



2016-2017
Student Handbook

Revised October, 2016

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**NORTH CAROLINA WESLEYAN COLLEGE
STATEMENT OF PURPOSE**

North Carolina Wesleyan College (NCWC) prepares students for responsible participation in their communities, professional advancement, and life-long learning. The College provides degree programs and other educational opportunities for residential, commuting, and adult students. The liberal arts are the foundation of Wesleyan’s curriculum for all undergraduate degree programs. Instruction emphasizes critical thinking, analytical reasoning, reading, and writing, speaking, making informed ethical decisions, and using the new information technologies. Students choose from a variety of majors, all of which help prepare students for rewarding personal lives, good citizenship, and productive careers.

The program in Rocky Mount for residential and commuting students emphasizes small classes and individual attention. It also provides strong student support services and encourages student development through co-curricular and extra-curricular activities. The Adult Degree Program is designed for students who wish to strengthen their academic background, enhance their professional knowledge and skills, and advance their careers. It is tailored to the learning styles and schedules of working adults.

The College has a special commitment to the Rocky Mount area and to eastern North Carolina. Through individual faculty, staff, and alumni activity, and through its educational and cultural programs, the College promotes the development of the region. The Wesleyan community includes students from diverse cultural and racial backgrounds. The College works to create an environment in which students, faculty, and staff come together in a dynamic learning community. It understands the increasing importance of a global perspective and of helping students learn to function effectively in a complex society.

Consistent with the motto of the college, “Wisdom and courage through Christian education,” NC Wesleyan strives to provide students with a holistic education that enhances their growth spiritually, intellectually, socially, emotionally, and physically. While Wesleyan serves students of many religious backgrounds, NCWC embraces its heritage as a Private “Christian” institution affiliated with the United Methodist Church and endeavors to equip students with a Christian world view and values reflective of that and our motto.

PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook is an official publication of North Carolina Wesleyan College. It is designed to assist each member of our college community in realizing the importance of mutual responsibility and support for the policies, traditions, and future growth of North Carolina Wesleyan College. The Student Handbook is also intended to help new students become integrated into the Wesleyan community. It contains pertinent information and instructions regarding conduct in order that one may fully participate in and enjoy the co-curricular as well as curricular environments of the College. Thus, it is our hope that the Student Handbook will give you guidance and direction as you chart a college career at North Carolina Wesleyan College. The College reserves the right to add, delete, or modify any of its policies or procedure for the betterment of the Wesleyan community. This publication is produced annually to keep the faculty, staff, and students informed of updates. Policies may be amended anytime during the year. New policies will be in effect for enforcement upon official notification to the student body. Official notification can be in the form of flyers, emails, or changes to the electric version of the Student Handbook located on the College’s Website.

COLLEGE ADMINISTRATION

Dr. Dewey Clark, President of the College

The Executive Council includes the following administrative officers of the College:

Dr. Evan Duff, Interim Provost and Senior Vice President for Academic Affairs

Mrs. Judy Rollins, Vice President of Enrollment Services and Marketing

Mr. Jason Edwards, Vice President of Finance

Mr. J. Edward Naylor, Vice President for Student Affairs and Legal Affairs

Mr. Eddie Coats, Interim Vice President of Advancement and Strategy

Mr. John Thompson, Vice President of Athletics

MESSAGE FROM THE OFFICE OF STUDENT AFFAIRS

Welcome from the Office of Student Affairs!

We hope this message finds you well after an enjoyable and productive summer! We are looking forward to a very successful year! Four years may seem like a long time, but they go by quickly as you know. The college experience involves a series of very important developmental tasks that need to be completed. Chief among them are successfully adjusting to college life, gaining a solid understanding of your values and interests, deciding what to major in, understanding what you can do with this major, obtaining valuable internship and leadership experience, and finding a job or attending graduate school after commencement.

Each year in college has its own unique challenges and opportunities:

- For **First-Year students**, it may be the first time that you have lived away from home or shared a room with someone. It may be that you are required to read and study more than you had to in high school.
- **Sophomores**, you may be trying to decide what to major in and what you can do with it. Getting more involved in campus activities and leadership opportunities are other important tasks for you to focus on.
- **Juniors**, you are being asked to think seriously about what is important to you, how to get valuable experience through an internship or other opportunity, and how best to prepare yourselves for your senior year.
- **Seniors**, you have the terrifying task of figuring out what you want to do when you graduate and are living on your own. Intermingled with all of this are those daily decisions about finances, values, relationships, time management, grades, and other issues that you face. We want you to know that you don't need to figure this out by yourself. There are lots of folks on campus who can help you with all of this – advisors, faculty, and student affairs professionals. Additionally, there are workshops, programs, and support services offered throughout the academic year that will address these issues.

Finally, if you have questions, ask them. If you are not sure what to do or who to go to for help, come see us in the Hardees Student Union, or give us a call at 252-985-5178. Rest assured, your success is very important to us!

Best Wishes on a Successful Year! The Office of Student Affairs

A. Computer Policies

All computer policies, as well as other critical College information, are available to students via the technology section of the NCWC World Wide Web page. Lists of email addresses and on-line tutorials for training in the use of internet applications are available at the College web site.

B. Personal Computer and Network Access

Personal computers are encouraged. Students are responsible for providing virus protection, compatible software, and support for their personal equipment. The College does not offer repair service for non-college equipment. Residence hall rooms are equipped with one network port for each resident. Hardware is set up for networking and is available from the technology department. Please see the technology web pages or call extension 5000 for more information. Residents are required to have effective virus protection on their personal computers in the residence halls.

C. Student Computer Accounts

Student accounts for e-mail and other network services are provided for all students. Password and access information is usually distributed to first-year students during check-in. Each student is expected to read and adhere to the Network and Computing Policy, which is distributed with account information.

STUDENT IDENTIFICATION CARDS

All students are required to obtain a photo student identification (ID) card through the Campus Security office or Student Affairs office in the Hardees Building. The ID system includes ID cards with bar coded information. The information encoded on the card allows access to the Dining Hall and for functions in the Library as well as other functions on campus.

Inappropriately punching holes in the card will result in the need to purchase a replacement card. The initial card is provided at no cost. Lost cards can be replaced for a fee of \$15 for the first replacement card and \$25 for the second replacement card. Replacement ID cards are available through the Student Affairs Office between 8:00 a.m. and 5:00 p.m. or by appointment. The Food Service office must re-code replacement ID cards for students participating in the meal plan.

The ID card is needed to cash checks on campus, pick up packages at the Post Office, to access the Dining Hall, and to gain access to the Taylor Recreation Center (fitness and sport courts). The ID card is issued during the student's first semester. If in the opinion of the Student Affairs staff, an identification card has become too worn due to normal use, the card will be replaced at no cost. Lost cards should be reported to the Student Affairs office. Attempting to obtain an ID card with false information or using someone else's ID card to gain access to campus services is a violation of College policy and is subject to disciplinary action.

FOOD SERVICES

A. Cafeteria (Hardees Building)

The College requires all campus residents to participate in the meal plan, which is provided by Sodexo Campus Services. Commuter students, faculty, staff and visitors to campus are welcome to dine in the cafeteria with cash/credit card or purchase a commuter or staff meal plan.

The nutrient and caloric content of most menu items are posted for each meal to help students make appropriate nutritional decisions and to meet individual needs. Resident students who are ill and unable to leave their rooms are provided a "to go" box upon request to Health Services or the students Resident Director. Students requiring special diets for medical reasons should contact the General Manager of Dining Services to make the necessary arrangements. In some cases, a diet prescribed by the student's physician may be required.

Special events are also hosted by the College food service, including picnics, holiday theme meals, exam snacks, and specialty bars.

Appropriate behavior is required in the cafeteria. Identification cards or cash payment are required for entrance to the cafeteria during meal times. Meal Plan swipes require you bring your photo student ID, if you do not have it, you will be asked to go get it. This is for your own protection, to prevent someone from using your ID number. Shirts and shoes are also required. Hats, headgear and hoodies over the head, are not permitted in the Cafeteria. Each student is responsible for cleaning up after themselves and returning all dishes, utensils, and cups to the dish-room area. All food must be consumed in cafeteria. No cups, plates or utensils are to be removed from the cafeteria. Only one entry swipe per meal period, you cannot come and go.

Cafeteria Hours

Monday-Thursday:	7:30 am until 7:30 pm
Friday:	7:30 am until 6:30pm
Saturday, Sunday and Holidays:	
Brunch:	11:00 am until 2:00 pm 5:00 pm until 6:00 pm

More information regarding Dining Services can be found at <http://www.newcdining.com>

B. Student Meal Plans

These plans, which offer discounted prices, are available through the Student Affairs Office.

- 19 cafeteria meals per week, plus \$100 per semester flex spending
- 15 cafeteria meals per week, plus \$225 per semester flex spending
- 12 cafeteria meals per week, plus \$360 per semester flex spending
- Commuter Plan A - 40 cafeteria meals plus \$35 flex spending
- Commuter Plan B - 10 cafeteria meals plus \$135 flex spending

Freshmen are required to choose between the 19 and 15 meal plan. Flex spending dollars can be used at the Internet Café and the WesSide Grill during their normal hours of operation. Any student can have money added to a declining balance on their student ID card themselves or a friend or family member at NCWC@sodexomyway.com. Student ID cards are required for all meal plan transactions.

At NCWC@sodeoxmyway.com students and parents may also purchase special snack packs and treats for pick up in the dining office.

C. WesSide Grill

The WesSide Grill is located in the Hartness Student Center and features burgers, subs, mac and cheese, salads and more. The WesSide Grill accepts cash, credit cards and flex dollars only. Hours of Operation: Open 7:30 pm until 11:30 pm Sunday through Thursday.

D. Pearsall Library Internet Café

The Pearsall library is home to Simply-to-Go and proudly serves Starbucks, ideal for those on the run. The menu includes freshly baked items, grab-go-sandwiches, soups and salads, bottled drinks,

candy and snacks. A full line of Starbucks coffee and espresso drinks are available. Normal hours of operation during the academic year: Monday-Thursday, 7:30 am-6:00 pm, Friday 7:30 am-1:00 pm.

PEARSALL LIBRARY

Elizabeth Braswell Pearsall Library is a gathering place on campus that provides print, media, and electronic resources to support both academic work and recreational needs. Friendly and knowledgeable library staff are eager to help students deal with technology and find the information they need the library with its Learning Commons offers comfortable study space for both independent and collaborative work and includes a Flexible Instruction Lab, a Media Production Lab, the Writing Center and Math Lab, and the Peer Tutoring Center. We have over 40 computers plus laptops and iPads that circulate for student use in the library. The Café serves Starbucks coffee and snacks.

