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Greeting Golden Bulls:

The 2012-2013 academic year will be a growing edge experience for all of us as Johnson C. Smith University moves from good to great on the higher educational landscape. The S.U. traditions that we proudly hail, the fast-paced embrace of today's opportunities, the unexpected ideal that catapults us into a future—all pivot toward a vision of excellence in teaching, learning, scholarship, service and fellowship. I am delighted to welcome you to this very venturous academic year.

In the days ahead I look forward to engaging you in big ideas about our institution. The most frequent question put to me as Johnson C. Smith's President is an obvious one: “What is your vision for the institution?” Here is my answer. Johnson C. Smith University will be recognized for a superb faculty, top quality and highly motivated national and international students, outstanding teaching and learning, an excellent applied research focus, and a comprehensive cohesive curriculum at both undergraduate and graduate levels. Our core belief will pivot toward a comprehensive value-based and quality liberal education; career preparation; service orientation to the communities surrounding the University; and alliances with Charlotte's communities, professional organizations, businesses and corporations. In short, J.C.S.U. will enter the top tier of urban universities. Because I really do want to hear your comments concerning this vision I plan to meet you in the student cafeteria, in your residence halls, in my office and on the mall for conversations.

The pages that follow in this Student Handbook describe the policies and procedures for protecting our institutional identity and vision, our common ground, and your value-claim for a quality education. Please take time to read this Handbook; it's a directory to all your rights, obligations and privileges as a member of the J.C.S.U. family.

Thank you for choosing Johnson C. Smith University. Now, let's make the 2012-2013 academic year a trend to watch!

Sincerely,

Ronald L. Carter
President
Future Smithite,

Greetings! You are about to embark on one of the most amazing and exciting journey in your life. This transition period may transpire many different feelings, a sense of fear, excitement and inquisitiveness. This feeling is natural and I want to ensure you that Johnson C Smith University will make you feel comfortable. You are entering at an exciting, pivotal point for the university. The tremendous changes and expansions that are taking place will magnify the college experience for you.

Johnson C Smith University has been striving for excellence while choosing the best students and faculty to represent the university. I encourage you take advantage of all of the wonderful opportunities that are afforded to you. It is strongly encouraged to build relationships with faculty, staff, peers, and community leaders. These relationships will open so many doors for you. The small campus environment allows you to easily build personal relationships and maximize your experience.

Future Smithite, do not hesitate to jump aboard this once in a lifetime journey to a successful future. Set your goals and do not lose sight of your vision. No matter what obstacles may come your way, know that obstacles are not meant to break you, but to make you. Over time, you will see your growth, maturity and broadened insight. You will transform into a social, cultural and competitive community leader.

On behalf of the Student Government Association, it is with esteemed honor to welcome you to Johnson C Smith University, Charlotte's Premier Independent University. Help us to continue the legacy of scholarship and service and embark on the journey to a better J-C-S-U.

Now is the time to refine the true you. Take chances and be great! Leave your mark where others can only dream on going!

Best wishes,

Hanoi L. Darden
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 with 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 Johnson C. Smith University, the Student handbook derives its authority from the institution's catalog, which is the official document setting forth the programs, policies, regulations, and procedures of the University. This document represents a part of the student's obligation of 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 offices and programs of the University.

The rules and regulations in the Johnson C. Smith University 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, with notice, will apply to all current students.

Also, by virtue of the student’s 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 Johnson C. Smith University. Therefore, acts committed off the campus, which 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-salves 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 a 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 1921, 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

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, “Queen City of the South”, 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. Johnson C. Smith believes in the unrelenting pursuit of knowledge and the values of cultivating the life of 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 the cultures of the complex, technological age, and to formulating a sense of one’s role in the this schema.

The mission of Johnson C. Smith University is to provide an outstanding education for a diverse group of talented and highly motivated students from various ethnic, socioeconomic, and geographic backgrounds. Johnson C. Smith 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, and spiritual. And other personal needs in which they can 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.

Regarding teaching effectiveness as paramount in its educational enterprise, Johnson C. Smith 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 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, Johnson C. Smith University has a firm resolve to maintain the fiscal and human resources requisite to be a truly distinctive institution – a hallmark of excellence in its students, faculty, staff, administrators, academic and other programs, facilities, operations, and environment.
Over the past 145 years traditions have developed as a way of commemorating the important roles of the University in education young men and women. They foster a sense of pride and community among those who matriculate at J.C.S.U.

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

In 1924 Johnson C. Smith University became the second black institution in the state to be recognized as a standard four-year college by the North Carolina Board of Education. It is 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 by a score of four to one. The game ball is currently housed in the J.C.S.U. 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, Homecoming football game, and the magnificent homecoming parade.

Bullfest is 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 Biddle University, now Johnson C. Smith University. The committee looked up 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, respectively, 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 appropriately 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, 1895 when they were displayed in 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 game. Though not officially organized, the famous “colored” team was know 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 (Parker, 1975).
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 (J.C.S.U. class of 1925) of the Kendall Institute, Sumter, South Carolina was more highly 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” (Parker, 1975, p. 15). The song was revised to achieve 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 (Parker, 1975).

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 J.C.S.U.!

II

Fair Smith, where’er on earth we roam,  
Send forth thy constant ray,  
And let it beam with steadfast gleam  
To lead us o’er life’s way.
THE JOHNSON C. SMITH UNIVERSITY SEAL

The University Seal depicts 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 constituents:

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 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; registration and academic records. 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 evaluation of 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 such functions as 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 the goals of Johnson C. Smith University and assist in carrying out certain programs and activities in the interest of the institution. Members (1) serve as “ambassadors” of University; (2) as sit the institution in accomplishing its mission as a private, historically black, coeducational liberal arts institution; and (3) make recommend 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. Also, the Board recognized the exemplary performance of students and 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 of graduates and former students of the University, officials of the University, faculty, staff, and friends.

Its purposes are as follow:

Foster and maintain a strong spirit of loyalty and support for the institution among members;

1. Promote fellowship and a spirit of camaraderie among alumni;
2. Develop, cultivate, and maintain a strong liaison and spirit of camaraderie among alumni;
3. Develop, cultivate, and maintain a strong liaison and spirit of cooperation between the administration, alumni, and friends;
4. Actively encourage promising students to attend the University by developing, establishing, and providing scholarships and other financial assistance to such students;

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

UNIVERSITY COMMITTEES AND COUNCILS

Functions and responsibilities in each operational division are facilitated through councils and/or standing committees, which are comprised of administration, faculty, staff, and students. These committees are responsible to the President through the Vice President of the respective area. Vice Presidents are ex-officio members, without vote, on all councils and committees related to their respective divisions. Student membership is by appointment of the President upon recommendation.
from the Dean of Student Success, in consultation with the Student Government Association.

**STUDENT GOVERNMENT ASSOCIATION**

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

The purposes of SGA 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/Student Union 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.

Late Registration: Returning students may be allowed late registration upon the payment of a late fee of $200.00, but no student will be permitted to register later than the time specified in the calendar without special permission.

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 on 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 Academic Calendar for the LAST DAY TO ADD A COURSE and LAST DAY TO DROP A COURSE for the applicable term. The University's Academic Calendar is published in the University catalog and on the J.C.S.U. 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 the student’s address of record. All address changes must be made in writing and submitted to the Office of the Registrar.

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 (GPA) 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 enroll for more than 18 hours may be obtained in the office of the Council of Deans.
3. During a summer term, a student may not enroll for more than nine 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, P, 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 AFTER RECEIVING A GRADE OF I, THE INCOMPLETE GRADE BECOMES A PERMANENT I, DENOTED BY A “Z”. A student who officially drops a course will receive 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; P, 0; 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, and 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”. NO STUDENT WILL BE PERMITTED TO ENROLL IN A COURSE REQUIRING A PREREQUISITE IF THE STUDENT HAS NOT EARNED A GRADE OF “C” IN THE PREREQUISITE COURSE.

Free Electives: All students are allowed to take a minimum of six semester hours of credit of their choice. These are not general requirements 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 J.C.S.U.

GRADE APPEAL SYSTEM

A student may appeal the final grade received in a course. The student must initiate with the instructor involved 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, if it is not resolved. Finally, the student may present the matter in writing to the Council of Deans for a decision. If the dispute remains unresolved and 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 twelve (12) semester credit hours.

Part-time: Any student enrolled for fewer than twelve (12) semester credit hours in the Fall or Spring semesters of fewer than six (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 the 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 4 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 in good standing.

SATISFACTORY ACADEMIC PROGRESS

Johnson C. Smith University'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 have some responsibility for their own education and must pursue and complete academic coursework which will permit them to meet baccalaureate degree requirements within a reasonable time frame. Accordingly, and in compliance with appropriate and applicable federal regulations and requirements, Johnson C. Smith University shall adhere to the following definitions and policies for the determination of “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 must 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 governing federal regulations for Title IV Student Financial Assistance.

<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 (4) semesters must earn at least a 2.0 cumulative grade point average every semester in order to be in good academic standing with the University.
Students on academic sanctions shall be limited to a maximum of thirteen (13) semester hours in the Fall or Spring Semester and no more than six (6) semester hours in the Summer Session. An exception to this policy may be made on an individual case 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 meeting 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 an appeal regarding any future sanctions later in the student’s career including application for readmission under the Phoenix Policy.

Intrusive advising in the appropriate College or the Biddle Institute will be mandatory for students at every level of sanctions: Warning, Probation, Suspension, Dismissal, and readmission under the Phoenix Policy. 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 an 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’s” 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 student. 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 an 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 their 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, if any student who, for the second time, earns less than a 0.8 cumulative grade point average, the student will forego probation and will 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 the follow the plan, the student will be dismissed from the University and will
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 an appeal regarding any 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 and no appeal is 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 (federal and state aid). Any student with dismissal status is not eligible to attend another postsecondary institution to acquire transfer credits.

Dismissed students may petition to the Dean of their major or the Director of the Biddle Institute for undeclared students for the privilege to have their dismissal lifted for Summer School to retake up to six credits of J.C.S.U. courses to be determined by the Dean of their major or the Director of the Biddle Institute for undeclared students. Failure to earn grades of “C” or above under the privilege of summer school will jeopardize a petition to take courses in a subsequent summer session and/or a petition 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 for undeclared students 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 sanctions 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 the privilege of salvaging their academic careers and returning to the institution with an academic plan for success. Students readmitted under the Phoenix Policy shall be limited to a maximum of fifteen (15) semester hours in the semester they are readmitted, or six (6) semester hours in summer school. 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, 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 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 Johnson C. Smith 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 of the Financial Aid Committee. If a student is not meeting satisfactory progress, he/she is given one appeal for financial aid. Once the student is re-admitted by the Council of Deans, the financial aid committee will review the appeal and provide the student with a decision. A student is eligible for federal aid for up to twelve full semesters.

UNIVERSITY HONORS

A list consisting of students who have earned a grade point average (GPA) of 3.0 or better is published each year. Only students who are registered for a minimum of fifteen 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 fifteen 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 Office of University Records (Registrar) for a student to participate in the Johnson C. Smith University 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 4) 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 instructor of the class.

- It is the responsibility of the student 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 his/her class, the student may request an excused absence from his/her instructor.

- Students who exceed the maximum number of absences may receive a failing grade for the course.

- Students who may 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 student.

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 University Honor Code must be observed
and acknowledged by students in relation to class assignments including out of class
assignments, tests, 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, indicated that the dress guideline is enforced.
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 common areas of the
University. 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. 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. Johnson C. Smith University will not
tolerate disruptive behavior by students or condone any behavior by students or
teacher which incites such behavior. Disruptive behavior is defined here as any
behavior which causes disorder or turmoil to exist 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 instruct the student to leave
the classroom. The University Campus Police will be called if student
refuses to leave the classroom after the instructor directs a student to leave.
Students that continue to disrupt the class and/or resist the police officer
or campus security officers directive to leave the class may be subject to
arrest and judicial sanctions if found responsible.

3. An incident report will be drafted 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 University students with at least one semester of course work attempted and/or completed at Johnson C. Smith University and a cumulative grade point average or credit hours earned below the requirements of the University’s Satisfactory Academic Progress Scale (see page 58) 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. A per semester program fee must be paid by each student. Failure to participate in or pay for the Mobile Computing Program may, in J.C.S.U.’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 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 J.C.S.U. policy. It is the student’s responsibility to save all personal files onto thumb drives before turning in the System. J.C.S.U. accepts no responsibility for lost data or for personal data left on the System when checked in. At the beginning of each semester, J.C.S.U. will issue each student in good standing another computing system. A student may or may not receive the same system 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 J.C.S.U. 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 he or she is properly enrolled. Exceptions to this rule are granted by the Department Chair and Deans. The final examination must not account for more than twenty-five per cent (25%) of the final grade in a course. FAILURE TO TAKE A FINAL EXAMINATION DOES NOT GUARANTEE A GRADE OF INCOMPLETE (I) 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 he or she is 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 (I), IF THE SUCCESSFUL COMPLETION OF THE WORK WILL ENABLE THE STUDENT TO EARN A PASSING GRADE IN A COURSE. The incomplete 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 Office of the Registrar, take the completed form to the Office of Financial Affairs to pay the necessary fee for removing grades of (I) - Incomplete, 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, THE INCOMPLETE 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 EARNED THE GRADE OF “F” MAY ONLY BE REPEATED AT JOHNSON C. SMITH UNIVERSITY.

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 the degree. To withdraw from the University, a student must obtain a withdrawal form from the Office of Financial Aid or download one from the J.C.S.U. Web site (www.jcsu.edu). The student should complete the form and take it to the Office of Financial Aid where a representative of the Financial Aid Office will sign the form and send a copy of the completed withdrawal form to the Office of the Registrar where the form will be placed in the student’s permanent record. Failure to properly withdraw from the University will result in a grade of “F” for all courses for which the student enrolled that semester.

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 Johnson C. Smith University.

