# TABLE OF CONTENTS

Letters of Welcome ........................................................................................................... 5  
Authority for the Handbook ............................................................................................ 7  
The History of Johnson C. Smith University .................................................................... 8  
Johnson C. Smith University’s Purpose and Mission Statement .................................. 9  
University Organization ................................................................................................. 13  

## ACADEMIC REGULATIONS

Registration .......................................................................................................................... 17  
Maximum Load .................................................................................................................. 17  
Grades and Credit .............................................................................................................. 18  
Grade Appeal System ....................................................................................................... 19  
Enrollment Status ............................................................................................................ 19  

## ACADEMIC STANDARDS AND PROGRESS

Good Standing .................................................................................................................. 20  
Satisfactory Academic Progress ....................................................................................... 20  
Academic Sanctions ........................................................................................................... 21  
Phoenix Policy .................................................................................................................. 22  
Financial Aid .................................................................................................................... 23  
Honors ............................................................................................................................... 23  
Graduation ........................................................................................................................ 23  
Class Attendance Policy ................................................................................................... 23  
Honor Code ....................................................................................................................... 23  
Dress Guidelines .............................................................................................................. 24  
Policy on Disruptive Behavior ......................................................................................... 25  
Co-Curricular Activities .................................................................................................. 25  
Mobile Computing .......................................................................................................... 26  
Course Examinations ....................................................................................................... 26  
Credit by Examination ...................................................................................................... 27  
Transcripts ........................................................................................................................ 29  
Family Educational Rights and Privacy Act (FERPA) ..................................................... 29  
Classification of Students ............................................................................................... 32  

## STUDENT SUCCESS

Student Success .................................................................................................................. 33  
Men and Women of Johnson C. Smith University ......................................................... 34  
Center for Career Development ....................................................................................... 35  
The Four-Year Plan .......................................................................................................... 36  
Diversity Statement ......................................................................................................... 38  
Counseling Services ........................................................................................................ 38  
Health Center ................................................................................................................... 40  
Residence Life ................................................................................................................... 44
STUDENT SERVICES & GENERAL POLICIES/PROCEDURES

Acceptable Use of Computers and Information Technology ........................................ 81
Internet Usage ........................................................................................................... 84
Acquired Immune Deficiency Syndrome (AIDS) ......................................................... 85
Animal and Pet Policy .................................................................................................. 86
Cafeteria Rules and Regulations .................................................................................... 86
Bookstore .................................................................................................................... 87
Campus Closing ........................................................................................................... 87
University Campus Police ............................................................................................ 88
Dress Guidelines .......................................................................................................... 89
Emergency Procedures ............................................................................................... 89
Fire Emergencies .......................................................................................................... 91
Energy Conservation .................................................................................................... 93
Fire Safety Policies ....................................................................................................... 94
Identification Card ........................................................................................................ 95
Library .......................................................................................................................... 95
Post Office ................................................................................................................... 101
Racial Harassment ....................................................................................................... 104
Sexual Harassment/Assault Policy ................................................................................. 104
Skateboard Policy ........................................................................................................ 107
Student Grievances Policy and Procedures ................................................................ 108
Alcohol and Drug Policy ............................................................................................. 110
Smoking ......................................................................................................................... 111
Solicitations .................................................................................................................. 111
Student Emergency Loans ........................................................................................... 115
Student Rights .............................................................................................................. 115
Telephones .................................................................................................................... 120
University Liability ...................................................................................................... 122
Use of University Name ............................................................................................... 123
Vehicle Registration and Parking ................................................................................. 123
Search of Motor Vehicles ............................................................................................ 124

STANDARDS OF CONDUCT AND JUDICIAL AFFAIRS

Standards of Conduct ................................................................................................. 125
Suspension/Expulsion ................................................................................................. 126
Due Process .................................................................................................................. 127
Violations/Sanctions ..................................................................................................... 128
Judicial Affairs .............................................................................................................. 143
Role of Officials in Judicial Process ............................................................................. 144
Disciplinary Proceedings ............................................................................................. 145
Greeting Golden Bulls:

It is with great pride and excitement that I welcome you, the Class of 2017, to Johnson C. Smith University!

I know that each one of you has worked hard to get here. I commend you for the dedication and diligence you have shown in expanding your horizons and reaching your full potential.

Striving to live and learn at your outer limits is a risky business. No one can do it alone. We at JCSU are here to support and encourage you on your journey. This commitment is so important to us that we have formalized it into our Brand Promise:

“Johnson C. Smith University is an independent, close-knit urban university with a growing national reputation for integrating the liberal arts with businesses, the sciences and technology in innovative, socially conscious ways to empower tomorrow’s diverse entrepreneurial citizens and leaders.”

To deliver on this promise, we at JCSU work hard every day to live “The Smith Way.”

Its main theme is the life-long question, “What must I do to live and learn at my growing edge?” Answering this question requires that you seek to pursue, understand, and embrace the multitude of possible ventures and value-claims that are available to you as a human being – or what I call “creative insecurity.” For to be alive is to be in conflict and so experience the attendant insecurity.

To help you in this life-long pursuit of seeking to know wisely, we will teach you to use your critical, creative, and practical skills to solve tough problems in your professions, your communities, cities, states, nations, and the world. We want you to wrestle with the long-view needs of human beings as persons. You – and the world around you – will be better for it.

You are now a member of the JCSU family and part of its proud history. You will always hold a unique position in our timeline as you will graduate in the same year that we joyously celebrate our 150th anniversary. It is indeed an exciting time to be a student at Johnson C. Smith. I expect great things to come from you. Godspeed.

Warm regards,

Ronald L. Carter, Ph.D.
President
Future Smithite,

Welcome! I would like to take this opportunity to congratulate you on your acceptance. But most of all, let me welcome you to the JCSU family.

As you are about to begin a remarkable and thrilling journey in your life; always remember to embrace opportunities and keep your mind and your heart open as you experience new things. In the end, each of you should feel excited as well as comfortable in the place you have chosen to pursue your undergraduate education. Of course, every institution thinks of itself as special, but few universities possess such a distinctive character and spirit as Johnson C. Smith University. We are particularly proud of the seriousness and enthusiasm that is generated with respect to the “college experience”. I encourage you to take advantage of all opportunities that come before you.

I can assure you that each of you will flourish in your college years at JCSU. The purpose of a college education is to reframe your goals and heighten your expectations, focusing on your path with which you plan to further your life. Your accomplishments in college are very important, so my colleagues and I suggest you take your education here very seriously. Again, congratulations on your admission to this great University. I assure you that choosing to come here was the right choice.

On behalf of the Student Government Association, it is my pleasure to welcome you to the astonishing and thriving Johnson C. Smith University, Charlotte’s Premier Independent Urban University. Remember, in order to succeed your desire for success must be greater than your fear of failure.

Best wishes,

Shaquana Jackson
President
Student Government Association
AUTHORITY FOR THE HANDBOOK

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

As an official document of JCSU, the Student Handbook 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 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 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 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 this Handbook 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. Johnson C. Smith University reserves the right to revise this Student Handbook 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 Standards of Conduct of all time, 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 of the University, will subject the student to University judicial action the same as if they had been committed on campus.
THE HISTORY OF
JOHNSON C. SMITH UNIVERSITY

Formed in 1867 by two young white Presbyterian ministers who desired to help ex-slaves adjust to their new way of life in this country, Johnson C. Smith University then sought to “spiritually, morally and intellectually equip the group for higher destiny” (George, 1968, pp. viii). Today, 140 years later it continues to prepare men and women in similar manner, from those who possess so-called “marginal skills” to those who are among the best and brightest in their classes. This, the daring venture of faith possessed by Reverends S.C. Alexander and W. L. Miller, who sought to help young men attain new height, has continued as an academically strong and vibrant coeducational institution of higher learning that is fast becoming one of the nation's premiere and progressive small colleges.

The institution was founded April 7, 1867 as an Academy for the training of ministers, teachers, and catechists. The first session began May, 1867 and ended after five months, with the first class being comprised of eight or ten students described as discreet and pious young men of average ability who possess knowledge of elementary branches of education (George, 1968, p. 1). In the fall of 1867 the charter was amended naming the school The Henry J. Biddle Memorial Institute, honoring Major Biddle and in appreciation for timely gifts by his widow. Mrs. Biddle had responded to an appeal in the church papers requesting help for the Freedman's cause and donated $1,000 in honor of her husband, who had been killed in the War Between the States in 1862. She made an additional contribution of $400, with the provision that the school be chartered under the name honoring her deceased husband. Curricula of a classical nature were added in 1876 and the name changed to Biddle University.

The institution operated under the leadership of northern whites primarily until 1891 the Reverend Daniel J. Sanders became the first black elected to the office of President of the University.

In 1917, Mrs. Johnson C. Smith of Pittsburgh, Pennsylvania began making large donations to the institution, which resulted in the addition of nine buildings to the physical plant and a substantial endowment. In recognition of her interest and support, the charter was amended in 1923, changing the name to Johnson C. Smith University.

In 1927 the institution's progress was ensured by a generous endowment gift from James B. Duke of Charlotte, North Carolina. Today the Duke Endowment continues to serve as one of the University's prime benefactors.

The high school department was discontinued in 1929, and the standard program was restricted primarily to Liberal Art and Theology. Women were admitted to the junior and senior classes in 1932 and to all classes in 1941. In 1933 the institution received an A rating by the Southern Association of Colleges and Schools and was elected to full membership in the American Council on Education in 1934.

From its founding to 1938 Johnson C. Smith University was operated by the boards of National Missions of the Presbyterian Church, USA (now United Presbyterian Church, USA), in April, 1938 the University became an independent Presbyterian Institution affiliated with the church through the Board of Christian Education.
JOHNSON C. SMITH UNIVERSITY’S PURPOSE AND MISSION STATEMENT

Founded in 1887 under the auspices of the Committee on Freedmen of the Presbyterian Church U.S.A., Johnson C. Smith University is an independent, private, coeducational institution of higher learning. Located in the rapidly growing metropolis of Charlotte, North Carolina, this historically African-American University has a residential campus with a familial atmosphere in which students are stimulated and nurtured by dedicated and 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 cultivating the life of the mind. The University assigns great significance to the development of self-confidence; to the understanding of one’s own heritage, as well as an awareness of other cultures in this complex, technological age; and to formulating a sense of one’s role in the this schema.

The University’s mission is to provide an outstanding education for a diverse group of talented and highly motivated students from various ethnic, socioeconomic, and geographic backgrounds. It offers a liberal education in conjunction with concentrated study in specialized fields in preparation for advanced study and specific careers.

The University endeavors to produce graduates who are able to communicate effectively, think critically, learn independently as well as collaboratively, and demonstrate competence in their chosen fields. Further, it provides an environment in which students can fulfill their physical, social, cultural, spiritual, and personal needs, plus develop a compelling sense of social and civic responsibility for leadership and service in a dynamic, multicultural society. Likewise, the University embraces its responsibility to provide leadership, service, and lifelong learning to the larger community.

With teaching effectiveness being paramount to its educational enterprise, JCSU has a commitment to the recruitment and retention of an 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 insure the integrity and stability of its status and the perpetuation of its rich legacy, JCSU has a firm resolve to maintain the fiscal and human resources requisite to be a truly distinctive institution. Its hallmark of excellence is evident in its students, faculty, staff, administrators, academic programs, facilities, operations, and environment.
JOHNSON C. SMITH UNIVERSITY TRADITIONS

Over the past 146 years, traditions have developed as a way of commemorating important milestones in the University’s history. These traditions foster a sense of pride and community among those who matriculate at JCSU.

Founders Day, generally celebrated on the first Sunday of April, commemorates the founding of the University.

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 currently housed in the JCSU Archives.

Homecoming is celebrated each fall by hundreds of alumni and former students. Some of the festivities include class reunions, alumni meetings, dances, Miss Johnson C. Smith University’s coronation, pep rallies, bonfires, Greek step shows, a football game, and the homecoming parade.

Bullfest is the annual spring fling, during which students at the University participate in a rich variety of cultural, social, and recreational activities. Humanifest, which is sponsored by the Humanities Division in the spring, features art, music, and other cultural events for the campus and community.

The school colors, Blue and Gold, 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. Blue and Gold, 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 Blue and Gold 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. Blue and Gold Day is traditionally celebrated on the Friday prior to the Homecoming game.
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, our 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 JCSU!

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’s 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.

Nickname: The Golden Bulls
University Colors: Blue and Gold

JOHNSON C. SMITH UNIVERSITY MASCOT: THE BULL

Johnson C. Smith Golden Bull
UNIVERSITY ORGANIZATION

The University structure is comprised of four major components:

1. The Board of Trustees, which represents “Johnson C. Smith University, Incorporated” as a legal corporate entity, referred to as the Corporation;
2. The Administration, Faculty and Student Body, all of whom comprise Johnson C. Smith University as an institution of higher education;
3. The Board of Visitors; and
4. The Alumni Association

BOARD OF TRUSTEES

The Board of Trustees represents the corporate entity of the University, carrying out the functions of the Corporation and having ultimate institutional authority.

As such, the functions of the Board of Trustees include establishing overall policy for the government and operation of the University; employing the President, the chief executive of the Corporation and the chief administrative officer of the University; employing the officers, faculty, and other employees of the University, or delegating same to the President subject to the approval of the Board; prescribing and requiring entrance examinations; establishing tuition, fees, and other charges to students; and adopting rules, regulations, and bylaws for the operation of the Corporation and the governing of all aspects of student life, including, but not limited to, standards of behavior and discipline.

UNIVERSITY ADMINISTRATION AND OFFICERS

The University’s administration and academic operations are exercised through the Office of the Chief Executive Officers of the Corporation and the Chief Administrator of the University (the Office of the President); and four operational divisions: Council of Deans, Student Success, Business and Financial Affairs, and Institutional Advancement (Development), each of which is headed by a Vice President. The officers of the University include the President and the Three Vice Presidents.

Office of the President: The supervision of the affairs of the Corporation and the administrative and academic operations of the University are exercised through the Office of the President. The functions of this office also include faculty and administrative appointments, retirements from active service, designation of emeritus status, and other functions generally and customarily assigned to the Office of the Chief Executive and those which may be designated by the Board of Trustees.
COUNCIL OF DEANS

Matters pertaining to the Council of Deans are delegated to the Council of Deans and include such functions as educational planning and curricular administration; academic organization; the Honors College; faculty teaching loads and class schedules; faculty performance and teaching effectiveness; faculty hiring; promotion; and dismissal; faculty development and in-service; budget development and administration; and registration and academic records; the library; student academic appeals; certification and recommendation of candidates for degrees; and institutional research.

STUDENT SUCCESS

All matters pertaining to student life and welfare are delegated to the Student Success Division. Functions of this division include planning and implementing a comprehensive program of student development, including such resources as counseling, testing, housing, student activities, health care, educational support service, and career services; establishing policies, regulations, and procedures governing student life; budget development and management; facilitating student participation in institutional and student governance (e.g.; Student Government Association; President’s Advisory Council, and Board of Trustees); student leadership development; administering the student judicial system; and evaluating the performance of administrators, faculty, and staff directly involved in student personnel services.

BUSINESS AND FINANCIAL AFFAIRS

Matters regarding business and fiscal affairs are assigned to the Division of Business and Financial Affairs. Functions include budget development and administration; accounting for and reporting funds received and expended; payroll administration; auxiliary enterprises; maintenance of building and grounds; purchasing; safety and security (University Campus Police); and administration of non-academic personnel matters.

INSTITUTIONAL ADVANCEMENT (DEVELOPMENT)

The Office of Institutional Advancement has responsibility for all matters pertaining to development, including University Relations, alumni affairs, sports information, planned giving, fund raising, grants and federal programs, and other services related to institutional development and advancement.

THE BOARD OF VISITORS

This is an organization of distinguished friends who promote University goals and assist in carrying out certain programs and activities in the interest of the institution. Members serve as ambassadors of the University; assist the institution in accomplishing its mission as a private, historically Black, coeducational liberal arts institution; and make recommendations, through the Development Committee of
the Board of Trustees, for the advancement of the institution. Although not a part of the University’s formal governance structure, it does meet regularly to acquaint members with the institution’s progress and special concerns.

During 1988-89, the Board of Visitors instituted a student internship program to expand the number of internships available to students. This decision was reached, in part, as a result of the superb performance of several students who had served as interns or employees with some of the firms and companies represented on the Board of Visitors. The Board, having recognized the exemplary performance of some students, provides them with the opportunity to interact more informally with a Board of Visitors member of the recipient’s choice.

NATIONAL ALUMNI ASSOCIATION

The Johnson C. Smith University National Alumni Association is an organization made up of graduates and former students of the University, as well as University officials, faculty, staff, and friends.

It works to foster and maintain a strong spirit of loyalty and support for the institution among members by:

1. Promoting fellowship and a spirit of camaraderie among alumni;
2. Developing, cultivating, and maintaining a strong liaison and spirit of camaraderie among alumni;
3. Developing, cultivating, and maintaining a strong liaison and spirit of cooperation between the administration, alumni, and friends;
4. Actively encouraging promising students to attend the University by developing, establishing, and providing scholarships and other financial assistance to such students; and

The National Alumni Association is national in scope, with local affiliate chapters throughout the U.S.

ADMINISTRATIVE COUNCIL

The Administrative Council is composed of the President, (Chair), the Executive Vice President, the members of the Council of Deans, the Vice President for Institutional Advancement, the Vice President for Business and Finance, the Dean of Student Success, the Vice President for Government Sponsored Program and Research, the Assistant Vice President of Human Resources, the Special Assistant to the President for Applied Leadership and Community Development, the Special Assistant to the President for Community and Government Affairs, the Dean of Enrollment Services, the Dean of the Metropolitan College, and the Dean of Instructional Support.
STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the officially recognized representative of the student body. All students at JCSU are members of SGA. Its office is located on the lower level of the Memorial Union.

Its purposes are to:

1. Foster greater unity among students;
2. Establish an effective liaison with administration and faculty of the University;
3. Develop, maintain, and support high ideals of conduct; and
4. Uphold high standards of scholarship and citizenship in the University community.

SGA allows for responsible student participation in student affairs and provides a means through which student problems may be identified and investigated. Moreover, SGA is empowered to participate in decision-making regarding student welfare. It serves as the official voice through which student opinion is expressed. Students are able to gain experience and training in responsible political participation and in the development of leadership skills. All students are encouraged to take an active part in SGA.

The Director of Student Activities serves as adviser to the Student Government Association.
ACADEMIC REGULATIONS

REGISTRATION

All students must register at the beginning of each semester, whether they were in residence the preceding semester or not. Students are required to register at the University on the days designated for this activity. New students will be advised regarding courses and registration procedures during orientation sessions at the beginning of each semester. Dates specified for new students to register are listed in the University Calendar. All students will report for registration as indicated in the University Calendar.

Changes in Registration: Students who find it necessary to change their program of study by dropping or adding a course after registration must make the change through the Registrar’s Office using forms provided for that purpose. For any such change, the student must obtain the permission of her/his mentor/advisor.

All program change requests should be completed by the deadlines in the University Calendar. This Calendar is published in the University Catalog and on the JCSU Web site (www.jcsu.edu – click on Academics). The Calendar is also available from the Office of Council of Deans. The adding of courses must be completed before the time for making changes expires, unless there are extenuating circumstances,

Changes in Address: Written communications to students are sent to their address of record. All address changes must be made in writing and submitted to the Registrar’s Office.

Student Course Load and Excess Hours: The normal course load for students is 15-16 credit hours. In the Summer Session, the maximum load is 9 credit hours.

MAXIMUM LOAD

1. During the semester, a student may not enroll for more than 18 hours, unless that student has a 3.0 Grade Point Average overall or for the previous semester. Such students may apply to enroll for additional credit hours not to exceed a total of 22.

2. Any student who desires to enroll for more than 18 hours must have a 3.0 overall GPA, obtain permission from her or his advisor or Department Chair, College Dean, and the Council of Deans. Forms to do this may be obtained in the office of the Council of Deans.

3. During the Summer Term, a student may not enroll for more than 9 hours unless he/she is a candidate for graduation in July. July graduation candidates may enroll for up to 10 semester hours during the Summer Term.
**Course Offerings:** The University reserves the right to add, delete or cancel courses as it deems necessary. There will be no partial refund of any fees as a result of course cancellations unless the student decides to continue as a part-time student.

**GRADES AND CREDIT**

**Symbols:** The quality of a student’s work in a course must be reported to the Registrar by the use of the following grades: A, B, C, D, F, and I. A denotes excellent scholarship; B, good; C, fair; D, poor. Work reported as the grade of D cannot be raised to a higher grade by examination. F indicates failure; a student receiving such a grade may repeat the course. The grade I indicates that the work has not been completed and that the student did not withdraw from the class. If a student does not enroll at the University within two years of receiving a grade of I, the incomplete grade becomes a permanent I, denoted by a Z. A student who officially drops a course receives the grade of W.

**The University’s grading symbols are accompanied by the following numerical equivalents:** A (90-100); B (80-89); C (70-79); D (60-69); F (Below 60); I (Incomplete); or W (Withdrawn).

**Quality Points:** Quality points are determined by multiplying the number of credit hours which a course yields by the quality point value of the grade. Quality points are computed as follows: A, 4 points for each credit hour; B, 3; C, 2; D, 1; F, 0. Thus, a student receiving a grade of A in a three credit hour course will earn 12 grade points. A grade of A in a two credit hour course will result in 8 grade points.

**Grade for Major Work:** No grade below C will count for credit in the student’s Major or Minor. No student will be permitted to enroll for student teaching without a minimum grade of C in all courses in the designated teaching area.

**Course Credit:** Credit will be granted only for courses in which a student has officially registered.

**Prerequisites and Major Courses:** All prerequisites for Major courses must be passed with a grade of C or higher. No student will be permitted to enroll in a course requiring a perquisite if the student has not earned at least a grade of C in the prerequisite course.

**Free Electives:** All students are allowed to take a minimum of 6 semester hours of credit of their choice. These are not General Education or Major requirements.

**Grading and Promotion:** The University reserves the right to have decisions regarding grading and promotion made by the exercise of the sound discretion of the University faculty. Students receive a final grade or a grade of Incomplete, I, in each course. If a faculty member has made an error in assigning the final grade, the faculty member may initiate a Change of Grade form with the appropriate documentation. If a student receives an Incomplete, the I 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.
GRADE APPEAL SYSTEM

A student may appeal the final grade received in a course. The student must initiate the appeal with the instructor involved in the grade appeal process to determine if there has been an error or some misunderstanding about the quality of the work in the course. If this discussion does not prove satisfactory, the student may take the matter to the Department Chair and subsequently to the Dean of the College. Finally, the student may present the matter in writing to the Council of Deans for a decision. If the dispute remains unresolved and the Council of Deans deems the case worthy, the dispute may be taken before the Council of Deans. An appeal must be initiated within 30 days after the beginning of the next semester after the one in which the final grade in question was received; otherwise, the grade in question will stand. The University will resolve any adequately-filed formal appeal within 30 days.

ENROLLMENT STATUS

**Full-time:** In order to be full-time, a student must be enrolled for a minimum of 12 semester credit hours.

**Part-time:** Any student enrolled for fewer than 12 semester credit hours in the Fall or Spring semesters or fewer than 6 hours in the Summer Term.

**Special:** Students who are enrolled in courses for credit but have not been admitted to candidacy for a degree.
ACADEMIC STANDARDS AND SATISFACTORY ACADEMIC PROGRESS

GOOD STANDING
All students are expected to progress toward a degree while in attendance at Johnson C. Smith University. In many cases, students are capable of completing their degree requirements within a four-year period by earning an average of 16 credit hours per semester. However, depending upon academic Major or other factors, students may require longer than four years for completion. The Satisfactory Academic Progress Scale sets forth the minimum requirements for progress toward a degree. Any student who meets these requirements will be considered in good standing.

SATISFACTORY ACADEMIC PROGRESS
JCSU’s primary purpose is to create and support an educational environment in which students may develop their intellectual potential. While the University is committed to extending its fiscal and human resources in pursuit of this goal, students must take on some responsibility for their own education and so pursue and complete academic coursework that will permit them to meet baccalaureate degree requirements within a reasonable timeframe. Accordingly, and in compliance with appropriate and applicable federal regulations and requirements, JCSU shall adhere to the following definitions and policies for determining “satisfactory academic progress” towards degree completion.