To help assure users can find library space that meets their needs, we have established 3 noise zones: a Quiet Zone, a Collaborative Zone, and a Social Zone. We ask that students respect the designated zones so that all library users may find comfortable space in the library to study, work individually or in groups, or meet with friends. The Learning Commons

A. Circulation

Library books circulate for three weeks and may be renewed for an additional three weeks if not requested by another library patron. Overdue charges on books are \$0.20 per day. Reference materials and periodicals do not circulate, but photocopies may be made at \$0.05 per page. DVDs circulate for 3 days with one 3-day renewal, and overdue fines are \$1.00 per day. For complete circulation information, visit the library home page at <http://www.ncwc.edu/library/>.

B. Hours

During the academic year, the library usually opens at 7:30 on weekday mornings and stays open until midnight Sunday through Thursday, but hours vary. Library hours are posted on the Library's web site at <http://www.ncwc.edu/library/> and at the Library entrance and are consistently updated.

C. Interlibrary Loan

The library also offers free interlibrary loans. When a book or article is not available in the Library, we can request it from another library for you. To request an interlibrary loan, talk to one of the librarians or fill out a form available in the library or online at <http://www.ncwc.edu/library/services/ill.php>.

D. Library Assistance

Skilled library staff members are here to help you find information, use available resources, and deal with technology. Librarians can save you time and help you improve your grades by assuring you have the information you need to succeed. The library's networked computers are available for students to do research, type papers, check email, etc. Laptop computers are also available to use in the library. In-person reference assistance is available when the library is open except during late night hours. The library also provides assistance by e-mail at reference@ncwc.edu, and through an online chat link on the library web site that is accessible almost 24/7.

E. Library Resources

Library collections include over 91,000 volumes and over 1,200 films. In addition, the library subscribes to online databases in all subject areas that provide access to over 202,000 electronic books; full-text articles from over 44,000 magazines, newspapers, and journals; and over 25,000 educational and feature films. Students can access these resources on campus or off any time of the day or night via the library's website: <http://www.ncwc.edu/library/>.

F. Feedback

All members of the NC Wesleyan College community are encouraged to suggest books, films, or other materials to add to library collections and to recommend changes in Library services or policies that will enable us to serve the community more effectively. Call the general information line at 985-5350 for assistance, or email suggestions to reference@ncwc.edu.

POST OFFICE

The Post Office is located in the Hardees Building and can be reached at 985-5175. Hours: 9:00 am 1:00 pm; 2:00 pm – 4:00 pm. Each resident student is assigned a Post Office box in his or her respective residence hall.

A. Student Mailboxes

Post Office box keys are distributed to students during check-in at the residence halls. Verification of registration must be presented before a key will be issued. Mail should be distributed to each of the residence halls by 3:00 p.m., Monday through Friday.

If Post Office box keys are misplaced, there is a \$15 charge for replacement. Replacement should be made immediately as mail is not accessible without a key.

B. Package Pick-Up

U. S. Postal Service packages along with UPS and Fed-Ex packages must be picked up at the Post Office during posted hours. Students will be notified by email when a package has been delivered and may be picked up during normal operating hours. A picture ID is required in order to pick up a package. The Post Office provides outgoing mail service.

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STUDENT COMPLAINT AND APPEALS PROCESS

Student Complaints

The College's policies that apply to students are published annually in the NCWC Catalog and in the Student Handbook. These publications are available on-line on the NCWC website. In an instance of perceived violation of a College policy, a student may file a complaint. This policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. Students may utilize either or both procedures. Parent complaints are not covered by this policy.

A. Informal Resolution Procedure

1. The student arranges a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved. For example, a student files a complaint in the Business Office involving the Cashier. The student would meet with the Cashier and/or the Business Office Manager.
2. The student may utilize the formal complaint procedure if the informal process does not resolve the complaint, unless the situation is already covered by an existing appeals policy.

B. Formal Resolution Procedure

A formal complaint is in writing and sets forth a statement of the issue, the College policy or procedures violated, and the specific remedy sought.

The complaint form can be found in Appendix A of this handbook.

- Academic complaints to the Provost and Senior Vice President of Academic Affairs
- Student Life complaints to the Vice President for Student Affairs and Legal Affairs
- Business Office complaints to the Vice President of Finance
- Financial Aid complaints to the Vice President of Finance Services and Marketing
- Complaints about Distance Education (administrative), ASPIRE and ASPIRE locations to the Vice President of Adult and Professional Studies
- Registrar's Office complaints to the Registrar
- Complaints about discrimination and harassment because of disability or gender to the Vice President for Student Affairs and Legal Affairs
- Sexual assault complaints to the Vice President for Student Affairs and Legal Affairs
- Complaints against an Academic Chair, Director, Vice-President, etc., is submitted to the direct supervisor, such as the Provost or President
- Complaints against the President to the Chair of the Board of Trustees
- Other complaints to the Director of Human Resources

1. Level 1

- a. The person to whom the complaint has been submitted conducts, within seven (7) business days of receiving the complaint, a formal conference with the student, permitting him or her to provide any necessary relevant information. The complaint recipient then confers with the other involved person or persons and conducts an additional investigation as he or she deems necessary.
- b. A written recommendation is sent within seven (7) business days of the first formal conference to the student and the other involved person or persons. The written recommendation states the background information, the rationale for the recommendation, and the recommended remedy, if any.
- c. Copies of the original complaint and the written recommendation are kept in the complaint recipient's office for a minimum of five years.

2. Level 2

- a. If the complaint is not resolved in Level 1, the student or one of the other involved parties may, within fourteen (14) business days of receipt of the Level 1 recommendation, appeal to the direct supervisor of the person who wrote the recommendation. The President makes the final decision if he or she is the supervisor.
- b. The supervisor holds a conference with the party appealing the Level 1 recommendation within fourteen (14) business days of receipt of the appeal. He or she then sends a written recommendation to the student and other involved person or persons within fourteen (14) business days of such conference.
- c. In cases of appeals to Level 2, copies of the original complaint, the Level 1 written recommendation, and the Level 2 written recommendation or the final decision by the President are kept in the supervisor's office for a minimum of five years.

3. Level 3

- a. Except in the case of a complaint against the President, where the Board of Trustees has final authority, appeals of the Level 2 recommendation are submitted to the President within fourteen (14) business days. The President makes the final decision.
- b. The President's written decision is sent to the student and other parties within fourteen (14) business days of receiving the Level 3 appeal.
- c. In cases of appeals to Level 3, copies of the original complaint, the previous written recommendations, and the final decision are kept in the President's Office for a minimum of five years.

C. Complaints Not Covered by This Policy

The College provides specific appeal processes for the following academic issues:

- Grade appeals;
- Appeal of academic standing (withdrawal, course drops, academic suspension);
- Academic Integrity violations.
- Students should follow the appropriate appeal process for these issues as provided in the College Catalog.

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GENDER DISCRIMINATION AND SEXUAL HARASSMENT POLICY

It is the policy of North Carolina Wesleyan college that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

North Carolina Wesleyan College will endeavor to provide equality of opportunity in education and employment for all students and employees. Accordingly, the college does not practice or condone unlawful discrimination in any form against students, employees or applicants on the grounds of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, or veteran status.

North Carolina Wesleyan College will respond promptly to all complaints of discrimination and retaliation. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Delegated by the President to serve as the Title IX Coordinator for the College, the Dean of Students maintains primary responsibility for the implementation of this policy. Disciplinary action for violations of this policy will be the responsibility of key administrators based upon the status of the individual(s) committing the violation as may be appropriate based upon applicable procedures.

North Carolina Wesleyan College hereby reaffirms its desire to maintain a work environment for all employees and an academic environment for all faculty and students that is free from all forms of unlawful discrimination and free from discrimination which is otherwise prohibited by College policy or regulation. Unlawful discrimination is completely incompatible with the values and goals of North Carolina Wesleyan College and will not be tolerated. North Carolina Wesleyan College strives to maintain an environment that supports and rewards individuals on the basis of such relevant factors as ability, merit and performance.

A. DEFINITION OF GENDER DISCRIMINATION

Gender discrimination, including sexual harassment, is defined as conduct directed at a specific individual or group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment based upon gender.

B. DEFINITION OF SEXUAL HARASSMENT

The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in other College activities;
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.

C. DEFINITION OF INVOLVED PARTIES

The following titles and descriptions will be used throughout this policy in reference to the various parties involved with reports of gender discrimination and sexual harassment:

- Complainant – the student, faculty or staff member, or any other individual associated with the College, who informally or formally reports an incident of gender discrimination and sexual harassment.
- Respondent – the student, faculty or staff member, or any other individual associated with the College, against whom the informal or formal report of gender discrimination or sexual harassment is directed.
- Contact Persons – those individuals designated to respond to reports of gender discrimination and sexual harassment as outlined below.

D. REPORTING GUIDELINES

In conjunction with training and other preventive means, the prompt reporting of gender discrimination and sexual harassment is key to the College's ability to eliminate gender discrimination and sexual harassment on campus. Under the terms of this policy, persons who believe that they are victims of gender discrimination and sexual harassment may proceed informally or formally. These options are described below. Regardless of the status of the alleged Respondent or nature of the conduct, individuals who think they may be victims of gender discrimination and sexual harassment should note the following:

- Report the incidents of gender discrimination and sexual harassment as soon as possible to one of the appropriate Contact Persons or Ombudspersons. Contact Persons include the Dean of Students, Dean of the College, and Director of Human Resources.
- Gender Discrimination and Sexual Harassment Ombudspersons are faculty and staff members appointed by the President who are trained to provide information and advice to members of the campus community who think that they may be victims of gender discrimination and sexual harassment. The Ombudspersons will be available to advise and guide Complainants to and throughout the reporting process.
- In an emergency situation, such as after normal business hours or in the event that you are concerned for your safety, contact Campus Security. As soon as possible thereafter, you should report any conduct that may be gender discrimination or sexual harassment to one of the appropriate Contact Persons or Ombudspersons.
- The informal resolution and formal report processes are not mutual exclusive, and neither is required as a precondition for choosing the other; however, they cannot be used at the same time.

1. Informal Resolution

Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

A request for informal resolution must be made within ninety days of the date of the alleged incident to the appropriate Contact Person. Methods of informal resolution may include, but are not limited to, coaching the Complainant(s) on how to directly address the situation that is causing the problem; mediating a dispute with the parties involved; aiding in the modification of a situation in which the offensive conduct occurred;

assisting a group of individuals with the resolution of a real or perceived concern; or arranging a documented meeting with the alleged Respondent(s) involving a discussion of the Policy on Gender Discrimination and Sexual Harassment.

The Contact Person will document any informal resolution. Such documentation will be retained by the Office of the Dean of Students and Title IX Coordinator as appropriate and will be kept confidential to the extent permitted by law. An informal resolution meeting will not be considered a precondition for the filing of a formal report.

