JOHNSON C. SMITH UNIVERSITY IS ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES (SACSCOC) www.sacscoc.org

Johnson C. Smith University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Johnson C. Smith University.

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

HOLDS MEMBERSHIP IN

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

100 BEATTIES FORD ROAD
CHARLOTTE, NORTH CAROLINA
28216-5398 www.jcsu.edu
AUTHORITY FOR THE HANDBOOK

The Johnson C. Smith University Student Handbook specifies the general rules, regulations, policies, and procedures which govern student life at the University and within the campus community.

It also defines the structure within which organized student life is carried on and the means by which students may achieve the fullest realization of the University’s resources and facilities.

As an official document of JCSU, the Student Handbook derives its authority from the institution’s Catalog, which is the official document setting forth the University’s programs, policies, regulations, and procedures.

This document represents a part of the student’s obligation to the University. It does not purport to fully address all policies, procedures, and regulations for every area of the University.

Therefore, the Student Handbook must be used as a companion document to the University Catalog and other published regulations and guidelines issued by various University offices and programs.

The rules and regulations in the JCSU Catalog will supersede any inconsistent rules and regulations published in other sources.

The dynamic nature of the University brings about a concomitant review and revision of practices, policies, and procedures as they relate to institutional mission and purpose.

Hence, the Student Handbook undergoes revision to reflect these changes.

As such modifications are made in policies, procedures, and regulations, whether academic or disciplinary, amendments to the Student Handbook may, as appropriate, be published as addenda.

Students will be informed of such revisions and, after such notice, the amended rules will apply to all current students.

As this Handbook and other materials are part of the contract the student has with the University, students are encouraged to read these materials to familiarize themselves with their contractual obligations.

The student, on admission, is obligating himself or herself to submit to governance by the reasonable rules and regulations contained in these documents.

JCSU reserves the right to revise this Student Handbook as it deems necessary.

Such revisions, whether academic or disciplinary, will, with notice, apply to all current students.

Also, by virtue of their relationship with the University, students are to comport themselves in accordance with the Student Code of Conduct of all time, whether on or off the campus, for as long as they maintain their relationship as a student of JCSU.

Therefore, acts committed off-campus that are detrimental to the interests and reputation of the University, will subject the student to University conduct action the same as if they had been committed on campus.

An Equal Opportunity Institution.
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#THISisRESEARCH
LETTER FROM THE PRESIDENT

Greetings Smithites:

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

You have chosen to attend one of the country’s outstanding liberal arts institutions, which sits in one of the most dynamic cities in the United States. These factors are the basis of our claim to be “Charlotte’s Premier Independent Urban University.”

As you begin your first days and weeks on the grounds of this venerable institution, I implore you to take a moment, from time to time, to take in the rich history. This is the beginning of JCSU’s 152nd year of service to students like you who are yearning to embrace new, different and exciting things, both known and unknown, in the pursuit of knowledge while enhancing their own human capital.

These are indeed exciting times. I look forward to greeting and meeting each of you during our respective comings and goings across the University this year, whether in class or in a lab or, maybe on the field or a court. One of JCSU’s most endearing qualities is its close-knit and nurturing environment. I am sure you have already experienced it as you navigated the admissions process and began your orientation activities. The faculty and staff at Johnson C. Smith University are second to none!

Again, welcome to “Ole JCSU” where your undergraduate experience will help you to become yourself so you can change our world!

Godspeed,

Clarence D. Armbrister, J.D.
President
LETTER FROM THE SGA PRESIDENT

Greetings Smithites,

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

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

This is truly the time and the place to become yourself in preparation of changing our world. I have enjoyed serving the student body in past three years. I am optimistic and looking forward to creating new relationships with those of you that I have not encountered. The Student Government Association serves a liaison between students and University administration. We strive to be innovative and creative in our endeavors to represent the student voice. In this coming year, we vow to address the needs of this student body and work to sustain a quality campus experience for all.

I encourage you to hold high the Gold and the Blue. You are an intricate part of the 153rd year academic school year. Together nothing is impossible, and I am honored to achieve the possible with you. Sit lux now and forever more!

With truthfulness and loyalty,

Shakoya C. Brown
2019-2020 SGA President
schrown2016@myemail.jc.edu
GENERAL INFORMATION

HISTORY

1867 In 1867, Rev. S.C. Alexander and Rev. W. L. Miller saw the need to establish an educational institution in this region of the South. On April 7, at a meeting of the Catawba Presbytery in the old Charlotte Presbyterian Church, the school was formally inaugurated, which, by charter, was named The Freedmen's College of North Carolina. The two ministers were elected teachers.

1867-1876 Mary D. Biddle of Philadelphia, Pa. through appeals in a church paper, pledged $1,400 to the newly-established school. In appreciation of this first and generous contribution, friends requested Mrs. Biddle name the college after her late husband, Major Henry Biddle. From 1867 to 1876, the school was named Biddle Memorial Institute and chartered by the state legislature.

1876 Charlotte citizen Colonel W. R. Myers donated the first eight acres of land for the school. The school charter was changed by the North Carolina Legislature, and the name became Biddle University.

1883 A new building was erected to serve as the main administrative building for the University. Built by former slaves during evening hours by candlelight, it featured recitation rooms and a 600-seat audience chamber. It still stands today as Biddle Memorial Hall and houses the Office of the President.

1892 The first African-American intercollegiate football game was played between Biddle University and Livingstone College in December in Salisbury, N.C. The Golden Bulls won that first game, which is now an annual tradition called the Commemorative Classic.

1919 Biddle University became the first Black college in the South to offer professional courses in education.

1921-1922 Jane Berry Smith, of Pittsburgh, Pa., donated funds to build a theological dormitory, science hall, teachers’ cottage, and memorial gate, plus provided an endowment for the institution in memory of her late husband, Johnson C. Smith. In recognition of these gifts, the Board of Trustees changed the name of the institution to Johnson C. Smith University.

1924 JCSU was recognized as a four-year college by the North Carolina State Board of Education. The University was further strengthened by a substantial provision from James B. Duke.

1924 James B. Duke established the Duke Endowment, which named JCSU as one of four beneficiaries in the area of higher education.

1938 JCSU attained the status of an independent college affiliated with the Presbyterian Church, reporting to the N.C. General Assembly through the Board of Christian Education.

1941 Women were admitted to the freshman class for the first time.

1944 JCSU joined the United Negro College Fund as a founding member.

1965 The Mary Joyce Taylor Crisp Memorial Student Union was built.

1967 JCSU celebrated its 100th anniversary. During this historic centennial occasion, the University examined its past and made innovative plans for the future.

1990 The Robert L. Albright Honors College Center was built to recruit outstanding students who have the academic, social, and service commitments to function as leaders and role models on campus and in their communities.

1994 Dr. Dorothy Cowser Yancy became the first female president of JCSU. The Service Learning Center was established as a model program in the Southern region to instill strong values of service to the community and create a well-balanced education for JCSU graduates.
1996 JCSU received a $1-million gift from Irwin Belk, a prominent Charlotte businessman. At the time, it was the largest gift from a living individual in the school’s history. 1997 The Technology Center was established, featuring a state-of-the-art video teleconferencing auditorium center and nine state-of-the-art labs.

2000 JCSU gained national recognition when it launched the IBM Laptop Initiative, known as ThinkPad U. JCSU became one of the few colleges in the country, and the first Historically Black College and University (HBCU), to provide an IBM laptop computer to every student.

2002 The Duke Endowment awarded JCSU $3.9 million. That same year, the University was named one of the ‘Top 50 Most Wired Small Colleges’ by Yahoo Magazine. 2003 The Irwin Belk Complex, a state-of-the-art academic and sports facility, was built.

2011 The Corporate Alliance Program was established as a relationship builder to align corporate interests with University goals and objectives.

2012 The 1867 Giving Societies was established to honor the University’s most generous benefactors.

2013 Dr. Ronald L. Carter became the 13th president of JCSU.

2014 The Duke Endowment awarded JCSU $5.7 million, the largest single gift in the school’s history, to fund two new programs: the Center for Applied Leadership and Community Development, and the Metropolitan College. In the first phase of a campuswide improvement program, the Mary Joyce Taylor Crisp Memorial Student Union was renovated, and ground was broken on the JCSU Arts Factory, an innovative teaching and performance facility for students majoring in visual and performing arts.

2011 The JCSU Arts Factory opened its doors for students and the Charlotte community. Ground was broken on Mosaic Village, a mixed-use development featuring living and retail space, as well as on the renovation of the George E. Davis House, a historic landmark that will become headquarters of the Foster Village Network Center. The Duke Endowment awarded a $35 million grant to the University to support science programs, scholarships, and capital improvements on campus. It was one of the largest gifts ever given to a HBCU.

2012 “Passing Through Light,” a new work of public art using LED technology and located at the I-77 and West Trade Street underpass, makes its debut. The public art serves as a visual and dynamic gateway for vehicles and pedestrians as they enter and exit the city of Charlotte’s Historic West End. JCSU, in collaboration with the Congressional Black Caucus Institute, hosted "UFUTURE: A Summit for Innovative Young Thinkers." The summit attracted high-profile politicians and celebrities to JCSU as the event amplified the voice of more than 300 students from 20 regional colleges and universities. JCSU’s Mosaic Village opens in the historic West End as the latest sign of revitalization in the Northwest Corridor. The 25-million-dollar project features 80 apartment-style suites serving 300 student-tenants, street-front retail space and a parking garage.

2015 JCSU opens its 62,000-square-foot Science Center, housing innovative programs in the College of Science, Technology Engineering and Mathematics (STEM).

2017 JCSU celebrates 150 years of undeniable progress as an institution of higher learning.

2018 Clarence D. Armbrister, J.D. became the 14th President at JCSU
JCSU HISTORY

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

News of the Presbytery’s efforts soon reached a devout churchwoman of Philadelphia, Pennsylvania, Mrs. Mary D. Biddle, who promptly pledged $1,400 to the new school. In appreciation for her generous contribution, the newly established school was named for her late husband, Major Henry Biddle, who was wounded at the Battle of New Market in June 1862 and died a month later. The school was officially chartered by the state as the Henry J. Biddle Memorial Institute and the first classes were held on May 1, 1867. Along with the Colored Presbyterian Church of Charlotte, Biddle Memorial Institute was housed in a building on C Street in Charlotte which had been donated to the institution by the Freedmen’s Bureau. Still searching for a permanent home, Biddle Memorial Institute secured a donation of eight acres of land from a wealthy Charlottean, Colonel W. R. Myers. Soon after moving to the Myers site, the charter was changed in 1876 by the North Carolina State Legislature from Biddle Memorial Institute to Biddle University. The institution operated under this name until 1923. Other successes were achieved outside the classroom. In 1892, Biddle University played its first intercollegiate football game against Livingstone College. The Golden Bulls won victory that year, and the two teams have played every year since in what is known today as the Commemorative Classic.

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

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

The University underwent considerable demographic and financial changes in the decades before and after World War II. In 1924, the institution was recognized by the North Carolina State Board of Education as a four-year college. Five years later, the high school department was discontinued, and the standard educational program was restricted to a college of liberal arts and sciences and a theology department. In 1932, the University’s charter was amended to provide for the admission of women to the senior division. The institution attained the status of an independent college, affiliated with the Presbyterian Church in the United States of America and reporting to the General Assembly through the Board of Christian Education in 1938. By the time the Diamond Jubilee was celebrated in 1942, the University was a fully residential, coeducational institution. Two years later, Johnson C. Smith University joined the College Fund/United Negro College Fund (UNCF) as a founding member of that important institution. The Fund was organized to help church-related schools of higher learning to revamp their training program, to expand their physical plants, to promote faculty growth, and to create new areas of service.
With increasing support from the Duke Endowment, the UNCF, and other sources, the years between 1955 and 1968 brought significant physical and intellectual development to Johnson C. Smith University. In November 1955, the Henry Lawrence McCrory Theological Hall was dedicated, providing a new home for the seminary and its library, space for a small chapel, classrooms, and offices. In 1969, the theology program was moved to Atlanta, Georgia, and became a part of the Interdenominational Theological Center. Seven new buildings were erected on the JCSU campus during this period as well: the Jack S. Brayboy Gymnasium (1960), the Hardy Liston Residence Hall for women (1962), the University Memorial Union (1965), the Duke Memorial Library (1967), Myers Residence Hall for men and Sanders Residence Hall for women (1967), and the Rufus P. Perry Science Building (1968). Since 1968, JCSU has added several more buildings including the Johnson/Seabrook Education Building, Carter Hall and Mary Irwin Belk Early Childhood Education Center (1976), Greenfield Hall (1985), the Lionel H. Newsom Humanities Building (1986), the Teaching and Learning Center (1988), the Robert L. Albright Honors College Center (1990), the Faculty Center (1991), the Edward E. Crutchfield, Jr. Center for Integrated Studies (1993), the New Res residence hall (1993), a Technology Center (1997) and the Irwin Belk Complex (2003). The addition of buildings symbolized the growth of the university and its continued success in educating young people.

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

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

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

JCSU continued to create and strengthen innovative academic programs including the Foster Village Network Center, a program for students who have aged out of foster care. The center is based adjacent to campus in the historic George E. Davis House, which received an $800,000 restoration in 2014. Sustainability Village, an environmental science area on campus with greenhouses, an aquaponics system including tilapia fish, and raised bed vegetable gardens, provides access to healthy foods for residents in the Northwest Corridor, a recognized food desert in Charlotte. JCSU’s
online bachelor’s degree program was approved in the 2014-15 year, and the University also began the Master of Social Work program, its first master’s degree program in 2014-15.

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

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

Clarence D. “Clay” Armbrister became the fourteenth president of Johnson C. Smith University on January 1, 2018. From its humble beginnings on the grounds of old Charlotte Presbyterian Church, JCSU has grown to 100 acres of land on the highest point in Charlotte with more than 40 academic, service, and administrative buildings. As a result of the vision and commitment of past and present Boards of Trustees, presidents, administrators, faculty, and staff, Johnson C. Smith University is heralded as one of the best small colleges in the nation.

PURPOSE/MISSION STATEMENT

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

The mission of JCSU is to provide an outstanding education for a diverse group of talented and highly motivated students from various ethnic, socioeconomic, and geographical backgrounds. It offers a liberal arts 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 where students can fulfill their physical, social, cultural, spiritual, and other personal needs and where 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, JCSU is committed to recruiting and retaining an outstanding faculty. To this end, the University promotes faculty development, encourages faculty involvement in research and other creative activities, and endorses the principles of academic freedom.

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

For some 148 years, traditions have developed as a way of commemorating the important role of the University in educating young men and women. They foster a sense of pride and community among those who matriculate.

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

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

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

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

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

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

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

The committee found both colors to represent truthfulness and loyalty.

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

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

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

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

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

- Dress pants or dress skirts that show below the hem of the robe must be dark in color.
- Collared shirts that show above the neckline of the robe must be white.
- Ties, if worn, must be dark in color.
- Dress shoes must be appropriately formal and dark in color.
- Religious headwear, if worn, must be dark in color.
- Artificial body adornments/jewelry and body art alterations are a personal choice. Designated officers of the University reserve the right to ask a student to remove or cover anything that is deemed to be inappropriate for formal events.

**JOHNSON C. SMITH UNIVERSITY HONOR CODE**

The University Honor Code is enforced by the Council of Deans and the Office of Student Conduct.

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

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

The choice of an appropriate school song became a matter of controversy between students and alumni in the 1920’s. Rev. O.W. Winkfield, a graduate of the class of 1911, proposed a college song which though considered having much merit, was not adopted by the school.

Another song, written by George Leonard Allen (JCSU class of 1925) of the Kendall Institute, Sumter, South Carolina was more warmly received.

It was reviewed by a professional critic, who noted, “It is a good cheer song for football games and the like, but it has no depth and is not fitted, in its present state, for a college song”.

The song was revised to achieve the desired depth and to reflect a coeducational student body.

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

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

I
To thee we'll e'er be true.
And in the light of truth and right Hold high the Gold and Blue.

Refrain:
Proudly we hail thy name, our Alma Mater, Old S.U.
Johnson C. Smith, our own! Our hope, our guiding star, our light unfailing!
Pride of our loyal hearts, we’ll love and honor thee our whole life through.
On, ever on! dear old JCSU!

II
Fair Smith, where'er on earth we roam,
Send forth thy constant ray.
And let it beam with steadfast gleam
To lead us o'er life’s way.
We love thee, Smith, with all our hearts!
THE JOHNSON C. SMITH UNIVERSITY SEAL
The University Seal features the institution’s founding date of 1867 and the Latin words SIT LUX, which mean Let There Be Light. The seal certifies the authenticity of University documents.

Nickname: The Golden Bulls
University Colors: Gold and Blue
ADMINISTRATIVE STRUCTURE

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

OFFICERS OF THE UNIVERSITY
The President of Johnson C. Smith University is the chief executive and academic officer of the institution appointed by the Board of Trustees and is an ex-officio member of the Board. The other officers of the administration are appointed by the Board of Trustees upon the recommendation of the President. The following positions comprise the administrative team of the University: President, Executive Vice President/Chief Operating Officer, Academic Deans, Vice President for Business and Financial Affairs/Chief Financial Officer, Vice President of Institutional Advancement, Vice President for Government Sponsors Programs and Research/Director of Title III/Director of Smith Institute for Applied Research, Vice President of Administrative Services, Dean of Students, and Dean of Academic Support Services.

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

The SGA president serves as a full-voting member of the University’s Board of Trustees. All students of JCSU are members of SGA. SGA offices are located in the Crisp Student Union Annex. The mission of SGA includes fostering greater unity among students; establishing an effective liaison with the administration and faculty; and upholding high standards of scholarship and citizenship in the University community.

CAMPUS LOCATION
Johnson C. Smith University is located at 100 Beatties Ford Road near the intersection of West Trade Street, Fifth Street, and Rozzelles Ferry Road in Charlotte, North Carolina. Charlotte is served by major airlines, by Greyhound-Trailway buses, and by Amtrak. The campus is easily accessible from Interstates 85 and 77.
BUILDINGS

**Biddle Memorial Hall**, constructed in 1883, is the “heart and soul” of Johnson C. Smith University. It contains the administration offices of the University, conference rooms, and classrooms. The building consists of four stories, and a basement. Biddle Memorial Hall is located on the highest knoll of the campus and may be seen from almost any section of the city. Newly renovated, Biddle has an elevator, a remodeled 471-seat auditorium, additional computer labs, and a stronger infrastructure.

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

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

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

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

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

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

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

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

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

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

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

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

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

**The James B. Duke Memorial Library** is located near the center of the campus. It has all the amenities to support independent and collaborative learning. The first floor includes a gallery, exhibit space, the Center of Information,
reference collection, journal collection, eight individual study rooms, printing station, two student lounge areas, computer stations, open floor seating, and KoKoMo’s Coffee Café. The second floors house the Black Heritage Room, the Inez Moore Parker Archives and Research Center, general collection, four group study rooms, computer station (both Macs and PCs), open floor seating, two lounge areas, and the Information Technology (IT) Helpdesk. Through vendors relationships, including NCLIVE North Carolina (statewide information network consortium), undergraduate and graduate students have access to electronic books, journals, and magazines. All students have remote access to the library electronic resources and online catalog. The library participates in a nationwide interlibrary loan service offered through OCLC (Online Computer Library Center) bibliographic network. The library offers many formats of instruction to reach our diverse population of student learning styles which includes classroom instruction, tours on how to locate library resources, research guides, and tutorials. The library is an integral part of the University and is committed to providing undergraduate and graduate students with an environment conducive to studying and research development.

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

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

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

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

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

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

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

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

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

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

The Communication Arts and Music Business Technology Hall was constructed in 1997 to be used as the temporary facility for the University Library. It has been renovated and now houses the Kennedy Charter Public School.
The New Residence Hall, constructed in 1994, is a modern cloister courtyard complex that houses 210 students. The co-ed living facility includes single room occupancy, comprised of six bedrooms, two baths, living room, and kitchenette and dining area in a townhouse setting. Each bedroom has a private telephone, cable TV outlets and a spacious closet for personal belongings. This complex features a large theater-style community room, a computer room that overlooks a living room complete with a gas fire place, laundry facilities, office, full kitchen and a private reading room.

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

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

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

The Arts Factory (The Johnson C. Smith Visual and Performing Arts Center) is a 14,000-square-foot building that accommodates the needs of students taking courses in Theatre, Film, Studio Art, Graphics Art, and Dance. It contains a 100-seat black box theater, a painting studio, dance studio, photography dark room, and a smart classroom. There are also spaces dedicated for art preparation and set storage, as well as a green room, sound booth, lighting booth, costume shop, and student locker rooms.