Any petitions for exemptions to the requirements below may be examined by the University’s Committee on Academic Standards. The petitions must be in writing and be specific as to the nature of the unusual circumstances for which an exemption is sought. The Committee may grant an exception to the standards on a case-by-case basis with the understanding that legitimate exceptions will not undermine either the intent of this policy or the governing federal regulations for Title IV Student Financial Assistance.

Satisfactory Academic Progress Scale

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cumulative GPA</th>
<th>Sanction If Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.7</td>
<td>Warning</td>
</tr>
<tr>
<td>2</td>
<td>1.8</td>
<td>Probation</td>
</tr>
<tr>
<td>3</td>
<td>1.9</td>
<td>Suspension</td>
</tr>
<tr>
<td>4</td>
<td>2.0</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Any full-time student enrolled beyond four semesters must earn at least a 2.0 cumulative Grade Point Average every semester to be in good academic standing with the University.
Students on academic sanctions shall be limited to a maximum of 13 semester hours in the Fall or Spring semester and no more than six semester hours in the Summer Session. An exception to this policy may be made on an individual basis as deemed appropriate by the College Dean. Students on sanctions will be assigned an Advisor in their college or the Biddle Institute to engage in bi-monthly intrusive advising conferences. Attendance logs with notes on the meetings will document the student’s commitment to academic success. Failure to attend mandatory advising conferences or failure to complete activities assigned by the Advisor will jeopardize any appeal regarding any future sanctions later in the student’s career, including application for readmission under the Phoenix Policy.

Any first-semester freshman who has two or more F grades at midterm of the first semester will be assigned mandatory intrusive bi-monthly advising conferences by the appropriate College Dean or the Director of the Biddle Institute for undeclared students. Attendance logs with notes on the meetings will document the student’s commitment to academic success. Failure to attend mandatory advising conferences or failure to complete activities assigned by the Advisor will jeopardize any appeal regarding any future sanctions later in the student’s career, including application for readmission under the Phoenix Policy.

ACADEMIC SANCTIONS

Warning – Any student, who, for the first time, fails to meet the requirements of the Satisfactory Academic Progress Scale (1.70) at the end of the semester will be placed on Academic Warning. A student is not allowed to appeal this warning status. Students who are on academic warning will be assigned an Advisor in their college or the Biddle Institute. Both areas will engage students in bi-monthly intrusive advising conferences. Assigned Advisors will document attendance and completion of assigned activities. Students who fail to complete Advisor assignments are considered to be academically non-compliant and may jeopardize any future appeals regarding academic sanctions.

Probation – Any student, who, for the second time, fails to meet the requirements of the Satisfactory Academic Progress Scale at the end of the semester will be placed on Academic Probation. A student may appeal in writing to the Committee on Academic Standards. However, any student, who, for the second time, earns less than a 0.8 cumulative Grade Point Average, will forego probation and be dismissed from the University. A student may appeal the dismissal in writing to the Committee on Academic Standards. If the Committee grants the appeal, the Dean will determine an academic plan that the student must follow. If the student fails to follow the plan, the student will be dismissed from the University and have no opportunity to appeal the decision for future reinstatement. Students on probation may enroll and fully participate in the Academic Enhancement Seminar (AES 111). Students on probation will be assigned an Advisor in their college or the Biddle Institute to engage in bi-monthly intrusive advising conferences. Attendance logs with notes on the meeting will document the student’s commitment to academic success. Failure to attend the Academic Enhancement Seminar, mandatory advising conferences, and/or failure to complete activities assigned by the Advisor will jeopardize any
appeal regarding future sanctions later in the student’s career, including application for readmission under the Phoenix Policy.

**Suspension** – Any student, who, for the third time, fails to meet the requirements of the Satisfactory Academic Progress Scale at the end of the semester will be suspended from the University for one semester. A student may appeal in writing to the Committee on Academic Standards. Students who regain compliance with the Satisfactory Academic Progress Scale prior to the beginning of the suspension period are eligible for immediate reinstatement to the University with no appeal required.

**Dismissal** – Any student, who, for the fourth time, fails to meet the Satisfactory Academic Progress Scale at the end of the semester will be dismissed from the University for two years. A student may appeal in writing to the Committee on Academic Standards. If the appeal is approved, the student will be eligible for immediate reinstatement to the University, but will not be eligible to receive Title IV funds. Any student with dismissal status is not eligible to attend another postsecondary institution to acquire transfer credits.

Dismissed students may petition the Dean of their Major or the Director of the Biddle Institute (for undeclared students) for the privilege to have their dismissal lifted for the Summer Session to retake up to six credits of JCSU courses to be determined by the Dean of their Major or the Director of the Biddle Institute. Failure to earn at least a grade of C in these courses will jeopardize a petition to take courses in a subsequent Summer Session and/or to be readmitted under the Phoenix Policy. Granting this privilege does not change a student's dismissed status nor alter the requirements for applying for the Phoenix Policy. But it may improve a student's performance on the Satisfactory Academic Progress Scale in the event she or he is readmitted. Dismissed students can appeal to the Dean of their Major or the Director of the Biddle Institute as many summers as they wish.

The Director of Financial Aid, Registrar, Coordinator of Housing Services, Accounts Receivable Coordinator, the student's Academic Advisor, and the Department Chair of the student's Major are informed of all sanction decisions via courtesy copy of letters sent to the student by his or her Dean, or, if undeclared, by the Director of the Biddle Institute.

**PHOENIX POLICY**

The Phoenix Policy is designed to enable former students to salvage their academic careers and return to the University with an academic plan for success. Students readmitted under the Phoenix Policy shall be limited to a maximum of 15 semester hours in the semester they are readmitted, or six semester hours in the Summer Term. Failure to meet the Satisfactory Academic Progress Scale by the time a readmitted student has completed 36 credit hours will result in dismissal with no opportunity to petition for readmission.

Readmitted students will be assigned an Advisor in their College or the Biddle Institute to engage in bi-monthly intrusive advising conferences. Attendance logs with notes on the meeting will document the student's commitment to academic success.
Students who have been dismissed, suspended, left, or been separated from the University while not in good academic standing for one or more semesters are eligible to petition the Committee on Academic Standards for readmission under the Phoenix Policy. The petition statement must demonstrate that the student has engaged in appropriate personal developmental and/or enhancement activities during the period of absence (e.g. gainful employment, military service, and/or volunteer/community service). Students must not have been convicted of crimes that, if repeated, might endanger the University community.

FINANCIAL AID

If a student is suspended from the University, he/she must make a written appeal for reinstatement. The appeal should be addressed to The Committee on Academic Standards, c/o the Council of Deans. If a student's academic appeal is successful, a separate letter of appeal must be submitted to the Office of Financial Aid for that Office to consider reinstatement of financial aid. Upon review of the student's request and documentation, the student will be notified of the decision by the Financial Aid Committee. A student is allowed one appeal for financial aid and is eligible for federal aid for up to 12 full semesters.

UNIVERSITY HONORS

Students who are registered for a minimum of 15 credit hours and have not received a grade of Incomplete for the semester in question will be considered for the Dean's List. Students who have earned a GPA of 4.0, have a minimum of 15 semester hours and have not received a grade of Incomplete for the semester in question are designated as Presidential Scholars. The names of Presidential Scholars are published yearly.

GRADUATION

All graduation requirements must be completed and officially documented in the Registrar's Office for a student to participate in the University's graduation activities.

CLASS ATTENDANCE POLICY

Class attendance is required for all JCSU students. Each student is allowed as many hours of absence per term as credit hours(s) received (not to exceed four) for the class. Attendance policies for internships and student teaching will be determined by the offering Department.

- All students are expected to attend all classes, complete all required work, and not be absent without adequate cause. Punctuality in attending classes is expected of all students. Regulations on class tardiness are determined by the class instructor.
- It is the student's responsibility to know, at all times, the number of absences he/she has for each class. If a student exceeds the number of allowed absences for a class, the student may request an excused absence from the instructor.
• Students who exceed the maximum number of absences for a class may receive a failing grade.

• Students who miss classes while representing the University in an official capacity are exempt from regulations governing absences. However, absence from class for official University business does not relieve the student from responsibility for any class assignments that may be missed during the period of absence.

• Attendance is also considered in the awarding of and continued eligibility for financial aid.

Instructors are responsible for monitoring student attendance and participation in their classes. They are expected to explain the attendance requirements at the beginning of the semester and to include these requirements in the course syllabus. Instructors are required to maintain accurate attendance records on all students. If requested, they are to report to the Dean of their College any student who exceeds the number of absences allowed, according to the University’s Class Attendance Policy.

JOHNSON C. SMITH UNIVERSITY
HONOR CODE

The University Honor Code is enforced by the Council of Deans and the University Judiciary Board. The Honor Code states:

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 Council of Deans and/or the Judicial Affairs Office.

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

DRESS GUIDELINES

The University Dress Guidelines, stipulated as follows, are mandatory for all formal University events including, but not limited to, formal dining events, pageants, and those which, when announced, indicate that the dress guideline is applicable. Students who fail to comply with the dress guideline will be denied admission to the event.

Men: Suit, or pants and dark jacket. Dress shirt and tie. Dress shoes and socks
Women: Dress or dressy skirt and blouse. Dress shoes and hosiery
Shirts/tops must be worn at all times while in public or University common areas. Attire must not display obscene, profane, lewd, illegal, or offensive images or words. Dress must be in good taste and appropriate for the occasion or setting. Sleepwear or head wraps shall not be worn while in public or in University common areas, or at University-sponsored activities or events. The exception is for residence hall fire drills and other evacuation warnings.

**POLICY ON DISRUPTIVE BEHAVIOR**

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 here as any behavior that causes disorder or turmoil in the classroom.

When the student is judged to have engaged in disruptive behavior, the instructor shall initiate the following procedures:

1. Instructor will request the student to discontinue the disruptive action.

2. If the behavior continues, the instructor will advise the student to leave the classroom. The University 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 officers directive to leave the classroom may be subject to arrest and judicial sanctions if found responsible.

3. An incident report will be written by the University Campus Police, who will collect witness statements from eyewitnesses and complete a thorough investigation. The incident report will be forwarded to the Dean of Student Success to determine whether further processing through the Office of Judicial Affairs is necessary.

4. After the completion of an incident report, including the student’s comments, the student must secure the written permission of the Council of Deans in order to return to class. The student will be held responsible for all absentees incurred between the time of the suspension from class and his or her return.

5. 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.

**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 2.0 will be allowed to participate in any University registered co-curricular student organization.
MOBILE COMPUTING PROGRAM

Enrollment in the Mobile Computing Program for each degree program and/or class is mandatory. Each student must pay a program fee each semester. Failure to participate in the program or pay for the semester fee may, in JCSU’s sole discretion, have an adverse effect on a student’s academic standing. If a student elects not to participate in the Mobile Computing Program, he or she shall still be charged the per-semester program fee.

End of Semester Requirements: Each student shall return the computer equipment system to the Mobile Computing Center on or before the end of each semester in the same condition as at the beginning of the Laptop and Computing Responsibility Agreement, less reasonable wear and tear, and in accordance with the current JCSU policy. It is the student’s responsibility to save all personal files onto thumb drives before turning in the System. JCSU accepts no responsibility for lost data or for personal data left on the System when returned. At the beginning of each semester, JCSU will issue each student in good standing another computing system. A student may or may not receive the same equipment upon being reissued. If the student fails to return the System by the end of the semester or term, he or she is subject to civil liability and/or discipline in accordance with JCSU policy. He or she will also be assessed the full replacement cost of the System.

COURSE EXAMINATIONS

Semester or Session Examinations: All students are required to take the final examination in each course for which they are properly enrolled. Exceptions to this rule are granted by the Department Chair and Deans. The final examination must not account for more than 25% of the final grade in a course. Failure to take a final examination does not guarantee a grade of Incomplete in a course. Students who do not fulfill their financial obligations to the University will not be allowed to take final examinations at the end of the semester.

Mid-Semester Tests: All students are required to take the mid-semester test in each course for which they are properly enrolled.

Incompletes: A student, who, as a result of sickness or some other unavoidable cause, has not fully satisfied the requirements of a course may be given a grade of Incomplete if the successful completion of the work will enable the students to earn a passing grade. The grade of I may be removed while the student is not enrolled, but it must be removed within six weeks after the beginning of the next semester in which the student is enrolled. When the work is completed, the student must secure the necessary form from the Registrar’s Office, take the completed form to the Office of Financial Affairs to pay the necessary fee for removing grades of I, and then submit the form to the instructor, who will report the final grade to the Registrar. If a student does not enroll within two years after receiving a grade of I, it becomes a permanent grade of Z.

Repeating of Courses: No student will receive credit for the same course twice. If any course is repeated in which credit hours are earned, the student’s permanent
record will be adjusted by subtracting the hours of the lower grade from the total hours earned. Credit hours will then be recorded for only the higher grade. Students are responsible for notifying the Registrar's Office when a course is being repeated by indicating the repetition in the space provided on the registration form. Courses in which students have received a grade of F may only be repeated at JCSU.

Withdrawal: Students may officially withdraw from the University up to the last day designated on the University Calendar to drop classes. Before initiating the withdrawal process, students should consult their Advisor to discuss the reason(s) for the withdrawal and to develop a plan for the completion of their degree. To withdraw from the University, a student must obtain a Withdrawal Form from the Office of Financial Aid or download one from the JCSU Web site (www.jcsu.edu).

Transfer of Credit: Students may obtain credit by attending another college or university if the following conditions are met:

1. The proposed institution of study must be accredited by one of the six regional accrediting agencies of the United States and must offer courses equivalent to those at JCSU.

2. Approval of transfer credit is to be secured in writing by the student from instructors, advisors, JCSU Department Chairs, and the Registrar's Office by obtaining the proper signature on a Transfer of Credit form. The form is obtainable from the Registrar's Office and, after being properly executed, must be returned there. Elective credits may be received for certain courses that do not correspond to any offered at JCSU, provided approval is first received from the appropriate Department Chair.

3. Approved courses in which the student receives a grade of C or better are transferable. Quality points and grades are not transferable; only credit hours are transferable. No credit will be transferred for courses in which a student did not earn at least a grade of C. Where quarter hours are taken, they will be converted at the rate of five quarter hours to equal three semester hours.

4. Normally, no more than 15 hours (excluding course work completed at a member of the Charlotte Area Educational Consortium) may be transferred.

CREDIT BY EXAMINATION

Advanced Placement Credits: Students satisfactorily completing Advanced Placement (AP) Examinations in disciplines offered by the University will be awarded academic credit. AP examination scores of 3 or above will be accepted for college credit. Students may receive additional credit hours if scores received are 4 or above after consultation with the appropriate Department Chair and the Council of Deans. Students are responsible for having their AP score(s) submitted directly to the University by The College Board. The current approved course equivalencies follow:
### ADVANCED PLACEMENT EXAMINATION
### EQUIVALENCY CHART

**Johnson C. Smith University**

**Effective July 1, 2000**

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>JCSU Course(s)</th>
<th>Number of Credit Hours Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>Studio Art</td>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 142; BIO 143; BIO 144 (any two) (LS 135 Exempt)</td>
<td>8</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MTH 241</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MTH 241-242</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHE 131, 111 and 132, 112 (LS 135 Exempt)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CSC 131</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CSC 131 and 132</td>
<td>6</td>
</tr>
<tr>
<td>Macro Economics</td>
<td>ECO 231</td>
<td>3</td>
</tr>
<tr>
<td>Micro Economics</td>
<td>ECO 232</td>
<td>3</td>
</tr>
<tr>
<td>Language and Composition</td>
<td>RHC 191 and 192</td>
<td>6</td>
</tr>
<tr>
<td>Literature and Composition</td>
<td>English Electives</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>French Language</td>
<td>Language Electives</td>
<td>6</td>
</tr>
<tr>
<td>French Literature</td>
<td>Language Electives</td>
<td>6</td>
</tr>
<tr>
<td>German Language</td>
<td>Language electives</td>
<td>6</td>
</tr>
<tr>
<td>U.S. Government</td>
<td>POL 131</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Politics</td>
<td>POL 333</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>History Electives</td>
<td>6</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIS 135 and 136</td>
<td>6</td>
</tr>
<tr>
<td>International English</td>
<td>English Electives</td>
<td>6</td>
</tr>
<tr>
<td>Latin</td>
<td>Language electives</td>
<td>6</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUS 143 and 144</td>
<td>8</td>
</tr>
<tr>
<td>Physics B</td>
<td>Science Electives (Non-Science majors)</td>
<td>6</td>
</tr>
<tr>
<td>Physics C (Mechanical)</td>
<td>PHY 243 (LS 135 Exempt)</td>
<td>4</td>
</tr>
<tr>
<td>Physics C (Electricity and Magnetism)</td>
<td>PHY 244 (LS 135)</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 131</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPA 131 and 132</td>
<td>6</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>Language Electives</td>
<td>6</td>
</tr>
<tr>
<td>Statistics</td>
<td>PSY 233; BUS 233; MTH 132</td>
<td>3</td>
</tr>
</tbody>
</table>

***NOTE: Internships, institute participation (original CEU certificate must be submitted as verification of participation), and study abroad for credit MUST be cleared and approved before a student takes part in such a venture.***

**Placement Tests:** Placement tests are administered by the University during Golden Bull Academy and during New Student Week to all students in mathematics and
selected students in natural sciences. Students achieving required competency levels on one or more examinations will be placed in upper level courses in that discipline or exempted from enrolling in selected University required courses.

**Grade Reports:** At the end of each semester, grade reports are sent to students. Mid-semester grades are sent to advisors and students for purpose of advisement and information. Only semester grades are permanently recorded.

**Permanent Records Folder:** The permanent records folder includes the original copies of all registration forms, drop/add forms, incomplete removals, and copies of all grades a student received at the end of the terms for which he/she was enrolled.

**TRANSCRIPTS**

An official transcript of a student’s academic record will be sent to a designated person or institution upon written request of the student if a student has met all financial obligations to the University. Otherwise, no transcript will be released.

The first transcript is free of charge. There is a $10 fee for each subsequent copy of a student’s transcript. Fees for transcripts must be paid for by money order or certified check.

Transcript requests for current students can be made through the Registrar’s Office.

Transcript requests for former students and/or alumni can be made through the National Student Clearinghouse at www.studentclearinghouse.org or by calling 703-742-7791.

**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 to the Registrar, Dean, Head of the Academic Department, or other appropriate official(s), 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 the 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 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 or research, or support staff position (including law enforcement unit personnel and health staff); 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.

• 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Full or part-time status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Level of education completed/classification status</td>
</tr>
</tbody>
</table>

**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. Under the Solomon Amendment Act, the military 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**

By filing a form with the Registrar’s Office, you may request 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.

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 Registrar’s Office. These Forms may be obtained in that office.

Students who want their parents, guardians, and/or employers to have access to some or all of these records may sign and file a FERPA waiver with the Registrar's Office.

**Withholding Student Records**

Students who are delinquent and/or in default in any of their financial accounts with the college, the University, or an appropriate state or federal agency for which the University acts as either a disturbing or certifying agent, and students who have not completed exit interviews as required by the Federal Perkins Loan Program, the Federal Family Education Loan Programs, the Federal Direct Loan Program, and the Nursing Student Loan Program, are not permitted to complete registration or are issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the Federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

**CLASSIFICATION OF STUDENTS**

Students in the University are classified at the beginning of each semester based on records in the Registrar’s Office. The classifications are:

- **Seniors:** Students who unconditionally have at least 90 credit hours of course work.
- **Juniors:** Students who unconditionally have at least 60 credit hours of course work.
- **Sophomores:** Students who have at least 30 credit hours of course work.
- **Freshmen:** All other students, not registered as special, who have fewer than 30 hours of course work.
The Division of Student Success is responsible for all aspects of student life and welfare on the campus. Through its various departments, 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, Student Success promotes student involvement, leadership development, and opportunities to influence decision-making. The Dean recommends and appoints students to various University boards and committees, and staff members within the Division serve as advisors to numerous student organizations.

Student Success, through its eight constituent departments, encompasses almost every aspect of student life outside the classroom. Together, these departments assist and support students in acquiring the necessary competencies for holistic development and a satisfying educational experience. The departments, each of which is headed by a director, are as follows: Counseling and Testing, Health Services, Residence Life, Student Activities, Student Support Services, Upward Bound, Multi-Cultural Student Affairs, and Retention and Food Service.

In its quest to meet the developmental needs of maturing young adults, Student Success sets forth the following goals:

a. To ensure opportunities for positive interaction among students through which they may acquire and develop positive social interpersonal communication and leadership skills;

b. To sponsor extracurricular activities that transform leisure and recreation time into informal learning experiences, broaden the students’ cultural awareness and appreciation, and facilitate positive interaction among students, faculty, staff, and the community;

c. To assist students in acquiring the necessary resources for financing their education, and understanding and accepting their responsibilities as consumers and borrowers;

d. To provide safe, clean on-campus housing that supports the concept of living/learning” and provides students with resources for study, exploration, and community living;

e. To cultivate an environment on the campus within which students may examine their personal values, attitudes, and beliefs.

It is the aim of Student Success to provide these services through a cadre of trained and dedicated staff, within an environment of challenge and support with caring concern and respect for students individually and collectively.

The Division of Student Success, under the leadership of the Dean of Student Success, 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.

MEMBERSHIP IN THE UNIVERSITY

Enrollment at JCSU is granted on the basis of an agreement with the University; it is not an inherent right. Each student is obligated, as a part of this agreement, to observe the rules, regulations, standards, and guidelines of the University as found in the University Catalog, regulations governing life in University student residences, and other policies and procedures published as official University pronouncements. The University functions as a viable collegiate community only when those within the community adhere to certain standards. These guidelines form the framework for the harmonious interaction of the individual and others. The University believes that certain rights and responsibilities are indispensable to the achievement of higher education. These rights and responsibilities apply to administrators, faculty, staff, and students, since the viability of the institution is dependent upon the cooperation and support of all its constituencies. The University’s Standards of Conduct includes statements of the specific provisions governing appropriate student conduct and the range of sanctions that may be imposed upon persons who violate these standards. The Standards of Conduct are published in the University Catalog, and each student has a responsibility to become familiar with the document and various other publications and regulations promulgated by the University.

The University reserves the right to cancel the enrollment of any student who breeches this agreement or who violates the rules of the University when it is determined, through established processes, that a student has breached University rules.

MEN AND WOMEN OF JOHNSON C. SMITH UNIVERSITY

Johnson C. Smith University is frequently characterized by others based on how students present themselves on and off the campus. While factors such as the physical facilities, landscape, quality of the faculty, curricular offerings, and library holdings are often used to characterize the quality of an institution, what is more often remembered is how well students comport themselves on campus and in the larger community. It is, therefore, immensely important that all students display respect for themselves and others, that they maintain impeccable personal and professional integrity, that they possess dignity and pride in themselves as individuals and collectively as JCSU students, and that they maintain honesty and dignity in their dealings with themselves and others at all times.

It is the aim of the University that all its students embrace the ideals of community, pride, loyalty, high ethical and moral standards, commitment, honesty, and hard work. The qualities of mature, wholesome, and responsible living are perpetuated among the students at the University. Although the institution’s mission has undergone revisions over the years, the basic tenets of social, academic, and personal
responsibility, commitment to excellence in scholarly pursuits, leadership, self-esteem, dignity, and integrity prevail. It is also expected that students will acknowledge the tremendous sacrifices made by their parents, ancestors, and community for their education, and, thereby be inspired to make a lifelong commitment to service to humankind. Therefore, it is imperative that students at the University learn not just how to make a living, but also how to make a life.

It is required that every student embraces these expectations upon enrolling at JCSU. These principles are part of the University’s history and are essential for its future.

THE CENTER FOR CAREER DEVELOPMENT

The Center for Career Development strives to provide the highest quality comprehensive career development services to all matriculated undergraduate students and alumni of JCSU. Our aim is to be “Best in Class” among university career development and career services centers and make career services a competitive advantage for the JCSU brand. Our goal is to help students and recent graduates fulfill their career goals. We serve as the bridge between students’ college experiences and employment or graduate school.

The Center develops and offers programs and services to help students learn to formulate and pursue career goals to attain meaningful employment or gain access to graduate school. We assist students and alumni make optimal use of their knowledge, skills, and abilities by providing comprehensive resources, programs, and career development counseling delivered through a broad range of developmental programs and events.