2. Approval of transfer credit is to be secured in writing by the student from
instructors, advisors, chairs of the departments at Johnson C. Smith and the Registrar 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, returned to the Registrar's Office. Elective credits may be received for certain courses which do not correspond to any offered at Johnson C. Smith, 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; CREDIT HOURS ARE TRANSFERABLE. CREDIT WITH GRADE BELOW C WILL NOT BE ACCEPTED. 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 fifteen hours, EXCLUDING COURSE WORK THROUGH THE CHARLOTTE AREA EDUCATIONAL CONSORTIUM (CAEC), 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>J.C.S.U. Course(s) Equivalents</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>Course</td>
<td>Department or Subject</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------</td>
<td>---------</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 students 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 by a student if a student has cleared all financial obligations to the University. Otherwise, no transcript will be released.

The first transcript is free of charge. There is a $10.00 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 HYPERLINK “http://www.studentclearinghouse.org” 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 the student's 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 J.C.S.U., 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, a written request that identifies the record(s) the student wishes to inspect. The 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>
<tr>
<td>Telephone number</td>
<td>Degree or major field of study pursued</td>
</tr>
<tr>
<td>Date and place of birth</td>
<td>Previous school attended,</td>
</tr>
<tr>
<td>Attendance/enrollment dates</td>
<td>Degrees, honors and awards received,</td>
</tr>
<tr>
<td>Photograph</td>
<td>Participation in officially recognized activities and sports,</td>
</tr>
<tr>
<td>E-mail address</td>
<td>Height and weight of athletic team members,</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 request information, the College 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td>Age or Year of Birth</td>
</tr>
<tr>
<td>Major</td>
<td>Level of Education (i.e., freshman, sophomore or degree awarded to a recent graduate)</td>
</tr>
</tbody>
</table>

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 Office of the Registrar. Non-disclosure forms may be obtained in the Office of the Registrar.

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

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 to be permitted to complete registration, or 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 according to records in the Registrar’s Office. The classifications are:

- **Seniors**: Students who have, unconditionally, at least 90 credit hours of course work.
- **Juniors**: Students who have, unconditionally, 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.
STUDENT SUCCESS

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. Student Success 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 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 they 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 and Upward Bound. The Dean of Student Success has responsibility for the University’s judicial system.

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

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 which 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;

f. To foster career development through orientation about graduate and professional school opportunities, experiential learning, acquisition of job-entry skills, placement services, and awareness of job market trends and projections; and

g. To implement a disciplinary system that is based on education rather than punishment, is grounded in the principal of “fundamental fairness” and
recognizes students’ rights, offers opportunities for students to assume responsibility for the consequences of their actions, and allows for peer involvement in judicial decision-making.

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, and 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 Johnson C. Smith University 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 this document and with various other publications and regulations as 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 the established processes, that a student has breeched University rules.

MEN AND WOMEN OF JOHNSON C. SMITH UNIVERSITY

Frequently the University is characterized on the basis of how students present themselves on and off the campus. While the physical facilities, landscape, quality of the faculty, curricular offerings, library holdings, and so on, are often used to characterize the quality of an institution, what is frequently 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 J.C.S.U. 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 Johnson C. Smith University. And while the institution's mission has undergone revision 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 of parents, ancestors, and community in their education and, thereby, be inspired to make a lifelong commitment to service to human kind. Therefore, it is imperative that students at the institution learn not just to make a living, but also to make a life.

It is required that each and every student embrace these expectations upon enrolling at the University. Theses principles are a 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 Johnson C. Smith University. 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 J.C.S.U. brand. Our goal is to help students and recent graduates fulfill their career goals. We serve as the bridge between students’ college experience and employment or graduate school.

The Center for Career Development develops and offers programs and services to help students learn to formulate and pursue career goals and attain meaningful employment or gain access to graduate school. We assist students/alumni in making 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 for Career Development provides the opportunity and environment for students/alumni 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. Students develop knowledge of a variety of work environments by completing multiple internships. Students 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 for Career Development 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 for Career Development, 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 for Career Development 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, internships and continues throughout the four years as interests are developed and refined. The Center for Career Development provides resources for 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>Year</th>
<th>Freshman</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>Theme</td>
<td>Exploration</td>
<td>Development</td>
<td>Refinement</td>
<td>Culmination</td>
</tr>
<tr>
<td>Goals</td>
<td>Begin self-assessment</td>
<td>Select major</td>
<td>Define career and educational goals beyond graduation</td>
<td>Implement career decisions</td>
</tr>
<tr>
<td>Activities</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>
<td>Update resume</td>
</tr>
<tr>
<td>Action</td>
<td>Action</td>
<td>Action</td>
<td>Action</td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Meet with a career counselor</td>
<td>Complete an in-depth self-assessment</td>
<td>Narrow down career alternatives with help from career counselor</td>
<td>Attend job / graduate school fairs</td>
<td></td>
</tr>
<tr>
<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>
<td>Participate in senior employment workshops</td>
<td></td>
</tr>
<tr>
<td>Assess academic interests by taking a variety of courses</td>
<td>Join departmental clubs and / or campus organizations</td>
<td>Join student affiliate of professional organizations</td>
<td>Complete graduate school application packets</td>
<td></td>
</tr>
<tr>
<td>Identify likes and dislikes through 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>
<td></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/ Strengthen interviewing skills</td>
<td>Network with other appropriate professionals</td>
<td></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>
<td></td>
</tr>
<tr>
<td>Gather information about academic majors</td>
<td>Gain work experience through campus jobs/ summer jobs / internships</td>
<td>Register for graduate admissions tests</td>
<td>Research prospective Employers</td>
<td></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 Community Service (Complete a minimum of 10 hours during freshman year)</td>
<td></td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Become familiar with campus resources</td>
<td>Volunteer Community Service (Complete a minimum of 10 hours during freshman year)</td>
<td>Consult with your academic advisor and the Registrar’s Office to ensure you are on track for graduation</td>
<td>Attend a minimum of 2 Lyceums (8 Lyceums are required for graduation)</td>
<td></td>
</tr>
<tr>
<td>Plan for summer job in field of interest</td>
<td>Attend a minimum of 2 Lyceums (8 Lyceums are required for graduation)</td>
<td>Attend job / graduate school fairs</td>
<td>YOU DID IT!!</td>
<td></td>
</tr>
<tr>
<td>Volunteer Community Service (Complete a minimum of 10 hours during freshman year)</td>
<td>Volunteer Community Service (Complete a minimum of 10 hours during freshman year)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend a minimum of 2 Lyceums (8 Lyceums are required for graduation)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COUNSELING CENTER**

The Office of Counseling Services offers professional counseling to assist students in resolving emotional, social and developmental problems which may interfere with academic progress. The mission of the Office of Counseling Services is to promote and facilitate the interests, wellness, and growth of all J.C.S.U. students. To accomplish this mission, the Office of 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 aims to 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, campus building 23. Counseling services are free and confidential to enrolled students at Johnson C. Smith University and available Monday - Friday from 8:00 a.m. - 5:00 p.m. However, crisis and emergency services are available after hours by contacting University Campus Police or Dean of Student Success to contact 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 average 50 minutes and length and are provided by Masters level clinicians. We strongly encourage students to schedule appointments however, walk in are welcomed. All counseling is provided with a confidential setting. Common topics discussed during counseling session may include but 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, The Office of Counseling Services offer 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 that participate in these sessions must agree to sign a Student Confidentiality Agreement prior to participating. All groups are provided in a casual and relaxed setting.

Alcohol and Other Drugs Prevention Services

Every year college students experience the new world of independence, self exploration, and building lifelong friendships. Unfortunately for many colleges and universities the overwhelming impact of excessive use of alcohol and drugs are seen firsthand. Research has shown an increase in the number of alcohol related incidents such as violence, vandalism, sexual aggression and alcohol poisoning 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
• Experience headaches or have a hangover after drinking
• Frequently late to class or other scheduled appointments
• Makes excuses for poor performance or missing classes
• Frequently requests extensions/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 can not have fun without alcohol or other drugs
• Loss of motivation or energy
• Experiencing frequent health problems
• Spends most of his/her money on drugs or alcohol
• Frequently passes out or suffer 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. AOD Program prevention goals 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.

THE PEER EDUCATION PROGRAM

The Office of Counseling and Testing is home base for S.W.A.R.M. (Students With A Realistic Mission) Peer Education Program and the Center’s staff are the advisors. The Peer Educators are a select group of students, with a GPA of 2.5 or higher, who work throughout the academic year to provide prevention education and activities on HIV/AIDS, Sexually Transmitted Diseases, and Alcohol and Drug Awareness to the campus population and the surrounding community. Peer Educator applications are available in the spring semester in the Office of Counseling Services.
STUDENT AFFAIRS DEVELOPMENT SERIES

The Office of Counseling and Testing coordinates the planning and scheduling of the Student Affairs Development Series for 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 from which all students can choose and Freshmen/Transfer students meet their Orientation credit requirements. The Office of Counseling and Testing maintains records of pre-registration and attendance for each workshop.

GRADUATE SCHOOL TESTING

The Office of Counseling and Testing is a certified ETS graduate and professional school-testing site for the metropolitan Charlotte area. Various graduate school admissions tests are administered throughout the academic year according to dates selected by the Educational Testing Service. Registration and Information booklets are available for most graduate school exams. The Center is also authorized to issue GRE fee waivers to J.C.S.U. seniors receiving Financial Aid.

EDUCATIONAL MATERIALS

A wide variety of audio and written resources are available to students, faculty, and staff free of charge. These resources cover topics of Drug and Alcohol Awareness, Health Relationships, College Transition, Mental Health, Conflict Resolution, Sexually Transmitted Diseases and a host of other topics. We encourage you to visit our office for more information.

HEALTH CENTER

Johnson C. Smith University maintains a minimal health care 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; 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 students’ illnesses and injuries which 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 are the responsibility of the student and his or her parents. However, students are strongly urged to file insurance claims promptly in order that medical bills are paid as appropriate.

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 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 registration 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 which is 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 law. 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 the immunization 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 (3) doses of tetanus/diphtheria toxoid, one (1) of which must have been within the last ten (10) years

Individuals enrolling in college or university for the first time on or after July 1, 2008 must have had three (3) doses of tetanus/diphtheria toxoid and a booster dose of tetanus/diphtheria/pertussis (Tdap) vaccine if a tetanus/diphtheria toxoid or tetanus/diphtheria/pertussis (Tdap) vaccine has not been administered with the last ten (10) years. A dose of tetanus/diphtheria/pertussis (Tdap) vaccine is not required for any student over the age of sixty-four (64) years of age.

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

COLLEGE/UNIVERSITY VACCINE REQUIREMENTS:

- Tetanus, diphtheria, and acellular pertussis (DTaP, Td, Tdap) 3 doses
- Polio 3 doses
- Measles 2 doses
- Mumps 2 doses
- Rubella 1 dose
- Hepatitis B 3 doses

1. Doses 1
2. Doses 2
3. Doses 3
4. Doses 4
5. Doses 5
FOOTNOTE ¹ – 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 ten (10) years; or the individual is over the age of 64.

FOOTNOTE ² – Measles vaccine is not required if any of the following occur: Diagnosis of disease prior to January, 1994; born prior to 1957; enrolled in 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 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: Born prior to 1957; enrolled in 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: Meninngococcal, HPV, Hepatitis A, Flu and second dose of varicella vaccine are not required but recommended for this group by the Advisory Committee on Immunization Practices.

UNIVERSITY RECOMMENDATION

Johnson C. Smith University recommends but does not require that all new and transfer students receive the Meningococcal and Hepatitis B Vaccines before entering the University. The aim of Johnson C. Smith University is to protect our students against preventable of diseases. All students on 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 twelve (12) months prior to the first day of class (chest X-ray required if test is positive).

MULTICULTURAL STUDENT AFFAIRS

The acceptance of differences and operating from a position of genuinely appreciating one’s own cultural identity and that of others is the hallmark 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 and can include 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 to “not 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 oppressions and discriminations. 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 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 must pay the $100 non-refundable matriculation fee and a $150 Housing Reservation 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 or application, which should be read carefully and in its entirety before the student signs the housing applications/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 1st; otherwise, housing will not be secured or given priority.

Notification of approved housing is given via a “Student Housing Assignment” letter which 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 a 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, payment of rent, etc.
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, students’ 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 Director of Residence Life is responsible for the comprehensive administration of student housing, which encompassed (a) the process of admission of students to campus housing; (b) the application and assignment process; (c) residential hall staff training and supervision; and (d) departmental decision-making. The Residence Life Office is staffed by the Director, Coordinator of Housing Services and Business Operations, and Administrative Assistant. Seven of the nine residence halls are staffed by live-in Residence Hall Coordinators (RHC’s) and student Resident Assistants (RA’s) 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, RA’s, 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 furniture in the room 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

Each public lounge in the 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 ten (10) days to the Business Office. Failure to pay damage fees will result in loss of housing, and other penalties may apply. Prior to 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, alcohol and drug containers and paraphernalia. The inspection will be visual in order to ensure the student’s privacy during the inspection. However, items seen in the room that are in violation of the Residence Life policies will be confiscated, and 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. Individual roles in energy and water conservation pertain to changes in ones habits by making changes in their daily personal use. With your help, conserving energy and water can reduce operation cost, help with sustainability, and soften the universities 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, diner or just leaving the room
- Don’t leave water running
- Take shorter showers by a minute or two and you’ll help save gallons of water per month
- Limit wash tendency to once a week, wash loads and avoid single items. Use cold water sometimes with cold water detergents
- Turn off lights in classrooms, offices, and restrooms when not being occupied
- Use natural daylight when possible
- Avoid tendency to out copies of emails when necessary
- Dress appropriately for the season while in your room
- Keep doors and windows closed in air condition and heated areas
- Adjusting the thermostat just a degree or two saves energy without much effort

**ELECTRICAL APPLIANCES, EXTENSION CORDS, SURGEPROTECTORS AND OUTLETS**

Due to overloading 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 to follow 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 University has implemented a new laundry system with free services. All washes and dryers are presently 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 washes and dryers from the convenience of their room through use of their laptop computer. Visit laundryview at HYPERLINK “http://www.laundryview.com” www.laundryview.com.

