon Amendment, 32 CFR Part 215, require the College to release select information on currently enrolled students to military recruiters for the sole purpose of military recruiting. Before releasing the requested information, the University will ask if it is the intent to use the requested information only for military recruiting purposes.

The military is entitled to receive information for students who are currently enrolled, which is defined as registered for at least one credit hour of academic credit during the most recent, current, or next term. It is entitled to receive the following student information:

- Name
- Address
- Telephone Number
- Age or Year of Birth
- Major
- Level of Education (i.e., freshman, sophomore or degree awarded to a recent graduate)

If a student has requested that his or her directory information not be disclosed to third parties, as is permitted under FERPA, a note will be included to the military requester stating, “We have not provided information for X number of students because they have requested that their directory information not be disclosed as permitted by FERPA.”

#### **DIRECTORY INFORMATION NON-DISCLOSURE FORM /CONSENT FOR DISCLOSURE FORMS**

Directory information about students may be released to outside sources requesting it without the written consent of the student. Directory Information is designated as follows: name, address (home and local), telephone (local only), major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received (including honor roll), and most recent previous educational agency or institution attended.

Directory information may be made available to any parties deemed to have a legitimate interest in the information unless the student files a Directory Information Non-Disclosure Form in the Office of the Registrar.

By filing this form with the Office of the Registrar, you are requesting that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar’s Office and may be filed, withdrawn, or modified at any time. Requests by students to withhold information must be filed each semester.

Students who want their parents, guardians, and/or employers to have access to some or all of these records may sign and file a Consent for Disclosure Form with the Office of the Registrar.

# ACADEMIC FALSIFICATION

Academic falsification occurs when:

1. someone falsely represents to Johnson C. Smith University having an academic credential, including, but not limited to, degrees, certificates, grades, and credits, that the person never received or earned;
2. someone falsely represents to anyone that he or she attended and/or received credits, grades, a degree, certificate, or other credential from the Johnson C. Smith University; or
3. someone provides anyone a Johnson C. Smith University transcript, diploma, or other credential (or copy thereof) that has been altered or otherwise falsified.

Pursuant to [N.C. Gen. Stat. § 14-122](#), in the State of North Carolina, it is unlawful to issue a false academic credential and a gross misdemeanor to knowingly use a false academic credential.

## WHAT SHOULD YOU DO IF YOU SUSPECT ACADEMIC FALSIFICATION?

### Contact the Office of the University Registrar

You should always contact the Office of the Registrar with regard to any concerns about academic falsification. The Office of the Registrar wants to know when academic falsification occurs and can assist with the University's response.

### Johnson C. Smith University Degree Validation webpage

You may be able to verify whether a former student received a degree from the University on the National Student Clearinghouse website [www.studentclearinghouse.com](http://www.studentclearinghouse.com).

## POSSIBLE CONSEQUENCES OF ACADEMIC FALSIFICATION

The University may take action against someone who has committed academic falsification. This includes, but is not limited to the following:

- a. Contacting the police for possible criminal action;
- b. Academic and/or disciplinary action, which could include dismissal from a program and/or the University;
- c. Revocation of a degree

# STUDENT CODE OF CONDUCT

## INTRODUCTION

A University community can function effectively only when the rights and obligations of its members are recognized. All students, therefore, must be especially conscious of individual dignity, rights, needs, and aspirations.

This involves thoughtful consideration of the welfare and reputation of the University and its members. Of particular concern to Johnson C. Smith University are the following areas of misconduct, described below, which may result in disciplinary action, including suspension or dismissal from the University. Students should note that these Standards are not exclusive; other prohibited conduct may be specified in other areas of the University Student Handbook or other University regulations.

The Student Handbook are available to all students online at [www.jcsu.edu/current](http://www.jcsu.edu/current) students. Limited printed copies are available in the Office of the Vice President of Student Affairs.

In addition, personnel in offices listed below will assist students in interpreting these policies, rules, and regulations:

- Dean of Students
- Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator
- Office of Student Conduct
- Office of Housing and Residence Life
- Campus Police Department

## STUDENT CODE OF CONDUCT

The Student Code of Conduct exists to protect the persons who comprise the University community, as well as the rights and property of the University. These standards also foster and enhance the academic mission of the institution. While the Student Code of Conduct do not include all of the activities that may adversely affect the University community, they do apply to the conduct of all students and student organizations while on University owned or controlled property and off the campus as long as the student or student organization maintains a student relationship with the University. University owned or controlled property include all lands, buildings, and facilities owned, leased, or operated by the University. The University reserves the right to sanction currently enrolled students for violations of the Student Code of Conduct, even if said violations occur off campus.

In accordance with University policy, disciplinary action under these guidelines may be taken against an individual who has matriculated at the University, even though the student may not be currently registered for classes (e.g., during semester breaks and during the summer).

Persons are encouraged to promptly report violations of the Student Code of Conduct to a University employee of the Campus Police, Housing and Residence Life, Office of Student Conduct, Dean of Students and/or the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator. Students are also subject to city, county, state, and federal laws. Therefore, legal action in addition to University disciplinary action may take place. The University's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, may be suspended from the University.

In its attempt to promote and ensure fairness and consistency in disciplinary decision making, the University has suggested specific sanctions for violations of the Student Code of Conduct. Adjudicators should consider the following suggested sanctions. Students found responsible for infractions will receive, as a minimum, the sanctions indicated.

A student does not begin each semester, term, or school with a clean record. Other more severe sanctions may be imposed when deemed appropriate and necessary. Moreover, prior offenses are cumulative and may subject the student to more severe penalties for subsequent offenses.

The sanctions listed in the University Student Handbook will be applied for the offense of the violations described. The University reserves the right to apply a different sanction/stipulation for a violation of the Student Code of Conduct depending on the nature and gravity of the violation.

Because the conduct system is designed to help correct behavior and to fulfill an educational purpose, it is expected that any student who must go through the conduct process will, as a result, be duly warned about his or her behavior, encouraged to comply with the Student Code of Conduct, and notified about possible sanctions if subsequent violations should occur. Moreover, the system of consequences must be imposed to maintain order and to protect the rights and privileges of others in the University community. Therefore, students who are found Responsible of the same offense more than once or of a second offense of equal or greater magnitude (as defined by the nature of the sanction) may be suspended from the University.

## SANCTIONS

Sanctions are imposed to protect the University community from behaviors that are detrimental to the educational process and/or University community members. Sanctions and stipulations are designed to assist students in identifying and observing the boundaries of what is considered acceptable behavior.

Students are also advised that a disciplinary sanction imposed by the University does not preclude the possibility that a separate criminal or civil prosecution may follow, and that questionable conduct in the non-University community may be grounds for University disciplinary action as well.

Students placed on probation, suspension from the University, or suspension from the residence halls are expected to demonstrate a positive change in their behavior. During the sanction period, the student may be denied participation in intramural, intercollegiate, and club sports. Such students may not represent the University in any public function or performance, hold office in a student organization, or be eligible to join a fraternity, sorority, or social fellowship while they are completing one of the sanctions listed above.

Parents or guardians of dependent students may be informed of the conduct decision when it results in a student being suspended from housing or the University. Parents or guardians may also be notified of a conduct decision stemming from alcohol and/or drug charges.

Although all equitable circumstances will be considered, students found Responsible for violations should not expect leniency in application of the sanctions because of student classification, the time of the semester or term, or any other unrelated factor.

Students who have not completely fulfilled their disciplinary sanctions may be allowed to pre-register for classes, provided all other conditions have been met. However, their preregistration will be canceled if they fail to comply with all of the sanctions by the end of the current semester. All sanctions imposed by the University and Office of Student Conduct are effective immediately and will not be postponed to accommodate exam, graduation, or other schedules. Failure to comply with outlined conduct sanctions may result in immediate sanctions including suspension with or without the advantages of a conduct hearing.

The following disciplinary sanctions singly and/or in combination, may be imposed on a student found responsible for violations of the Student Code of Conduct based on the violation and severity of the incident.

1. **University Warning**- A disciplinary warning or reprimand is an official statement of censure warning the student of unacceptable conduct in an incident considered to be one of minor consequences. The official warning or reprimand is a written notification to the student that he or she has been found in possible violation of the Student Code of Conduct and that any other violation for which the student is found responsible will result in more severe disciplinary action. In addition, the warning or reprimand will become a matter of record in the Office of Student Conduct.

2. **University Probation**- Students placed on probation are expected to demonstrate a positive change in their behavior. During the sanction period, the student shall be denied participation in intramural, intercollegiate, and club sports. Such students may not represent the University in any public function or performance, hold office in a student organization, or be eligible to join a fraternity, sorority or social fellowship during their probationary status. In addition, the sanction of probation will become a matter of record in the Office of Student Conduct. Students who have been placed on disciplinary probation twice in the same academic year may receive more severe sanctions, such as University suspension.

3. **University Suspension**- Suspension means that a specific date has been recommended for the re-admission of the suspended student. This sanction is generally only assessed in cases of extremely serious misconduct where the University desires that evidence of rehabilitation be presented by the student before he or she is re-admitted to the University.

Suspensions are recorded in the student's permanent record. Students suspended from the University are required to return their student identification card, room keys, and mobile device and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with the prior permission of the Dean of Students/Title IX. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to the University will be jeopardized, and additional sanctions may be imposed. The student may also be subject to criminal charges, including but not limited to, trespassing.

During the period of suspension, the student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the class rosters. The student will not receive credit for course assignments, papers, projects, make-up work, or other course-related work during the period of suspension; the student's relationship with the University is terminated.

Effective Fall 2015: Any student who has been suspended from the university after the last day to withdraw from the university, will receive a grade of I for Incomplete in each course. The Incomplete may be removed upon completion of the incomplete work.

Incomplete work must be made up within the first six weeks of the following semester in which the student enrolls for courses at JCSU. Students enrolled in the Adult Degree Program course must make up incomplete work within the first three weeks of the following term in which the student enrolls for courses at JCSU. Any student who does not remove the incomplete grade I by the end of the allowed time period shall receive the alternate grade as provided by the instructor. If a student is suspended from the University, notification may be sent to his or her parents or guardians notifying them of the suspension. All suspensions are also recorded in the student's permanent record.



4. **Expulsion**- Expulsion is the most severe sanction that can be imposed upon a student for violation of the Student Code of Conduct. Expulsion is permanent dismissal from the University, and the student's relationship with the University is permanently severed. The student is not only subject to the conditions and restrictions cited under suspension, but is also not eligible to apply for re-admission to the University.

Students expelled from the University are required to return their student identification card, room keys, and mobile device and may not return to the campus. If an expelled student returns to campus without permission, the student may be subject to criminal charges, including but not limited to, trespassing. If a student is expelled from the University, notification may be sent to his or her parents or guardians notifying them of the expulsion. Expulsions are recorded on the student's permanent record.

Any student(s) alleged to have violated, at minimum, any of the following JCSU Student Code of Conduct will be immediately suspended on a temporary basis, pending the outcome of a Student Conduct Hearing.

If the student(s) is subsequently found Responsible for the violation, the student(s) will be subject to long-term suspension and/or expulsion from the University:

- Physical abuse/fighting/hazing
- Possession with the intent to distribute Illegal drugs
- Possession of firearms and weapons
- Threats/Harm to faculty/staff/student(s).

The University may approve changes in policy, including revisions to the Student Code of Conduct, from time to time. Those changes will be effective when made, will be promulgated as addenda to this handbook, and will be posted in the Office of the Dean of Students and Student Conduct.

Each student is responsible for knowledge of the regulations and information contained in this Handbook and any amendments or additions. Students are, therefore, encouraged to be attentive and alert to any announcements concerning changes to the rules and regulations governing student conduct.

## **FAIR PROCESS**

The University expects its students to act as responsible citizens whether on campus property or in the community. Students are expected to make themselves aware of and abide by the Student Code of Conduct and related policy statements. Students accept the rights and responsibilities of membership in the University community when they are admitted. In the University community, as elsewhere, ignorance is not an acceptable justification for violating community standards.

Because the functions of the University depend on honesty and integrity among its members, JCSU expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action.

Likewise, while many provisions of the Student Code of Conduct parallel the laws of society, University standards may be set higher.

When the University receives information suggesting a student may have violated the Student Code of Conduct, the University has the responsibility and obligation to initiate the Student Conduct Process.

The disciplinary procedures at the University are premised on notions of fairness regarding the administration of discipline in post-secondary institutions.

The procedures are designed to ensure all rights that a private educational institution might be constitutionally or contractually obligated to provide.

Students who are alleged to be in violation of University policies or regulations, as an individual or as members of a group or organization, will be accorded fundamental fairness in the form of notice of the charges, a fair hearing, and the right to an appeal.

The Student Code of Conduct apply to all students, on and off the campus, during the time that they have a student relationship with the University. Disciplinary action under these guidelines may be taken against an individual who has been admitted as a student to the University, whether or not the individual is registered for classes (e.g., during semester breaks and, in the summer).

Students continue to be subject to local, state, and federal laws while at the University, and violations of those laws may also constitute violations of the Student Code of Conduct.

In such instances, the University may initiate disciplinary proceedings independently of any civil or criminal proceeding involving the same conduct and may impose sanctions for violations even if such civil or criminal proceeding is not yet resolved or is resolved in the student's favor.

Furthermore, a disciplinary proceeding does not require proof of responsibility beyond a reasonable doubt. Instead, a student's responsibility, is established by a preponderance of the evidence standard (i.e., it is more likely than not that the conduct in question occurred), if applicable.

## VIOLATIONS

The University reserves the right to impose sanctions that it deems an appropriate response to student misconduct. The following violations are only examples of misconduct. Sanctions and stipulations may be imposed for conduct not described below.

### SECTION 1. ALCOHOLIC BEVERAGES

#### A. Drinking alcoholic beverages on University-owned or controlled property or University sponsored events by students

University property shall include classrooms and residence hall rooms; academic, activity, office, and administrative buildings; all open spaces on the campus; all dining facilities; all hallways, stairwell, lounges, and bathrooms in other student residences owned, controlled, or administered by the University; and all sports areas on and off the campus in which University events take place.

#### B. Possession of alcoholic beverages, in opened or unopened containers, anywhere on University-owned property, including cars and other vehicles, by students

C. Being under the influence of alcoholic beverages on the campus, meaning that, having consumed alcoholic beverages, a person experiences a loss of the normal use of his or her mental and/or physical faculties, including, but not limited to, slurred speech, loss of motor coordination, aggression, loss of memory (blackouts), or abusive behavior.

#### D. Sponsorship on campus of any activity involving the unauthorized use of alcoholic beverages by students in organizations recognized by the University

This means any activity sponsored on the campus or on property or controlled by the University in which alcoholic beverages are used without specific University approval for use of such beverages. Sponsorship means that the activity or event is carried out by a student(s) or organization(s).

#### E. Display, in the presence of, or possession of alcoholic beverage containers

This refers to the display or possession of alcohol containers and includes making displays of cans or bottles or ornamental alcoholic beverage containers. This encompasses containers that are empty. Furthermore, this includes being in the presence of alcohol or containers even if you have not consumed any or possess the container.

### SECTION 2. DRUGS

Individuals who are involved in any drug-related violations are subject to criminal action, and it is the duty of the University to report these individuals to legal authorities.

#### A. Possession, in the presence of, or the reasonable suspicion of use of illegal narcotics or drugs in any form

This means the illegal possession or use of narcotics or drugs, including prescription drugs without a valid medical prescription, on the person or in the possession of a student in any University-owned or controlled property and/or at events sponsored by the University, and in areas outside the campus. It also involves related incidents subject to prosecution under local, state, and federal laws. Reasonable suspicion includes the presence or odor of marijuana and/or other narcotics and/or drugs in any form.

#### B. Distribution and/or sale of narcotics or drugs

This means the illegal distribution and/or sale of narcotics, including prescription drugs without a valid medical prescription, on the person or in the possession of a student on any University-owned or controlled property and/or at events sponsored by the University. It also involves related incidents subject to prosecution under local, state, and federal laws.

#### C. Possession of drug paraphernalia

The illegal possession and/or use of drug paraphernalia, including, but not limited to, grinders, roach clips, bongs, scales, balances, sandwich baggies and their corners, sifters, spoons, chamber pipes, homemade pipes, film canisters, diluents, carburetor pipes, pipes using screens, water pipes, and any other equipment, products, and materials that can be directly linked to the usage of controlled substances. Drug paraphernalia is defined as all equipment, cigar products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, and concealing, or used to facilitate injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person, in the residence halls, in a vehicle, or in the possession of a student on property owned or controlled by the University, and/or at events and activities sponsored by the University, and involves incidences subject to prosecution under local, state, and federal laws.

#### D. Accessory to drug use, possession, or sale

This means aiding and abetting the possession, sale, or use of controlled or illegal substances.

### SECTION 3. FALSE INFORMATION/MISREPRESENTATION

#### A. False Information

Knowingly furnishing false information to the University or its officials, or other forms of dishonesty in University-related affairs. This includes making a false statement to any member of the University community with the intent of deceiving, including perjury.

#### B. Misrepresentation

This encompasses forgery, alteration, destruction, misuse, or attempted or intended misuse of University documents, records (including altering work time sheet), identification, or other property, and the unauthorized transfer, sale, and use of computer applications.

#### C. Fraud

This encompasses fraudulently obtaining, fabricating, altering, falsifying, transferring, loaning, selling, misusing, or attempting to misuse an ID card, meal card, enrollment validation sticker, library card, vehicle registration, or other University document or service; transferring, lending, or selling such items; giving false name, date of birth, Social Security number, or other identification to a University official; or otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive.

#### D. Disguise

Wearing a face covering for non-medical reasons or other item to disguise one's face or identity while on the property of the University or at a University-sponsored event. This does not apply to face coverings or masks used for health and safety reasons.

Student is subject to detention and arrest for trespassing if he or she cannot present suitable identification.

### **SECTION 4. DISORDERLY CONDUCT OFFENSES**

A. Disorderly conduct means any offensive or annoying act that disrupts the peace. It includes, but is not limited to, conduct that is offensive or annoying to others or disrupts the rights of others.