The Center provides students with the opportunity and an environment in which to examine their values, interests, and skills through dialogue with a career counselor in order to establish a basis for selecting career goals. Students explore the relationship between academic majors and careers and gain an appreciation for the skills/values nurtured through a liberal arts education. Through career development counseling, review of career related literature and websites, students investigate careers and conduct detailed research to evaluate the suitability of career options.

Students experiment with career possibilities by completing internships locally during the academic year and nationally/internationally during the summer months. They develop knowledge of a variety of work environments by completing multiple internships. They also experiment further with skill areas through campus and community leadership and volunteer opportunities, as well as through academic research and project-oriented courses.

The Center provides the opportunity for students/alumni to explore the relationship between graduate study and their career goals. They learn about a range of graduate educational programs and the process for effectively applying to these programs through this office.

Through consultation with the Center, students/alumni develop job search strategies tailored to their target industry. Career workshops and individual advising are offered
to convey concepts regarding effective interviewing demonstrated through mock interviews, resume/cover letter development, recruitment programs (including on-campus interviews), resume referrals, and career fairs.

The Center also provides students/alumni with job leads through electronic databases and websites.

**THE FOUR-YEAR PLAN**

Many people think that career development is something students pursue in their senior year as they prepare for graduation and life beyond college. In fact, career development begins when a student first arrives on campus and begins exploring opportunities for learning, community service, and internships and continues throughout the four years as interests are developed and refined. The Center for Career Development provides resources at every step of the way and offers suggestions for each year of enrollment in the form of a **Four-Year Plan**.

<table>
<thead>
<tr>
<th>Freshman (Visit Career Development Center)</th>
<th>Sophomore (Visit Career Development Center)</th>
<th>Junior (Visit Career Development Center)</th>
<th>Senior (Visit Career Development Center)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theme</strong></td>
<td>Exploration</td>
<td>Development</td>
<td>Refinement</td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>Begin self-assessment</td>
<td>Select Major</td>
<td>Define career and educational goals beyond graduation</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td>Locate the Center for Career Development (Free services/programs for all students/alumni)</td>
<td>Meet with a career counselor to discuss career goals</td>
<td>Update resume</td>
</tr>
<tr>
<td></td>
<td>Meet with a career counselor</td>
<td>Complete an in-depth self-assessment</td>
<td>Narrow down career alternatives with help from a career counselor</td>
</tr>
<tr>
<td></td>
<td>Develop effective organizational and study skills to ensure long-term academic success</td>
<td>Declare Major</td>
<td>Gather specific information about jobs or graduate schools</td>
</tr>
<tr>
<td>Activities</td>
<td>Assess academic interests by taking a variety of courses</td>
<td>Join departmental clubs and/or campus organizations</td>
<td>Join student affiliates of professional organizations</td>
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</tr>
<tr>
<td>Identify likes and dislikes using personality assessments</td>
<td>Attend resume workshop; create/update resume</td>
<td>Develop effective job search strategies</td>
<td>Secure job/graduate school interviews</td>
</tr>
<tr>
<td>Explore values, skills, and Interests to help in choosing a Major</td>
<td>Participate in mock interviews to develop effective interviewing skills</td>
<td>Attend interviewing workshops to strengthen interviewing skills</td>
<td>Network with other appropriate professionals</td>
</tr>
<tr>
<td>Attend career planning and development workshops</td>
<td>Learn about the world of work</td>
<td>Conduct informational interviews</td>
<td>Identify references and request letters of recommendation</td>
</tr>
<tr>
<td>Gather information about academic Majors</td>
<td>Gain work experience through campus jobs, summer jobs and internships</td>
<td>Register for graduate admissions tests</td>
<td>Research prospective employers</td>
</tr>
<tr>
<td>Create a resume</td>
<td>Attend job and graduate school fairs</td>
<td>Gain work experience through an internship</td>
<td>Volunteer for community service (Complete a minimum of 10 hours during freshman year)</td>
</tr>
<tr>
<td>Become familiar with campus resources</td>
<td>Consult with your academic advisor and the Registrar’s Office to ensure you are on track for graduation</td>
<td>Plan for summer job in field of interest</td>
<td>YOU DID IT!!</td>
</tr>
</tbody>
</table>
COUNSELING CENTER

The Office of Counseling Services offers professional counseling to assist students in resolving emotional, social and developmental problems that may interfere with academic progress. Its mission is to promote and facilitate the interests, wellness, and growth of all JCSU students. To accomplish this mission, Counseling Services offers individual and group counseling, enrichment programming, resource materials, and support services. Furthermore, it strives to encourage student involvement on campus and in the community, enhance self-awareness, and inspire the individual and collective leadership skills of all students.

DIVERSITY STATEMENT

The Office of Counseling Services is committed to providing a safe and welcoming environment for all requesting our services. We promote an awareness of diversity of race, gender, ethnicity, culture, sexual orientation, religion, age, and disabilities among students, faculty, and staff.

COUNSELING SERVICES

The Office of Counseling Services is located in the Mrs. Johnson C. Smith Cottage. Counseling services are free and confidential to enrolled students at JCSU and are available Monday - Friday from 8:00 a.m. - 5:00 p.m. However, crisis and emergency services are available after hours by contacting the University Campus Police or the Dean of Student Success, who will contact a member of the on-call counseling staff.

Individual Counseling

Individual counseling services are designed to assist students with emotional, developmental, adjustment, and personal concerns. Students may walk in to schedule an appointment or contact the office secretary by calling 704.378.1044. Individual counseling sessions typically last 50 minutes and are provided by Masters level clinicians. Although walk-ins are welcome, students are encouraged to schedule appointments. All counseling is provided within a confidential setting. Common topics discussed during sessions may include, but are not limited to, Transitioning to College, Self Esteem, Emotional Concerns, Healthy Relationships, Conflict Resolution, Planned Parenthood, Anger Management, Family Issues, Stress, and Time Management.

Group Counseling

Each semester, Counseling Services offers group counseling sessions for students to discuss issues affecting their lives and the world around them. The format for groups alternate from open discussion to theme-specific. Students who participate in these sessions must agree to sign a Student Confidentiality Agreement prior to participating. All group sessions are held in a casual and relaxed setting.
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., University Campus Police, Judicial Board, and Residence Life)

Alcohol and Other Drug Services

The Office of Counseling Services provides Alcohol and Other Drugs Services (AODS) to students enrolled at the University. The AODS offer individual assessments, consultations, education programs, short-term intervention services, and community referrals. The prevention goals of the AOD Program 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.

The AOD Program offers individual assessments (Bio/Psycho/Social), consultation, educational 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.

**Student Affairs Development Series**

The Office of Counseling and Testing coordinates the planning and scheduling of the Student Affairs Development Series each academic year. The series is a collective resource of various workshops, lectures, and events sponsored by the Division of Student Affairs. The Student Development Curriculum is designed to provide a deliberate and focused structure to facilitate the holistic development of students. The curriculum targets development in nine principle areas. The Office of Counseling and Testing maintains records of pre-registration and attendance for each workshop.

**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.

**HEALTH CENTER**

The University maintains a healthcare service for the treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through a staff of one Health Center Coordinator/LPN, two full-time Licensed Practical Nurses, and one part-time Physician. All students enrolled at the University may take advantage of services available through the Health Center.

The Health Center is located in the northwest wing of the University Memorial Union. Hours of operation are 8:00 a.m. until 8:00 p.m. Monday and Thursday; and on Tuesday, Wednesday, and Friday, 8:00 a.m. until 5:00 p.m. The Health Center is not open on weekends or during official University closings. A physical examination and current immunization record are required of all new students before they are permitted to enter the University. Also, former students who have not been enrolled for a period of one year or more will be required to submit a current health examination form before they will be allowed to register.

Individuals reporting to the Health Center for treatment may be given the initial doses of some medication and drugs. Prescriptions for subsequent drugs, medical needs, and medication beyond the initial dose provided by the Health Center will be given to the student to be filled at his or her own expense. Specialists are frequently needed for student illnesses and injuries that go beyond the treatment scope of the Health Center. In such cases, the Health Center staff will refer students to recommended specialists. The cost of the specialists’ services is the responsibility of the student and his or her parents. However, students are strongly urged to file insurance claims promptly.
Students are discouraged from seeking treatment for illness or follow-up treatment for accidents without having first been referred by the University physician or his/her designee, as student insurance will not pay for expenses incurred without the appropriate referral.

The University does not provide students transportation to off-campus medical facilities. Ambulance services are used in cases of serious illness or injury. Students must pay for the use of a cab.

Students in need of hospital care will be referred to hospitals in the city. 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.

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

1. Report to the Student Health Center at once.
2. If away from school, consult a physician and notify the Student Health Center as soon as possible.
3. 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.
4. 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. (See current health insurance brochure for additional details.)

IMMUNIZATION

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 taking both day and evening classes are required to
present proof of immunization; those 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, pertussis) vaccine prior to entry plus two doses of mumps vaccine.

The law requirements are as follows:

- Individuals attending colleges and universities are required to have three doses of Tdap, one of which must have been within the last 10 years

- 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. A dose of Tdap vaccine is not required for any student over 64 years of age.

- A second dose of the mumps vaccine is to be administered before enrolling in a school, college, or university for the first time.

**COLLEGE/UNIVERSITY VACCINE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus, diphtheria, and acellular pertussis (DTaP, Td, Tdap)</td>
<td>3 doses&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Polio</td>
<td>3 doses</td>
</tr>
<tr>
<td>Measles</td>
<td>2 doses&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Mumps</td>
<td>2 doses&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Rubella</td>
<td>1 doses&lt;sup&gt;4&lt;/sup&gt;</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 doses&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

**FOOTNOTE**<sup>1</sup> – Three doses of tetanus/diphtheria toxoid of which one must have been within the past 10 years. One of those doses must have been Tdap unless any of the following occur: Entered college or university prior to July 1, 2008; a booster dose of Td was given within the last 10 years; or the individual is over the age of 64.

**FOOTNOTE**<sup>2</sup> – Measles vaccine is not required if any of the following occur: Diagnosis of disease prior to January 1994; born prior to 1957; enrolled in a college or university for the first time before July 1, 1994; or the individual has been documented by serological testing to have a protective antibody titer against measles.
FOOTNOTE ³ – Mumps vaccine is not required if any of the following occur: Born prior to 1957; enrolled in a college or university before July 1, 1994; or the individual has been documented by serological testing to have a protective antibody titer against mumps. A second mumps vaccine is not required of an individual enrolled in college or university prior to July 1, 2008.

FOOTNOTE ⁴ – Rubella vaccine is not required if any of the following occur: 50 years of age or older; enrolled in a college or university before February 1, 1989 and after their 30th birthday; or the individual has been documented by serological testing to have a protective antibody titer against rubella.

FOOTNOTE ⁵ – Hepatitis B vaccine is not required if any of the following occur: Born before July 1, 1994.

***NOTE: Meningococcal, HPV, Hepatitis A, Flu, and second dose of varicella vaccine are not required, but are recommended for this group by the Advisory Committee on Immunization Practices.

UNIVERSITY RECOMMENDATION

JCSU recommends, but does not require, that all new and transfer students receive the Meningococcal vaccine. Hepatitis B Vaccines are required if born after July 1, 1994 before entering the University. The University’s aim is to protect students against preventable diseases. All students taking prescribed medications must notify the Health Center at the start of each semester.

INTERNATIONAL STUDENTS AND/OR NON-US CITIZENS

Vaccines are required as previous noted; additionally, these students are required to have a TB skin test (PPD or TST) that has been administered and read at an appropriate medical facility within 12 months prior to the first day of class (A chest X-ray is required if the test is positive).

MULTICULTURAL STUDENT AFFAIRS

Accepting differences and operating from a position of genuinely appreciating one’s own cultural identity and that of others are the hallmarks of multiculturalism. Multiculturalism is a key factor in the creation of equity. Multiculturalism 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 forum and lecture series we provide a positive opportunity to explore the impacts of culture, race, gender, and other social conditions on ourselves and our work environments. Many of us have been taught not to notice differences and not to confront discriminatory attitudes and behavior; however, that is an old paradigm that we are changing. In addition, ignoring differences can reinforce a subtle (and sometimes not so subtle) message that can have a consequence beyond what is
intended, particularly as we consider the impact of the historical legacy of oppression and discrimination. For people who are different, or perceived to be different, this pressure is often counterproductive to optimal performance and productivity.

International universities embrace and promote diversity, inclusion, and multiculturalism (DIM). Discovering and building upon our 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 team work and community.

The Office of Multicultural Student Affairs is located on the 2nd floor of Biddle Hall in Suite 210.

RESIDENCE LIFE

POLICIES 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 booklet, which should be read carefully in its entirety before the student signs the housing contract. Acceptance of a housing assignment constitutes an agreement by the student 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 of fee 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 given via a Student Housing Assignment letter that is generally sent to the student. Since there is not always enough space to house all students who wish to live on campus, some students run the risk of not being 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 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 through residence hall programs, student’s development of personal, recreational, social, and interpersonal relationships. Students are also 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 Residence Life is firmly committed to the concept that residence halls are to 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 intellectually, culturally, socially, emotionally, and spiritually. On-campus living provides the proper balance of challenge and support for residents, which allows them to take responsibility for themselves and for their development.

**STAFFING**

The Coordinator of Housing Services and Business Operations is responsible for the comprehensive administration of student housing, which encompassed (a) the process of admitting students to campus housing; (b) the application and assignment process; (c) residential hall staff training and supervision; and (d) departmental decision-making. The Office of Residence Life is staffed by the Coordinator of Housing Services and Business Operations, and an Administrative Assistant. Seven of the nine residence halls are staffed by live-in Residence Hall Coordinators (RHCs) and student Resident Assistants (RAs) 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 living area. A substantial portion of the RHC's 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 person to the Hall Council, RAs, and residents.

**MANDATORY HOUSING**

All freshman and sophomore students whose permanent residence is outside a 30-mile radius of Charlotte are required to reside in the residence halls. Students living in the city of Charlotte are usually assigned at a later stage to give out-of-state students a priority.

**ROOM FURNISHINGS**

All of the residence hall rooms are furnished with beds, mattresses (and mattress covers as appropriate), desks, dressers, chairs, and blinds. All of 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. Also, room furnishings provided by the University are not to be removed from the rooms. Removal of any of the 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 judicial action.

**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 of time, the cost for repair or replacement of the area or item vandalized will be divided equally among all residents of the affected area. A minimum charge of $5.00 will be assessed for damage to common areas or to the room. The students will be notified of the charge, and payment must be made within 10 days 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 loss of housing, and other penalties may apply.

During the room inspection, hall staff will 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 in order 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 the end of the term.

**ENERGY AND CONSERVATION**

What you can do to help conserve energy and water:

Everyone on-campus needs to be cognizant of conservation, including faculty, staff, and students. An individual's role in energy and water conservation pertain to changes in one's habits by making changes in daily personal use. 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, computer, and other electronics when going to class, dinner, or just leaving the room.
- Don't leave water running.
- Take shorter showers by a minute or two; this will help save hundreds of gallons of water per month.
- Limit clothes washing frequency tendency to once a week. Avoid wash 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.

***NOTE: 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:

1. Adapter plug ends should not be used at any time.
2. 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.

3. Electrical cords or power strips should not be used in conjunction with portable refrigerators.

4. 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 Laundryview, where students can monitor the usage of washers and dryers from the convenience of their room through the use of their laptop computer. Visit laundryview at http://www.laundryview.com.

TELEPHONES

Telephone service is available in resident rooms in all of the residence halls. The University provides local telephone service. Long distance service is available through the use of calling cards provided by the University’s vendor or student’s choice. Students are responsible for all services and charges they incur. The University assumes no liability for payment to any local or long distance carriers. Unauthorized use of telephone credit cards and/or access codes and cards is in violation of University regulations and local, state, and federal laws. Students charged with such violations will be referred for University judicial action.

Students should use their room or hall phone numbers as their on-campus telephone numbers. University office telephones are for business use only and should not be considered as the student’s personal telephone numbers.

The University offices assume no responsibility for getting telephone messages to students except in case of verified emergency. For emergency purposes, students should advise concerned parties to contact the Campus Police at 704.378.1003.

The cost for telephone service is added to the housing fee and is automatically included on the student’s account. Each occupant of the room is individually responsible for all telephone charges, including long distance calls, incurred by the telephone number assigned to their room. Students are advised that University policy prohibits the making of fraudulent telephone calls, theft of telephones, and/or abuse of telephone privileges.
The University seeks to provide efficient and effective telephone service to students. As such, the following policies are in effect:

1. JCSU will provide local telephone service capability for each student residing in the residence halls. The cost of local service is included on the student’s account.

2. The student assumes full and complete responsibility for installing the instrument into the telephone jack provided, and for service to and care/maintenance of the instrument assigned to him or her.

3. The student agrees to accept full personal and financial responsibility for all calls, including local and long distance calls and those placed to and from his or her telephone number and to or from any third party location at which the student’s telephone number is used.

4. The student accepts total responsibility for all contracts, negotiations, obligations, invoices, and communications, relative to payments of bills and fees for telephone service, and for the care and maintenance of same, and the student may not obligate or construe to obligate the University in any way.

5. The student accepts full responsibility for the care of the instrument and is liable for any destruction, loss, theft, or damage to the telephone instrument purchased or rented from the University or from any other supplier. Equally, any request, negotiations, contracts, etc., financial and otherwise, for service, repair, and/or replacement will become the sole obligation of the student.

6. The Office of Residence Life reserves the right to deny telephone service to students and to prohibit the installation of certain types of telephone equipment in the student’s room if it is deemed that such installation may present a safety or security hazard to any resident of the facility or to the facility itself; is in violation of any local, state, or federal laws; as a result of the student’s failure to pay prior telephone charges; and/or if the student has made fraudulent calls in the past.

7. The University in no way intercedes on behalf of the student, local carrier, long distance service provider, or any third parties in the collection of regular, past-due, or delinquent payments or accounts for non-payment of same. All transactions, financial and otherwise, must be resolved between the student and the long distance service providers, or the student and any other third parties.

8. Students desiring local telephone service must contract for same through the University or its designated local carrier; such service is not available through other telephone service providers.
HOUSING DURING SCHOOL CLOSINGS AND VACATIONS

Residence Halls officially close during Christmas Holidays 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 $25.00 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; and all students must conform.

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 to the Division of Student Success and the Office of Residence Life during the month of March. 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.

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 Hall Coordinator responsible for the residence hall. All RHCs 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 will contact parent(s)/guardian(s) in the event of an illness/crisis.
REPAIRS

Students should report all needed repairs to their RAs or RHCs. 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. RAs and RHCs are responsible for reporting the concern to the Facilities Department and coordinating the repair. Residence Life personnel are also available to help students navigate the on line work order processes.

Here are the contacts for problems:

1. Vending machines: Contact the Office of Business and Finance at 704-378-1087.

2. Laundry facilities: Call the Residence Hall Coordinator or the Office of Residence Life (8:30 a.m.-5:00 p.m.) at 704-378-1099.

3. Housekeeping cleaning equipment: Contact the appropriate RA or RHC.

4. Telephone service: Contact the RA or the Help Desk at extension 4357 or helpdesk@jcsu.edu.

5. Mail service: See the University Post Office.

6. Click on the following links at www.jcsu.edu:
   - Current Student
   - Request a Repair
   - Create a Work Order Request for Facility Management

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 to repair. Some costs represent prorated charges. Replacement or repair may not occur unless the full actual cost is assessed. Costs listed in parentheses are approximate; costs may not reflect actual cost to be billed to the student. Depending upon the type of facility you live in, some items may not apply to you.

RESIDENCE HALLS

<table>
<thead>
<tr>
<th>Liston Hall</th>
<th>Carter Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Hall</td>
<td>Duke Hall</td>
</tr>
<tr>
<td>New Residence Hall</td>
<td>Greenfield Hall</td>
</tr>
<tr>
<td>Sanders Hall</td>
<td>Smith Hall</td>
</tr>
</tbody>
</table>
MOSAIC VILLAGE/OFF-CAMPUS HOUSING

Mosaic Village, the University’s newest four-level mixed-use residential apartment community, is located off-campus just a short five-minute walk from campus. It offers students fully-furnished apartment units with two, four, and five bedrooms equipped with a washer and dryer, full kitchen, individual bedrooms, wood laminate flooring, Internet access, and a seating area. The first level provides several outside vendors, office space for staff, and 24-hour security. Additionally, the first level space includes a game room, exercise room, computer lab, and a multi-purpose room for group programming.

The building has lounge space on each floor where students can entertain guests, socialize, and use for a variety of programming options. There are quiet reading rooms for group projects or individual study.

The community also offers several other unique features, such as a roof top terrace for private University functions, a fountain and courtyard for residents to enjoy the outdoors atmosphere, and a parking garage for residents and guests.

Keys:

Key replacement (no core change) .......................................................... $35.00 to $17.50

Key replacement (core change) ............................................................. $75.00 to $125.00

Repair door lock set ........................................................................ cost of repair

Bath:

Ceramic toilet top .............................................................................. $19.50

Soap dish ............................................................................................ $3.50

Sink ................................................................................................... $75.00

Shelves (re-change) ......................................................................... $10.00

Shower curtain .................................................................................. $5.00

Shower curtain rod .......................................................................... $15.00

Toilet paper holder .......................................................................... $25.00

Toilet seat .......................................................................................... $20.00

Towel bar ........................................................................................... $10.00

Doors:

Entrance Door .................................................................................... cost of repair
Door stop (kick down) ......................................................... $15.00
Door stop................................................................. $8.00
Door number plate......................................................... $10.00
Closet door ............................................................................ cost of repair
Closet door (re-hang) min....................................................... $10.00
Door closure ............................................................................. cost of repair
Doormat ..................................................................................... $50.00
Eye viewer ............................................................................... $10.00
Hole through door .............................................................. cost of repair
Missing door latch plate ....................................................... cost of repair
Sliding glass door blinds ....................................................... cost of repair
Sliding glass door handle ....................................................... cost of repair
Interior exterior ...................................................................... cost of repair

Bedroom:

Bed frame..............................................................................(cost)
Bookshelves............................................................................. $60.00
Desk (cost)................................................................................ $150.00
   Desk chair.........................................................................(cost)
   Desk drawer.......................................................................(cost)
   Desktop .............................................................................. $95.00
Mattress................................................................................ $80.00 to $100.00
   Mattress torn...................................................................... $10.00
   Mattress cover..................................................................... $35.00

Furniture:

Couch ..................................................................................... $600.00
Couch cushion ....................................................................... $600.00
Furniture burn/stain................................................................. $600.00
Furniture finish/scrape ................................................................. $50.00

Fire Equipment:
Broken fire alarm................................................................. (cost)
Fire extinguisher ........................................................................ $35.00
Fire extinguisher refill ................................................................. $20.00
Fire extinguisher glass ................................................................. $10.00
Fire alarm pull station glass ......................................................... $10.00
Fire extinguisher box ........................................................................ $35.00
Fire extinguisher cover ................................................................. $20.00
Smoke detector (replace) ............................................................... $100.00

Lighting:
Ceiling light cover ................................................................. (cost)
Ceiling light glove ................................................................. (cost)
Complete light fixtures .............................................................. $55.00
Desk light ..................................................................................... $50.00
Light switch (replace) ................................................................. $10.00
Missing light bulb .......................................................................... $5.00
Re-hang light globe .......................................................................... $5.00
Replace missing/broken light globe ................................................... $20.00

Miscellaneous:
Bed frame (improper storage in hall) ................................................ $25.00
Cable connector plate ................................................................. $15.00
Carpet (cigarette burns) per burn ...................................................... $15.00
Ceiling per tile ................................................................................... $15.00
Door key broken ................................................................................. $17.50
Fire exit sign................................................................. $45.00
Floor tile (per square feet replaced)................................. $1.00
Floor tile minimum........................................................ $10.00
Molding (per section)..................................................... $10.00
Phone jack ................................................................. $25.00
IT (internet jack)........................................................... $25.00
Wiring repair labor ......................................................(cost)
Outlet cover plate..................................................... $5.00
Wire-glass (door panel) ...............................................(cost)
Retrieval of contact lens or jewelry from drain.............. $10.00
Remove furniture w/o notice........................................ $50.00

Refinish:
  Bed drawer ............................................................... $15.00
  Book shelves............................................................ $30.00
  Closet door .............................................................. $50.00
  Exterior door ............................................................(cost)
  Interior door .............................................................(cost)
  Wood furniture .........................................................(cost)

Paint Work-Plaster repair additional:
  Apartment entire ...................................................(cost)
  Closet door (1 slide) ...............................................(cost)
  Den/L.R. (suite) .......................................................(cost)
  Front door (2 slides) ...............................................(cost)
  Hall (suite) .............................................................(cost)
  Room ........................................................................ $100.00
  Living room (apt.) ....................................................(cost)
Suite (entire) .................................................................................................................(cost)
Ceiling (room) ..................................................................................................................(cost)
Paint scratch pulled off wall 1” tear ............................................................... $5.00

Plaster Work-Cost per Item:

Pinhole ......................................................................................................................... $1.00
1/8 inch nail hole ........................................................................................................ $2.00
Thumb size hole .......................................................................................................... $10.00
Mark on wall (per) ................................................................................................. $5.00
Tape tear in paint finish ............................................................................................ $5.00
Dent in wall (1 sq.) .................................................................................................. $15.00
Any lg. Plaster work (approx.) per 1”sq ......................................................... $15.00

Window Equipment:
Blinds (bedroom/window) .................................................................................... $35.00
Blinds (vertical/patio) ............................................................................................ $120.00
Blind slat (each) ....................................................................................................... $5.00
Blind wand (each) ..................................................................................................... $5.00
Curtain rod ................................................................................................................... (cost)
Curtain rod (re-hang) ............................................................................................... (cost)
Glass .............................................................................................................................. (cost)
Screen .......................................................................................................................... $20.00
Screen (sliding glass door) ...................................................................................... $44.00

MOSAIC VILLAGE/NEW RESIDENTIAL SUITE
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 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 (WFF) cleans each suite prior to occupancy. The suites are expected to be kept in a sanitary condition during each academic semester, and upon checking out of the residence. The uniqueness in the design of the Mosaic Village/New Residential Hall suites fosters a shared responsibility by the residents to clean and maintain a cleaning schedule.