**TELEPHONES**

Telephone service is available in residents’ 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.

Further, 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 University Campus Police at 378-1003.

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 telephone service is provided as a convenience to students, their parents, and the University community. All students who reside on campus are provided 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. Johnson C. Smith University seeks to provide efficient and effective telephone service to students. As such, the following policies are in effect:

1. Johnson C. Smith University 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:
   - local and long distance
   - 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, communications, etc., 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 7 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 off-campus temporary 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 please.

As a general rule, residence halls 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 will be posted in advance, and all students must conform.

EARLY MOVE-IN

Early move-in reflects the need for various departments i.e. band, football, student organizations, and departments, to make a formal request to the Division of ESSS. Those departments who need to move into the residence halls early must make a written formal request to the Dean of Student Success, and the Office of Residence Life during March of the spring semester for planning purposes. 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 request to remain in residence beyond the end of the occupancy agreement.

ILLNESS/CRISIS

If a student becomes ill during a time 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 RHC’s 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 RA’s or RHC’s. 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. TRAs and RHC’s are responsible for reporting the concern to the Facilities Department and coordinating the repair. Residence Life personnel are also available to help you navigate the on line work orders.

For other problems, report as follows:

1. Vending machines: Contact the Office of Business and Finance at (704) 378-1087.
2. Laundry facilities: 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: Resident Assistant or Residence Hall Coordinator.
4. Telephone service: Resident Assistant or the Help Desk at extension 1398 or helpdesk@jcsu.edu.
5. Mail service: University Post Office.
6. Click on the following links: jcsu.edu
   Current Student
   Request a Repair
   Create a Work Order Request for Facility Management

J.C.S.U. 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 extent of damage and cost to repair. Some costs represent prorated charges. Replacement or repair may not occur unless the full actual cost assessed to the student(s). Cost listed in parentheses is 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.

- Berry Hall
- Honors College
- Sanders Hall
- Carter Hall
- Liston Hall
- Smith Hall
- Duke Hall
- Myers Hall
- Greenfield Hall
- New Residence Hall
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
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire extinguisher cover</td>
<td>20.00</td>
</tr>
<tr>
<td>Smoke detector (replace)</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Lighting:</strong></td>
<td></td>
</tr>
<tr>
<td>Ceiling light cover</td>
<td>(cost)</td>
</tr>
<tr>
<td>Ceiling light glove</td>
<td>(cost)</td>
</tr>
<tr>
<td>Complete light fixtures</td>
<td>55.00</td>
</tr>
<tr>
<td>Desk light</td>
<td>50.00</td>
</tr>
<tr>
<td>Light switch (replace)</td>
<td>10.00</td>
</tr>
<tr>
<td>Missing light bulb</td>
<td>5.00</td>
</tr>
<tr>
<td>Re-hang light globe</td>
<td>5.00</td>
</tr>
<tr>
<td>Replace missing/broken light globe</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>Miscellaneous:</strong></td>
<td></td>
</tr>
<tr>
<td>Bed frame (improper storage in hall)</td>
<td>25.00</td>
</tr>
<tr>
<td>Cable connector plate</td>
<td>15.00</td>
</tr>
<tr>
<td>Carpet (cigarette burns) per burn</td>
<td>15.00</td>
</tr>
<tr>
<td>Ceiling per tile</td>
<td>15.00</td>
</tr>
<tr>
<td>Door key broken</td>
<td>17.50</td>
</tr>
<tr>
<td>Fire exit sign</td>
<td>45.00</td>
</tr>
<tr>
<td>Floor tile (per square feet replaced)</td>
<td>1.00</td>
</tr>
<tr>
<td>Floor tile minimum</td>
<td>10.00</td>
</tr>
<tr>
<td>Molding (per section)</td>
<td>10.00</td>
</tr>
<tr>
<td>Phone jack</td>
<td>25.00</td>
</tr>
<tr>
<td>IT (internet jack)</td>
<td>25.00</td>
</tr>
<tr>
<td>Wiring repair labor</td>
<td>cost</td>
</tr>
<tr>
<td>Outlet cover plate</td>
<td>5.00</td>
</tr>
<tr>
<td>Wire-glass (door panel)</td>
<td>cost</td>
</tr>
</tbody>
</table>
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

NEW RESIDENTIAL SUITE CLEANING RESPONSIBILITY

It is our goal to maintain the living and learning environments in each of the residence halls as 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 the following policies.

It is requested and expected that each resident will cooperate with the 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 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 Resident Assistant and the Residence Hall Coordinator 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 come in and clean the area in need of care, and the residents will be billed for such 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 family homeowners’ insurance policies provide coverage for the students’ belongings at school. Residents may wish to consider purchasing additional insurance if their families’ policies do not cover their belongings on campus.

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

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, it will be forfeited as a result of failure to complete the terms of the Housing Agreement.

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 twelve (12) hours in order to live in a residence hall. During the specified period of renewal of housing application, the student is expected to review the “Housing Application and Agreement” and, if he
or she desires housing and concurs with the terms and conditions, to review and
sign the housing 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 twelve (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.
It is not a deposit. Students are required to pay the $150 room-reservation fee each
year in order to secure their 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 the room
for the duration of the semester. The 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/or any building on university-owned property. Smoking is permitted outside. Students should be aware of the smell of smoke in their clothing and the effect of second-hand smoke to 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 halls 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 residents 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: 24 hours (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 may be appropriate or required to move to another room, residence hall, or residence area 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 situation 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, 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 twelve 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. Currently, the regulated hours for coed visitation are from 7:00 p.m. to 11:00 p.m. for Upperclassmen students only. Freshmen do not have coed visitation the first semester. After review of the first semester a decision is made regarding the spring semester visitation for freshmen through the housing office. It is important that roommates be courteous to one another when having visitors and be sensitive to their roommate(s)’ primary rights to sleep, study, and privacy. Each roommate may not have more than two (2) 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 opposite sex guests) should be escorted while in the building!

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 keys, broken keys and their accompany 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, RHC, as soon as possible. Keys must be surrendered when the student checks out of the residence hall, withdraws from school, vacated 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 (3) lock-outs. After the third lock-out each lock-out thereafter is $3.00. Lock-out 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 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 which is nearest to the building. At no time, should trash be left in the hallway, which creates a fire and health hazard.

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 but also the security of your fellow residents and your belongings.
SNOWBALLS/SNOW FIGHTS

Often times Charlotte, NC gets 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 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 risks of all such loss. Many family homeowners’ insurance policies provide coverage for the students’ belongings at school. Residents may wish to consider purchasing additional insurance if their families’ policies do not cover their belongings on campus.

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

PERSONAL PROPERTY INSURANCE

We strongly encourage students to get personal property insurance. If your parents have homeowner’s insurance, check to see if you are covered or can be covered with their policy. You may pick-up information about property insurance at the Office of Residence Life Carnegie building.

 MOSAIC VILLAGE

Mosaic Village, Johnson C. Smith University’s newest four level mix-use residential apartment community is located off-campus just a short 5 minute walk from the university. The Mosaic Village offer students 2, 4 and 5 bedroom fully furnished apartment units equipped with 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 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 magnificent 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.

**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 academic and support programs for student success. The retention initiatives provided each semester include Early Alert and Intervention, Café Advising, Mid-term Warning and other programs designed for increasing student retention and graduation rates. 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-circular 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 J.C.S.U. Family
- Further Engage the J.C.S.U. Family with the City of Charlotte, N.C.

Through our related programs and services, OSA is the focal point for co-circular interactions within and outside the campus boundaries to successfully promote J.C.S.U. 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 policy can be put in place. The Office will also provide a two (2) day business period where the temporary policy will be communicated in writing to all those affected. The temporary policy will become effective only when the approval of the Dean of Student Success is given.

**GOLDEN BULL ACTIVITIES COMMITTEE**

The Golden Bull Activities Committee (GBAC) assists the Office of Student Activities in creating, implementing and evaluating the 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 time frame of 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 Johnson C. Smith University 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;
- To assist University personnel in the coordination of student organizations and activities;
- To provide experience in the skills of democratic citizenship;
- To help plan and coordinate recreational, social and cultural activities;
- To support the observances of University policies and regulations;
• To assist University officials and student organizations in fundraising efforts.

SGA 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 role in SGA.

The Student Government Association 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.

MISTER & MISS JOHNSON C. SMITH UNIVERSITY

Mister and Miss Johnson C. Smith University (Mr. J.C.S.U. and Miss J.C.S.U.) are the official student hostess and ambassador for the university. Since the inception of the position, Miss J.C.S.U. has played a significant public role as student representative. They are expected to be persons of high moral character and students with a great deal of school pride and spirit. Both Mr. and Miss Johnson C. Smith University serve as executive members of the Student Government Association.

STUDENT ORGANIZATIONS

A student organization is defined as a registered group/organization of students at Johnson C. Smith University which operate 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 J.C.S.U. 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 J.C.S.U. 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 will investigate all allegations of student organization misconduct. The investigation will include 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 (10) full time, currently enrolled, non-senior students at J.C.S.U. who are interested in participating in the organization

A faculty or staff member who is willing to serve as an advisor to your organization 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; and
- Provision for disposition of funds should the organization be dissolved
- A roster of organization officers.

Select officers for the organization. Each organization must have at least 3 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 missions and programming must not present a clear and present danger to the University or individual students; must not interfere with the existing operations of the University; 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 and themselves as individual students.

**Hazing**

Johnson C. Smith 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 the 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, 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, recreation 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 & 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 that the University is Closed
- Last Week of Classes for Fall & Spring Semester

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/Student Union 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 J.C.S.U. family and their guests. It is not just a building; it is also an organization and a program.

The living room of the University. The Union provides for the services, conveniences, and amenities that the members of the J.C.S.U. family need in their daily lives on the 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, training 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 students enrolled, alumni, faculty, staff, and to other properly identified guests or visitors. Tenants of the Crisp Student Union include the Student Government Association, Office of Student Activities, University Health Center and FDY, Inc’s offices. Services housed in the Union include the University Cafeteria, Post Office, the Bookstore, the Bull Pen (Sports Lounge) and other meeting and program facilities.

DANCE/PARTY POLICY

The Dean of Student Success determines and approves on-campus parties. Requests to have such functions may be requested through the same system that other activities on campus must go through. On campus dances/parties are open to J.C.S.U. students and their invited guests accompanied by their J.C.S.U. 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 (6) parties will be scheduled on campus during the academic year.

J.C.S.U. University Campus Police shall be required for all parties and major events. J.C.S.U. 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/Student Union 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 insure timeliness of information and the 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 that may be 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 assignment of University space for non-academic use and the coordination of appropriate support units. This area 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-J.C.S.U. family 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 take place 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), DJ’s on the yard, etc.

Regarding cook-outs, BBQ’s and other outdoor food preparation and serving, all groups must gain permission from FDY, Inc. and University Campus Police to start any kind of open flame relative to serving food. This is to ensure safety measures are discussed regarding food serving and burning on campus grounds.

INTRAMURALS/RECREATION

The Johnson C. Smith University Intramural & 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 thirteen (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.

Johnson C. Smith University's Intramural and Recreation program extends services to the J.C.S.U. family with special emphasis on students. All intramural participants must be affiliated with the University as a student, 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 Johnson C. Smith University 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 membership. 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 campus National Pan Hellenic Council. Further, they are required to adhere to the published rules and regulations governing student organizations. 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 of its all affiliated and active fraternal organizations at Johnson C. Smith University. Other social fraternal organizations that are not affiliated internationally with the N.P.H.C. will be designated to the Independent Fraternal Council (including recognized Social Fellowships). Affiliation with a governing council is mandatory for recognition and activity at Johnson C. Smith University. The rules and policies of the University supersede all constitutions and other policy and procedure governing these organizations.

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter fraternal organizations. NPHC 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 (IFC) 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 will have a minimum of one member present at Executive Council meetings.

• Each organization will have two or all 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 thirty (30) semester credit hours.

EXPELLED/SUSPENSION FROM THE UNIVERSITY

Fraternal organizations may be expelled from the campus due to violation of a University and organizations 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 combined single limit of bodily injury and property damage liability insurance of $1,000,000.00. 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 organizational 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, Que-Ts, etc. Accordingly, caps, t-shirts, and other clothing and paraphernalia making reference to little sister and little brother organizations are prohibited on the campus of Johnson C. Smith University.
MEMBERSHIP INTAKE/SELECTION POLICIES AND PROCEDURES

The University reserves the right to announce which organizations have been approved by the University to have processes. 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 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
- Thirty (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 and 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 forty 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 Johnson C. Smith University will be allowed to intake non-University students into their chapter. Intake processes are to be exclusive to J.C.S.U. currently enrolled students only. No currently enrolled J.C.S.U. 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 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 one semester or 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 needs to provide the names of the alumni members who are certified in the organizations intake process who will conduct and/or monitor intake activities. This information needs to 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 Johnson C. Smith University is henceforth referred to as “Intake.” Coming Out/New Member Introduction shows are not considered part of the Membership Intake Process by Johnson C. Smith 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; have that member complete the proper forms along with the chapter president, chapter advisor, and Director of Student Activities.

**After Selection of Membership Intake Coordinator:**

Complete form on membership intake plan and return to the Director of Student Activities. This form must cover all proposed Informational Nights and other recruitment, 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 (3) business days of our receipt of your 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 to any other time periods or forms of expression (before, during or after). 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 is 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 Johnson C. Smith University 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 (Retired) was one of the first young black men to enlist in the United States 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 with the first American uniformed men since Admiral Perry on August 14, 1945. He spent 24 continuous months in the
theater of war Pacific during WWII, training, working and fighting. Captain McPhatter was discharged from the Marine Corps in July, 1946. Captain Thomas H. McPhatter graduated from Johnson C. Smith University (AB) and Seminary 1948 (M.Div.).