2. Formal Reporting Process

If the Complainant initially chooses to proceed with a formal report or if informal resolution is unsuccessful, to whom the discrimination or harassment is reported and the nature of the resulting investigation and resolution process depends upon the status of the Respondent, as described in this section. The Complainant will be asked to submit a written report including the following information:

- Name(s) of the Complainant(s)
- Contact information including address, telephone number(s), and email address
- Name(s) of individual (s) responsible for the alleged violation(s)
- Date(s) and location(s) of alleged violation(s)
- Nature of alleged violation(s) as defined in this policy
- Detailed description of the specific conduct that is the basis of the alleged violation(s)
- Copies of documents pertaining to the alleged violation(s)
- Names of any witnesses to the alleged violation(s)
- Action requested to resolve the situation
- Signature of Complainant(s) and the reporting date

Formal reports should be filed within ninety calendar days of the occurrence of the alleged violation. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the report may be filed within thirty calendar days after the end of the semester.

E. CONFIDENTIALITY

Gender Discrimination and sexual harassment are particularly sensitive issues that may affect any member of the College community. All persons involved in any aspect of gender discrimination or sexual harassment allegation shall treat the matter as strictly confidential. The College will disclose information regarding a gender discrimination or sexual harassment report only as required by law and as necessary to meet its legal obligation to investigate allegations of gender discrimination or sexual harassment and to take action to end the discrimination or harassment.

F. RETALIATION

Any attempt by a faculty member, staff member, or a student to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an informal or formal gender discrimination or sexual harassment report is completely prohibited. The College will treat retaliation as a separate incident subject to appropriate discipline/corrective action, from warning to termination or dismissal.

G. FALSE REPORTS

A Complainant who was intentionally dishonest in making the allegations or who acted maliciously is subject to appropriate discipline/corrective action, from warning to suspension, termination or dismissal.

H. INVOLVEMENT OF AN OUTSIDE AUTHORITY

In the event a Complainant makes a report to a civil or government authority the College reserves the right to withhold its investigation of the matter until such time as a decision is reached by this outside authority. The College also maintains the option of conducting its own investigation regardless of the decision of this outside authority. Whether the College immediately pursues or temporarily postpones its investigation, steps will be taken to protect the individual(s) involved and to ensure the continued participation of the Complainant(s) in the program.

I. DUTY OF FACULTY AND EMPLOYEES TO REPORT HARASSMENT

To assist the College in preventing gender discrimination and sexual harassment, all members of the campus community are encouraged to report the discrimination or harassment of others that they witness or otherwise know about to the Contact Person in either the Office of the Dean of Students, Office of the Dean of the College, or the Office of Human Resources.

J. INFORMATIONAL SESSIONS AND WORKSHOPS

Informational sessions and workshops on gender discrimination, sexual harassment and related issues will be conducted each academic year for students, faculty, and staff by the Office of the Dean of Students and Title IX Coordinator.

K. PERMANENT RECORDS OF REPORTED INCIDENTS

A file of all reports of incidents of gender discrimination and sexual harassment, including the names of Complainants and Respondents, will be maintained in the Office of the Dean of Students and Title IX Coordinator.

Discrimination and Harassment by Students

A. REPORTING

Any alleged incident of gender discrimination or sexual harassment by a student (including a student with teaching or classroom responsibilities if the allegations are unrelated to such responsibilities) toward any faculty member, staff member, student, or other individual associated with the College, that the reporting party cannot or does not desire to resolve informally should be reported promptly to one of the contact persons in the Office of the Dean of Students.

B. INVESTIGATION

Within two working days after receipt of a complaint, the Office of the Dean of Students will begin the investigation of any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the reporting party, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. APPEAL PROCEDURE

Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The

President will establish an Appeal Committee to advise him and to make a recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person.

All persons appointed to the Committee shall be members of the College community, i.e. faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. RESOLUTION

If it is determined that a violation of the Policy occurred, the Office of the Dean of Students will proceed in accordance with the procedures outlined in the Student Handbook. A student found responsible for violating the policy will be sanctioned in accordance with College disciplinary procedures. These sanctions include, but are not limited to, a verbal or written warning, mandatory counseling, restriction from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension or expulsion. If the student has teaching or classroom responsibilities, the Office of the Dean of the College may also terminate such responsibilities as a sanction if appropriate. The resolution of a gender discrimination or sexual harassment allegation will be shared with the Complainant to the extent allowed by law.

E. RECORDS

The individual who conducts the review and/or hearing for the Office of the Dean of Students shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the Respondent (if any) as part of the resolution may be kept in that person's student disciplinary file.

Discrimination and Harassment by Faculty

A. REPORTING

Any alleged incident of gender discrimination or sexual harassment by a faculty member (or a Student with teaching or classroom responsibilities if the allegations are related to such responsibilities) toward any student, staff member, other faculty member or individual associated with the College that the Complainant cannot or does not desire to resolve informally should be reported promptly to the contact person in the Office of the Dean of the College.

B. INVESTIGATION

Within two working days after receipt of a complaint, the Office of the Dean of the College will begin the investigation any allegation that has not been resolved informally to determine whether there is sufficient

evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the reporting party, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. APPEAL PROCEDURE

Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The President will establish an Appeal Committee to advise him and to make recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person. All persons appointed to the Committee shall be members of the College community, i.e. faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. RESOLUTION

If it is determined that a violation of the Policy occurred, the Vice President for Academic Affairs will take appropriate action, including but not limited to counseling or educating the individual about gender discrimination and sexual harassment, and/or disciplinary action, including but not limited to a verbal or written reprimand, or other disciplinary sanctions up to and including termination. In the case of students with teaching or classroom responsibilities, this discipline may also include termination of such teaching and classroom responsibilities, as well as discipline from the Office of the Dean of Students if appropriate. Appeals by faculty and by students with teaching or classroom responsibilities from such disciplinary actions will be handled pursuant to the procedures for faculty grievances.

E. RECORDS

The individual who conducts the investigation for the Office of the Dean of the College shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the Respondent (if any) as part of the resolution may be kept in that person's personnel file.

Discrimination and Harassment by Staff

A. REPORTING

Any alleged incident of gender discrimination or sexual harassment by a staff member toward any student, faculty member, staff member, or other individual associated with the College that the reporting party cannot or does not desire to resolve informally should be promptly reported to the Office of Human Resources.

B. INVESTIGATION

Within two working days after receipt of a complaint, the Office of Human Resources will begin the investigation of any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may include interviews and/or written statements from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the Complainant, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. APPEAL PROCEDURE

Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The President will establish an Appeal Committee to advise him and to make a recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person. All persons appointed to the Committee shall be members of the College community, i.e. faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. RESOLUTION

If it is determined that a violation of the Policy occurred, the appropriate administrator, in conjunction with the Office of Human Resources, will take appropriate action, including but not limited to counseling or educating the individual about sexual harassment, and/or corrective action, including but not limited to mandatory referral to the Employee Assistance Program, verbal or written reprimands, suspension or termination. Staff may appeal such decisions using the Staff Complaint Procedure. Administrators may appeal such decisions in writing to the individual who has responsibility for their department.

E. RECORDS

The individual who conducts the investigation for the Office of Human Resources shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the Respondent (if any) as part of the resolution may be kept in that person's personnel file.

Discrimination and Harassment by an Outside Individual

A. REPORTING

Any alleged incident of gender discrimination or sexual harassment on College property by an individual not associated with the College toward any faculty, staff member, student, or other individual associated with the College should be reported promptly to the Dean of Students.

B. INVESTIGATION

Within two working days after receipt of a complaint, the Office of the Dean of Students will begin the investigation of any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the reporting party, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. APPEAL PROCEDURE

Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The President will establish an Appeal Committee to advise him and to make a recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person.

All persons appointed to the Committee shall be members of the College community, i.e. faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. RESOLUTION

If it is determined that a violation of the Policy occurred, the Office of the Dean of Students will take appropriate action in consultation with the President and, if necessary, College counsel. The resolution of a gender discrimination or sexual harassment allegation will be shared with the Complainant to the extent allowed by law.

E. RECORDS

The individual who conducts the review and/or hearing for the Office of the Dean of Students shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs.

Adopted: March 12, 2008

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EMERGENCY RESPONSE PLAN

NCWC has recently implemented a new campus emergency notification system to warn the College community if a crisis, imminent danger or other urgent situation is present on or near the campus. If such a situation occurs, the campus-wide siren will be sounded, followed by broadcast messages on the campus computer system, voicemail and/or text messages to those individuals who have provided a cell phone number to the Office of Student Affairs. When the siren is heard, individuals should expect to receive a voicemail and/or text message on their cell phones and find information on the College website providing information about the emergency situation and how to respond.

Additionally, an Emergency Management Team comprised of individuals whose positions on campus or location in specific campus buildings, has been selected and trained to take specific action and provide additional information in the event of a campus-wide emergency.

To fully participate in the campus emergency notification system, members of the Wesleyan community are encouraged to provide a current cell phone number to the Office of Student Affairs in the Hardees Student Union. NCWC has incurred the cost of establishing and maintaining this system. The only cost to students, faculty and staff involves the possible cost of receiving a cell phone message, depending upon each individual's mobile phone pricing plan.

Students, faculty and staff who feel that a situation exists or may occur requiring the activation of the campus emergency notification system are strongly encouraged to contact Campus Security immediately at (252) 985-5273 or (252) 406-7928.

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STUDENT AFFAIRS

Under the leadership of the Vice President for Student Affairs and Legal Affairs and Dean of Students (DOS), the Division of Student Affairs includes: Residence Life, Judicial Affairs, Health Services, Security, Food Services, The Student Success Center, Counseling and Disability Services, Freshman Advantage Program, WesWay Extended Orientation Program, Internships and Career Services, Orientation, Intramural Sports and Recreation, International Student Services, First-Year Student Advising, Religious Life, Student Activities and Cheer/Dance.

Student Affairs Mission Statement

The Division of Student Affairs at North Carolina Wesleyan College provides a wide range of programs and services designed to enhance the ability of students to participate in and to benefit from their total college experience. From living communities to student activities, personal wellness to career development, the Division seeks to develop a well-rounded and well prepared student with necessary life skills.

The fundamental role of Student Affairs is to support and enhance the College's educational mission. We seek to provide a living and learning environment that inspires personal growth, promotes social awareness, and challenges students while supporting them in achieving their full potential as individuals, members of the Wesleyan family, and citizens in the global community.

Our programs and services seek to promote intellectual and personal development in several areas including community responsibility within our residential life program, leadership development within student organizations and activities, and civic responsibility through community service programs. It is our main goal to produce leaders who are held in high regard for their character, ethics, and achievements.

CODE OF STUDENT CONDUCT AND STANDARDS

Preamble

This North Carolina Wesleyan College ("College") Code of Student Conduct and Standards ("Code") applies to conduct that occurs on any property owned, leased, rented or used by the College ("Campus"), at College sponsored activities whether on or off-Campus, and to any off-Campus conduct that adversely affects the College community or the pursuits of its objectives. The Dean of Students ("DOS") of the College, or her/his designee, shall determine in his/her sole discretion, on a case by case basis, whether conduct occurring off- Campus potentially adversely affects the College community or the pursuits of its objectives sufficiently to implicate the Code.