MAINTAINING YOUR LIVING SPACE

Each resident is expected to maintain a healthy living suite 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

Failure to maintain a clean and healthy living environment will jeopardize your residential status and you may be removed from the suites immediately. As a means to ensure a healthy living environment, the RA and the RHC will conduct bi-weekly inspections. If a suite requires extraordinary cleaning during occupancy or upon check-out, the staff will solicit WFF cleaning service to clean the area in need of care, and the residents will be billed for the services.

THEFTS 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 homeowners 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 Residence Life and the University Campus Police.
WITHDRAWAL FROM UNIVERSITY/CANCELLATION OF HOUSING

Students who withdraw from the University must have their rooms inspected by a member of the residence hall staff for that building. Any student leaving University housing at any time other than at the end of Fall or Spring semester must complete a cancellation form in the Office of Residence Life. For students who may have paid a housing deposit, all deposits are final and non-refundable.

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. Enrolled students must be registered for a minimum of 12 hours in order to live in a residence hall. 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 full-time student.

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 room reservation fee. The room reservation 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 room reservation 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. The student who fails to claim his or her assignment or to cancel his or her housing will be charged an additional $100.
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 central office. Students must secure a room change form from their Residence Hall Coordinator at the time designated for room changes.

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:

1. length of room occupancy
2. length of enrollment by credit hour, and
3. date of receipt of application.

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

PREGNANCY

In the interest of health and safety, any resident who determines that she is pregnant must notify her Residence Hall Coordinator and the Health Center as soon as possible.

ROOM ENTRY BY UNIVERSITY OFFICIALS

The resident agrees that University officials may enter his/her room during the period of occupancy for the purpose of inspection, 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

Smoking is prohibited in the residence halls and all other buildings on University-owned property. Smoking is permitted outside. Please use containers designated for ashes to dispose of cigarettes. 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 Residence Life at 704-378-1099 for any additional questions, or possible assistance with finding off-campus housing locations.

QUIET FLOORS/QUIET HALL POLICY

The Office of Residence Life provides residence hall environments that respond to the varied needs and interests of residents. The special lifestyle floors and/or halls address the concerns of students and places them together in a quiet living environment. These floors/halls have been established to provide residents with the opportunity to live in a quiet environment that is highly conducive to both study and sleep. Quiet floors/halls exist as controlled areas with special quiet hours guaranteed by the residence hall staff. While residents of these areas have access to the same programs and services as other students, they must abide by the quiet hours policy. They must respect the studying needs of other residents and assist in promoting an atmosphere that fosters academic excellence.

Guidelines for Quiet Floors/Quiet Halls

Quiet Hours: Continuously from 7:00 p.m. Sunday through 8:00 a.m. Friday
Courtesy Hours: all other times.

Stereos, televisions, radios, etc. shall be played at a reasonable level with the door closed so as not to disturb other residents. At the beginning of the school year, the floor staff will explain what is considered to be a reasonable level.

Residence hall relocation to another room, residence hall, or residence area may be appropriate or required because of a resident’s lack of willingness to live within the rules of his/her present residence hall community. This sanction will be recommended in situations where the judicial board or hearing administration feels the individual would benefit from a change of environment in order to conform to acceptable group living standards.

OVERNIGHT VISITORS

A guest is defined as a non-resident of the same sex staying in a residence hall who has a current resident as a host. Overnight guests are not allowed to stay more than two consecutive nights without special permission from the Residence Hall Coordinator and the Dean of Student Success.

Visits by children under the age of 12 years are never permitted except in unusual situations and then only with the permission of the Dean of Student Success.

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 review of 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**: 10:00 a.m. - 1:00 a.m.
- **Friday & Saturday**: 10:00 a.m. - 2:00 a.m.

**Room Visitation:**

- **Sunday - Thursday**: 7:00 p.m. - 1:00 a.m.
- **Friday & Saturday**: 7:00 p.m. - 1:00 a.m.

**KEYS**

Keys assigned to residential students are the property of the University and must not be duplicated, transferred, or shared. Students are responsible for the cost of replacing lost or broken keys and accompanying locks. Students are responsible for the cost of replacing lost or broken keys and accompanying locks. Students are responsible for all keys, and they cannot be loaned to anyone. For your safety, as well as your roommate’s, please report a lost room key to your RA or RHC 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 Policy**

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 or the RHC for your residence hall should be available to let you into your room. If you are locked out the following procedures must be followed:

1. Contact your RA or RHC 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 $3.00 fee for each lock-out. Lock-out fees will be $5.00 after midnight.
3. If you have lost your key, you must inform a Housing and Residence Life staff member. Once notified, the Department 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:**

1. Replacement for core changes: $75.00 - $125.00
2. Replace key no core change: $17.50 - $35.00
3. Cost for replacement card will apply.
4. New Residence closet key replaced: $10.00
Failure to surrender or return keys when you check out of your room will result in the full cost to change the lock and replace the keys.

**TRASH/DUMPSTER**

All trash should be taken outside to the dumpster nearest to the building. At no time, should trash be left in the hallway, 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.

**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 fire control capabilities. Residents should carry their keys and University ID with them at all times. 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.

**POSTING POLICY**

The purpose of this policy is to convey to students and the campus community the proper way to post notices on bulletin boards and keep the campus free of litter and debris. All postings must be approved by the Office of Student Activities, Coordinator of Housing Service, and/or the Residence Hall Coordinator. Flyers may not be posted unless they have been properly approved. The following must be adhered to:

1. Follow guidelines
2. Get proper approval
3. All flyers must be free from any derogatory statements or pictures
4. All postings should incorporate activities of interest to student organizations or Departments
5. All postings should be properly placed on bulletin boards or approved designated spaces and not on glass, mirrors, hallways, door elevators, lamp post, trees, car windshields, or building exteriors
6. Any promotion of the use of alcohol beverages is prohibited
7. Outside vendors must solicit approval from the Office of Student Success or Student Activities
For postings in designated areas, check with the building manager for each residence hall for the proper location to place flyers. Many of the bulletin boards in a residence hall are designated for specific use. Failure to properly follow the guidelines may result in removal of flyers without notice and/or a referral to the Campus Judicial System, depending on its severity.

**SNOWBALLS/SNOW FIGHTS**

It is not unusual for Charlotte to get a fair amount of snow during the winter. Students are expected to behave in a mature and non-destructive way while enjoying the snow. 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, University Campus Police, or other officials, is a dangerous, prohibited activity and may result in being referred to the Standards of Conduct for adjudication or arrest.

**THEFTS 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, 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 homeowners 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 Residence Life and the University Campus Police.

**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 Residence Life.

**OFFICE OF RETENTION**

The Office of Retention assists all students in reaching their academic goals and in engaging fully with the academic culture of the campus. Services include helping students with retention concerns, conducting research related to student retention, working with populations having special academic interests, and assisting in academic and support programs for student success. The retention initiatives provided each semester include Early Alert and Intervention, Café Advising, and Mid-term Warning. The University's Retention Team is also instrumental in assisting the University in
meeting its retention goals and removing retention barriers. The Office of Retention is housed in Biddle Hall; 2nd floor, room 210.

**OFFICE OF STUDENT ACTIVITIES**

The mission of the Office of Student Activities is to serve as the hub for co-curricular programs and services that support student success and the University family’s intellectual and social development. The Office seeks to:

- Foster Student Success
- Develop a Sense of Community among the JCSU Family
- Further Engage the JCSU Family with the city of Charlotte

Through our related programs and services, OSA is the focal point for co-circular interactions within and outside the campus boundaries to successfully promote JCSU as Charlotte’s premier, independent, urban university.

**DISCLAIMER/EXCLUDED ITEMS**

Due to the fluid nature of student life, some policies are not covered in this document. In the event that an issue arises that the Student Handbook or Student Organization Manual does not provide a policy for, the Office of Student Activities will institute a temporary policy until a permanent one can be put in place. The Office will also provide a two-day period when the temporary policy will be communicated in writing to all those affected. The temporary policy will become effective only with the approval of the Dean of Student Success.

**GOLDEN BULL ACTIVITIES COMMITTEE**

The Golden Bull Activities Committee (GBAC) assists the Office of Student Activities in creating, implementing and evaluating a regular, varied series of activities for students. The committee is comprised of students who are interested in program planning and implementation. Along with the executive board, the group consists of several committees including: Comedy & Lecture, Spirit & Leisure, Novelty & Special Events, and Music & Arts. The committee meets weekly to plan, explore ideas, and assess student interest in proposed projects.

**STUDENT ELECTIONS COMMITTEE**

This committee exists to:

- Establish fair and equitable development and enforcement of the Student Elections Code
- Deliberate and find responsible/not responsible violations of the Student Elections Code
• Provide sanctioning decisions in accordance to the Student Elections Code
• Review and submit recommendations to improve the Student Elections Code
• Determine the time frame for elections-related activities consistent with the needs of the University
• Coordinate the logistics of student elections

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.

The SGA president serves as a full-voting member of the University’s Board of Trustees. All students of JCSU are members of SGA. SGA offices are located on the main level of the Crisp Student Union. 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:

• Serve as a medium for the expression of student opinion and the formulation of University policies;
• Assist University personnel in the coordination of student organizations and activities;
• Provide experience in the skills of democratic citizenship;
• Help plan and coordinate recreational, social and cultural activities;
• Support the observances of University policies and regulations; and
• Assist University officials and student organizations in fundraising efforts.

SGA serves as the official voice by which student opinion is expressed. Students are able to 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 SGA.

SGA shall seek an advisor from within the University faculty/staff. The Director of Student Activities serves as an administrative liaison between the SGA and the Dean of Student Success.
MISS JOHNSON C. SMITH UNIVERSITY

Miss Johnson C. Smith University (Miss JCSU) is the official student hostess and ambassador for the University. Since the inception of the position, Miss JCSU has played a significant public role as student representative. She is expected to be a person of high moral character and a student with a high-level of school pride and spirit and serves as an executive member of the Student Government Association.

STUDENT ORGANIZATIONS

A student organization is defined as a registered group/organization of students at JCSU that operates under University policies and procedures and whose programs and activities affect the education process, promote cultural understanding, promote common interests and 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.

Disciplinary Procedures for Student Organizations

The Office of Student Affairs is responsible for investigating all allegations of student organization misconduct. The investigation includes interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. If deemed necessary, the Office of Student Development may refer the case to the University Judicial Board or convene an ad hoc panel for a hearing on the matter. If the case is referred for a judicial hearing, a hearing will be conducted by the University Judicial Board or an ad hoc panel, unless the student organization waives its right to the hearing. The notice of the judicial hearing, the procedures of the hearing, and the appeal process will follow the same procedures as described for violations of the Standards of Conduct. If the student organization waives its right to a judicial hearing, the appropriate sanction will be imposed.

Establishing a New Student Organization

All registered organizations are given the same privileges and are bound by the same regulations and sanctions. Any new student group may apply for University
recognition by submitting a student organization recognition packet to the Director of Student Activities containing:

A typed list with the names and contact information of ten full-time, currently enrolled, non-senior students at JCSU who are interested in participating in the organization

A faculty or staff member who is willing to serve as an advisor to the organization and who has completed and signed the Advisor Agreement Form.

Create a typewritten constitution and/or bylaws for the organization that should include:

- Name of organization
- Statements of the organization’s purpose
- Membership eligibility requirements
- Officers, listed by title and function
- Statement of terms of office, and time and method of election
- Frequency of meetings
- Statement of any dues, including amount and frequency of collection
- Statement that the organization will not discriminate against any persons for reasons which are illegal, such as race, sex, religion, or national origin
- Provision for disposition of funds should the organization be dissolved
- 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 of at least 2.5.

***PLEASE NOTE - The recognition criteria for fraternal organizations shall differ.

The Director of Student Activities considers the validity of potentially recognized clubs and organizations through the following criteria:

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.
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.

Once the registration packet is reviewed by the Director of Student Activities, it is submitted to Student Government Association and the Office of Student Development for final approval.

**Governance of Student Organizations**

Student organizations at Johnson C. Smith University must register with the Office of Student Activities 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 Organization Manual, and other policy documents issued by the University. Infractions of any type performed by a student organization, its officers, or members will be subject to sanction by the Office of Student Development. 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.

**HAZING**

The University defines hazing in accordance with North Carolina law (refer to Standards of Conduct, Section 14) and takes every measure to eliminate hazing on and off-campus, up to and including expulsion of fraternities, sororities and social fellowships, as well as their individual members from the campus if they are found responsible of hazing. Further, the University will seek swift University disciplinary action and civil and criminal prosecution against any organization or its members found responsible of hazing. Penalties may also apply to persons who observe hazing but do not report it to the appropriate University officials. Hazing is prohibited in all activities both on and off the campus, including privately-owned facilities and property. Incidents of hazing should be reported to the Office of Student Affairs, the Director of Student Activities, Dean of Student Success, Chief of Campus Police, and Director of Counseling Services or Director of Health Services.

Hazing is not just limited to fraternities and sororities. Hazing incidents have been frequently documented in the military, athletic teams, recreational and sport clubs, academic and honor organizations, marching bands, religious cults, professional schools, and other types of clubs and organizations.

**Unregistered 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 Development. 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

There will be no student organization-sponsored activities or publicizing of said activities (including Student Government Association and Golden Bull Activities Committee) that take place during the following time frames:

- Mid-term Examination Periods
- Final Examination Periods
- Reading Days
- University Holidays as per the Academic Calendar
- Periods when the University is closed
- Last Week of Classes for 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 Director of Student Activities as documented on the proper new member education/intake forms.

MARY JOYCE TAYLOR CRISP STUDENT UNION

The Mary Joyce Taylor Crisp Student Union is:

- The community center of the JCSU family and their guests. It is not just a building; it is an organization and a program.

- The living room of the University. The Union provides for the services, conveniences, 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.

- Part of the educational program of the University. As the center of University community life, it serves as a laboratory of citizenship that trains students in social responsibility and leadership.

- The unifying force in the life of the University, cultivating enduring regard for, and loyalty to, the University.

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 Activities, and the University Health Center. Services housed in the Union include the University Cafeteria, Post Office, the Bookstore, and the Bull Pen.
DANCE/PARTY POLICY

The Dean of Student Success determines and approves on-campus parties. Students requesting such functions are to use the same system used for other activities on campus. On-campus dances/parties are open to JCSU students and their invited guests accompanied by their JCSU host. Tickets/admission into the party will not be made available for sale to the general public unless approved by the Office of Student Activities, University Campus Police, and the Office of Student Development. All campus parties must adhere to the regulations concerning alcohol and room capacity and must comply with all other Standards of Conduct.

The established hours for dances/parties/balls are 10:00 p.m. to 2:00 a.m., Fridays and Saturdays. The only exception to these times may be given during Homecoming with the approval of the Dean of Student Success. Only six parties will be scheduled on campus during the academic year.

JCSU University Campus Police shall be required for all parties and major events. JCSU University Campus Police officers scheduled to work an event in cooperation with the Office of Student Activities shall have the sole discretion of determining the status of security related problems with regard to the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, the Director of Student Activities shall have the right and authority to terminate the event.

The Office of Student Activities reserves the right to establish entrance criteria for the event as needed at any given time.

DISTRIBUTION OF COMMUNICATION MATERIALS AND POSTING NOTICES

In order to ensure timeliness of information and its appropriateness, all groups must clear with the Office of Student Activities any materials to be distributed within the University community. As a minimum requirement, all materials must include the program title date and sponsoring organization.

The University does not assume any obligation or responsibility for the content of the materials distributed, without proper approvals. Further, the University reminds all individuals and 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 must be displayed on Bulletin Boards or other designated areas. They may not be affixed to walls, windows, or doors or in any manner deemed counterproductive to the beautification of campus.

GUIDELINES AND IMPLEMENTING PROCEDURES FOR THE USE OF UNIVERSITY FACILITIES

The Office of Student Activities serves as the scheduling center for assigning University space for non-academic use and for the coordination of appropriate support units. The Office may also assist in the selection of venues, securing catering and audio/visual services, set-up and breakdown, floor-plan design and the procurement and
staffing of University services. The goal is to ensure that each and every event that takes place on University grounds will be executed efficiently and within the given timeframe.

Events sponsored by non-JCSU family members or set up outside the normal business of the University are required to have their event go through the Office of Business and Finance. No sponsoring group has the right to interfere with or disrupt, either in part or in whole, the orderly operation of the University or to interfere with the rights of its students. Permission to use University facilities may be denied or revoked for non-compliance with the Guidelines and Implementing Procedures for the use of University facilities.

OUTDOOR ACTIVITIES

Outdoor events will be reviewed to ensure that no disturbances to any aspect of University life will be created by the event. No outdoor event will take place before 5:00 p.m. to avoid causing disturbances to classes that may be in session. This policy includes, but is not limited to, cook-outs/barbecues, basketball tournaments (outdoor courts), and DJs on the yard.

Groups sponsoring cook-outs, BBQs, and other events offering outdoor food preparation and serving must gain permission from the University food service provider and University Campus Police to start any kind of open flame relative to serving food. This is to ensure that safety measures are discussed regarding food serving and burning on campus grounds.

INTRAMURALS/RECREATION

The Johnson C. Smith University Intramural and Recreation Program provides a wide array of recreational experiences. These include: intramural sports, club sports, fitness programs and informal recreational activities. There are more than 13 different sports activities for individuals who wish to involve themselves in noncompetitive/competitive sports and free-play activities. Most intramural and club sports activities are scheduled in the evenings and on weekends.

The Program extends services to the JCSU family with special emphasis on students. All intramural participants must be affiliated with the University as a student or faculty or staff member. Any student who practices with the varsity athletic team or who is a member of a professional sports team is not eligible to participate in intramural sports. Our goals are to provide effective and quality programs and services that meet the needs of the attending students, through recreation, leisure activities, and educational programs.

FRATERNAL ORGANIZATIONS

(Fraternities, Sororities & Social Fellowships/Greek Life)

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. In addition, they 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.

AUTHORITY/GOVERNANCE OF RECOGNIZED FRATERNAL ORGANIZATIONS

The National Pan Hellenic Council constitution shall be adhered to by all affiliated and active fraternal organizations at JCSU. Other social fraternal organizations that are not affiliated internationally with the NPHC must be affiliated with the Independent Fraternal Council (including recognized Social Fellowships). Affiliation with a governing council is mandatory for recognition and activity at JCSU. The rules and policies of the University supersede all constitutions and other policies and procedures governing these organizations.

The NPHC is currently composed of nine International Greek letter fraternal organizations. It promotes interaction through forums, meetings, and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The Independent Fraternal Council is the planning and governing body for non-National Pan-Hellenic organizations. This Council is to plan IFC related activities, monitor IFC intake activities, and serve as liaison between the University Administration and the respective organizations.

The following rules will be adhered to by all fraternal organizations on campus:

- All active fraternal organizations must participate in the planning and execution of the operations, activities, and programs of their respective governing council.
- Failure to do so will result in suspension of activities for that organization.
- Each organization must have a minimum of one member present at Executive Council meetings.
- Each organization must have at least two active members present at the General Body meetings. Failure to adhere to this rule will result in the suspension of activities in their organization.
Prospective members for any affiliate of the governing organizations must have at least a 2.50 cumulative Grade Point Average and 30 semester credit hours.

EXPELLED/SUSPENSION FROM THE UNIVERSITY

Fraternal organizations may be expelled from the campus due to violation of University and organizational regulations. When this occurs, students affiliated with the organization are prohibited from wearing or displaying on the campus, clothing, paraphernalia, or other item bearing the name, Insignia, or other identifying characteristics of the organization that has been expelled. All judicial sanctions must also be adhered to before expulsion/suspension is lifted. Suspensions levied by the sponsoring alumni chapter/advisor, regional or International authority must be made known to the University with stipulations thereof in writing immediately to the Director of Student Activities.

INSURANCE

All active fraternal organizations are required to carry basic coverage with single limit of bodily injury and property damage liability insurance of $1,000,000. The University should be notified within 30 days if any change or cancellation of policy terms takes place. Each fraternity must annually file a current certificate of liability insurance coverage (naming Johnson C. Smith University as additional insured) with the Office of Student Activities before a fraternal organization is considered active for the current academic year. Organizations that do not have continuous year-round coverage must file a certificate of insurance showing proof of liability coverage on an event-by-event basis.

JUDICIAL PROCEDURES

Fraternal organizations charged with violation of the guidelines of organization or the National Pan-Hellenic Council, Independent Fraternal Council, or the University shall be subject to the judicial procedures as prescribed by the University’s Standards of Conduct.

LITTLE BROTHER/SISTER ORGANIZATIONS

Johnson C. Smith 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. Accordingly, caps, t-shirts, and other clothing and paraphernalia making reference to these organizations are prohibited on campus.

MEMBERSHIP INTAKE/SELECTION POLICIES AND PROCEDURES

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 proper process of new member activities are taking place as sanctioned by the respective International/National Office of the University’s recognized fraternal organizations.

All organizations will submit the following policies of the International Headquarters of the organization to the Office of Student Activities annually:

- Non-Discrimination Policy
- Hazing Policy
- Alcohol and Drug Abuse Policy
- Sexual Harassment Policy
- Minimal Academic Policy
- Internal Disciplinary Procedures Policy

**Eligibility for Membership**

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

The University’s academic standards supersede those imposed by the international organization. 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 President of the chapter or Membership Intake Coordinator is responsible for submitting to the Director of Student Activities in writing the names, campus addresses, and the campus and home telephone numbers of all prospective members. The Director of Student Activities 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 Director of Student Activities, with the approval of the Office of Student Affairs, 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 Director of Student Activities.

A transfer student must have earned at least 30 semester hours at the University by the preceding semester, prior to intake, with a 2.50 Grade Point Average or higher, to be eligible for membership in a fraternal organization.
Limitations on Number of Aspirant Members

The University reserves the right to limit organizations to 40 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.

Non-University Students Participation in Intake Processes

No recognized fraternal organization at JCSU will be allowed to intake non-University students into their chapter. Intake processes are to be exclusive to currently enrolled JCSU students. No currently enrolled JCSU student is permitted to participate in another fraternal organization’s membership intake process at another university or graduate/city wide chapter or regional cluster unless permission in writing is granted by the organizations presiding regional official and then provided to the Director of Student Activities.

Prospective Member Class

All prospective members will be required to participate in the Fraternal Life 101 seminar conducted by the Fraternal Standards Committee before or at the beginning of the academic year which they intend to join before any application to a recognized fraternal organization is submitted.

Sponsoring Alumni Chapter

The sponsoring alumni chapter of each organization must provide the names of the alumni members who are certified in the organization’s intake process who will conduct and/or monitor intake activities. This information should be given to the Director of Student Activities at the beginning of the semester that intake is planned.