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

The Division of Academic and Student Support Services provides undergraduate and graduate programs, services and activities that are consistent with the mission of the institution, enhances and promotes the total educational experience, and contributed to the achievement of teaching and learning outcomes.

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

Academic and Student Support Services encompasses almost every aspect of student life outside the classroom. These units include: Counseling, Health Services, HealthPlex, Residence Life, Student Leadership and Engagement, Admissions, Career and Professional Development, Student Conduct, Registrar, Information Technology, Library Services, and Institutional Planning, Assessment, Effectiveness and Research (IPAER).

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

OFFICE OF COUNSELING SERVICES

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

COUNSELING SERVICES

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

INDIVIDUAL COUNSELING

Counseling Services provides individual counseling and referrals to JCSU students on a voluntary and confidential basis. Our purpose is to help students cope with mental health challenges, navigate personal dilemmas and better manage painful life events so that they are able to respond to problems and concerns. Students may schedule an appointment by calling the office at (704) 378-1044, sending an e-mail to counselingoffice@jcsu.edu or scheduling in person. Individual counseling sessions are confidential and typically last up to 50 minutes. Common topics discussed during sessions may include, but are not limited to: transitioning to college, depression, anxiety, self-esteem, emotional concerns, healthy relationships, conflict resolution, anger management, family issues, stress, and time management. Counseling appointments must be scheduled before or after classes; walk-ins are permitted; however, it’s highly encouraged that you schedule appointments.
GROUP COUNSELING

Group sessions are available for students to discuss issues affecting their lives and the world around them. The format for groups alternate from open discussion to theme specific. Students who participate in these sessions must agree to sign a Student Confidentiality Agreement prior to participating. All group sessions are held in a casual and relaxed setting and can occur in the counseling center or dormitories based on need. Common topics discussed during sessions may include, but are not limited to: conflict resolution, healthy relationships, grief, substance abuse/alcohol use and self-esteem. Group sessions must be scheduled before or after classes.

I MATTER VIOLENCE PREVENTION AND SAFETY

Johnson C. Smith University is devoted to putting an end to all forms of abuse and violence on campus, supporting victims of abuse and hold perpetrators accountable for their actions. The I Matter Violence Prevention and Safety Program provides information to all students on sexual assault, relationship violence and stalking.

UNIVERSITY POLICIES ON ACCOMMODATIONS FOR RELIGIOUS OBSERVANCE

JCSU respects the religious beliefs of faculty and staff and their desire to observe their accepted religious customs and holy days. The University allows reasonable time off without adjustment to pay to attend religious observances on generally recognized holy days, provided this does not disrupt academic schedules or administrative responsibilities. JCSU is committed to honoring the religious commitments of all members of our community. Both university policy and North Carolina law provide that students unable to attend classes, participate in required course activities, or take a scheduled examination because of religious observance will be provided with reasonable opportunity to make up the course work without adverse effects. The university also respects the religious observance of faculty members.

Policy on Student and Faculty/Staff Religious Observances

This policy sets forth the protocol required of instructors at the university when requests are made by students to accommodate their religious practice. The policy applies to all students at the university and to all persons employed in an instructional capacity by the university. When any student is unable, because of religious practice, to attend class or participate in an examination or any other required assignment or activity in any course in which she or he is enrolled, the course instructor shall provide reasonable opportunity to make up the examination, assignment or activity. JCSU students may receive up to three excused absences for three credit hour courses and two excused absences for two credit hour courses. Students must provide documentation of their absence in the form of a program, note, or other methods approved by the instructor. JCSU respects the religious beliefs of faculty and staff and their desire to take time off for religious observances. Employees may use vacation time for religious observances.

JCSU HEALTHPLEX

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

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

HOURS OF OPERATION

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

- Monday-Friday: 6:30am-8:00pm
- Saturday & Sunday: 10:00am-Noon
During the summer (beginning final exam week) the hours are as follows:
Monday-Thursday: 6:30am-6:00pm
Friday: 6:30am-5:00pm
Saturday & Sunday: CLOSED

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

*All activity areas will close fifteen (15) minutes before the building closes. All activities will cease at that time and participants wishing to shower and/or change clothes must do so and exit the Johnson C. Smith University HealthPlex before closing time.

FACILITY USAGE
Students are granted access to the HealthPlex and all of its programming free of charge. To gain access students MUST complete the following steps:

1. Complete New Member Packet (if there are any underlying issues revealed in the health questionnaire students will be referred to the Student Health Center to be medically cleared)
2. Complete fitness assessment (to be conducted by a member or the HealthPlex Staff)

***Fitness assessments can only be conducted upon completion of the New Member Packet and any Physical Activity Clearance form (if needed). ***

These forms can be obtained via the JCSU website under the HealthPlex section or directly from the HealthPlex.

All faculty, staff, and students must have a valid Johnson C. Smith University ID card to use the facility.

Report cards, class schedules, or classmate “verification” does not replace a valid Johnson C. Smith University ID card and entry will not be allowed

CONDUCT

• Members and guests of the Johnson C. Smith University HealthPlex are expected to adhere to guidelines and procedures approved for all recreational activity within the building. Use of the Johnson C. Smith University HealthPlex is a privilege and failure to adhere to the rules and directions of the staff governing participation, locker rooms, equipment, dress, reservations of areas, smoking, food and drink, and conduct will result in administrative and/or disciplinary action, including cancellation of privileges.

• Student Code of Conduct, city codes, North Carolina and Federal laws apply at Johnson C. Smith University. Student conduct rules are cited in the current student handbook.

• Any blatant disrespectful conduct will result in immediate ejection from the facilities. This includes but is not limited to vulgarity, derogatory language, physical abuse of another individual, and/or damage to facilities.

• Organized activities which are not sponsored by the Johnson C. Smith University HealthPlex will not be permitted in any of the facilities without prior written approval by the Director.

Fitness Area

• Facility users must wipe perspiration off the fitness equipment, weight room equipment, and benches after each use.
• No dropping dumbbells, medicine balls, or kettlebells.
• No Olympic lifting will be allowed - this includes cleans & snatch. Space is limited and these lifts require more space than what will be available to keep each participant safe.
• Any behaviors that are considered unhealthy or may damage the facilities (i.e., chewing gum, spitting) are prohibited.
• Bicycles, skateboards, roller-skates/blades, motorized vehicles (except wheelchairs) or animals (except those used for medical necessities) are not allowed in any area of the Johnson C. Smith University HealthPlex.

• No backpacks or other personal gear will be allowed in the multi-purpose room or fitness area. Participants must utilize lockers in the locker rooms.

• Abuse of the facility or equipment will not be tolerated and are grounds for removal from the facility.

• No materials may be posted on the walls unless approved by the Director.

**Group Exercise**

• All classes are a first come, first serve basis and may fill up. Reservations for participants not physically in the Johnson C. Smith University HealthPlex will not be permitted.

• Classes may be canceled or altered without notice. Please check with the Johnson C. Smith University HealthPlex for any changes.

• Equipment provided in a group fitness class (hand weights, tubing, rubber bands, etc.) may not be taken out of the room in which the class is being held.

• No materials may be posted on the walls unless approved by the Director.

• The Johnson C. Smith University HealthPlex staff will be the only authorized persons to operate the sound equipment.

**APPROPRIATE DRESS**

A shirt is required in ALL areas of the HealthPlex, except in locker rooms. **At no other time, nor in any other location, may an individual walk in any part of the HealthPlex without a shirt.**

A **sports bra by itself is NOT considered a shirt.** Any individual not abiding by the dress code will be removed from the facility.

Footwear is required in all areas of the HealthPlex except the locker rooms, and the Multi-Purpose room during all activities. At no other time, nor in any other location, may an individual walk in any part of the HealthPlex without footwear. Boots, dress shoes, crocs, flip flops, or shoes that mark the floor are not appropriate footwear.

**HEALTH SERVICES**

The University maintains a healthcare service for the treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through Metrolina Internal Medicine. 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 Crisp Memorial Union. Hours of operation are 8:00 a.m. to 8:00 p.m. on Monday and Thursday, and on Tuesday, Wednesday, and Friday, 8:00 a.m. to 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 enroll in 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 medications or drugs. Prescriptions for subsequent drugs, medical needs, and medication beyond the initial dose provided by the Health Center will be given to the student to be filled at his or her own expense.

Specialists are frequently needed for student illnesses and injuries that go beyond the treatment scope of the Health Center. In such cases, the Health Center staff will refer students to recommended specialists. The cost of the specialists’ services is the responsibility of the student and his or her parents. However, students are strongly urged to file insurance claims promptly.
Students are discouraged from seeking treatment for illness or follow-up treatment for accidents without having first been referred by the University physician or his/her designee, as student insurance will not pay for expenses incurred without the appropriate referral.

The University does provide student transportation to off-campus medical facilities. Ambulance services are used in cases of serious illness or injury. In case of non-life threatening illness or injury, a student may be provided with a cab voucher if no other personal methods of transportation is available.

Students in need of hospital care will be referred to a local hospital. The cost of hospitalization, likewise, is the responsibility of the student and his or her parents. Students are encouraged to notify their parents if hospitalized.

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

a. Report to the Student Health Center at once.

b. If away from school, consult a physician and notify the Student Health Center as soon as possible.

c. All claims for services rendered by outside physicians and health care providers must be sent to the Student Health Center for transmittal to the insurance company within 30 days of the date of accident or onset of sickness.

d. The student must fill out a claim form for each illness or accident. Bills cannot be submitted for payment without the completed claim form.

**STUDENT HEALTH INSURANCE**

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

A referral from the Health Center is required for outpatient care in order for the student to receive insurance coverage for these services. (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 attending only night classes and/or off campus courses are exempt from this regulation. Students from North Carolina may obtain copies of their immunization records from their high schools. If they meet minimum requirements of North Carolina law for students in grades K-12, they are acceptable for college entrance; however, verification of same is required by the University. Students who cannot show evidence of having received required immunizations will be withdrawn from the University in accordance with state law. Immunizations can be obtained from a private physician or local health department. Continuing and entering students who have not completed the required immunizations will not be permitted to register at the University.

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

The law requirements are as follows:

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

b. Individuals enrolling in a college or university for the first time on or after July 1, 2008 must have had three doses of Tdap and a booster dose of the Tdap vaccine if one has not been administered within the last 10 years.

b. A dose of Tdap vaccine is not required for any student over 64 years of age.
a. A second dose of the mumps vaccine is to be administered before enrolling in a school, college, or university for the first time.

**RECORD OF IMMUNIZATION LAW**

Students enrolled in more than four credit hours and who are taking any classes which begin before 5 p.m. Monday through Friday, are required to provide valid documentation of immunization to be compliant with North Carolina State Law (NC G.S. § 130A-155.1; NC G.S. § 130A-152). The statute applies to all students except for students residing offcampus and registering for any combination of:

- Evening Courses
- Weekend Courses
- Online Courses
- No more than four-day credit hours in on-campus courses

If at any time the above student changes to: on-campus courses, course load more than four (4) credit hours, on – campus residence and/or enrollment in day-time courses, a Certificate of Immunization or record of immunization must be presented on or before the date the person first registers for the semester.

**COLLEGE/UNIVERSITY VACCINE REQUIREMENTS**

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

**FOOTNOTE 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 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 a college or university for the first time before July 1, 1994; or the individual has been documented by serological testing to have a protective antibody titer against measles.

**FOOTNOTE 3** – Mumps vaccine is not required if any of the following occur:
- Born prior to 1957; enrolled in a college or university before July 1, 1994; or the individual has been documented by serological testing to have a protective antibody titer against mumps. A second mumps vaccine is not required of an individual enrolled in college or university prior to July 1, 2008.

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

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

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

**UNIVERSITY RECOMMENDATION**

JCSU recommends, but does not require, that all new and transfer students receive the Meningococcal vaccine. Hepatitis B vaccines are required if the student is born after July 1, 1994. The University’s aim is to protect students against preventable diseases. All students taking prescribed medications must notify the Health Center at the start of each semester.
INTERNATIONAL STUDENTS AND/OR NON-US CITIZENS

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

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 - as is everyone - are susceptible to contracting HIV or AIDS if they do not exercise proper precautions. Educational and informational programs are offered by the University to educate students about this pandemic and the ways they can protect themselves.

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

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

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

It is important for the entire University community to be protected from unnecessary risks. Thus, proper protective measures and universal precautions will be adopted that 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 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 Academic and Student Support Services, the University Health Center, or the Counseling 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.

ALCOHOL AND DRUG POLICY

Johnson C. Smith University is a dry campus. This means that all JCSU students and their guests are prohibited from consuming or possessing alcoholic beverages on University owned or controlled property and University sponsored events. Violating this policy will result in a referral to the Office of Student Conduct.

The University subscribes to a ZERO TOLERANCE POLICY regarding drug consumption and drug possession. This includes the sale or trafficking of illegal substances on or off campus by students. Should a student be found...
responsible under the Conduct System of violating this policy, possible sanctions will include University probation, suspension, or expulsion.

**ALCOHOL AND OTHER DRUGS PREVENTION SERVICES**

Each year, college students experience the new world of independence, self-exploration, and building lifelong friendships. Unfortunately, at many colleges and universities, the overwhelming impact of excessive use of alcohol and drugs is seen firsthand.

Research has shown an increase in the number of alcohol-related incidents, such as violence, vandalism, sexual aggression, and alcohol poisoning requiring hospitalizations.

The following are potential warning signs that someone may be at risk for developing a drug or alcohol problem:

- Decline in academic performance
- Reports to class with a hangover or high
- Experiences headaches or has a hangover after drinking
- Frequently late to class or other scheduled appointments
- Makes excuses for poor performance or missing classes
- Frequently requests extensions or turns in work late or not at all
- Drastic changes in personality; frequent mood changes
- Boasting about their alcohol or other drug use; conversations are frequently about using
- Believes he/she cannot have fun without alcohol or other drugs
- Loss of motivation or energy
- Experiences frequent health problems
- Spends most of his/her money on drugs or alcohol
- Frequently passes out or suffers blackouts while drinking
- Changes in appearance
- Frequent problems with law enforcement or University authorities (e.g., Campus Police, Office of Student Conduct, and Residence Life)

**ALCOHOL AND OTHER DRUG SERVICES**

The Office of Counseling provides Alcohol and Other Drugs Services (AODS) to students enrolled at the University. AODS offers individual assessments, consultations, education programs, short-term intervention services, and community referrals. If long-term or intensive counseling services are needed, the counseling staff will assist in making referrals to external substance abuse treatment agencies.

The prevention goals of AODS include promoting campus-wide campaigns that challenge students to make healthy choices regarding their own behaviors, attitudes, and/or conflicts associated with the use, misuse, and abuse of alcohol and other drugs.

**FIREARM AND WEAPONS POLICY**

The use, possession, or storage of a firearm or weapon on University owned or controlled property without authorization is prohibited. A weapon refers to any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including but not limited to, all firearms, pellet guns, paintball guns, BB guns, bludegeons, metal knuckles, switchblade knives, and knives designed for offense or defense.
SIMPLE ASSAULT & ASSAULT and BATTERY POLICY

Simple Assault: The infliction of corporal injury to another by force, or by force unlawfully directed at the person of another, that creates a responsible fear of imminent peril, by an individual who has the apparent ability to attempt to do so if not prevented. Any student found responsible may be subject to summarily suspension, expulsion, and/or criminal prosecution.

Assault and Battery: The subjecting of any person(s) to any form of physical abuse on University owned or controlled property or University sponsored events. Any student found responsible may be subject to summarily suspension, expulsion, and/or criminal prosecution.

EDUCATIONAL MATERIALS

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

RESIDENCE LIFE

POLICIES AND PROCEDURES

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

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

Notification of approved housing is confirmed by a Student Housing Assignment letter that is sent to the student via email. There is not always adequate space to house all students who wish to live on campus, some students may not be able to secure on-campus housing. Such individuals will be given assistance upon request, but off-campus housing should be secured prior to coming to the University. The Office of Residence Life maintains a list of names of persons in the community who provide housing to students, although the University assumes no responsibility for the condition of such housing, terms of accommodations, supervision, or payment of rent.

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

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

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

ROOM FURNISHINGS

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

PUBLIC AREA FURNITURE

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

COMMON AND PUBLIC AREA DAMAGE COLLECTIVE FEE POLICY

There are specific acts of damage or vandalism that occur in the residence halls for which the responsible party cannot be identified. The University has a collective fee policy for assessing vandalism and other damage charges. If the responsible party is not established within a specified period 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.

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

HEALTH AND SAFETY INSPECTION

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

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

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

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

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

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

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

ELECTRICAL APPLIANCES, EXTENSION CORDS, SURGE PROTECTORS AND OUTLETS

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

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

Other safety concerns include:

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

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

LAUNDRY

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

In addition, another laundry system has been installed called Laundry view, where students can monitor the time use of washers and dryers from the convenience of their room through the use of their mobile device. Visit laundry view at http://www.laundryview.com
HOUSING DURING SCHOOL CLOSINGS AND VACATIONS
Residence Halls officially close during December Holiday break and at the end of the Spring Semester. All students are required to vacate their rooms during these periods. If a student leaves the University under any circumstances and abandons property, he/she has seven days after semester check-out or notification from the Office of Residence Life to retrieve personal belongings from assigned room or said abandoned property will be disposed of accordingly.

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

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

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

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

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

ILLNESS/CRISIS
If a student becomes ill when the Health Center is not open or when they otherwise experience a crisis, the student should contact the Resident Assistant on the floor or the Residence Life Staff responsible for the residence hall. All RHCs/RACs are on call in the evenings unless it is their day off. His or her name should be posted in the office of each residence hall. The RHC/RAC will contact parent(s)/guardian(s) in the event of an illness/crisis if a FERPA form is on file.

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

For problems, contact:
1. Vending machines: Contact the Office of Business and Finance at (704) 3781087.
2. Laundry facilities: Notify the designated Coordinator of your building.
3. Housekeeping cleaning: Contact the designated Coordinator of your building.
4. Cable Services: Contact the designated Coordinator of your building.