The program is currently being revised; for more information please contact Ms. Sherrill Hampton in the Edward Crutchfield Center for Integrated Studies.

STUDENT SUPPORT SERVICES

SUCCESS THROUGH MOTIVATION AND SKILLS DEVELOPMENT

Student Support Services (SSS) is designed to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their post-secondary education. The Student Support Services program also provides grant aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates; to 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 at Johnson C. Smith University 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 Federal 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

The SSS project also provides: individualized counseling for personal, career, and academic information, activities, and instruction designed to acquaint students
with career options; exposure to cultural events and academic programs not usually available; mentoring programs, securing temporary housing during breaks for students who are homeless youths and students who are in foster care or are aging out of the foster care system.

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); or
6. A student who is disabled

To receive services, interested students should contact the SSS office to request and complete a SSS Information Data Form, 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 and 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 / UPWARD BOUND
MATH & SCIENCE

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 that 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), and who have the potential for success in a post-secondary program, 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, 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 Math & Science program is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue post-secondary degrees in math and science, and ultimately careers in the math and science profession. Services include summer programs with intensive math and science training and exposure to university faculty members who do research in mathematics and the sciences, computer training and participant-conducted scientific research under the guidance of faculty members or professional scientific programs.

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

All general computer labs are monitored and maintained by workstudy students, student technology assistants, technical support assistants, team leaders, and part-time professional staff serving as shift supervisors. Students and part-time professionals will be hired by and report to the Director of the Student Technology Assistants Plus Program.

FALL/SPRING OPERATIONAL HOURS

Operational hours are subject to change during the summer, holidays and finals.

McCrorey Hall 119
9:00 a.m. - 6:00 a.m. (Mon.-Thurs.)
9:00 a.m. - 4:30 p.m. (Fridays)
Closed Weekends

TC 109
5:00 p.m. - 9:45 p.m. (Mon.-Thurs.)
Closed Weekends

SHA 201
9:00 a.m. - 11:30 p.m. (Mon.-Thurs.)
9:00 a.m. - 6:00 p.m. (Fridays)

Residence Halls (LI<MY<SA)
Open 24 hours (Staffed 7:00 p.m. - 12:00 a.m.)

EDU 114
9:00 a.m. - 5:00 p.m. (Monday-Friday)

Access All students are required to sign in and out when using the computer facilities. Students must also leave their student identification cards with the lab STA on duty. Students without a valid identification card will not be allowed to use the facilities. Faculty, staff, and alumni are permitted to use the labs. However, students have priority. Children are not permitted to use the computer lab facilities unless they are involved in a University sponsored program.
**USAGE**

Students may use the computer labs for typing papers, browsing on the Internet, class assignments, and email. Although games software is installed, students are not permitted to use the lab facilities for playing games or chatting.

Generally there is a two-hour limit per student during high peak work periods. This is effective only when the labs are full. When labs are full, usage is prioritized according to the following: senior/class research papers, class, and email. The STA on duty will notify students when the two-hour limit is in effect.

**COMPUTER USAGE TIP**

*Formatting a diskette:* When formatting a diskette, double click the mouse on the My Computer icon on the desktop. The My computer window will open. Then right click on the 31/2 Floppy (A:) icon. Scroll down the list of options and click on format. The formatting for the A drive window will open. Finally click on the start button at the bottom of the window and the formatting will begin.

*Surfing the Net:* From the desktop, double click on the Internet Explorer or the Netscape icon. If there is no Internet Explorer icon click on the Start button, to Programs then find Internet Explorer or Netscape on the list and click on it.

*Microsoft Office:* This application is used for papers, spreadsheets, presentations, and databases. To access the application click on the appropriate icon. MS Word: Word Processing program used for papers, signs, letters, memos; MS Excel: Spreadsheet program for budgeting, graphing & accounting; MS PowerPoint Presentation program used to create on screen presentations and transparencies; MS Access: Data Base Program used to store information such as accounts; MS Outlook: A desktop management program used to schedule events and electronic mail.

*Faculty Initiated Computer Assignments:* Faculty initiated computer assignments should not be assigned without first contacting the Director of Student Technology Assistants Plus Program or Director of Information Services to discuss the nature of the assignment and to determine that we have the resources necessary to support this academic initiative. Student Technology Assistants must be made aware of the impending assignment so that they will be prepared to assist where necessary.

*Saving Documents:* All students are strongly encouraged to bring with them a usable High Density 3.5 inch diskette to save their work. Students are allowed to save on the hard drive of all Windows NT workstations; however, a diskette is used as a backup.

*Printing:* Only one copy of a document per student, faculty, and staff is allowed to be printed using the computer lab facilities. Individuals should conduct a spell check and print preview before printing. Printing off the Internet is limited to only three pages unless special permission is given by the student technology assistant on duty. If the information is more than three pages, the individual must copy and paste in MS Word then print. Failure to comply to this policy may result in a surcharge of
$.10 per page. This policy is to encourage paper conservation and efficient use of printing resources.

**Installation of any software is prohibited.**

**J.C.S.U. INTERNET USAGE INFORMATION**

Internet access to global electronic information resources on the World Wide Web is provided by the University to assist users in obtaining workrelated data, research, and technology. The following guidelines have been established to help ensure responsible and receptive Internet usage. All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the University's property and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, users should always ensure that the information contained in Internet email messages and other transmissions are accurate, appropriate, ethical, and lawful. Students are to refrain from “cyber bullying” and conduct themselves in a professional and courteous manner when communicating with others via cyberspace. Students found responsible for engaging in physical and/or verbal abuse of others via social networks like facebook, myspace, twitter, email or text message etc., may be subject to sanctions including, but not limited to fines, suspension and/or expulsion from J.C.S.U.. (For more information see also page 86, 87 and 88)

The equipment, services, and technology provided to access the Internet remain at all times the property of the University. As such, the University reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening & harassing, intimidating and/or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to: sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying & or distribution of copyrighted, trademarked, or patent material on the Internet is expressly prohibited. As a general rule, if a student or employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet Students and employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without running the virus scan program McAfee.

Abuse of the Internet access provided by the University in violation of law or
computer policies will result in disciplinary action, up to and including: suspension for students or termination of employment for employees. Students and employees may also be held personally liable for any violations of this policy. The following behaviors are example of previously stated or additional actions and activities that are prohibited and may result in disciplinary action,

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using and/or disclosing someone else’s code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission, sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization’s image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization’s electronic communications systems
- Passing off person views as representing those of the organization
- Sending anonymous e-mail messages
- Playing video games
- Online chatting
- Engaging in any other illegal activities

For questions, comments, or concerns call the Help Desk at ext. 1398.
WEBSITE USAGE

Johnson C. Smith University reserves the right to review any information, pictures, or advertisements, on any public website such as Facebook, My Space, or university email that breaches the safety integrity, and university code of conduct. Improper use of the website can lead to disciplinary action.

E-MAIL

E-mail addresses are available for all J.C.S.U. students, faculty, and staff. Addresses for students may be obtained through the Help Desk in EDU 105. Once you receive your e-mail address, it is imperative that you change your password on a Windows NT workstation. Student Technology Assistants will be available to assist you in process.

SAMPLE

Microsoft Internet Explorer
Go to: msmailJcsu.edu/exchange/logon.asp
Log On: wwatkins
BASIC AUTHORIZATION USER NAME: jcsu/tstewart
PASSWORD:****

E-mail address: tstewart@jcsu.edu

Once accounts are accessed and messages are checked, it is important to remember to log off the system and exit the browser.

CONDUCT

Loud talking or rude behavior will not be tolerated by anyone using computer labs. Failure to adhere to this policy may result in the individual being asked to leave. If individual refuses to leave, University Campus Police will be contacted to escort the person away from the lab. In addition charges will be filed in the Office of Student Success and the individual may lose his/her lab privileges.

NO FOOD AND DRINKS IN THE COMPUTER LABS

Eating and/or drinking are not permitted in the computer lab facilities. This also applies to student technology assistants and team leaders.

HELP DESK

A Help Desk has been established to offer assistance to administrators, faculty, staff and students that are having difficulty with computer or technology usage.

Operational Hours Monday-Friday 9:00 a.m. - 5:00 p.m. Phone Ext. 4357; if you are not calling from within the campus phone network, dial (704) 378-1000 and select option 5.
STUDENT TECHNOLOGY ASSISTANTS DUTIES AND RESPONSIBILITIES

• Report to assigned location according to schedule.
• Assist students, faculty, staff or alumni with computer usage upon request.
• Report problem machines to supervisor.
• Add paper to printers.
• Maintain a quiet atmosphere.
• Make sure that individuals sign in and out.
• Collect identification cards upon signing in and return them when signing out.
• Keep an hourly count of students using the computer labs through the use of the sign in/out logs and recording the number on a computer daily usage report.
• Enforce all rules and regulations of the computer labs.
• Close and make sure that all computers are logged off.
• Carry out any additional assignments given by Coordinator of Academic computing or Director of Information Services.
• Change the ink cartridges.

*For further information regarding the general computer labs, please call the Office of Academic Computing/Student Technology Services at 330-1399 or Information Services at 378-1071.*

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 ways in which 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, ear and body piercing with an infected individual;
3. Perinatal transfer of the virus from an infected mother to her unborn child; and

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 in making 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 dogs, no pets or animals are permitted on the Johnson C. Smith University campus.
CAFETERIA RULES AND REGULATIONS

1. You must have your J.C.S.U. ID card with you to enter the cafeteria during food service dining hours; 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 J.C.S.U. 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 J.C.S.U. 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 governed by Johnson C. Smith regulations; it is nontransferable.*

3. You must carry your Johnson C. Smith ID card at all times while on University property or when seeking entry into any event sanctioned by the University. You must produce your J.C.S.U. ID card upon request by a J.C.S.U. university faculty or staff member.

4. No entry is permitted through the back doors into the cafeteria. Anyone entering the cafeteria through the back doors will be directed to leave the cafeteria after producing their J.C.S.U. ID card.

5. Anyone caught with another student’s J.C.S.U. ID card will be referred to the Judicial Board for disciplinary action along with the person who gave you their ID card to use 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.

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; second, student will then be required to use the restrooms located in front of the cafeteria across from the SGA office.

8. If you purchase food in the “Bull Pen” please consume your purchased food in the “Bull Pen.” Do not seek entry into the cafeteria during food dining hours of operation with food purchased in the “Bull Pen” or from other locations on or off-campus. J.C.S.U. 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 Johnson C. Smith University Bookstore exists primarily to provide resources, materials, and supplies to students in completing course requirements. It centrally and conveniently located on the lower level of the University Memorial Union. In addition to educational materials and supplies, students may also purchase toiletries, stationery, athletic clothing, jackets, postcards and souvenirs.

Bookstore hours are 9:00 a.m. to 4:00 p.m., Monday Wednesday, Thursday and Friday; Tuesday 9:00 a.m. to 6:00 p.m. However, hours are extended for the first week of each semester as a convenience to students.

From time to time, bookstore vouchers will be distributed to those students who qualify. Vouchers are to used by and for the students that get them through the business office. If a student is found responsible for unauthorized use of a bookstore voucher they will face theft charges as well as sanctions from the University Judicial Board.

Bookstore hours are 9:00 a.m. to 4:00 p.m., Monday Wednesday, Thursday and Friday; Tuesday 9:00 a.m. to 6:00 p.m. However, hours are extended for the first week of each semester as a convenience to students.

CAMPUS 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, 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 which 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. Its officers are also commissioned through the North Carolina Attorney General’s office. UCP operates 24 hours a day, 7 days a week. UCP 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 has crime prevention
news releases, educational workshops, new student orientation programs, outreach programs, e-mail blast 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. University Campus Police responds to calls in any situation where the safety or security of a member of the University community is threatened, including incidents involving unauthorized visitor, prowler, and disturbance of the peace. Such incidents should be immediately reported to. University Campus Police and University Officials should be promptly notified as appropriate.

University Campus Police officers are authorized to take necessary measures to ensure effective and efficient performance of their duties. Students must give proper recognition to University Campus Police staff as authorized and duly deputized officers of the University. Failure to comply with University Campus Police 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 dress guidelines, stipulated as follows, is mandatory for all formal University events including, but not limited to, formal dining events, pageants, and those which, when announced, indicated that the dress guideline is enforced. 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.

Shirts/tops must be worn at all times while in public or common areas of the University. 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 for 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 if immediate attention is needed, and complete the following:
   - Identify oneself as a member of the J.C.S.U. faculty, staff, or student body;
   - Identify exact location of victim; and
   - Describe the situation, giving victim's name, description of illness injury, and other information requested by dispatcher.

2. Contact University Campus Police and give the following information:
   - Identify oneself and give location;
   - Identify victim by name and other descriptive information as requested;
   - University Campus Police will call 911 to confirm validity of 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 provider to the scene of the medical emergency.

3. Apply multi-media first-aid if necessary and request assistance.

4. Contact the Health Center if during operating hours and comply with the following:
   - Identify oneself and give location of emergency:
   - Identify victim, giving name and other information requested;
   - Describe the situation; and
   - Call 911 as backup if the situation warrants off-campus emergency medical attention.

5. Notify the Residence Hall Coordinator.

6. Health Center nurse will go to the scene to provide assistance.

7. Health Center staff members will remain with the victim until paramedics, Health Center personnel, or other medical care provider arrives.

8. Health Center staff member will complete an Emergency Referral form and give to 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 the following workday.
B. For non-life threatening medical situations, the Health Center Staff members, Residence Hall coordinator, Resident Adviser, other staff member contacted will do the following:
   1. Go to the scene of the accident, injury, or incident;
   2. Assess the situation; and
   3. Render Assistance.