Membership Intake Procedure

All activities associated with the concept of pledging have been suspended by the National Pan Hellenic Council and 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 Activities.

Each organization engaging in membership intake must be in good standing with University policies both academically and socially, and must have submitted an updated membership roster with the GPA for each member.

The Director of Student Activities establishes the dates when intake activities may take place. Intake activities that take place outside of these time frames are strictly prohibited and will be thoroughly investigated.

To ensure that all member chapters of NPHC 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:

Each organization must state their intention to have a membership intake process by filling out and returning it by the indicated time frame.

The chapter must select a Membership Intake Coordinator. This member must complete the proper forms along with the chapter president, chapter advisor, and Director of Student Activities.

After Selection of Membership Intake Coordinator:

A completed form on the membership intake plan must be returned to the Director of Student Activities. 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 NPHC member organization will be allowed to host recruitment events without completing this form.

Complete the proper University event registration paperwork for each and every intake meeting or function, and return to the Office of Student Activities for proper documentation. Intake activities will be stored within the event database housed within the Office of Student Activities 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 Activities and as listed on all intake documentation.

All chapter members and advisors are required to attend the Intake Risk Management Seminar 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 Director of Student Activities. Each organization will receive an approval letter for membership intake from the Office of Student Activities 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 Affairs.

Post Initiation Activities

All types of new member introduction shows held on campus have to be within the time frame designated by the Director of Student Activities. There will be no exceptions. There should be no pre or post new member introduction shows on or off campus.
PRE-PLEDGING PROCESSES

Definitions

**Secret Probation Activities:** Any student on probation or requiring students to perform duties or activities and/or personal services either officially or by individual members of an organization

**Pre-Initiation Activities:** Any activities or interactions between aspirants and members of said organizations are strictly prohibited at Johnson C. Smith University. Pre-Initiation is further defined as the involvement of members of an organization with individuals interested in joining the organization as illegitimate members or illegal or unauthorized activities prior to the period approved by the University's intake activities. Pre-initiation also includes humiliation or intimidation or financial exploitation and otherwise engaging in any organized activity connected with consideration for membership in the organization. Chapters of organizations recognized by JCSU are found to be involved in pre-pledging activities are subject to sanctions up to and including permanent suspension of the organization from all activities on campus. Individual members found to be pre-initiating are subject to further sanctions, in accordance with those listed in the current Student Handbook, which includes but is not limited to suspension or expulsion from the University.

THE CAPTAIN THOMAS H. McPHATTER
LEADERSHIP DEVELOPMENT INSTITUTE

CENTER FOR APPLIED LEADERSHIP
AND COMMUNITY DEVELOPMENT

About Captain McPhatter

Captain Thomas H. McPhatter, CHC, USNR (Ret) was one of the first young black men to enlist in the U.S. Marine Corps, and the last Montford Pointer on active duty. The last of the chosen few, he received the highest rank of all who entered Montford Point Camp. Born October 8, 1923 in Lumberton, North Carolina, he enlisted in the Marine Corps in December, 1943. He served in the 8th Marine Corps Ammunition Company, with the 3rd, 4th, and 5th Marine Division on Iwo Jima from day one, until the last marine left the island. He entered the mainland of Japan on August 14, 1945. He spent 24 continuous months in the Pacific theater of war during World War II, training, working, and fighting and was discharged from the Marine Corps in July, 1946. He graduated from Johnson C. Smith University and Seminary in 1948.

Johnson C. Smith University endeavors to nurture this type of extraordinary leadership in all students. Many internal and external opportunities exist that accommodate student civic engagement. Information about leadership opportunities may be obtained from the Center for Applied Leadership and Community Development at 704-378-3558.
STUDENT SUPPORT SERVICES

SUCCESS THROUGH MOTIVATION AND SKILLS DEVELOPMENT

Student Support Services 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. Is disabled

To receive services, interested students should contact the SSS office to request and complete a SSS Information Data Form and an Individual Student Development Plan and set up a conference with the Director, Assistant Director, or Disability Services Coordinator.

STUDENT DISABILITY POLICY

Johnson C. Smith University is committed to providing equal educational opportunities for all students and assisting students in making their college experiences successful and positive. The Disability Services program serves the special needs of students with disabilities. Individuals requesting services should provide documentation of their disability from their physician or other professional. The information should be forwarded to the Disabilities Services Office.

Prospective students are encouraged to visit the campus and schedule a meeting with the Disabilities Services Coordinator and the Coordinator of Health Services.

DEFINITION

Johnson C. Smith University defines disabilities in the following manner: A disabled person is anyone who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;

2. Has a record of such impairment; or

3. Is regarded as having such an impairment.

The term physical or mental impairment includes, but is not limited to, speech, hearing, visual, orthopedic impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, diabetes, mental retardation, emotional illness, and specific learning disabilities, such as perceptual handicaps, brain injury, dyslexia, minimal brain dysfunction, and developmental disorder or aphasia.

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 bachelors degree, with the potential for success in a post-secondary program and would likely 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. In an effort 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.
STUDENT SERVICES AND GENERAL POLICIES/PROCEDURES

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY

As a user of the University’s computing and network resources you must:

- Abide by all federal, state, and local laws
- Abide by all applicable copyright laws and licenses. Johnson C. Smith University has entered into legal agreements or contracts for many of our software and network resources that require each individual using them 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
- Do not use, copy, or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software, and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work.

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 you use University computing services, and accept any University issued computing accounts, you agree to comply with this and all other computing related policies. You 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-mail 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 by creating 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. 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 1st and 2nd floors
- Sanders Hall
- Myers Hall
- Greenfield Hall
- Mosaic Village
- Liston Hall
- New Residence 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 University 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 it is a federal offense.
- Proprietary/Confidential Information - The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information, without proper authorization, is a violation of this policy.
- Chain Letters/Junk Email/SPAM - It is a violation of this policy to send chain letters, junk email, or any other type of widespread distribution of unsolicited email.
• Hoaxes - It is a violation of University 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 judicial action or referral to law enforcement authorities.

INTERNET USAGE INFORMATION

There are numerous appropriate uses of the Internet, such as: email, bulletin boards, 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 University’s Code of Conduct as put forth in the Student Handbook.

MOBILE LIFE AND LEARNING

All incoming students are leased a state-of-the-art laptop computer. JCSU supplies this laptop on a three-year lease refresh cycle. During the spring at the end of the academic year, this computer must be returned.

All laptops remain the property of Johnson C. Smith University. Students are required to participate in the Laptop Program. Students are responsible for the care of their computer and should review all the information in the laptop agreement regarding the laptop program policies and procedures.

Students who leave the University for any reason, except graduation, must return their University-issued issued laptop and power cord to 101 Seabrook Education Building Hall.

HELP DESK

The Help Desk provides support for JCSU-issued software and computers, including mobile devices, to students, faculty, and staff. Help is available via email, telephone, walk-in service and the Help Desk website. Our staff is committed to attaining the highest level of quality and integrity in all relationships with students, faculty, and staff. The Help Desk is dedicated to continually improving the services and support it provides to the University community.

Email: Helpdesk@jcsu.edu
Phone: 704-330-4357
Location: Perry Science Hall 201
ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

Acquired Immunodeficiency Syndrome (AIDS) and other illnesses associated with infection by the Human Immunodeficiency Virus (HIV) are world-wide threats to health. College students are susceptible to contracting HIV or AIDS if they do not exercise proper precautions. Educational and informational programs are offered by the University to educate students about this pandemic and the ways they can protect themselves.

HIV, the virus that causes AIDS, is primarily contracted through:

1. Sexual contact, either anal or vaginal, with an infected person
2. Sharing needles for injectable drug use; tattooing; and ear and body piercing with an infected individual
3. Perinatal transfer of the virus from an infected mother to her unborn child
4. Direct contact with blood or other body fluids.

The intent of this policy is to ensure that individuals identified as having a positive antibody to HIV, HIV-related illness, or AIDS will not be discriminated against at Johnson C. Smith University. However, the University reserves the right to make necessary reasonable adjustments to practice policy without arbitrarily denying anyone’s rights in the interest of the safety and health of the University community.

It is important for the entire University community to be protected from unnecessary risks. Thus, proper protective measures and universal precautions will be adopted as are deemed reasonable and based upon the latest medical scientific research.

The University proposes to educate and communicate the most current information regarding HIV/AIDS to students, faculty, and staff through workshops, presentations, training sessions, and educational literature. The Counseling and Testing Center, the University Peer Educators, the Office of Residence Life, the Health Center, and the Health and Human Performance Department will assist in providing information on HIV and AIDS to the University community. If the needs of a person with AIDS or HIV exceed what the University can provide, he or she will be referred to an outside agency. The University will make HIV/AIDS hotline numbers available to persons who seek answers to ongoing questions. The number may be requested from the Division of Student Affairs, the University Health Center, or the Counseling and Testing Center.

The University has appointed a task force to address issues relating to HIV/AIDS. The task force will avoid adopting a blanket policy regarding individuals with HIV or AIDS, but will make recommendations to the administration on a case-by-case basis, applying the most current medical and legal information available on the issue.
Guidelines concerning the handling of confidential information and accommodations for students with AIDS or HIV infection will follow the general standards recommended by the Center for Disease Control and Prevention. University officials are aware that statutes protect all confidential medical information and that any unauthorized disclosure may create legal liability. However, it is necessary under North Carolina law for attending physicians to notify the Department of Public Health of any new AIDS cases.

**ANIMAL AND PET POLICY**

Except for Seeing Eye or Service dogs, no pets or animals are permitted on campus.

**CAFETERIA RULES AND REGULATIONS**

1. You must use your JCSU ID card to enter the cafeteria during food service dining 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 to the JCSU Help Desk in the Rufus Perry Science Hall Building, Room 205, to have a new ID made.

2. You are not permitted to give your JCSU ID card to anyone else to use for obtaining services or entry into any campus facility. On the back of the ID card, it states: *This card is governed by Johnson C. Smith 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 produce your ID card upon request by a University faculty or staff member.

4. No entry is permitted through the back doors into the cafeteria. Anyone entering the cafeteria this way will be directed to leave the cafeteria after producing their JCSU ID card.

5. Anyone caught with another student’s JCSU ID card will be asked to surrender the card and will be referred to the Judicial Board for disciplinary action, along with the person who gave them their ID card in order to obtain by fraudulent means vendor services.

6. No student is permitted to open the rear doors to allow access by others into the cafeteria. Any student who is caught doing so will be asked to leave the cafeteria.

7. Any student wishing to return to the cafeteria after using the restroom must first let the person in front of the cafeteria know they are leaving and plan on returning. The student will then be required to use the restrooms located in front of the cafeteria across from the SGA office.

8. Food purchased in the Bull Pen must be consumed there. Students should not seek entry into the cafeteria during food dining hours with
food purchased in the Bull Pen or from other locations on or off-campus. JCSU community members are not permitted to take any portable food/drink containers into the cafeteria.

9. Unless you swipe your ID card into the cafeteria to eat, please do not request entry to look for someone or to visit with someone.

10. No cups, dishes, bowls, or other utensils may be taken out of the cafeteria.

11. Please remove from the table or area you are leaving any trash by placing it into the trash cans provided.

12. If your ID card is not working in the cafeteria card reader, you must go to the Rufus Perry Science Hall Building, Room 205, so that a new ID card can be issued to you.

**BOOKSTORE**

The JCSU Bookstore is located in the lower level of the University Memorial Union Building.

**Phone Number** 704-371-6775  
**Email** 1302mgr@fheg.follett.com  
**Web site** 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 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% and more off new textbook prices.

The Bookstore also carries a wide variety of school supplies ranging from pens and pencils to graphing calculators and is the only authorized retailer for Golden Bull apparel. It offers everything from tees to hoodies, including hats, gloves, jackets, tanks, tights, leggings, and shorts. It is the place to shop to show your school spirit. 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.
The website is available 24/7, 365 days a year. It is a great way to check the prices for books and place orders when the store is not open.

**CAMPUSS CLOSING**

From time to time, the University finds it necessary to close the campus due to weather emergencies, fire, police crises, or other situations. 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.

**UNIVERSITY CAMPUS POLICE**

The University Campus Police (UCP) 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. UCP 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. UCP operates 24 hours a day, 7 days a week, and complies with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Cleary Act). Campus crime reporting occurs on an annual basis as a result of collaboration with the University Campus Police, 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, UCP 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 University Campus Police to safeguard persons and property in the campus community. UCP 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 UCP. University officials should be promptly notified as appropriate.

UCP officers are authorized to take necessary measures to ensure effective and efficient performance of their duties. Students must give proper recognition to UCP staff as authorized and duly deputized officers of the University. Failure to comply with UCP officers or other University officials acting in their official capacity constitutes a violation of the University’s Standards of Conduct and will subject the student to disciplinary action.

The University Campus Police office is located in Duke Hall.
DRESS GUIDELINES

The University's dress guidelines, as described below, are mandatory for all formal University events including, but not limited to, formal dining events, pageants, and those which, when announced, indicate that the dress guideline will be enforced. Students who fail to comply will be denied admission to the event.

**Men:** Suit, or pants and dark jacket. Dress shirt and tie. Dress shoes and socks.

**Women:** Dress or dressy skirt and blouse. Dress shoes.

Shirts/tops must be worn at all times while in the University’s public or common areas. Attire must not display obscene, profane, lewd, illegal, or offensive images or words. Dress must be in good taste and appropriate for the occasion or setting. Sleepwear or head wraps shall not be worn while in public or in common areas of the University or at University-sponsored activities or events. No visible underwear or undergarments should be shown in public or in any common areas of the University or University-sponsored activity or event. The exception is residence hall fire drills and other evacuation warnings.

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

A. 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 University Campus Police and give the following information:
      - Identify yourself and give your location
      - Identify victim by name and provide other descriptive information as requested
      - University 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
University 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 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, other 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 Adviser will file an incident report to the Student Success Office and to the Residence Life Office no later than 9:00 a.m. the following workday.

B. For non-life threatening medical situations, the Health Center staff members, Residence Hall Coordinator and/or Resident Adviser, and other contacted staff members will do the following:
   1. Go to the scene of the accident, injury, or incident

   2. Assess the situation

   3. Render assistance.

C. For non-life threatening medical situations, an individual should:
   1. Contact the Health Center during normal hours of operation. If it’s after hours of operation, contact the Resident Adviser, Residence Hall Coordinator, or University Campus Police

   2. Identify yourself and the victim and provide your location

   3. Describe the situation and provide other information as requested

   4. 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 University Campus Police should be contacted to respond, assess, and advise.
D. Miscellaneous Procedures

1. 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.

2. 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 en route.

3. The Health Center should be notified by 9:00 a.m. the following morning, and documentation should be submitted to the Office of Residence Life and Student Affairs about the Incident Report Form not later than 9:00 a.m. the following workday regarding any student who has received emergency medical attention during the night.

4. All Residence Hall Coordinators will be trained in first aid and be able to utilize these skills as needed.

5. Each residence hall will be equipped with a first aid kit.

**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 Counselor specifically about the firefighting equipment and procedures in your area. Report all missing and/or damaged fire extinguishers to the Resident Adviser or Residence Hall Coordinator.

   In case of fire from an electrical appliance, cut off the power only if it is safe to do so. Then extinguish fire using ABC dry chemical fire extinguisher. (Never use water on electrical fires!)

   If you encounter extreme heat and/or smoke, do not attempt to fight the fire. The accumulation of toxic smoke can be deadly.

4. 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 ALARM IS 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 University 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 to 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 University 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. University Campus Police should be contacted and notified that the fire alarm has been activated.

5. If it has been determined that there is a fire, the Fire Department will be contacted (via 911) immediately, followed by the Director of Residence Life and the Dean of Student Success.

**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 made is 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.

**MEDIA ANNOUNCEMENTS**

The following television and radio stations will be contacted by the Director of Public Relations as to the decision to close the University, delay opening, or evacuate the campus.

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<th>TV</th>
<th>CHANNEL</th>
<th>RADIO</th>
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<tbody>
<tr>
<td>WSOCTV</td>
<td>Channel 4</td>
<td>WPEG FM, 97.7</td>
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<tr>
<td>WBTV TV</td>
<td>Channel 2</td>
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</tr>
<tr>
<td>WCNC TV</td>
<td>Channel 6</td>
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<tr>
<td>News 14</td>
<td>Channel 14</td>
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</tbody>
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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.

**ENERGY CONSERVATION**

To reduce energy consumption, the University has initiated several conservation measures. University students and personnel are urged to turn off lights when their use is not needed. Only physical plant personnel are authorized to adjust thermostats in campus buildings except in designated residence halls. Students should not open windows to adjust the temperature in air-conditioned buildings, but instead should
contact the Physical Plant Office to correct the problem. The Physical Plant Office is located in the white building to the rear of Berry Hall.

**FIRE SAFETY POLICIES AND REGULATIONS**

**PREVENTION**

JCSU students are required to abide by regulations prescribed by the State Fire Marshal and the University Campus Police and Physical Plant 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 Dean of Student Success for appropriate judicial action.

2. University housing foyers, stair landings, and hallways will 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, or open flame devices except cigarette lighters 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 whatsoever 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 will 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.

**IDENTIFICATION CARD**

All students are required to obtain and carry with them at all times an official University identification card. This card is used to check out books from the library, gain admission to certain events sponsored by the University or student organizations, establish the student’s right to use University facilities, and provide identification when requested by University authorities and officials. The card remains the property of the University and may be reclaimed if used by any person other than the student whose name appears on it. It must be surrendered when the student withdraws or is dismissed from the University or upon the request of University authorities. The ID card must also be shown when requested by any University official, including Resident Assistants.

ID cards for new students are made during orientation, and the cost is included in the matriculation fee. ID cards for returning students are validated upon payment of fees during registration.

Replacement ID cards may be obtained from University Campus Police for a fee of $12.00 each. The fee must be paid to the Business Office and the receipt for payment presented at the time the replacement ID card is made. Returning and continuing students and any new student who requests a replacement ID card must pay for the replacement.

**JAMES B. DUKE MEMORIAL LIBRARY**

**LIBRARY HOURS:**

**Fall and Spring Semester:**

- **Monday** 7:30 a.m. - 12:00 a.m.
- **Tuesday-Thursday** 7:30 a.m. - 11:00 p.m.
- **Friday** 7:30 a.m. - 5:30 p.m.
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<tr>
<td>Saturday</td>
<td>10:00 a.m. - 2:00 p.m.</td>
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<td>Sunday</td>
<td>2:00 p.m. - 12:00 a.m.</td>
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**Summer School Session:**
- Monday-Thursday: 7:30 a.m. - 9:00 p.m.
- Friday: 7:30 a.m. - 4:30 p.m.
- Saturday: Closed
- Sunday: Closed

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

- The library will open the Saturday and Sunday prior to final exams in the summer; Saturday from 10:00 a.m. - 2:00 p.m. and Sunday from 2:00 p.m. - 6:00 p.m.
- The library will close at 5:00 p.m. daily until the first day of classes begins per semester, before a holiday, and will close the weekend following a major holiday.

**BORROWING PRIVILEGES**

Borrowing privileges are open to students, faculty, and staff who have a valid University picture ID and to library partnerships with reciprocal agreement. All users must complete a registration form to receive borrowing privileges.

**Borrowing Privileges for JCSU Users:**
- Must have a valid JCSU ID card to check out library resources
- A total of 30 books may be checked out at any given time
- Books can be checked out for 28 days
- One renewal is allowed, as long as no hold has been placed
* You cannot check out books if you have a fine of more than over $10.00.

**OVERDUE FINES**
- Fines are $.25 a day per book for general collection books.
- For reserve items, fines are $.25 per hour per item.
- All users are charged to replace a lost book. Replacement cost is the price of the book plus a $25.00 processing fee.
GENERAL IN-HOUSE LIBRARY RULES

• All electronic devices playing audio require the use of headphones.
• Loud music played through headphones is not allowed.
• The second floor is designated as the Quiet Zone, where no cell phones or loud conservations are permitted.
• Cell phones must be on vibrate.
• Cell phones are permitted on the first floor, in the Coffee Café, lounge areas, study rooms, and Information Commons.
• Before approaching the Circulation Desk or Reference Desk, please end any phone conversation and set your cell phones to vibrate.
• No loud conversation or horse playing is allowed in the library.
• Low-level conversations are permitted.
• Large groups should use the group study rooms or designated area in the library.
• Vandalizing library property is prohibited.

FOOD AND DRINK

A limited amount of food and drink is allowed to create a welcoming atmosphere. Library users are expected to clean up after themselves and place trash in the trash cans designated throughout the library. Users are strongly encouraged to help keep the library clean, avoiding infestation or damage to library property. Absolutely no food or drink is allowed in the archives research area or the 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 is allowed.
• No food may be ordered for delivery to the library.
• Only drinks with a 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 a call to campus security; extended non-compliance of the library food policy will result in the loss of library privileges.

**COMPUTER POLICY**

- Priority is given to educational and research users 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 the computers in the library without an adult.
- Children are not allowed to run through the library.
- If a child is loud or disruptive, library staff has the right to ask the accompanying adult to leave the library facility with the child.
- Neither the University nor the library is 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 leave 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 it appears library policy has been violated
- To contact the University 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 Circulation Desk after use

RESERVE MATERIALS

- Reserve materials are located at the Circulation Desk
- A student ID is required to check-out reserves
- Only JCSU students can check-out reserves
- Reserves materials may be checked out for two hours
- One renewal is allowed if no hold has been placed
- All reserved items are only to be used in-house

INTER-LIBRARY LOAN (ILL)

- Most ILLs are free of charge. (limited to $20 per requester per year).
- It may take 1-3 weeks to receive ILL materials.
- The individual borrower is responsible for any fee/fines assessed by the lending library.
- For assistance call 704-371-6732 or ext. 6732.
- ILL requests are made via the JCSU Library Catalog.

PHOTOCOPYING AND PRINTING

- Copies are $.10 per page for single and $.20 for double-sided.
- Copiers only take dollar bills, quarters, dimes, and nickels.
- There are two print stations in the library: on the first 1st floor at the STP Library Copy/Print area and on the second floor at the STP Library Pool.
- All users must have a Papercut Card to print in the library.
- Papercut cards can be purchased at the Circulation Desk.
- Copyright laws and the University policies and procedures govern copying materials.

TELEPHONE

- An on-campus telephone is located in the copier room.
- Calls are limited to five minutes per person.
INFORMATION COMMONS

The Information Commons provides JCSU students with a facility to view audiovisual materials, broadcast programs within the license guidelines, and produce audiovisual materials to enhance student course work and classroom presentations.

Information Commons Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m. - 10:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. - 5:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>10:00 a.m. - 2:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. - 10:00 p.m.</td>
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- During semester breaks and holidays the Information Commons follows the library schedule.
- Materials on reserve may be viewed during the Information Commons hours. If you have questions, contact the Education Technology Librarian at 704-378-6735 or ext. 6735 or via email at gclinkscales@jcsu.edu

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 noon to 1:00 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, or a government-issued photo 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 or via email at bdlunsford@jcsu.edu.
POST OFFICE
Johnson C. Smith University Post Office
Student Union Bldg. 1st Floor
704-378-1047

POLICY & PROCEDURE GUIDE 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

This guide has been prepared as a source for you to obtain the best available mail services.

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. It will be our pleasure to assist you.

Should you have a specific question(s) regarding “mailing,” we encourage you to call the University Post Office at 704-378-1047.

STUDENTS

Johnson C. Smith Address: All packages and mail, including magazines, newspapers, compact disc/video clubs, and correspondence from business and organizations must include your UPO box number in the address. The format for your JCSU address is:

Your Name (No nicknames please)
Johnson C. Smith University
100 Beatties Ford Rd.
UPO # (No Dorms or Halls)
Charlotte, NC 28216

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

Mail is typically delivered to mail boxes 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.
MAIL BOX ACCESS

Every validated student residing on campus is required to have a mail box assigned to them. If you do not have a mail box, go to the University Post Office with your validation and student I.D. Card and 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, one of the Post Office Clerks will provide it. You will be charged a $1.00 fee after the first request each semester.