6. Mail service: See the University Post Office.

7. Repairs: Click on the following links at www.jcsu.edu – (a) Current Student; (b) Request a Repair; (c) Create a Work Order Request for Facility Management; and (d) JCSU Facility Damage/Cleaning/Replacement Cost

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

## RESIDENCE HALLS

<table>
<thead>
<tr>
<th>Liston Hall</th>
<th>Duke Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Hall</td>
<td>New Residence Hall</td>
</tr>
<tr>
<td>Sanders Hall</td>
<td>Mosaic Village (off campus)</td>
</tr>
<tr>
<td>Greenfield Hall</td>
<td></td>
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### KEYS

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Key replacement (no core change)</td>
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<tr>
<td>Key replacement (Mosaic Village)</td>
<td>Cost of Repair</td>
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<tr>
<td>Key replacement (core change)</td>
<td>$75.00</td>
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<tr>
<td>Apartment Keypad (Mosaic Village)</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>Room Keypad</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>Repair door lock set</td>
<td>Cost of Repair</td>
</tr>
</tbody>
</table>

### BATH

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramic toilet top</td>
<td>$19.50</td>
</tr>
<tr>
<td>Soap dish</td>
<td>$3.50</td>
</tr>
<tr>
<td>Sink</td>
<td>$75.00</td>
</tr>
<tr>
<td>Shelves (re-change)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Shower Curtain</td>
<td>$5.00</td>
</tr>
<tr>
<td>Shower curtain rod</td>
<td>$15.00</td>
</tr>
<tr>
<td>Toilet paper holder</td>
<td>$15.00</td>
</tr>
<tr>
<td>Toilet seat</td>
<td>$35.00</td>
</tr>
<tr>
<td>Towel bar</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
### DOORS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance door</td>
<td></td>
</tr>
<tr>
<td>Door stop (kick down)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Door stop</td>
<td>$8.00</td>
</tr>
<tr>
<td>Door number plate</td>
<td>$15.00</td>
</tr>
<tr>
<td>Closet door</td>
<td></td>
</tr>
<tr>
<td>Closet door (re-hang) min</td>
<td>$10.00</td>
</tr>
<tr>
<td>Door closure</td>
<td></td>
</tr>
<tr>
<td>Doormat</td>
<td>$150.00</td>
</tr>
<tr>
<td>Peep hole</td>
<td>$20.00</td>
</tr>
<tr>
<td>Hole through door</td>
<td></td>
</tr>
<tr>
<td>Missing door latch plate</td>
<td></td>
</tr>
<tr>
<td>Sliding glass door blinds</td>
<td></td>
</tr>
<tr>
<td>Sliding glass door handle</td>
<td></td>
</tr>
<tr>
<td>Interior exterior</td>
<td></td>
</tr>
<tr>
<td>Door frame</td>
<td></td>
</tr>
</tbody>
</table>

### BEDROOM

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed frame</td>
<td></td>
</tr>
<tr>
<td>Bookshelves</td>
<td>$60.00</td>
</tr>
<tr>
<td>Desk</td>
<td>$150.00</td>
</tr>
<tr>
<td>Desk chair</td>
<td></td>
</tr>
<tr>
<td>Desk drawer</td>
<td></td>
</tr>
<tr>
<td>Desktop</td>
<td>$95.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### FURNITURE

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couch</td>
<td></td>
</tr>
<tr>
<td>Couch cushion</td>
<td></td>
</tr>
<tr>
<td>Furniture burn/stain</td>
<td></td>
</tr>
<tr>
<td>Furniture finish/scrape</td>
<td></td>
</tr>
</tbody>
</table>

### FIRE EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tampering/Defacing fire safety equipment</td>
<td>Up to $500 or loss of housing</td>
</tr>
<tr>
<td>Broken fire alarm</td>
<td></td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td>$35.00</td>
</tr>
</tbody>
</table>
### Fire Extinguishers

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire extinguisher refill</td>
<td>$20.00</td>
</tr>
<tr>
<td>Fire extinguisher glass</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fire alarm pull station glass</td>
<td>$75.00</td>
</tr>
<tr>
<td>Fire extinguisher box</td>
<td>$150.00</td>
</tr>
<tr>
<td>Fire extinguisher cover</td>
<td>$75.00</td>
</tr>
<tr>
<td>Smoke detector (replace)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### LIGHTING

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling light cover</td>
<td></td>
</tr>
<tr>
<td>Ceiling light globe</td>
<td></td>
</tr>
<tr>
<td>Complete light fixtures</td>
<td></td>
</tr>
<tr>
<td>Desk light</td>
<td></td>
</tr>
<tr>
<td>Light switch (replace)</td>
<td></td>
</tr>
<tr>
<td>Missing light bulb</td>
<td></td>
</tr>
<tr>
<td>Re-hang light globe</td>
<td></td>
</tr>
<tr>
<td>Replace missing/broken light globe</td>
<td></td>
</tr>
</tbody>
</table>

### MISCELLANEOUS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable connector plate</td>
<td></td>
</tr>
<tr>
<td>Carpet (cigarette burns) per burn</td>
<td></td>
</tr>
<tr>
<td>Ceiling per tile</td>
<td></td>
</tr>
<tr>
<td>Fire exit sign</td>
<td></td>
</tr>
<tr>
<td>Floor tile (per square feet replaced)</td>
<td></td>
</tr>
<tr>
<td>Floor tile</td>
<td></td>
</tr>
<tr>
<td>Molding (per section)</td>
<td></td>
</tr>
<tr>
<td>Phone jack</td>
<td></td>
</tr>
<tr>
<td>IT (Internet jack)</td>
<td></td>
</tr>
<tr>
<td>Outlet cover plate</td>
<td></td>
</tr>
<tr>
<td>Wire-glass (door panel)</td>
<td></td>
</tr>
<tr>
<td>Retrieval of personal items from drains and elevator shaft</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>Remove furniture w/o notice</td>
<td>$100.00</td>
</tr>
<tr>
<td>Co-ed violation 1st offense</td>
<td></td>
</tr>
<tr>
<td>Co-ed violation 2nd offense</td>
<td>$50.00</td>
</tr>
<tr>
<td>Co-ed violation 3rd offense</td>
<td>$100.00</td>
</tr>
<tr>
<td>Improper trash disposal</td>
<td>$100.00</td>
</tr>
<tr>
<td>Doors (propping, designated entrance/exits)</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>Missing hall meeting</td>
<td>$20.00</td>
</tr>
<tr>
<td>Health and Safety Violations (Traditional Halls)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Health and Safety Violations (Non-Traditional Halls)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Smoking (1st Offense)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Smoking (2nd Offense)</td>
<td>Loss of Housing</td>
</tr>
<tr>
<td>Overnight visitation (1st Offense)</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
### OverNight visitation (2nd Offense)
- Cost: $250.00

### OverNight visitation (3rd Offense)
- Cost: Loss of Housing

### Pet Policy Violation (1st Offense)
- Cost: $100.00

### Pet Policy Violation (2nd Offense)
- Cost: Loss of Housing

## REFINISH

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed drawer</td>
<td></td>
</tr>
<tr>
<td>Book shelves</td>
<td></td>
</tr>
<tr>
<td>Closet door</td>
<td></td>
</tr>
<tr>
<td>Exterior door</td>
<td></td>
</tr>
<tr>
<td>Interior door</td>
<td></td>
</tr>
<tr>
<td>Wood furniture</td>
<td></td>
</tr>
</tbody>
</table>

## PAINT WORK-PLASTER REPAIR

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire apartment</td>
<td></td>
</tr>
<tr>
<td>Closet door (1 slide)</td>
<td></td>
</tr>
<tr>
<td>Den/LR (suite)</td>
<td></td>
</tr>
<tr>
<td>Front door (2 slides)</td>
<td></td>
</tr>
<tr>
<td>Hall (suite)</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>Living room (apt)</td>
<td></td>
</tr>
<tr>
<td>Suite (entire)</td>
<td></td>
</tr>
<tr>
<td>Ceiling (room)</td>
<td></td>
</tr>
<tr>
<td>Paint scratch pulled off wall 1” tear</td>
<td></td>
</tr>
</tbody>
</table>

## PLASTER WORK-COST PER ITEM

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinhole</td>
<td></td>
</tr>
<tr>
<td>1/8 inch nail hole</td>
<td></td>
</tr>
<tr>
<td>Thumb size hole</td>
<td></td>
</tr>
<tr>
<td>Mark on wall (per)</td>
<td></td>
</tr>
<tr>
<td>Tape tear in paint finish</td>
<td></td>
</tr>
<tr>
<td>Dent in wall (1”sq)</td>
<td></td>
</tr>
<tr>
<td>Lg plaster work (approx..) per 1: sq</td>
<td></td>
</tr>
</tbody>
</table>

## WINDOW EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blinds (bedroom/window)</td>
<td></td>
</tr>
<tr>
<td>Blinds (vertical/patio)</td>
<td></td>
</tr>
<tr>
<td>Blind slate (each)</td>
<td></td>
</tr>
<tr>
<td>Blind wand (each)</td>
<td></td>
</tr>
<tr>
<td>Curtain rod</td>
<td></td>
</tr>
<tr>
<td>Curtain rod (re-hang)</td>
<td></td>
</tr>
<tr>
<td>Glass/Windows</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Screen</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>Screen (sliding glass door)</td>
<td>Cost of Repair</td>
</tr>
</tbody>
</table>

**Cleaning Responsibility**

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

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

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

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

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

**Thefts and Losses**

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

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

**Cancellation of Housing**

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

**Housing Application and Agreement**

Housing for students is provided in University-operated student residence halls. An individual must be admitted to the University before an application for housing can be accepted. The housing application must be renewed each year along with an application fee of $150.00. During the specified period for renewing housing applications, the student is expected to review the housing application and agreement. If he or she desires housing and concurs with the terms and conditions, they should sign the application. Signing the agreement constitutes an agreement by the student to comply with the terms and conditions accompanying the housing assignment. (For more specific information, the student should refer to the Housing Application and Agreement.) Notification of approved housing is provided on the Student Housing Assignment form sent to the student. All students must maintain a minimum of 12 hours to remain in the residence hall and be considered a fulltime student unless approved by the Director of Residence Life and Housing case by case.
Students whose financial accounts are not up to date, and/or whose health and immunization records are incomplete, may not participate in the hall selection process.

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

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

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

**ROOM CHANGES/CONSOLIDATION**

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

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

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

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

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

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

**ANIMAL AND PET POLICY**

With the exception of Seeing Eye or Service Dogs, no pets or animals are permitted on campus, and pets are not allowed in any student housing. This includes even brief visits. The University requests that students, faculty, and staff refrain from feeding stray animals as this may cause health and safety concerns. If you see a stray animal on campus, contact the Campus Police; they may need to call Animal Control.

Students and their roommates who have pets or animals found in their room or residence hall are subject to disciplinary action by the Residence Hall Coordinator OR Residence Apartment Coordinator and, subsequently, the Office of Student Conduct.

**SERVICE AND ASSISTANCE ANIMAL POLICY**

Johnson C. Smith University has established the following policy regarding Service and Assistance animals. JCSU is committed to allowing people with disabilities the use of a Service or Assistance Animal on campus to facilitate their full-participation and equal access to the University’s programs and activities. Set forth below are specific requirements and policy concerning the appropriate use of and protocols associated with Service Animals and Assistance animals. JCSU reserves the right to amend this policy as circumstances require.

In compliance with federal law, JCSU generally allows Service and Assistance animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability and the animal is trained to provide, and does provide, a specific task or work for the individual that is directly related to their disability. In general, JCSU will not ask about the nature or extent of the disability of a person with a Service Animal but may make two inquiries to determine whether an animal qualifies as a Service or Assistance Animal:
1. Whether the animal is required because of a disability; and
2. What work or task the animal is trained to perform.

JCSU will not require documentation, such as proof that the animal has been certified, trained or licensed as a service animal. In addition, JCSU generally will not inquire about a Service or Assistance Animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g. the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair or providing assistance with stability or balance to an individual with an observable mobility disability).

JCSU may disallow a Service or Assistance Animal, if the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to a program or service. Any student with a disability must get approval from the Office of Disability Services for having a service animal. Residential students must get approval from the Office of Disability Services and Office of Residence Life and Housing.

**PREGNANCY**

Any resident who determines she is pregnant must notify her Residence Hall Coordinator/Residence Apartment Coordinator and the Health Center as soon as possible.

**HOVER BOARDS**

Use of Hover Boards are prohibited in all University housing.

**ROOM ENTRY BY UNIVERSITY OFFICIALS**

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

**SMOKING**

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

**OFF-CAMPUS LISTING/LIVING SERVICES**

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

**OVERNIGHT VISITORS**

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

Visits by children under the age of 12 years are never permitted except in unusual situations and then only with the permission of the Director of Residence Life and Housing.

**COED VISITATION**

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

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

**LOBBY HOURS**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday-Thursday</td>
<td>10:00am – 12:00a.m.</td>
</tr>
<tr>
<td>Friday &amp; Saturday</td>
<td>10:00am – 1:00a.m.</td>
</tr>
</tbody>
</table>
ROOM VISITATION

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday-Thursday</td>
<td>7:00 p.m. – 12:00 a.m.</td>
</tr>
<tr>
<td>Friday &amp; Saturday</td>
<td>7:00 p.m. – 12:00 a.m.</td>
</tr>
</tbody>
</table>

KEYS

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

LOCKOUT/KEY REPLACEMENT PROCEDURE

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

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

Lock Change Cost:
1. Replacement for core changes: $75.00
2. Replace key no core change: $20.00 and $25.00 (Mosaic Village)
3. Cost for replacement card will apply
   - Failure to surrender or return keys when you check out of your room may result in the full cost to change the lock and replace the keys.

TRASH/DUMPSTER

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

DOORS (PROPPING, DESIGNATED ENTRANCES/EXITS)

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

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

Fall and Spring Semester:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:30 a.m. - 12:00 a.m.</td>
</tr>
<tr>
<td>Tuesday-Thursday</td>
<td>7:30 a.m. - 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m. - 2:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. - 12:00 a.m.</td>
</tr>
</tbody>
</table>

Semester Breaks & Holidays:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>7:30 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Summer School Session:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<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. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The library will close the weekend following a major holiday and semester breaks. Library hours are updated and posted online. For additional questions, call (704) 371-6731.

Students can request reference services at the Center of Information Desk during library operations.

BORROWING PRIVILEGES

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

UNDERGRADUATE AND GRADUATE STUDENTS

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

OVERDUE FINES

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

TABLET POLICY

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

- Wireless connectivity
• Power adaptors
• Keyboard
• USB port
• Micro SD port
• Micro USB port
• Camera

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

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

Late Fees and Liability
• Tablets returned late are subject to a $5.00 per hour late fee. No grace period. No maximum fine.
• Lost or damaged power cord: $25.00.

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

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

FOOD AND DRINK
Limited amounts of food and drink 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 users to help keep the library clean, avoiding infestation or damage to library property. Absolutely no food or drink in the Archives research area or Black Heritage room.
• Food is limited to snacks for individual consumption only.
• No group consumption of food is allowed.
• No fast food, open plates, greasy or odiferous food allowed.
• No food should be ordered for delivery to the library.
• Only drinks with secure lids or caps are allowed.
• The library prefers the use of travel mugs, or bottled drinks with screw caps.
• No glass bottles are allowed.
      Absolutely no alcohol will be tolerated.

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

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

**CHILDREN**
• All children must be accompanied by an adult.
• Children are not allowed to use 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 leaves the library when the alarm is triggered.
• To request identification of any person wanting to use library resources.
• To question or confront any person if it appears that the library policy was violated.
• To contact the JCSU Campus Police to escort any person from the library premises for violating library policy or assaulting or using profanity toward library staff.

**PERIODICAL AND REFERENCE MATERIALS**
• In-house use only.
• Return all periodicals and reference materials to Center of Information Desk after use

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

**AUDIOVISUAL MATERIALS**
These may be checked out by students. Students may check out DVDs for 7 days with one renewal. Students who checked out DVDs will incur the cost of replacing the DVD if it is lost or damaged.
INTER-LIBRARY LOAN (ILL)

- Most ILL (s) 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 or email at refdesk@jcsu.edu
- ILL requests can be made via the JCSU Library website.

PHOTOCOPYING AND PRINTING

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

INEZ MOORE PARKER ARCHIVES POLICIES

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

GROUP AND INDIVIDUAL STUDY ROOMS

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

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

ADDITIONAL LIBRARY SERVICES

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

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

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

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

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

INFORMATION TECHNOLOGY

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

HELP DESK

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

Email: Helpdesk@jcsu.edu  
Phone: (704) 378-1000, ext. 4357 (HELP)  
Location: James B. Duke Library, Second Floor

OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

The Office of Student Leadership and Engagement Activities provides services and activities related to student leadership, involvement, diversity and inclusion, and career and professional development that builds community, awareness, and engagement amongst the student body.

DISCLAIMER/EXCLUDED ITEMS

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

MARY JOYCE TAYLOR CRISP STUDENT UNION

The Mary Joyce Taylor Crisp Student Union is:

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

• The living room of the University. The Union provides the services, conveniences, and amenities that members of the JCSU family need in their daily lives on campus and for getting to know and understand one another through informal associations outside the classroom.

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

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

The use of any University facility is restricted to enrolled students, alumni, faculty, staff, and other properly identified guests or visitors. Tenants of the Crisp Student Union include the Student Government Association, Office of Student Leadership and Engagement, and
the University Health Center. Services housed in the Union include the University Food Service, Post Office, Bookstore, and the Bull Pen.

**DANCE/PARTY POLICY**

The Dean of Students determines and approves on-campus parties. On-campus dances/parties are open to JCSU students and their invited guests accompanied by their JCSU host. Tickets/admission into the party will not be made available for sale to the public unless approved by the Office of Student Leadership and Engagement, Campus Police, and the Dean of Students. All campus parties must adhere to the regulations concerning alcohol use and room capacity and must comply with all other Student Code 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 Students. Only four parties can be scheduled on campus during the academic year.

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

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

**DISTRIBUTION OF COMMUNICATION MATERIALS AND POSTING NOTICES**

To ensure the timeliness of information and its appropriateness, all groups must submit any materials to be distributed within the University community to the Office of Student Leadership and Engagement. As a minimum requirement, all submissions must include the program title, date, and sponsoring organization.

The University does not assume any obligation or responsibility for the content of the unapproved materials distributed and encourages all individuals/groups that distribute materials to be aware of laws related to defamation of character, obscenity, fair labor practice, and other applicable laws. All posters, signs, pictures, and lettering of any kind may only be displayed on bulletin boards or other designated areas. They may not be affixed to walls, windows, doors, or in any manner deemed counterproductive to the beauty of the campus.

**OUTDOOR ACTIVITIES**

Outdoor events will be reviewed to ensure that no disturbances to any aspect of University life will be created by the event. Outdoor events can take place before 5:00PM, with the written approval of the Office of Student Leadership and Engagement. All activities held before 5:00PM cannot cause disturbances to classes that may be in session. This policy includes, but is not limited to, cook-outs/barbeques, basketball tournaments (outdoor courts), and music.

To ensure compliance with safety measures regarding food service and fire on campus grounds, cook-outs, BBQs, and other events offering outdoor food preparation require permission from the University food service provider and Campus Police.

**INTRAMURALS/RECREATION**

The JCSU Intramural and Recreation Program provides a wide array of recreational experiences. These include intramural sports, club sports, fitness programs, and informal recreational activities. Most intramural and club sports activities are scheduled in the evenings and on weekends.

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

**FUNDRAISING**

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

1. Make sure that such activities comply with local and state laws and permitting regulations, if any
2. Obtain all necessary permits
3. Comply with any relevant University policies and procedures
The Office of Student Leadership and Engagement will advise the Dean of Students of all student sponsored off-campus fundraising activities and must approve all announcements to ensure compliance with University regulations.

**FOOD AND BAKE SALES**

Mecklenburg County and the state of North Carolina require that persons who wish to sponsor bake sales or other events where food is sold must apply for a permit before the event. Therefore, registered student organizations must get approval by the University food service provider seven (10) days prior to the scheduled event.

**USE OF UNIVERSITY NAME**

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

No student or student organization may commit the University to accept responsibility for injuries or damages that may occur at personal or unofficial functions.

University students and student organizations who, without appropriate authority, attempt to commit the University to accept responsibilities for injuries to persons, damages to property, costs of goods and services, or other obligation financial or otherwise will be referred for appropriate disciplinary action and will also be personally liable for any judgments that result from such injuries, losses, damages, or obligations.

**STUDENT GOVERNMENT ASSOCIATION**

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

The SGA president serves as a full-voting member of the University’s Board of Trustees. All students of JCSU are members of SGA. SGA office is in the Crisp Student Union Annex. The mission of SGA includes fostering greater unity among students; establishing an effective liaison with the administration and faculty; and upholding high standards of scholarship and citizenship in the University community.

The goals of SGA are to:

1. Serve as a medium for the expression of student opinion and the formulation of University policies;
2. Assist University personnel in the coordination of student organizations and activities;
3. Provide experience in the skills of democratic citizenship;
4. Support the observances of University policies and regulations;
5. Assist University officials and student organizations in fundraising efforts.

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

**GOLDEN BULL ACTIVITIES COMMITTEE**

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

**STUDENT ELECTIONS COMMITTEE**

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

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

STUDENT ORGANIZATIONS

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

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

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

CONDUCT PROCEDURES FOR STUDENT ORGANIZATIONS

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

ESTABLISHING A NEW STUDENT ORGANIZATION

Any new student group may apply for University recognition by submitting a Student Organization Registration Form before advertised the registration deadline.

A typed constitution and/or bylaw for the organization must be submitted including:
1. Name of the organization;
2. Statements of the organization’s purpose;
3. Membership eligibility requirements;
4. Officers listed by title and function;
5. Statement of terms of office, and time and method of election;
6. Frequency of meetings;
7. Statement of any dues, including amount and frequency of collection;
8. Statement that the organization will not discriminate against any persons for reasons which are illegal, such as race, sex, religion, or national origin; 9. Provision for disposition of funds should the organization be dissolved; and
10. A roster of organization officers.

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

Please note that the recognition criteria for fraternal organizations are different.

The Office of Student Leadership and Engagement considers the validity of potentially recognized clubs and organizations through the following criteria:
1. The proposed organization, its mission, and programming must not present a clear and present danger to the University or individual students; must not interfere with the University’s existing operations; must not violate existing policies, statutes or laws; and must be in accordance with the mission and goals of the University.

2. The proposed organization does not show a reasonable amount of activity or progress in promoting the ends and purposes specified in its constitution or as exhibited by its membership, meetings, and other activities.