Each student is responsible for her/his conduct from the time of application for admission through the actual awarding of the degree, including conduct occurring before classes begin or after classes end, throughout the entire academic year, and including periods between terms of actual enrollment.

The Code shall apply to a student's conduct even if the student withdraws or graduates from the College while the disciplinary matter is pending.

Notwithstanding any language in this Code to the contrary, the President of the College ("President") has been expressly granted the authority by the Board of Trustees of the College ("Board") through its approval of this Code to review and modify any decision rendered through the student conduct process provided by this Code when in her/his sole judgment that is in the best interests of the College to do so. Additionally, and notwithstanding the student conduct process provided by this Code, the President (or the DOS as the President's designee, or when the President is not immediately available) have been expressly granted the authority by the Board through its

approval of this Code to take any action deemed necessary in his/her sole judgment, up to and including immediate expulsion and/or immediate removal of any student from the Campus, when his/her judgment is that immediate action is necessary to protect the health and safety of any person or the College community, or prevent damage to property.

Student Honor Pledge

The College community believes the ideals of honor, trust, and equal treatment are essential to the learning environment that enhances character development, promotes academic integrity, and commits to fair and respectful treatment of all people. As a condition of admission and of continuing as a student, every student must sign the following pledge (“Pledge”):

“I pledge to conduct myself as an honorable member of this community. I will not lie, cheat, or steal, and I will obey the rules and regulations of the College. I further agree to report others who violate this Pledge and understand that I will be held responsible for my failure to act. I understand that if at any time, in the judgment of the Honor Board or the College, I have violated this Pledge, that I could be removed from the College community.”

Even though the ideal of honor is an abstract one, by implementing this ideal in signing this Pledge, I join the men and women of the College in making the concept of honor a reality. In addition to an honorable approach to academics, I pledge to adhere to the same principles in my daily living. I will respect the rights of others at all times and in all places and will obey the College’s rules and regulations outlining acceptable behavior. I understand that the rules include, but are not limited to, adhering to visitation policies, observing zero tolerance for illegal substances, respecting quiet hours, respecting the property of others, and abiding by all rules and regulations, permanent or temporary, adopted by the College.

If a student fails to sign the Pledge, then he/she will be removed from the College.

Student Rights and Responsibilities for Community Living

As a part of this Code, every student of the College shall have the following rights and be subject to the following responsibilities:

1. The right to study, read, relax, and sleep without unreasonable interference, noise or distractions, and the responsibility to help others have this right;
2. The right to feel safe in the residence halls as well as have free access to his/her room and other facilities in the building, and the responsibility to help ensure the safety of others in the building;
3. The right to have respect shown for his/her privacy, and the responsibility to respect the privacy of others;
4. The right to have respect shown for his/her property, and the responsibility to respect the property of others including that of the College;
5. The right to have guests within his/her Campus living facility, and the responsibility for ensuring that the behavior of those guests conforms to this Code;
6. The right to live in an area that is free of intimidation, physical or emotional harm, and the responsibility to ensure this right for others;
7. The right to a clean living environment and the responsibility to help keep it clean;
8. The right to maintain his/her personal beliefs and values, and the responsibility to respect others beliefs and values.

Every student must keep in mind that any individual’s exercise of his/her rights must end when exercising those rights violates the rights of others. The College residence halls are a place for fun but also a place for study. In keeping with the mission of the College, the residence halls must have an atmosphere conducive to academic development. Students whose behavior violates the rights of other members of the College community will be

subject to appropriate disciplinary action potentially including, but not limited to, the removal from College housing.

HONOR BOARD PROCESS

The authority for discipline at the College rests with the President. The President, acting on behalf of the Board, has the authority to administer the disciplinary program through the Dean of Students (DOS). The DOS, his/her staff and the College's Honor Board and Review Board, to whom this responsibility has been delegated, have the authority to enforce policies and standards stated or referred to in this Code and to administer disciplinary procedures according to the provisions of this Code.

Introduction

The students of the College assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. A private college is an institutional community. Admission, continued enrollment and attendance are privileges granted on the assumption that the individual, who has voluntarily enrolled in the institution, shares the College's values and goals and is committed to its purpose. The College expects its students to comply with all civil and criminal laws as well as all applicable College policies. The foundation of the College's expectation of its students is found in this Code and each student's execution of the Honor Pledge. Student conduct that violates these laws or policies may result in disciplinary sanctions imposed by the College, as well as possible criminal and civil charges. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline; to foster a respect for the rights of others; and to protect the rights, freedoms and safety of members of the College community and guests. The Honor Board authority extends only to non-academic issues. Its purpose is to provide a fair and educational process for a student's accountability for his/her conduct; to promote the development of individual integrity; to protect the rights of members of the College community; and to uphold the Code and Honor Pledge.

The College is committed to the development of an intellectual community within an environment of respect and integrity among its members. In order to achieve the desired environment and the established educational goals, the College is committed to protecting the rights and privileges of its students. The College has therefore adopted this Code to specify conduct standards for students, their guests and College organizations, and to establish appropriate disciplinary processes.

The Student Affairs Division is responsible for the administration of discipline by ensuring justice and due process as provided by this Code, and providing an educational opportunity for the student. The intent is to protect the College community by providing a system of discipline for those violating College rules and regulations. The disciplinary process also encourages the growth and development of the student by supporting the practice of responsible behavior as it relates to living in a community of people. The educational approach infers a need for understanding and self-discipline on the part of the student as well as a respect for the rights and privileges of others. The initial focus of the disciplinary system is intended to be corrective, preventive, and educational; however, it may also be punitive as deemed appropriate by the College and those acting on its behalf.

A. Filing a Report

Any alleged violation of conduct standards are to be reported to the DOS or his/her designee. Such reports should be in writing, and the report should be submitted as soon as possible after the alleged violation occurs. The DOS, or his/her designee, shall have the discretion, on a case by case basis, to accept an oral report of an alleged violation if it is determined to be necessary under the particular circumstances (e.g. to protect the identity of the person reporting, the magnitude of the alleged violation, the potential for harm if not investigated, etc.); however, reports not submitted in writing shall be independently verified by the DOS or

his/her designee prior to initiating the disciplinary process. For an individual filing a report, a meeting can be arranged with the DOS or his/her designee to discuss the disciplinary process.

After receiving the report, the DOS or his/her designee shall investigate the circumstances of the incident and determine what conduct standards, if any, are alleged to have been violated. Reports that indicate the alleged behavior falls outside of the College's jurisdiction and/or does not violate any conduct standard(s) may result in no action taken by the DOS. Additionally, lack of sufficient information/evidence may result in no action being taken.

If it is determined after the investigation that the alleged conduct has violated any conduct standard(s) of the College and those violations fall within the Honor Board's jurisdiction, then the disciplinary process is initiated. Law enforcement may also be notified if the actions may be violations of state or federal law.

When an organization reportedly violates conduct standards, the allegation(s) shall be investigated by the DOS or his/her designee. The president of the organization will be notified of the allegation(s) and the investigation. The president of the organization shall act as the representative of the organization throughout the disciplinary process unless he/she designates this responsibility to another active member of the organization by notifying the DOS in writing. All subsequent references herein to "student" or "accused" with respect to this process shall be deemed to apply in the same manner and to the same extent to any "accused student organization" proceeding through its representative unless the context clearly requires otherwise.

B. Rights of the Accused

Subject to the specific procedure set out below in Sections F., G., H., I., J. or proceedings that go to the Honor Board, and any additional rights thereby provided, the accused student shall have the following rights:

1. The right to be presumed innocent until responsibility is established as provided in this Code;
2. The right to face the accuser(s) who testify at the hearing;
3. The right of timely written notice of hearing that shall be defined as not less than seventy-two 72 hours prior to the time set for the hearing, which notice shall be delivered by campus email or campus post office box and shall include an itemization of the charges against the student and a copy of this Code;
4. The right to present relevant and material testimonial evidence through witnesses who are willing to testify, and to present relevant and material documentary evidence;
5. The right to present character evidence through the testimony of as many as two character witnesses who agree to testify, and to present a reasonable number (as determined in the hearing panel's sole discretion) of written statements attesting to the accused student's character;
6. The right to be present in the hearing room at all times while testimony is being presented;
7. The right to question any witness who testifies at the hearing, subject to the panel's right to limit the questioning of any witness by any party to questions inquiring of relevant, material, non- duplicative and otherwise admissible evidence (as determined by the panel);
8. The right to an objective and impartial hearing;
9. No accused student shall be required to testify against himself/herself; however, if the accused chooses not to testify, the panel shall be entitled, but not compelled, to infer that the testimony, if given, would have been unfavorable to the accused, and if the accused chooses to give any testimony, he/she must thereafter answer any questions inquiring of otherwise admissible evidence (as determined by the panel);
10. Such rights to appeal as may be expressly provided by this Code.

¹ This enumeration of rights applies in its entirety only to hearings before the Honor Board. If the accused student elects to proceed with the Informal Disposition process described below, only Nos. 1 and 8 shall apply.

² Whenever a time for performance is specified herein, it shall be interpreted not to include Saturdays, Sundays or holidays expressly recognized by the College.

³ No formal rules of evidence shall apply; however, the panel shall determine what is "admissible evidence" (in its sole discretion) based on the following guidelines: (a) "evidence" shall be synonymous with information, (b) "relevant and material evidence" shall be evidence that actually

bears on the question at issue and if believed, makes the answer to the question either more or less likely than would be the case in the absence of the evidence; and (c) "admissible evidence" is relevant and material evidence that the panel determines to be of a form and from a source that reasonable and rational persons would rely on in making their important decisions, and the probative value of which is not outweighed by its potential for unfair prejudice.

⁴In the event of allegations of sexual assault, sexual harassment or allegations of a similar nature, Nos. 2, 6 and 7 may be modified in the interest of justice and to protect the aggrieved.

C. Burden of Proof

The burden of proof in all student conduct matters shall be on the College through a person designated by the DOS to present the case for the College, and not on the accused student, and shall be by the preponderance of the evidence. Preponderance of the evidence means that the admissible evidence establishes that it is more likely than not that the accused student committed the violation alleged.

D. Informal Dispositions

Depending upon the severity of the violation, a student who has been accused of a violation of the rules and regulations generally has two (2) options – either to have his/her case heard informally by the DOS, or formally by the Honor Board. Informal dispositions are a means by which the case may be adjudicated as expeditiously as possible. All sanctions must be approved by the DOS. Once a student has agreed to an informal disposition of her/his case, there is no subsequent review.

Ordinarily cases will initially be arranged for an informal disposition through a meeting with the DOS or his/her designee; however, the DOS or his/her designee may decide from the initial investigation to send the matter directly to the Honor Board. All notifications of informal dispositions will be made through campus email or campus post office box at least 48 hours prior to the meeting. It is the responsibility of the student to check both campus email and campus post office box regularly. If the student fails to show up without a valid reason (as determined by the DOS in his/her sole discretion), the DOS or his/her designee will make a decision on the case and notify the student by campus email or campus post office box. If the student does show up for the meeting and requests that the case be heard by the Honor Board, the DOS or his/her designee will forward the case to the chair of the Honor Board.