It includes excessive noise, such as loud talk or shouting; a loud stereo, radio, or television set; unauthorized water play, horseplay; practical jokes; general annoyances; throwing dangerous objects; throwing any object in a University dining facility or from the window of University housing or other facility; habitual or repeated incidents of excessive noise; violation of quiet hours; running through the hallways; going out of entrance doors or entering through exit doors; and misuse of musical instruments and noise producing-devices in such a way that violates the right of others to live in an atmosphere conducive to learning and study. Such conduct also includes cutting into line, such as in the cafeteria, during registration, and at campus events; improperly crossing sidewalks and other walkways, gates, fences, and other barriers; and failure to bus one's food tray in the cafeteria. The scope of these activities includes University-owned or controlled property and University-sponsored or supervised activities. Inasmuch as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to indulge in disorderly conduct on campus.

#### B. Disruptive Classroom Behavior

This includes any disruptive behavior within the classroom or instructional setting.

#### C. Moral or Decency Offenses

This is defined as lewd, indecent, or obscene conduct or expression or other moral or decency offenses.

### **SECTION 5. DISTRIBUTION OF PRINTED AND ELECTRONIC MATERIAL**

This encompasses distribution of printed and electronic material that is libelous, scurrilous, sexually explicit, pornographic, or that encourage violation of public laws or University regulations

### **SECTION 6. GAMBLING**

Gambling on University-owned or controlled property or at University-sponsored or supervised activities or functions is prohibited.

### **SECTION 7. THEFT**

#### A. Theft

Theft is defined as the wrongful taking of money or property without the consent of the owner and/or the secreting of anything stolen, regardless of where it occurred; stealing from another person, agency, institution, or the University; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time.

The value of the item(s) or goods stolen will not affect the level of sanction. Further, regardless as to where the incident of theft may have occurred (i.e., on or off the campus), and whether or not the victim chooses to prosecute, the University will take the necessary disciplinary action against the student for violation of the Student Code of Conduct.

#### B. Misappropriation

This refers to the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use (e.g., wearing an article of clothing belonging to one's roommate without the expressed consent of the

owner and with the intent of returning it, mistakenly and unintentionally taking an item mistaken for one's own). This also includes unauthorized moving or relocation of University furniture to one's own room or to some other area.

C. Illegal and/or unauthorized possession or sale of property

This encompasses the illegal and/or unauthorized possession or sale of property of the University, an organization affiliated with the University, a member of the University community, or a campus visitor. This includes the unauthorized possession of University property that has been reported lost or stolen.

D. Accessory to a theft

This means knowingly giving aid before and/or after the fact regarding a violation of Sections 7A, 7B, or 7C.

## **SECTION 8. FAILURE TO COMPLY**

A. Failure to comply with the direction of University officials (Student Employees) acting in the performance of their duties

For failure or refusal to present proper identification upon the request of a University official, the student will be detained by Campus Police and subject to arrest by the Charlotte-Mecklenburg Police Department.

B. The willful failure of a student to allow University officials entry to his or her motor vehicle (as owner, operator, or registrant), residence hall room, or any other facility on campus upon grounds of reasonable suspicion

C. Failure to comply with student conduct sanctions

Any such sanctions will be unilaterally imposed without a University hearing by the Office of Student Conduct or Dean of Students.

## **SECTION 9. ATTEMPTED OFFENSES/ACCESSORY**

A. Attempted Offenses

This is defined as an attempt to commit an act on University property or involving members of the University community in an offense that would be a violation of the Student Code of Conduct or local, state, or federal criminal code.

B. Accessory

Knowingly or unknowingly giving aid before and/or after the fact regarding a violation of any Student Code of Conduct or other University regulations or policies, and local, state, and federal laws.

## **SECTION 10. PETS AND ANIMALS**

It is prohibited to have pets in buildings, including student residences, classrooms, and offices, except when needed in connection with a disability and written permission of the Coordinator of Disability Services.

## **SECTION 11. HAZING**

Hazing is against North Carolina State Law, North Carolina General Statute's Section 14-35, which defines hazing as taking any action to annoy any student by playing abusive or ridiculous tricks upon him/her to frighten, scold, beat, or harass him/her to subject him to personal indignity.

Punishment for the misdemeanor offense consists of a fine not to exceed \$500, imprisonment for not more than six months, or both. State law also requires that the faculty or governing board of a college or school expel any student convicted of hazing.

The University may take disciplinary action independent of any court action including, but not limited to expulsion. Upon conviction of the offense of hazing or of aiding or abetting the commission of this offense, the student shall, in addition to any punishment imposed by the court, be expelled from the University.

Hazing in any form is prohibited in accordance with the law established by the state of North Carolina. The scope includes activities that are planned or unplanned, on or off the campus, and sponsored by fraternities, sororities, social fellowships, Greek-letter organizations, and other student organizations and groups recognized by the University. Examples of hazing include any form of paddling; physical or psychological shocks; morally degrading or humiliating activities or games; post-midnight work sessions; those activities which cause excessive physical fatigue; and activities that interfere with an individual's scholastic pursuits. Activities for prospective and new members shall not in any way conflict with a student's class attendance or preparation.

It is noted that hazing occurs not only in fraternities and sororities, but among other groups and individuals. In instances involving other groups and individuals, the sanctions are the same as those that apply to fraternities, sororities, social fellowships, and other Greek-letter organizations.

In cases involving hazing, the hearing bodies will consider all factors involved in the incident, including the use of alcohol, unforeseen circumstances, hidden physical and or psychological disabilities, and pressure within the group that may affect the group's judgment. However, the presence of such factors does not minimize the risk and harm incurred by persons who are the victims of hazing and will not lessen the sanction. Individuals and organizations should also consider the personal risk involved for both the individuals and groups found

responsible of hazing. Hearing bodies in such cases may discipline the prospective or new member who participates in hazing. Individuals should note that in the event of an injury, not only may the organization be liable, but the individual member(s) found responsible may also be liable.

The University sets forth the principle that becoming a member of an organization ought to promote the educational goals of the institution and the organization. Hence, it believes that hazing and other forms of harassment are detrimental to the success of fraternities, sororities, social fellowships, Greek-letter organizations, and other groups, and especially to those persons who are victims of such action.

The University's policy on hazing will be strictly enforced, and violators will be prosecuted to the fullest extent of the law.

## **SECTION 12. PHYSICAL ABUSE**

A. This is defined as an encounter in which physical contact occurs between two or more persons, an encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault and battery on or off the campus.

If weapons or objects that are used as weapons or which may be constructed as weapons are used in an altercation, the student may be automatically suspended from the University.

Any student(s) alleged to have violated this policy may be immediately suspended from the University on a temporary basis, pending the outcome of a Student Conduct Hearing.

### **B. Rape or other sexual assault**

Any student(s) alleged to have violated this policy may be immediately suspended from the University on a temporary basis, pending the outcome of a Student Conduct Hearing.

## **SECTION 13. VERBAL ABUSE, DEFAMATION, OR HARASSMENT**

Defined as the use of verbally abusive language by any person on University-owned or controlled property or at University-sponsored or supervised events.

This includes language that degrades, insults, taunts, or challenges another person by any means of communication, verbal or non-verbal, so as to provoke a violent response, communication of a threat, defamation of character, use of profanity, verbal assaults, derogatory, sexist, or racist remarks or any behavior that puts another member of the University community in a state of fear or anxiety.

## **SECTION 14. UNAUTHORIZED USE OF UNIVERSITY FACILITIES**

This is defined as unauthorized use or occupancy of or unauthorized entry or exit from University facilities.

A. Unauthorized entry includes entering and/or occupying the facilities of the University, its students, or employees that are locked, closed to students and/or student activities, restricted to use by a student or group of students, or that have been reserved through the appropriate University offices. Unauthorized exit means exiting from a University facility through doorways that are prohibited from use at that time or for that purpose (e.g., windows or other areas that are not designated as exits).

B. The use of University facilities for purposes other than that for which they were constructed or designated.

Unauthorized use includes, but is not limited to, commuter students who stay in residence halls without proper authorization or resident students who allow other students and/or persons to stay in their room without proper permission or for an extended period of time above and beyond the guidelines; the erection of tents and/or the use of grounds for sleeping facilities or for illegal, illicit, or prohibited acts; and failure to vacate a building by the announced closing deadline.

C. Unauthorized possession, duplication, or transfer of University facilities keys, including residence hall rooms and study centers that permit unauthorized access to keys, and failure to promptly surrender such keys when requested.

D. Accessory to unauthorized entry includes knowingly giving aid before and/or after the fact to a violation of the previously noted sections.

## **SECTION 15. SAFETY PROCEDURES**

A. Turning in a false alarm by any means, including a telephone call or by a warning device; theft, removal of, or tampering with fire extinguishing or safety equipment or exit signs; removing batteries from smoke/fire alarms; rendering alarms inoperable; activating sprinklers; damaging or removing fire exit closures; fire mischief; or violation of University guidelines regarding fire safety, (e.g., failure to follow evacuation procedures or obstructing evacuation of a building during a fire emergency or fire drill)

B. Use of fire exit doors except in case of emergency or as instructed by a University official or member of the Fire or Police Department.

C. Intentionally or fraudulently alerting Campus Police through emergency call boxes when no emergency exists

D. The unauthorized use of lighted candles or incense on University property Sanctions may include, but will not be limited to, a fine and disciplinary probation.

E. The possession or use of any unauthorized electrical cooking devices

F. Failure to evacuate building during alarm

## **SECTION 16. FIRE SETTING AND ARSON**

Willfully starting a fire in University buildings or on University property; arson; recreational activities that include the use of fire (e.g., bonfires and cookouts) without the approval of University officials (i.e., Campus Police or Facilities Management); and/or not in compliance with local and state fire codes.

A. Fire Setting is deliberately lighting a fire without authorization.

B. Arson is fires set with the intention of destroying property.

## **SECTION 17. SOLICITATION**

Unauthorized selling, collection of money, and promotion on campus or within University buildings is not permitted without permission from the Senior Vice President for Business and Finance.

Students may not act as agents for business firms that entail solicitation or the receiving of business offers or goods on University property. Also, students may not solicit on behalf of the University without permission from the Vice President for Institutional Advancement.

## **SECTION 18. FIREARMS AND WEAPONS**

A. The possession or usage of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, stun guns, and other firearms; bowie knives, daggers, switchblade knives, metallic knuckles; and explosives such as dangerous chemicals, on University-owned or controlled property or at University-sponsored or supervised activities is specifically prohibited unless authorized by the Chief of Campus Police.

B. The possession or use of items that resemble guns, knives, or other weapons. This also includes

C. The possession or use of firecrackers, propelled missiles, or other fireworks. Sanctions may include, but will not be limited to, University probation, suspension, and a fine.

Any student(s) alleged to have violated this policy may be immediately suspended from the University on a temporary basis, pending the outcome of a Student Conduct Hearing.

## **SECTION 19. EXTENDED VISITATION**

While the University does not generally impose a curfew on residential students, all residence halls close at midnight (or at other times as announced), and all visitors are required to be out of the residence halls by closing time and off the campus by midnight, except for approved events. In emergency situations, the University may impose a residence hall and/or campus curfew to safeguard persons and property.

A. Being in areas of the residence halls that are not open to the public and/or in the company of a member of the opposite sex, or in a residence hall assigned to members of the opposite sex without specific permission or when visitation privileges are not in effect.

This includes all hallways, stairways, study rooms, bathrooms, auxiliary rooms, or other residential units owned or administered by the University, including, but not restricted to, motels when they are serving as residence areas.

Anyone found in the presence of a visitation violation may be charged with the violation, even if the member of the opposite sex is not his or her guest.

B. Violation of curfew regulations in the residence halls and on University grounds

## **SECTION 20. USE OF MOTOR VEHICLES**

A. Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g., automobiles, motorcycles) on University-owned or controlled property or at University-sponsored or supervised activities. This also includes driving and parking on grass and sidewalks.

B. Operation and/or parking of motor vehicles on the campus by freshmen who reside in the residence halls

## **SECTION 21. DAMAGE TO OR DEFACING, ABUSE, OR DESTRUCTION OF PROPERTY**

Destruction, damage, or defacement of University property, personal or real, and property belonging to an individual

It includes, but is not limited to, walking on roofs of University buildings; defacing structures and facilities; littering; unauthorized biking or skateboarding (such as on sidewalks, in buildings, or other pedestrian areas); painting residence hall rooms without authorization or contrary to painting guidelines when permission is given; and attaching locks, bolts, and nails without authorization. Also, no individual or group of students, or fraternity, sorority, or student organization shall paint, stencil, mark, write, or make any markings on trees, sidewalks, curbs, streets, or any University property without first obtaining written authorization from the Vice President of Student Affairs and Enrollment Management and Director of Facilities Management.

## **SECTION 22. HEALTH AND SAFETY VIOLATIONS**

Any behavior that creates a risk of danger to others of the University community

This includes, but is not limited to, smoking, propping doors to residence halls, throwing objects from windows or balconies, littering, failure to keep one's room in a safe and sanitary condition, and failure to maintain reasonable standards of cleanliness and safety as defined by the University.

## **SECTION 23. GUEST'S CONDUCT**

Students are responsible for the behavior of their guests whether or not they are an on-campus student.

If a guest is found to be in violation of the Standards of Conduct while in the company of a student host or with the student host's knowledge, applicable charges will be brought against the guest as well as against the student hosting or the host student organization.

## **SECTION 24. LAWS OF THE WIDER COMMUNITY**

All students are expected to abide by the laws of the local, state, and national governments and are subject to judicial action by the University for violation of any of the laws. Students are expected to conduct themselves in accordance with the Student Code of Conduct at all times, on and off the campus.

This includes compliance with written University policies and regulations as stipulated here and in the University Catalog and as promulgated and announced by authorized personnel and all local, state, and federal laws. Students shall be charged with violation of the Student Code of Conduct if they engage in activities off or on the campus that reflect negatively on the good name of the University, whether or not the outside agency or person, prosecutes or files criminal charges. Depending on the severity of the incident, the University reserves the right to issue immediate and appropriate sanctions without a conduct hearing.

## **SECTION 25. IDENTIFICATION CARDS**

It is a violation to fail to carry a validated University student identification card at all times while on University property or failure to present it to a University official, including Resident Advisers, upon request, for identification purposes or other authorized intent.

There shall be no duplicating, sharing, or passing of ID cards.

For failure or refusal to present proper identification upon request of a University official, the student will be detained by Campus Police and subject to arrest by the Charlotte- Mecklenburg Police Department.

## **SECTION 26. HARBORING**

Knowingly harboring or bringing on, or transporting to University property a student, employee, or any other individual who has been suspended, expelled, terminated, or banned from the University

## **SECTION 27. ABUSE OF COMPUTING PRIVILEGES**

The University's Student Code of Conduct, described in the University Catalog, includes the expectation that students understand and abide by the policy for Responsible Computing.

This includes sending emails regarding the sale or purchase of items or services via the University email system. This also includes any and all emails sent to name lists (i.e., University family, students, faculty, and staff). Their use by student organizations, including fraternities, sororities, and social fellowships, must be approved by the Office of Student Leadership and Engagement.

Step I: When a student is alleged to be abusing computing privileges, all of his or her computing privileges will be suspended immediately to protect the computing resources and to assure reliable service to the rest of the community.

Step II: The student will be notified via campus or certified U.S. mail to attend a prehearing regarding the charge. The student will have the opportunity at this time to discuss the charges and may choose to accept responsibility for the charges or request a hearing. Computing privileges will be suspended until the conduct process has been completed.

## **SECTION 28. THREATS OF HARM**

If any student threatens harm to himself/herself or others in any form, he or she may be removed from the University immediately without a conduct hearing by the Dean of Students or Office of Student Conduct.

The student may have the opportunity to return, depending on a psychiatric evaluation and/or complete medical examination, and with approval from the Dean of Students or Office of Student Conduct.

## **ADMINISTRATION OF THE CONDUCT PROCESS**

Alleged violations of the Student Code of Conduct shall be adjudicated by conduct bodies and/or administrative officers as noted below. Conduct Hearing Officers, boards and administrative officers who adjudicate student disciplinary cases shall make findings of Responsible

or Not Responsible, then issue an appropriate sanction in accordance with the Student Handbook and based on the student's level of involvement, the severity of the incident, and the student's disciplinary history. Conduct cases will be referred to the most appropriate body as indicated below.

### **FILING A COMPLAINT**

Formal complaints must be filed with Campus Police or the Office of Student Conduct. Reports will be sent directly to the Office of Student Conduct for resolution or to be processed through the conduct system.

### **OFFICE OF STUDENT CONDUCT**

The JCSU Office of Student Conduct works on the disposition of intake reports of alleged violation of the Student Code of Conduct in conjunction with the Dean of Students and Campus Police. The Office manages the day-to-day student conduct of the University and works closely with the Dean of Students to promote the following initiatives:

- A.** To create and maintain a safe and professional learning environment for students from diverse backgrounds so they can flourish academically, socially, athletically, and professionally.
- B.** To significantly reduce daily student disciplinary issues in the classroom and residence halls that lead to frivolous distractions for students and the University Community
- C.** To support the University's efforts to help students adhere to a fundamental standard of conduct which promotes:
  - Safety first
  - Respect for themselves and others
  - Student confidence in the conduct process
- D.** To educate students, parents, and the University community about the Student Code of Conduct and which violations are most likely lead to suspension and/or expulsion for students found responsible. These are:
  - Physical Violence/Assault/Fighting
  - Hazing
  - Firearm/Ammunition Possession/Use on Campus
  - Sale of Illegal Drugs and Narcotics.
- E.** To provide fair process with respect to the conduct conference meeting and conduct board hearing that, when required, issues sanctions that act as a deterrent and have an educational and punitive effect on the student.
- F.** To identify and follow up with the appropriate individuals and offices on the progress of those students who may be in dire need of Substance Abuse, Anger Management, and/or Alternative Dispute Resolution counseling for the safety of themselves and the JCSU community. This may include:
  - a. Workshops and informational sessions for staff, faculty, and students participating in the conduct process
  - b. Timely and efficient follow-up on the progress of sanctioned students ensuring they are in compliance with completion of research papers, payment of fines, letters of apology, and participation in counseling sessions
  - c. Working with the Office of Dean of Students/Title IX, Campus Police, Health Services, Counseling Center, faculty, students, and, when required, outside legal counsel, to conduct periodic revisions to the Student Code of Conduct and Sanctions as published and distributed to all JCSU community members via the Student Handbook.