The registration packet is submitted and reviewed by the Office of Student Leadership and Engagement for final approval.

**GOVERNANCE OF STUDENT ORGANIZATIONS**

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

Members should be aware that their conduct will result in the sanctioning of the entire organization, as well as of themselves as individual students.

**USE OF UNIVERSITY FACILITIES**

Using the Event Request Form, room reservations must be submitted 10 days prior to the event to the Office of Student Leadership and Engagement. Space requests are approved by the Faculty Administrative Support Service Center or University reservation system administrator(s).

**HAZING**

The University defines hazing in accordance with North Carolina law (refer to Student Code of Conduct, Section 11) and takes every measure to eliminate hazing on and off-campus, up to and including expulsion of fraternities, sororities, and social fellowships, as well as their individual members from the campus if they are found responsible of hazing.

Further, the University will seek swift 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 not just limited to fraternities and sororities. Hazing incidents have been frequently documented in the military, athletic teams, recreational and sport clubs, academic and honor organizations, marching bands, religious groups, professional schools, and other types of clubs and organizations. 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 Dean of Students, Office of Student Leadership and Engagement, Chief of Campus Police, and Director of Counseling Services or Director of Health Services.

Each academic year, all student organizations must complete the Student Organization Anti-Hazing Compliance form signed by the executive board and advisor of each organization.

**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 Leadership and Engagement. Unregistered organizations that wish to conduct interest meetings at the University must follow the procedures listed within this document.

**CLOSED PERIODS FOR STUDENT ORGANIZATION ACTIVITY**

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

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

Approved new member education/intake activity for recognized fraternal organizations may take place during this time only with the approval and knowledge of the Dean of Students as documented on the proper new member education/intake forms.
DIVERSITY AND INCLUSION

Accepting differences and acting from a position of genuine appreciation of one’s own cultural identity and that of others are the hallmarks of diversity. Diversity is a key factor in the creation of equity and may be defined as a process of change by which we learn to recognize, understand, and appreciate our own cultural identities, as well as the similarities and differences of people from other cultural groups. These cultural groups can be based upon several characteristics, including race, ethnicity, gender, age, sexual orientation, physical abilities, class, job status, religion, immigrant status, language, and nationality.

Through specialized programming and services, the University provides a positive opportunity to explore the impacts of culture, race, gender, and other social conditions on ourselves and our work environments. Discovering and building upon similarities build effective interpersonal relationships. At the same time, being able to acknowledge and understand our differences help make them less threatening and transforms them into positive assets that enhance teamwork and community.

CARE CLOSET

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

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

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

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

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

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

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

The Center for Career and Professional Development institutes a “College-to-Career” (C2C) Roadmap as a planning resource guide that maps out key strategies for a successful college experience. This roadmap has been designed as a tool for students to begin using from the time they enter the University through graduation.
Additionally, the Center houses the professional clothes closet for students in need of professional attire for interviews or work. Professional clothes are available to students free of charge.

**FRATERNAL ORGANIZATIONS (FRATERNITIES, SORORITIES AND SOCIAL FELLOWSHIPS)**

Historically, Greek-letter organizations and social fellowships have assumed an active role in contributing to the cultural, scholastic, political, service, and social life on campus, as well as providing leadership opportunities for students. At JCSU fraternities, sororities, and social fellowships are involved in educational programs, community service, and leadership development. They also provide a strong bond of friendship among their members. For the purposes of this document the term Fraternal Organization refers to social fraternities, sororities, and social fellowships.

Fraternal organizations are expected to comply with institutional, national, and regional regulations governing their respective organizations, as well as those established by the National Pan Hellenic Council. Further, they are required to adhere to the published rules and regulations governing student organizations at JCSU. The University supports and assists fraternal organizations and considers them an essential part of campus life. However, it is expected that such organizations will comply fully with the goals, mission, and purpose of the University.

**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 JCSU. Other social fraternity organizations that are not affiliated internationally with the NPHC must be affiliated with the Independent Fraternal Council (including recognized Social Fellowships). Affiliation with a governing council is mandatory for recognition and activity at JCSU. The rules and policies of the University supersede all constitutions and other policies and procedures governing these organizations.

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

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

The following rules will be adhered to by all fraternal organizations on campus. Failure to do so will result in suspension of activities for that organization.

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

**EXPELLED/SUSPENSION FROM THE UNIVERSITY**

Fraternal organizations may be expelled from the campus due to violation of University and organizational regulations. When this occurs, students affiliated with the organization are prohibited from wearing or displaying on campus any clothing, paraphernalia, or other items bearing the name, insignia, or other identifying characteristics of the expelled organization. All conduct 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 Office of Student Leadership and Engagement.

**FRATERNAL ORGANIZATION INSURANCE**

All active fraternal organizations are required to carry basic coverage with single limit of bodily injury and property damage liability insurance of $1 million. 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 Leadership and Engagement before a fraternal organization is considered active for the current academic year. Organizations that do not have continuous year ‘round coverage 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.
STUDENT CONDUCT PROCEDURES
Fraternal organizations charged with violation of the guidelines of organization or the National Pan-Hellenic Council, Independent Fraternal Council, or the University shall be subject to the conduct procedures as prescribed by the University’s Student Code of Conduct.

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

MEMBERSHIP INTAKE/SELECTION POLICIES AND PROCEDURES
The University reserves the right to announce a list of organizations it has approved to select new members. This is done when there is possible underground pledging/intake activity taking place. This is done strictly as a measure to protect the interest of the University and its students, faculty and staff and to ensure that proper process of new member activities are taking place as sanctioned by the respective international/national offices of the University’s recognized fraternal organizations.

All organizations will annually submit the following policies from the international headquarters to the Office of Student Leadership and Engagement:

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

ELIGIBILITY FOR MEMBERSHIP
Prospective members must:

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

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 Chapter President or Membership Intake Coordinator is responsible for submitting to the Office of Student Leadership and Engagement in writing the names, campus addresses, and the campus and home telephone numbers of all prospective members. The Office of Student Leadership and Engagement shall be responsible for verifying the academic, financial, and disciplinary status of all prospective and new members. No student is eligible for membership until the Office of Student Leadership and Engagement, with the approval of the Dean of Students, has certified the student’s eligibility with respect to grades and conduct. Further, no activities with or for prospective members may begin prior to the approved dates for membership intake for the organization, as stipulated by the Office of Student Leadership and Engagement.

A transfer student must have earned at least 30 semester hours at the University by the preceding semester, prior to intake and have a 2.50 Grade Point Average or (GPA) higher, to be eligible for membership in a fraternal organization.

LIMITATIONS ON NUMBER OF ASPIRANT MEMBERS
The University reserves the right to limit organizations to 40 participants for their intake process. Failure to adhere to this limitation will result in the organization being prohibited from conducting an intake process for the current semester.
NON-UNIVERSITY STUDENTS PARTICIPATION IN INTAKE PROCESSES

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

SPONSORING ALUMNI CHAPTER

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

MEMBERSHIP INTAKE PROCEDURES

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

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

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

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

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

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

2. The chapter must select a Membership Intake Coordinator, who, along with the chapter president, chapter advisor, and the Office of Student Leadership and Engagement, must complete the appropriate paperwork.

After a Membership Intake Coordinator is selected:

1. A completed form on the membership intake plan must be returned to the Office of Student Leadership and Engagement. This form must cover all proposed Informational Nights and other recruitment activities, new member education, projects (including off-campus service projects), and ritual activities. If no membership intake is planned, then the proposed start and end dates are to be left blank. No organization will be allowed to host recruitment events without completing this form.

2. Complete the proper University event registration paperwork for each and every intake meeting or function, and return it to the Office of Student Leadership and Engagement for proper documentation. Intake activities will be stored within the event database housed within the Office of Student Leadership and Engagement and will not be published on the University’s website. Throughout the process, no meeting or function is allowed to take place without the presence of the chapter’s advisor as registered with the Office of Student Leadership and Engagement and as listed on all intake documentation.

3. All chapter members and advisors are required to attend 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 Office of Student Leadership and Engagement. Each organization will receive an approval letter for membership intake from the Office of Student Leadership and Engagement within three business days of receipt of the Membership Intake Packet. No intake activities can take place until the Membership Intake Coordinator and official advisors have received this letter.

Upon completion of the Membership Intake process:

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

Non-adherence to these policies can lead to suspension or loss of organizational privileges as determined by the Office of Student Leadership and Engagement.
POST INITIATION ACTIVITIES
All types of new member introduction presentations held on campus have to be within the time frame designated by the Office of Student Leadership and Engagement. There will be no exceptions. There should be no pre or post new member introduction shows on or off campus.

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

Pre-Initiation Activities: Any activities or interactions between aspirants and members of said organizations are strictly prohibited at JCSU. Pre-Initiation is further defined as the involvement of an organization’s members with individuals interested in joining the organization as illegitimate members, or illegal/unauthorized activities prior to the period approved by the University’s intake activities. Pre-initiation also includes humiliation, intimidation or financial exploitation and otherwise engaging in any organized activity connected with consideration for membership in the organization. Chapters of organizations recognized by JCSU 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.
ADDITIONAL SUPPORT SERVICES AND RESOURCES

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is designed to provide opportunities for academic development, assist students with basic college requirements, and motivate students toward the successful completion of their post-secondary education. The SSS program also provides grant aid to participants receiving federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates and foster an institutional climate supportive of the success of students who are limited English proficient, students from groups that are traditionally underrepresented in post-secondary education, students with disabilities, students who are homeless children and youths, and students who are in foster care or aging out of the foster care system, or otherwise disconnected. Services provided by the SSS program include:

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

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

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

STUDENT CIVIL RIGHTS, DISABILITIES AND DISCRIMINATION POLICY

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

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

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

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

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

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

The University:

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

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

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

**OFFICE OF EQUITY AND ACCESS SERVICES**

**COORDINATOR**

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

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

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

**BIDDLE INSTITUTE**

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

- Biddle Freshman Program  
- Sit Lux Scholars Program.

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

**INTRUSIVE SUPPORT AND INTRUSIVE INTERVENTIONS**

Biddle Institute support and interventions are proactive services and contact provided to students when concerns are reported and/or observed by faculty and staff. The Biddle Institute staff communicate with students, faculty, staff, and other University offices to
In order to address the needs of students, Upward Bound provides a rigorous secondary school program focused on preparing students for college and careers. The target groups served by the program include high school students who are low-income and/or potential first-generation college students (i.e., neither parent has earned the bachelor's degree), with the potential for success in a post-secondary program and would 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.

Students complete a rigorous secondary school program of study, which includes creative thinking, effective expression, self-awareness, and positive attitudes toward learning, all of which are needed for post-secondary educational success. Also included are tutorial services; academic, financial, and personal counseling; mentoring; information on post-secondary education opportunities; assistance in completing college entrance and financial aid applications; assistance in preparing for college entrance exams; and recreational and cultural activities to help students succeed.

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

**STUDENT FINANCIAL AID**

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

**HOW TO APPLY**

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

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

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

**VERIFICATION**

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

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

**IMPORTANT DEADLINE NOTICE**

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

**AWARD NOTIFICATION**

Notifications of financial awards are emailed to the student. All aid is “Accepted” unless the student chooses to decline or adjust the awarded amount. If a student chooses this option, he or she will have to print the award letter, make adjustments, sign, and return the physical copy to the Office of Financial Aid. JCSU students may also access their financial aid award and check their financial aid status by logging into net partner via JCIS. Changes in federal, state, and institutional policy could affect student eligibility. Contact the Office of Financial Aid for updated information.

**POLICY ON INSTITUTIONAL SCHOLARSHIPS**

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

**SATISFACTORY ACADEMIC PROGRESS AND STUDENT FINANCIAL AID**

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

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

The qualitative component of the policy deals with progress as it relates to the student’s Grade Point Average (GPA). Satisfactory academic progress standards adhere to the University’s policy for academic standards (see chart below).
The maximum time frame for completing an undergraduate degree is 150% of the published length of the program. For programs that are 120 credits, a student would be allowed to attempt no more than 180 credits before completing the requirements for their degree. Generally, for full-time students, this is equal to six years. Students who have not completed their degree within this parameter will be deemed ineligible for financial aid.

**JCSU Financial Aid Satisfactory Academic Progress Standards**

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

### Undergraduate Students

<table>
<thead>
<tr>
<th>Total Number of Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
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<tbody>
<tr>
<td>1-29</td>
<td>1.70</td>
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<tr>
<td>30-59</td>
<td>1.90</td>
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<tr>
<td>60 or more</td>
<td>2.00</td>
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### Graduate Students

<table>
<thead>
<tr>
<th>Total Number of Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-60</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Financial Aid Eligibility Statuses**

- Eligible – Student is meeting the minimum academic standards or has no academic history. Is fully eligible for financial aid.
- Probationary – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student is still eligible for financial aid, but must reach all minimum standards by the end of the next evaluation period in order to maintain eligibility.
- Ineligible – Student has failed to meet minimum standards for cumulative GPA and/or 67% completion rate SAP at the end of the evaluation period. Student is ineligible for financial aid.

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

**Repeat Courses**

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

**Review, Notification and Appeal Process**

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

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

When an appeal is reviewed and approved by the Committee, the student, in most cases, will be required to adhere to a contract/academic plan that is designed to assist the student in regaining compliance with the policy over time. Contracts are generally in place for one academic year, unless otherwise stated. If the student meets all the conditions stated in the contract, he or she will retain eligibility for financial aid while working toward compliance. Students who do not meet the imposed conditions will not be eligible for financial aid in the next semester.
Eligibility can be regained in two ways: a student who is deemed ineligible may find an alternative funding source, continue to take classes, and regain eligibility on their own over time, or a student may instead decide to appeal to the Satisfactory Progress Committee. Students who submit their appeal by the deadline that is communicated in their letter will retain their on-time status if their FAFSA was received by the published preferred deadline of March 15 and all other required documents, if any, are submitted to the Financial Aid Office in a timely manner. Appeals received after the deadline, if approved, will be awarded on a funds-available basis regardless of the FAFSA receipt date. Appeals will be reviewed throughout the academic year. An appeal must be submitted at least two weeks prior to the end of a semester for which the student is out of compliance. An appeal submitted after the close of the semester, will be considered for the next semester only. Taking a semester off or paying for classes without financial assistance does not, in and of itself, re-establish financial aid eligibility.

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

**ONLINE COURSES (DISTANCE EDUCATION)**

Johnson C. Smith University (JCSU) is dedicated to educating individuals whose accomplishments demonstrate a high level of initiative, exhibit principled moral and ethical values, and possess the emotional and social maturity needed to thrive in a scholarly environment. The student who flourishes at Johnson C. Smith University has a history of academic success, is self-motivated, and is committed to lifelong service to his/her community.

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

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

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

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

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

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

VEHICLE REGISTRATION AND PARKING

REGULATIONS FOR OPERATING MOTOR VEHICLES

All motor vehicles owned or operated on campus by students, faculty, and staff must be registered with the Campus Police each semester. Parking permits must be purchased and displayed for a student to have access to on-campus parking facilities. Parking decals cost $60 a year and will be prorated for just the summer months at $30. Failure to register a vehicle or violation of the regulations governing operation and parking of vehicles will result in a fine, boot, and/or towing of the vehicle, as well as other possible disciplinary actions. Freshmen students who reside on campus are not permitted to register or operate vehicles on the campus. Any deviation of vehicles on campus by freshman students must be approved by the Dean of Students. Any vehicles brought on campus by freshmen without prior authorization from the Dean of Students are subject to towing at their own expense. Failure to comply with this policy may result in a referral to the Office of Student Conduct.

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

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

SEARCH OF MOTOR VEHICLES

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

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

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

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POST OFFICE
Johnson C. Smith University Post Office
Crisp Student Union, First Floor
Office: (704) 378-1047

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

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

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

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

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

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

MAIL BOX ACCESS
Every validated student residing on campus is required to have a mail box assigned to them. If you do not have a mail box, go to the University Post Office with your validation and student ID Card and request one. You will be assigned a mail box and a four-digit access code for entry into your mail box, which you will keep until you permanently leave campus or move your residence off campus. If you forget your mailbox access code, one of the Post Office clerks will provide it.

You will be charged a $1.00 fee after the first request each semester.

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

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

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

INTERNAL OR INTER-OFFICE MAIL
This mail consists of inter-office or regular enveloped correspondence for delivery to the addressee. To provide proper delivery, internal mail requires a full name and an address that: includes the department and a room location.
**PERSONAL MAIL (INCOMING)**

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

**PERSONAL MAIL (OUTGOING)**

Outgoing personal mail (letters, bills, etc.) is handled along with campus mail. Packages can be brought to the University Post Office.

**METERED MAIL**

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

- All mail to be metered must have a complete Johnson C. Smith University return address.
- Metered mail related to events co-sponsored by the University and an outside organization must bear a Johnson C. Smith University return address.
- Folded self-mailers need to be folded at the bottom and tabbed at the top.
- Please do not use staples.
- Mail to be metered – letters, post cards, large flats – should be sorted and bundled separately.
- The University Post Office has letter trays and tubs available for help in preparing large mailings.
- The postage meter machines can seal letter-sized envelopes.
- These flaps must be nested to process properly.
- Heavy, including flat-sized envelopes, as well as envelopes that seal on the side, must be sealed before coming to the University Post Office.
- Please do not co-mingle international mail. Separate it with a rubber band and label it as International.

**HOURS OF OPERATION**

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

**SERVICES OFFERED**

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

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

**REGULAR US MAIL**

Outgoing mail that is collected by 3:45 p.m. will go out the same day it is dropped off. There is an outgoing mail drop slot on the wall across from the post office door; outgoing stamped mail can be dropped in either slot. Only departments located in Biddle Hall have their mail picked up, typically once a day. Outgoing personal mail is handled along with campus mail. Personal mail and packages can be brought to the University Post Office, and postage can be applied and paid for with cash or use of debit or credit Cards. There is a minimum transaction price of $3.00 if using a debit or credit card.
GENERAL POLICIES AND PROCEDURES

PARTICIPATION IN CO-CURRICULAR ACTIVITIES
No student with at least one semester of course work attempted and/or completed at JCSU and a cumulative Grade Point Average below 2.0 will be allowed to participate in any University-registered co-curricular student organization.

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY
As users of the University’s computing and network resources, JCSU students must:

• Abide by all federal, state, and local laws
• Abide by all applicable copyright laws and licenses. The University has entered into legal agreements or contracts with many software and network resources that require each individual user to comply with those agreements
• Observe the copyright law as it applies to music, videos, games, images, texts, and other media in both personal use and in production of electronic information
• Not use, copy, or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software, and logos) unless they have a legal right to do so.

In addition:

• The University reserves the right to limit access to its resources when policies or laws are violated and to use appropriate means to safeguard its resources, preserve network/system integrity, and ensure continued service delivery at all times.
• The accessibility of certain University information technology resources, such as network-based services, implies a degree of risk that the existence, viewing, or receipt of such information/content may be offensive.
• When students utilize University computing services and accept any University issued computing accounts, they agree to comply with this and all other computing related policies. They have the responsibility to stay up-to-date on changes in the computing environment, as published, using University electronic and print publication mechanisms, and to adapt to those changes as necessary.

AUTHORIZED USE/ACCESS
Access to JCSU’s information technology resources is a privilege granted to faculty, staff, and students in support of their studies, instruction, duties as employees, official business with the University, and/or other University-sanctioned activities.

It is expected that these resources will be used efficiently and responsibly in support of the mission of the University as set forth in this policy. All other uses not consistent with this policy may be considered unauthorized.

DATA SECURITY, CONFIDENTIALITY AND PRIVACY
Electronic mail and computer files are considered private to the fullest extent permitted by law. Access to such files will generally require permission of the sender/recipient of a message or the owner of the account in which the material resides, a court order, or other actions defined by law. However, in the event of a sanctioned University investigation for alleged misconduct, e-mails and/or files may be locked or copied to prevent destruction and loss of information. All users of JCSU’s information technology resources are advised to consider the open nature of information disseminated electronically, and should not assume any degree of privacy or restricted access to such information.

HARASSMENT
Harassment of others via electronic methods is prohibited under North Carolina law and University policies. It is a violation of this policy to use electronic means to harass, threaten, or otherwise cause harm to a specific individual(s), whether by direct or indirect reference. It may be a violation of this policy to use electronic means to harass or threaten groups of individuals to create a hostile environment.