PERSONAL MAIL BOX ACCESS

Mail is available when the Student Union Bull Pen is open. All you will 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 mail box 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 or large item, an email alert will be sent to your University email address. Only packages mailed through the U.S. Postal Service will be delivered to your mail box. All other packages (such as those sent via UPS or FedEx) must be picked up at the Purchasing/Receiving Building. Your email alert will specify where your package is being held. To claim packages at the University Post Office, bring your student ID during business hours. All unclaimed packages will be returned to sender after 14 days.

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 Department and room location.

PERSONAL MAIL (INCOMING)

Due to the large volume of mail handled at the University Post Office, please have your personal mail, magazines, and non-business related catalogs and parcels sent directly to your home address.

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 brought to the University Post Office.

METERED MAIL

The University holds a permit to operate postage meters. They 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 bear 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 help in preparing large mailings.
- The postage meter machines can seal letter-sized envelopes and some larger ones if the flap is at the top of the mail piece. These flaps must be nested to process properly. Heavy, flat-sized envelopes, as well as envelopes that seal on the side, must be sealed before coming to the University Post Office.
- Please do not co-mingle international mail. Separate it with a rubber band and label it as International.

POST OFFICE GENERAL INFORMATION

Hours of Operation

The JCSU Post Office is open to students Monday from 12:30 p.m. - 4:30 p.m. and Tuesday through Friday, noon - 4:30 p.m. Faculty/staff hours are 8:00 a.m. - 4:30 p.m. Monday through Friday. It is closed on Saturdays and University holidays. The Post Office is located in the lower level of the Student Union.

Services Offered

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

Stamps: First class stamps are sold as singles and in books of 20; No. 10 size envelopes are $.10 each; and large 10” x13” envelopes are $.25 each.

Regular US Mail

Outgoing mail that is collected by 3:45 pm will go out the same day it is dropped off. 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. Only Departments located in Biddle Hall have their mail picked up, typically once a day. Outgoing personal mail is handled along with campus mail. Personal mail and packages can be brought to the University Post Office, and postage can be applied and paid for only with cash.

RACIAL HARASSMENT

It is the policy of Johnson C. Smith University to conduct and provide programs, activities, and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten torment, badger, heckle, or persecute an individual because of his or her race.

Racial harassment of University faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action. This policy includes conduct between students.

Students who feel they have been subjected to racial harassment can seek advice from the Counseling and Testing Center. A formal complaint against a faculty or staff member must be filed with the faculty or staff member’s immediate supervisor. If a student is not satisfied with the response from the supervisor, that employee’s supervisor may then be contacted. The student, if continuously dissatisfied with the response to his or her complaint, can ultimately go all the way to the Council of Deans with his or her complaint. Complaints against another student must be filed with the Office of Student Success, which will investigate the alleged incident.

SEXUAL HARASSMENT/ASSAULT POLICY

It is the policy of Johnson C. Smith University to maintain an environment free from sexual discrimination, harassment and assault in all of its educational programs and activities. Sex discrimination under Title IX of the Educational Amendments of 1972 includes sexual harassment and sexual assault by employees, students, or third parties. Both men and women may be victims of sex discrimination. Any behavior determined to constitute sexual discrimination, harassment, or assault will be treated as a serious matter and will subject an individual to appropriate disciplinary actions and/or criminal sanctions.

DEFINITIONS

Sexual Assault is any involuntary sexual contact in which a person is threatened, coerced, or forced to comply against his/her will. Sexual assault includes all forms of rape, attempted rape, and nonconsensual sexual physical contact.

Rape is any type of forced intercourse that is perpetrated against the will of a person or when he/she is unable to give consent and may involve physical violence, coercion, or the threat or harm to the victim. Rape 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. The definition of rape also includes, but is not limited to:

1. Acquaintance rape - involves sexual assault by a non-stranger, which could include a friend, acquaintance, family member, neighbor, or co-worker.
2. Date rape - involves sexual assault by someone the victim is dating.
3. Acquaintance gang rape - involves sexual assault by more than one person and at least one of whom is known by the victim.

**Sexual Harassment** is any unwelcome sexual advance, request for a sexual favor, and/or any other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of an individual’s employment, academic standing, instruction or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for evaluation in making employment or academic decisions affecting the individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s employment, academic performance or living conditions by creating any intimidating, hostile, or demeaning environment.

Acts that constitute sexual harassment take a variety of forms. Examples include, but are not limited to: unwelcome sexual propositions, invitations, solicitations and flirtations, unwelcome verbal expressions of a sexual nature, including graphic sexual comments about a person’s body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, unwelcome and inappropriate touching, patting, pinching, or obscene gestures.

**REPORTING PROCEDURES**

The University is aware that sexual harassment and sexual assault are difficult subjects to address with sensitivity and objectivity. The institution is concerned with the rights of all members of its community. All parties to a complaint are entitled to fundamental fairness in the handling of the complaint. Individuals are encouraged to report any incident of sexual harassment or sexual assault and to obtain the support and assistance of friends, family, and staff in presenting their concerns.

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 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.

The privacy of individuals who make reports of possible violations of this policy, who are accused of violating the policy, or who are otherwise involved in the reporting or investigatory process, will be respected to the fullest extent possible. Likewise, information obtained during the course of the University’s investigation and resolution of possible violations will be handled as confidentially as possible.

Title IX Coordinator(s)

Any inquiries regarding Title IX or this policy should be directed to one of the University’s Title IX Coordinators. These Coordinators will be available to meet with students regarding issues relating to Title IX and this policy.

Informal Reporting

Any student who believes he or she has been a victim of sexual harassment or sexual assault may discuss the matter with a Counselor in the Counseling and Testing Center. The role of the Counselor is to make the student aware of University and community resources, to listen and provide assurance of confidentiality to the extent permissible by law; to advise the student about procedures for filing formal complaints and criminal proceedings; and to support the student. The functions of the Counselor are informal and advisory, aimed solely at aiding complainants in determining if incidents are described herein constitute grounds for complaint and, if so, how such complaints are to be filed. The Counselor will neither investigate nor adjudicate complaints of sexual harassment or sexual assault.

Formal Reporting

Incidents of sexual harassment or sexual assault should be reported to the Title IX Coordinator or the Deputy Title IX Coordinator as soon as possible after the alleged act occurs. Once the Title IX Coordinator or Deputy Coordinator has received a report of sexual harassment or sexual assault, he or she will contact and involve law enforcement as necessary and appropriate.

The complainant also has the right to file civil or criminal charges with the appropriate law enforcement agency. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the University’s investigation, but the University will commence its own investigation as soon as it is practical under the circumstances. The University reserves the right to conduct its own investigation prior to the completion of any criminal investigation or criminal proceeding, and the University may proceed with disciplinary action regardless of criminal or civil prosecutions pending in court. The imposition of University disciplinary action is independent of any action taken in the criminal and civil courts and may occur prior to a court’s action.

The Title IX Coordinator, Deputy Coordinator, or his or her designee will conduct an investigation with other appropriate University officials, including law enforcement.
The University will strive to complete all investigations within 60 days of the date the complaint was filed or the date on which the University became aware of a suspected violation of this policy, unless the University determines that more time is needed to complete the investigation. In connection with any investigation, the complainant and the accused are encouraged to provide as much information as possible.

At the conclusion of the investigation, the Title IX Coordinator, Deputy Coordinator, or his or her designee will initiate appropriate judicial disciplinary proceedings under the University’s Judicial Affairs policy. In matters where the assailant is an employee of the University, the investigation’s findings will be sent to the Assistant Vice President for Human Resources, who will submit a report and a recommendation to the appropriate Vice President and the President.

The University reserves the right to suspend or place on immediate administrative leave any member of the campus community accused of violating this policy, or to take any other interim measures the University deems appropriate, pending the outcome of an investigation and/or disciplinary procedures. The President of the University may also suspend any student organization’s charter pending a full review.

SANCTIONS

1. Individual student sanctions will be imposed in accordance with the University’s disciplinary procedures.

2. Organizations found to condone, promote, or be involved in sexual harassment and/or sexual assault will have their University recognition withdrawn. Other possible actions include: (a) informing the national and regional offices of the organization about the activity; (b) prohibiting participation in campus activities, events, and programs; (c) requiring relevant community service and/or participation by all members in sexual harassment/sexual assault awareness programs; and (d) loss of all University privileges such as use of equipment, meeting rooms, advertising space, and on-campus fundraising.

3. Sanctions, up to and including dismissal from employment, may be imposed on employees found in violation of this policy.

SKATEBOARD POLICY

This policy sets forth the regulations that govern the operation and use of skateboards, roller-skates, and in-line skates on the campus of or on other property owned, operated, or controlled by Johnson C. Smith University:

No person may skateboard, in-line skate, roller-skate, or use any other similar-wheeled device in or on the campus of or on campus buildings’ porch steps, or any raised surfaces (including parking curbs and disability ramps). Use of the devices is not permitted on any walkway, or any structure located on or adjacent to a sidewalk, such as benches, column bases, or artwork.
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. Some of the most common types of injuries include sprains; fractures of the head, knee, and leg; contusions; abrasions; and even death (associated with serious falls).

**JCSU STUDENT GRIEVANCES**

**STUDENT GRIEVANCE POLICY**

JCSU has established the Student Grievance Policy to give students a forum in which to express concerns related to issues involving students, faculty, staff, and other members of the JCSU community. The University will work to resolve student concerns as quickly as possible. It is the University’s goal that the student concerns will be resolved within a period not to exceed 60 days. However, the time period for resolving grievances will depend largely on the facts and circumstances at issue and may be expanded where necessary and appropriate to reach a resolution.

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

The Student Grievance Policy is not intended to replace those policies and procedures related to academic grievances and alleged violations of academic integrity. For more information on academic grievances and integrity policies and procedures, please refer to the 2013-2014 Course Catalog Academic Regulations Student Grievance Process. All such matters will be handled in accordance with those policies and procedures.

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

A Complainant having what he or she believes to be a Grievance should, wherever possible and reasonable, attempt to discuss the problem with the Respondent and reach an informal resolution. This informal process is desirable, but not mandatory. (If the Grievance pertains to perceived discrimination, harassment or an assault, the Complainant should immediately proceed to the next step.)

If a Complainant is dissatisfied with the informal resolution, is unable to reach an informal resolution, or feels the informal resolution process is not appropriate, the Complainant should follow one of the following processes, depending on the nature of the Grievance.
A. Grievances involving perceived harassment, sexual violence, assault, and/or discrimination.

- For Grievances involving perceived sexual harassment, sexual violence, sexual assault, and/or sexual discrimination, a Complainant should refer to the University’s Sexual Discrimination / Harassment / Assault Policy for proper reporting and resolution procedures.

- For Grievances involving other types of perceived discrimination and/or harassment, a Complainant should refer to the University’s Anti-Discrimination and Anti-Harassment Policy for proper reporting and resolution procedures.

B. Grievances involving perceived Student Standard of Conduct violations that do not involve harassment, sexual violence, assault, and/or discrimination

- For Grievances involving perceived Student Standard of Conduct violations that do not involve harassment, sexual violence, assault, and/or discrimination, a Complainant should put his or her concerns in writing and provide them to the Campus Police. The Campus Police conducts an investigation, if necessary, to determine whether allegations may potentially involve a violation of student conduct policies and related procedures. If the Grievance involves Campus Police, it should be submitted to the Office of Human Resources.

- If a Complainant’s Grievance does not potentially involve violation of student conduct policies, no disciplinary proceedings will be initiated by the University. Instead, the Dean of Student Success or his or her designee will attempt to reach an informal resolution with Complainant, Respondent, and any other involved individuals. If an informal resolution cannot be reached, the Dean of Student Success will provide a written determination to the parties with his or her resolution. This determination will be final, and the Complainant has no right of appeal.

- If a Complainant’s Grievance does potentially involve violation of student conduct policies, disciplinary proceedings will be initiated by the University against any parties involved in the Grievance in accordance with the University’s Judicial Affairs Process. A Complainant’s Grievance is considered closed upon exhaustion of the University’s disciplinary proceedings, and a Complainant has no right of appeal.

C. Grievances involving perceived inadequacies in Customer Service/Operational Efficiency

- For Grievances involving perceived inadequacies in customer service and/or operational efficiency, a Complainant should put his or her concerns in writing and provide them to the Office of the Executive Vice President/Chief Operating Officer.
• The Office of the Executive Vice President/Chief Operating Officer will forward the Grievance to the appropriate University official with requisite responsibility for resolution.

• The University official with requisite responsibility for resolution will attempt to reach an informal resolution with the Complainant, Respondent, and any other involved individuals.

• If an informal resolution cannot be reached, the University official with requisite responsibility will provide a written determination to the parties with his or her proposed resolution.

• If Complainant or Respondent is not satisfied with the determination made by the University official, either party may request that the determination be reviewed by the Executive Vice President/Chief Operating Officer. All requests for review submitted to the Executive Vice President/Chief Operating Officer must be in writing and submitted within five academic calendar days after receiving the written determination from the University official.

• The Executive Vice President/Chief Operating Officer may adopt the determination, overturn it, or make a different determination. The Executive Vice President’s/Chief Operating Officer’s determination regarding the Grievance will be final, and there is no further right of appeal.

D. Grievances involving Other Alleged Violations of University Policies & Procedures

• For all other Grievances, a Complainant should put his or her concerns in writing and provide them to the Office of the Dean of Student Success.

• The Office of the Dean of Student Success will forward the Grievance to the appropriate University official with requisite responsibility for resolution.

• The University official with requisite responsibility for resolution will attempt to reach an informal resolution with the Complainant, Respondent, and any other involved individuals.

• If an informal resolution cannot be reached, the University official with requisite responsibility will provide a written determination to the parties with his or her proposed resolution.

• The University official’s determination regarding the Grievance will be final, and there is no further right of appeal.

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
JCSU-owned or controlled property. Violating this policy will result in a referral to the University’s Judicial System.

The University subscribes to a no-tolerance policy regarding drug possession that implicates the student in the sale or trafficking of illegal or legal substances on campus. Should a student be found responsible under the Judicial System of violating this policy, they will be suspended from the University for a minimum period of one year. Expulsion is an option that the Office of Student Success can also utilize should the case warrant such a severe sanction.

SMOKING

Because smoking is a potential health and fire hazard, it is restricted in order to create and maintain an environment that is conducive to the best interests of the safety, health, and well-being of all users of University buildings and facilities. This policy includes, but is not limited to, the use of marijuana, cigarettes, cigars, beede sticks, and pipes. Violators will be referred to the Campus Police.

The purpose of this policy is to ensure that the health and well-being of non-smokers is protected. The exposure of non-smokers to second-hand smoke can contribute to serious respiratory problems and allergic reactions, creating an unsafe environment for non-smoker.

SCOPE

All members of the JCSU family, including students, faculty, staff, and visitors, are governed by this policy. The policy also applies to all vendors, contractors, and sub-contractors.

POLICY STATEMENT

1. No smoking will be allowed in any building on the campus of Johnson C. Smith University at any time.

2. The designated smoking areas will be identified by signs posted on the campus grounds and ashtray receptacles.

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 Student Success may permit some philanthropic solicitation in designated areas of University buildings.

Student representatives of magazine, service, 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 Vice President for Financial Affairs or his or her designee.

In accordance with the North Carolina law, the University does not allow any forms of gambling in its name or in any of its facilities. Raffling 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 governing the posting of signs and notices. Political candidates may solicit votes, except in classrooms and in residence hall living areas, by handshaking tours and by handing out cards, but not by poster. 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 specified area must first make a request to the Director of Student Activities on forms provided by that office not 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 judicial action.

Students who raise funds through solicitation are required to report all fundraising projects, including those conducted for the following:

1. Charitable causes, such as Heart Fund, Red Cross, Lung Association, and Sickle Cell
2. Scholarship funds, and the United Negro College Fund
3. Library, music, equipment, etc.
4. Educational or social events for JCSU students, such as concerts, speakers, art exhibits, and dances, Homecoming and Black History Month

5. 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 Director of Student Activities 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 Director of Student Activities 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 Advancements.

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 Vice President for Financial Affairs 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 Financial Affairs. A vendor soliciting to 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 persons are known to be on campus or if other persons without written authorization are soliciting on the campus. Vendors interested in meeting 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.
UNIVERSITY DISCLAIMER
REGARDING OFF-CAMPUS VENDORS

Johnson C. Smith University assumes no responsibility for the condition of articles, good, or services purchased by students from off-campus vendors who distribute and/or sell goods or services on the campus.

Space is made available to vendors as a service and convenience to students. The University makes no guarantee as to the quality of products sold or services rendered. However, attempts are made to ensure that vendors or businesses represented are reputable and legitimate and that the quality of services and good offered, displayed, and/or sold are of acceptable quality. Vendors are expected to adhere to standard acceptable business practices. All purchases are made at the student’s own risk, and the University assumes no liability in such transactions.

FOOD AND BAKE SALES

Mecklenburg County and the state of North Carolina require that persons who wish to sponsor bake sales or other events in which food is sold must apply for a permit before the event. An Application for Organizations and Clubs to Sell, Serve, or Prepare Food on Campus must be completed and placed on file with the Director of Student Activities prior to the scheduled event.

Each organization or club wishing to sponsor a bake sale, hot dog sale, or otherwise sell food items for more than two days, is responsible for individually contacting the Environmental Health Department (704-336-5100) to apply for a food permit. Persons requesting permissions from the Health Department must provide such information as the name of the organization, type of activity planned, listing of food items to be served or sold, location of event, food sources, and names of persons handling food. A permit may then be issued if requirements are met as stated in Section 0400 of the North Carolina Administrative Code and/or Mecklenburg County rules governing food establishments. Only after the organization receives a permit from the Health Department may JCSU give permission for the club or organization to hold the activity on campus.

FUNDRAISING

Organizations undertaking legitimate fundraisers (e.g., yard sales, bake sales, raffles) must:

1. Make sure that such activities comply with local and state laws and permitting regulations, if any
2. Obtain all necessary permits
3. Confirm same to the University prior to undertaking such activities

The Director of Student Activities will advise the Vice President for Institutional Advancement of all off-campus activities and must approve all announcements to ensure compliance with University regulations.
STUDENT EMERGENCY LOANS

The Office of Student Success administers a small student emergency loan fund designed to help students meet unanticipated and emergency expenses. These funds are not to be used to pay tuition, books, fees, rent, car payments, insurance, court fines, or bills as these are anticipated expenses and do not constitute an emergency. Students may borrow up to $100.00, and are expected to repay the loan within 30 days after the loan has been secured. Graduating seniors and non-returning students must make full payment at least two weeks prior to graduation, transfer, or withdrawal. Students having delinquent loan balances will not be allowed to register for the following semester. No emergency loans will be issued after October 2013 during the Fall term and after March 2014 during the Spring term.

STUDENT RIGHTS

ACCESS

Within the limits of its facilities and resources, Johnson C. Smith University is open to all students who meet admissions standards. Participation in Policymaking 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 Council of Deans, in that order.

UNIVERSITY CAMPUS POLICE/OFFICE OF STUDENT AFFAIRS/CAMPUS CITATION

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

Students charged with violations of the Student Code of Conduct that do not include suspension or expulsion as a sanction will receive a notice from the Office of Judicial Affairs listing the current charges, a date and time for a pre-hearing, and contact information for a Judicial Process Advisor. A JPA is a JCSU faculty or staff member who is knowledgeable about the judicial process and has volunteered to
independently and confidentially advise the student about the judicial process in general and, if requested, specifically about their pending case.

Students who intend to plead Responsible or Responsible with an Explanation will not be required to see a JPA or bring witnesses to their pre-hearing. However, students who intend to plead Not Responsible will not be granted a pre-hearing until they provide written confirmation to the Judicial Affairs Office confirming they have met with a JPA.

Once that occurs, the student pleading Not Responsible must arrange for all of his/her witnesses to be on standby at a date, time, and location coordinated through the Office of Judicial Affairs to testify at the point the accused student pleads Not Responsible.

After hearing testimony from witnesses and the accused student, the Hearing Officer will immediately determine whether the student is Responsible or Not Responsible for each charge. If or when a student is found Responsible for a charge, the Hearing Officer will send him/her a notice of sanctions that will specify various educational and punitive sanctions the student will be required to adhere to as a result of the finding.

Students found Responsible may appeal their judicial case to the Dean of Student Success, who will only overturn a sanction if the student can demonstrate that:

1. The Hearing Officer’s actions had a material and detrimental impact on the outcome of the Judicial Affairs Board hearing. Minor deviations from designated polices and procedures will not form the basis of an appeal unless the deviation resulted in substantial prejudice that impacted the outcome of the hearing.

2. The absence of evidence not reasonably available at the time of the hearing had a material and detrimental impact on the outcome.

Students who are charged with a violation of the Standards of Conduct will have the opportunity to handle their cases administratively in a pre-hearing. During the pre-hearing meeting, students can accept responsibility for the charges that have been placed against them and receive written documentation explaining their sanctions and any additional information they may require. Failure to attend a pre-hearing meeting will be considered an admission of Responsibility. A decision will be rendered in the student’s absence, and a sanction, including the potential for a fine and parental notification, will be imposed without the student’s input.

During the pre-hearing, the student will be given the opportunity to discuss the incident further, ask questions, and review relevant information available in their judicial file. He or she will also have the option of taking responsibility for the charge(s) in the pre-hearing meeting or of contesting the charge(s) by pleading Not Responsible. If the student chooses to plead Not Responsible to all or any of the charge(s) that have been placed against him or her, an Administrative or University Judicial Board hearing will be scheduled.
FAIR DISCIPLINARY HEARING

Students have the right to be informed of their alleged involvement in disciplinary matters, the right to a fair hearing, and an opportunity for appeal when charged with violations of the Standards of Conducts established by the University.

FREEDOM FROM UNWARRANTED SEARCH. There are two kinds of situations when University authorities are permitted to enter occupied rooms in the 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 authorities, including residence halls 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 authorities will not enter rooms for purposes of search, except in an emergency, without the permission of the resident unless they have a campus authorization from the Dean of Student Success or the Director of Residence Life. If neither can be reached, permission will be sought from the Director of University Campus Police. If the Director of University Campus Police is not available, University Campus Police staff 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.

An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building itself. Search of room and vehicles may be exempted from compliance with these procedures if an emergency situation exists.

In case of appropriate finding and confiscation, a copy of the completed authorization form and a statement of finding will be forwarded immediately to the Director of Residence Life and to the Dean of Student Success not later than 9:00 a.m. the next working day. This authorization specifies the reason(s) for the search and the object(s) sought and is required unless persons enter in compliance with the state law. If possible, the student should be present during the search. Typically, these searches will not be made unless a Residence Hall Coordinator is present as an official representative of the University to conduct the search or to accompany University Campus Police in the search of a student’s room. In the event the search reveals an object which, while in possession, violates a University regulation or local, state, or federal law, the University may take appropriate disciplinary action even though the object may not be listed on the search authorization. The procedure for conducting searches is as follows:
1. The Dean of Student Success will authorize two University staff members to conduct the search. If they are unavailable, and there is reasonable cause to believe a search is warranted, the Director of Residence Life may authorize the search. If at all possible, one of the individuals conducting the room search will be a member of the University Campus Police staff;

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 University policy are 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 the Office of Student Success and the Director of University Campus Police.

7. Appropriate disciplinary charges will be filed.

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 from the Dean of Student Success.

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 Director of Student Activities.

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; and
- 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.
DENIAL OF AUTHORIZATION FOR UNIVERSITY TO RELEASE INFORMATION

The University may release directory-like information only after notifying the student and getting his or her consent, except for information included in campus directories. Such directory information about students may be released to outside sources requesting it without the written consent of the student. Students who do not wish to have directory information released must notify the Office of Student Success in writing by the 14th calendar day of the semester expressing that directory information is not to be released. If they fail to give such notice, this directory information will be released during the semester. Requests by students to withhold information must be filed each semester.

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.

TELEPHONES

GENERAL INFORMATION

Telephones are available in residents’ rooms in all of the residence halls. The University provides local service. Long distance service is available, upon request by the student, through a long distance carrier of the student’s choice. Students are responsible for all services and charges they incur. The University assumes no liability for payment to any local or long distance carriers. Unauthorized use of telephone credit cards and/or access codes and cards is in violation of University regulations and local, state, and federal laws. Students charged with such violations will be referred for University judicial action.

Students should use their room or hall phone number as their on-campus telephone numbers. University office telephones are for business use only and should not be considered as the student’s personal telephone number.

University offices assume no responsibility for getting telephone messages to students except in case of a verified emergency. For emergency purposes, students should advise concerned parties to contact University Campus Police at 704-378-1003.