E. Honor Board Member Procedures

Cases may be brought to the Honor Board at the request of the student or based upon the decision of the DOS or her/his designee. The Honor Board shall be appointed annually by the DOS and shall be composed of nine (9) regular members, a Chair designated by the DOS, two faculty members, four students, and two staff members, plus alternate members (in sufficient quantities of faculty, students and staff to ensure an appropriate board is available)

Each member is appointed for a one year term and may be reappointed. Subject to the provisions of subsection G. 2, all nine (9) regular members (or a designated alternate for each regular member who is not present) are required to be in attendance to hear a case, unless agreed otherwise by the charged. An Alternate attends when a regular member has requested to be excused from the case or is unavailable.

An alternate may only replace a regular member of the same status (i.e. student alternate replaces a student member, etc.). The DOS or her/his designee is responsible for coordinating hearings, assigning cases and substituting alternates for regular members as necessary; and the DOS shall appoint a substitute Chair for the panel if the Chair requests to be excused or is unavailable. At least 24 hours prior to the Honor Board hearing, the accused student must deliver to the DOS in writing a list of witnesses he wishes to have testify and the nature of their expected testimony, and the DOS will promptly provide a copy to the Honor Board. The hearing will be conducted by the Chair and will adhere to the following procedures to ensure that students receive a fair hearing and due process:

1. Attendance at hearings are restricted to those directly involved with the incident and those requested to be present by the College or the accused student. The College may, in its discretion, place a reasonable limit to the number of people who may be present at the hearing.
2. The accused student may bring an advisor, who must be part of the College community, to the hearing. This advisor may not speak on behalf of the accused student. The role of the advisor is to counsel, advise and support the student; however, the responsibility for presenting the accused student's defense will rest with the accused student.
3. The accused student shall not be represented by an Attorney at the hearing.
4. The decision of the Honor Board shall be by majority vote; and shall be made as promptly as reasonably practicable after the conclusion of the hearing.
5. The decision of the Honor Board shall be promptly delivered by the Chair to the DOS. The decision of the Honor Board shall be promptly delivered to the student by the DOS or his/her designee through campus email or campus post office box.
6. The student has the right to appeal the decision of the Honor Board to the extent provided in this Code by delivery of a written notice of appeal to the DOS within 48 hours of receipt of the decision of the Honor Board.

If an accused student feels he/she needs more time to prepare for the hearing, or otherwise feels a need for a postponement of the hearing, he/she must request a postponement from the DOS, in writing, stating clearly the basis for the requested postponement, no later than forty-eight (48) hours before the time for the hearing. The request may be allowed or denied by the DOS or his/her designee in his/her discretion. Accused students who are unable to attend the Honor Board hearing due to an emergency situation must notify the DOS or his/her designee as soon as possible, but no later than 2 hours prior to the scheduled hearing. If an accused student fails to appear before the Honor Board, without prior approval of the DOS or his/her designee, the hearing will proceed without the accused student's attendance; and the accused student shall be deemed to have chosen not to testify and to have waived any objection to the conduct of the proceeding.

F. Honor Board Hearing Procedures

The following procedures apply to all disciplinary hearings conducted by the Honor Board. These proceedings are closed to the public. A written summarization of the charges and investigation will be provided to the Honor Board by the DOS or his/her designee.

An audio recording of the proceedings, excluding all deliberations which shall be confidential, conducted in private and not recorded, will be made of all Honor Board hearings and will be retained by the College for three (3) years as part of the hearing file; however, no failure of any kind with respect to the recording process, including, but not limited to, the volume level of the testimony, gaps in proceeding or other failures of the recording to accurately record part or all of the proceedings, or any other deficiency, shall affect the validity of the hearing or the validity of the decision of the Honor Board. The College may have the recorded proceedings transcribed if it wishes to do so as determined by the DOS. If the student wishes a transcript, the College shall provide one at the student's expense upon receiving a sufficient cash deposit to cover the likely cost of the transcript. Any balance due after the transcription is completed shall be paid in full before the transcript is delivered to the student; and any overpayment shall be refunded to the student at the time the transcript is delivered to the student.

The Chair of the Honor Board shall call the hearing to order and remind all persons in the hearing of the confidentiality requirements. Each individual present shall introduce himself/herself and state his/her reason for being at the hearing (Honor Board member, accused student, witness, etc.).

1. The Chair shall then confirm that the accused student has the rights as provided in this Code and that the hearing will proceed as provided in this Code.

2. The Chair shall then ask the accused student if he or she challenges the objectivity of any member of the Honor Board. If so, the accused must state the reason. The board will then meet privately to consider the challenge and determine whether or not the member should hear the case; and the determination shall be made by majority vote of all panel members. Notwithstanding any other provision of this Code, if the accused student successfully challenges any member(s) of the Honor Board, the accused student waives his/her right to have the matter heard by the full nine (9) member panel; and the hearing shall proceed as scheduled as long as there are at least five (5) panel members remaining to participate. If the Chair is successfully challenged, the remaining panel members shall elect a substitute Chair by majority vote. If the panel is reduced below five (5) participants, or in any event in the Chair's discretion, the hearing will be continued for purposes of reconstituting the panel.
3. The Chair shall then read the itemization of charges to the accused and ask for a plea of responsible or not responsible to each charge. A refusal by the accused to respond shall allow, but not compel, the panel to infer responsibility.
4. The Honor Board shall have the authority to specify maximum times that the parties may have to make opening statements and closing statements, and otherwise reasonably control the duration of the hearing by prohibiting unduly repetitive testimony, lengthy or argumentative objections or statements by the parties, etc.
5. Subject to any time limit imposed by the Honor Board, the College representative may then make a brief, non-argumentative opening statement that describes what the evidence is expected to show.
6. Subject to any time limit imposed by the Honor Board, the accused student may then make a brief, non-argumentative opening statement that describes what the evidence is expected to show.
7. The College representative shall then presents the evidence that the College contends substantiates the charge(s), through summation of any investigation, relaying statements of witnesses, witness testimony or exhibits.
8. Witnesses who testify in the presentation of the College's case must attest to the truthfulness of their statements. No member of the staff, faculty, or administration of the College may be called as a witness, unless he/she has direct knowledge of the alleged violation.
9. The accused student may then present evidence that supports the defense of the accused.
10. Witnesses who testify in the presentation of the accused's defense must attest to the truthfulness of their statements. No member of the staff, faculty, or administration of the College may be called as a witness, unless he/she has direct knowledge of the alleged violation.
11. Subject to any time limit imposed by the Honor Board, the College representative may then make a closing statement limited to the evidence presented and any reasonable inferences that may be made from the evidence.
12. Subject to any time limit imposed by the Honor Board, the student may then make a closing statement limited to the evidence presented and any reasonable inferences that may be made from the evidence.
13. At this point the Chair shall adjourn the hearing and the Honor Board shall retire to deliberate privately.

G. Decisions for Formal Resolution

After deliberation and by majority vote including the Chair, the Honor Board will determine whether or not the College established a violation (or violations) by the accused student by the preponderance of the evidence presented at the hearing.

Any charge(s) as to which no violation is found by the preponderance of the evidence shall be dismissed. As to any charge(s) proved by the preponderance of the evidence, if any, the deliberation will move to a discussion of appropriate sanctions. The Honor Board will then have access to prior record information of the accused student; and such prior record will be considered when determining appropriate sanctions.

The decisions, including dismissals and sanctions, if any, shall be promptly delivered in writing to the DOS by the Chair of the Honor Board. If a sanction imposed by the Honor Board is suspension or expulsion, the student shall be immediately notified in writing that he/she must remove all personal belongings from

campus within twenty-four (24) hours of receipt of the notification; and that should the student not leave campus within twenty-four 24 hours of receipt of the notification, he/she will be charged with trespassing. However, if in the discretion of the Honor Board or DOS, the student poses a significant risk to the College community, the student may be required to immediately remove himself/herself from campus and if said student does not immediately leave campus, he/she shall be considered trespassing. In the event the student is requested to immediately remove himself/herself from campus, the Honor Board or DOS will establish a time, as soon as practical, for the student to return to campus to remove all personal belongings from campus under appropriate supervision.

If the student makes a timely, request for an appeal, as provided below, from a decision imposing suspension or expulsion, and includes a request that the imposition of the sanction be stayed pending completion of the appeal, the President, or the DOS subject to the review and approval of the President, may stay the imposition of the sanction pending completion of the appeal. If a stay is granted, the DOS (if the stay was granted by the DOS) or the President may nevertheless remove the stay at any time in the exercise of his/her discretion in the best interests of the College.

‘All provisions in this Code related to suspension or expulsion of a student will similarly apply to suspension or revocation of the charter of a student organization.

H. Appellate Review

A student found responsible for a violation may appeal **only** for one of the following reasons:

1. The procedure specified in this Honor Board Process was not substantially followed and the error(s) egregiously violated the student’s rights to a fair and impartial hearing or;
2. The evidence presented does not support the decision(s), or the sanction(s) imposed is (are) unreasonably harsh based upon the evidence presented and the student’s prior record.

Note: Requests for reconsideration based on newly discovered evidence are not grounds for an appellate review, but should be directed to the Honor Board. The Honor Board may reopen a case at the request of the accused **only** if significant new evidence, which could not have been discovered through the exercise of reasonable diligence for use at the prior hearing, has been discovered and directly relates to the accused and the alleged violations in the case that was heard (all as determined by the Honor Board in its sole discretion). Whenever reasonably practicable, the same membership of the Honor Board that previously heard the matter shall make the determination whether to reopen a case, and shall again serve as the hearing panel if a case is reopened.

All requests for an appeal are to be delivered in writing to the DOS or his/her designee within forty- eight (48) hours of receiving notification of the Honor Board’s decision except in cases where suspension or expulsion is imposed as a sanction, in which case, the written request for an appeal must be delivered within twenty-four (24) hours of receipt. The specific reason(s) for the appeal as specified in subsections 1. and 2. Above, and a detailed explanation of the reason(s) must accompany the request for an appeal, along with all additional information required by subsections a. through g. below. A subsequent request for an appeal pursuant to section J. below, which is permitted only in a case resulting in a recommendation of suspension or expulsion, must be submitted in writing to the DOS within twenty-four (24) hours after an initial appellate decision pursuant to sections I. and J. has been received by the student, and must contain the same information required by this section to be included in an initial request for an appeal. Any request for an extension to prepare any appeal, whether pursuant to sections I. and J., or section K., must be made in writing to the Dean of Students or his/her designee within twenty-four (24) hours of receipt of the decision appealed from; and it must state specific reasons for the request.