C. For non-life threatening medical situations. The individual should:
   1. Contact the Health Center during normal hours of operation; if after hours of operation, contact the Resident Adviser, Residence Hall Coordinator, or University Campus Police;
   2. Identify oneself, the victim, and give location;
   3. Describe the situation and provide other information requested; and
   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 the Mercy Hospital Emergency Room or another Emergency Room or another local hospital by cab. As much as possible, a staff member or student should accompany the victim;
   2. Staff member should also 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 on the appropriate 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 multimedia 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 FIRE:

1. In the event of fire, 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. University housing occupants should use good judgment in any attempt to extinguish 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 of 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 alone is deadly.

4. When firefighters arrive, information about the type of fire, its location, and any possibility of persons entrapped by 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 the fire fighters give 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 and 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 possible, 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, and 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 is 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 (911) immediately, followed by the Director of Residence Life and the Dean of Student Success.

**Bomb Threats:** When the fire alarm is activated, the building must be evacuated immediately.

**EVACUATION WHEN ALARM IS SOUNDED**

The same procedures for evacuation in fire emergencies must be followed in evacuation following a bomb threat (see “Fire Emergencies” on the previous page).

The same procedure for evacuation in fire emergencies for disabled persons must be followed in evacuation following a bomb threat (see “Fire Emergencies” on the previous page).

**WEATHER EMERGENCIES**

If the fire alarm is activated, the building must be evacuated immediately.

**EVACUATION WHEN ALARM IS SOUNDED**

The same procedures for evacuation in fire emergencies must be followed in evacuation following a weather-related emergency (see “Fire Emergencies” on the previous page).

**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.

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

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 in to 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 energy 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 hall. Students should not open widows to adjust the temperature in air-conditioned buildings but 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

Johnson C. Smith University students are required to abide by regulations prescribed by the State Fire Marshal and the Johnson C. Smith 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 emergency evacuation of the building is impeded.

3. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped or blocked open 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 maintained 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 otherwise 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**

Sometimes individuals on the University campus send a false fire alarm. Such persons threaten the safety of all persons protected 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 or alarm box, fire door, smoke/fire detector, 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 an official University identification card. This card is used to check out books from the Library, to gain admission to certain events sponsored by the University or student organizations, to establish the student’s right to use University facilities, and to identify oneself 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 the ID card. 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 an University official, including Resident Assistants. Students are required to carry their student ID cards with them at all times.

Identification 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.

LIBRARY

LIBRARY HOURS:

Fall and Spring Semester:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7:30 a.m. - 12:00 a.m.</td>
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<tr>
<td>Tuesday-Thursday</td>
<td>7:30 a.m. - 11:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>7:30 a.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. - 2:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>2:00 p.m. - 12:00 a.m.</td>
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Summer School Session:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 a.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 4:30 p.m.</td>
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<tr>
<td>Saturday</td>
<td>Closed</td>
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<tr>
<td>Sunday</td>
<td>Closed</td>
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</table>

Semester Breaks:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday-Friday</td>
<td>7:30 a.m. - 5:00 p.m.</td>
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</tbody>
</table>
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 Johnson C. Smith University picture ID and to library partnerships with reciprocal agreement. All users must complete a registration form to receive borrowing privileges.

Borrowing Privileges for J.C.S.U. Users:

- Must have a valid J.C.S.U. ID to check out library resources.
- A total of 30 books may be checked out at any given time.
- Books can be checked out for 28 days.
- One renewal is allowed, if no hold has been placed.
  You cannot check out books if you have a fine over $10.00

OVERDUE FINES

- Fines are $.25 a day per book for general collection books.
- Reserves are $.25 per hour per item.
- All users are charged for replacement of books if lost. Replacement cost is the cost of the book plus a $25.00 processing fee.

GENERAL IN-HOUSE LIBRARY RULES

- All electronic devices in which audio will be played requires the use of headphones.
- Loud music played through headphones is not allowed.
- The second floor is designated as the Quiet Zone, no cell phones, or loud conservations are permitted.
- Cell phones must be on vibration while in the library.
- Cell phones are permitted on the First Floor, Coffee Café, Lounge Areas, Study Rooms, and Information Commons.
- Before approaching the Circulation Desk or Reference Desk, please end
conversation and set cell phones to vibration.

- No loud conversation or horse playing 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**

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

- Food is limited to snacks for individual consumption only.
- No group consumption of food is allowed.
- No fast food, open plates, greasy or odiferous food allowed.
- No food maybe 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 calling campus security; extended non-compliance of the library food policy with result in loss of library privileges.*

**COMPUTER POLICY**

- Computer priority is given to educational use and research 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 throughout the library.
• If a child is loud (crying, yelling) or disruptive, library staff have the right to ask the parent to leave the library facility with the child.
• The University or the Library is not responsible or liable for children in the library.

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

• To check books and personal bags as a person 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 that the library policy was violated.
• To contact the J.C.S.U. 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 J.C.S.U. students can check-out reserves.
• Reserves materials may be checked out for 2 hours.
• One (1) renewal is allowed if no hold has been placed.
• All reserves are to be used in-house only.

INTER-LIBRARY LOAN (ILL)

• Most ILL (s) is free of charge. (limited to $20 per requester per year)
• It may take 1-3 weeks to receive ILL materials.
• Individual borrower is responsible for any fee/fines assessed by the lending library.
• For assistance with ILL, you may call 371-6732 or ext. 6732.
• ILL requests are made via the J.C.S.U. Library Catalog.

PHOTOCOPYING AND PRINTING

• Copies are $.10 per page for single and $.20 for double-sided.
• Copier only receives dollar bills, quarters, dimes and nickels.
• There are two print stations in the library; 1st floor is the STP Library Copy/Print and the 2nd floor is 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 5 minutes per person.

INFORMATION COMMONS

The Information Commons provides J.C.S.U. students with a facility to view audiovisual materials, broadcast programs within the license guidelines, and produce audiovisual materials to enhance students’ course work and classroom presentation.

Information Commons Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m. - 10:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<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>
</tr>
</tbody>
</table>

• During semester breaks and holidays the Information Commons follows the library hour 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 gcli@jcsu.edu

INEZ MOORE PARKER ARCHIVES POLICIES

• Archives is open for research Monday-Friday, 9:00 a.m. to 4:00 p.m. (Closed for lunch at 12:00 noon to 1:00 p.m.).

• Archival materials are used in the archives research area only.

• Users must complete a registration forms before having access to the collection.

• A valid J.C.S.U. ID, Government or State picture ID is required to use archival resources.

• Archival materials are available online by searching our digital archives at http://library.jcsu.edu/digitalsmith.html

• Archival materials are available for educational and research use. All commercial or other use is prohibited without prior permission from the Archival Services Librarian and Director of Library Services.

• Archival materials maybe closed to the public while processing or for preservation.

• To learn more about the Inez Moore Parker archives contact the Archival Services Librarian at 704-371-6741 or via email at bdlunsford@jcsu.edu.

POST OFFICE

Johnson C. Smith University Post Office
Student Union Bldg. Ist Floor
704-378-1047

POLICY & PROCEDURE GUIDE FOR MAIL & PACKAGES

The University Post Office complies with United States Postal Service rules and regulations for the processing and delivery of mail. The primary goal of the Campus Post Office is to process and deliver US 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.

This document contains important information about policies/procedures, your mail and packages. Please read:

Christine Taylor
Post Office Manager
J.C.S.U.
JOHNSON C. SMITH ADDRESS

Students, all packages and mail, including magazine subscriptions, newspapers, compact disc/video clubs, and correspondence from business and organizations, MUST have your UPO box number in the address. The format for your Johnson C. Smith 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 receive mail, packages, etc. without your box number, we will look up your UPO number through September 30th of each academic year. After that time, business and organization related items received without your UPO box number in the address is subject to be returned to the sender.

First Class mail in normally delivered to your mail box by 12:00 p.m. weekdays. Packages are usually available around this time also. This schedule may vary depending on arrival time of mail and during holidays when mail and package volumes increase significantly. A sign will be posted to adjust the time.

MAIL BOX ACCESS

You will be assigned a 4 digit code for entry into your mail box which you will keep until you permanently leave campus. If you forget your code, please ask one of the post office clerks they will provide you with your code. We will get mail from your box for you two times per semester.

***PLEASE NOTE - Every student on campus is required to have a mail box assigned to them. If you do not have a mail box, please go to the University Post Office with your validation and student I.D. Card and request one. The importance of having a university mail box cannot be stressed enough.***

Personal Mail Box Access

You will be assigned a four (4) digit code for entry into your mailbox which you will keep until you permanently leave the University. If you forget your mailbox code, please ask on of the Post Office clerks, to provide you with your code. You may retrieve your code fee two (2) times per semester, after which you will be charged a $1.00 fee.

PACKAGES

If you receive a package or large item; an e-mail alert will be sent to your university e-mail address. Please make certain that your e-mail account is not full so you will be able to receive an alert; especially if you are expecting a package. All packages are not delivered to the University Post Office, only those packages that were mailed from the United States Postal Service. All other packages that are sent to you via UPS or
FedEx must be picked up at the Purchasing/Receiving building. Your e-mail alert will specify the location of the package. Come to the University Post Office during regular business hours; please bring your student IID to claim your package. All mail and packages if unclaimed will be returned to sender after fourteen (14) day of receipt.

**Business Hours**

Monday: 12:30 p.m. - 2:00 p.m. (closed). Open 3:30 p.m. - 4:30 p.m.

Tuesday - Friday: 12:00 p.m. - 2:00 p.m. (closed). Open 3:30 p.m. - 4:30 p.m.

Hours are subject to change without notice, due to mail arrival time and volume of mail, in the event, a notice will be posted outside of Post Office. Post Office closed on weekends and University holidays.

**SERVICES OFFERED**

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

Stamps: We sell stamps in singles (.44 each); or books of 20 stamps for $8.80. No. 10 size envelopes (.10 each) we also have large 10x13 envelopes (.25 each).

**INTRA-CAMPUS MAIL**

This service is provided at no charge to students, faculty and staff. The first and last names of the addressee and their UPO# or department name must be written legibly on the mail piece. Include a return address in case the addressee is away from campus for the semester. Intra-campus/Inter-departmental envelopes should be used for campus mail. If other types of envelopes for campus mail are used, please print “CAMPUS MAIL” in the upper right hand corner since it could be mistaken for USPS mail. Also, please include the sender’s name and department in the return address location.

**PERSONAL MAIL (INCOMING)**

Due to the large volume of mail which is handled daily in the university post office, please have your personal mail, magazines, and non-business related catalogs and parcels sent directly to your home address, not a campus 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

Johnson C. Smith University holds a permit to operate postage meters and must comply with the 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 Johnson C. Smith 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 size envelopes and some larger envelopes 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 which seal on the side, must be sealed before coming to the university post office.

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 applies to prohibit such conduct from one student to another.

Students who feel that 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, may file the complaint, ultimately, all the way to the Council of Deans. Complaints against another student must be filed with the Office of Student Success, who 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 harassment and assault. Any behavior determined to constitute sexual harassment or assault will be treated as a serious matter and will be subject to disciplinary actions and/or criminal sanctions. The University considers sexual
harassment to be a form of immoral and illegal treatment. A confidential reporting process is implemented for charges of sexual harassment and the University will fully investigate all charges of sexual harassment or assault in a timely manner.

DEFINITIONS

Sexual assault is any involuntary sexual act in which a person is threatened, coerced or forced to comply against his/her will, including all forms of rape as defined herein.

Rape is forced intercourse that is perpetrated against the will of the victim or when he/she is unable to give consent (i.e., unconscious, asleep or under the influence of alcohol or drugs) and may involve physical violence, coercion, or the threat or harm to the victim. The definition of rape also includes the following types.

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 has seen is dating.

3. Acquaintance gang rape is a sexual assault by more than one person and at least one of whom is known by the victim.

While federal laws and guidelines primarily address faculty or staff members harassing a student, the

1. Submission to such conduct is made, a term or condition of an individual’s employment, academic standing or education, either explicitly or implicitly;

2. Submission to or rejection of such conduct by an individual is used as the basis for 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 or academic performance by creating any intimidating, hostile or demeaning educational environment.

While federal laws and guidelines primarily address faculty or staff members harassing a student, the reverse can also occur. Therefore, this policy also prohibits a student from sexually harassing or assaulting a faculty or staff member. This policy also prohibits such conduct from one student to another student.

Johnson C. Smith University encourages any member of the campus community who believes he or she has been sexually assaulted to immediately report the incident to the police agency of jurisdiction (in Charlotte, North Carolina, this agency is the Charlotte Police Department), to University Campus Police and to the Dean of Student Success. Timely reporting to the police is an important factor in a successful investigation and successful prosecution of sexual assault cases. No one is required to pursue prosecution just because he or she reports a crime to a police agency. However, reporting sexual assault to the police agency may prevent others from becoming harmed. If sexual assault occurs on the campus, the police agency of
jurisdiction is the J.C.S.U. University Campus Police. If a sexual assault is reported to the University Campus Police, the investigation officer shall advise the victim of services available on campus and in the community, including those of the J.C.S.U. Counseling and Testing Center.

COMPLAINT PROCEDURES

Johnson C. Smith 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.

REPORTING PROCEDURES

Informal Reporting

Any student who believes he or she has been a victim of sexual harassment or sexual assault should discuss the matter with a Counselor in the Counseling and Testing Center at the earliest opportunity. The role of the Counselor is to make the student aware of University and community resources, to listen and provide assurance of confidentiality, 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. All discussions are confidential and cannot be released without written consent.

Formal Reporting

Incidents of sexual harassment or sexual assault should be reported to the following individuals based on their status as a student, affiliate or employee of the University:

1. In cases where the accused is a student or student organization, the report should be made to University Campus Police who will arrange for an investigation of the complaint. University Campus Police, in collaboration with the Office of Student Success, will initiate appropriate action under the University’s disciplinary procedures. Investigations will be conducted in a manner that will not interfere with any ongoing criminal investigations.

2. Any incident in which the accused is an employee or Contractor of the University should be reported to the Director of Human Resources. The Director will investigate the complaint with assistance from the Johnson C. Smith University Office of University Campus Police, initiate all formal hearings and recommend any corrective or disciplinary action to the appropriated Division Vice President and the President. The investigation
will be conducted in a way that does not interfere with any ongoing criminal investigation.