POLICIES

The University provides, in conjunction with a local carrier, local telephone service to residential students. The cost for this service is reasonable, and access to telephones is provided as a convenience to students, their parents, and the University community. All students who reside on campus are encouraged to subscribe to local telephone services.
It is the policy of Johnson C. Smith University to take disciplinary action and appropriate legal action against students found guilty of making fraudulent telephone calls, theft of telephones, and/or abuse of telephone privileges.

The cost for telephone service is added to the housing fee and is automatically included on the student’s account. Each occupant of the room is individually responsible for all telephone charges, including long distance calls, incurred by the telephone number assigned to their room. Students are advised that University policy prohibits the making of fraudulent telephone calls, theft of telephones, and/or abuse of telephone privileges.

The University seeks to provide efficient and effective telephone service to students. As such, the following policies are in effect:

1. JCSU will provide local telephone service capability for each student residing in the residence halls. The cost of local service is included on the student’s account. Students receive a separate invoice for long distance calls.

2. The student assumes full and complete responsibility for installing the instrument into the telephone jack provided, and for service to and care/maintenance of the instrument assigned to him or her.

3. The student agrees to accept full personal financial responsibility for all calls, local and long distance, placed to or from any third party location at which the student’s assigned telephone number is used.

4. The student accepts total responsibility for all contracts, negotiations, obligations, invoices, and communications, relative to payments of bills and fees for telephone service, and for the care and maintenance of same. The student may not obligate or construe to obligate the University in any way.

5. The student accepts full responsibility for the care of the instrument and is liable for any destruction, loss, theft, or damage to the telephone instrument purchased or rented from the University or from any other supplier. Equally, any request, negotiations, contracts etc., financial and otherwise for service, repair, and/or replacement will become the sole obligation of the student.

6. The Office of Residence Life reserves the right to deny telephone service to a student and to prohibit the installation of certain types of telephone equipment in the student’s room if it is deemed that such installation may present a safety or security hazard to any resident of the facility or to the facility itself; is in violation of any local, state, or federal laws; is a result of the student’s failure to pay prior telephone charges; and/or if the student has made fraudulent calls in the past.

7. Students desiring long distance telephone service must request it individually from the long distance service provider designated by the University, and the student requesting such service is solely and fully responsible for all long distance fees and costs.
8. The University in no way intercedes on behalf of the student, local carrier, long distance service provider, or any third parties in the collection of regular, past-due, or delinquent payments or accounts for non-payment of same. All transactions, financial and otherwise, must be resolved between the student and the local carrier, the student and long distance service providers, or the student and any other third parties.

9. Students desiring local telephone service must contact for same through the University or its designated local carrier; such service is not available through other telephone service providers.

**UNIVERSITY LIABILITY**

Fraternities, sororities, sports clubs, and other student organizations are not operated under the general supervision of the University or its Trustees. Administrators, officers, faculty, or employees are not in any way or manner liable for actions or failure to act on the part of such organizations, even though these organizations are registered and allowed to operate on or near University property and even though they are required to conform to certain prescribed University policies and procedures. It is particularly noted that the University is not responsible for bodily harm or death to participants in any voluntary organizations or activities in which risk is incurred. These organizations are not in any instance to be taken as agents of or acting on behalf of the University.

The student acknowledges that participation in some programs and activities involves an inherent risk of physical injury, property damage, and other dangers associated with such participation. Dangers particular to such activities include, but are not limited to, hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, and heart attack. Through his or her participation in such activities, the student assumes all such risks of damage or injury, including injury which may prove fatal; that may be sustained by him or her while participating in recreational activities; or in the travel to or from such activities. The student agrees that for the sole consideration of Johnson C. Smith University's allowing him or her to participate in such programs of activities, the student releases and forever discharges the Board of Trustees of Johnson C. Smith University, its members individually, and all present and former officers, agents, and employees of any and from all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reasons of any and all known and unknown, foreseen and unforeseen causes thereof, resulting from the student's participation in or in any way connected with such programs and activities.

Each participant in such activities and programs should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the responsibility of each participant to participate only in those activities for which he or she has the prerequisite skills, qualifications, preparation, and training in consideration of the benefits received from such programs and activities, the student assumes all risks, damages or injury, including injury which may prove fatal, that may be sustained by his or her participation in such activities.
Johnson C. Smith University does not warrant or guarantee in any respect the competency of mental or physical condition of any instructor, trip leader, vehicle driver, or individual participant in any recreational activity. Further, the University does not warrant or guarantee in any respect the physical condition of any of the equipment used in connection with the activity.

**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.

**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 University 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. Parking decals will only be prorated for 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.

**Freshmen students who reside on campus are not permitted to register or operate vehicles on the campus.**

The University parking decal should be displayed as instructed by the University Campus Police. 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 and 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 Student Success 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 Office of University Campus Police that indicates a search is immediately necessary, it may be conducted by University Campus Police officers without authorization from the Dean of Student Success.

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.
STANDARDS OF CONDUCT AND JUDICIAL AFFAIRS

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, which may result in disciplinary action, including suspension or dismissal from the University. Students should note that this code is not exclusive; other prohibited conduct may be specified in the University Student Handbook or other University regulations.

The Standards of Conduct exist 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 Standards 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 premises and off the campus as long as the student or student organization maintains a student relationship with the University. University premises 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 Standards 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 Standards of Conduct to a University employee of University Campus Police, Residence Life, Office of Judicial Affairs, and/or the Office of Student Success. 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, will 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 Standards of Conduct. Adjudicators should consider the following suggested
sanctions. Students found Responsible for infractions will receive, as a minimum, the sanctions indicated.

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 student does not begin each semester, term, or school with a clean record.

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 for a violation of the Standards of Conduct depending on the nature and gravity of the violation.

Because the judicial system is designed to help correct behavior and to fulfill an educational purpose, it is expected that any student who must go through the judicial process will, as a result, be duly warned about his or her behavior, encouraged to comply with the Standards 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.

**NOTICE OF CONDUCT**

**SUBJECT TO SUSPENSION AND EXPULSION**

Any student(s) alleged to have violated, at minimum, either of the following JCSU Standards of Conduct will be immediately suspended on a temporary basis, pending the outcome of a Judicial Board 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
- VERBAL ABUSE OF FACULTY OR STAFF
- POSSESSION WITH THE INTENT TO DISTRIBUTE ILLEGAL DRUGS
- POSSESSION OF FIREARMS AND/OR AMMUNITION
- VIOLATION OF JCSU HONOR CODE

Copies of the Student Handbook are available to all students online at www.jcsu.edu/current students. Limited printed copies are available in the office of Dean of Students. In addition, personnel in offices listed below will assist students in interpreting these policies, rules, and regulations:

- Dean of Student Success
- Office of Judicial Affairs
- Office of Residence Life
The University may approve changes in policy, including revisions to the Standards 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 Student Success. 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.

DUE 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 Standards 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 Standards 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 Standards of Conduct, the University has the responsibility and obligation to initiate the Judicial Affairs 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 due process or fundamental fairness in the form of notice of the charges, a fair hearing, and the right to an appeal.

The Student Standards 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 Standards 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.
OVERVIEW OF VIOLATIONS & SANCTIONS

THE UNIVERSITY RESERVES THE RIGHT TO IMPOSE SANCTIONS THAT IT DEEMS AN APPROPRIATE RESPONSE TO STUDENT MISCONDUCT. THE FOLLOWING VIOLATIONS AND SANCTIONS ARE ONLY EXAMPLES OF MISCONDUCT. SANCTIONS MAY BE IMPOSED FOR CONDUCT NOT DESCRIBED BELOW. THEY WILL BE DECIDED ON A CASE BY CASE BASIS AND MAY DIFFER FROM THE SANCTIONS DESCRIBED BELOW.

SECTION 1. ALCOHOLIC BEVERAGES

A. Drinking alcoholic beverages on University-owned or controlled property 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 rooms and snack bars; 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.

Penalties may include, but will not be limited to, disciplinary probation for one semester, completion of 24 hours of University Service/Community Service, completion of the Counseling Center’s Alcohol and Drug Awareness program, parental notification, and a fine.

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

Penalty may include, but will not be limited to, disciplinary probation for one semester, completion of 24 hours of University Service/Community Service, completion of the Counseling Center’s Alcohol and Drug Awareness program, parental notification, and a fine.

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.

Penalty may include, but will not be limited to, disciplinary probation for one semester, completion of 24 hours of University Service/Community Service, completion of the Counseling Center’s Alcohol and Drug Awareness program, parental notification, and a fine.

Penalty may also include, but will not be limited to, suspension from the University for individuals and the organization providing the alcohol for one year and a fine.
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 owned 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).

Penalty may include, but will not be limited to, disciplinary probation for one semester, parental notification, and a fine.

E. Display 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.

Penalty may include, but will not be limited to, disciplinary probation for one semester, completion of 24 hours of University Service/Community Service, parental notification, and a fine.

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 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.

Penalty may include, but will not be limited to, a fine, parental notification, and suspension for one year, with return contingent on presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the University. Upon re-enrollment, the student must participate in the Counseling and Testing Center’s Alcoholic and Drug Awareness program. Continued enrollment is contingent on the student’s completion of the program as prescribed.

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.

Penalty may include, but will not be limited to, disciplinary expulsion.

C. Possession of drug paraphernalia

The illegal possession and/or use of drug paraphernalia, including, but not limited to, 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, 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.

Penalty may include, but will not be limited to, a fine, parental notification, and disciplinary suspension for one year, with return contingent on presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the University. Upon re-enrollment, the student must participate in the Counseling and Testing Center's Alcoholic and Drug Awareness program. Continued enrollment is contingent on the student’s completion of the program as prescribed.

D. Accessory to drug use, possession, or sale

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

Penalty may include, but will not be limited to, a fine, parental notification, and disciplinary suspension for one year, with return contingent upon presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the University. Upon re-enrollment, the student must participate in the Counseling and Testing Center's Alcoholic and Drug Awareness program. Continued enrollment is contingent on the student’s completion of the program as prescribed.

SECTION 3. 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.
Penalty may include, but will not be limited to, completion of 24 hours University Service/Community Service, disciplinary probation for one semester (or suspension, depending upon the gravity of circumstances), and a fine.

SECTION 4. DISORDERLY CONDUCT OR EXPRESSION

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; 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.

Penalty may include, but will not be limited to, disciplinary probation for one semester, and a fine.

SECTION 5. DISTRIBUTION OF PRINTED AND ELECTRONIC MATERIAL

Distribution of printed and electronic material that are libelous, scurrilous, sexually explicit, pornographic, or that encourage violation of public laws or University regulations

Penalty may include, but will not be limited to, a fine, disciplinary probation for one semester, removal of printed materials, and, when appropriate, retraction of statement and/or apology to persons toward whom such expression or activities were directed.

SECTION 6. MORAL OR DECENCY OFFENSES

Lewd, indecent, or obscene conduct or expression or other moral or decency offenses

Penalty may include, but will not be limited to, restitution, when appropriate; a fine, disciplinary probation for one semester, counseling, and/or suspension, based on the gravity of the offense.
SECTION 7. GAMBLING

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

Penalty may include, but will not be limited to, disciplinary probation for one semester and a fine.

SECTION 8. THEFT

A. 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.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

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 Standards 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.

Penalty may include, but will not be limited to, disciplinary probation for one semester, restitution, and a fine.

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

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.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.
D. Accessory to a theft

Knowingly giving aid before and/or after the fact regarding a violation of Sections 8A, 8B, or 8C.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

SECTION 9. FAILURE TO COMPLY

A. Failure to comply with the direction of University officials (including Resident Advisers) acting in the performance of their duties

Penalty may include, but will not be limited to, disciplinary probation for one year, completion of 24 hours of University Service/Community Service, and a fine.

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

Penalty may include, but will not be limited to, automatic disciplinary suspension for one semester.

C. Failure to comply with judicial sanctions

Any such sanctions will be unilaterally imposed without a disciplinary hearing by the Dean of Student Success.

Penalty may include, but will not be limited to, additional fines, probation, suspension or expulsion.

SECTION 10. ATTEMPTED OFFENSES

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 University Standards of Conduct or local, state, or federal criminal code.

Penalty may include, but will not be limited to, reprimand, a fine, completion of 24 hours of University Service/Community Service, or any available sanction for the offense or violation attempted.

SECTION 11. PETS AND ANIMALS

Having pets in buildings, including student residences, classrooms, offices, except when needed in connection with a handicap and with the written permission of the Dean of Student Success
Penalty may include, but will not be limited to, reprimand, removal of the pet by the student, and a fine.

SECTION 12. 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.

Penalty may include, but will not be limited to, disciplinary suspension of individuals and of the organization for one semester and a fine to each individual involved. North Carolina state law requires the faculty or governing board of a college or school to expel any student convicted of hazing.

SECTION 13. PHYSICAL ABUSE

A. 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 is automatically suspended from the University.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, restitution, and one year disciplinary probation.

B. Rape or other sexual assault

Penalty may include, but will not be limited to, disciplinary expulsion.

SECTION 14. VERBAL ABUSE OR HARASSMENT

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.

Penalty may include, but will not be limited to, disciplinary probation for one semester and a fine.

SECTION 15. MISREPRESENTATION

A. Forgery, alteration, destruction, misuse, or attempted or intended misuse of University documents, records (including altering one's work
time sheet), identification, or other property, and the unauthorized transfer, sale, and use of computer applications.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

B. Fraud

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.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

C. Wearing a mask, disguise, or other item to disguise one's face or identity while on the property of the University or at a University-sponsored event.

Penalty may include, but will not be limited to, disciplinary suspension for one semester and a fine.

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

SECTION 16. UNAUTHORIZED USE OF UNIVERSITY FACILITIES

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).

Penalty may include, but will not be limited to, disciplinary probation for one semester, a fine, and also possible suspension for one semester, depending on the gravity of the incident. For residential students, loss of housing may apply, depending on severity of the offense.

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 to do so 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.

Penalty may include, but will not be limited to, disciplinary probation for one semester, a fine, and also possible suspension for one semester, depending on the gravity of the incident. For a residential student, loss of housing may apply, depending on severity of the offense.

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.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, payment of cost for replacing lock and keys, and a fine.

D. Accessory to unauthorized entry includes knowingly giving aid before and/or after the fact to a violation of Sections 16A, 16B, or 16C.

Penalty may include, but will not be limited to, disciplinary probation for one semester, a fine, and also possible suspension for one semester, depending on the gravity of the incident. For a residential student, loss of housing may apply, depending on the severity of the offense.

SECTION 17. 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)

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and completion of counseling sessions at the Counseling Center as prescribed.

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

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and completion of counseling sessions at the Counseling and Testing Center as prescribed.

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

Penalty may include, but will not be limited to, disciplinary suspension
for one semester, a fine, and completion of counseling sessions at the Counseling and Testing Center as prescribed.

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

E. The possession or use of any unauthorized electrical cooking devices
Penalty may include, but will not be limited to, confiscation of appliance and a fine.

F. Failure to evacuate building during alarm
Penalty may include, but will not be limited to, a fine and disciplinary probation for one year.

SECTION 18. FIRE SETTING AND ARSON
Willfully starting a fire in University buildings or on University property; arson; recreational activities which include the use of fire (e.g., bonfires and cookouts) without the approval of the Dean of Student Success; and/or not in compliance with local and state fire codes.

A. Fire Setting is deliberately lighting a fire without authorization.
Penalty may include, but will not be limited to, disciplinary suspension for one semester, restitution, and a fine.

B. Arson is fires set with the intention of destroying property.
Penalty may include, but will not be limited to, disciplinary expulsion and restitution.

SECTION 19. SOLICITATION
Unauthorized selling, collection of money, and promotion on campus or within University buildings is not permitted without permission from the Vice President for Financial Affairs.

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 Development.

Penalty may include, but will not be limited to, disciplinary warning and a fine.

SECTION 20. 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 Director of University Campus Police and the Dean of Student Success.

Penalty may include, but will not be limited to, disciplinary expulsion.

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

Penalty may include, but will not be limited to, disciplinary suspension.

C. The possession or use of firecrackers, propelled missiles, or other fireworks

Penalty may include, but will not be limited to, disciplinary suspension for one semester and a fine.

SECTION 21. 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.

Penalty may include, but will not be limited to, a fine, and disciplinary probation for one semester. Repeat offenders may be subject to penalty including, but not limited to, loss of housing for one semester, a fine, and/or suspension for one semester.

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

Penalty may include, but will not be limited to, disciplinary probation for one semester, and a fine.
SECTION 22. 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.

Penalty may include, but will not be limited to, loss of privileges to operate a vehicle on campus, a fine, disciplinary probation for one semester, and other penalties and fines as required by University Campus Police.

Revocation of or loss of privilege to operate and/or park a vehicle on campus means that the vehicle cannot be operated on the campus or on University-owned property by anyone, and the student may not operate or park any vehicle on the campus or University-owned property.

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

Penalty may include, but will not be limited to, loss of privilege to operate vehicle on campus for duration of the current year and for the next year during which student is enrolled, a fine, and disciplinary probation for one semester. Revocation or loss of privilege to operate and/or park a vehicle on campus means that the vehicle cannot be operated on the campus or on University-owned property by anyone, and the student may not operate or park any vehicle on the campus or University-owned property.

SECTION 23. 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 student, 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 Dean of Student Success and the Director of the Physical Plant.

Penalty may include, but will not be limited to, restitution, a fine, disciplinary probation for one semester, and completion of University Service/Community Service.
SECTION 24. 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, 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.

Penalty may include, but will not be limited, to, reprimand, a fine, and compliance with standards immediately.

SECTION 25. 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 the student host or with the student host's knowledge, applicable charges will be brought against the guest as well as against the student host or the host student organization.

Penalty may include, but will not be limited to, the sanction described for the violation committed by his or her guest(s).

SECTION 26. 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 Standards 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 Standards 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.

Penalty may include, but will not be limited to, reprimand and additional sanctions based on the gravity of the incident. Any student charged with or arrested for a criminal act will be disciplined in accordance with the special regulations for students who have been charged with or arrested for a criminal act.

SECTION 27. IDENTIFICATION CARDS

Failure 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. Penalty may include, but will not be limited to, disciplinary probation for one semester, and completion of University Service/Community Service. For failure or refusal to present proper identification upon request of a University official, the student will be detained by University Campus Police and subject to arrest by the Charlotte Police Department.

SECTION 28. BEING AN ACCESSORY KNOWINGLY OR UNKNOWINGLY

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

Penalty may include, but will not be limited to, disciplinary probation, suspension, or expulsion, based on the severity of the violation. (Does not apply to violation of Section 9D)

SECTION 29. 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

Penalty may include, but will not be limited to, disciplinary suspension for one semester and a fine.

SECTION 30. ABUSE OF COMPUTING PRIVILEGES

The University’s Standards 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 JCSU email system. This also includes any and all emails sent to name lists (i.e., JCSU family, students, faculty, and staff). Their use by student organizations, including fraternities, sororities, and social fellowships, must be approved by the Office of Student Activities. Any student alleged to violate this policy will be subject to full disciplinary action within the judicial system, up to and including the loss of computing privileges, suspension, and/or expulsion.

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 pre-hearing 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 judicial process has been completed.

Penalty may include, but will not be limited to, suspension of computer privileges for one semester, disciplinary probation for one semester, and a fine.

SECTION 31. THREATS OF HARM

If any student threatens harm to themself or others in any form, he or she will be removed from the University immediately.

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 Student Success and the Director of University Campus Police.

JUDICIAL AFFAIRS

ADMINISTRATION OF THE JUDICIAL PROCESS

Alleged violations of the University’s Standards of Conduct shall be adjudicated by judicial bodies and/or administrative officers as noted below. Judicial officers and 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.

Disciplinary cases will be referred to the most appropriate body as indicated below.

FILING A COMPLAINT

Formal complaints must be filed with University Campus Police. Reports will be sent directly to the Judicial Affairs Coordinator for resolution or to be processed through the judicial system.

OFFICE OF JUDICIAL AFFAIRS

The JCSU Office of Judicial Affairs (OJA) works on the disposition of intake reports of alleged violation of the Student Code of Conduct in conjunction with the Office of Student Success and the University Campus Police Department. The Office manages the day-to-day judicial affairs of the University and works closely with the Dean of Student Success to promote the following initiatives:

- Create and maintain a safe and professional learning environment for students from diverse backgrounds so they can flourish academically, socially, athletically, and professionally
• Significantly reduce daily student disciplinary issues in the classroom that lead to frivolous distractions that unnecessarily frustrate an instructor’s efforts to teach and a class’s ability to comprehend the course material

• Support the University’s efforts to help students adhere to a fundamental standard of conduct which promotes:
  o Safety first
  o Respect for themselves and others
  o Student confidence in the judicial process

• 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:
  o Physical Violence/Assault/Fighting;
  o Hazing;
  o Firearm/Ammunition Possession/Use on Campus; and
  o Sale of Illegal Drugs and Narcotics

• Provide due process with respect to the pre-hearing and judicial board hearing that, when required, issues sanctions that act as a deterrent and have an educational and punitive effect on the student

• 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:
  o Workshops and informational sessions for staff, faculty, and students participating in the judicial process
  o 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
  o Work with the Judicial Affairs Committee, comprised of University Campus Police, Student Success, Council of Deans, 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 JUDICIAL AFFAIRS PROCESS

• Dean of Student Success is responsible for working on the disposition of written student appeals in accordance with the established grounds for submitting an appeal.
• **Judicial Affairs Coordinator** serves as a neutral advisor to students regarding the Judicial Affairs Process, Student Standards of Conduct, and all student related disciplinary proceedings. The Judicial Affairs Coordinator shall not be involved in the adjudication of any disciplinary proceedings and has no responsibility for hearing or participating in student appeals beyond functioning in an advisory capacity.

• **Chairman of the Judicial Affairs Board** is responsible for adjudicating cases referred by the Judicial Affairs Coordinator for an administrative hearing as described below. The Chairman of the Judicial Affairs Board shall also be responsible for overseeing the adjudication of hearings conducted by the full Judicial Affairs Board.

• **Judicial Affairs Board** is responsible for adjudicating cases referred by the Judicial Affairs Coordinator for a Judicial Affairs Board hearing. The Judicial Affairs Board shall be comprised of at least five members and shall alternate serving on hearings. Judicial Affairs Board membership shall be comprised of students, faculty, and staff. A quorum for a judicial hearing consists of a minimum of two faculty members, two staff members, and one student. A student may waive the quorum requirement and proceed with his or her hearing without a quorum present; however, there must be a minimum of three Board members present to conduct a hearing.

• **Special Judicial Affairs Panel** is a standing group typically comprised of students, faculty, and staff who have received appropriate training and/or have experience in handling complaints regarding sexual discrimination, sexual assault, sexual violence, and sexual harassment. A quorum for a judicial hearing typically consists of a minimum of two faculty members, two staff members, and one student. A student may waive the quorum requirement and proceed with his or her hearing without a quorum present; however, there must be a minimum of three panel members present to conduct a hearing. The Special Judicial Affairs Panel will be staffed by the Director of Counseling Center.

• **President** may review any sanction imposed pursuant to this policy to ensure that sanctions are not excessive and comport with the principles of fundamental fairness. Such review powers are exercised at the sole discretion of the President, and students may not petition the President for review of disciplinary sanctions except in cases where the recommended sanction is expulsion from the University (as discussed in greater detail below).

**INITIATION OF DISCIPLINARY PROCEEDINGS**

Whenever the University receives information suggesting that a student may have potentially violated the Student Standards of Conduct, the Judicial Affairs Coordinator may initiate disciplinary proceedings.

Any individual with a complaint regarding a perceived violation of the Student Standards of Conduct should file a written complaint with the University 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 Judicial Affairs 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 Standards of Conduct.

NOTIFICATION OF CHARGES

If the University determines that the alleged conduct at issue could potentially involve a violation of the Student Standards of Conduct, the Dean of Student Success will initiate disciplinary proceedings in accordance with this policy. A student who is charged with violation(s) of the Student Standards of Conduct will receive a letter from the Dean of Student Success notifying him/her of the alleged violation(s). This letter will be sent to the student's mailing address on file with the University and will include a brief summary of: (1) the alleged facts and circumstances as presently known; (2) the alleged violations; and (3) the potential sanctions involved. The letter will also direct the student to contact the Judicial Affairs Coordinator to schedule an initial 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 disciplinary proceedings 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 disciplinary proceedings is unwise or poses a clear and present danger to members of the University community, the University may, at its discretion, 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 JUDICIAL AFFAIRS COORDINATOR

Within three academic calendar days of receiving the notification letter from the Judicial Affairs Coordinator, the student should participate in an initial meeting with the Judicial Affairs Coordinator to review the process for disciplinary proceedings.
The Judicial Affairs Coordinator serves solely as a neutral student advisor throughout the process and is only responsible for assisting students with interpreting and understanding the Student Standards of Conduct, disciplinary proceedings, their rights, and potential sanctions. The Judicial Affairs Coordinator shall not participate in or adjudicate student disciplinary matters and student appeals beyond functioning in an advisory capacity.