The written request for an appeal must set forth specifically the following:

- a. Student’s name, current address, and telephone number;
- b. Description, date and place of the charged misconduct;

- c. Date and by whom disciplinary sanction was levied;
- d. The hearing body's decision and sanctions imposed;
- e. Reasons that the appeal should be allowed, and the decision(s)/sanctions(s) appealed from overturned or modified;
- f. If desired (but only in the case of imposition of a suspension or expulsion), a request that the imposition of the sanction be stayed pending completion of the appeal along with a detailed explanation why such a stay should be granted and;
- g. The student's signature and date of the request.

The DOS or his/her designee will review any request for an extension to prepare any appeal, whether pursuant to sections I. and J., and will make a decision with respect thereto and promptly communicate the decision to the appealing student by campus email or campus post office box. The DOS will initially review any request for appeal, including any request for a stay of imposition of a suspension or expulsion, to determine if the request properly states one or both of the two (2) permitted reasons for appeal; and, if so, the matter will be referred to the Review Board to be handled pursuant to section J., as may be appropriate; however, it is reiterated that requests for appeal will not be granted solely on the basis that the student disagrees with the decision or the sanction(s) imposed. If the request for appeal is denied, the decision and sanction(s) appealed from will be upheld and this ends the appeal process. In either event, the DOS will promptly communicate the decision to the appealing student by campus email or campus post office box. If the request for an appeal is granted, the decision on a request for a stay will also be promptly communicated to the appealing student by campus email or campus post office box; however, no such request will be considered or granted if the request for an appeal is denied.

I. Review Board Procedures

A Review Board will hear all appeals from the Honor Board that are permitted by the DOS. The Review Board does not retry the case to determine responsibility, but rather only determines if the proper procedure was substantially followed, or if there was sufficient evidence presented to support the decision(s)/sanction(s) appealed from, or both pursuant to subsections I. 1. and 2., depending on what the appealing student has properly stated in his/her request for an appeal. If the proper procedure was substantially followed and if sufficient evidence was presented to the Honor Board, which, if believed, would support the decision(s) and sanction(s), the Review Board does not further judge the propriety of the decision(s) or sanction(s).

The Review Board shall be appointed annually by the DOS and shall be composed of five (5) regular members, a Chair designated by the DOS, who may be faculty, staff or student, 1 faculty member, 1 staff member and 2 students, plus alternate members of at least (1 faculty, 1 staff and 1 student). Each member is appointed for a one year term and may be reappointed. All five (5) regular members (or a designated alternate for each regular member who is not present) are required to be in attendance to review a case.

An alternate attends when a regular member has requested to be excused from the case or is unavailable. An alternate may only replace a regular member of the same status (i.e. student alternate replaces a student member, etc.). The DOS or her/his designee is responsible for coordinating hearings, assigning cases and substituting alternates for regular members as necessary; and the DOS shall appoint a substitute Chair for the panel if the Chair requests to be excused or is unavailable.

If the DOS or his/her designee determines that the request for an appeal should be allowed, the Review Board is convened. Written notice of when the Review Board will review the matter shall be sent by the Chair of the Review Board to the appealing student, to the person who presented the case for the College to the Honor Board, and to the Chair who presided over the Honor Board hearing, at least forty-eight (48) hours before the review is to take place. These individuals are required to be present at the meeting of the Review Board.

Upon written request to the DOS, an appealing student will be provided access to the record before the Honor Board (including the recording of the proceeding and the student's prior record if that was considered by the Honor Board) during normal business hours, and within 24 hours of request, in order to prepare for appeal.

The following procedures shall be followed at the review by the Review Board:

1. The Review Board is solely an appellate body, and there shall be no record of the proceedings. All decisions of the Review Board shall be made solely based on the record before the Honor Board (including the recording of the proceeding and the student's prior record if that was considered by the Honor Board), the written request for appeal submitted by the appealing student and the oral argument and questions and answers provided for below.
2. The College will be represented by the person who presented the case for the College to the Honor Board. The student will represent himself/herself. The Chair of the Honor Board shall be available solely to be questioned by the Review Board about (1) the procedures actually followed at the hearing before the Honor Board, if those procedures have been properly raised by the student in his/her request for an appeal and (2) the evidentiary record available to the Honor Board and upon which its decisions were based (but not the substance of the deliberations or the reasons for the decisions).
3. No written briefs will be presented
4. At the scheduled review, the person who presented the case for the College before the Honor Board and the appealing student shall each be allowed 30 minutes to present oral argument limited solely to the issue(s) properly set forth in the written request for an appeal. The appealing student shall proceed first, but may reserve up to five (5) minutes of his/her allowed thirty (30) minutes to rebut the argument made by the College's representative.
5. No new evidence will be considered on appeal.
6. During oral arguments, members of the Review Board may ask questions of the parties limited to the issue(s) properly set forth in the written request for an appeal; and after the oral arguments, the members of the Review Board may question the Chair of the Honor Board to the extent allowed by subsection 1 above.
7. After all questions have been asked by the Review Board members, deliberations will be conducted privately and confidentially.

Therefore, at the conclusion of the review proceeding, the Chair of the Review Board will adjourn the proceedings so that the Review Board can deliberate privately and confidentially in closed session. After deliberation, and by majority vote of its members, including the Chair, the Review Board will render its decision(s). Any of the following actions may be taken by the Review Board:

1. Affirm the decision(s) and sanction(s) of the Honor Board in their entirety;
2. Affirm the decision(s) but amend the sanction(s) imposed by the Honor Board to lesser sanction(s) (the sanction(s) imposed by the Honor Board may not be made more severe by the Review Board);
3. Order a new hearing before the Honor Board, in whole or in part, with written notification to the Chair of the Honor Board, to the person presenting the case for the College and to the appealing student, of the Review Board's concern(s) leading to its decision, if it determines that the procedure specified in the Honor Board Process was not substantially followed and the error(s) egregiously violated the student's rights to a fair and impartial hearing or;
4. Overturn the decision(s) of the Honor Board, the sanction(s) imposed, or both if it determines that the evidence presented does not support the decision(s) or the sanction(s) imposed is (are) unreasonably harsh based upon the evidence presented and the student's prior record.

The Chair of the Review Board will forward written notification to the DOS of the decision within twenty-four (24) hours. The student shall be promptly notified in writing by the DOS through campus email or campus post office box.

The student may stop the appeals process at any time by notifying the Chair of the Review Board or DOS in writing of his/her desire to discontinue the appeal; and upon the student's doing so, the decision(s) and sanction(s) appealed from shall become final, and no further appeal will be allowed.

Note however, should any ruling of the Honor Board be appealed directly to the President and bypassing the Review Board or other procedure herein, if the President rules on the direct appeal, no further appeal shall be had

J. Further Review for Cases of Suspension, Expulsion or Charter Suspension or Revocation Students or Student Organizations, as the case may be, may apply for further review by the President **only** if one of the following sanctions was imposed by the Honor Board and upheld by the Review Board after an appeal was allowed:

1. Suspension of the student from the College;
2. Expulsion of the student from the College; or
3. Suspension or revocation of the Student Organization's charter

If such a sanction was imposed and upheld, the student or organization may submit a written request for further review to the Office of the President within five (5) business days of receiving the decision of the Review Board. Any request for Presidential review must be based on procedural and substantive error(s) made by either the Honor Board or the Review Board and must involve only the sanctions referenced above in this section. A review by the President is not allowed as a matter of right, but is within the sole discretion of the President. If the request for review is granted, the President may review the case personally or, in his/her discretion, appoint a committee of faculty and or staff members or utilize the services of any appropriate existing committee, to review the case and make a recommendation to the President. Following his/her recommendation, the President will issue his/her decision, and in doing so, may take any action he/she may deem appropriate under the circumstances in the exercise of his/her sole discretion. There shall be no further appeal.

Notwithstanding any language in this "Honor Board Process", the President shall at all times have and retain the authority to overrule any decision rendered through the student conduct process provided by this Code when in her/his sole judgment that is in the best interests of the College; and he/she (or the DOS as the President's designee, or when the President is not immediately available) shall at all times have and retain the authority to take any action deemed necessary in his/her sole judgment, up to and including immediate expulsion and removal of any student from the Campus, when his/her judgment is that immediate action is necessary to protect the health and safety of any person or the College community, or prevent damage to property.

STUDENT RULES & REGULATIONS

Following is a listing of rules and regulations that govern students at the College. This list is not all-inclusive and only provides examples of those actions that may result in discipline. Students may receive various sanctions depending on the nature of the case, including suspension and expulsion.

A. ALCOHOL POSSESSION, CONSUMPTION & DISTRIBUTION – All students, regardless of age, are prohibited from possessing, consuming or distributing alcohol or alcoholic beverages or concentrates, including powdered alcohol, anywhere on campus or at any campus activity. The College also prohibits the sale or distribution of alcohol or alcoholic beverages or concentrates including powdered alcohol to any person on its Campus or as part of any of its activities. Students, regardless of age, are prohibited from being

in any closed area where alcohol is being consumed or stored. In addition to the possible sanctions mentioned in the section entitled Disciplinary Sanctions below, penalties for any of the offenses described in this paragraph will include, at minimum: fines, educational sanctions, community service and parental notification. Violators may also be subject to prosecution of State or Federal Law.

- B. **DESTRUCTION OR DEFACING OF PROPERTY** - This includes destruction and/or damage to an individual's personal property as well as destruction, damage, or defacement of College property including, but not limited to, all Campus facilities, equipment, and property.
- C. **DISHONESTY (NON-ACADEMIC)** – Furnishing false information to any College official or office; forgery, alteration, or misuse of any College document, record, or instrument or identification; causing, condoning, or encouraging the completion of any College record, document, or form dishonestly; offering or causing to be offered any bribe or favor to a College official in order to influence a decision, tampering with the election of any College recognized student organization; or casting or attempting to cast more than one ballot in any election or referendum on campus. Please note, any form of dishonesty, cheating or assisting others in dishonesty or cheating not addressed in other rules of the College (even if related to assisting others in or regarding academic cheating or dishonesty) shall be considered a violation of this provision.
- D. **DISORDERLY CONDUCT** - Conduct which is offensive or annoying to others or is disruptive of the rights of others. This includes initiating a threat to a Campus official or any person; horseplay, practical jokes, misbehaving in Campus facilities, and other general annoyances.
- E. **DRUG PARAPHERNALIA** - The possession and/or use of drug paraphernalia including, but not limited to, “roach clips” and “bongs.” Violators are also subject to prosecution under State and Federal laws and parental notification will occur. It is a violation of this provision to be in the presence of someone who openly possesses items prohibited by this provision.
- F. **DRUG POSSESSION, USE, DISTRIBUTION AND/OR SALE** - The illegal possession, use, distribution, and/or sale of controlled substances as defined by State or Federal law. Violators will also be subject to prosecution under State and Federal laws and parental notification will occur. Additionally, it shall be a violation of this provision to be in the close presence or in a confined area (such as a room or vehicle) with another who you know or reasonably should know is in possession of or currently using a controlled substance or who otherwise violates this provision
- G. **ENDANGERMENT** - Conduct which endangers the physical well-being of one's self or others.
- H. **FAILURE TO COMPLY WITH THE DIRECTIONS OF A COLLEGE OFFICIAL** – Failure to comply with the directions of a College official (including all Residence Life staff and Security Officers). This includes but is not limited to failure to evacuate a building during a fire alarm, failure to follow a reasonable request of a College official, and failure to remove headgear or present an I.D. when requested to do so.
- I. **FIGHTING/ASSAULT** - An encounter with blows or other personal violence between two or more persons, including assault and battery. This includes while on Campus and at College-sponsored events off-Campus. Violation of this provision may result in prosecution under State or Federal laws.
- J. **FIRE SETTING** -Deliberately lighting a fire without authorization or attempting to set or setting a fire with the intention of destroying property.
- K. **FORCED ENTRY OF A CAMPUS BUILDING** - Compromising the security of others by either propping open an exterior door of any Campus building or attempting to force open a locked exterior door or window of a Campus building.
- L. **FRAUD** -A false misrepresentation intended to deceive, including the use of false documents, falsifying documents, records or forms, and computer fraud.
- M. **HARASSMENT** -Actions which may be offensive toward, or create an offensive environment for another group or individual including, but not limited to, use of obscene, vulgar, profane, lewd, lascivious, or indecent language, or the making of a proposal of an indecent nature, or the threatening of any person. Also included in this definition is any action or situation which may produce mental or physical discomfort, embarrassment, or ridicule to or for any group or individual.