NETWORK AND SYSTEM INTEGRITY
Activities and behaviors that threaten the integrity of computer networks or systems are prohibited on both University-owned and privately-owned equipment operated on or through University resources. These activities and behaviors include, but are not limited to:
• Interference with or disruption of computer systems and networks and related services, including, but not limited to, the propagation of computer worms, viruses, and Trojan Horses

• Intentionally or carelessly performing an act that places an excessive load on a computer or network to the extent that other users may be denied service or information systems may be disrupted

• Negligently or intentionally revealing passwords or otherwise permitting the use by others of University-assigned accounts for computer and network access. Individual password security is the responsibility of each user. The user is responsible for all uses of their accounts, independent of authorization.

• Altering or attempting to alter files or systems without authorization

• Unauthorized attempts to circumvent data protection schemes or uncover security vulnerabilities

• Connecting unauthorized equipment to the campus network or computers. University authorized business and other activities directly related to the academic mission of the University are excluded.

• Attempting to alter any University computing or network components without authorization or beyond one’s level of authorization, including, but not limited to, bridges, routers, hubs, wiring, and connections.

• Using campus resources to gain unauthorized access to any computer system and/or using someone else’s computer without their permission

PRINTING

JCSU student printing is controlled through software and print cards. Students are allowed 150 pages per semester free of charge. This amount is subject to change each academic year.

Additional pages may be purchased through the University cashier at a rate of $.10 per page.

Print Release Stations are located in the following areas:

- Library, First and Second Floors
- Sanders Hall
- Myers Hall
- Greenfield Hall
- Mosaic Village
- Liston Hall
- New Residence Hall
- Metropolitan College

EMAIL

Email and network connectivity are provided as professional resources to assist faculty, staff, and students in fulfilling their academic goals and/or University business. Each user is responsible for using the email systems in a professional, ethical, and lawful manner. Unacceptable and inappropriate behaviors include, but are not limited to:

• Forged Mail - It is a violation of this policy to forge an electronic mail signature or to make it appear as though it originated from a different person.

• Intimidation/Harassment - It is a violation of this policy to send/forward email that is obscene, harassing, abusive, or threatens an individual’s safety. Known threats to personal safety will be reported to Campus Police.

• Unauthorized Access - It is a violation of this policy to attempt to gain access to another person’s email files regardless of whether the access was successful or whether or not the messages accessed involved personal information.

• Unlawful Activities - It is a violation of this policy to send/forward copyrighted materials electronically; and is also a federal offense.

• Proprietary/Confidential Information - It is a violation of this policy to exchange proprietary information or any other privileged, confidential sensitive information without proper authorization.

• Chain Letters/Junk Email/SPAM - It is a violation of this policy to send chain letters, junk email, or any other type of widely distributed unsolicited email.

• Hoaxes - It is a violation of this policy to distribute an email hoax with the intention to mislead or trick others into believing/accepting/doing something.
• **Viruses** - It is a violation of this policy to knowingly transmit email messages containing a computer virus, worm, spyware, or any form of malware.

Penalties for unacceptable behavior range from de-activation of the account (for minor first offenses) through University conduct action or referral to law enforcement authorities.

**INTERNET USAGE INFORMATION**

There are numerous appropriate uses of the Internet. This includes: email, surfing, and access to information on the World Wide Web. The University encourages the educational and appropriate use of these resources. All uses of Internet resources should be consistent with the Student Code of Conduct as put forth in the Student Handbook.

**WEB PORTAL**

The web portal is a key medium of communication at JCSU. Here are some of the features you will access:

- Your email, calendar and a collaborative document sharing tool is available here.
- Entry way to your student account. You can search and register for classes, pay fees and charges, check your financial aid status, print your unofficial transcript, and more.
- Canvas/eLearning – The University’s course management system where students can read class assignments, view and download course materials (i.e. syllabi, class notes), submit assignments, and email the instructor.

To log into your portal, visit my.jcsu.edu from any web browser. Type in your campus ID and Web Pin. If you have questions or need assistance, please email helpdesk@jcsu.edu.

**iJCSU**

All full-time students will be issued a tablet during the fall semester. All mobile computing equipment remains the property of the University. Students are responsible for the care of their devices and should review all information in the agreement regarding the program policies and procedures. Students who leave the University for any reason, prior to completing two semesters (except graduation), must return their University-issued equipment and power cord.

**JCSU ONLINE STUDENT TECHNICAL SUPPORT**

JCSU provides several resources to help you plug in and stay connected to the technology you’ll need to complete your degree online. Visit the My.JCSU.edu Support Services tab for frequently requested information where you can easily search for answers to your questions using JCSU’s Knowledge Base or access 24/7 live chat with one of our Canvas support agents. You can also request services or report an issue by creating a support case and our field of experts will route your request accordingly and follow-up by email or your preferred contact method.

**JCSU IDENTIFICATION CARD**

Each student and employee of the University is issued a campus identification (ID) card. The campus ID card serves as proof of status with Johnson C. Smith University. Depending on status, the campus ID card provides access to many resources provided by and available through the University community such as dining hall meals, bookstore charging, access to buildings, use of the University libraries and athletic facilities, and a Bull Bucks program for certain purchases.

All students and employees must maintain and carry a current campus ID card for the entire period that they are affiliated with the University. The cardholder is responsible for the care and safekeeping of the campus ID card. The campus ID card should be protected and carried by the cardholder at all times. Protecting the campus ID card reduces the risk of abuse related to privileges and funds and extends the life of the card. Holes should not be punched in the campus ID card and the use of stickers, pins, or other items affixed to the campus ID card is prohibited. The magnetically encoded information on the campus ID card may be protected by keeping the card away from magnetic fields. No one other than the person to whom the card is issued is to use the campus ID card. The campus ID card is the property of the Johnson C. Smith University and must be presented upon the request of an appropriate University official and may be revoked at any time by the University. Once the initial ID Card has been printed for a student, it is the students’ responsibility to take care of their Identification card. If the identification card is lost, stolen, or damaged in any way, it is the students’ responsibility to replace the card. Beginning Aug. 1, 2017 all new campus ID cards will have a proximity chip promoting greater security. In addition, replacement card costs will be $15 as of Aug. 1, 2017 as well. The new fee will aid in expanding the features of JCSU’s One Card Program. The fee must be paid to the Business Office and the receipt of payment presented to the Information Technology Department at the time a replacement ID card is made. Returning, continuing, and any new students who requests a replacement ID card must pay the fee of $15.00 for the replacement.
Any transfer, alteration, falsification, or forgery of a campus ID card constitutes a violation of University’s Student Code of Conduct and may result in disciplinary action. In addition, fraudulent or illegal use of the campus ID card may result in criminal charges and/or civil proceedings.

**ATTENDANCE POLICY**

JCSU has no official attendance policy. However, because attendance in classes is a vital part of the educational process, students are encouraged to attend classes regularly and on time. Additionally, faculty have the right to provide time-sensitive assignments, which may be negatively impacted by the lack of attendance.

**BOOKSTORE**

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

Phone Number: (704) 371-6775  
Email: bookstore@jcsu.edu  
Website: www.jcsu.bkstr.com

**Bookstore Hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>9:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>Closed, except for special events and home football games</td>
</tr>
</tbody>
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The Bookstore is open extended hours for rush and special events.

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

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

**CAMPUS CLOSING**

From time to time, the University finds it necessary to close the campus due to dangerous weather conditions, fire, police crises, or other emergencies. In such instances, students are required to follow announced procedures. In general, students who must evacuate their buildings will be required to congregate in a designated area and to remain in that area until instructed otherwise by University and law, and fire department officials. Students will be restricted from moving about the campus, and vehicular traffic will be prohibited except for persons with official University parking decals. Failure to follow the directions of University officials will result in disciplinary action.

**CAMPUS SAFETY ESCORT SERVICE AND RIDE**

Campus Police provides escort and rides for all students, faculty, staff, and guest. Students who live at Mosaic who wish to have an escort may contact Campus Police or stop at the traffic booth to make a request.

The number to call is (704) 378-1004 or 1003.

**CLASSROOM CONDUCT POLICY**

Academic excellence demands that appropriate behavior and decorum be maintained by students at all times in the classroom. JCSU will not tolerate disruptive behavior by students or condone any actions by students or teachers that incite such behavior.
General Policies and Procedures

Disruptive behavior is defined as any behavior that causes disorder or turmoil in the classroom.

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

1. Instructor will request the student to discontinue the disruptive action.
2. If the behavior continues, the instructor will advise the student to leave the classroom.
3. The Campus Police will be called if the student refuses to leave.
4. Students who continue to disrupt the class and/or resist the police officer or campus security officers directive to leave the classroom may be subject to arrest and conduct sanctions if found responsible.
5. An incident report will be written by the Campus Police, who will collect witness statements from eyewitnesses and complete a thorough investigation.
6. The incident report will be forwarded to the Dean of Students to determine whether further processing through the Office of Student Conduct is necessary.
7. 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.
8. The student will be held responsible for all absentees incurred between the time of the suspension from class and his or her return.
9. 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.

DINING SERVICES POLICIES AND REGULATIONS

Welcome to JCSU Dining Services managed by Perkins Management Services Company.
It is our privilege to serve you. The “Perkins Promise” commits us to offering students a quality dining experience through our platform, the Millennium Café’. To meet your expectations, we have established dining services policies and regulations at facilities we manage on and off campus.

1. You must use your JCSU ID card to enter the cafeteria during dining services hours covering breakfast/brunch, lunch, and dinner. Students without a valid ID card must report to the Business Office to pay for a new ID card and then take the receipt to the Department of Information Technology, located in the Rufus Perry Science Hall Room 205, to have a new ID created.
2. You are not permitted to give your JCSU ID card to anyone else to use for obtaining services or entry into any dining facility on or off campus managed by Perkins Management Services. On the back of the ID card, it states: “This card is governed by Johnson C. Smith University regulations; it is nontransferable.”
3. You must carry your JCSU ID card at all times while on University property or when seeking entry into any event sanctioned by the University. You must provide your ID card upon request by a University faculty, staff, or dining services management team member.
4. No entry is permitted through the rear doors into the cafeteria at any time. No student is allowed to open the rear doors in the cafeteria for someone seeking entry. Anyone entering the cafeteria through the rear doors will be directed to leave and will be subject to the Conduct Board for disciplinary actions for unauthorized entry.
5. Anyone caught with another student’s JCSU ID card will be asked to surrender it and will be referred to the Conduct Board for disciplinary action, along with the person who gave them their ID card for fraudulent use in dining services.
6. Any student seeking to return to the cafeteria after using the restroom must first speak to a dining services management team member to notify that they need to leave the cafeteria and would like to return. The student will then be required to use the restrooms located in front of the cafeteria across from the SGA office.
7. Students should not seek entry into the cafeteria with food purchased in the Bull Pen or from other location on or off-campus.
8. All students and guests are required to clear their table and deposit trays in the proper location before leaving the dining hall. This is a stipulation of your meal plan contract. Absolutely no cups, dishes, bowls, plates, or utensils other than those utilized in the Eco to Go Program may be taken out of the cafeteria.
9. You may take one entrée at a time or visit any of your food concepts and then come back as many times as you like. This policy is designed to help eliminate waste, by preventing people from taking more food than they can eat. All food/beverages are to be consumed in the dining hall.
10. Unless you swipe your JCSU ID card for entrance into the cafeteria to eat, please do not request entry to look for or visit with someone.

11. As a residential student with a meal plan, you are entitled to a declining balance fund called “JCSU Flex Dollars”. Those declining funds can be used at any of the University dining locations (Burger King, Red Mango) operated by our oncampus food service vendor, Perkins Management Services Company.

12. Your decline balance funds that is linked with your student meal plan are nontransferrable between semesters. You must use your funds each semester. At the beginning of each semester, you will be allocated declining balance funds based on your meal plan.

13. Double-swiping any JCSU ID card for a guest is prohibited. If you bring a guest to the cafeteria, you must use your declining balance, cash, or credit card to pay for their meal. You are responsible for your guests’ compliance with all dining service rules and regulations.

14. Problems should be reported immediately. We are here to serve you and will sit down and discuss the dining services program at any time. Feel free to see Perkins Management.

15. Every student has the responsibility to follow these policies which are designed to help us provide the best dining services program possible. Campus dining privileges are contingent upon compliance with dining services’ rules and regulations. Failure to adhere to the rules and regulations could result in meal privileges being suspended and/or matters being turned over to the Conduct Board for review.

POLICY & PROCEDURES CONCERNING SEXUAL ASSAULT, HARASSMENT, DISCRIMINATION, STALKING AND RELATIONSHIP VIOLENCE AGAINST STUDENTS

It is the policy of Johnson C. Smith University (JCSU) to maintain an environment free from sexual assault; sexual harassment and discrimination; relationship violence and stalking in all of its educational programs and activities. JCSU seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of these offenses. Members of the University community (students, faculty, and staff) and University visitors are expected to comply with and abide by the University policies and procedures, as well as federal, state, and local laws, whether off campus or on campus. JCSU is committed to prevention and awareness education on all issues. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Regardless of the charge issued or procedures employed, sanctions issued by the University can be expected to be consistent with the educational mission of the institution.

JCSU is committed to investigating all possible violations of this policy about which the University knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of whether the conduct at issue actually occurred. The University’s ability to investigate in a particular situation, or the extent of an investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the University’s access to information relevant to the alleged or suspected violation of this policy. In order to protect a victim’s confidentiality and anonymity, a victim can make a confidential report about the incident, including identification of the assailant if known, at any time, whether legal or disciplinary action is desired.

Both men and women may be victims of sexual assault, sexual harassment and discrimination, relationship violence and stalking. Any behavior determined to constitute sexual assault; sexual harassment and discrimination; relationship violence and stalking will be treated as a serious matter and will subject an individual to appropriate disciplinary actions and/or criminal sanctions.

DEFINITIONS

Sexual Assault is any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Sexual assault does not require that a person explicitly say “no” to his or her attacker. Sometimes people are unable to give consent because they are unconscious, asleep or under the influence of alcohol or drugs. Consent CAN NEVER be given by anyone under the age of sixteen. Sexual assault includes, but is not limited to the following:

- rape,
- acquaintance rape, (friend, classmate, peer, co-worker, partner, etc.)
- date rape, (involves sexual assault by someone the victim has seen is dating.)
- Acquaintance gang rape, (involves sexual assault by more than one person and at least one of whom is known by the victim.
- incest,
• sexual assault with an object,
• forcible sodomy,
• forcible oral sex, and
• forcible fondling

Relationship Violence, also known as “Intimate Partner Violence,” means violence committed by a person who is, or has been, in a relationship of a social, romantic or intimate nature with a victim. The existence of such a relationship is to be determined by the length and type of a relationship and the frequency of interaction. Some examples of abusive behavior include: physical, emotional, psychological, financial, and sexual abuse.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Examples of stalking behaviors include, but are not limited to: unwanted excessive calling or texting, monitoring behavior, taking excessive and invading pictures, physical closeness, or following through social media.

Technology-aided Stalking, also known as “cyber stalking,” generally consists of persistent offensive, disturbing or threatening communication through a variety of types of technology, including, but not limited to, the Internet, e-mail, chat rooms, or instant messaging or through other electronic means, such as cellular telephones or pagers. “Cyber” stalkers easily disguise themselves by adopting several false identities and then harass the target through unsolicited e-mails, disturbing private or public messages on bulletin boards or in chat rooms, and communiqués of threats.

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

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

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

Gender Based Harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person’s ability to participate in or benefit from the University’s education or work programs or activities For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy based harassment that is committed.

Healthy sexual activities involve mutually expressed consent. “Consent” means clear, knowing and voluntary approval given by words or demonstrated actions to engage sexual activity (sexual act, sexual contact, or sexual exploitation). This decision must be made freely and actively by all participants. Consent has not been obtained in situations where someone:

• Is forced, threatened, pressured, intimidated, manipulated, or has reasonable fear that they or another will be injured if they do not submit to the sexual activity;
• Is unable to give consent or is prevented from resisting due to sleep, involuntary physical restraint, or under the influence of drugs and alcohol;
• Has a mental or physical disability which inhibits their activity to give consent.

Consent exists when both individuals are physically free and capable of acting and are clear about their intent to engage in sexual activities and their willingness and capacity to do so. Silence may not, in and of itself, constitute consent and past consent of sexual activities does not imply ongoing future consent.

The use of alcohol and other drugs, in conjunction with a sexual offense, does not mitigate accountability for the commission of the offense, or diminish the seriousness of the offense. When determining responsibility and appropriate sanctions, university administrators will consider the extent to which alcohol or other substances were used with the intent of harming another individual.
GENERAL POLICIES AND PROCEDURES

**DATING VIOLENCE, INTIMATE PARTNER AND DOMESTIC VIOLENCE**

JCSU will not tolerate dating violence, intimate partner or domestic violence. Victims are encouraged to report all incidents and violations to campus law enforcement officials, the Title IX Coordinator or any JCSU employee or law enforcement agency with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled by law. The privacy of individuals who make reports of possible violations of this policy, who are accused of violating the policy or who are otherwise involved in the reporting or investigatory process, will be respected to the fullest extent possible. Likewise, information obtained during the course of the University’s investigation and resolution of possible violations will be handled as confidentially as possible.

Dating Violence exists when a person is, or has been, in a relationship of a social, romantic or intimate nature with a victim. The existence of such a relationship is determined by the length and type of a relationship and the frequency of interaction.

“Domestic Violence” is a felony or misdemeanor crime committed by a current or former spouse of the victim; a person the victim has a child with; and individual who lives, or has lived, with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state of North Carolina.

Victims are encouraged to contact JCSU Counseling Services and/or JCSU I MATTER Program for assistance with safety planning, even if she or he chooses to remain with the abusive partner or can contact our community partner Safe Alliance at (704) 375-9900 to report an incident which can provide confidential services. If a victim wishes to leave the abusive partner, she or he is urged to seek assistance and engage in safety planning, since research has shown that risk of harm increases during the time immediately following separation. Some examples of abusive behavior include physical, emotional, psychological, financial, and sexual abuse. No police report is required for a victim to receive assistance.

**STALKING AND TECHNOLOGY-AIDED STALKING AND HARASSMENT**

JCSU will not tolerate stalking or technology-aided stalking, also known as cyber-stalking and harassment. Technology-aided stalking is equally as serious as conventional stalking and is included in most statutes addressing stalking. It is important to note that a person may be guilty of the offense of stalking even if the behavior does not include actual threats of violence. University personnel should advise victims of their right to report and fully disclose incidents(s) of stalking to campus law enforcement officials, JCSU Faculty/Staff or law enforcement agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled by law.

**RACIAL HARASSMENT**

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

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

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

The use of alcohol and other drugs, in conjunction with a sexual offense, does not mitigate accountability for the commission of the offense, or diminish the seriousness of the offense. When determining responsibility and appropriate sanctions, university administrators will consider the extent to which alcohol or other substances were used with the intent of harming another individual.

JCSU Counseling Services and/or JCSU I MATTER Program provides victims and the alleged accuser notifications of their Rights. Victims and the Accused Rights may be found at the end of this policy. No police report is required to receive victim or accused advocacy services.

University personnel should always contact the Dean of Students and/or Title IX Coordinator for guidance and to coordinate the transfer of care for victims. University personnel should advise victims of their right to report and fully disclose incidents of sexual offenses to the police. If the incident occurs in University housing, victims are also encouraged to contact Residence Life staff.
REPORTING INCIDENTS OF SEXUAL ASSAULT AND OTHER FORMS OF VIOLENCE

Obtaining assistance after a student is sexually assaulted, harassed, stalked or is in an abusive relationship is extremely important and can involve different points of on-campus contact for students, faculty and staff, including the Campus Police, and Counseling Services, and/or the Dean of Students. Each provides different forms of assistance which together address many of the needs of survivors.

CONTACT LAW ENFORCEMENT PERSONNEL IMMEDIATELY

JCSU urges any student who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to immediately report the incident to Campus Police if the attack occurred on-campus, or to call 911 or go to the local CMPD precinct if the incident took place off-campus.

SEEK IMMEDIATE MEDICAL ATTENTION

It is critical that victims of a physical assault receive comprehensive medical attention as soon as possible. For a sexual assault in particular, immediate treatment and the preservation of evidence of the attack (i.e. retain the clothing worn during the attack and do not shower) is crucial to a criminal investigation. If a student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person’s system for a short period of time. In all circumstances, Campus Police can assist the victim in obtaining medical care.

SEEK ON-CAMPUS ASSISTANCE

JCSU encourages student victims to contact the Dean of Students to obtain assistance in accessing counseling services, or to make any necessary changes to the student’s academic program or residential housing situation.