### **ROLE OF KEY UNIVERSITY OFFICIALS IN THE STUDENT CONDUCT PROCESS**

The Dean of Students is responsible for working on the disposition of written student appeals in accordance with the established grounds for submitting an appeal.

The Student Conduct Coordinator serves as a neutral advisor to students regarding the conduct process, Student Code of Conduct, and all student related disciplinary proceedings. This person shall also be responsible for overseeing the adjudication of hearings conducted by the full University Hearing Panel.

The University Hearing Panel is responsible for adjudicating cases. The University Hearing Panel shall be comprised of at least three members. The University Hearing Panel membership shall be comprised of students, faculty, and staff. A quorum for a conduct hearing consists of a minimum of one faculty/staff and one student. A student may waive the quorum requirement and proceed with his or her hearing without a quorum.

### **CONDUCT PROCEEDINGS**

Whenever the University receives information suggesting that a student may have potentially violated the Student Code of Conduct, the Student Conduct Coordinator may initiate a conduct conference meeting.



Any individual with a complaint regarding a perceived violation of the Student Code of Conduct should file a written complaint with the Office of Student Conduct, Office of Housing and Residence Life, or Campus Police. If the complaint involves members of the Campus Police, it should be submitted to the Office of Human Resources.

Students who wish to initiate a complaint under this section should first refer to the *Student Grievance Policy* to ensure that their complaint is directed appropriately. For example, any complaint involving perceived harassment, discrimination, or sexual violence, assault, and discrimination should be directed to the Office of Human Resources.

The Student Conduct Coordinator or his or her designee will review all complaints received to determine if the content contained therein could potentially involve a violation of the Student Code of Conduct.

## **NOTIFICATION OF CONDUCT CONFERENCE MEETING**

If the University determines that the alleged conduct at issue could potentially involve a violation of the Student Code of Conduct, the Student Conduct Coordinator will initiate disciplinary proceedings in accordance with this policy. A student who is charged with violation(s) of the Student Code of Conduct will receive a letter from the Student Conduct Coordinator notifying him/her of the alleged violation(s). This letter will be sent to the student's JCSU email address on file with the University and will include a brief summary of the alleged violations of the Student Code of Conduct. The letter will also direct the student to contact the Student Conduct Coordinator to schedule a conduct conference meeting within three academic calendar days.

An academic calendar day means Monday to Friday, excluding holidays and scheduled breaks from classes during the academic calendar year.

### **INTERIM PROCEDURES**

The University may take appropriate interim steps before the final resolution of any conduct outcome to ensure that the University community is sufficiently protected. If the alleged offense is of such a nature that the student's presence on campus while awaiting resolution of conduct outcome is unwise or poses a clear and present danger to members of the University community, the University may, at its discretion, temporarily withdraw or suspend the student until the matter has been resolved and until his or her return is in the best interests of the University community. The University may also take any other appropriate steps, including, without limitation, directing appropriate University officials to alter academic, housing and other arrangements.

### **INITIAL MEETING WITH THE STUDENT CONDUCT COORDINATOR**

Within three academic calendar days of receiving the Notice of Conduct Conference Meeting letter from the Student Conduct Coordinator, the student should participate in a conduct conference meeting with the Student Conduct Coordinator to review the process for the student conduct process.

The Student Conduct Coordinator serves as a neutral student advisor during the conduct conference meeting and is only responsible for assisting students with interpreting and understanding the Student Code of Conduct, conduct process, their rights, and potential sanctions.

In the conduct conference meeting, the Student Conduct Coordinator will provide the student with an overview of the conduct process and the student's rights and obligations, including the right to plead "Responsible" or "Not Responsible" in response to each of the alleged violations.

## **PLEADING NOT RESPONSIBLE VS. PLEADING RESPONSIBLE**

During the conduct conference meeting with the Student Conduct Coordinator, the student will be informed of his or her right to plead Responsible or Not Responsible in response to each alleged violation. The student must notify the Student Conduct Coordinator of his or her plea decision within two academic calendar days following their initial conduct conference meeting. If the student does not respond to the alleged violation, he/she will be presumed to have pled Responsible and a University Administrative Hearing will be scheduled for the student by the Student Conduct Coordinator. Notification of the University Administrative Hearing will be sent via email to the students.

A student has the right to have their case heard by the Student Conduct Coordinator at the conclusion of the Conduct Conference Meeting or by a University Hearing Officer assigned by the Office of Student Conduct. Students will sign indicating their choice to have their case heard at the conclusion of the conduct conference meeting. If a student decides to be heard by selecting an Administrative Hearing or a University Hearing Panel, the meeting will be scheduled by the Student Conduct Coordinator. If a student pleads Responsible for an alleged violation, he/she may not appeal the decision imposed.

Students have the right to select from one of two hearing options:

**a. Administrative Hearing.** In this type of hearing, the Student Conduct Coordinator or designated University Hearing Officer hears evidence and assigns sanctions and stipulations in consultation with the Dean of Students. While this is usually a faster method of resolving alleged violations, there is *no right to appeal* the determination or sanctions. This is the only hearing option during summer session/months or campus closures.

**b. University Hearing Panel.** In this type of hearing, the University Hearing Panel hears evidence and assigns sanctions in consultation with the Student Conduct Coordinator. Unlike the Administrative Hearing, *there is a right to appeal* the determination or sanctions (as discussed in greater detail below).

## NOTICE OF HEARING

If the student pleads Not Responsible, the Office of Student Conduct will provide written notice of the hearing to the student within three academic calendar days from receipt of the student's plea or the student may have their case or hearing adjudicated at the end of their conduct conference meeting. This notice will be sent to the student's campus email address and will include the type of hearing requested along with its date, time, and location. The hearing will take place promptly, with at least three academic calendar days' notice provided to the student. A student showing good cause to the Student Conduct Coordinator may be granted additional time to prepare a defense as long as a written request is made by the student and provided to the Student Conduct Coordinator at least two academic calendar days after the student receives notice of the scheduled hearing.

## CONDUCT PROCESS ADVISORS

The student may have a Conduct Process Advisor (CPA) present to support and assist him or her during all stages of the conduct process, including the hearing and appeal stages. Advisors must be a current JCSU staff or faculty member and must be approved by the Office of Student Conduct. The Student Conduct Coordinator will ensure that the advisor has the requisite knowledge and experience with the conduct process to appropriately assist the student.

### AD HOC PANEL

In instances where it is unreasonable, burdensome, or impractical to convene the University Hearing Panel for a hearing, the Student Conduct Coordinator may convene an ad hoc conduct panel to hear cases. This panel is typically comprised of faculty, staff, and students and also contains members of the University Hearing Panel whenever possible. Use of such an ad hoc panel might occur for Greek Life violations.

## PROCEDURES FOR ADMINISTRATIVE HEARINGS AND UNIVERSITY PANEL HEARINGS

- 1. Standard of Proof Regarding Hearings:** A preponderance of the evidence standard will be used by the University to evaluate evidence of alleged violations of the Student Code of Conduct. A preponderance of the evidence means that the information shows that it is more likely than not that the accused student committed the alleged violation(s).
- 2. Recording of Hearings:** The Chair of the University Hearing Panel will ensure that a continuous recording of all hearings, excluding the deliberation process, is made and retained in accordance with the University's document retention policies and procedures.
- 3. Closed to the Public:** In order to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the University community or to the general public.
- 4. When Criminal Charges are Pending:** Because the standards for finding a violation of criminal law are different from the standards for finding a violation for the Student Code of Conduct, criminal investigations or reports are not determinative of whether a violation of the Student Code of Conduct has occurred. The University reserves the right to take immediate interim measures, including, but not limited to, suspension or expulsion, to protect the University community while criminal charges are pending. This is particularly likely where the alleged crime involves an act of violence, the possession, sale, manufacture, or delivery of illegal drugs, or any other conduct that is egregiously offensive to the University's mission. The University may choose to wait for the conclusion of any criminal proceedings before initiating the conduct process. When criminal proceedings are pending during the conduct process, a student may have an attorney present during the hearing; however, the attorney may not participate in the hearing and may only serve in a supporting capacity.
- 5. Attendance of All Relevant Parties:** The most accurate and fair review of the facts occurs when all parties are present. As such, the complaining and responding students are encouraged and expected to attend. If he or she chooses not to attend, the charge(s) will be reviewed as scheduled on the basis of the information available, and a decision will be made. No decision shall be based solely on a student's failure to attend the hearing or answer the charge(s).
- 6. Conduct Process Advisor:** The Advisor may be present during the hearing. However, he or she may not participate in the hearing and may only serve in a supporting capacity.
- 7. Challenges to University Hearing Panel:** In the case of a University Hearing Panel, a student may challenge any member of the Panel for good cause and request that he or she be replaced, subject to the discretion of the Student Conduct Coordinator. Members of the Hearing Panel are expected to disqualify themselves when a case involves a friend or someone about whom the

board member does not feel he or she can be objective. If a student challenges the presence of the Hearing Panel Chairperson, the Chairperson may be excused upon a majority vote of the Hearing Panel.

**8. Questioning and Presentation of Evidence:** The Chairperson of the Hearing Panel is responsible for overseeing and controlling the hearing, including determining the manner in which questions will be asked and evidence presented. Generally speaking, any student has the right to testify on his or her behalf, present witnesses, question witnesses, be present for the presentation of all evidence, and challenge evidence presented during the hearing. However, the University Hearing Panel Chairperson, at his or her sole discretion, may restrict or limit the manner in which questions are asked or evidence is presented that the Chairperson believes that the manner of doing so is unfairly prejudicial, coercive, or intimidating. Written statements signed by a witness and accepted and verified by the Chairperson may be admitted at the sole discretion of the Chairperson if, for good cause, the witness cannot attend the hearing in person.

**9. Perjury:** All parties involved in a hearing, including witnesses, are expected to cooperate and provide complete and truthful information. Students who perjure themselves during a hearing will be charged with appropriate violations of the Student Code of Conduct.

**10. Scope of Evidence Considered:** The ultimate determination reached at a hearing must be based solely on the evidence presented. Past violations against the accused student(s) should not be mentioned during the hearing; however, a record of previous infractions may be considered after a determination of Responsibility has been reached.

**11. Determination:** After all evidence has been presented, all persons will be excused from the hearing room, a determination of Responsible or Not Responsible will be made, and sanctions assessed. If responsibility is determined, a student's past violations of the Student Code of Conduct may be considered for purposes of assessing sanctions.

**12. Notice of Determination and Sanctions:** The Student Conduct Coordinator will provide the student with written notification of the outcome of the hearing. Written notification is generally sent via email to the student no later than five academic calendar days after the hearing has concluded. Such notification shall include the determination reached, sanction(s) assessed, and information about the appeal process, if any. While every effort will be made to notify students within five academic calendar days after the conclusion of the hearing, students who have not received notification within five academic calendar days after the conclusion of the hearing should contact the Office of Student Conduct to receive notification of the determination.

## **APPEALS FROM DETERMINATIONS AND/OR SANCTIONS THAT DO NOT INVOLVE SEXUAL DISCRIMINATION, SEXUAL ASSAULT, SEXUAL VIOLENCE AND SEXUAL HARASSMENT**

As discussed above, determinations made and/or sanctions imposed at an Administrative hearing are final, and a student has no right of appeal.

Generally, determinations made and/or sanctions imposed at a University Hearing Panel hearing may be appealed only on the following grounds to the Dean of Students:

- Procedural errors shown to have had a material and detrimental impact on the outcome of the hearing. Minor deviations from designated policies and procedures will not form the basis of an appeal unless the deviation resulted in substantial prejudice that impacted the outcome of the hearing.
- New evidence not reasonably available at the time of the hearing, the absence of which can be shown to have had a material and detrimental impact on the outcome.

However, if the sanction is expulsion, a student may appeal on any grounds directly to the Dean of Students.

Appeal notices must be in writing and provided to the Dean of Students within five academic calendar days of receiving notification of the determination.

The student's written appeal must be dated, signed and clearly delineate the reasons for the appeal and include pertinent information that will assist the Dean of Students in making a determination.

Requests for an appeal shall, at minimum, outline the following:

- If the appeal is based on procedural error: (a) citation of specific procedural errors, with appropriate references; (b) reason(s) why the procedural error was not mentioned in the original hearing; and (c) reason(s) why the error had a material and detrimental impact on the outcome of the hearing.
- If the appeal is based on new evidence not reasonably available at the time of the proceeding: (a) description of the new evidence; (b) name(s) of anyone who could present this evidence; and (c) reason(s) why the absence of this new evidence had a material and detrimental impact on the outcome of the hearing.

In the case of an appeal involving the sanction of expulsion, the request should include as much factual detail and information as necessary to allow the Dean of Students to make an informed decision regarding the appeal.

The Dean of Students will determine whether there are sufficient grounds to modify the original determination and/or sanctions and will notify the student of the decision within five academic calendar days after receipt of the student's appeal notice.

An appeal conference with the Dean of Students will not be required to receive an appeal outcome. If an appeal conference is needed to consider the matter further, the notice shall include the time and place at which the student is to be present.

The findings of the University Hearing Panel or Dean of Students shall be afforded substantial deference upon review because those parties had the benefit of hearing all of the testimony and evidence presented, while also having the opportunity to evaluate the credibility of witnesses. The decision of the Dean of Students is final.

## **DISCRETIONARY REVIEW BY THE VICE PRESIDENT OF STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

The Vice President of Student Affairs and Enrollment Management, on his/her own initiative, has the right to review any determinations or sanctions imposed to ensure that sanctions are not excessive and that they comport with the principles of fundamental fairness. Such review powers are exercised at the sole discretion of the Vice President of Student Affairs and Enrollment Management, and students may not petition the Vice President of Student Affairs and Enrollment Management for review of disciplinary sanctions under this provision, except as noted above in the case of expulsion.

## **FAILURE TO COMPLY WITH CONDUCT SANCTIONS**

Students who are found responsible for violations and notified of their conduct sanctions but fail to comply with them will be considered in violation of the Student Code of Conduct (specifically with Failure to Comply) and are not entitled to a hearing on the charge that they have failed to comply with sanctions previously issued. An additional sanction will be applied by the Office of Student Conduct or Dean of Students without the benefit of a hearing.

## **SANCTION STIPULATIONS**

Stipulations are designed to assist students in identifying and observing the boundaries of what is considered acceptable behavior. The following stipulations singly and/or in combination, may be imposed on a student found responsible for violations of the Student Code of Conduct based on the violation and severity of the incident

### **COMMUNITY SERVICE**

Students may be required to complete an assigned number of community services hours by a specific deadline. The community service hours can be completed on or off campus. The Student Conduct Coordinator must approve all service sites in advance. Verification or proof of completed service hours must be submitted to the Office of Student Conduct.

### **RESEARCH ASSIGNMENTS**

The student may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be completed by the deadline specified and be thorough, comprehensive, typewritten, and scholarly. The completed project must also conform to other specifications given by the Conduct Hearing officer or body. Failure to comply with these terms will result in additional sanctions.

### **PARTICIPATION IN SPECIAL WORKSHOPS**

Students may be required to assist in developing, coordinating and evaluating special workshops related to the nature of the offense they have committed. Students may also be required to participate in special workshops to enhance their own knowledge and understanding of a particular topic related to the offense committed. In such instances, students are required to be prompt, and attentive, plus present a well-written, typed summary of the activity to the Conduct Hearing officer or body within 24 hours of the event. Failure to comply with this sanction will result in additional sanctions.

### **RESTITUTION**

Restitution is reimbursement for damage to or misappropriation of University or personal property. It may be in the form of money, service, or other compensation. Failure to comply with this sanction will result in additional sanctions.

### **RESTRICTION OF PRIVILEGES**

A student who receives this sanction shall be notified in writing as to the privileges he or she has restricted. This written notification shall indicate the time period for which the student has lost these privileges or must abstain from making use of them.

### **CONDUCT FINES**

Fines may be assessed to the student found responsible of committing an infraction. The amount of the fine varies according to the severity of the offense. The student will be informed in writing of the date when the fine must be paid. Fines must be paid in the Business Office, and the student should provide a copy of the payment (receipt) to the Student Conduct Coordinator. If a student appeals the decision of a conduct panel or officer, the fine is not due until notification of the final decision. Deadlines for payment of fines will not be extended except under extraordinary circumstances as authorized by the Office of Student Conduct or the Dean of Students

### **HOUSING RELOCATION**

If this sanction is assessed, the student will be required to move to another room or residence hall because of his or her lack of willingness to comply with the rules and regulations of his or her present residence hall community. This sanction will be made in instances where the hearing panel or official feels the student would benefit from a change of environment in order to conform to acceptable group living standards.

### **RESIDENCE LIFE AND HOUSING SUSPENSION**

Suspension from a residence hall include a period of observation and review. If the student is again found responsible for violating a University rule or regulation, particularly within a residence hall, or violating an order from a Hearing Officer or the appellate board, suspension from all University housing and/or restriction from entering any University residence shall take effect immediately.

### **LOSS OF HOUSING**

A student may lose his or her privilege of residing in University housing. If this occurs, a letter may be sent to his or her parents or guardians notifying them of the sanction.

### **TEMPORARY SUSPENSION**

During this period of deferred suspension from the University, if the student engages in additional conduct that the Dean of Students determines is in violation of the Student Code of Conduct, the University reserves the right to issue immediate sanctions, including but not limited to permanent suspension or expulsion, without any further disciplinary hearing. This is particularly likely where the additional conduct involves an act of violence, the possession, sale, manufacture or delivery of illegal drugs or any other conduct that is egregiously offensive to the University's mission.

Students who are temporarily suspended from the University may not return to the campus for any reason, except with the permission of the Dean of Students or the Office of Student Conduct. If a student returns to campus without permission during the period of temporary suspension, his or her eligibility to return to University will be jeopardized, and additional sanctions may be imposed by the University. The student may also be subject to criminal charges, including but not limited to, trespassing.

If a student is temporarily suspended from the University due to medical reasons, the Dean of Students in consultation with appropriate campus resources will make a determination regarding the length of separation from the University and describe the conditions under which the student may seek to return. The Office of the Registrar will place a Medical withdrawal hold on the student's record until the student has been granted readmissions.