- N. **INTERFERENCE WITH THE ORDERLY OPERATION OF THE DISCIPLINARY PROCESS** – unreasonably delaying the honor process by failing to schedule or appear for a meeting as requested by a disciplinary officer; intentionally providing false, distorted, or misrepresented information to a disciplinary officer or disciplinary body, or knowingly initiating a false complaint; disrupting the orderly operation of a disciplinary proceeding; attempting to discourage an individual’s proper participation in, or use of, the disciplinary process; harassing and/or intimidating a member of a disciplinary body or any participant in a disciplinary proceeding prior to, during, or after that proceeding; or failure to comply with the sanctions imposed under this Code.
- O. **HAZING** - Any action or situation created whether on or off-Campus to produce mental or physical discomfort, embarrassment including, but not limited to such activities as paddling, creation of excessive fatigue, physical and psychological shocks, coercion to wear apparel which is embarrassing or degrading, or humiliating games and activities, or any other activities that are not consistent with College rules and regulations.
- P. **HEALTH & SAFETY VIOLATIONS** - Failure to maintain a safe and sanitary residence hall room.
- Q. **LAWS OF THE WIDER SOCIETY** -All College students are expected to abide by the laws of the local, state, and federal governments. Violations are subject to disciplinary action by the College as well as the criminal justice system. The College may initiate proceedings regardless of the outcome of one’s court case.
- R. **LYING** - The making of false statements to any member of the College community with the intention of deceiving.
- S. **MORALS & DECENCY** - Behavior which is generally considered immoral or indecent, including indecent exposure, voyeurism, and other actions or activities which constitute a breach of common morals and decency.
- T. **NOISE** -Any sound that is annoying or disruptive to the rights of others. This includes, but is not limited to, loud talking, laughter, loud playing of stereos, other electronic devices or musical instruments.
- U. **POSSESSION OF FIREARMS OR WEAPONS ON COLLEGE PROPERTY** –The possession or use, whether openly or concealed, of any weapons while on Campus or in an automobile while on Campus or its environs is prohibited. Such weapons include, but are not limited to, guns, rifles, pistols, BB or pellet guns, explosives (including fireworks), bowie knives, switchblades, daggers, metallic knuckles, martial arts weapons, bows and arrows, or any other weapon of any kind.
- V. **POSSESSION OF STOLEN PROPERTY** - The unauthorized possession of property which has been stolen.
- W. **PRIOR VIOLATIONS** - Prior violations will not be considered in determining if the student violated the Code of Student Conduct and Standards in a current case. If the student is found in violation, prior pertinent violations and sanctions will be considered in the sanctioning.
- X. **RESIDENCE LIFE VIOLATION**– Any violation of policies defined in the Residence Life section of the Student Handbook and not otherwise specifically outlined within the Student Rules & Regulations section of the Handbook.
- Y. **RESPONSE TO OFFICIAL NOTICES** - It is the student’s responsibility to immediately honor any reasonable request from a College official. For instance, promptly showing his/her student I.D. card when requested by security personnel, promptly responding to requests from faculty and staff members and following instructions given by College personnel. Failure to respond to a College official knocking on a resident’s door is considered a violation of this Code. Failure to open a resident’s door in a reasonable amount of time is also a violation of this Code.
- Z. **SEXUAL ASSAULT** - Touching or penetration of an individual’s intimate parts without the express, affirmative verbal permission of the individual upon whom the contact is made. Sexual assault includes the use of coercion, intimidation, threats or force to engage in contact of a sexual nature. Contact of a sexual nature includes sexual intercourse, oral sex, sodomy, or touching or forcing an individual to touch those intimate parts of the body normally associated with sexual activity or arousal. The individual upon whom the contact is made or who is made to engage in such conduct will be considered incapacitated and unable to provide express, affirmative verbal permission if the individual is under the influence of alcohol or other drugs or substances, irrespective of whether ingested by self or administered by another person.

Additionally, individuals will be considered responsible for sexual assault if they either knew or should have known that the victim was incapacitated or physically helpless due to sleep or unconsciousness or unable to give free and knowing consent based upon impairment of any kind. Neither alcohol nor drug consumption by either party will be considered an excuse or reason for not being held responsible.

- AA. **TAMPERING WITH FIRE & SAFETY EQUIPMENT** - Causing fire alarms or tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment.
- BB. **THEFT** - The unauthorized use or taking of someone else's property without permission. This includes, but is not limited to accounts, authorization codes, computers and other equipment.
- CC. **UNAUTHORIZED USE OF COLLEGE PROPERTY** - The unauthorized possession or use of College property including, but not limited to, technology, furniture, housekeeping equipment, maintenance equipment or vehicles.

DISCIPLINARY SANCTIONS (NON- ACADEMIC)

The intent of disciplinary sanctions is to assign proper penalties that reflect the nature of the misconduct while contributing to the positive growth and development of the student. The following sanctions are indicated as general practice in order that the College community may be aware of the possibilities resulting from non-academic misconduct when issued by appropriate College disciplinary authority under this Code.

Any sanction, including, but not limited to the following, may be imposed regardless of the violation based upon the severity of the violation.

A. Sanctions for Individual Students

1. **Disciplinary Warning:** The student is given a written warning that further misconduct may result in more severe disciplinary action. A copy of any disciplinary warning is kept in the student's disciplinary file. If a student, after being warned, breaches that College policy, he/she may be subject to a more stringent disciplinary sanction.
2. **Disciplinary Probation:** Disciplinary probation can be from one month to the remainder of the student's enrollment at the College. If a student is on disciplinary probation and he/she is found to have committed the same type of violation, the student will face greater sanctions that could include up to expulsion from the College. If the student is on disciplinary probation and he/she is found to have subsequently committed another type of violation, the sanction will be greater than if he/she were not on probation. Disciplinary probation is usually given in conjunction with other sanctions.
3. **Privilege and/or Activity Restriction:** A prohibition against holding any elective office at the College or representing the College on and/or off-Campus in an official capacity for a specified length of time.
4. **Restitution:** The student is required to make payments to the College or other persons, groups, or organizations for damages incurred as a result of an act of prohibited conduct or negligence under North Carolina law. This may be recommended by the Honor Board or the Review Board if requested or approved by the DOS or his/her designee.
5. **Educational or Community Service:** Sanctions such as performing community service hours on the College physical plant or on a College-related program or project, writing papers, attending a workshop/class, completion of on-line educational modules or restriction of activities may be part of any disciplinary sanction assessed for acts of prohibited conduct. It is the responsibility of the student to turn in documentation that verifies completion of sanction requirements on or before the date specified in the notification letter to the student imposing the sanctions.
6. **Fines:** Students may be fined for violations of specific policies or procedures as outlined in the published or distributed materials of the College.
7. **Removal of Property:** A student may be requested to remove personal property from Campus which becomes a public nuisance by either disturbing or endangering the health or safety of the College community. Personal belongings that are prohibited in the residence halls will be confiscated. If the student would like the return of the property, the request needs to be made in writing to the Director

of Residence Life (DRL). The DRL will determine if and when the property should be returned. The request needs to be made in the same semester of the violation and sanction.

8. **Referral:** To on-Campus/off-Campus professional for assessment or counseling.
9. **Assessment:** By on-Campus/non-College agencies regarding substance use or abuse.
10. **Temporary Suspension:** When further presence of a student presents a danger to others, College property, or disruption of the College's academic mission in the judgment of the President (or the DOS as the President's designee, or when the President is not immediately available) he/she may immediately invoke a temporary suspension and an immediate removal of the student from the College. With permission, a suspended student is given the opportunity to return to campus, possibly pending an evaluation, for consultation regarding further action relating to the suspension. Students are responsible for any costs incurred for living arrangements during interim suspension. Guardians or parents are notified, if possible, when a dependent student is placed on interim suspension.
11. **Suspension:** Suspension indicates a separation of a student from the College and its Campus, normally for a specified period of time, after which the student may apply for readmission to the College. Fees and tuition are forfeited in cases of suspension. Notification of Suspension appears on the student's transcripts. Parents or Guardians are notified.
12. **Expulsion:** Expulsion is the permanent separation of the student from the College and the Campus. It is the most severe sanction that the College imposes. Fees and tuition are forfeited in cases of expulsion. Notification of expulsion appears on the student's transcript. Parents or Guardians are notified.
13. **Other Sanctions:** The College acting through the Dean of Students and his designees reserves the right to impose other such sanctions as may, from time to time, be deemed appropriate.

B. Sanctions for Student Organizations

1. **Revocation of Recognition:** Permanent severance of the student organization's relationship with the College.
2. **Probated Revocation of Recognition:** Notice that further major violation(s) of College policy shall result in revocation of recognition.
3. **Suspension of Recognition:** Severance of the student organization's recognition by the College for a specific period of time.
4. **Probated Suspension:** Notice that further violation(s) of College policy shall result in suspension.
5. **Disciplinary Probation:** Notice to the student organization that further disciplinary violation(s) may result in suspension; this disciplinary measure also may include one or more of the following: placing the student organization under social or behavioral restrictions; making restitution to the student(s), student organization(s), or College body whose property rights have been violated; and performing community service in support of a College program or project.
6. **Restriction:** Exclusion from participation in or sponsoring of social and recreational activities or privileges available to recognized student organizations or to College students, or from holding office in recognized student organizations.
7. **Restitution:** Reimbursement for damage or destruction of property, as determined and stipulated by the College.
8. **Community Service:** Assignment to work a specific number of hours on the College physical plant or College-related program or project.
9. **Other Sanctions:** The College acting through the Dean of Students and his designees reserves the right to impose other such sanctions as may, from time to time, be deemed appropriate.