OBTAINING AN ON-CAMPUS ADVOCATE

Student victims of any offenses this policy covers shall be provided with on-campus support in the form of an advocate from the JCSU I MATTER Program or an appropriately trained counselor to assist them in handling the various aspects of their ordeal, such as: 1) explaining to victims their options of whether or not to report the incident to campus or law enforcement authorities; 2) providing guidance if they require medical attention; 3) providing guidance in obtaining crisis intervention and/or ongoing counseling services (or a referral to obtain the necessary services if such services are not available on campus); and 4) assisting victims throughout the University’s disciplinary process from initial complaint to completion.

Victims are encouraged to contact JCSU Counseling Services and/or JCSU I MATTER Program for assistance with advocacy services. If this is a situation in which relationship violence exists and a student chooses to remain with the abusive partner, she or he can contact our community partner Safe Alliance at (704) 375-9900 to report an incident. Safe Alliance can also provide confidential services. If a victim wishes to leave the abusive partner, she or he is urged to seek assistance and engage in safety planning, since research has shown that risk of harm increases during the time immediately following separation. Some examples of abusive behavior include physical, emotional, psychological, financial, and sexual abuse. No police report is required for a victim to receive assistance.

REPORTING PROCEDURES

JCSU is aware that offenses covered under this policy 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 a sexual offense and to obtain the support and assistance of friends, family and faculty/staff in presenting their concerns.

JCSU is committed to investigating all possible violations of this policy about which the University knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of whether the conduct at issue actually occurred. The University’s ability to investigate in a particular situation, or the extent of an investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the University’s access to information relevant to the alleged or suspected violation of this policy.

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

The University strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance, and to pursue conduct action for their own protection and that of the entire campus community. When conducting the investigation, the University’s primary focus will be on addressing the sexual assault and not on other University policy violations that may be discovered or disclosed. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and University conduct disciplinary processes. To preserve evidence for the option of pursuing criminal prosecution or university internal disciplinary processes, a person should report...
the sexual assault to the University and/or the local police. Choosing not to pursue university or criminal action, however, does not remove the responsibility of the University to investigate and/or take action.

**TITLE IX COORDINATOR(S)**

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

**INFORMAL REPORTING**

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

**FORMAL REPORTING**

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

The complainant also has the right to file civil or criminal charges with the appropriate law enforcement agency. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the University’s investigation, but the University will commence its own investigation as soon as it is practical under the circumstances.

The University reserves the right to conduct its own investigation prior to the completion of any criminal investigation or criminal proceeding, and the University may proceed with disciplinary action regardless of criminal or civil prosecutions pending in court. The imposition of University disciplinary action is independent of any action taken in the criminal and civil courts and may occur prior to a court’s action.

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

**HANDLING SEXUAL ASSAULT, SEXUAL HARASSMENT/DISCRIMINATION, STALKING AND DOMESTIC AND INTIMATE PARTNER VIOLENCE COMPLAINTS ON CAMPUS**

The University shall act promptly in response to information that a student has been sexually assaulted, sexually harassed/discriminated or has been the victim of domestic or intimate partner violence or stalking by another member of the JCSU community. Upon formal or informal knowledge of a sexual offense, formal written notification should be made to the Title IX Coordinator or Deputy Coordinator within three (3) business days of such knowledge. If there is sufficient information provided, an investigation will occur by the Title IX Coordinator, Deputy Coordinator or designee. If it appears that there is sufficient evidence to warrant disciplinary charges against a student or staff member, such charges shall be brought pursuant to the appropriate University procedures. If the alleged accuser is a student and the matter is brought before the Special Conduct Hearing Panel, the victim and accused are entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The victim and the accused are entitled to a report of the results of the proceeding in writing simultaneously, to include the outcome of any disciplinary procedures arising from the allegations, procedures for appealing the results of the proceedings, any changes that occur prior to the time the results become final, and the final determination. If a student is found Responsible for committing a sexual assault or other act of violence against another JCSU student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, and permanent dismissal from JCSU.

In addition, if during the course of the investigation and/or disciplinary process the accused, or anyone on his/her behalf, seeks to contact the victim so as to harass, intimidate, threaten or coerce the victim in any way, the University reserves the right to bring additional disciplinary action against the actor. Such conduct by any member of the JCSU community will not be tolerated.

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

Any student may discuss the matter with any faculty/staff or University representative. Students are encouraged to see a Counselor in the Office of Counseling Services. The University recognizes that confidentiality is particularly important to victims of sexual offenses, dating violence, and domestic violence. If the victim seeks counseling with a licensed professional and/or works with an advocate from the campus, those communications will be confidential. JCSU encourages victims in all circumstances to seek counseling in order to speak about her/his options and to begin the recovery period.

When a report of conduct covered by this policy is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of the University’s expectation of confidentiality. Breaches of confidentiality or retaliation against the person bringing the complaint, any person assisting with the investigation, or the person(s) being charged with the complaint, will result in disciplinary review. The University will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations. The role of the Counselor is to make the student aware of University and community resources, to listen and provide assurance of confidentiality to the extent permissible by law, and to provide the victim and the accused of their rights which are located at the end of this policy. The Counselor will neither investigate nor adjudicate complaints of violations covered under this policy.

PARENTAL/LEGAL GUARDIAN/PARTNER NOTIFICATION

The University is committed to providing support to anyone involved in an offense covered under this policy. When there is a health or safety concern, the University may need to notify the parents, guardian, or partner of the individual involved in the offense covered under this policy. In making this determination, the University will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community. In addition, when the victim is under the age of 18, (or under 21 and physically or mentally impaired) both privileged and limited confidential sources are generally required to report the abuse to the appropriate social service agency or the police.

PRIVILEGED COMMUNICATION REPORTING VS. LIMITED CONFIDENTIAL REPORTING

Before selecting a reporting resource, you may want to consider the following information. Under the law, there is a difference between "privileged" and "limited confidential" reporting:

Privileged Reporting consists of those communications that legally cannot be disclosed, without the reporter's consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others. When reporting to a privileged source, the information shared between the reporting person and the care provider is privileged and ordinarily will not be disclosed, even to other members of the university community such as Campus Police or the Office of Enrollment Management and Student Engagement.

Examples of privileged reporting resources include:

- Counseling Services Staff (Counselors, or Social Workers)
- University Health Service Staff (Physicians, Nurses, or Nurse Practitioners)
- Campus Clergy

Limited Confidential Reporting consists of those communications that will not be disseminated to others except on a need-to-know basis. Primary to a limited confidential reporting source is balancing the wishes of the reporting person while protecting the overall university community and assuring the appropriate disciplinary measures are taken including criminal, civil, and administrative.

A limited confidential reporting source has the obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures are considered and imposed. Such disclosures will be limited to a finite group of people all with the same confidentiality obligations. These steps will include investigating the assault and disclosing the confidential communications to others on a need-to-know basis. The university will take all reasonable steps to keep this information confidential.

Examples of designated limited confidential reporting resources include:

- Housing, Residence Life & Student Leadership and Engagement Staff
- Health and Wellness
- Campus Police or Any Police Authority
- University Faculty or Staff

Note: A friend or a peer who is not a privileged reporting source is considered a limited confidential source and may be required to report the sexual assault to the university or the police.

TIMELY REPORTING/CRISIS ASSISTANCE

The university supports and encourages anyone who has been sexually assaulted to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis
counseling, and immediate police response. However, those who delay reporting can report the incident at any time, understanding that this may rule out the collection of physical evidence.

The university recognizes that a person who has been sexually assaulted may choose not to report the crime to a limited confidential source or a privileged source. In those situations, the University allows an individual who has been sexually assaulted to file an anonymous report which allows the reporting person time to decide what course of action they want to take and also allows the crime to be counted in the campus crime statistics. To access this Silent Witness form, go to the University website at: http://old.jcsu.edu/redesign/academics/campuspolice/silentwitness.htm. Please note that even with anonymous reports, the university has an obligation to investigate; however, anonymous reporting may limit the ability to conduct an effective investigation. The University is committed to investigating all possible violations of this policy about which the University knows or reasonably should know, regardless of whether a complainant alleging a violation of this policy has been filed and regardless of whether the conduct at issue actually occurred.

While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality. Generally, the wishes of a victim not to report a sexual assault or incident of domestic/intimate partner violence or stalking to the police will prevail, though the University reserves the right to notify the police and the Title IX Coordinator when it believes that such reporting is necessary for the protection of the JCSU community. Such notification, however, will generally be done without divulging the victim’s identity and for the purpose of providing a campus-wide safety alert. In addition, the University must adhere to legal mandates such as Title IX, medical reporting laws, and the Campus Save Act. For example, JCSU is required to make an annual security report documenting all occurrences of crimes on campus, including sexual offenses. However, this report does not include any information identifying the individuals (including the victims) linked to these crimes.

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

Given applicable law and the sensitivities involved in alleged Student Code of Conduct violations involving the offenses covered in this policy, the University will follow the general process discussed in the Procedures for Administrative Hearings and University Panel Hearings with the following exceptions:

- At the conclusion of the Title IX investigation, the Title IX Coordinator, Deputy Coordinator, or his or her designee will initiate appropriate conduct disciplinary proceedings under the University’s Student Code of Conduct by making a referral to the Office of Student Conduct. In matters where the assailant is an employee of the University, the investigation’s findings will be sent to the Assistant Vice President for Administrative Services, who will submit a report and a recommendation to the appropriate Dean or Vice President.

- If a student selects an Administrative Hearing, the hearing will be conducted by the Chairperson of the Special Conduct Hearing Panel with proper oversight, guidance and participation by a University Title IX Coordinator as necessary and appropriate.

- If a student selects a full Special Conduct Hearing Panel, the hearing will be conducted by the Panel, which has the requisite training and/or experience in handling these types of sensitive matters.

- 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 may submit questions to the Special Conduct Hearing Panel in advance of the hearing but will not be permitted to personally question or cross-examine each other.

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

In connection with determinations made at a Special Conduct Hearing Panel involving offenses covered by this policy, the University will follow the general appeals process, *except that* both the accused student and the complaining student may appeal the determination reached and/or sanctions imposed. If no sanctions were imposed in connection with a determination, the appealing student should direct all appeals to the Dean of Students in accordance with the general appeals process outlined in the Office of Student Conduct section of this handbook.

**SANCTIONS**

1. Individual student sanctions will be imposed in accordance with the University's Student Code of Conduct. Any student found responsible for a violation of the Sexual Assault, Sexual Harassment, Discrimination, Stalking and Domestic and Intimate
Partner Violence Against Students Policy will face sanctions from a warning up to and including expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.

2. Organizations found to condone, promote, or be involved in offenses covered under this policy 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; and sanctions up to and including dismissal from the University, if a student.

THE RIGHTS OF THE VICTIM AND THE ACCUSED

To encourage reporting of sexual assault, relationship violence, stalking and sexual harassment and to ensure fairness to all participants in the process, the following is a list of rights that shall be afforded to both the victim and the accused during university proceedings.

THE RIGHTS OF THE VICTIM

1. The right to be treated with respect and dignity regardless of gender, cultural background, age, sexual orientation, income, physical and cognitive abilities, sexual, medical or mental health history.

2. The right to timely access to emergency and crisis counseling services and the right to be informed if other University and community resources, including but not limited to Campus Police, affirmative action, University Health Services, and community counseling centers.

3. The right to be accompanied by an Advocate while receiving victim services.

4. The right to information regarding reporting requirements, legal rights, and legal resources.

5. At the victim’s request, the right to have allegations of student misconduct investigated by the appropriate University office and adjudicated by the Office of Student Conduct.

6. The right to a full explanation of the Student Conduct Hearing process prior to its initiation.

7. The right to be informed about on campus no contact orders and off campus protection orders.

8. The right to have an advisor present throughout a Student Conduct Hearing.

9. The right to be present during the entire Student Conduct Hearing.

10. The right to be physically separated from the accused during the hearing, including testifying by a written statement or by phone from a separate room, if desired.

11. The right to be free from direct questioning by the accused student. Rather, questions will be asked by and through student conduct board members only.

12. The right not to have irrelevant past sexual history discussed during the Student Conduct Hearing.

13. The right to write a victim impact statement for the use in the student conduct process.

14. The right to be informed in a timely manner of the student conduct board’s findings and of the outcome of the hearing.

15. The reasonable right to confidentiality. A victim’s identity will not be publicly confirmed or denied by Student Conduct Programs except in cases of lawfully issued subpoenas or other exceptional circumstances outlined within FERPA.

THE RIGHTS OF THE ACCUSED

1. The right to be treated with respect and dignity regardless of gender, cultural background, age, sexual orientation, income, physical and cognitive abilities, sexual, medical or mental health history.

2. The right to a written statement of charges.

3. The right to an explanation of the Student Conduct Hearing process.

4. The right to have the case adjudicated by faculty and staff who have been trained to hear alleged violations of the Student Code of Conduct.

5. The right to a fair and impartial Student Conduct Hearing.

6. The right to be informed of the Student Conduct Hearing date.
7. The right to have an advisor present through the Student Conduct Hearing.
8. The right to hear all evidence and witnesses presented to the Student Conduct Board.
9. The right to have questions asked of any witness presenting evidence at the Student Conduct Hearing.
10. The right to testify on one’s behalf.
11. The right to be judge solely on evidence available and presented at the hearing.
12. The right to be informed in a timely manner of the board’s findings and of the outcome of the hearing.
13. The right to appeal the decision of the Student Conduct Board, if applicable.

The comprehensive policy which outlines procedures for addressing incidents of sexual assault; sexual harassment and discrimination; relationship violence and stalking committed against students while on or off-campus including offenses committed while using cyber-technology including, but not limited to, social media, email, or other web based technologies may be found on the Student page of the JCSU website.

**EMERGENCY PROCEDURES**

Students should review and familiarize themselves with the following emergency procedures in order to safeguard their health and welfare during a campus emergency.

**MEDICAL EMERGENCY PROCEDURES**

For situations that are life threatening:

1. Call 911 and complete the following:
   a. Identify yourself as a member of the JCSU faculty, staff, or student body.
   b. Identify exact location of victim.
   c. Describe the situation, giving victim’s name, description of illness/injury, and other information requested by the dispatcher.
2. Contact Campus Police and give the following information:
   a. Identify yourself and give your location.
   b. Identify victim by name and provide other descriptive information as requested.
   c. Campus Police will call 911 to confirm the validity of the previous call and as a back up to make sure the first call was received and is valid.
   d. Campus Police will direct paramedics or other emergency care providers to the scene of the medical emergency.
3. Apply first aid if necessary and request assistance.
4. Contact the Health Center if the emergency occurs during operating hours and comply with the following:
   a. Identify yourself and provide your location.
   b. Identify the victim, giving name and other information requested.
   c. Describe the situation.
5. Notify the Residence Hall Coordinator.
6. A Health Center nurse will go to the scene to provide assistance.
7. Health Center staff members will remain with the victim until paramedics, Health Center personnel, or other medical care providers arrive.
8. A Health Center staff member will complete an Emergency Referral form and give it to the victim (if a student) in need of medical attention.
9. Residence Hall Coordinator or Resident Assistant will file an incident report to the Office of Residence Life and Dean of Students within 24 hours.

For non-life-threatening medical situations, the Health Center staff members, Residence Hall Coordinator and/or Resident Assistant, and other contacted staff members will do the following:

1. Go to the scene of the accident, injury, or incident.
2. Assess the situation.
3. Render assistance.

For non-life-threatening medical situations, an individual should:

1. Contact the Health Center during normal hours of operation. If it’s after hours of operation, contact the Resident Assistant, Residence Hall Coordinator, or Campus Police
2. Identify yourself and the victim and provide your location.
3. Describe the situation and provide other information as requested.
4. If ambulatory, go to the Health Center during hours of operation. If the individual is not ambulatory, a member of the Health Center staff will go to the scene of the incident during normal hours of operation. Otherwise, the Residence Hall Coordinator on duty or Campus Police should be contacted to respond, assess, and advise.

Miscellaneous Procedures

1. If a life threatening or emergency situation occurs when the Health Center is closed, the victim should be taken to a hospital emergency room. If at all possible, a staff member or student should accompany the victim.
2. A staff member should complete the emergency referral form and give it to the student prior to departure to the hospital if time permits. If there is not sufficient time to complete the referral form, the staff member should contact the hospital and give notice that the student is being referred and is on the way.
3. The Health Center should be notified immediately. Documentation (Incident Report Form) should be submitted to the Office of Residence Life and Dean of Students within 24 hours regarding any student who has received emergency medical attention during the night.
4. All Residence Hall Coordinators will be trained in first aid and be able to utilize these skills as needed.
5. Each residence hall will be equipped with a first aid kit.

MEDICAL WITHDRAWAL

Johnson C. Smith University is strongly committed to supporting students in achieving success in their academic and co-curricular endeavors. When issues related to a student’s health interfere with a student’s ability to successfully meet the requirements of their course of study, it is the University’s policy to assist the student in withdrawing from the University for the purpose of focusing on those matters requiring attention. Prior to reenrollment, it the University’s intent to provide students with information about resources, which may be of use to them as they resume their studies, and provide support where possible in order to optimize the likelihood of a successful return to the University.

REASON FOR THE POLICY

When issues related to a student’s health prevent a student from continuing their academic goals, it is the intent of the university to provide a mechanism whereby the student may withdraw from their studies and return to the University when able. In those circumstances where a student’s health causes a student to pose a threat to others or significantly pose a threat to themselves, this policy allows the University too involuntarily withdraw a student from the University.

APPLICABILITY OF THE POLICY

This policy applies to all undergraduate and graduate students at Johnson C. Smith University and is applicable for the entirety of the academic calendar, including summer semester. Procedures established by the University Health Center, Division of Health and Wellness and the Department of Athletics will be followed to determine the need for a Medical Withdrawal and/or impact of medical issues for students’ reenrollment.

PROCEDURES

Medical Withdrawal

1. Students who seek to withdraw from the University because of a physical or mental health condition must contact the Director of Health Services, Dean of Students, or the Department of Athletics, Team Sports Doctor to discuss their intention to medically withdraw.
   a. All students should be aware that a medical withdraw may impact financial aid adjustments and should contact the Office of Financial Aid separately to discuss concerns.
2. Students who seek to withdraw from the University because of a physical or mental health condition of an immediate family member, must contact the
General Policies and Procedures

Director of Health Services, Assistant Dean of the Division of Health and Wellness, or the Department of Athletics, Teams Sports Doctor to discuss their intention to medically withdraw.

a. Immediate Family member is defined as parent, spouse, sibling or child.

b. All students should be aware that a medical withdraw may impact financial aid adjustments and should contact the Office of Financial Aid separately to discuss concerns.

3. If medical withdrawal is an appropriate option based on the student’s meeting with the university doctor, Dean of Students, Team doctor of designee, the students will be advised to submit a Medical Withdrawal Request form that may be obtained from the JCSU Web Portal.

If the student’s health condition is being managed by a clinician or medical provider outside of the University, the treating provider(s) must complete the bottom of the withdrawal form with dates of service and information regarding the student’s date to return to the University. In addition, the form must contain the student and provider’s signature for the purpose of verifying that the condition exist warranting consideration for a full medical withdrawal. Any information not provided may cause a delay or inability to make the appropriate health related determination upon student’s return.

1. Students who are granted a withdrawal after the close of the add-drop period because of physical or mental health will receive a “W” for all courses attempted during that semester or sub-term.

2. In situations where there are unresolved issues related to a student’s behavior/conduct and/or financial obligation to the university, a hold may be placed on the student record at the time of withdrawal.

3. Undergraduate and Graduate students receiving any financial aid should consult with the Office of Financial Aid about the potential financial impact of withdrawing. Any adjustments to the student’s account will be made in accordance with university policy.

Involuntary Withdrawal/ Temporary Suspension

1. The University may involuntarily withdraw, temporarily suspend a student from the University, and/or require conditions for continued attendance when, as a result of a student’s health conditions are present:

   a. The student threatens the safety of others
   
   b. The student causes or threatens to cause significant property damage

The student significantly disrupts the activities of the Johnson C. Smith University community.

2. The Dean of Students will consult with the appropriate medical or psychological resources, and may involuntarily withdraw or temporarily suspend a student from the university or place conditions on the students continued enrollment.