### **ADDITIONAL SANCTIONS**

Additional sanctions not specifically listed above may be imposed for any violation of the Student Code of Conduct. Such sanctions, where appropriate, may include but are not limited to: required counseling or medical evaluations, behavioral contracts, letter of apology/acknowledgement, Notice of Trespass, or No Contact Orders.

## **GENERAL POLICIES AND PROCEDURES**

### **DINING SERVICES POLICIES AND REGULATIONS**

Welcome to JCSU Dining Services managed by Perkins Management Services Company.

It is our privilege to serve you. The "Perkins Promise" commits us to offering students a quality dining experience through our platform, the Millennium Cafe. To meet your expectations, we have established dining services policies and regulations at facilities we manage on and off campus.

1. You must use your JCSU ID card to enter the cafeteria during dining services hours covering breakfast/brunch, lunch, and dinner. Students without a valid ID card must report to the Business Office to pay for a new ID card and then take the receipt to the Department of Information Technology, located in the Rufus Perry Science Hall Room 205, to have a new ID created.
2. You are not permitted to give your JCSU ID card to anyone else to use for obtaining services or entry into any dining facility on or off campus managed by Perkins Management Services. On the back of the ID card, it states: "This card is governed by Johnson C. Smith University regulations; it is nontransferable."
3. You must carry your JCSU ID card at all times while on University property or when seeking entry into any event sanctioned by the University. You must provide your ID card upon request by a University faculty, staff, or dining services management team member.

4. No entry is permitted through the rear doors into the cafeteria at any time. No student is allowed to open the rear doors in the cafeteria for someone seeking entry. Anyone entering the cafeteria through the rear doors will be directed to leave and will be subject to the University Hearing Panel for disciplinary actions for unauthorized entry.
5. Anyone caught with another student's JCSU ID card will be asked to surrender it and will be referred to the University Hearing Panel for disciplinary action, along with the person who gave them their ID card for fraudulent use in dining services.
6. Any student seeking to return to the cafeteria after using the restroom must first speak to a dining services management team member to notify that they need to leave the cafeteria and would like to return. The student will then be required to use the restrooms located in front of the cafeteria across from the SGA office.
7. Students should not seek entry into the cafeteria with food purchased in the Bull Pen or from other location on or off-campus.
8. All students and guests are required to clear their table and deposit trays in the proper location before leaving the dining hall. This is a stipulation of your meal plan contract. Absolutely no cups, dishes, bowls, plates, or utensils other than those utilized in the Eco to Go Program may be taken out of the cafeteria.
9. You may take one entrée at a time or visit any of your food concepts and then come back as many times as you like. This policy is designed to help eliminate waste, by preventing people from taking more food than they can eat. All food/beverages are to be consumed in the dining hall.
10. Unless you swipe your JCSU ID card for entrance into the cafeteria to eat, please do not request entry to look for or visit with someone.
11. As a residential student with a meal plan, you are entitled to a declining balance fund called "JCSU Flex Dollars". Those declining funds can be used at any of the University dining locations (Burger King, Red Mango) operated by our on-campus food service vendor, Perkins Management Services Company.
12. Your decline balance funds that is linked with your student meal plan are nontransferable between semesters. You must use your funds each semester. At the beginning of each semester, you will be allocated declining balance funds based on your meal plan.
13. Double-swiping any JCSU ID card for a guest is prohibited. If you bring a guest to the cafeteria, you must use your declining balance, cash, or credit card to pay for their meal. You are responsible for your guests' compliance with all dining service rules and regulations.
14. Problems should be reported immediately. We are here to serve you and will sit down and discuss the dining services program at any time. Feel free to see Perkins Management.
15. Every student has the responsibility to follow these policies which are designed to help us provide the best dining services program possible. Campus dining privileges are contingent upon compliance with dining services' rules and regulations. Failure to adhere to the rules and regulations could result in meal privileges being suspended and/or matters being turned over to the University Hearing Panel for review.

#### **PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

No student with at least one semester of course work attempted and/or completed at JCSU and a cumulative Grade Point Average below 2.5 will be allowed to participate in any University-registered co-curricular student organization.

#### **ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY**

As users of the University's computing and network resources, JCSU students must:

- Abide by all federal, state, and local laws
- Abide by all applicable copyright laws and licenses. The University has entered into legal agreements or contracts with many software and network resources that require each individual user to comply with those agreements
- Observe the copyright law as it applies to music, videos, games, images, texts, and other media in both personal use and in production of electronic information
- Not use, copy, or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software, and logos) unless they have a legal right to do so.

In addition:

- The University reserves the right to limit access to its resources when policies or laws are violated and to use appropriate means to safeguard its resources, preserve network/system integrity, and ensure continued service delivery at all times.
- The accessibility of certain University information technology resources, such as network-based services, implies a degree of risk that the existence, viewing, or receipt of such information/content may be offensive.
- When students utilize University computing services and accept any University issued computing accounts, they agree to comply with this and all other computing related policies. They have the responsibility to stay up-to-date on changes in the computing environment, as published, using University electronic and print publication mechanisms, and to adapt to those changes as necessary.

### **AUTHORIZED USE/ACCESS**

Access to JCSU's information technology resources is a privilege granted to faculty, staff, and students in support of their studies, instruction, duties as employees, official business with the University, and/or other University-sanctioned activities.

It is expected that these resources will be used efficiently and responsibly in support of the mission of the University as set forth in this policy. All other uses not consistent with this policy may be considered unauthorized.

### **DATA SECURITY, CONFIDENTIALITY AND PRIVACY**

Electronic mail and computer files are considered private to the fullest extent permitted by law. Access to such files will generally require permission of the sender/recipient of a message or the owner of the account in which the material resides, a court order, or other actions defined by law. However, in the event of a sanctioned University investigation for alleged misconduct, e-mails and/or files may be locked or copied to prevent destruction and loss of information. All users of JCSU's information technology resources are advised to consider the open nature of information disseminated electronically, and should not assume any degree of privacy or restricted access to such information

### **HARASSMENT**

Harassment of others via electronic methods is prohibited under North Carolina law and University policies. It is a violation of this policy to use electronic means to harass, threaten, or otherwise cause harm to a specific individual(s), whether by direct or indirect reference. It may be a violation of this policy to use electronic means to harass or threaten groups of individuals to create a hostile environment.

### **NETWORK AND SYSTEM INTEGRITY**

Activities and behaviors that threaten the integrity of computer networks or systems are prohibited on both University-owned and privately-owned equipment operated on or through University resources. These activities and behaviors include, but are not limited to:

- Interference with or disruption of computer systems and networks and related services, including, but not limited to, the propagation of computer worms, viruses, and Trojan Horses
- Intentionally or carelessly performing an act that places an excessive load on a computer or network to the extent that other users may be denied service or information systems may be disrupted
- Negligently or intentionally revealing passwords or otherwise permitting the use by others of University-assigned accounts for computer and network access. Individual password security is the responsibility of each user. The user is responsible for all uses of their accounts, independent of authorization.
- Altering or attempting to alter files or systems without authorization
- Unauthorized attempts to circumvent data protection schemes or uncover security vulnerabilities
- Connecting unauthorized equipment to the campus network or computers. University authorized business and other activities directly related to the academic mission of the University are excluded.
- Attempting to alter any University computing or network components without authorization or beyond one's level of authorization, including, but not limited to, bridges, routers, hubs, wiring, and connections.
- Using campus resources to gain unauthorized access to any computer system and/or using someone else's computer without their permission

### **PRINTING**

JCSU student printing is controlled through software and print cards. Students are allowed 150 pages per semester free of charge. This amount is subject to change each academic year.

Additional pages may be purchased through the University cashier at a rate of \$.10 per page.

Print Release Stations are located in the following areas:

Library, First and Second Floors	Mosaic Village
Sanders Hall	Liston Hall
Myers Hall	New Residence Hall
Greenfield Hall	Metropolitan College

## **EMAIL**

Email and network connectivity are provided as professional resources to assist faculty, staff, and students in fulfilling their academic goals and/or University business. Each user is responsible for using the email systems in a professional, ethical, and lawful manner. Unacceptable and inappropriate behaviors include, but are not limited to:

**Forged Mail** - It is a violation of this policy to forge an electronic mail signature or to make it appear as though it originated from a different person.

**Intimidation/Harassment** - It is a violation of this policy to send/forward email that is obscene, harassing, abusive, or threatens an individual's safety. Known threats to personal safety will be reported to Campus Police.

**Unauthorized Access** - It is a violation of this policy to attempt to gain access to another person's email files regardless of whether the access was successful or whether or not the messages accessed involved personal information.

**Unlawful Activities** - It is a violation of this policy to send/forward copyrighted materials electronically; and is also a federal offense.

**Proprietary/Confidential Information** - It is a violation of this policy to exchange proprietary information or any other privileged, confidential sensitive information without proper authorization.

**Chain Letters/Junk Email/SPAM** - It is a violation of this policy to send chain letters, junk email, or any other type of widely distributed unsolicited email.

**Hoaxes** - It is a violation of this policy to distribute an email hoax with the intention to mislead or trick others into believing/accepting/doing something.

**Viruses** - It is a violation of this policy to knowingly transmit email messages containing a computer virus, worm, spyware, or any form of malware.

Penalties for unacceptable behavior range from de-activation of the account (for minor first offenses) through University conduct action or referral to law enforcement authorities.

## **INTERNET USAGE INFORMATION**

There are numerous appropriate uses of the Internet. This includes: email, surfing, and access to information on the World Wide Web. The University encourages the educational and appropriate use of these resources. All uses of Internet resources should be consistent with the Student Code of Conduct as put forth in the Student Handbook.

## **WEB PORTAL**

The web portal is a key medium of communication at JCSU. Here are some of the features you will access:

- Your email, calendar and a collaborative document sharing tool is available here.
- Entry way to your student account. You can search and register for classes, pay fees and charges, check your financial aid status, print your unofficial transcript, and more.
- Canvas/eLearning – The University's course management system where students can read class assignments, view and download course materials (i.e. syllabi, class notes), submit assignments, and email the instructor.

To log into your portal, visit [my.jcsu.edu](http://my.jcsu.edu) from any web browser. Type in your campus ID and Web Pin. If you have questions or need assistance, please email [helpdesk@jcsu.edu](mailto:helpdesk@jcsu.edu).



## **JCSU**

All full-time students will be issued a tablet during the fall semester. All mobile computing equipment remains the property of the University. Students are responsible for the care of their devices and should review all information in the agreement regarding the program policies and procedures. Students who leave the University for any reason, prior to completing one semester (except graduation), must return their University-issued equipment and power cord.

## **JCSU ONLINE STUDENT TECHNICAL SUPPORT**

JCSU provides several resources to help you plug in and stay connected to the technology you'll need to complete your degree online. Visit the My.JCSU.edu Support Services tab for frequently requested information where you can easily search for answers to your questions using JCSU's Knowledge Base or access 24/7 live chat with one of our Canvas support agents. You can also request services or report an issue by creating a support case and our field of experts will route your request accordingly and follow-up by email or your preferred contact method.

## **JCSU IDENTIFICATION CARD**

Each student and employee of the University is issued a campus identification (ID) card. The campus ID card serves as proof of status with Johnson C. Smith University. Depending on status, the campus ID card provides access to many resources provided by and available through the University community such as dining hall meals, bookstore charging, access to buildings, use of the University libraries and athletic facilities, and a Bull Bucks program for certain purchases.

All students and employees must maintain and carry a current campus ID card for the entire period that they are affiliated with the University. The cardholder is responsible for the care and safekeeping of the campus ID card. The campus ID card should be protected and carried by the cardholder at all times. Protecting the campus ID card reduces the risk of abuse related to privileges and funds and extends the life of the card. Holes should not be punched in the campus ID card and the use of stickers, pins, or other items affixed to the campus ID card is prohibited. The magnetically encoded information on the campus ID card may be protected by keeping the card away from magnetic fields. No one other than the person to whom the card is issued is to use the campus ID card. The campus ID card is the property of the Johnson C. Smith University and must be presented upon the request of an appropriate University official and may be revoked at any time by the University. Once the initial ID Card has been printed for a student, it is the students' responsibility to take care of their Identification card. If the identification card is lost, stolen, or damaged in any way, it is the students' responsibility to replace the card. Beginning Aug. 1, 2017 all new campus ID cards will have a proximity chip promoting greater security. In addition, replacement card costs will be \$15 as of Aug. 1, 2017 as well. The new fee will aid in expanding the features of JCSU's One Card Program. The fee must be paid to the Business Office and the receipt of payment presented to the Information Technology Department at the time a replacement ID card is made. Returning, continuing, and any new students who requests a replacement ID card must pay the fee of \$15.00 for the replacement.

Any transfer, alteration, falsification, or forgery of a campus ID card constitutes a violation of University's Student Code of Conduct and may result in disciplinary action. In addition, fraudulent or illegal use of the campus ID card may result in criminal charges and/or civil proceedings.

## **ATTENDANCE POLICY**

JCSU has no official attendance policy. However, because attendance in classes is a vital part of the educational process, students are encouraged to attend classes regularly and on time. Additionally, faculty have the right to provide time-sensitive assignments, which may be negatively impacted by the lack of attendance.

## **CAMPUS CLOSING**

From time to time, the University finds it necessary to close the campus due to dangerous weather conditions, fire, police crises, or other emergencies. In such instances, students are required to follow announced procedures. In general, students who must evacuate their buildings will be required to congregate in a designated area and to remain in that area until instructed otherwise by University and law, and fire department officials. Students will be restricted from moving about the campus, and vehicular traffic will be prohibited except for persons with official University parking decals. Failure to follow the directions of University officials will result in disciplinary action.

## **CAMPUS SAFETY ESCORT SERVICE AND RIDE**

Campus Police provides escort and rides for all students, faculty, staff, and guest. Students who live at Mosaic who wish to have an escort may contact Campus Police or stop at the traffic booth to make a request.

The number to call is (704) 378-1004 or 1003.

## **CLASSROOM CONDUCT POLICY**

Academic excellence demands that appropriate behavior and decorum be maintained by students at all times in the classroom. JCSU will not tolerate disruptive behavior by students or condone any actions by students or teachers that incite such behavior.

Disruptive behavior is defined as any behavior that causes disorder or turmoil in the classroom.

When the student is judged to have engaged in disruptive behavior in a classroom, the instructor shall initiate the following procedures:

- Instructor will request the student to discontinue the disruptive action.
- If the behavior continues, the instructor will advise the student to leave the classroom.
- Campus Police will be called if the student refuses to leave.
- Students who continue to disrupt the class and/or resist the police officer or campus security officer's directive to leave the classroom may be subject to arrest and conduct sanctions if found responsible.
- An incident report will be written by Campus Police, who will collect witness statements from eyewitnesses and complete a thorough investigation. An incident report will be written by the instructor and submitted to the Office of Student Conduct
- All incident reports will be forwarded to and processed through the Office of Student Conduct.
- After the completion of an incident report, including the student's comments, the student must secure the written permission of the Academic Affairs Leadership Council in order to return to class.
- The student will be held responsible for all absences incurred between the time of the suspension from class and his or her return.
- Any recurrence of disruptive behavior on the part of the student cited will result in expulsion from the class and a grade of F recorded in the semester in which the offense occurred.

### **UNIVERSITY POLICIES ON ACCOMMODATIONS FOR RELIGIOUS OBSERVANCE**

JCSU respects the religious beliefs of faculty and staff and their desire to observe their accepted religious customs and holy days. The University allows reasonable time off without adjustment to pay to attend religious observances on generally recognized holy days, provided this does not disrupt academic schedules or administrative responsibilities. JCSU is committed to honoring the religious commitments of all members of our community. Both university policy and North Carolina law provide that students unable to attend classes, participate in required course activities, or take a scheduled examination because of religious observance will be provided with reasonable opportunity to make up the course work without adverse effects. The university also respects the religious observance of faculty members.

### **POLICY ON STUDENT AND FACULTY/STAFF RELIGIOUS OBSERVANCES**

This policy sets forth the protocol required of instructors at the university when requests are made by students to accommodate their religious practice. The policy applies to all students at the university and to all persons employed in an instructional capacity by the university. When any student is unable, because of religious practice, to attend class or participate in an examination or any other required assignment or activity in any course in which she or he is enrolled, the course instructor shall provide a reasonable opportunity to make up the examination, assignment or activity. JCSU students may receive up to three excused absences for three credit hour courses and two excused absences for two credit hour courses. Students must provide documentation of their absence in the form of a program, note, or other methods approved by the instructor. JCSU respects the religious beliefs of faculty and staff and their desire to take time off for religious observances. Employees may use vacation time for religious observances.

### **ALCOHOL AND DRUG POLICY**

Johnson C. Smith University is a dry campus. This means that all JCSU students and their guests are prohibited from consuming or possessing alcoholic beverages on University owned or controlled property and University sponsored events. Violating this policy will result in a referral to the Office of Student Conduct.

The University subscribes to a **ZERO TOLERANCE POLICY** regarding drug consumption and drug possession. This includes the sale or trafficking of illegal substances on or off campus by students. Should a student be found responsible under the Conduct System of violating this policy, possible sanctions will include University probation, suspension, or expulsion.

### **ALCOHOL AND OTHER DRUGS PREVENTION SERVICES**

Each year, college students experience the new world of independence, self-exploration, and building lifelong friendships.

Unfortunately, at many colleges and universities, the overwhelming impact of excessive use of alcohol and drugs is seen firsthand.

Research has shown an increase in the number of alcohol-related incidents, such as violence, vandalism, sexual aggression, and alcohol poisoning requiring hospitalizations.

The following are potential warning signs that someone may be at risk for developing a drug or alcohol problem:

- Decline in academic performance
- Reports to class with a hangover or high
- Experiences headaches or has a hangover after drinking
- Frequently late to class or other scheduled appointments

- Makes excuses for poor performance or missing classes
- Frequently requests extensions or turns in work late or not at all
- Drastic changes in personality; frequent mood changes
- Boasting about their alcohol or other drug use; conversations are frequently about using
- Believes he/she cannot have fun without alcohol or other drugs
- Loss of motivation or energy
- Experiences frequent health problems
- Spends most of his/her money on drugs or alcohol
- Frequently passes out or suffers blackouts while drinking
- Changes in appearance
- Frequent problems with law enforcement or University authorities (e.g., Campus Police, Office of Student Conduct, and Residence Life)

### **ALCOHOL AND OTHER DRUG SERVICES**

The Office of Counseling provides Alcohol and Other Drugs Services (AODS) to students enrolled at the University. AODS offers individual assessments, consultations, education programs, short-term intervention services, and community referrals. If long-term or intensive counseling services are needed, the counseling staff will assist in making referrals to external substance abuse treatment agencies.