In the initial meeting, the Judicial Affairs Coordinator will provide the student with an overview of the disciplinary 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 initial meeting with the Judicial Affairs 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 Judicial Affairs Coordinator of his or her plea decision within two academic calendar days following their initial meeting. If the student does not respond to the alleged violation, he/she will be presumed to have pled Not Responsible.

If a student pleads Responsible to the alleged violation(s), his or her pleading and all other documentation regarding the alleged violation(s) will be forwarded to the Chairman of the Judicial Affairs Board for assignment of sanctions in consultation with the Dean of Student Success. The Office of Judicial Affairs will issue a letter to the student within three academic calendar days after receiving notice of the student’s pleading. The letter will set forth in writing the student’s decision to plead Responsible and will list assigned sanctions. The student has no right to appeal any sanctions that are assessed.

If a student pleads Not Responsible, he or she has the right to select from one of two hearing options:

- **Administrative Hearing.** In this type of hearing, the Chairman of the Judicial Affairs Board is the sole participant and hears evidence and assigns sanctions in consultation with the Dean of Student Success. While this is usually a faster method of resolving alleged violations, there is no right to appeal the determination or sanctions.

- **Judicial Affairs Board Hearing.** In this type of hearing the Judicial Affairs Board hears evidence and assigns sanctions. 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 Judicial Affairs will provide written notice of the hearing to the student within three academic calendar days from receipt of the student’s plea. This notice will be sent to the student’s mailing...
address on file with the University 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 Judicial Affairs 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 Judicial Affairs Coordinator at least two academic calendar days after the student receives notice of the scheduled hearing.

**ADVISORS**

The student may have an advisor present to support and assist him or her during all stages of the disciplinary proceedings, including the hearing and appeal stages. Advisors must be a current JCSU staff or faculty member and must be approved by the Dean of Student Success. The Judicial Affairs Coordinator will ensure that the advisor has the requisite knowledge and experience with the Judicial Affairs Process to appropriately assist the student.

**AD HOC JUDICIAL PANEL**

In instances where it is unreasonable, burdensome, or impractical to convene the Judicial Affairs Board for a hearing, the Dean of Student Success may convene an ad hoc judicial panel to hear cases. This panel is typically comprised of faculty, staff, and students and also contains members of the Judicial Affairs Board whenever possible. Use of such an ad hoc panel might occur during the summer, if members of the Judicial Affairs Board are unavailable.

**PROCEDURES FOR ADMINISTRATIVE HEARINGS AND JUDICIAL AFFAIRS BOARD HEARINGS**

- **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 Standards 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).

- **Recording of Hearings:** The Chair of the Judicial Affairs Board 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.

- **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.

- **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 Standards of Conduct, criminal investigations or reports are not determinative of whether a violation of
the Student Standards 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 judicial affairs process. When criminal proceedings are pending during the judicial affairs process, a student may have an attorney present during the hearing; however, the attorney may not participate in the proceedings and may only serve in a supporting capacity.

- **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).

- **Advisor:** The advisor may be present during the hearing. However, he or she may not participate in the proceedings and may only serve in a supporting capacity.

- **Challenges to Judicial Affairs Board Members:** In the case of a Judicial Affairs Board Hearing, a student may challenge any member of the Board for good cause and request that he or she be replaced, subject to the discretion of the Judicial Affairs Board Chairman. Members of the Judicial Affairs Board are expected to disqualify themselves when a case involves a personal 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 Judicial Affairs Board Chairman, the Chairman may be excused upon a majority vote of the Judicial Affairs Board.

- **Questioning and Presentation of Evidence:** The Chairman of the Judicial Affairs Board 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 Judicial Affairs Board Chairman, at his or her sole discretion, may restrict or limit the manner in which questions are asked or evidence is presented when the Chairman 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 Judicial Affairs Board Chairman may be admitted at the sole discretion of the Judicial Board Chairman if, for good cause, the witness cannot attend the hearing in person.
• **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 Standards of Conduct.

• **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.

• **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 Standards of Conduct may be considered for purposes of assessing sanctions. The determination, including the sanction(s), if applicable, will be announced by the Chair of the Judicial Affairs Board at the conclusion of the hearing.

• **Notice of Determination and Sanctions:** At the conclusion of the hearing, the Office of the Judicial Affairs Board will provide the student with written notification of the outcome of the hearing, including the determination reached and any sanctions assessed. Written notification is generally sent 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 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 Judicial Affairs to receive notification of the determination.

**SPECIAL PROCEDURES FOR HEARINGS INVOLVING SEXUAL DISCRIMINATION, SEXUAL ASSAULT, SEXUAL VIOLENCE AND SEXUAL HARASSMENT**

Given applicable law and the sensitivities involved in alleged Student Standards of Conduct violations involving sexual discrimination, sexual assault, sexual violence, and sexual harassment, the University will follow the general process discussed above, with the following exceptions:

• If a student selects an Administrative Hearing, the hearing will be conducted by the Chairman of the Judicial Affairs Board with proper oversight, guidance and participation by a University Title IX Coordinator as necessary and appropriate.

• If a student selects a full Judicial Affairs Board hearing, the hearing will
be conducted by a Special Judicial Affairs Panel that has the requisite training or experience handling this type of sensitive matter.

- Hearing procedures will be conducted with the utmost respect for preserving confidentiality and will be modified as necessary to comply with Title IX and to accommodate students who do not want to be present in the same room as the accused. Students must also submit questions to the Special Judicial Affairs Panel in advance of the hearing and will not be permitted to personally question or cross-examine each other.

**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 by the Chair of the Judicial Affairs Board are final, and a student has no right of appeal.

Generally, determinations made and/or sanctions imposed at a Judicial Affairs Board hearing may be appealed only on the following grounds to the Dean of Student Success:

- 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 University President.

Appeal notices must be in writing and provided to the Dean of Student Success 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 Student Success 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 President to make an informed decision regarding the appeal.

The Dean of Student Success (or President, if the sanction is expulsion) 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. 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 Judicial Board 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 Student Success (or President, if the sanction is expulsion) is final.

**APPEALS FROM DETERMINATIONS AND/OR SANCTIONS INVOLVING SEXUAL DISCRIMINATION, SEXUAL ASSAULT, SEXUAL VIOLENCE AND SEXUAL HARASSMENT**

In connection with determinations made at an Administrative Hearing or at a Special Judicial Affairs Panel Hearing involving alleged sexual discrimination, sexual assault, sexual violence, or sexual discrimination, the University will follow the general appeals process discussed above, except that the accused student or the complaining student may appeal the determination reached and/or sanctions imposed in accordance with the same process outlined above for appeals not involving sexual discrimination, sexual assault, sexual violence, and sexual harassment. If no sanctions were imposed in connection with a determination, the appealing student should direct all appeals to the Dean of Student Success in accordance with the general appeal process previously set forth.

**DISCRETIONARY REVIEW OF ALL PROCEEDINGS BY THE PRESIDENT**

The University President, on his or 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 President, and students may not petition the President for review of disciplinary sanctions under this provision, except as noted above in the case of expulsion.

**FAILURE TO COMPLY WITH DISCIPLINARY SANCTIONS**

Students who are found Responsible for violations and notified of their disciplinary sanctions but fail to comply with them will be considered in violation of the Student Standards of Conduct (more 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 Dean of Student Success without the benefit of a hearing.

**DISCIPLINARY SANCTIONS**

The intent behind disciplinary sanctions is to educate students about responsible behavior, maintain social order, and protect the rights of others. Sanctions may be imposed singularly or in combination for individuals or student organizations. 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 a disciplinary probation, deferred suspension from the University, or deferred 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.

As a rule, parents of dependent students are informed of the disciplinary decision when it results in a student being suspended from housing. Generally, parents are also notified of a disciplinary 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 pre-registration 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 are effective immediately and will not be postponed to accommodate exam, graduation, or other schedules.

**DISCIPLINARY WARNING OR REPRIMAND**

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 Responsible for a violation and that any other violation of the Student Standards of Conduct 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 the Judicial Affairs Coordinator.
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, attentive, and to present a well-written, typed summary of the activity to the judicial officer or body within 24 hours of the event. Failure to comply with this sanction will result in additional sanctions or fines.

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 judicial officer or body. Failure to comply with these terms will result in additional sanctions or fines.

COMMUNITY/UNIVERSITY SERVICE

Students may be given work assignments at the University or in the local community. Community service hours are designed to benefit the student and the University or community. A student who intends to enter a plea of Responsible may propose a Community or University service project of a constructive or educational nature. On-campus assignments may include, but are not limited to, working with the Physical Plant, Food Services, Residence Life, Career Planning and Placement, Counseling and Testing Center, Health Center, Library, Bookstore, or the Office of Student Success. Off-campus assignments will usually be made in conjunction with a human service or volunteer service agency. Examples of off-campus Community Service Projects include, but are not limited to, collecting and delivering food items for the local food pantry; working in a soup kitchen; collecting and delivering items for women’s shelters, homeless shelters, children’s homes, and low-income housing groups; tutoring; working with the Boys Club; and collecting data for research projects.

All service hours must be completed within the time period designated and to the satisfaction of the assigned supervisor. Students who fail to complete their assignments, those who do so in an unsatisfactory manner, or who fail to complete the project within the specified time period will be considered in violation. Examples of off-campus community service projects include, but are not limited to: collecting and delivering food items for the local food pantry; working in a soup kitchen; collecting and delivering items for the women’s shelters, homeless shelter, children’s homes and low-income housing groups; tutoring; working with the Boys Club, and collecting data for research projects.

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.
Students who fail to make restitution as requested may be temporarily suspended from the University.

**LOSS OF PRIVILEGES**

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

**JUDICIAL 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 date when the fine must be paid will be given to the student in writing. Fines must be paid in the Business Office, and the student should provide a copy of the payment (receipt) to the Office of the Judicial Affairs Coordinator. If a student appeals the decision of a judicial 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 Dean of Student Success.

**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 board or official feels the student would benefit from a change of environment in order to conform to acceptable group living standards.

**DEFERRED SUSPENSION FROM RESIDENCE HALL**

Deferred 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 will be sent to his or her parents notifying them of the sanction.

**DISCIPLINARY PROBATION**

Students placed on disciplinary 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 the Judicial Affairs Coordinator. Students who have been placed on disciplinary probation twice in the same academic year may receive more severe sanctions.

**DEFERRED SUSPENSION FROM THE UNIVERSITY**

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 Standards of Conduct, the University reserves the right to issue immediate sanctions, including but not limited to 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.

**SUSPENSION**

A student who is found Responsible of a serious violation may be suspended from the University. Usually the designated period of suspension does not exceed one year. However, the period may be extended depending on the facts and circumstances. The sanction of suspension is generally used in cases of serious misconduct or when the student has violated a condition of his or her probation. Students suspended from the University are required to return their student identification card, room keys, and laptop 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 Student Success. If a student returns to the campus without permission during the period of 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. 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 faculty’s class roll. 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. If a student is suspended from the University, a letter will be sent to his or her parents notifying them of the suspension. All suspensions are recorded on the student’s permanent record.

**TEMPORARY SUSPENSION**

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 Student Success. 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.
INDEFINITE SUSPENSION

Indefinite Suspension means that a specific date has not 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 laptop 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 Student Success. If a student returns to the campus without permission during the period of 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. 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 faculty’s class roll. 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. If a student is suspended from the University, a letter will be sent to his or her parents notifying them of the suspension. Additionally, all suspensions are recorded on the student’s permanent record.

EXPULSION

Expulsion is the most severe sanction that can be imposed upon a student for violation of the Student Standards 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 disciplinary 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 laptop 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, a letter will be sent to his or her parents notifying them of the expulsion. Expulsions are recorded on the student’s permanent record.
QUICK REFERENCE DIRECTORY

Chairperson, Council of Deans .......................................................... (704) 378-1140
Counseling Center ........................................................................ (704) 378-1044
Dean of Student Development ....................................................... (704) 330-1461
   Office of Judicial Affairs ......................................................... (704) 378-1117
Dean of Student Success ............................................................... (704) 378-1040
Dean of University Records, Financial Aid & Admissions .......... (704) 378-1181
Director of Admissions ................................................................. (704) 378-3500
Director of Alumni Affairs ............................................................ (704) 378-1026
Director of Athletics .................................................................... (704) 371-6746
Director of Career Development .................................................. (704) 378-1042
Director of Financial Aid ............................................................... (704) 378-1035
Director of Public Relations ........................................................... (704) 378-1025
Director of Residence Life ............................................................. (704) 378-1099
Director of Student Activities ....................................................... (704) 378-3501
General Information ..................................................................... (704) 378-1000
Health Center .............................................................................. (704) 378-1074
Multi-Cultural & International Student Affairs ....................... (704) 378-1039
Office of the President .................................................................. (704) 378-1006
Student Support Services ............................................................. (704) 371-6778
University Bookstore ..................................................................... (704) 378-1048
University Campus Police ............................................................... (704) 378-1003 & 378-1101
University Librarian ....................................................................... (704) 371-6730
University Post Office .................................................................... (704) 378-1047
University Registrar ...................................................................... (704) 378-1108
Vice President for Business and Financial Affairs ..................... (704) 378-1087
Vice President for Institutional Advancement ............................. (704) 378-1024
INDEX

A

Academic Regulations — 17
Academic Sanctions — 21
Academic Standards and Satisfactory Academic Progress — 20
Acceptable Use of Computers and Information Technology — 81
Acquired Immunodeficiency Syndrome (Aids) — 85
Administration of the Judicial Process — 143
  Ad Hoc Judicial Panel — 148
  Administrative Council — 15
  Advisors — 148
Advanced Placement Examination Equivalency Chart — 28
After Selection of Membership Intake Coordinator — 76
Alcohol and Drug Policy — 110
Alcohol and Other Drug Services — 39
  Alcohol and Other Drugs Prevention Services — 39
Alma Mater (Loyalty Song) — 11
Animal and Pet Policy — 86
Appeals From Determinations and/or Sanctions involving Sexual Discrimination,
  Sexual Assault, Sexual Violence and Sexual Harassment — 152
Appeals Do Not Involve Sexual Discrimination, Sexual Assault,
  Sexual Violence and Sexual Harassment — 151
Authority/Governance of Recognized Fraternal Organizations — 72
Authority for the Handbook — 7

B

Board of Trustees — 13
Bookstore — 87
Borrowing Privileges — 96
Business and Financial Affairs — 14

C

Cafeteria Rules and Regulations — 86
Campus Closing — 88
Center for Applied Leadership and Community Development — 77
Center for Career Development — 35
Children — 98
Class Attendance Policy — 23
Classification of Students — 32
Closed Periods for Student Organization Activity — 69
Co-Curricular Activities — 25, 69
Coed Visitation — 60
College/University Vaccine Requirements — 42
Common and Public Area Damage/Collective Fee Policy — 46
Community/University Service — 154
Computer Policy — 98
Council of Deans — 14
Counseling Center — 38
Counseling Services — 38
Course Examinations — 26
Credit by Examination — 27

D

Dance/Party Policy — 70
Data Security, Confidentiality and Privacy — 82
Deferred Suspension from Residence Hall — 155
Deferred Suspension from the University — 156
Denial of Authorization for University to Release Information — 120
Directory Information Non-Disclosure Form — 31
Disciplinary Procedures for Student Organizations — 66
Disclaimer/Excluded Items — 64
Distribution of Communication Materials — 70
Diversity Statement — 38
Division of Student Success — 33
Doors (Propping, Designated Entrances/Exits) — 62
Dress Guidelines — 24, 89
Due Process — 127

E

E-mail — 83
Early Move-in — 50
Educational Materials — 40
Electrical Appliances, Extension Cords, Surge Protectors, and Outlets — 47
Emergency Procedures — 89
Energy and Conservation — 46, 93
Enrollment Status — 19
Establishing a New Student Organization — 66
Evacuation When Alarm is Sounded — 92
Expelled/Suspension from the University — 73
Expulsion — 157

F

Family Educational Rights and Privacy Act (FERPA) — 29
Failure to Comply with Disciplinary Sanctions — 152
Fair Disciplinary Hearing — 117
Fair Evaluation and Performance — 115
Financial Aid — 23
Fire Emergencies — 91
  Fire Alarms — 94
  Fire Safety Policies and Regulations — 94
Food and Bake Sales — 114
Food and Drink — 97
Formal Reporting — 106
Fraternal Organizations — 71
Freedom from Abuse or Harassment During a Disciplinary Investigation — 118
Freedom of Assembly — 118
Freedom of Inquiry and Expression — 118
Fundraising — 114

G

General In-house Library Rules — 97
General Information — 120
General Rules on Solicitation — 112
Golden Bull Activities Committee — 64
Good Standing — 20
Governance of Student Organizations — 68
Grade Appeal System — 19
Grades and Credit — 18
Graduation — 23
Group Counseling — 38
Guidelines and Implementing Procedures for the Use of University Facilities — 70
Guidelines for Quiet Floors/Quiet Halls — 60

H

Harassment — 82
Hazing — 68
Health and Safety Inspection — 46
Health Center — 40
Help Desk — 84
Honors — 23
Housing Application and Agreement — 57
Housing During School Closings and Vacations — 50
Housing Relocation — 155

I

Identification Card — 95
Illness/Crisis — 50
Immunization — 41
Indefinite Suspension — 157
Individual Counseling — 38
Inez Moore Parker Archives Policies — 100
Informal Reporting — 106
Information Commons — 100
Institutional Advancement (Development) — 14
Insurance — 73
Inter-library Loan (Ill) — 99
Interim Procedures — 146
Internal or Inter-Office Mail — 102
International Students and/or Non-US Citizens — 43
Internet Usage Information — 84
Intramurals/Recreation — 71

J

James B. Duke Memorial Library — 95
JCSU Facility Damage/Cleaning/Replacement Cost — 51
JCSU Student Grievances — 108
JCSU’s Purpose and Mission Statement — 9
JCSU Honor Code — 24
JCSU Mascot: The Bull — 12
JCSU Traditions — 10
Judicial Affairs — 143
  Disciplinary Probation — 155
  Disciplinary Procedures for Student Organizations — 66
  Disciplinary Warning or Reprimand — 153
  Discretionary Review of All Proceedings by the President — 152
  Failure to Comply with Disciplinary Sanctions — 152
  Filing a Complaint — 143
  Initial Meeting with Judicial Affairs Coordinator — 146
  Initiation of Disciplinary Proceedings — 145
  Office of Judicial Affairs — 143
  Procedures for Administrative Hearings
    and Judicial Affairs Board Hearings — 148
  Restitution — 154
  Role of Key University Officials in the Judicial Affairs Process — 144
  Judicial Fines — 155
  Judicial Procedures — 73
  Section 1. Alcoholic Beverages — 128
  Section 2. Drugs — 129
  Section 3. False Information — 130
  Section 4. Disorderly Conduct or Expression — 131
  Section 5. Distribution of Printed Material — 131
  Section 6. Moral or Decency Offenses — 131
  Section 7. Gambling — 132
  Section 8. Theft — 132
  Section 9. Failure to Comply — 133
  Section 10. Attempted Offenses — 133
  Section 11. Pets and Animals — 133

- 162 -
Media Announcements — 93
Medical Emergency Procedures — 89
Membership Intake/Selection Policies and Procedures — 73, 75
Membership in the University — 34
Men and Women of Johnson C. Smith University — 34
Metered Mail — 103
Miss Johnson C. Smith University — 66
Mobile Computing Program — 26
Mobile Life and Learning — 84
Mosaic Village
  New Residential Suite Cleaning Responsibility — 56
  Mosaic Village/Off-Campus Housing — 52
Multicultural Student Affairs — 43

N

National Alumni Association — 15
Network and System Integrity — 82
Notice of Conduct Subject to Suspension and Expulsion — 126
Notice of Hearing — 147
Notification of Charges — 146

O

Off-Campus Listing/Living Services — 60
Solicitations
  Off-Campus Solicitation by Students or Student Organization — 113
  On-Campus Solicitation by Students or Student Organization — 113
Office of Retention — 63
Office of Student Activities — 64
Outdoor Activities — 71
Overdue Fines — 96
Overnight Visitors — 60
Overview of Violations & Sanctions — 128

P

Participation in Co-curricular Activities — 25
Participation in Special Workshops — 153
Periodical and Reference Materials — 99
Personal Property Insurance — 63
Phoenix Policy — 22
Photocopying and Printing — 99
Pleading Not Responsible vs. Pleading Responsible — 147
Policy on Disruptive Behavior — 25
Policy and Procedures — 44
Policy Statement — 111
Posting Notices — 70
Posting Policy — 62
Post Initiation Activities — 76
Post Office — 101
  Packages — 102
  Policy & Procedure Guide for Mail & Packages — 101
  Personal Mail (Incoming) — 102
  Personal Mail (Outgoing) — 103
  Personal Mail Box Access — 102
  Post Office General Information — 103
Pregnancy — 59
Pre-Pledging Processes — 77
Printing — 83
Procedures for Administrative Hearings
  and Judicial Affairs Board Hearings — 148
Prospective Member Class — 75
Public Area Furniture — 45

Q
Quick Reference Directory — 158
Quiet Floors/Quiet Hall Policy — 59

R
Racial Harassment — 104
Registration — 17
Regulations for Operating Motor Vehicles — 123
Repairs — 51
Research Assignments — 154
Residence Life — 44
Rights to Unbiased Treatment — 119
Right to Review and Inspect Records/Disclosure of Information — 119
Room Changes/Consolidation — 59
Room Entry by University Officials — 59
Room Furnishings — 45

S
Sanctions — 107
Satisfactory Academic Progress — 20
Search of Motor Vehicles — 124
Security — 98
Setting Fires — 95
Sexual Harassment/Assault Policy — 104
Skateboard Policy — 107
Smoking — 59, 111
Snowballs/Snow Fights — 63
Solicitation — 111
Special Procedures for Hearings involving Sexual Discrimination,
   Sexual Assault, Sexual Violence and Sexual Harassment — 150
Sponsoring Alumni Chapter — 75
Standards of Conduct and Judicial Affairs — 125
   Section 1. Alcoholic Beverages — 128
   Section 2. Drugs — 129
   Section 3. False Information — 130
   Section 4. Disorderly Conduct or Expression — 131
   Section 5. Distribution of Printed Material — 131
   Section 6. Moral or Decency Offenses — 131
   Section 7. Gambling — 132
   Section 8. Theft — 132
   Section 9. Failure to Comply — 133
   Section 10. Attempted Offenses — 133
   Section 11. Pets and Animals — 133
   Section 12. Hazing — 134
   Section 13. Physical Abuse — 135
   Section 14. Verbal Abuse or Harassment — 135
   Section 15. Misrepresentation — 135
   Section 16. Unauthorized use of University Facilities — 136
   Section 17. Safety Procedures — 137
   Section 18. Fire Setting and Arson — 138
   Section 19. Solicitation — 138
   Section 20. Firearms and Weapons — 138
   Section 21. Extended Visitation — 139
   Section 22. Use of Motor Vehicles — 140
   Section 23. Damage to, or Defacing, Abuse,
       or Destruction of Property — 140
   Section 24. Health and Safety Violations — 141
   Section 25. Guest's Conduct — 141
   Section 26. Laws of the Wider Community — 141
   Section 27. Identification Cards — 141
   Section 28. Being an Accessory Knowingly or Unknowingly — 142
   Section 29. Harboring — 142
   Section 30. Abuse of Computing Privileges — 142
   Section 31. Threats of Harm — 143
Student Affairs Development Series — 40
Student Disability Policy — 79
Student Elections Committee — 64
Student Emergency Loans — 115
Student Government Association — 16, 65
Student Grievance Policy — 108
Student Health Insurance — 41
Student Organizations — 66
Student Rights — 115
Student Services and General Policies/Procedures — 81
Student Success — 14, 33