3. If a student is involuntarily withdrawn or temporarily suspended from the University, the Dean of Students in consultation with appropriate campus resources will make a determination regarding the length of separation from the University and describe the conditions under which the student may seek to return. The Office of the Registrar will place a Medical withdrawal hold on the student’s record until the student has been granted readmissions.

4. Students involuntarily withdrawn or temporarily suspended from class after the add-drop period will receive a “W” for all courses attempted during that semester.

Re-Enrollment from a Medial Withdrawal

It is the University’s intention to support students in a successful return to the university community when physical or mental health has necessitated withdrawal. Therefore, students readmitting to the university on a medical withdrawal will follow the following procedures:

1. Students wishing to return to the University following medical withdrawal should complete the following steps, ideally 45 days prior to the semester start date:

   a. Notify the Director of the University Health Center, Dean/Dean of Students, Department of Athletics or designee of his or her desire to return to the University.
   
   b. Submit a copy of a medical release form to the Director of Health Center, Dean/Dean of Students or Department of Athletics, Compliance Officer.
   
   c. Address any holds that may have been placed on their account by contacting the appropriate office (s) that may have placed a hold.

2. Policies related to academic progress and standards may be considered in determining the readiness to return.

3. Students are encouraged to meet with supportive resources including Director of the University Health Center, Dean/Dean of Students, Department of Athletics or designee.
FIRE EMERGENCIES

UPON DISCOVERY OF A FIRE

1. Move toward the nearest designated fire/emergency exit and activate the alarm system. Activation of the system will signal the Fire Department and sound an evacuation alarm throughout the building.

2. If possible, without risking individual safety, isolate the fire by closing doors in the vicinity.

3. Residence hall occupants should use good judgment in any attempt to extinguish a fire. In case of small trash fires, use the appropriate fire extinguisher to extinguish the blaze. Ask the Residence Hall Coordinator specifically about the firefighting equipment and procedures in your area. Report all missing and/or damaged fire extinguishers to the Resident Assistant or Residence Hall Coordinator.

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

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

4. When firefighters arrive, information about the type of fire, its location, and the possibility that persons may be trapped in the fire should be reported to the incident commander. Unless the firefighter authorizes you to assist in evacuation or handling firefighting equipment, go to your designated evacuation area and remain there until given permission to return to the building.

EVACUATION WHEN ALARM ARE SOUNDED

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the State Fire Marshal.

Persons with Disabilities: Disabled students in an academic environment will be assisted by University officials. Residence Hall Coordinators and Campus Police will assist persons with disabilities in the residence halls.

1. When the alarm sounds, close any open window in your room. If feasible, take a damp hand towel and flashlight with you in case you encounter smoke or darkness along the evacuation route.

2. If your room door is closed, do not open it until you feel the surface. If there is heat or thick smoke present, remain in your room and wait for assistance. Open the windows if breathing becomes difficult. Do not break the windows, as this may help spread smoke into your room. Your room door will provide some protection as long as it remains closed. If there is no heat present, open the door slowly and leave the room, going out through recommended fire evacuation routes. Avoid smoke at all times. If necessary, change from one stairwell to another to avoid passing through the smoke.

3. Upon leaving the building, go to your assigned area. Remain there until you are given permission to return to the building.

   The evacuation area shall be at least 50 feet from the building. Roll call will be taken and confirmed for the Fire Department commander at the scene. Residents are to remain orderly and in designated areas until instructed by Residence Life staff, Fire Department, local authorities, or Campus Police to return to their building.

   It is suggested that if residence hall staff are not present, the first student on a hall to discover a fire or hear the alarm will assume responsibility and order immediate evacuation of the building.

   Staff members must investigate, as best as possible without endangering their welfare, to determine whether there is a fire.

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

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

Bomb Threats: The same procedures for evacuation in fire emergencies must be followed in evacuations following a bomb threat (See the Fire Emergencies Section).

The same procedure for evacuation in fire emergencies for disabled persons must be followed in evacuation following a bomb threat (See the Fire Emergencies Section).

WEATHER EMERGENCIES

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

The same procedures for evacuation in fire emergencies must be followed during an evacuation following a weather-related emergency (See the Fire Emergencies Section).
Weather-Related Closing/Delayed Opening: Based on impending or existing weather conditions, the President or his/her designee will make the decision whether to close the University, delay opening, or evacuate the campus. In making this decision, the President will consult with appropriate University and weather officials regarding existing or impending weather conditions.

If the decision is made to close, delay opening, or evacuate the campus, the President shall notify the Director of Public Relations, who will apprise the Vice Presidents. It is the responsibility of the Vice Presidents to notify the appropriate officials within their respective Divisions.

PUBLIC ANNOUNCEMENTS

The Director of University Communications and Marketing will make students, staff, faculty, and the public aware of a campus closing, evacuation, or delayed opening through local broadcast media (TV), text, and voicemail via Blackboard Connect, JCSU’s email system, and the University website.

The following television and radio stations will be contacted:

TV:
- WSOC-TV Channel 4
- WBTV-TV Channel 2
- WCNC-TV Channel 6  News Channel 14

RADIO:
- WPEG FM, 97.9

Other broadcast media shall also be contacted; however, the above stations will serve as the University’s primary reporting media. Faculty, staff, and students are advised to tune into one of the stations indicated above to obtain official information. When possible, television and radio stations will be notified no later than 6:00 a.m.

FIRE SAFETY POLICIES AND REGULATIONS

PREVENTION

JCSU students are required to abide by regulations prescribed by the State Fire Marshal Campus Police, and Facilities Offices. Appropriate disciplinary measures will be administered to protect persons and property from fire.

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false fire alarm will be referred to the Office of Student Conduct for appropriate conduct action.

2. University housing foyers, stair landings, and hallways are to be kept clear of unauthorized items such as furniture, curtains, bicycles, and storage containers. No items may be placed in such a way that they impede emergency evacuation of the building.

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

4. Christmas trees must not be placed indoors any longer than 14 days prior to the end of the fall semester. All trees must be removed from buildings before occupants vacate at the end of the semester. All trees shall be made of or treated with flame retardant material and kept flame resistant regardless of height.

5. No flammable liquids are permitted inside University buildings, in personal vehicles on the campus, or in University motorized vehicles.

6. No candles, incense, cigarette lighters, or open flame devices, are permitted inside University buildings.

EVACUATION WHEN ALARM IS SOUNDED

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the state Fire Marshal. Students should refrain from using earphones while sleeping or engaging in activities that will obstruct their ability to hear the alarm. Policies regarding the procedures for evacuating a building are included in the section on Campus Emergency Procedures.
**FIRE ALARMS**

Individuals on campus sometimes send a false fire alarm. Such persons threaten the safety of all persons by causing the unnecessary evacuation of buildings. Therefore, all persons in University buildings should watch for anyone tampering with pull boxes or other parts of the alarm system (including the alarm boxes on exit doors).

Any student who tampers with or causes any damage to a pole, wire, insulator, alarm box, fire door, or smoke/fire detector, or gives a false alarm from such a box of any fire or police alarm system will receive the designated disciplinary sanctions and be subject to prosecution in accordance with local, state, and federal laws.

**SETTING FIRES**

Because of the threat to safety and damage to property, setting fires as a prank is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

**SNOWBALLS/SNOW FIGHTS**

It is not unusual for Charlotte to get snow during the winter. Students are expected to behave in a mature and non-destructive way while enjoying it. There are times when students want to have fun by throwing snow at others. As a result, people have been injured from snow being thrown at them in snowball fights. Throwing snowballs at unwilling individuals, vehicles, buildings, Campus Police, or other officials, is a dangerous, prohibited activity and may result in being referred to the Office of Student Conduct for adjudication or arrest.

**THEFTS AND LOSSES**

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

Incidents of theft should be promptly reported to both the Office of Residence Life and the Campus Police. Any student suspected of theft may be referred the Office of Student Conduct.

**PERSONAL PROPERTY INSURANCE**

We strongly encourage students to get personal property insurance. If your parents have homeowners’ insurance, check to see if you are covered – or can be covered – under their policy. You can also pick up information about property insurance at the Office of Residence Life.

**SKATEBOARD POLICY**

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

No person may skateboard, in-line skate, roller-skate, or use any other similar-wheeled device in or on the campus of JCSU or on campus buildings’ porch steps; or any raised surfaces (including parking curbs and disability ramps). Use of the devices is not permitted on any walkway, or any structure located on or adjacent to a sidewalk, such as benches, column bases, or artwork. Violations of this policy may result in a referral to the Office of Student Conduct.

Skateboarding injuries account for thousands of physical injuries each year, mostly involving children and young adults. According to the U.S. Consumer Product Safety Commission, more than 25,000 persons are treated in hospital emergency room each year with skateboarding-related injuries.

Some of the most common types of injuries include sprains; fractures of the head, knee, and leg; contusions; abrasions; and even death (associated with serious falls).

**THE TOBACCO FREE CAMPUS POLICY**

The University provides a tobacco-free environment for its faculty, staff, students, and visitors. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, and other tobacco products) by students, faculty, staff, and visitors is prohibited on all JCSU properties, including Mosaic Village.

1. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, or other tobacco products) is prohibited:
2. In all interior space on campus, including student residence halls without limitation to any portion of the living quarters such as sleeping rooms, restrooms, laundry areas, lobbies, and hallways,
3. On all outside property or grounds of campus including partially enclosed areas such as walkways and breezeways,
4. In vehicles, including buses, vans, and University vehicles,
5. In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities,
6. In any building or structure owned, leased or controlled by JCSU. This prohibition includes sidewalks, parking lots, walkways and attached parking structures immediately adjacent to the structures.

‘Tobacco Product’ refers to any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, cigarillos, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigars, or any other preparation of tobacco; and any product or formulation of matter containing biologically active ingredients of nicotine that is manufactured, sold, offered for sale, or otherwise distributes with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use of treating nicotine or tobacco dependence.

‘Smoking’ means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco product or plant product, including marijuana, intended for the inhalation, in any manner or in any form. ‘Smoking’ also includes the use of e-cigarettes that creates vapor, in any manner of in any form, or the use of any oral smoking device to the purpose of circumventing the prohibition of smoking in this policy.

‘E-cigarette’ refers to any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of that simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

SMOKING POLICY COMPLIANCE

Adherence to the policy cited above is the responsibility of all JCSU students, faculty, staff, and visitors, and it is expected that they will comply with this policy. Members of the campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. An individual who feels there has been a violation of this policy may take the following actions:

An individual who feels that there has been a violation of this procedure may invoke the following actions:

1. Efforts should be made to resolve the problem informally by requesting that the individual comply with the policy.
2. If a direct appeal fails and the behavior persists, the individual should contact the Office of Human Resources or Dean of Students for referral to the appropriate administrative official.
3. Repeat offenses will be dealt with through established administrative/disciplinary policies and procedures. Violations may result in referral to the Office of Student Conduct for disciplinary action in accordance with established student, staff, and/or faculty codes of conduct and procedures.

SOLICITATION

Solicitation is defined as the seeking of funds or other support by students, registered student organizations, and University employees from sources on and off campus, including the procuring of supplies and the sale and distribution of items, materials, products, or services.

GENERAL RULES ON SOLICITATION

Individual students or members of student organizations may not be given authorization to solicit for personal benefit. Faculty, staff, students, and student organizations may not solicit or post advertising for regular business enterprise sales. Designated bulletin boards may be used to advertise occasional sales or rentals, such as personal automobiles, appliances, accessories, pets, and homes that are not a part of a business or enterprise.

Door-to-door solicitation in residence halls and cottages, offices, and elsewhere on campus is prohibited. The Dean of Students may permit some philanthropic solicitation in designated areas of University buildings.

Student representatives of magazines, services, or mail order companies are prohibited from soliciting door-to-door in residence halls and on the campus. However, they may post notices on bulletin boards in the halls, giving their names and phone numbers or room
numbers so students may view the product, provided the companies represented are bona fide agencies. Clearance must first be obtained from the Vice President for Financial Affairs or his or her designee.

In accordance with North Carolina law, the University does not allow any forms of gambling in its name or in any of its facilities. 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. 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 the use of posters. Approval of political rallies must be approved by the President of the University or his/her designee.

Students or student organizations who wish to solicit on campus in a specified area must first make a request to the Office of Student Leadership and Engagement using forms provided by the office no later than one calendar week preceding the proposed date of the activity. Appropriate arrangements and scheduling must then be made by the individual making the request to ensure that the project is conducted as approved. Failure to adhere to this policy is grounds for conduct action.

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

1. Charitable causes, such as Heart Fund, Red Cross, Lung Association, and Sickle Cell
2. Scholarship funds, and the United Negro College Fund
3. Library, music, equipment, etc.
4. Educational or social events for JCSU students, such as concerts, speakers, art exhibits, and dances, Homecoming, and Black History Month
5. Volunteer and community service projects, such as for needy families during Christmas and Thanksgiving, assistance to the elderly, enrichment activities for children in the community, and tutorial programs.

The purpose of the solicitation must be given at the time the request for solicitation is made, as well as a statement of how the funds will be collected and distributed. A report of all funds raised must be filed with the Office of Student Leadership and Engagement within one week after the activity has occurred. Finally, a report showing that the funds were distributed, including the name and address of the individual or agency receiving the funds, must be filed with the Office of Student Leadership and Engagement within one week after the funds have been disbursed.

**OFF-CAMPUS SOLICITATION BY STUDENTS OR STUDENT ORGANIZATION**

Students or student organizations interested in soliciting off-campus (e.g., corporations, foundations, and individuals) must request permission from the Office of Institutional Advancements.

**ON-CAMPUS SOLICITATION BY STUDENTS OR STUDENT ORGANIZATION**

Vendors or agents of off-campus organizations wishing to solicit on campus must first receive approval from the Vice President for Financial Affairs or his/her designee. Persons must complete an authorization form for review and approval, and no vendor will be allowed to solicit unless the form is approved and on file in the Office of Financial Affairs. A vendor soliciting a particular employee of the University may be allowed on campus, provided the employee invites the vendor; however, such activities should normally take place off-campus outside of working hours. No door-to-door selling to individuals is allowed in the residence halls, cottages, or in faculty or administrative offices.

Beggars or those dealing in illegal traffic such as drugs or stolen property will not be allowed on campus. Campus Police should be notified if such individuals are known to be on campus or if others are soliciting on campus without written authorization. Vendors interested in fulfilling official University needs should be directed to the Purchasing Office, where clearance and further directions will be provided. Misleading or unlawful commercial activity on the campus is strictly prohibited.

Residence hall rooms may not be used as merchandising marts by commercial vendors. A one-on-one demonstration and/or sale in a student’s room may be allowed if the student invites the solicitor and permission is given by the Residence Hall Coordinator.
STUDENT GRIEVANCE POLICY

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

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

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

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

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

If a Complainant is dissatisfied with the informal resolution, is unable to reach an informal resolution, or feels the informal resolution process is not appropriate, the Complainant should follow one of the following processes, depending on the nature of the Grievance.

A. GRIEVANCES INVOLVING PERCEIVED HARASSMENT, SEXUAL VIOLENCE, ASSAULT, AND/OR DISCRIMINATION

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

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

B. GRIEVANCES INVOLVING PERCEIVED STUDENT CODE OF CONDUCT VIOLATIONS THAT DO NOT INVOLVE HARASSMENT, SEXUAL VIOLENCE, ASSAULT, AND/OR DISCRIMINATION

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

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

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

C. GRIEVANCES INVOLVING PERCEIVED INADEQUACIES IN CUSTOMER SERVICE/OPERATIONAL EFFICIENCY

For Grievances involving perceived inadequacies in customer service and/or operational efficiency, a Complainant should put his or her concerns in writing and submit them to the Office of the Executive Vice President/Chief Operating Officer.

The Office of the Executive Vice President/Chief Operating Officer will forward the Grievance to the appropriate University official with requisite responsibility for resolution.
The University official with requisite responsibility for resolution will attempt to reach an informal resolution with the Complainant, Respondent, and any other involved individuals.

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

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

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

D. GRIEVANCES INVOLVING OTHER ALLEGED VIOLATIONS OF UNIVERSITY POLICIES & PROCEDURES

For all other Grievances, a Complainant should put his or her concerns in writing and submit them to the Office of the Dean of Students. Written complaints must be clearly stated and specific and submitted via the JCSU Student Portal (my.jcsu.edu). Student Grievance Form is located under the Student Life section.

The Office of the Dean of Students will acknowledge receipt of the grievance and attempt to resolve the Complaint within 10 business days.

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

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

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

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

Written Complaints and supporting documents will be retained in the electronic database and on file in the Office of the Dean of Students.

E. GRIEVANCES INVOLVING ACADEMIC CONCERNS

In the event of a grievance regarding an Academic issue, the aggrieved student must initiate the process. The process may be initiated electronically through the portal or by using the Grievance Form in the Academic Catalog.

- The student is entitled to bring the concern to the supervisor of the person against whom the complaint is being made, such as a Department Chair. If the grievance is resolved with this person, no further action is needed and both student and respondent should keep a record, and the person against whom the complaint was made should be informed of the resolution, with copies forwarded to the college/school dean.
- If the grievance is not resolved, the student is entitled to bring the concern to the Dean of the College/School
- If the grievance is not resolved, the same procedure moves up the leadership chain to the Council of Deans. A determination by the Council of Deans is final.

F. NORTH CAROLINA STUDENT COMPLAINT PROCESS FOR INDEPENDENT INSTITUTIONS

Johnson C. Smith University students may utilize the complaint process available at the N.C. Department of Justice, Consumer Protection Division concerning matters related to the University.

The Consumer Affairs Division will investigate and work to resolve complaints arising under North Carolina law which may arise against North Carolina Independent Colleges and Universities (NCICU) institutions.

To access the Consumer Affairs Division’s website, visit http://ncdoj.gov/Consumer.aspx. This website includes directions on how a consumer can reach them as well as a link to the online complaint form.

The mailing address of the Consumer Affairs Division of the North Carolina Department of Justice is:

North Carolina Department of Justice
Consumer Protection Division
9001 Mail Service Center
G. ONLINE DEGREE COMPLAINT PROCESS

• North Carolina State Authorization Reciprocity Agreement
You may choose to file a complaint by filling out the SARA-NC Complaint form, which can be found here: http://www.saranc.org/docs/SARA-NC-ComplaintForm.pdf For addition information please visit the SARA North Carolina Student Complaint Process page: http://www.saranc.org/Complaint.html

• Outside of North Carolina – State Higher Education Executive Officer Association
Students outside of North Carolina should visit the State Higher Education Executive Officer Association (SHEEO) for information on filing complaints in your home state.

North Carolina Students may also choose to file a complaint by visiting the State of North Carolina Post-Secondary Education Complaints page.

H. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES (SACSCOC)

To file a complaint against the institution for alleged non-compliance with a standard or requirement you may contact the university’s accrediting body, SACSCOC. Complaints may also be filed with the Southern Association of Colleges and Schools Commission on Colleges by filling out the SACSCOC Student Complaint form. (PDF).

Normal inquiries about JCSU, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to JCSU and not to the Commission’s office.

The Commission can be contacted at:
Commission on Colleges
1866 Southern Lane, Decatur, GA 30033
(404) 679-4500 Fax: (404) 679-4558 sacscoc.org

Johnson C. Smith University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b). Nothing in this disclosure should be construed to limit any right that the student may have to take civil or criminal legal action to resolve your complaints.

STUDENT RIGHTS ACCESS

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

FAIR EVALUATION AND PERFORMANCE

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

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

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

FAIR DISCIPLINARY HEARING

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

FREEDOM FROM UNWARRANTED SEARCH

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

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

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

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

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

1. The Director of Residence Life will authorize at least two University staff members to conduct the search. If the Director is unavailable, and there is reasonable cause to believe a search is warranted, the Coordinator of Housing Services and Operations may authorize the search. If at all possible, Campus Police will be present during room searches.

2. Those individuals conducting the search will knock on the door of the room in question. If they are not admitted, they will enter the room using a passkey.

3. If the room is occupied, those entering the room will announce the purpose of their visit and indicate that they are going to conduct a search.

4. Those entering the room will ask for identification of all persons in the room, including student identifications.

5. If contraband, stolen items, or any items found in violation of the Student Code of Conduct is discovered, they will be confiscated, and a written receipt will be given to the room’s occupant(s) indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be made and left in the room. Those conducting the search will keep a copy of the receipt.

6. Information resulting from the search will be filed with Campus Police, Residence Life and Housing, and Office of Student Conduct.

7. Appropriate disciplinary charges will be filed and submitted to the Office of Student Conduct and CMPD, if applicable.