The prevention goals of AODS include promoting campus-wide campaigns that challenge students to make healthy choices regarding their own behaviors, attitudes, and/or conflicts associated with the use, misuse, and abuse of alcohol and other drugs.

### **FIREARM AND WEAPONS POLICY**

The use, possession, or storage of a firearm or weapon on University owned or controlled property without authorization is prohibited. A weapon refers to any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including but not limited to, all firearms, pellet guns, paintball guns, BB guns, bludgeons, metal knuckles, switchblade knives, and knives designed for offense or defense.

### **SIMPLE ASSAULT AND ASSAULT AND BATTERY POLICY**

**Simple Assault:** The infliction of corporal injury to another by force, or by force unlawfully directed at the person of another, that creates a reasonable fear of imminent peril, by an individual who has the apparent ability to attempt to do so if not prevented. Any student found responsible may be subject to summarily suspension, expulsion, and/or criminal prosecution.

**Assault and Battery:** The subjecting of any person(s) to any form of physical abuse on University owned or controlled property or University sponsored events. Any student found responsible may be subject to summarily suspension, expulsion, and/or criminal prosecution.

### **EDUCATIONAL MATERIALS**

A wide variety of audio and written resources are available to students, faculty, and staff free of charge. These resources cover topics such as Drug and Alcohol Awareness, Healthy Relationships, College Transition, Mental Health, Conflict Resolution, and Sexually Transmitted Diseases. We encourage you to visit our office for more information.

## **SEX AND GENDER DISCRIMINATION AND HARASSMENT**

It is the policy of Johnson C. Smith University (JCSU) to maintain an environment free from sexual abuse; sexual assault; sexual harassment and discrimination; and, relationship violence and stalking in all of its educational programs and activities. This policy also applies to any of JCSU's medical personnel, Health Center, Athletic Facilities and similarly-structured facilities on campus (that serves both students and minors). JCSU seeks to create and maintain a safe environment in which all members of the University community— students, faculty and staff—can learn and work free from the fear of these offenses. Members of the University community (students, faculty, and staff) and University visitors are expected to comply with and abide by the University policies and procedures, as well as federal, state, and local laws, whether on or off campus. JCSU is committed to prevention and awareness education on all issues. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Regardless of the charge issued or procedures employed, sanctions issued by the University can be expected to be consistent with the educational mission of the institution.

JCSU is committed to investigating all possible violations of this policy about which the University knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of whether the conduct at issue actually occurred. The University's ability to investigate in a particular situation, or the extent of an investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the University's access to information relevant to the alleged or suspected violation of this policy. In order to protect a victim's confidentiality and anonymity, a victim can make a confidential report about the incident, including identification of the assailant if known, at any time, whether legal or disciplinary action is desired.

Both men and women may be victims of sexual abuse, sexual assault, sexual harassment and discrimination, and relationship violence and stalking. Any behavior determined to constitute sexual abuse, sexual assault, sexual harassment and discrimination, and relationship violence and stalking will be treated as a serious matter and subject an individual to appropriate disciplinary actions and/or criminal sanctions.

## IMPORTANT DEFINITIONS & EXAMPLES

All students should be familiar with the following capitalized terms used herein and are defined as follows:

**Actual Knowledge:** Actual Knowledge means notice of Sexual Harassment or allegations of Sexual Harassment to JCSU's Title IX Coordinator, Associate Vice President of Student Affairs and Enrollment Management/Deputy Title IX Coordinator, Vice President of Student Affairs and Enrollment Management, or Director of Employee Services. This standard is not met through Imputation of knowledge based solely on vicarious liability or constructive notice. This standard also is not met when the only individual with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one to whom notice of Sexual Harassment or allegations of Sexual Harassment constitutes Actual Notice.

**Clery Act:** The Clery Act refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. § 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

**Complainant:** Complainant means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

**Consent:** Consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a clear and unambiguous agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from: silence, passivity, or lack of resistance alone; a current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else); attire; the buying of dinner or the spending of money on a date; or Consent previously given (i.e., Consenting to one sexual act does not imply Consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, deception, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used any of these means to obtain Consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by the following individuals: minors, even if the other participant did not know the minor's age; mentally disabled persons, if their disability was reasonably knowable to a person who is not mentally disabled; or persons who are Incapacitated. The use of alcohol or drugs does not diminish one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Harassment.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of Consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue and capacity to Consent. Neither party should make assumptions about the other's willingness to continue.

**Education and Program or Activity:** Education Program or Activity means all of JCSU's operations and includes (1) locations, events, or circumstances over which JCSU exercised substantial control over both the Respondent and the context in which the alleged Sexual Abuse or Harassment occurred; and (2) any building owned or controlled by a student organization that is officially recognized by JCSU.

**Education Record:** Education Record has the meaning assigned to it under FERPA. "FERPA" is the Family Educational Rights and Privacy Act, a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 C.F.R. § 99. FERPA protects the privacy of student Education Records. FERPA grants to eligible students the right to access, inspect, and review Education Records, the right to challenge the content of Education Records, and the right to consent to the disclosure of Education Records.

**Formal Complaint:** Formal Complaint means a document filed by a Complainant or signed by the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that JCSU investigate the allegation of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in JCSU's Education Program or Activity. A Formal Complaint may be filed with the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in person, by mail, or by electronic mail by using the contact information required to be listed for the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in Exhibit A. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

**Incapacitated:** Incapacitated means lacking the physical and/or mental ability to make informed, rational judgments. A person may be Incapacitated for a variety of reasons, including but not limited to being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

**Notice:** Notice, as used in this paragraph includes, but is not limited to, a report of Sexual Harassment to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator.

**Relationship Violence,** also known as “Intimate Partner Violence,” means violence committed by a person who is, or has been, in a relationship of a social, romantic or intimate nature with a victim. The existence of such as relationship is to be determined by the length and type of a relationship and the frequency of interaction. Some examples of abusive behavior include: physical, emotional, psychological, financial, and sexual abuse.

**Respondent:** Respondent means an individual who has been reported to be the perpetrator of conduct alleged to constitute Sexual Harassment.

**Retaliation:** Retaliation means (1) any adverse action (including direct and indirect intimidation, threats, coercion, discrimination, or harassment (including charges for conduct violations that do not involve sex or gender discrimination or harassment or Sexual Harassment but that arise out of the same facts or circumstances as a report or complaint of sex or gender discrimination or harassment or a report or Formal Complaint of Sexual Harassment) that is (2) threatened or taken against a person (a) for the purpose of interfering with any right or privilege secured by Title IX; or (b) because the person has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Title IX. Retaliation does not include (1) the exercise of rights protected under the First Amendment; (2) charging an individual with making a materially false statement in bad faith in the course of a grievance proceeding (provided, however, that a determination regarding responsibility alone is not sufficient to conclude that an individual made a materially false statement in bad faith); or (3) good faith actions lawfully pursued in response to a report of prohibited conduct.

**Sexual Abuse:** Sexual abuse refers to two broad types of sexual misconduct by employees and others affiliated with the institution, but are not students. Specifically, sexual abuse means: 1) serial sexual misconduct or 2) child molestation. Serial sexual misconduct means any actual or alleged illegal or otherwise sexual misconduct: 1) with more than one victim and 2) committed by, or alleged to have been committed by faculty, staff or volunteers affiliated with the institution. Child molestation means actual or alleged illegal or sexual misconduct with a minor.

**Sexual Assault:** Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Sexual assault does not require that a person explicitly say “no” to his or her attacker. Sometimes people are unable to give consent because they are unconscious, asleep or under the influence of alcohol or drugs. Consent CAN NEVER be given by anyone under the age of sixteen. Sexual assault includes, but is not limited to the following:

- Rape
- Acquaintance rape (friend, classmate, peer, co-worker, partner, etc.),
- Date rape (involves sexual assault by someone the victim has seen is dating),
- Acquaintance gang rape (involves sexual assault by more than one person and at least one of whom is known by the victim),
- Incest, sexual assault with an object,
- Forcible sodomy,
- Forcible oral sex, and
- Forcible fondling

**Sexual Harassment:** Sexual Harassment means conduct on the basis of sex or gender that satisfies one or more of the following:

- (1) an employee of the JCSU conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct. (commonly referred to quid pro quo harassment);
- (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to JCSU’s Education Program or Activity; or
- (3) “Sexual Assault,” as defined in 20 U.S.C. § 1092(f)(6)(A)(v): an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Dating Violence:** Dating Violence, as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Domestic Violence, as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person

who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** Stalking, as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

**Supportive Measures:** Supportive Measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to JCSU's Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or JCSU's educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, and leaves of absence, increased security and monitoring of certain areas of the campus. JCSU will maintain as confidential any Supportive Measures provided to a Complainant or a Respondent, to the extent that maintaining such confidentiality would not impair JCSU's ability to provide the Supportive Measures. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

## **SEXUAL AND GENDER DISCRIMINATION AND HARASSMENT POLICY**

### **Notice of Nondiscrimination**

Johnson C. Smith University ("JCSU"), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the JCSU community; are incompatible with the safe, healthy environment that the JCSU community expects and deserves; and will not be tolerated. JCSU is committed to providing programs, activities, and an education and work environment free from discrimination and harassment and to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors. Inquiries concerning discrimination or harassment on the basis of sex or gender may be referred to JCSU's Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator (Exhibit A to this document provides additional contact information).

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex or gender may be referred to the Vice President of Student Affairs (for students) or the Director of Employee Services (for employees). Exhibit A also provides their contact information.

Individuals also may make inquiries regarding discrimination or harassment to the U.S. Department of Education's Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: [OCR@ed.gov](mailto:OCR@ed.gov).

### **Prohibition on Sex and Gender Discrimination and Harassment, Retaliation, and Providing False Information or Interfering with a Grievance Process**

This Policy prohibits discrimination and harassment on the basis of sex or gender. JCSU strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, such behaviors.

Sexual Harassment, as defined by Title IX and herein, is a specific type of sex/gender discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking and that JCSU addresses using its Title IX Sexual Harassment Grievance Procedures, as required by Title IX.

This Policy also prohibits Retaliation, as defined by Title IX and herein. Complaints alleging Retaliation may be filed with the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator and, at the discretion of the Title IX Coordinator, may be addressed under JCSU's Title IX Sexual Harassment Grievance Procedures.

Additionally, any individual who knowingly files a false Formal Complaint (as defined herein) or who interferes with a JCSU grievance process may be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to JCSU officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

### **Reporting and Period of Limitations**

JCSU strongly encourages all employees and other members of the JCSU community to promptly report discrimination and harassment on the basis of sex or gender to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator has the authority to institute corrective measures on behalf of JCSU. Accordingly, the Deputy Title IX Coordinator is required to report discrimination and harassment on the basis of sex or gender to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator.

Additionally, JCSU has designated the following employees as confidential resources.

- For students: Dr. Davida Haywood, Vice President of Student Affairs and Enrollment Management
- For employees: Maudre Addison, Director of Employee Services

Information about sex or gender discrimination or harassment shared with these confidential resources typically will not be reported to other JCSU personnel (including the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator), to the Respondent, or to others, unless the disclosing individual gives their consent to the disclosure or the law requires it (as may be the case with abuse involving a minor or under conditions involving imminent physical harm, for example). Confidential resources may report non-identifying statistical information to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator for recordkeeping and compliance purposes.

Any person (whether or not alleged to be the victim) may report sex or gender discrimination or harassment, including Sexual Abuse and Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator listed in Exhibit A, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

JCSU will address allegations of sex or gender discrimination or harassment appropriately no matter the length of time that has passed since the alleged conduct. However, JCSU strongly encourages prompt reporting to preserve evidence for a potential legal or disciplinary proceeding. Delay may compromise the ability to investigate, particularly if the individuals involved in the alleged conduct are no longer JCSU students or employees.

### **Applicability of Policy and Grievance Procedures**

This Policy applies to any allegation of sex or gender discrimination or harassment made by or against a student or an employee of JCSU or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of Sexual Harassment in JCSU's Education Program or Activity (as defined herein).

JCSU will address allegations of other types of sex or gender discrimination or harassment (i.e., that do not meet the definition of Sexual Harassment) (1) using other student and employee conduct disciplinary procedures deemed appropriate by the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in consultation with other JCSU administrators; and/or (2) with Supportive Measures, which are defined and discussed in more detail herein.

## **TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES APPLICABILITY, COMPLAINT INTAKE, and OVERARCHING PROVISIONS**

### **Applicability of Grievance Procedures**



As mentioned above, these Grievance Procedures apply to allegations of Sexual Harassment in JCSU's Education Program or Activity (and to related Retaliation, at the discretion of the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator). JCSU treats Complainants and Respondents equitably by providing remedies to a Complainant where JCSU makes a determination of responsibility for Sexual Harassment against a Respondent under these Grievance Procedures and also by following these Grievance Procedures before imposing any disciplinary sanctions against a Respondent for Sexual Harassment.

### **Obligation to Respond and Initial Outreach to Complainant**

When JCSU has Actual Knowledge of Sexual Harassment (or allegations thereof) in its Education Program or Activity and against a person in the United States, JCSU is obligated to respond and to follow Title IX's specific requirements, which are addressed and incorporated in these Grievance Procedures.

Promptly upon receiving allegations of Sexual Harassment in JCSU's Education Program or Activity and against a person in the United States, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Complainant the process for filing a Formal Complaint.

### **Filing of a Formal Complaint**

As mentioned in the Definitions section above, a Formal Complaint means a document filed by a Complainant or signed by the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that JCSU investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint a Complainant must be participating in or attempting to participate in JCSU's Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in Exhibit A. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint.

When the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator believes that, with or without the Complainant's desire to participate in a grievance process, a non-deliberately indifferent response to the allegations requires an investigation, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator has the discretion to initiate the grievance process by signing a Formal Complaint. Where the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator signs a Formal Complaint, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator is not a Complainant or otherwise a party under these Grievance Procedures. Furthermore, initiation of a Formal Complaint by the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator is not sufficient alone to imply bias or that the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator is taking a position adverse to the Respondent.

Once a Formal Complaint is initiated, an alleged victim will be referred to as a "Complainant," and an alleged perpetrator will be referred to as a "Respondent."

### **Notice of Allegations**

Upon receipt of a Formal Complaint, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will provide the parties who are known written notice of these Grievance Procedures and of the allegations of conduct potentially constituting Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.

The written notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice also will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and that the advisor may review and inspect evidence collected during the investigation. Additionally, the written notice will inform the parties of JCSU's prohibition on knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, JCSU decides to investigate allegations of Sexual Harassment involving the Complainant or Respondent that are not included in the original written notice of allegations, JCSU will provide notice of the additional allegations to the parties whose identities are known.

## **Dismissal**

JCSU will investigate the allegations in a Formal Complaint; however, JCSU will dismiss a Formal Complaint or a portion of the allegations therein if (1) the conduct alleged in the Formal Complaint, even if substantiated, would not constitute Sexual Harassment; (2) at the time of filing the Formal Complaint the Complainant was not participating in or attempting to participate in JCSU's Education Program or Activity; (3) the conduct alleged in the Formal Complaint did not occur in JCSU's Education Program or Activity; or (4) the conduct alleged in the Formal Complaint did not occur against an individual in the United States.

Additionally, JCSU may dismiss a Formal Complaint or a portion of the allegations therein if (1) the Complainant notifies the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed at JCSU; or (3) despite efforts to do so, JCSU is unable to gather evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

In the event the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that dismissal of a Formal Complaint or a portion of the allegations is appropriate, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will promptly notify both parties in writing of the dismissal and the reasons for it. Dismissal does not impair JCSU's ability to proceed with any appropriate investigatory or disciplinary actions under the Sex and Gender Discrimination and Harassment Policy or another JCSU policy or procedure and/or to provide Supportive Measures to the parties.

Either party may appeal a decision to dismiss a Formal Complaint or a portion of the allegations on the following grounds by submitting a written appeal to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator within seven calendar days of the issuance of the written notice of the dismissal: (1) procedural irregularity that affected the decision to dismiss; (2) new evidence that was not reasonably available at the time of dismissal and that could affect the outcome of the matter; or (3) the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator or other participant in the dismissal having a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the decision to dismiss.

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will promptly notify the other party of the appeal, and the non-appealing party may submit a response to the appeal within five calendar days of notification of the appeal.

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will forward any documents upon which the dismissal decision was based, the appeal, and any response to the appeal to Deputy Title IX Coordinator (when the Respondent is a student), Vice President of Human Resources (when the Respondent is a faculty member) or Director of Employee Services (when the Respondent is a staff member). The appointed administrator will determine whether any of the grounds for appeal warrant overturning or modifying the dismissal. The decision by the appointed administrator is final.

## **Advisors**

The Complainant and the Respondent may be accompanied to any meeting or proceeding under these Grievance Procedures by the advisor of their choice, who may be, but is not required to be, an attorney. JCSU will not limit the choice or presence of the advisor for either the Complainant or the Respondent in any meeting or grievance proceeding. Advisors, however, are not allowed to disrupt any such meeting or proceeding or to speak on behalf of the Complainant or the Respondent, with the exception of cross-examination during any hearing conducted under these Grievance Procedures, which must be conducted by an advisor and never personally by the Complainant or the Respondent.

If a party does not have an advisor present at the hearing, JCSU will provide, without any charge to that party, an advisor of JCSU's choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

Absent accommodation for a disability, the Complainant and the Respondent may not be accompanied by more than one advisor or by other individuals during meetings or proceedings under these Grievance Procedures.

## **Amnesty**

JCSU considers the reporting and adjudication of Sexual Harassment to be of paramount importance. JCSU does not condone underage drinking or the use of illegal drugs; however, JCSU may extend amnesty to Complainants, Respondents, witnesses, and others involved in a grievance process from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered or submitted in the course of a grievance process. Similarly, JCSU may, in its discretion, provide amnesty for other conduct code violations that are discovered in the course of a grievance process.