3. The instance when the accused is not a member of the Johnson C. Smith University community, J.C.S.U. has no authority to take disciplinary action. The victim is encouraged to report the incident to the local police agency will investigate the complaint and initiate any criminal action.

Both complainant and alleged assailants(s) will be informed of their legal rights, roles and responsibilities. A student can be suspended from the University by the Dean of Student Success prior to the hearing process when there is probable cause that a crime has occurred and it is deemed unsafe to the community to permit the student to remain in the campus environment. The President of the University may also suspend any student organization charter pending a full review.

Those authorized to conduct an investigation of sexual harassment or assault report will keep a written record of the process. Their findings will be sent to the Dean of Student Success, who, in the case of a student assailant, will initiate the appropriate judicial action. In matters where the assailant is an employee of the University, findings of the investigation will be sent to the Director of Human Resources, who will submit a report and a recommendation to the respective Vice President and the President.

The complainant has the right to file civil or criminal charges with the appropriate law enforcement agency. Acts of sexual harassment or sexual assault may also violate provisions of the criminal and civil laws of the State of North Carolina. In such cases, the University will 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.

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 such activities 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

PURPOSE

To set 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 Johnson C. Smith University or 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, fracture (head, knee, and leg), contusions, abrasions, and even death (associated with serious falls).

J.C.S.U. STUDENT GRIEVANCES

I. POLICY

Introduction

Johnson C. Smith University has established the University Student Grievance Policy to give members of the University community a forum in which to express concerns related to matters involving discipline, unlawful discrimination, or the interpretation or application of University policies. The Policy provides a method for aggrieved students to express substantive complaints about University administrators and staff members and have them resolved by disinterested parties in a timely fashion.

The following matters are not covered by these grievance procedures:

1. Claims involving sexual harassment;

2. Academic grievances, handled by Council of Deans;

3. Student disciplinary matters handled through the Judicial Board;

4. Student disciplinary matters involving alleged violations of academic integrity.

The following groups shall have jurisdiction over grievances:

Grievances Filed by Students: All formal student grievances are filed with the Office of Student Success. In campus life matters, the grievance shall be referred to the Student Life Grievance Committee.
II. JOHNSON C. SMITH UNIVERSITY PROCEDURES

The Policy includes two different avenues through which a grievant, at his or her option, may initiate a complaint. Nothing in this policy is to be construed to inhibit or prevent the grievant from reconsidering a less formal option, once the formal grievance procedures have begun.

A. Informal Process

All members of the University community are encouraged to attempt to resolve differences between themselves and others in an informal manner. This may entail only a conversation in which the views of both parties are aired in a mutually satisfactory manner or a conversation using a neutral party for mediation. If this step does not satisfy the grievant, a written complaint should be prepared, which should be provided by the grievant to the person alleged to be responsible, either directly or because of a supervisory role, for the alleged wrong. The complaint should set forth a chronology of events leading up to the grievance, and should include the names of persons with knowledge of the events in question, pertinent dates, a description of the actions taken against the grievant which led to dissatisfaction, and a proposed resolution to the problem. The responsible individual should respond in writing to the complaint. If the response is not satisfactory to the grievant, he or she may solicit the assistance of the supervisor of the responsible person to resolve the complaint. If no resolution is possible, the grievant may elect to not proceed with the complaint or may begin the formal grievance process.

B. Formal Process

1. Filing the Grievance. If the informal process is not successful in resolving a complaint, a formal grievance may be initiated. To initiate the process, a student grievant shall file a written complaint, similar in content to that filed in an informal grievance, with the Office of Student Success.

2. Referral to Committee. The Dean of Student Success or his or her designee shall refer the grievance to the University's Student Grievance Committee for review and recommendation. The committee shall meet and determine in its sole discretion whether sufficiently significant questions have been raised and remain unresolved. Committees then have the following options: 1) to initiate an investigation, 2) to forego an investigation and initiate a formal hearing or 3) to render a written decision based on evidence submitted.

3. Committee Investigation. If the committee determines that an investigation or hearing should be undertaken to resolve the grievance, it shall send written notice to all parties that the committee will be investigating the grievance through a series of interviews at which the committee will collect additional information and evidence necessary for it to render an informed and reasoned judgment. The investigation may include interviews with the parties to the grievance and with any witnesses to the events, a review of any pertinent documents and any other actions that the Committee deems appropriate.
4. **Hearing.** If a hearing is to be held, the committee shall send written notice of the time, date and location to all parties. The hearing shall be conducted as follows:

   a) The hearing shall be held at a reasonable time when all parties are available or have an opportunity to be present.

   b) The parties shall be entitled to make opening and closing statements.

   c) The parties shall be entitled to present evidence through witnesses and documents, and shall be entitled to cross examine the opponent's witnesses.

   d) The hearing shall be closed to all persons but the grievant, the alleged responsible person, and the committee, unless all of the above persons agree otherwise.

   e) No one may be represented by an attorney at the hearing. In all grievances, the grievant and the subject of the grievance may be accompanied to the hearing by a non-legal advocate of his or her choosing who may provide support to the individual but otherwise shall not participate formally in the proceedings. The advocate shall be a member of the University student body, faculty, staff or administration.

   f) Formal rules of evidence need not be followed at the hearing. The committee may receive such evidence as a reasonable person would consider reliable in making important decisions. If a question arises about the authenticity of a document- or the reasonableness, relevance or redundancy of evidence, the chair of the committee shall be the final decision-maker on the evidence's admissibility.

   g) The parties may request, in writing, that the committee contact specified persons to appear at the hearing to testify on behalf of the parties. The request must be made at least five working days before the scheduled hearing in order to allow ample time for the committee to make the requests.

   h) The chair of the committee shall be responsible for conducting the hearing in an efficient and decorous manner and shall rule on all disputes relating to the procedures and used throughout the proceedings. The chair may set reasonable limits on the length and nature of the opening statements, the evidence presented and on the duration of the hearing. At any time, the chair may seek the advice of legal counsel.

   i) The grievant has the burden to prove by a preponderance of the evidence that the action or inaction complained about did occur and that it was contrary to University policy or procedures.

5. **Findings.** After the investigation or hearing has been held, the committee shall meet to consider the merits of the grievance. It shall consider only that evidence that was admitted in the investigation or hearing, and only
those grievances which were formally part of the process. The deliberation shall be private and no recordings shall be made, nor shall any notes be kept other than purely personal notes of the members.

Upon the conclusion of its deliberations, the committee shall send a brief written notice of the preliminary finding of adequate or inadequate support for the grievance to the Dean of Student Success and the parties.

Upon receipt of the written notice, the grievant shall have five (5) working days to decide to pursue or withdraw the grievance. In order for a sanction to be imposed or a decision reversed, the grievance must be pursued beyond the committee’s deliberations. The grievant may confer with the chair of the committee before making a decision at which time the chair will explain the committee’s rationale for its decision.

If the grievance is pursued, the committee shall issue a full report of its findings and its recommendations, including any dissenting views, after the report has been reviewed by all committee members. The report shall be sent to the Dean of Student Success, who will send a copy to the grievant and the allegedly responsible party.

The Dean of Student Success will make a final determination as to findings and sanctions, will make a final report, and convey it to the parties and the chair of the committee.

6. **Appeal.** If either party is dissatisfied with the findings of the committee and or the Dean of Student Success, he or she may file an appeal to the President of the University. The bases for an appeal are only the following: (1) committee’s failure to follow procedures set forth in this Policy in a way which could have significantly prejudiced the appellant; (2) bias on the part of a committee members; or (3) the decision was based on a clearly erroneous interpretation of the evidence. The President may review the matter at his or her discretion, and shall issue a decision upholding or rejecting in whole or in part the findings of the committee. The decision of the President shall be final.

7. **Time Frame.** The following suggested deadlines shall be used for the various events that occur during the grievance process. They shall be followed unless unforeseen circumstances prevent compliance. The total amount of time from the beginning of the incident through a final decision from the President may be as much as ninety (90) working days. All time limitations contained within the policy may be extended for good cause as determined by the relevant committee. Failure to adhere strictly to the suggested deadlines shall not be grounds for appeal unless significant prejudice has occurred.

   a. Filing a formal grievance: this must occur within thirty (30) working days of the date on which the grievant knew or should have known of the grievable incident. There must be strict compliance with this deadline. Unless the grievant and responsible party agrees in writing to stay the enforcement of this deadline, the thirty working day period applied even if the informal process has not been completed.
b. Response to the complaint: within ten working days of the receipt of the complaint.

c. Decision to proceed with an investigation and possible hearing: within ten (10) working days of the receipt of the formal complaint by the committee.

d. Investigation, interviews and/or hearings: Completion within twenty (20) working days of the decision to proceed with an investigation or hearing.

e. Issuance of committee’s decisions and recommendation to the Office of the Dean of Student Success: within five (5) working days of the decision to proceed without an investigation or hearing or within five (5) working days of the last interview or hearing.

f. Grievant has five (5) days to decide to pursue or withdraw the grievance.

g. Issuance of committee report: within ten (10) working days of the request of the grievant.

h. Issuance of the Dean’s determination to the parties: within five (5) working days of issuance of the committee’s findings to that Office.

i. Filing of appeal: within five (5) working days of the issuance of the Dean’s determination.

j. President’s final ruling: within ten (10) working days of the receipt of the appeal.

8. Miscellaneous

The matters addressed in any grievance will be kept in confidence by the parties directly involved. Under no circumstances shall any findings be provided to anyone other than the committee members, the Office of Student Success, the Office of the President, the grievant, the person(s) allegedly responsible. The committee may seek the advice of legal counsel at any time during the process.

**ALCOHOL AND DRUG POLICY**

Johnson C. Smith University is a dry campus. This means that all J.C.S.U. students and their guest are prohibited from consuming or possessing alcoholic beverages on J.C.S.U. 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 with regard to any drug possession, that implicates the student in the sale or trafficking of illegal or legal substances on this campus. Should a student be found responsible under the Judicial System of violation 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 shall be restricted in order to create and maintain an environment that is in the best interest of the safety, health, and well-being of all users of University buildings and facilities. This policy includes the use of marijuana, cigarettes, cigars, beede sticks and pipes. Violators will be referred to the Associate Dean of Students.

The purpose of this policy is to insure that the health and well being of non-smokers is protected. The exposure of non-smokers to secondhand smoke can contribute to serious respiratory problems and allergic reactions, which also lead to an unsafe environment for non-smokers.

SCOPE

All members of the Johnson C. Smith University family, including students, faculty, staff, and visitors are governed by this policy. This 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 of 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, homes, and so on, that are not a part of a business or enterprise.

Door-to-door solicitation in residence halls and cottages, offices, and elsewhere on the 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, so long as 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 state 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.

On-Campus Solicitation By Student or Student Organizations Students or student organizations who wish to solicit on campus in specified area must first make a request to the Director of Student Activities/Student Union 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. Funds raised for library, music, equipment, and so on;
4. Educational or social events for J.C.S.U. students, such as concerts, speakers, art exhibits, and dances, Homecoming and Black History Month; and
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/Student Union 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/Student Union within one week of disbursement of such funds.
OFF-CAMPUS SOLICITATION BY STUDENT OR STUDENT ORGANIZATION

Students or student organizations interested in soliciting off-campus (e.g., corporations, foundations, and individuals) must request permission from the Vice President for Development.

ON-CAMPUS SOLICITATION BY STUDENT OR STUDENT ORGANIZATION

Vendors or agents on 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 the campus outside one's working hours. No door-to-door selling to individuals is allowed either in the residence hall, 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. University 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 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/Student Union 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 (336-5100) to apply for a food permit. Persons requesting permissions from the Health Department must provide such information as name of organization, type of activity planned, listing of food items to be served or sold, location of event, food sources, names of persons handling food, and so on. 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 Johnson C. Smith University give permission for the club or organization to hold the activity on campus.

FUNDRAISING

Organizations undertaking legitimate fundraising (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; and
3. confirm same to the University prior to undertaking such activities.

The Director of Student Activities/Student Union will advise the Vice President for Institutional Advancement of all off-campus activities and must approve all announcements 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 payment, insurance, court fines, bills, etc…since 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 2012 during the Fall term, and March 2013 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 head, the division chairperson, and the Chairperson to the Council of Deans, in this 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 violation of the Student Code of Conduct that will 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 JPA (Judicial Process Advisor/ J.C.S.U. faculty or staff member) who is very 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 that intend to plead responsible or responsible with an explanation will not be required to see a JPA or bring witness to their pre-hearing. However, those students that 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 own witnesses to be on standby at a date, time, location coordinated through the Office of Judicial Affairs to testify at the point the accused student “pleads not responsible” at their pre-hearing.
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 that student will be required to adhere to as a result of their actions.

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 the hearing officer:

1. Substantially violated hearing procedures;
2. Reached an arbitrary or unreasonable decision;
3. Failed to afford fundamental fairness; and/or
4. Did not consider “new evidence” not available at the time of their hearing.

(For more information see page 129 of the Handbook)

and/or

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 to the violation(s). 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 this incident further, ask questions and review relevant information available in your 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.

INFORMATION ABOUT SEARCHES AND SEIZURES, Freedom from Unwarranted Search. There are two categories of instances in which entry by University authorities into occupied rooms in the residence halls or other living units is permitted: (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.

Certain regulations have been established, however to protect students from unnecessary search or entry into their rooms. On-campus 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 for 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 which are in violation of Residence Life and/or University policies. Any item confiscated during a room or vehicle search, which 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) of information sought, and is required unless persons enter in compliance with the state law. If possible, the student should be present during the search. Normally 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 or the Associate Dean 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 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; and

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 so 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 guarantees of the state of national constitution. 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 rights and responsibilities to the University, 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 University departments and registered student organizations. Information on how such arrangements are to be made is available from the Director of Student Activities.
RIGHTS TO UNBIASED TREATMENT

Johnson C. Smith University adheres to a policy of admitting students regardless of their race, color, sex, 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 record, 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 in order to insure that they are not misleading, inaccurate, or otherwise containing 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 type 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 fourteenth 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, date 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 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, 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 number.