FREEDOM FROM ABUSE OR HARASSMENT DURING A DISCIPLINARY INVESTIGATION

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

FREEDOM OF ASSEMBLY

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

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

RIGHTS TO UNBIASED TREATMENT

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

RIGHT TO REVIEW AND INSPECT RECORDS/ DISCLOSURE OF INFORMATION

The University recognizes the need to maintain records for each student in order to preserve authentic documentation of the events and activities that constitute a part of the educational process and student’s development, to assess their educational needs and achievements, and to facilitate the informed and purposeful direction of its educational goals. In the development and administration of such records, the University complies with the Family Education Rights and Privacy Act (Buckley Amendment) of 1974. Students are accorded the following rights:

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

POLICY (IN ACCORDANCE WITH 34 CFR PART 99)

STUDENT RIGHTS

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

1. The right to inspect and review their educational records within 45 days of the university receiving a request for access. Any Johnson C. Smith University student wishing to inspect and review his/her file is required to adhere to the following procedures: Required to submit a written request to the appropriate office(s) that identifies the record(s) that the student wishes to inspect. All information pertaining to the student’s request to inspect and review his/her educational record will be immediately filed in the student’s educational record.

2. The right to request an amendment of their educational records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights. If students believe the records contained within their educational record are inaccurate, misleading, or otherwise in violation of their privacy rights, they may challenge the content of their educational record. Must submit a written request to the appropriate office(s) that identifies the record in which he/she wants to amend. All written request must include the following: (a) clearly identify the part of the record that should be amended, and (b) clearly identify why the record should be changed.

3. The right to consent to disclosures of personally identifiable information contained within the student’s education records, with limited exceptions. The University may, unless the student requests otherwise, release directory information without the student’s consent.

4. File a complaint with the Department of Education if the student believes the University has failed to comply with FERPA’s requirements. The name and address of the Office that governs FERPA is:

   Family Policy Compliance Office
DISCLOSURE EXCEPTIONS

WITHOUT WRITTEN CONSENT

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

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

DENIAL OF STUDENT ACCESS

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

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

HARDCOPY RECORDS

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

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

ELECTRONIC RECORDS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

• The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

• A student should submit a consent for disclosure form to the Office of the Registrar, a written request that identifies the record(s) the student wishes to inspect. A University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

• The right to request an amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

• A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and of the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic/research, or support staff position (including law enforcement, personnel, and health staffs); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

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

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Phone: 1-800-USA-LEARN (1-800-872-5327)

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

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

RELEASE OF PERSONAL INFORMATION TO MILITARY RECRUITERS

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

The military is entitled to receive information for students who are currently enrolled, which is defined as registered for at least one credit hour of academic credit during the most recent, current, or next term. It is entitled to receive the following student information:
• Name
• Address
• Telephone Number
• Age or Year of Birth
• Major
• Level of Education (i.e., freshman, sophomore or degree awarded to a recent graduate)

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

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

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

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

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

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

**ACADEMIC FALSIFICATION**

Academic falsification occurs when:

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

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

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

**Contact the Office of the University Registrar**

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

**Johnson C. Smith University Degree Validation webpage**

You may be able to verify whether a former student received a degree from the University on the National Student Clearinghouse website www.studentclearinghouse.com.

**POSSIBLE CONSEQUENCES OF ACADEMIC FALSIFICATION**

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

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

INTRODUCTION

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

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

The Student Handbook are available to all students online at www.jcsu.edu/current students. Limited printed copies are available in the Office of the Dean of Students.

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

- Dean of Students
- Office of Student Conduct
- Office of Residence Life

PART I: STUDENT CODE OF CONDUCT

The Student Code 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 Student Code of Conduct do not include all of the activities that may adversely affect the University community, they do apply to the conduct of all students and student organizations while on University owned or controlled property and off the campus as long as the student or student organization maintains a student relationship with the University. University owned or controlled property include all lands, buildings, and facilities owned, leased, or operated by the University. The University reserves the right to sanction currently enrolled students for violations of the Student Code of Conduct, even if said violations occur off campus.

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

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

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

Other more severe sanctions may be imposed when deemed appropriate and necessary. Moreover, prior offenses are cumulative and may subject the student to more severe penalties for subsequent offenses.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PART III: FAIR PROCESS**

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

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

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

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

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

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

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

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

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

In such instances, the University may initiate disciplinary proceedings independently of any civil or criminal proceeding involving the same conduct and may impose sanctions for violations even if such civil or criminal proceeding is not yet resolved or is resolved in the student’s favor.
Furthermore, a disciplinary proceeding does not require proof of responsibility beyond a reasonable doubt. Instead, a student’s responsibility is established by a preponderance of the evidence standard (i.e., it is more likely than not that the conduct in question occurred), if applicable.

**PART IV: VIOLATIONS**

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

**SECTION 1. ALCOHOLIC BEVERAGES**

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

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

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

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

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

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

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

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

**SECTION 2. DRUGS**

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

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

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

B. Distribution and/or sale of narcotics or drugs

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

C. Possession of drug paraphernalia

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

D. Accessory to drug use, possession, or sale

This means aiding and abetting the possession, sale, or use of controlled or illegal substances.
SECTION 3. FALSE INFORMATION/MISREPRESENTATION

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

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

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

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

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

SECTION 4. DISORDERLY CONDUCT OFFENSES

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

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

B. Disruptive Classroom Behavior
This includes any disruptive behavior within the classroom or instructional setting.

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

SECTION 5. DISTRIBUTION OF PRINTED AND ELECTRONIC MATERIAL

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

SECTION 6. GAMBLING

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

SECTION 7. THEFT

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

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

B. Misappropriation
This refers to the taking of property belonging to another by mistake and/or without the owner’s permission, but with no intent to convert the property to one’s personal use (e.g., wearing an article of clothing belonging to one’s roommate without the expressed consent of the owner and with the intent of returning it, mistakenly and unintentionally taking an item mistaken for one’s own). This also includes unauthorized moving or relocation of University furniture to one’s own room or to some other area.

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

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

D. Accessory to a theft

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

SECTION 8. FAILURE TO COMPLY

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

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

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

C. Failure to comply with student conduct sanctions

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

SECTION 9. ATTEMPTED OFFENSES/ACCESSORY

A. Attempted Offenses

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

B. Accessory

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

SECTION 10. PETS AND ANIMALS

It is prohibited to have pets in buildings, including student residences, classrooms, and offices, except when needed in connection with a disability and with the written permission of the Dean of Students, Office of Disability Services, and/or Office of Residence Life and Housing.

SECTION 11. HAZING

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

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

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

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

It is noted that hazing occurs not only in fraternities and sororities, but among other groups and individuals. In instances involving other groups and individuals, the sanctions are the same as those that apply to fraternities, sororities, social fellowships, and other Greek-letter organizations.
In cases involving hazing, the hearing bodies will consider all factors involved in the incident, including the use of alcohol, unforeseen circumstances, hidden physical and or psychological disabilities, and pressure within the group that may affect the group’s judgment. However, the presence of such factors does not minimize the risk and harm incurred by persons who are the victims of hazing and will not lessen the sanction. Individuals and organizations should also consider the personal risk involved for both the individuals and groups found responsible of hazing. Hearing bodies in such cases may discipline the prospective or new member who participates in hazing. Individuals should note that in the event of an injury, not only may the organization be liable, but the individual member(s) found responsible may also be liable.

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

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

SECTION 12. PHYSICAL ABUSE

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

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

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

B. Rape or other sexual assault

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

SECTION 13. VERBAL ABUSE, DEFAMATION, OR HARASSMENT

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

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

SECTION 14. UNAUTHORIZED USE OF UNIVERSITY FACILITIES

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

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

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

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

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

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

SECTION 15. SAFETY PROCEDURES

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

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

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

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

F. Failure to evacuate building during alarm.

SECTION 16. FIRE SETTING AND ARSON

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

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

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

SECTION 17. SOLICITATION

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

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

SECTION 18. FIREARMS AND WEAPONS

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

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

Sanctions may include, but will not be limited to, University probation, suspension, and a fine. Any student(s) alleged to have violated this policy may be immediately suspended from the University on a temporary basis, pending the outcome of a Student Conduct Hearing.

SECTION 19. EXTENDED VISITATION

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

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

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

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

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

SECTION 20. USE OF MOTOR VEHICLES

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

B. Operation and/or parking of motor vehicles on the campus by freshmen who reside in the residence halls.
SECTION 21. DAMAGE TO OR DEFACING, ABUSE, OR DESTRUCTION OF PROPERTY

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

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

SECTION 22. HEALTH AND SAFETY VIOLATIONS

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

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

SECTION 23. GUEST’S CONDUCT

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

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

SECTION 24. LAWS OF THE WIDER COMMUNITY

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

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

SECTION 25. IDENTIFICATION CARDS

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

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

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

SECTION 26. HARBORING

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

SECTION 27. ABUSE OF COMPUTING PRIVILEGES

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

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

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

Step II: The student will be notified via campus or certified U.S. mail to attend a prehearing regarding the charge. The student will have the opportunity at this time to discuss the charges and may choose to accept responsibility for the charges or request a hearing. Computing privileges will be suspended until the conduct process has been completed.
SECTION 28. THREATS OF HARM

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

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

PART V:
ADMINISTRATION OF THE CONDUCT PROCESS

Alleged violations of the Student Code of Conduct shall be adjudicated by conduct bodies and/or administrative officers as noted below. Conduct Hearing officers, boards and administrative officers who adjudicate student disciplinary cases shall make findings of Responsible or Not Responsible, then issue an appropriate sanction in accordance with the Student Handbook and based on the student’s level of involvement, the severity of the incident, and the student’s disciplinary history.

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

FILING A COMPLAINT

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

OFFICE OF STUDENT CONDUCT

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

To create and maintain a safe and professional learning environment for students from diverse backgrounds so they can flourish academically, socially, athletically, and professionally.

To significantly reduce daily student disciplinary issues in the classroom and residence halls that lead to frivolous distractions for students and the University Community.

To support the University’s efforts to help students adhere to a fundamental standard of conduct which promotes:

- Safety first
- Respect for themselves and others
- Student confidence in the conduct process.

To educate students, parents, and the University community about the Student Code of Conduct and which violations are most likely lead to suspension and/or expulsion for students found responsible. These are:

- Physical Violence/Assault/Fighting
- Hazing
- Firearm/Ammunition Possession/Use on Campus
- Sale of Illegal Drugs and Narcotics.

To provide fair process with respect to the conduct conference meeting and conduct board hearing that, when required, issues sanctions that act as a deterrent and have an educational and punitive effect on the student.

To identify and follow up with the appropriate individuals and offices on the progress of those students who may be in dire need of Substance Abuse, Anger Management, and/or Alternative Dispute Resolution counseling for the safety of themselves and the JCSU community. This may include:

a. Workshops and informational sessions for staff, faculty, and students participating in the conduct process

b. Timely and efficient follow-up on the progress of sanctioned students ensuring they are in compliance with completion of research papers, payment of fines, letters of apology, and participation in counseling sessions

c. Working with the Office of Dean of Students, Campus Police, Department of Enrollment Management and Student Engagement, Council of Deans, faculty, students, and, when required, outside legal counsel, to conduct periodic revisions to the Student Code of Conduct and Sanctions as published and distributed to all JCSU community members via the Student Handbook.
PART VI. ROLE OF KEY UNIVERSITY OFFICIALS IN THE STUDENT CONDUCT PROCESS

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

The Student Conduct Coordinator serves as a neutral advisor to students regarding the conduct process, Student Code of Conduct, and all student related disciplinary proceedings. The Student Conduct Coordinator is responsible for the adjudication of all Administrative Hearings.

The Student Conduct Coordinator serves as Chairperson of the University Hearing Panel and is responsible for adjudicating cases. This person shall also be responsible for overseeing the adjudication of hearings conducted by the full University Hearing Panel.

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

PART VII. CONDUCT PROCEEDINGS

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

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

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

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

PART VIII. NOTIFICATION OF CONDUCT CONFERENCE MEETING

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

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

INTERIM PROCEDURES

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

INITIAL MEETING WITH THE STUDENT CONDUCT COORDINATOR

Within three academic calendar days of receiving the Notice of Conduct Conference Meeting letter from the Student Conduct Coordinator, the student should participate in a conduct conference meeting with the Student Conduct Coordinator to review the process for the student conduct process.
The Student Conduct Coordinator serves as a neutral student advisor during the conduct conference meeting and is only responsible for assisting students with interpreting and understanding the Student Code of Conduct, conduct process, their rights, and potential sanctions.

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

**PART IX. PLEADING NOT RESPONSIBLE VS. PLEADING RESPONSIBLE**

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

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

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

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

**PART X. NOTICE OF HEARING**

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

**PART XI. CONDUCT PROCESS ADVISORS**

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

**Ad Hoc Panel**

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

**Procedures For Administrative Hearings And University Panel Hearings**

1. **Standard of Proof Regarding Hearings:** A preponderance of the evidence standard will be used by the University to evaluate evidence of alleged violations of the Student Code of Conduct. A preponderance of the evidence means that the information shows that it is more likely than not that the accused student committed the alleged violation(s).
2. **Recording of Hearings:** The Chair of the University Hearing Panel will ensure that a continuous recording of all hearings, excluding the deliberation process, is made and retained in accordance with the University’s document retention policies and procedures.

3. **Closed to the Public:** In order to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the University community or to the general public.

4. **When Criminal Charges are Pending:** Because the standards for finding a violation of criminal law are different from the standards for finding a violation for the Student Code of Conduct, criminal investigations or reports are not determinative of whether a violation of the Student Code of Conduct has occurred. The University reserves the right to take immediate interim measures, including, but not limited to, suspension or expulsion, to protect the University community while criminal charges are pending. This is particularly likely where the alleged crime involves an act of violence, the possession, sale, manufacture, or delivery of illegal drugs, or any other conduct that is egregiously offensive to the University’s mission. The University may choose to wait for the conclusion of any criminal proceedings before initiating the conduct process. When criminal proceedings are pending during the conduct process, a student may have an attorney present during the hearing; however, the attorney may not participate in the hearing and may only serve in a supporting capacity.

5. **Attendance of All Relevant Parties:** The most accurate and fair review of the facts occurs when all parties are present. As such, the complaining and responding students are encouraged and expected to attend. If he or she chooses not to attend, the charge(s) will be reviewed as scheduled on the basis of the information available, and a decision will be made. No decision shall be based solely on a student’s failure to attend the hearing or answer the charge(s).

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

7. **Challenges to University Hearing Panel:** In the case of a University Hearing Panel, a student may challenge any member of the Panel for good cause and request that he or she be replaced, subject to the discretion of the Student Conduct Coordinator. Members of the Hearing Panel are expected to disqualify themselves when a case involves a friend or someone about whom the board member does not feel he or she can be objective. If a student challenges the presence of the Hearing Panel Chairperson, the Chairperson may be excused upon a majority vote of the Hearing Panel.

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

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

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

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

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

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

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

Procedural errors shown to have had a material and detrimental impact on the outcome of the hearing. Minor deviations from designated policies and procedures will not form the basis of an appeal unless the deviation resulted in substantial prejudice that impacted the outcome of the hearing.

New evidence not reasonably available at the time of the hearing, the absence of which can be shown to have had a material and detrimental impact on the outcome.

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

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

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

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

If the appeal is based on procedural error: (a) citation of specific procedural errors, with appropriate references; (b) reason(s) why the procedural error was not mentioned in the original hearing; and (c) reason(s) why the error had a material and detrimental impact on the outcome of the hearing.

If the appeal is based on new evidence not reasonably available at the time of the proceeding: (a) description of the new evidence; (b) name(s) of anyone who could present this evidence); and (c) reason(s) why the absence of this new evidence had a material and detrimental impact on the outcome of the hearing.

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

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

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

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

PART XIII. 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.

PART XIV. FAILURE TO COMPLY WITH CONDUCT SANCTIONS

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

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

COMMUNITY SERVICE

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

RESEARCH ASSIGNMENTS

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

PARTICIPATION IN SPECIAL WORKSHOPS

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

RESTITUTION

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

RESTRICTION OF PRIVILEGES

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

CONDUCT FINES

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

HOUSING RELOCATION

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

RESIDENCE LIFE AND HOUSING SUSPENSION

Suspension from a residence hall include a period of observation and review. If the student is again found responsible for violating a University rule or regulation, particularly within a residence hall, or violating an order from a Hearing Officer or the appellate board, suspension from all University housing and/or restriction from entering any University residence shall take effect immediately.

LOSS OF HOUSING

A student may lose his or her privilege of residing in University housing. If this occurs, a letter may be sent to his or her parents or guardians notifying them of the sanction.

TEMPORARY SUSPENSION

During this period of deferred suspension from the University, if the student engages in additional conduct that the Dean of Students determines is in violation of the Student Code of Conduct, the University reserves the right to issue immediate sanctions, including but not limited to permanent suspension or expulsion, without any further disciplinary hearing. This is particularly likely where the additional conduct involves an act of violence, the possession, sale, manufacture or delivery of illegal drugs or any other conduct that is egregiously offensive to the University’s mission.
Students who are temporarily suspended from the University may not return to the campus for any reason, except with the permission of the Dean of Students or the Office of Student Conduct. If a student returns to campus without permission during the period of temporary suspension, his or her eligibility to return to University will be jeopardized, and additional sanctions may be imposed by the University. The student may also be subject to criminal charges, including but not limited to, trespassing.

If a student is temporarily suspended from the University due to medical reasons, the Dean of Students in consultation with appropriate campus resources will make a determination regarding the length of separation from the University and describe the conditions under which the student may seek to return. The Office of the Registrar will place a Medical withdrawal hold on the student’s record until the student has been granted readmissions.

ADDITIONAL SANCTIONS

Additional sanctions not specifically listed above may be imposed for any violation of the Student Code of Conduct. Such sanctions, where appropriate, may include but are not limited to: required counseling or medical evaluations, behavioral contracts, letter of apology/acknowledgement, Notice of Trespass, or No Contact Orders.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Support Services</td>
<td>(704) 330-1448</td>
</tr>
<tr>
<td>Admissions (Undergraduate)</td>
<td>(704) 378-1010</td>
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<tr>
<td>Adult Degree Program</td>
<td>(704) 378-1253</td>
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<tr>
<td>Athletics</td>
<td>(704) 378-1205</td>
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<td>Alumni Relations</td>
<td>(704) 378-1023</td>
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<td>Biddle Institute</td>
<td>(704) 378-1199</td>
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<td>Business and Finance</td>
<td>(704) 378-1087</td>
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<td>Campus Police</td>
<td>(704) 378-1003</td>
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<td>Center for Career and Professional Development</td>
<td>(704) 378-1045</td>
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<td>Counseling</td>
<td>(704) 378-1044</td>
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<td>Dean of Students</td>
<td>(704) 378-1109</td>
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<td>Disability Services</td>
<td>(704) 378-1282</td>
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<td>Financial Aid</td>
<td>(704) 378-1035</td>
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<td>First Year Experience</td>
<td>(704) 330-1461</td>
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<tr>
<td>General Information</td>
<td>(704) 378-1000</td>
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<tr>
<td>HealthPlex</td>
<td>(704) 330-1370</td>
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<tr>
<td>Housing Services and Operations</td>
<td>(704) 378-1099</td>
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<tr>
<td>Information Technology (HELPDESK)</td>
<td>(704) 378-1158</td>
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<tr>
<td>Institutional Advancement</td>
<td>(704) 378-1020</td>
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<tr>
<td>Library Services</td>
<td>(704) 371-6740</td>
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<tr>
<td>Office of the President</td>
<td>(704) 378-1007</td>
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<tr>
<td>Perkins Management (Food Services)</td>
<td>(704) 371-6501</td>
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<tr>
<td>Student Accounts</td>
<td>(704) 378-1145</td>
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<tr>
<td>Student Health Center</td>
<td>(704) 378-1075</td>
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<tr>
<td>Student Leadership and Engagement</td>
<td>(704) 378-1046</td>
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<tr>
<td>University Bookstore</td>
<td>(704) 378-1048</td>
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<tr>
<td>University Cashier</td>
<td>(704) 378-1145</td>
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<tr>
<td>University Communications and Marketing</td>
<td>(704) 378-1022</td>
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<tr>
<td>University Post Office</td>
<td>(704) 378-1047</td>
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<tr>
<td>University Transportation</td>
<td>(704) 330-1444</td>
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<tr>
<td>University Registrar</td>
<td>(704) 378-1108</td>
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