## **Timing**

JCSU will make every reasonable effort to ensure that the investigation and resolution of a Formal Complaint occurs in as timely and efficient a manner as possible. The timelines set forth in these Grievance Procedures are guidelines and may be altered for good cause with written notice to the Complainant and the Respondent of any delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; natural disasters and similar occurrences; or the need for language assistance or accommodation of disabilities.

JCSU will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 90 calendar days of the receipt of the Formal Complaint, absent extenuating circumstances. Hearings generally will take place within 30 calendar days of the conclusion of the investigation. Within ten calendar days of the conclusion of the hearing, both the Complainant and the Respondent will receive a final outcome letter.

Either party may request an extension of any deadline by providing the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will review the request and will make a determination with regard to the request within three calendar days.

## **Written Notice of Meetings**

JCSU will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.

## **Effect of Corollary Criminal Investigation**

JCSU's investigation may be delayed temporarily while criminal investigators are gathering evidence. In the event of such a delay, JCSU will implement any appropriate Supportive Measures and will evaluate the need for other actions necessary to assist or protect the Complainant, the Respondent, and/or the JCSU community.

Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate a matter is determinative of whether Sexual Harassment has occurred.

## **Emergency Removal and Administrative Leave**

JCSU may remove a Respondent from JCSU's Education Program or Activity on an emergency basis, provided that JCSU first undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal, and does so in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Additionally, JCSU may place a non-student employee Respondent on administrative leave during the pendency of JCSU's response to allegations of Sexual Harassment provided that it does so in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

## **Effect of Respondent Withdrawal During Grievance Process**

At the discretion of JCSU, a Respondent who withdraws from JCSU during the pendency of a grievance process under these Grievance Procedures may be barred from JCSU property and JCSU activities and events and may be ineligible for re-enrollment or to be re-hired.

### **Confidentiality and Disclosure**

JCSU will keep confidential the identity of any individual who has made a report or complaint of sex or gender discrimination or harassment, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any Respondent, and any witness, except as may be permitted by FERPA or as required by law or to carry out any investigation or resolution of sex or gender discrimination or harassment allegations.

JCSU may report alleged Sexual Harassment to local law enforcement if warranted by the nature of the allegations at issue, and JCSU administrators will share information regarding alleged Sexual Harassment, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Harassment, and address the effects of the Sexual Harassment. Additionally, information regarding alleged Sexual Harassment may be used as a statistical, anonymous report for data collection purposes under the Clery Act.

To comply with FERPA, Title IX, and other applicable laws and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, grievance processes carried out under these Grievance Procedures are not open to the general public. Accordingly, documents prepared in connection with such processes; documents, statements, or other information introduced in interviews, meetings, and proceedings; and the final outcome letter may not be disclosed outside of those processes except as may be required or authorized by law.

JCSU reserves the right to notify parent(s) or guardian(s) of a student Respondent of the outcome of any investigation involving that Respondent, redacting names of any other students who do not consent to the disclosure of their information. At the written request of a party, JCSU may include a party's advisor on communications and share access to documents, including the investigation report. This access is subject to the advisor's acknowledgment and agreement to maintain the confidentiality of the documents.

For the avoidance of doubt, while JCSU strongly encourages parties to maintain privacy in connection with a grievance process, JCSU does not prohibit parties from discussing the allegations under investigation or in any way inhibit the parties from gathering or presenting relevant evidence. In addition, JCSU's policy does not prohibit disclosure of the final outcome letter by either the Complainant or the Respondent.

### **Conflicts of Interest, Bias, and Training**

JCSU will ensure that any individual designated by JCSU as a Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator, investigator, decision-maker, advisor, or informal resolution facilitator under these Grievance Procedures does not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If any employee designated to participate in the investigation or resolution of a Formal Complaint is the Respondent, then the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will appoint another employee to perform their duties. (If the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator is the Respondent, then the President will appoint another employee to perform their duties.)

JCSU also ensures that Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinators, investigators, decision-makers, advisors, and informal resolution facilitators receive training on the definition of Sexual Harassment; the scope of JCSU's Education Program or Activity; how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

JCSU further ensures that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, and that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Additionally, JCSU ensures that decision-makers receive training on any technology to be used at live hearings.

Materials used to train Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinators, investigators, decision-makers, advisors, and informal resolution facilitators do not rely on sex stereotypes and promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

### **Burden of Proof**

At all times, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on JCSU, not on either of the parties.

### **Presumption of No Responsibility until Determination**

Respondents are presumed to be not responsible for alleged Sexual Harassment until JCSU makes a determination regarding responsibility pursuant to these Grievance Procedures.

### **Objective Evaluation of All Relevant Evidence; Credibility Determinations**

The investigators and decision-makers under these Grievance Procedures will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and will not make any credibility determinations based on a person's status as a Complainant, Respondent, or witness.

### **Academic Freedom**

JCSU affirms its commitment to academic freedom but notes that academic freedom does not allow any form of Sexual Harassment. JCSU recognizes that an essential function of education is a probing of opinions and an exploration of ideas, some of which, because they are controversial, may cause students and others discomfort. This discomfort, as a product of free academic inquiry within a faculty member's area(s) of expertise, shall in no way be considered or construed to constitute Sexual Harassment. Academic inquiry may involve teaching, research and extramural speech. Furthermore, nothing in this document shall be interpreted to prohibit bona fide academic requirements for a specific JCSU program or activity. When investigating complaints that a party or the Title IX Coordinator believes may involve issues of academic freedom, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will consult with the Senior Vice President of Academic Affairs with respect to contemporary academic practices and standards.

### **Documentation**

JCSU will retain documentation (including but not limited to any Formal Complaint, notifications, transcripts of interviews, investigative report, written findings of fact, petitions for appeal, notifications of decisions (including the final outcome letter), audio recordings of hearings, and written communication between the parties), for no less than seven years.

### **Consolidation of Formal Complaints**

JCSU may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, by more than one Complainant against one or more Respondents, or by one party against the other party where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in these Grievance Procedures to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

### **Violations Involving Groups of Individuals**

Members of a student group, an organization, or a team, or individuals collusively acting in concert to commit Sexual Harassment may be investigated as a group and/or as individuals as appropriate given the circumstances and available information.

A student group, an organization, or a team's officers and membership may be held collectively and individually responsible when Sexual Harassment by the organization or its members: (1) occurred at organization-sponsored events; (2) received the consent or encouragement of the organization or of the organization's leaders or officers; or (3) were known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and/or individually in proportion to the involvement of each individual.

### **Individuals with Disabilities**

JCSU will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in these Grievance Procedures. Student requests for accommodation must be made to the Office of Access and Equity. All other requests for accommodation must be made to the Dean of Students.

## **THE INVESTIGATION**

### **Appointment of Investigators and Challenging of the Same**

Unless a Formal Complaint is dismissed or the parties elect to participate in informal resolution, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will promptly appoint two investigators. These investigators may be JCSU employees, non-employees, or a combination of the two. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will contemporaneously share their names and contact information with the Complainant and the Respondent and also will forward a copy of the Formal Complaint to the investigators.

Within two business days of such appointment, the investigators, the Complainant, or the Respondent may identify to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in writing alleged conflicts of interest posed by the assigned investigators. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will carefully consider such statements and will promptly assign different investigators if the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that a material conflict of interest exists.

### **The Investigators' Activities**

Upon receipt of the Formal Complaint, the investigators will promptly begin their investigation, taking such steps as interviewing the Complainant, the Respondent, and witnesses (including expert witnesses, where applicable); summarizing such interviews in writing; collecting and reviewing relevant documents; visiting, inspecting, and taking or reviewing photographs of relevant sites; and collecting and reviewing other relevant evidence.

### **The Investigative Report and Evidence Review**

The investigators will prepare a written investigative report that fairly summarizes relevant evidence and includes items such as the Formal Complaint, written statements of position, summaries or transcripts of all interviews conducted, photographs, descriptions of relevant evidence, and summaries or copies of relevant electronic records.

Prior to the finalization of the investigative report, the investigators will provide each party and each party's advisor the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including (1) any evidence upon which JCSU does not intend to rely in reaching a determination regarding responsibility; and (2) both inculpatory and exculpatory evidence.

The parties have ten calendar days from the time that the investigators provide them access to such evidence to submit to the investigators a written response to the evidence. In the response, the parties may address the relevancy of any evidence that the parties believe should be included in or excluded from the investigative report and may also address any further investigation activities or questions that they believe are necessary. If a party wishes to submit additional evidence at this stage, they should explain how the evidence is relevant and why it was not previously provided.

The investigators will review and consider the parties' written submissions and will conduct additional investigative activities as appropriate prior to finalizing the investigative report. The need for additional investigative activities may result in a delay or extension to the timelines set forth in these Grievance Procedures.

At least ten days prior to the hearing, the investigators will make the finalized investigative report available to both parties and their advisors.

Due to the sensitive nature of the investigative report, neither the parties nor their advisors may copy, remove, photograph, print, image, record or in any other manner duplicate the report. Parties who violate these restrictions may be disciplined, and advisors who violate these restrictions may be disciplined and/or be barred from further participation in the grievance process.

Nothing in this document restricts the ability of either party to discuss the allegations under investigation or to gather, preserve, and/or present relevant evidence.

### **Submission of Evidence; Expert Witnesses**

Any evidence that the parties wish for the hearing officer to consider should be presented to the investigators as early as possible during the investigation process. Evidence that is not submitted in a timely manner and prior to finalization of the investigative report may be excluded from the hearing at the discretion of the hearing officer.

Similarly, all relevant witnesses should be identified to the investigators as early as possible during the investigation. The hearing officer generally will not call or consider written statements from witnesses who were not identified to investigators and interviewed during the investigation. However, in their discretion and for good cause, the hearing officer may choose to consider information from witnesses who were not interviewed during the investigation.

Any party who wishes to present testimony from an expert witness should identify that witness by providing the witness's name, contact information and a summary of (1) the witness's qualifications to offer expert testimony; and (2) any opinions the witness expects to offer related to the allegations or evidence. Any evidence upon which the witness relies must be provided to the investigators and will be made available to the other party and their advisor, as well as to any expert witness the other party has identified. This information must be provided as early as possible in the investigation and in no event later than finalization of the investigative report. Upon the request of JCSU, the parties must make any expert witnesses available to be interviewed by investigators and to testify at the hearing. If an expert witness is not available to provide live testimony at the hearing, the hearing officer must disregard any information submitted by that expert.

### **Treatment Records**

JCSU will not access, consider, disclose, or otherwise use in a grievance process any of a party's treatment records that are maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in their professional/paraprofessional capacity unless the party provides voluntary, written consent.

## **HEARING AND APPEALS**

### **Respondent's Acknowledgement of Responsibility**

If, at any time prior to a responsibility determination by the hearing officer, a Respondent accepts responsibility for the allegations, and if the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that the matter is appropriate for informal resolution, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an informal resolution process to resolve the allegations without a hearing.

If both parties wish to engage in the informal resolution process, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will propose sanction(s) for the Respondent. If the Complainant and the Respondent agree in writing to such proposed sanctions(s), then the Formal Complaint will be resolved without a hearing and without any further rights of appeal by any party.

If either the Complainant or the Respondent objects to such proposed sanction(s), then the hearing officer will determine sanctions, which are subject to appeal as set forth below.

### **The Formal Resolution Process**

Unless a Formal Complaint is dismissed or the parties elect to participate in informal resolution pursuant to section 2.D.01 below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Complainant, the

Respondent, and any witnesses whose testimony the hearing officer deems relevant. During the hearing, the hearing officer and the parties may also question the investigators as necessary to clarify information provided in the investigative report.

### **Appointment of the Hearing Officer and Challenging of the Same**

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will appoint a hearing officer, who will administer the hearing, serve as the decision-maker regarding responsibility, and (as applicable) recommend sanctions. The hearing officer may be a JCSU employee or non-employee. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will contemporaneously share the hearing officer's name and contact information with the Complainant and the Respondent and also will forward the Formal Complaint, investigative report, and other relevant materials to the hearing officer.

Within two business days of such appointment, the hearing officer, the Complainant, or the Respondent may identify to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in writing alleged conflicts of interest posed by assigning that particular hearing officer. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will carefully consider such statements and will promptly assign a different hearing officer if the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that a material conflict of interest exists.

### **Notice of the Hearing**

Promptly after the appointment of the hearing officer and no less than ten calendar days prior to the hearing, the hearing officer will provide concurrent written notice to the Complainant and the Respondent setting forth the date, time, and location of the hearing. Any modifications to the hearing date, time, or location will be provided in writing to both parties prior to the date of the hearing.

### **Pre-Hearing Submissions**

Each party may submit a written statement to the hearing officer at least five business days prior to the hearing. This statement may address any evidence in the investigative report that the party believes the hearing officer should exclude as irrelevant and/or any evidence not in the investigative report that the party believes the hearing officer should consider relevant. The hearing officer will share the statement with the other party, who may submit a response within two business days.

The hearing officer will review the parties' submissions and will determine whether particular evidence should be excluded or included at the hearing. Parties should not attempt to introduce at the hearing any evidence that the hearing officer determined is not relevant, and the hearing officer will not consider any such evidence in making their responsibility determination and/or sanctions recommendation.

### **Failure to Appear**

If the Complainant and/or the Respondent fails to appear at the hearing and was provided proper notice of the hearing as set forth above, then absent extenuating circumstances the hearing officer will proceed with the hearing and issuance of their responsibility determination and, as applicable, sanction recommendation.

### **No Contact Outside of the Hearing**

The Complainant and the Respondent may not contact each other outside of the hearing, even to discuss the hearing, and neither party may communicate with the hearing officer regarding matters germane to the hearing outside of the hearing, except as expressly provided herein.

### **Evidentiary Matters**

Formal rules of evidence will not be observed during the hearing.

Evidence of and questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted at the hearing, with the following exceptions: (1) if the questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or (2) if the questions



and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.

Evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally investigated or found responsible for such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Harassment at issue before the hearing officer, provided that (1) the Respondent has not been found "not responsible" by JCSU in a proceeding related to such conduct; and (2) the hearing officer has found both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the hearing officer to suggest a pattern of behavior.

Character evidence is generally not relevant or admissible.

Questions and/or evidence that constitute or seek disclosure of information protected under a legally recognized privilege are not permitted, unless the person holding the privilege has waived the privilege in writing.

JCSU will make the evidence that the investigators provided to the parties for their review and inspection prior to finalization of the investigative report available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

### **Conduct of the Hearing and Questioning of Witnesses and Parties**

The hearing will be conducted with parties in separate rooms, using technology to ensure that each party can see and hear any party or witness answering questions. At the discretion of the hearing officer, the hearing may be conducted partially or entirely remotely, with any or all participants participating virtually.

The Complainant and the Respondent will have equal opportunity to address the hearing officer, if desired, and both the hearing officer and the parties' advisors will have the opportunity to question the other party and any witnesses, including investigators and expert witnesses. The hearing officer will first ask any questions of each party and each witness through direct examination. After the hearing officer has completed direct examination, the advisor for each party will have an opportunity to conduct a cross-examination of the other party and/or the witnesses. Any questions that a party has for a witness or the other party must be posed by the party's advisor. A party's advisor will not have the opportunity to question the party for whom they serve as advisor.

Before a party or witness answers a cross-examination question, the hearing officer will determine whether the question is relevant and allowed under these Grievance Procedures. For example, the hearing officer may exclude as not relevant duplicative questions or questions posed solely to harass a witness or the other party. The hearing officer will explain any decision to exclude a question.

If a party does not have an advisor present at the hearing, JCSU will provide an advisor, at no cost to the party, to conduct cross-examination on behalf of that party.

Leading up to and during the hearing, the hearing officer will be responsible for resolving any procedural questions and questions regarding the admission of evidence or testimony.

Members of the JCSU community are expected to provide truthful testimony, and any member of the JCSU community providing false information during this process is subject to discipline.

### **Refusal to Testify or Submit to Cross-Examination**

The Respondent and/or the Complainant may choose not to testify at the hearing; however, the exercise of that option will not preclude the hearing officer from making their responsibility determination and, as applicable, sanction recommendation regarding the Formal Complaint. Also, if a party or witness does not submit to cross-examination at the hearing, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility or, as applicable, recommendation regarding sanctions. The hearing officer will not draw an inference regarding responsibility or sanctions based solely on a party's or witness' absence from the hearing or refusal to testify or submit to cross-examination.

### **Recording**

JCSU will record the hearing. This recording will be the only recording permitted of the proceedings and will be the property of JCSU. The parties and the appellate officer may use the recording as part of the appeal process. Reasonable care will be taken to ensure a quality recording; however, technological problems that result in no recording or in an inaudible one will not affect the validity of the outcome of a hearing.

### **The Decision of the Hearing Officer Regarding Responsibility**

Following the hearing, the hearing officer will determine whether the evidence establishes that it is more likely than not that the Respondent committed Sexual Harassment. The hearing officer will render a finding of “Responsible” or “Not Responsible” and will provide the rationale for the decision. If the Respondent is found “Responsible,” the hearing officer will specify the specific type(s) of Sexual Harassment for which the Respondent is found “Responsible” (for example, Sexual Assault, Stalking, etc.). When feasible, the hearing officer will orally communicate the finding of “Responsible” or “Not Responsible” to the parties on the day of or day following the hearing. Additional information regarding the decision, including the rationale and sanctions (if applicable) will be communicated in the final outcome letter (as described below).

### **The Recommendation of the Hearing Officer Regarding Sanctions**

If the hearing officer determines that the Respondent is “Responsible,” they will recommend appropriate sanctions to be imposed on the Respondent.

Sanctions following a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline, or both. Sanctions may include, but are not limited to, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from JCSU, disciplinary probation, social restrictions, expulsion or suspension from campus housing, suspension or revocation of admission, suspension or revocation of degree, written warning, mandated counseling, completion of an intervention program, completion of violence risk assessment, parental notification, and/or education sanctions (such as community service, reflection paper(s), and/or fines) as deemed appropriate by the hearing officer.