Further 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 University Campus Police at 378-1003.

**POLICIES**

The University provided, 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.

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

1. Johnson C. Smith University 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, invoice, communications, etc., 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 anyway.

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. Students desiring long distance telephone service must request same 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 through 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. No activities undertaken by these organizations are in any instance, taken as agents of or 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 requisite 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, which 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 which result from such injuries, losses, damages, or obligations.

**VEHICLE REGISTRATION AND PARKING**

**REGULATIONS FOR OPERATING MOTOR VEHICLE**

All motor vehicles owned or operated on campus by students, faculty, and staff must be registered with the Office of University Campus Police each semester. Parking permits are issued each semester at a cost of $30.00 for residential and commuter students. Failure to register a vehicle, or violating regulations governing operation and parking of vehicles, will result in a fine and/or towing of the vehicle, as well as possible disciplinary action.

***NOTE:*** 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 Office of University Campus Police. Student are expected to regard all parking and traffic signs on the campus and to be especially mindful of spaces reserved for disabled person, 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 (such as 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 chemical, etc.,); drugs; contraband, etc., 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 either the Dean of Student Success or the Associate Dean of Students may initiate a search of the vehicle on campus or authorize a search by campus security officers or another University official. To the extent possible, the student operating the vehicle or the student to whom the vehicle is registered will be asked to accompany the official(s) and be present for the search.
If the vehicle is not locked, a search may be initiated without the student’s 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, which indicates that a search is immediately necessary, a search may be conducted by University Campus Police officers without authorization from the Dean of Student Success or the Associate Dean of Students.

If a student fails to comply with a request from a University official to give access to his or her vehicle for the purpose of conducting a search, the University will pursue disciplinary action, up to and including immediate suspension or expulsion from the University.

At the time of registration of one’s vehicle on the 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, contraband, etc., are present in the vehicle.
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 the 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 so 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; Campus Security, Residence Life, Office of Judicial Affairs, and/or the Office of Student Success. As members of Johnson C. Smith University 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, and students found responsible of infractions will receive, as a minimum, the sanctions indicated.

Other more severe sanctions may be imposed where 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 violation 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 or 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 J.C.S.U. 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 Johnson C. Smith 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; AND
- VIOLATION OF J.C.S.U. HONOR CODE

***IMPORTANT NOTE FOR STUDENTS & PARENTS: Students found responsible for the actions listed above may be subject to suspension or expulsion from Johnson C. Smith University

Copies of the Student Handbook are available to all students and can be obtained in the Office of Dean of Students. In addition, personnel in offices listed as follows will assist students in interpreting these policies, rules, and regulations:
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 held 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, the University 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 also may be set higher than those found elsewhere in society.

When the University receives information suggesting that 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 which 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).

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, DISCIPLINE 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; bathrooms; and in other student residences owned, controlled, or administered by the University; and all sports areas on and off the campus in which Johnson C. Smith University events take place.

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

Penalty may include, but not limited to, suspension from the University
for individuals and the organization 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, ornamental alcoholic beverage containers, etc. This also includes containers that are empty.

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

**SECTION 2. DRUGS**

***NOTE:*** 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 the usage 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; also involves such related incidents that are 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; also involves such related incidents that are 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, or 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 related incidences that are subject to prosecution under local, state and federal laws.

Penalty may include, but will not be limited to a fine, parental notification 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, 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 reenrollment, 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. It 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, 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 which is offensive or annoying to others or is disruptive of the rights of others. It includes excessive noise, such as loud talk, shouting, loud stereo, radio, or television sets; horseplay, practical jokes, and general annoyances; throwing dangerous objects; throwing any object in a University dining facility or from the window of a 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 to violate the rights of others to live in an atmosphere conducive to learning and study. Such conduct also includes breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on; improper crossing of 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 behave disorderly on the campus.

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

SECTION 5. DISTRIBUTION OF PRINTED MATERIAL

Distribution of printed materials 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, where appropriate, retraction of statement and/or apology to persons toward whom such expression or activities are 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, where 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.

***NOTE: 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 property which 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, 24 hours University Service/Community Service, and a fine.

***NOTE: 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 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.

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 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, 24 hours 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, etc., 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 pet by student, and a fine.

SECTION 12. HAZING

Hazing is against North Carolina state law, North Carolina General Statutes section 14-35, which defines hazing as “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 laws also requires that the faculty or governing board of a college or school expel any student convicted of hazing.

***NOTE: The University may take disciplinary action independent of any court action. Expulsion from school; duty of faculty to expel. Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he 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 which 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, pressure from the group, and so on, which may affect the individual 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. Indeed, hearing bodies in such cases may discipline the prospective or new members 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 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 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.

***NOTE: If weapons, or objects which 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 which 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. When such abuse is directed toward a member of the faculty or staff, the minimum penalty shall be a fine, disciplinary probation, and one semester of disciplinary suspension. The minimum penalty shall be a fine, disciplinary probation, and one semester of deferred suspension.

SECTION 15. MISREPRESENTATION

A. Misrepresentation

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

B. 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.

C. Fraud

Fraudulently obtaining, fabricating, altering, falsifying, transferring, loaning, selling, or misusing, or attempting, or intending 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.

D. Wearing a mask, disguise, or other item to disguise one’s face or facial 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, $50.00 fine.

**NOTE**: 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 the entering and/or occupation of 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 exists).

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 the 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, illegal, illicit, or prohibited acts failure to vacate building by 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 residential student, loss of housing may apply, depending on severity of the offense.

C. Unauthorized possession, duplication, or transfer of keys to University facilities, including residence hall rooms and study centers, permitting 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 residential student, loss of housing may apply, depending on 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 and Testing 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, 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, 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 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 Those 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 which 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; 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. COED VISITATION, CURFEWS

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. 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.

***NOTE: 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 or properly constituted rules and regulations governing the use of motor vehicles (automobiles, motorcycles, etc.) 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 vehicle on campus, a fine, disciplinary probation for one semester, and other penalties and fines as required by the Office of University Campus Police.

***NOTE: Revocation of or loss of privilege to operate and/or park 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 whom 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 year and for next year during which student is enrolled, a fine, and disciplinary probation for one semester. Note: Revocation of or loss of privilege to operate and/or park 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

This means destruction, damage, or defacement of the University property, personal or real, and property belonging to an individual, including, but not limited to, walking on roofs of University buildings, defacing structures and facilities, littering, unauthorized biking or skateboarding in appropriate areas (such as on sidewalks, in buildings, in other pedestrian areas, etc.), painting residence hall rooms with authorization or contrary to painting guidelines when permission is given, attaching locks, bolts, nails, etc. 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 University Service/Community Service.
SECTION 24. HEALTH AND SAFETY VIOLATIONS

This means any behavior, which creates a risk of danger to others of the University community, including but not limited to propping doors to residence halls, throwing objects from windows or balconies, failure to keep one’s room in a condition which is safe and sanitary, or 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 guest whom they invite to the campus or permit to visit on the campus. 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 herein, in the University Catalog, or 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 which are not of the nature to reflect negatively on the good name of the University, whether or not the outside agency, person, etc., fails to prosecute or file 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.

Penalty may include, but will not be limited to, disciplinary probation for one semester, and University Service/ Community Service.

***NOTE: 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 Charlotte Police Department.
SECTION 28. BEING AN ACCESSORY

Knowingly giving aid before and/or after the fact regarding a violation of any Standards of Conduct or other University regulation, or policy, 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 PRIVILEGES

The University’s Standards of Conduct, found 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 J.C.S.U. email system. In addition, any and all emails sent to name lists (i.e., J.C.S.U. Family, Students, Faculty, and Staff, etc.). Student Organizations including Fraternities, Sororities, and Social Fellowships must be approved by the Office of Student Activities. Any student alleged to violate this policy would 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 of abusing computing privileges. 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.

If any student threatens harm to self 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 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 the following judicial bodies or administrative officers. Judicial officers and boards and administrative officers who adjudicate student disciplinary cases shall make findings of “responsible” or “not responsible” to the Dean of Student Success, who will 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 Dean of Student Success for resolution or to be processed through the judicial system.

OFFICE OF JUDICIAL AFFAIRS

The J.C.S.U. 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 Development 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 to flourish both 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:
  - Safety first;
  - Respect for themselves and others;
  - Honesty, morality, integrity and using sound judgment; and
  - Student confidence in the judicial process.
- Educate students, parents and the University community about the Student Code of Conduct Violations most likely lead to suspension and/or expulsion for students found responsible;
- Physical Violence / Assault / Fighting;
• Hazing;
• Firearm / Ammunition Possession / Usage on Campus; or
• Sale of illegal drugs / narcotics.

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

• Identify and follow up with the appropriate individuals and offices on the progress of those students that may be in dire need of Substance Abuse, Anger Management and / or Alternative Dispute Resolution counseling for the safety of themselves and the J.C.S.U. community;
  • Provide workshops and informational sessions for staff, faculty and students participating in the judicial process;
  • 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, participation in counseling sessions, etc;
  • 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 effect periodic revisions to the Student Code of Conduct and Sanctions as published and distributed to all J.C.S.U. via the Student Handbook.

ROLE OF KEY UNIVERSITY OFFICIALS IN JUDICIAL AFFAIRS PROCESS

• **Dean of Student Success:** The Dean of Student Success and his or her designee is responsible for working on the disposition of written complaints made regarding alleged violations of the Student Standards of Conduct, initiating disciplinary proceedings as necessary and conducting, overseeing and managing disciplinary proceedings in accordance with this policy.

• **Judicial Affairs Coordinator:** The 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:** The Chairman of the Judicial Affairs Board is responsible for adjudicating cases referred by the Dean of Students Success for an administrative hearing as provided 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:** The Judicial Affairs Board shall be responsible for adjudicating cases referred by the Dean of Student Success for a Judicial Affairs Board hearing. The Judicial Affairs Board shall be comprised of at least five (5) members and shall alternate serving on hearings. Judicial Affairs Board membership shall be comprised of students, faculty and staff. Quorum for a judicial hearing consists of a minimum of two (2) faculty members, two (2) staff members and one (1) 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 (3) Board members present to conduct a hearing.

• **Special Judicial Affairs Panel:** The 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. Quorum for a judicial hearing typically consists of a minimum of two (2) faculty members, two (2) staff members and one (1) 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 (3) panel members present to conduct a hearing. The Special Judicial Affairs Panel will be staffed by the Director of Counseling Center in his or her sole discretion based on the facts and circumstances surrounding each complaint.

• **President:** The President of the University 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 Dean of Student Success may initiate disciplinary proceedings under this policy.

Any individual with a complaint regarding a perceived violation of the Student Standards of Conduct should file a written complaint with the Office of the Dean of Student Success.

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 to the appropriate location. For example, any complaint involving perceived harassment, discrimination, sexual violence assault and discrimination should be directed to the Office of Human Resources, not the Dean of Student Success.

The Dean of Student Success 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 addressed and 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 (3) academic calendar days.¹

¹ An “academic calendar day” means Monday – 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 may be 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 (3) academic calendar days of receiving the notification letter from the Office of Judicial Affairs, 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 (2) academic calendar days following the initial meeting with the Judicial Affairs Coordinator. If the student simply does not respond to the alleged violation(s), 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 Dean of Student Success or Chairman of the Judicial Affairs Board will issue a letter to the student within three (3) 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 sanctions 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, 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 of appeal from the determination or sanctions unless the conduct at issue involves sexual discrimination, sexual assault, sexual violence or sexual harassment.

- **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 of appeal from 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 (3) academic calendar days from receipt of the student’s plea. This notice will be addressed and sent to the student’s mailing address on file with the University and will include the type of hearing requested along with the date, time and location of the hearing.

The hearing will take place promptly, with at least three (3) academic calendar days’ notice provided to the student. A student showing good cause to the Dean of Student Success may be granted additional time to prepare a defense so long as a written request is made by the student and provided to the Dean of Student Success at least two (2) 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 in his or her sole discretion. The Dean of Student success 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 will contain members of the Judicial Affairs Board, wherever possible. Use of such a 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 shall 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 of the Student Standards of Conduct, criminal investigations or reports are not determinative of whether a violation has occurred. As a general practice, the University will not wait for the conclusion of any criminal investigation or proceedings to initiate disciplinary proceedings and/or take interim measures to protect the University community. When criminal proceedings are pending during the judicial affairs process, a student may have an attorney present during the hearing; however, he or she 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
the 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 will be 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, in 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,
accepted and verified by the Judicial Affairs Board Chairman may be
admitted in 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 all 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
da determination of responsibility has been reached (as provided below).

• **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 will be 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:** The Chair 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 (5) 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 (5) 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. For a list of the University’s Title IX Coordinators, please consult the University’s Sexual Discrimination/Harassment/Assault Policy.

• 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 Judicial Affairs Board 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.

- Grossly inappropriate sanctions, having no reasonable relationship to the charges. Appeals on this ground can only be made when the sanction is loss of housing, loss of privileges, loss of institutional aid, suspension or expulsion.

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 (5) 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 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 reference; (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.

- If the appeal is based on grossly inappropriate sanctions, the request must include specific information indicating why the sanction is grossly inappropriate in light of the charge(s).

- 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 (5) 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 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 appeal process discussed above, except that either 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 set forth above.

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 of violations and notified of their disciplinary sanctions but who fail to comply with those sanctions 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, to maintain social order and to 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 also 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 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 while they are completing one of the sanctions listed above.

As a rule, parents of dependent students are apprised of the disciplinary decision in cases that result 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 of violations should not expect leniency in application of the sanctions for reasons 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 the students 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 of 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 Dean of Student Success.