In recommending sanctions, the hearing officer will consider whether a sanction will (a) bring an end to, prevent a recurrence of, and remedy the effects of the Sexual Harassment. The hearing officer also will consider the impact of separating a student from their education. The hearing officer may consider any prior disciplinary history of a Respondent in determining appropriate sanctions. In addition, the hearing officer may consider aggravating or mitigating factors. The appropriate sanctions for Sexual Assault generally will include at a minimum a period of separation from JCSU.

### **Review of Sanctions**

The hearing officer will forward their sanctions recommendation to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator, who will share it with the Deputy Title IX Coordinator and Vice President of Student Affairs and Enrollment Management (in cases involving student Respondents), Vice President of Administrative Services (in cases involving faculty Respondents), or the Director of Employee Services (in cases involving staff Respondents). These individuals will either adopt the sanctions as recommended or make any changes deemed necessary to ensure that the sanctions are appropriate and consistent with those issued in similar cases.

### **Implementation of Sanctions**

Sanctions generally are effective immediately upon issuance of the final outcome letter described below. However, if necessary to protect the welfare of the Complainant, Respondent, or JCSU community, the hearing officer may recommend and/or the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator may determine that any sanctions are effective at any time after the conclusion of the hearing and continue in effect until the issuance of the final outcome letter.

### **Final Outcome Letter**

Within seven business days after the hearing, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will issue a final outcome letter concurrently to the Respondent and Complainant.

The final outcome letter will (1) name the Respondent; (2) identify the allegations potentially constituting Sexual Harassment; (3) describe procedural steps taken from the filing of the Formal Complainant through the determination; (4) provide findings of fact in support of the hearing officer's determination; and (5) provide a statement of rationale for the result as to each allegation, including the responsibility determination and any sanctions.

## **Appeals**

The Complainant or the Respondent may appeal the decision of the hearing officer and/or the sanction(s) imposed on the Respondent.

The following are the only permissible grounds for an appeal of the hearing officer's responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator, an investigator, or the hearing officer had a conflict of interest or bias that affected the outcome.

Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Harassment for which the Respondent was found responsible.

Appeals must be submitted in writing to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator within seven calendar days from the date of the final outcome letter. A party wishing to appeal may request and receive access to the recording of the hearing. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three business days from such notification to submit a written response to the appeal.

## **Appointment of the Appellate Officer and Challenging of the Same**

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will review the appeal to determine whether it meets the permissible grounds for appeal. If it does, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator, in consultation with the Deputy Title IX Coordinator and Vice President of Student Affairs (if the Formal Complaint involves students), the Director of Employee Services (if the Formal Complaint involves staff) and/or the Vice President of Human Resources (if the Formal Complaint involves faculty) will appoint an appellate officer.

Within two business days of such appointment, the appellate officer, the Complainant, or the Respondent may identify to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in writing alleged conflicts of interest posed by assigning that appellate officer. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will carefully consider such statements and will promptly assign a different appellate officer if the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that a material conflict of interest exists.

## **Appellate Review**

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will share the Formal Complaint, the investigative report, the hearing recording, all statements introduced at the hearing, any other evidence considered by the hearing officer, the hearing officer's written findings, and the written appeal submissions with the appellate officer. In addition, if an appeal raises procedural issues, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator may provide the appellate officer additional information relevant to those issues.

Within ten business days of the receipt of the appeal (or as soon as is reasonably practicable), the appellate officer will determine (a) that the decision of the hearing officer should stand; or (b) that the decision of the hearing officer should be overturned.

In the event that the appellate officer determines that the decision of the hearing officer should be overturned, the appellate officer will specify, after consultation with the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator and other JCSU administrators as necessary, the appropriate steps to be taken to come to a final resolution of the Formal Complaint (which may include another hearing before the same hearing officer or a different one). The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will notify the Complainant and the Respondent of the appellate officer's decision concurrently and in writing.

## **INFORMAL RESOLUTION**

### **Determination of Formal Versus Informal Resolution**

At any time before the issuance of the hearing officer's responsibility determination, the Complainant may elect to resolve their Formal Complaint through the informal resolution process, provided that (1) the parties both voluntarily consent in writing to such resolution; (2) both parties are students or employees of JCSU; and (3) the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that informal resolution is an appropriate mechanism for resolving that specific Formal Complaint. Otherwise, a Formal Complaint that is not dismissed will proceed to a hearing.

Informal resolution may not be selected for less than all of the misconduct alleged in the Formal Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all of the allegations at issue), then all of the allegations must be resolved according to the informal resolution process.

Either party has the right to terminate the informal resolution process at any time and proceed with formal resolution (i.e., a full investigation and hearing). Furthermore, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator may, where appropriate, terminate informal resolution and proceed with the formal resolution process instead.

### **Notice of Allegations and Notice of Informal Resolution and Facilitator**

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will provide the parties a written notice disclosing the Formal Complaint's allegations and the requirements of the facilitated resolution process, including any circumstances under which JCSU would preclude the parties from resuming a Formal Complaint arising from the same allegations.

When the Formal Complaint is to be resolved according to the informal resolution process, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will designate a trained individual to serve as the informal resolution facilitator. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will contemporaneously share the name of the informal resolution facilitator with the Complainant and the Respondent.

Within two business days of such notification, the Complainant or Respondent may identify to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in writing alleged conflicts of interest posed by assigning that facilitator. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will carefully consider such statements and will promptly assign a different facilitator if the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that a material conflict of interest exists.

The informal resolution facilitator will meet separately with each party to review the informal resolution process and the allegations in the Formal Complaint and to identify the outcome that each party seeks from the informal resolution process. The resolution facilitator will then provide written notice to the Complainant and the Respondent setting forth the date, time, and location of the facilitated resolution meeting. At the request of either party or at the discretion of the informal resolution facilitator, the meeting may occur with the parties in different locations or meetings with parties may take place on different dates.

Both the Complainant and the Respondent are expected to participate in the facilitated resolution meeting. If either party fails to participate, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator may direct that the Formal Complaint be resolved using the formal resolution process or may reschedule the meeting.

### **The Facilitated Resolution Meeting**

During the facilitated resolution meeting, the parties may: (1) engage one another in the presence of, and/or facilitated by, the informal resolution facilitator; (2) communicate their feelings and perceptions regarding the incident and the impact of the incident (either by communicating directly with one another or by communicating indirectly through the informal resolution facilitator); (3) relay their wishes and expectations regarding the future; and/or (4) come to an agreed-upon resolution of the allegations in the Formal Complaint.

Participation in the informal resolution process is completely voluntary, and either party, the informal resolution facilitator, or the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator may terminate the process at any time.

## **Resolution**

The informal resolution facilitator will attempt to facilitate the parties' resolution of the Formal Complaint. If this process results in a resolution between the parties and the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator finds the resolution to be appropriate under the circumstances considering factors including the extent to which the resolution will protect the safety of the Complainant and the entire JCSU community), the resolution will be reduced to writing, which will conclude the process and close the Formal Complaint.

## **Written Resolution Agreement**

To be effective, any agreement reached during the informal resolution process must be memorialized in writing and signed by the parties, the informal resolution facilitator, and the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator. If a Respondent completes all measures agreed to in the written resolution agreement, no further process is available with regard to the allegations in the Formal Complaint.

Measures that parties agree to in the informal resolution process may include (but are not limited to):

- 1) Alcohol education classes for the Respondent;
- 2) Completion of online sexual harassment training;
- 3) Completion of an intervention program;
- 4) Regular meetings with an appropriate individual, unit or resource;
- 5) Permanent or temporary No Contact Order;
- 6) Restrictions for participation in certain activities, organizations, programs or classes;
- 7) Change in residential assignment or restrictions on access to certain residence halls or apartments;
- 8) Restriction of participation in certain events;
- 9) Reflection paper or written apology;
- 10) Counseling sessions; or
- 11) The Respondent's completion of an educational or behavioral plan.

## **Termination of Informal Resolution Process**

At any time prior to completing a written resolution agreement, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint. If either party terminates the informal resolution process or JCSU determines that the informal resolution process is no longer appropriate, the formal resolution process outlined above will promptly commence.

## **Confidentiality of Information Shared**

Any information that the parties share during the informal resolution process may not be used in any other investigation or proceeding at JCSU.

## **Timeframe**

The informal resolution process generally will be completed within thirty calendar days of the parties' agreement to the informal resolution process.

## **Appeal**

A resolution reached pursuant to the informal resolution process is final and not subject to appeal.

## **Records**

For the avoidance of doubt, a resolution reached through the informal resolution process will not be included in a student Respondent's student conduct record or in an employee Respondent's personnel record, unless the inclusion of such information is agreed to as part of the informal resolution of the matter. The Title IX Coordinator will retain a record of the written resolution agreement for no less than seven years.

## **EXHIBIT A**

### **Suggested Actions for People Who Have Experienced Sexual Harassment**

If you have experienced Sexual Harassment, JCSU's first priority is to help you take steps to address your safety, medical needs and emotional well-being. You are encouraged to take the following actions, as applicable, regardless of whether you have made a decision about whether to pursue a criminal or JCSU complaint.

#### **1. Ensure Your Physical Safety.**

You may seek help from local law enforcement agencies or by contacting the JCSU Police Department. The JCSU Police Department can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Officers are on duty at the JCSU Police Department 24 hours a day, seven days a week.

#### **2. Seek Medical Assistance and Treatment.**

Local options for medical care include [Insert student health center, local hospitals, etc.]. It is crucial that you obtain medical attention as soon as possible after a sexual assault, for example, to determine the extent of physical injury and to prevent or treat sexually transmitted diseases (such as HIV). Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

Employees at the Student Health Center can help you obtain transportation to a local hospital and can help you contact a support person, such as a family member, a friend, or a roommate.

If you choose to have an evidence collection kit (or "rape kit") completed, it is important to do so within 120 hours.

Even if you have not decided whether to file charges, it is advisable to have the evidence collection kit completed so that you can better preserve the options of obtaining a protective order and/or filing criminal charges at a later date.

## **Important Contact Information**

**\*If you or someone you know may have been a victim of the behaviors listed above or any other type of violence, you are strongly encouraged to see immediate assistance.**

Assistance can be obtained 24 hours, 7 days a week from the: **Campus Police Department at 704.378.1004/1003.**

**Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator**

[TBD; 704.378.1109]

[Dr. Cathy Jones; 704.330.1461; deanofstudents@jcsu.edu]

**Deputy Title IX Coordinator**

[Maudre Addison; 704.378.1228; maddison@jcsu.edu]

**Vice President of Student Affairs and Enrollment Management**

[Dr. Davida Haywood; 704.378.1109; dhaywood@jcsu.edu]

**Director of Employee Services**

[Maudre Addison; 704.378.1228; maddison@jcsu.edu]

**Vice President of Human Resources**

[Latrell McAllister; 704.378.1230; lmcallister@jcsu.edu]

**Campus Police Department**

[704.378.1004/1003] University Police Officers are available 24/7.

**JCSU Atrium Health Center** [704.378.1074]

**Division of Student Affairs and Enrollment Management** [704.378.1109]

**Office of Human Resources** [704.378.1228]

**Counseling Center** [704.378.1129]

It is advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before an evidence collection kit is completed. You should also wear (or take with you in a paper – not plastic – bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

3. Obtain Emotional Support

[If Available] The Counseling Center can help students sort through their feelings and begin the recovery process. The professionals at the Counseling Center are trained to provide crisis intervention on short-term and emergency issues. The Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students' records, and will not be reported to other JCSU personnel.

Employees may contact the Employee Assistance Program to obtain emotional support (available at: Insert contact information). Employees can also speak confidentially with an ombudsperson (Insert name and contact information).

4. Obtain Information/Report Misconduct

You are encouraged to report incidents of sexual assault to JCSU's Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator (even if you have filed a report directly with law enforcement). The Associate Vice President of Student Affairs/Title IX Coordinator can help you access resources and can provide you with support and information, including information on JCSU's procedures for investigating and addressing instances of sexual assault.

## **EMERGENCY PROCEDURES**

Students should review and familiarize themselves with the following emergency procedures in order to safeguard their health and welfare during a campus emergency.

### **MEDICAL EMERGENCY PROCEDURES**

For situations that are life threatening:

1. Call 911 and complete the following:

- Identify yourself as a member of the JCSU faculty, staff, or student body.
- Identify exact location of victim.
- Describe the situation, giving victim's name, description of illness/injury, and other information requested by the dispatcher.

2. Contact Campus Police and give the following information:

- Identify yourself and give your location
- Identify victim by name and provide other descriptive information as requested
- Campus Police will call 911 to confirm the validity of the previous call and as a back up to make sure the first call was received and is valid
- Campus Police will direct paramedics or other emergency care providers to the scene of the medical emergency

3. Apply first aid if necessary and request assistance.

4. Contact the JCSU Atrium Health Center if the emergency occurs during operating hours and comply with the following:

- Identify yourself and provide your location
- Identify the victim, giving name and other information requested
- Describe the situation

5. Notify the Residence Hall Coordinator.

6. A Health Center nurse will go to the scene to provide assistance.

7. Health Center staff members will remain with the victim until paramedics, Health Center personnel, or other medical care providers arrive.

8. A Health Center staff member will complete an Emergency Referral form and give it to the victim (if a student) in need of medical attention.

9. Residence Hall Coordinator or Resident Assistant will file an incident report to the Office of Housing and Residence Life and Dean of Students.

For non-life-threatening medical situations, the Health Center staff members, Residence Hall Coordinator and/or Resident Assistant, and other contacted staff members will do the following:

- Go to the scene of the accident, injury, or incident
- Assess the situation
- Render assistance

For non-life-threatening medical situations, an individual should:

- Contact the Health Center during normal hours of operation. If it's after hours of operation, contact the Resident Assistant, Residence Hall Coordinator, or Campus Police
- Identify yourself and the victim and provide your location.
- Describe the situation and provide other information as requested.
- If ambulatory, go to the Health Center during hours of operation. If the individual is not ambulatory, a member of the Health Center staff will go to the scene of the incident during normal hours of operation. Otherwise, the Residence Hall Coordinator on duty or Campus Police should be contacted to respond, assess, and advise. Miscellaneous Procedures
- If a life threatening or emergency situation occurs when the Health Center is closed, the victim should be taken to a hospital emergency room. If at all possible, a staff member or student should accompany the victim.



- A staff member should complete the emergency referral form and give it to the student prior to departure to the hospital if time permits. If there is not sufficient time to complete the referral form, the staff member should contact the hospital and give notice that the student is being referred and is on the way.
- The Health Center should be notified immediately. Documentation (Incident Report Form) should be submitted to the Office of Housing and Residence Life and Dean of Students within 24 hours regarding any student who has received emergency medical attention during the night.
- All Residence Hall Coordinators will be trained in first aid and be able to utilize these skills as needed.
- Each residence hall will be equipped with a first aid kit.

## **MEDICAL WITHDRAWAL**

Johnson C. Smith University is strongly committed to supporting students in achieving success in their academic and co-curricular endeavors. When issues related to a student's health interfere with a student's ability to successfully meet the requirements of their course of study, it is the University's policy to assist the student in withdrawing from the University for the purpose of focusing on those matters requiring attention. Prior to reenrollment, it is the University's intent to provide students with information about resources, which may be of use to them as they resume their studies, and provide support where possible in order to optimize the likelihood of a successful return to the University.

### REASON FOR THE POLICY

When issues related to a student's health prevent a student from continuing their academic goals, it is the intent of the university to provide a mechanism whereby the student may withdraw from their studies and return to the University when able. In those circumstances where a student's health causes a student to pose a threat to others or significantly pose a threat to themselves, this policy allows the University to involuntarily withdraw a student from the University.

### APPLICABILITY OF THE POLICY

This policy applies to all undergraduate and graduate students at Johnson C. Smith University and is applicable for the entirety of the academic calendar, including summer semester. Procedures established by the Division of Student Affairs and Enrollment Management will be followed to determine the need for a Medical Withdrawal and/or impact of medical issues for students' reenrollment.

### PROCEDURES

#### **Medical Withdrawal**

1. Students who seek to withdraw from the University because of a physical or mental health condition must contact the Division of Student Affairs and Enrollment Management to discuss their intention to medically withdraw.
  - a. All students should be aware that a medical withdraw may impact financial aid adjustments and should contact the Office of Financial Aid separately to discuss concerns.
2. Students who seek to withdraw from the University because of a physical or mental health condition of an immediate family member, must contact the Division of Student Affairs and Enrollment Management to discuss their intention to medically withdraw.
  - a. Immediate Family member is defined as parent, spouse, sibling or child.
  - b. All students should be aware that a medical withdraw may impact financial aid adjustments and should contact the Office of Financial Aid separately to discuss concerns
3. If medical withdrawal is an appropriate option based on the student's meeting with the university doctor or Dean of Students the student, will be advised to submit a Medical Withdrawal Request form that may be obtained from the JCSU Web Portal.

If the student's health condition is being managed by a clinician or medical provider outside of the University, the treating provider(s) must complete the bottom of the withdrawal form with dates of service and information regarding the student's date to return to the University. In addition, the form must contain the student and provider's signature for the purpose of verifying that the condition exist warranting consideration for a full medical withdrawal. Any information not provided may cause a delay or inability to make the appropriate health related determination upon student's return.

1. Students who are granted a withdrawal after the close of the add-drop period because of physical or mental health will receive a "W" for all courses attempted during that semester or sub-term.
2. In situations where there are unresolved issues related to a student's behavior/conduct and/or financial obligation to the university, a hold may be placed on the student record at the time of withdrawal.

3. Undergraduate and Graduate students receiving any financial aid should consult with the Office of Financial Aid about the potential financial impact of withdrawing. Any adjustments to the student's account will be made in accordance with university policy.

### **Involuntary Withdrawal/ Temporary Suspension**

1. The University may involuntarily withdraw, temporarily suspend a student from the University, and/or require conditions for continued attendance when, as a result of a student's health conditions are present:

- a. The student threatens the safety of others
- b. The student causes or threatens to cause significant property damage
- c. The student significantly disrupts the activities of the Johnson C. Smith University community.

2. The Dean of Students will consult with the appropriate medical or psychological resources, and may involuntarily withdraw or temporarily suspend a student from the university or place conditions on the student's continued enrollment.