**PARTICIPATION IN SPECIAL WORKSHOPS**

Students may be required to assist in developing, coordinating and evaluating special workshops related to the nature of the offense that the student has committed. Students may 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, must be thorough, comprehensive, typed 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 responsibility 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 and The Office of Student Success. Off-campus assignments will usually be made in conjunction with a human service or volunteer service agency. All assignments 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 those 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 privilege which he or she has lost. This written notification shall indicate the time period for which the student has lost certain privileges or must abstain from certain activities.

**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. A date of 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 Dean of Student Success. 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 the Residence Hall is a definite 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 of 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 a student
loses University housing privileges, 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 Dean of Student Success. Students who may
have been 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 should the student
be referred to the Judicial System and again be found responsible of any violation
of the Standards of Conduct, the student will be suspended from the University
immediately.
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 get 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.

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 readmitted 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.
services. His or her name is deleted from the roster of enrolled students and from
the faculty’s class roll. The student will not get 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 which can be imposed upon a student for
violation of the Student Standards of Conduct. Expulsion is permanent dismissal
from the University, and the student is subject to the conditions and restrictions
cited under disciplinary suspension, except that the student is not eligible to apply for
readmission 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.
During the period of expulsion, the student’s relationship with the University is
permanently severed. 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.

RECORD OF PROCEEDINGS

The University will endeavor to make a record by written note, tape, or other
recording method (chosen by the hearing officer or panel) of all evidentiary hearings,
but not of the judicial deliberation process. The University’s failure to make such
a record, for reasons within or out of the University’s control, will not be basis for
error, appeal, or overturning the disciplinary decision. Tape recordings may be made
available to the accused student(s) for a nominal fee upon presentation of written
request to the Dean of Student Success. Tape recordings of the hearing will not be
made available to the student once he or she has exhausted the appeal process.

NOTIFICATION OF DISCIPLINARY ACTION AND DECISIONS

Students who are accused of being involved in incidents that are in violation of the
Standards of Conduct should expect to be contacted by the Office of Judicial Affairs
regarding a pre-hearing meeting and/or a University Judicial Board hearing. The
judicial officer and boards will make every attempt to promptly notify the student of
a conference or hearing regarding his or her alleged violation; however, inability to
notify a student through reasonable means (certified mail, campus mail, telephone,
etc.) does not entitle the student to any further consideration in terms of postponing
the hearing of a case. While every effort will also be made to promptly notify students
whose cases have been adjudicated, each student whose case has been adjudicated is
expected to contact the Dean of Student Success within seventy-two (72) hours after
the conclusion of the hearing to receive the decision in the case. It is a reasonable
expectation that students will receive notification via their campus mail boxes on
the same day the notice is sent, provided notification is delivered to the campus
Post Office by 10:00 a.m. It is also expected that mail delivered to the campus Post Office after 10:00 a.m. will be received by the student, at the latest, by 5:00 p.m. the following day. Mail that is hand-delivered is noted as having been received at the time it is delivered to the student. Notification sent by first-class mail is expected to be received by the student within three business days if within the City of Charlotte and within four days elsewhere. Extensions may be granted to students who show, on the basis of the certified mail receipt, that the mail was delayed.

**STUDENT RIGHTS IN DISCIPLINARY PROCEDURES**

Students charged with a violation of the Standards of Conduct are entitled to a hearing by a judicial officer or body and a pre-hearing with a judicial officer. When a student is charged with violating the University’s Standards of Conduct, he or she shall have the right to:

1. Receive written notification directing the student to contact the Office of Student Success or the Office of Residence Life whichever is stated in your letter within (3) class days of receipt of the notice for them to schedule a pre-hearing meeting. Notification is sent via certified mail to students who reside off campus and is deemed received when the Office of Student Success receives notice of delivery from the U.S. Postal Service. Notification to students who reside on campus is deemed effective on the date that notice is delivered to the Campus Post Office.

2. Students who have requested a hearing will receive a written notice not less than 72 hours prior to the initiation of a disciplinary proceeding. Notice is deemed effective on the date that the notice is delivered to the Campus Post Office. Notification sent by first-class mail is expected to be received by the student within three business days, and is deemed effective upon receipt of postal notification.

The notice shall include date, time, and place of the hearing and a statement of:

1. The University’s rule(s) regulation(s) which was violated; and

2. The circumstances of the case: the date, place, and conduct for which the violation of rule(s) or regulation(s) is charged.

***NOTE:*** Unless the student informs the appropriate hearing officer or panel prior to the beginning of the hearing that he or she did not receive 72-hour notice, the lack of proper notice cannot later be used as the basis for appeal unless proof is offered showing that notice was delivered to the students room, mailbox, or off-campus address after the hearing.

3. Have the opportunity to have counsel, from a member of the University faculty or staff;

4. Receive a fair and impartial hearing;

5. Present a limited number of witnesses on his or her behalf (maximum of three, unless more are allowed on specific requests);

6. Testify on his or her own behalf;
7. Receive prompt notification, in writing, of the decision of the Judicial Board or administrative officer. Such notice shall be forwarded to the student’s UPO Box or local address within 72 hours after the hearing. Delivery of same to the student’s UPO Box or U.S. Postal Box within 72 hours after the hearing shall be considered proper notice; and

8. Appeal the decision of any hearing person or body in writing to the appropriate appeal person or body within 48 hours after receiving the decision. All appeal requests must be filed in writing.

Cases considered by the University Judicial Board are confidential and are not open to the public. Members of the Board are bound by the laws of privacy and shall refrain from discussing cases and Board deliberations outside the hearing room. However, this rule does not prevent the recording of the hearing process for potential use in an appeal hearing. Recordings are not available to the student once he or she has exhausted all appeals.

**DISCIPLINARY APPEALS**

The student’s letter or written request for an appeal must clearly delineate the grounds for the appeal and include pertinent information that will assist the judicial officer or board in determining whether an appeal is warranted. Also, the date and student’s signature must be included in the written request for an appeal. A student is entitled to an appeal only if one or more of the four conditions are met. Decisions on whether one or more of the conditions are met are to be made at the sole discretion of the appropriate appeal officer or board. By these guidelines, a student is entitled to appeal only once. If a student’s request for an appeal is denied, the student is not entitled to any further appeal of the decision in his or her case. Further, if an appeal hearing is granted or the previous decision is overturned, the student is not entitled to any further appeal, and the decision rendered by the appellate officer or board will stand. Only in very unusual circumstances, and then only upon the determination of the Dean of Student Success, will a student be entitled to request a second appeal of the decision in his or her case.

It is noted that in instances where a student fails to comply with the sanctions imposed by a judicial body or functionary, additional and more severe sanctions will be imposed without the benefit of a hearing, and the student will not be entitled to an appeal of the decision to impose additional sanctions. Further, a student may not appeal on the basis of not having received proper notice unless he or she notifies the hearing officer or panel prior to the beginning of the hearing that sufficient notice was not received and, in the judgment of the hearing officer or panel, there is reason to believe that proper notice may not have been given. Note that students who fail to pick up mail from their UPO Boxes, who fail to pick up correspondence as otherwise instructed, or who, due to negligence on their own part, fail to receive proper notice, may not use “insufficient notice” as the basis for an appeal.

A decision of a judicial board or administrative functionary may be appealed on one or more of the following grounds:
1. Substantial violation of the hearing procedure;

or

2. Existence of new information or facts that were unavailable at the original hearing and which could affect the hearing board's sanction.

All requests for an appeal must outline the following:

1. If the appeal is based on substantial violation of hearing procedures:
   a. Citation of specific procedural errors, with appropriate reference;
   b. Reason(s) why procedural effort was not mentioned in the original hearing; and
   c. Reason(s) why correction of error can contribute to a decision other than that which was originally made.

2. If the appeal is based on new facts:
   a. Description of new evidence;
   b. Names(s) of anyone who could present this evidence if any);
   c. Reason(s) why the evidence can contribute to a decision other than that which was originally made.

***NOTE: The written appeal must be clear and specific, as the appeal body considering the appeal may base its decision solely on the written appeal.

FILING AN APPEAL

All appeal notices must be filed in writing to the appropriate appeal person or body within forty-eight (48) hours after receipt of the decision as specified herein. The appeal request must state the specific grounds of the appeal as described in the preceding section. Official University holidays, weekends, and school closings are excluded in determining the time periods within which appeals are to be filed.

For cases initially adjudicated by the University Judicial Board, a student desiring to file an appeal must do so in writing, to the Dean of Student Success, within forty-eight (48) hours following the student’s receipt of the decision. The Dean of Student Success will determine whether there are grounds to grant an appeal and notify the student of the decision within seventy-two (72) hours 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 decision of the Dean of Students is final.

A student desiring an appeal must file a written notice of appeal with the Dean of Student Success within forty-eight (48) hours following the student’s receipt of the decision. The dean of Student Success will consider the request for an appeal and will make a determination as to whether there are grounds to grant an appeal. An appeal conference with the student may be desirable, and the student will be notified
in writing within seventy-two (72) hours of receipt of his or her appeal as to whether
the appeal will be granted or whether an appeal conference is needed.

The Dean of Student Success is the final appellate officer for students whose cases
have initially adjudicated by the University Judicial Board.

The decision of the Dean of Student Success is final except in cases involving
expulsion from the University. In cases involving expulsion, the student may appeal
the sanction to the President of the University, in writing, with a copy to the Dean
of Student Success within forty-eight (48) hours of the receipt of the decision of the
Dean of Student Success. All appeals of this nature must be in writing, since the
President is not obligated to confer with the student and may choose to review only
the written information in making a decision.

The sanction imposed by a judicial board or officer does not become effective until
all available appeals have been exhausted or rejected by the student within the time
periods designated for appeals, except when in the determination of the Dean of
Student Success the student’s continued presence on the campus constitutes a clear
and present danger to the student and/or others in the University community.

ADMINISTRATION OF THE DISCIPLINARY PROCESS

In his or her role as the Chief Executive Officer of the campus, the President has
the responsibility for maintaining a campus environment conducive to learning
and achievement of the University’s mission. Whereas he or she supervises the
administration of student discipline, the responsibility for the actual daily operations
of the judicial system rests with the Office of Student Success.

The Office of Judicial Affairs has the responsibility for the daily administration and
enforcement of the campus judicial system. Additionally, the Office of Student
Success works with students to encourage support of and compliance with the
University’s Standards of Conduct; provides training to hearing bodies; adjudicates
alleged student violations; and provides administrative support for all judicial
bodies.

Judicial Affairs’ Office works closely with the Dean of Student Success and
University Campus Police to coordinate the daily administration and enforcement
of the campus judicial system. He or she is responsible for reviewing all alleged
violations, conducting investigations when appropriate, referring discipline cases
to judicial bodies, arranging conferences or hearings with the student(s) involved,
adjudicating certain disciplinary referrals, notifying the student of the time and place
of the hearing or conference with certain judicial bodies, hearing appeals, informing
students of decisions rendered, and notifying parents and other members of the
University community, as appropriate, regarding actions taken.

In consultation with the Office of Student Success the Office of University Campus
Police receives, investigates, and handles those complaints where violations of
public laws are indicated, when a felony is committed, or when assistance from that
office is otherwise requested or needed. The University may then take the necessary disciplinary action, based on the infraction alleged to have been committed by the student.

Judicial officers and boards are charged with determining a student’s responsibility or lack of responsibility and shall review the student’s disciplinary record and make a recommendation to the Dean of Student Success regarding an appropriate sanction. The Dean of Student Success shall review all recommendations for sanctions presented by the various judicial officers and boards, determine the validity of the findings, review the student’s disciplinary history, make the final determination regarding sanctions, and notify the student and other appropriate parties of the decision. Findings of responsibility and imposed sanctions may be appealed by following the appropriate appeal procedures.

SPECIAL REGULATIONS FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR ARRESTED FOR A CRIMINAL ACT

When a student is indicted or charged with commission of a criminal violation, a special procedure determines that student's status with the University until such time as the criminal proceedings are concluded. It is in the best interest of the University, other students, and the student charged with a serious criminal violation, for the University to determine whether or not that student’s presence on campus during the tendency of criminal proceedings will present a potentially dangerous or disruptive situation.

Any student indicted or charged with a criminal violation defined as a felony under the North Carolina General Statutes or the laws of another state has an affirmative obligation to immediately notify the Dean of Student Success. This report must encompass all known charges against the student. The student will also have the opportunity to discuss the nature of the charges and any mitigating circumstances.

Once notified, the Dean of Student Success is authorized to take the following action in regard to that student:

1. Convening of an immediate disciplinary hearing seeking disciplinary sanctions up to and including expulsions of that student;
2. Temporary or indefinite suspension of the student pending final disposition of the criminal charges including appeal;
3. Restriction of the student’s rights and/or activities on campus; or
4. Any other reasonable restrictions or remedies that the Dean of Student Success believes is in the best interest of the University.

If a disciplinary hearing before the University Judicial Board is not convened immediately by the Dean of Student Success, such a hearing may be conducted at any point, including after conclusion of the criminal proceedings against the student. Factors to be considered by the Dean of Student Success in making the determinations described above include but not limited to:
1. The nature of the charges against the student;
2. Issues of personal safety;
3. Campus security;
4. Cooperation of the student;
5. The nature of the evidence against the student;
6. Prior civil or criminal records of the student; and
7. Any other factors or evidence deemed appropriate. The University shall make every effort to expedite a decision under these circumstances and will communicate its decision to the student in writing. Any student who disagrees with the decision of the Dean of Student Success may appeal that decision to the Dean of Student Success. Such appeal must be presented in writing within 48 hours of the student’s receipt of the written decision of the Dean of Student Success. After receiving the appeal letter, the decision of the Dean of Student Success in such matters will be final. No other appeal will be considered.
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<th>Position</th>
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<tbody>
<tr>
<td>Chairperson, Council of Deans</td>
<td>(704) 378-1140</td>
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<tr>
<td>Counseling Center</td>
<td>(704) 378-1044</td>
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<tr>
<td>Dean of Student Development</td>
<td>(704) 330-1461</td>
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<tr>
<td>Office of Judicial Affairs</td>
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Passing Through Light art installation

JOHNSON C. SMITH UNIVERSITY

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