3. If a student is involuntarily withdrawn or temporarily suspended from the University, the Dean of Students in consultation with appropriate campus resources will make a determination regarding the length of separation from the University and describe the conditions under which the student may seek to return. The Office of the Registrar will place a Medical withdrawal hold on the student's record until the student has been granted readmissions.

4. Students involuntarily withdrawn or temporarily suspended from class after the add-drop period will receive a "W" for all courses attempted during that semester.

### **Re-Enrollment from a Medical Withdrawal**

It is the University's intention to support students in a successful return to the university community when physical or mental health has necessitated withdrawal. Therefore, students readmitting to the university on a medical withdrawal will follow the following procedures:

1. Students wishing to return to the University following medical withdrawal should complete the following steps, ideally 45 days prior to the semester start date:

- a. Notify the Dean of Students or designee of his or her desire to return to the University
- b. Submit a copy of a medical release form to the Dean of Students
- c. Address any holds that may have been placed on their account by contacting the appropriate office (s) that may have placed a hold.

2. Policies related to academic progress and standards may be considered in determining the readiness to return.

3. Students are encouraged to meet with supportive resources including Director of the University Health Center, Dean of Students/ Title IX Coordinator, Department of Athletics or designee.

### **FIRE EMERGENCIES UPON DISCOVERY OF A FIRE**

1. Move toward the nearest designated fire/emergency exit and activate the alarm system. Activation of the system will signal the Fire Department and sound an evacuation alarm throughout the building.

2. If possible, without risking individual safety, isolate the fire by closing doors in the vicinity.

3. Residence hall occupants should use good judgment in any attempt to extinguish a fire. In case of small trash fires, use the appropriate fire extinguisher to extinguish the blaze. Ask the Residence Hall Coordinator specifically about the firefighting equipment and procedures in your area. Report all missing and/or damaged fire extinguishers to the Resident Assistant or Residence Hall Coordinator.

4. In case of fire from an electrical appliance, cut off the power only if it is safe to do so. Then extinguish the fire using an ABC dry chemical fire extinguisher. (Never use water on electrical fires!)

5. If you encounter extreme heat and/or smoke, do not attempt to fight the fire. The accumulation of toxic smoke can be deadly.

6. When firefighters arrive, information about the type of fire, its location, and the possibility that persons may be trapped in the fire should be reported to the incident commander. Unless the firefighter authorizes you to assist in evacuation or

handling firefighting equipment, go to your designated evacuation area and remain there until given permission to return to the building.

### **EVACUATION WHEN ALARMS ARE SOUNDED**

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the State Fire Marshal.

**Persons with Disabilities:** Disabled students in an academic environment will be assisted by University officials. Residence Hall Coordinators and Campus Police will assist persons with disabilities in the residence halls.

1. When the alarm sounds, close any open window in your room. If feasible, take a damp hand towel and flashlight with you in case you encounter smoke or darkness along the evacuation route.
2. If your room door is closed, do not open it until you feel the surface. If there is heat or thick smoke present, remain in your room and wait for assistance. Open the windows if breathing becomes difficult. Do not break the windows, as this may help spread smoke into your room. Your room door will provide some protection as long as it remains closed. If there is no heat present, open the door slowly and leave the room, going out through recommended fire evacuation routes. Avoid smoke at all times. If necessary, change from one stairwell to another to avoid passing through the smoke.
3. Upon leaving the building, go to your assigned area. Remain there until you are given permission to return to the building.

The evacuation area shall be at least 50 feet from the building. Roll call will be taken and confirmed for the Fire Department commander at the scene. Residents are to remain orderly and in designated areas until instructed by Residence Life staff, Fire Department, local authorities, or Campus Police to return to their building.

It is suggested that if residence hall staff are not present, the first student on a hall to discover a fire or hear the alarm will assume responsibility and order immediate evacuation of the building.

Staff members must investigate, as best as possible without endangering their welfare, to determine whether there is a fire.

4. Campus Police should be contacted and notified that the fire alarm has been activated.

5. If it is determined there is a fire, the Fire Department will be contacted (via 911) immediately, followed by the Director of Housing and Residence Life and the Vice President of Student Affairs.

**Bomb Threats:** The same procedures for evacuation in fire emergencies must be followed in evacuations following a bomb threat (See the Fire Emergencies Section).

The same procedure for evacuation in fire emergencies for disabled persons must be followed in evacuation following a bomb threat (See the Fire Emergencies Section).

### **WEATHER EMERGENCIES**

If the fire alarm is activated, the building must be evacuated immediately.

The same procedures for evacuation in fire emergencies must be followed during an evacuation following a weather-related emergency (See the Fire Emergencies Section).

**Weather-Related Closing/Delayed Opening:** Based on impending or existing weather conditions, the President or his/her designee will make the decision whether to close the University, delay opening, or evacuate the campus. In making this decision, the President will consult with appropriate University and weather officials regarding existing or impending weather conditions.

If the decision is made to close, delay opening, or evacuate the campus, the President shall notify the Director of Public Relations, who will apprise the Vice Presidents. It is the responsibility of the Vice Presidents to notify the appropriate officials within their respective Divisions.

### **PUBLIC ANNOUNCEMENTS**

The Director of University Communications and Marketing will make students, staff, faculty, and the public aware of a campus closing, evacuation, or delayed opening through local broadcast media (TV), text, and voicemail via Blackboard Connect, JCSU's email system, and the University website.

The following television and radio stations will be contacted:

#### **TV:**

WSOC-TV Channel 4

WBTB-TV Channel 2

WCNC-TV Channel 6 News Channel 14

## **RADIO:**

WPEG FM, 97.9

Other broadcast media shall also be contacted; however, the above stations will serve as the University's primary reporting media. Faculty, staff, and students are advised to tune into one of the stations indicated above to obtain official information. When possible, television and radio stations will be notified no later than 6:00 a.m.

## **FIRE SAFETY POLICIES AND REGULATIONS PREVENTION**

JCSU students are required to abide by regulations prescribed by the State Fire Marshal and Campus Police and Facilities Offices. Appropriate disciplinary measures will be administered to protect persons and property from fire.

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false fire alarm will be referred to the Office of Student Conduct for appropriate conduct action.
2. University housing foyers, stair landings, and hallways are to be kept clear of unauthorized items such as furniture, curtains, bicycles, and storage containers. No items may be placed in such a way that they impede emergency evacuation of the building.
3. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped open or blocked at any time.
4. Christmas trees must not be placed indoors any longer than 14 days prior to the end of the fall semester. All trees must be removed from buildings before occupants vacate at the end of the semester. All trees shall be made of or treated with flame retardant material and kept flame resistant regardless of height.
5. No flammable liquids are permitted inside University buildings, in personal vehicles on the campus, or in University motorized vehicles.
6. No candles, incense, cigarette lighters, or open flame devices, are permitted inside University buildings.

## **EVACUATION WHEN ALARM IS SOUNDED**

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the state Fire Marshal. Students should refrain from using earphones while sleeping or engaging in activities that will obstruct their ability to hear the alarm. Policies regarding the procedures for evacuating a building are included in the section on Campus Emergency Procedures.

## **FIRE ALARMS**

Individuals on campus sometimes send a false fire alarm. Such persons threaten the safety of all persons by causing the unnecessary evacuation of buildings. Therefore, all persons in University buildings should watch for anyone tampering with pull boxes or other parts of the alarm system (including the alarm boxes on exit doors).

Any student who tampers with or causes any damage to a pole, wire, insulator, alarm box, fire door, or smoke/fire detector, or gives a false alarm from such a box of any fire or police alarm system will receive the designated disciplinary sanctions and be subject to prosecution in accordance with local, state, and federal laws.

## **SETTING FIRES**

Because of the threat to safety and damage to property, setting fires as a prank is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

## **SNOWBALLS/SNOW FIGHTS**

It is not unusual for Charlotte to get snow during the winter. Students are expected to behave in a mature and non-destructive way while enjoying it. There are times when students want to have fun by throwing snow at others. As a result, people have been injured from snow being thrown at them in snowball fights. Throwing snowballs at unwilling individuals, vehicles, buildings, Campus Police, or other officials, is a dangerous, prohibited activity and may result in being referred to the Office of Student Conduct for adjudication or arrest.

## **THEFT AND LOSSES**

The University does not assume any responsibility for loss of, damage to, or theft of a student's personal property anywhere in the residential facilities, whether by fire, theft, or otherwise; or for the direct or consequential damages arising from the loss of, or any interruption of, any utility service provided by JCSU or any other person or organization in connection with residence services. The student assumes all risks of all such loss. Many families have homeowner's insurance policies that provide coverage for the student's

belongings at school. Residents may wish to consider purchasing additional insurance if their family's policies do not cover their belongings on campus.

Incidents of theft should be promptly reported to both the Office of Housing and Residence Life and the Campus Police. Any student suspected of theft may be referred the Office of Student Conduct.

### **PERSONAL PROPERTY INSURANCE**

We strongly encourage students to get personal property insurance. If your parents have homeowners' insurance, check to see if you are covered – or can be covered – under their policy. You can also pick up information about property insurance at the Office of Housing and Residence Life.

### **SKATEBOARD POLICY**

This policy sets forth the regulations that govern the operation and use of the following items on the campus of or on other property owned, operated, or controlled by Johnson C. Smith University:

- Skateboards
- Roller Skates
- Rollerblades
- Scooters
- Other Coasting Devices

Responsible use of alternative transportation methods including skateboards, roller skates, rollerblades, scooters, and other coasting devices is allowed on campus as a way of reducing reliance on motorized transportation and promoting healthy exercise. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, subject to the following restrictions:

- Users must yield the right-of-way to pedestrians at all times.
- Coasting devices may not be used in any manner that places pedestrians at risk.
- Speed of the device must not exceed 5MPH and the user must remain in control of their device at all times. Riding coasting devices down hills is prohibited.
- Coasting devices are not vehicles and their use is prohibited in parking lots and parking structures.
- Use of the devices for acrobatics, racing, or other stunts is strictly prohibited. Riding on any architectural or landscape features other than sidewalks is prohibited. All wheels of the device must be in contact with the ground while in use.
- The use of coasting devices is prohibited within any building, any covered area, and in the designated pedestrian-only zones on campus.

These regulations are effective immediately and will be enforced by Campus Police. Violations of this policy may result in a referral to the Office of Student Conduct.

Skateboarding injuries account for thousands of physical injuries each year, mostly involving children and young adults. According to the U.S. Consumer Product Safety Commission, more than 25,000 persons are treated in hospital emergency room each year with skateboarding-related injuries.

### **THE TOBACCO FREE CAMPUS POLICY**

The University provides a tobacco-free environment for its faculty, staff, students, and visitors. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, and other tobacco products) by students, faculty, staff, and visitors is prohibited on all JCSU properties, including Mosaic Village.

1. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, or other tobacco products) is prohibited:
2. In all interior space on campus, including student residence halls without limitation to any portion of the living quarters such as sleeping rooms, restrooms, laundry areas, lobbies, and hallways,
3. On all outside property or grounds of campus including partially enclosed areas such as walkways and breezeways,
4. In vehicles, including buses, vans, and University vehicles,
5. In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities,

6. In any building or structure owned, leased or controlled by JCSU. This prohibition includes sidewalks, parking lots, walkways and attached parking structures immediately adjacent to the structures.

'Tobacco Product' refers to any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, cigarillos, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigars, or any other preparation of tobacco; and any product or formulation of matter containing biologically active ingredients of nicotine that is manufactured, sold, offered for sale, or otherwise distributes with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use of treating nicotine or tobacco dependence.

'Smoking' means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco product or plant product, including marijuana, intended for the inhalation, in any manner or in any form. 'Smoking' also includes the use of e-cigarettes that creates vapor, in any manner of in any form, or the use of any oral smoking device to the purpose of circumventing the prohibition of smoking in this policy.

'E-cigarette' refers to any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of that simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

### **SMOKING POLICY COMPLIANCE**

Adherence to the policy cited above is the responsibility of all JCSU students, faculty, staff, and visitors, and it is expected that they will comply with this policy. Members of the campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. An individual who feels there has been a violation of this procedure may take the following actions:

An individual who feels that there has been a violation of this procedure may invoke the following actions:

1. Efforts should be made to resolve the problem informally by requesting that the individual comply with the policy.
2. If a direct appeal fails and the behavior persists, the individual should contact the Office of Human Resources or Dean of Students for referral to the appropriate administrative official.
3. Repeat offenses will be dealt with through established administrative/ disciplinary policies and procedures. Violations may result in referral to the Office of Student Conduct for disciplinary action in accordance with established student, staff, and/or faculty codes of conduct and procedures.

### **SOLICITATION**

Solicitation is defined as the seeking of funds or other support by students, registered student organizations, and University employees from sources on and off campus, including the procuring of supplies and the sale and distribution of items, materials, products, or services.

### **GENERAL RULES ON SOLICITATION**

Individual students or members of student organizations may not be given authorization to solicit for personal benefit. Faculty, staff, students, and student organizations may not solicit or post advertising for regular business enterprise sales. Designated bulletin boards may be used to advertise occasional sales or rentals, such as personal automobiles, appliances, accessories, pets, and homes that are not a part of a business or enterprise.

Door-to-door solicitation in residence halls and cottages, offices, and elsewhere on campus is prohibited. The Dean of Students may permit some philanthropic solicitation in designated areas of University buildings.

Student representatives of magazines, services, or mail order companies are prohibited from soliciting door-to-door in residence halls and on the campus. However, they may post notices on bulletin boards in the halls, giving their names and phone numbers or room numbers so students may view the product, provided the companies represented are bona fide agencies. Clearance must first be obtained from the Senior Vice President for Business and Finance or his or her designee.

In accordance with North Carolina law, the University does not allow any forms of gambling in its name or in any of its facilities. Raffle and other fundraising activities must be conducted in accordance with state and University policies. Gambling is strictly prohibited.

Political solicitation is allowed only if all candidates for an office are permitted the same privilege. All speakers must be sponsored by registered student organizations or academic departments. Posters and notices may be placed on bulletin boards in accordance with University regulations. Political candidates may solicit votes, except in classrooms and inside residence hall living areas, by

handshaking tours, and by handing out cards, but not by the use of posters. Approval of political rallies must be approved by the President of the University or his/her designee.

Students or student organizations who wish to solicit on campus in a specified area must first make a request to the Office of Student Leadership and Engagement using forms provided by the office no later than one calendar week preceding the proposed date of the activity. Appropriate arrangements and scheduling must then be made by the individual making the request to ensure that the project is conducted as approved. Failure to adhere to this policy is grounds for conduct action.

Students who raise funds through solicitation are required to report all fundraising projects, including those conducted for the following:

- Charitable causes, such as Heart Fund, Red Cross, Lung Association, and Sickle Cell
- Scholarship funds, and the United Negro College Fund
- Library, music, equipment, etc.
- Educational or social events for JCSU students, such as concerts, speakers, art exhibits, and dances, Homecoming, and Black History Month
- Volunteer and community service projects, such as for needy families during Christmas and Thanksgiving, assistance to the elderly, enrichment activities for children in the community, and tutorial programs.

The purpose of the solicitation must be given at the time the request for solicitation is made, as well as a statement of how the funds will be collected and distributed. A report of all funds raised must be filed with the Office of Student Leadership and Engagement within one week after the activity has occurred. Finally, a report showing that the funds were distributed, including the name and address of the individual or agency receiving the funds, must be filed with the Office of Student Leadership and Engagement within one week after the funds have been disbursed.

#### **OFF-CAMPUS SOLICITATION BY STUDENTS OR STUDENT ORGANIZATION**

Students or student organizations interested in soliciting off-campus (e.g., corporations, foundations, and individuals) must request permission from the Office of Institutional Advancement.

#### **ON-CAMPUS SOLICITATION BY STUDENTS OR STUDENT ORGANIZATION**

Vendors or agents of off-campus organizations wishing to solicit on campus must first receive approval from the Senior Vice President for Business and Finance or his/her designee. Persons must complete an authorization form for review and approval, and no vendor will be allowed to solicit unless the form is approved and on file in the Office of Business and Finance. A vendor soliciting a particular employee of the University may be allowed on campus, provided the employee invites the vendor; however, such activities should normally take place off-campus outside of working hours. No door-to-door selling to individuals is allowed in the residence halls, cottages, or in faculty or administrative offices.

Beggars or those dealing in illegal traffic such as drugs or stolen property will not be allowed on campus. Campus Police should be notified if such individuals are known to be on campus or if others are soliciting on campus without written authorization. Vendors interested in fulfilling official University needs should be directed to the Purchasing Office, where clearance and further directions will be provided. Misleading or unlawful commercial activity on the campus is strictly prohibited.

Residence hall rooms may not be used as merchandising marts by commercial vendors. A one-on-one demonstration and/or sale in a student's room may be allowed if the student invites the solicitor and permission is given by the Residence Hall Coordinator.

## QUICK REFERENCE DIRECTORY

Academic Support Services	(704) 330-1448
Admissions (Undergraduate)	(704) 378-1010
Adult Degree Program	(704) 378-1253
Athletics	(704) 378-1205
Alumni Relations	(704) 378-1023
Biddle Institute	(704) 378-1199
Business and Finance	(704) 378-1087
Campus Police	(704) 378-1003
Center for Career and Professional Development	(704) 378-1045
Counseling	(704) 378-1044
Dean of Students	(704) 378-1109
Disability Services	(704) 378-1282
Financial Aid	(704) 378-1035
First Year Experience	(704) 330-1461
General Information	(704) 378-1000
HealthPlex	(704) 330-1370
Housing Services and Operations	(704) 378-1099
Information Technology (HELP DESK)	(704) 378-1158
Institutional Advancement	(704) 378-1020
Library Services	(704) 371-6740
Office of the President	(704) 378-1007
Office of Student Conduct	(704) 378-1246
Perkins Management (Food Services)	(704) 371-6501
Student Accounts	(704) 378-1145
JCSU Atrium Health Center	(704) 378-1075
Student Leadership and Engagement	(704) 378-1046
University Bookstore	(704) 378-1048
University Cashier	(704) 378-1145
University Communications and Marketing	(704) 378-1022
University Post Office	(704) 378-1047
University Transportation	(704) 330-1444
University Registrar	(704) 378-1108