C. Parental Notification

The Family Educational Rights and Privacy Act (FERPA) has given colleges/universities the option to notify parents or guardians about specific types of information from a student's disciplinary record.

The DOS or his/her designee will notify parents or guardians when a student is found to have violated this Code on the use or possession of alcohol or other drugs when he/she is under the age of 21 and one or more of the following occurs:

1. When a student has been found to have violated the alcohol or other drug policy.
2. When there is significant property damage.
3. When medical attention to any person, including the student, is required as a result of the student's alcohol or other drug related behavior.
4. When the student demonstrates reckless disregard for his or her personal safety or the safety of others.
5. When there is evidence that the student's alcohol or drug related behavior negatively impacts the learning environment

HEALTH CENTER

The Health Center is located on the South side of the Spruill Building and offers a comprehensive approach to health and well-being through education, consultation, and referrals. Health programs and events are designed to assist students in developing life- styles based on sound emotional, physical, spiritual, and social activities. The Health Center hours are 9:00 a.m. to 4:00 p.m. on Monday, Tuesday, Wednesday and Friday and 12:30 p.m. to 7:30 p.m. on Thursday during the academic school year. Walk-in visits are accepted on a first come, first serve basis. A Physician Assistant will be available in the Campus Health Center Monday through Friday, during the academic school year. Services provided by the Physician Assistant are free of cost to the students. Health Center hours will be posted on the NCWC web page under Health Center, the front door to the Health Center.

There are several urgent care centers in the area that can provide medical intervention after hours. Additional information on locations of urgent care centers is available at ncwc.edu. Emergency assistance is available at the local hospital, CALL – 911.

A. STATE IMMUNIZATION REGULATIONS

The state of North Carolina requires that all students entering college must provide a record of immunization. The record must document 3 childhood DPT (diphtheria, pertussis, and tetanus) shots, Tetanus booster given within the last ten years, 3 Hepatitis B shots (not required if born before July 1, 1994), and 2 MMR (measles, mumps, rubella) and 3 polio vaccines. A TB skin test is required on international students with appropriate follow up documentation on positive results. North Carolina law dictates that all students provide proof of completed immunization requirements at the start of classes. If the required documentation is not provided within **THIRTY DAYS** from the start of classes, the student will be suspended until immunization requirements are met. Any questions about immunization requirements should be directed to the Health Center at 985-5186.

The Nash County Health Department offers MMR and Tetanus vaccine shots to new freshmen. The phone number for Nash County Health Department is 446-2700.

B. MENINGOCOCCAL VACCINE

NCWC Health Center will have available to all students' information regarding the meningococcal vaccine. The information will cover the disease, benefits of the vaccine, risks of the vaccine, and where to obtain the vaccine.

Purpose: The information provided to each student will assist the student and/or their parents to make an informed decision regarding receiving the vaccine. Also, the student will know where and how to obtain the vaccine.

C. STUDENT INSURANCE

The College provides basic accident insurance to all full-time students enrolled at NCWC. All full-time students are required to have sickness and major medical insurance. The required sickness insurance endorsed by NCWC can be waived upon proof of other equal medical insurance coverage. Students who already have insurance coverage must complete the **online waiver process** or you will be automatically enrolled in the college insurance plan and charges will be added to your student account. No insurance refunds will be given after the waiver deadline.

D. SELF-SERVICE PHARMACY - OTC

A “self-serve pharmacy” is located in the hallway just inside the Health Center. Items available at the self-serve pharmacy are free of charge and include the following over-the-counter medications and supplies: Tylenol, Pepto-Bismol, Triple Antibiotic Ointment, Band-Aids and throat lozenges.

Internships & Career Services Center

The Internship & Career Services Center (ICSC) offers a variety of services to students including a resource library, individual assistance with job/internship searches, resume/cover letter writing service, job postings on the web, credit-bearing internships, the career development workshop series, mock interviews, career fairs, and other career related speakers and programs. The ICSC focuses on helping students identify and pursue meaningful career paths. The ICSC is located in the Hardees Student Union across from the Blue and Gold Café.

Community Engagement

Established in fall 2009 to encourage Wesleyan students, faculty, and staff to engage with the Rocky Mount community in “Service Beyond the Serpentine Wall,” the Community Engagement program coordinates campus-wide and small-group service project as well as individual volunteer opportunities. One of these is the annual Martin Luther King, Jr. Day of Service where students are encouraged to use this holiday as a “day on, not a day off.” Other projects have included blood drives, days of building with Habitat for Humanity, fundraising for Relay for Life and the American Red Cross, and supporting relief efforts for natural disasters in the U.S. and abroad. Students and other members of the campus community are encouraged to bring their ideas for these and other service projects to the Director of Student Activities for assistance with implementation as an individual, small group, sports team, or student organization. By engaging the campus in service opportunities, the Community Engagement program aims to raise awareness of community needs and inspire others to become active leaders in working towards solutions in Rocky Mount and beyond.

Intramural Sports & Recreation

The Department of Intramural Sports & Recreation (IMSR) provides recreational and wellness programs for North Carolina Wesleyan students, faculty, and staff that are dedicated to enhancing the quality of life of the college community. The department is committed to imparting a sense of citizenship to all participants, offering leadership opportunities for students, and fostering life skills essential in building physical, social, emotional, and mental well-being. From quality facilities and a dynamic intramurals program to a growing array of outdoor adventure trips, group fitness classes, and club sport offerings, the department has something for everyone.

Programs and Services

A. Club Sports

Club Sports are registered student organizations formed by individuals with a common interest in a sport or recreational activity that exists to promote and develop interest in that particular activity. Clubs may be instructional, recreational, competitive, or some combination thereof. Because they are student-initiated and

student-managed, club sports provide members numerous opportunities for leadership and decision-making. Effective leadership of officers and the degree of involvement of its members directly determine the success and strength of the club. Students interested in forming a new club should contact the Director of Intramural Sports & Recreation.

B. Facilities

Completed in 2004 as part of a \$2 million renovation project, the Taylor Recreation Center includes a fitness center that offers over 3,000 square feet of cardio and weight training equipment. The TRC also includes a gymnasium used for a variety of departmental and campus wide activities including intramurals, drop-in basketball/volleyball, group fitness classes, club sports practices, and special events. If it's physical, the Taylor Recreation Center has it. This is your very own on-campus health club and primary location for all recreational experiences at North Carolina Wesleyan College.

Taylor Recreation Center General Use Policy

The Taylor Recreation Center is a controlled access facility. Only authorized users (NC Wesleyan students, faculty/staff, and approved guests) are allowed entry. The IMSR staff reserves the right to prohibit participation from those not having proper identification.

1. Responsibility for general supervision of the building, gymnasium, and fitness area rests with the staff members and supervisors directly in charge of the activity or area. Students provide primary supervision for the facility and act with the full authority of a full-time employee. Harassment or disregard of the directions provided by the staff will not be tolerated.
2. Profane or indecent language is discouraged. Such language which is directed at employees or deemed offensive to other users will not be allowed.
3. Appropriate attire is necessary to gain access to the Taylor Recreation Center. Shirts and shoes are required to be worn in all activity areas. Clothing that sends profane, inflammatory or bigoted messages is discouraged.
4. Closed-toe shoes with non-marking soles are required to enter and/or use free-weight equipment area. Only closed-toe athletic shoes with non-marking soles are allowed on cardio equipment.
5. The possession or use of alcohol or illegal drugs is not permitted. The use of tobacco products, including smokeless tobacco is not permitted in the building.
6. Food is prohibited inside activity areas and should be disposed before entrance into an area. This includes all spectators for intramural activities. Beverages are permitted in the activity areas only if contained in a sealable bottle.
7. The use of skateboards, roller skates and rollerblades are prohibited. Bicycles are not permitted in the building without prior approval.
8. No animals except guide dogs are permitted in the building.
9. The Taylor Recreation Center is not responsible for lost, stolen, or damaged items. Valuables, book bags or other personal articles will not be held for participants at the TRC front desk. Items should be stored in the provided cubbies.
10. Members are responsible for the conduct of their guests and must remain with their guests at all times when in the facility.
11. All participants are asked to immediately report any injury or facility/equipment irregularity to staff members on duty.

The above policies and procedures are put in place for the safety and well-being of our patrons. Failure to adhere to them will result in removal from the facility. In addition, our staff is always open to user opinions and ideas. Questions or comments should be expressed to the director or a facility manager at the front desk.

C. Fitness & Wellness

Fitness and Wellness provides a variety of group aerobic classes (including Zumba, belly dancing, cardio funk, and kickboxing), fitness/nutrition workshops, and fitness incentive programs. All classes and workshops are taught by highly qualified instructors. To participate, you need only show up at the designated time. Spaces are limited so make sure you come early to enjoy the fun. To see class descriptions and a class schedule, simply check the bulletin board in the TRC or the department's website.

D. Intramural Sports

The Intramural Sports program offers a fun and unique recreational opportunity to the NC Wesleyan community. The program organizes and coordinates leagues, tournaments, and events in a variety of sports and activities. Some of these include basketball (4-on-4 and 5-on-5), flag football (7-on-7 and 4-on-4), volleyball (indoor and outdoor), billiards, indoor soccer, ping pong, and dodge ball. Men's, Women's, and Co-Recreational leagues are available in all team sports. Everyone can find an activity to fit their ability.

E. Outdoor Adventure Trips

Outdoor Adventure Trips collaborate with local agencies to contract and provide an assortment of activities for the Wesleyan community. These include high/low ropes and rappelling sessions; as well as, hiking, climbing, bouldering, canoeing, and sea kayaking day trips. These programs allow participants to experience new challenges with friends while also making some new acquaintances. We currently offer 1-2 per semester.

F. Staff

The IMSR work atmosphere is full of excitement. Our student employee positions provide practical work experience in a variety of areas including facility supervision, customer service, activity supervision, and intramural officiating. These positions offer opportunities to enhance both your leadership and management skills, as well as, be a part of the biggest and best team on campus. We are always looking for candidates filled with enthusiasm that possess a commitment to excellence!

Come on by, give us a try, and explore the endless opportunities for recreation right here on campus. All this information and much more can be found on the department's web-site at <http://www.ncwc.edu/student-affairs/sports-recreation>.

Religious Life

North Carolina Wesleyan College is committed to the spiritual as well as intellectual, physical, and social growth of its students. The goal of campus religious life is to provide an atmosphere of genuine care and close personal relationships. This is central to the idea of the Christian community and is conducive to spiritual growth. While Wesleyan is affiliated with the United Methodist Church, it is open to all persons, regardless of their religious beliefs. The College welcomes religious diversity as an opportunity for the broadening of minds and the enrichment of discourse. There are numerous Religious Life opportunities and services provided to assist students in their spiritual journey. These activities provide students the occasion to explore questions of faith, develop personal relationships through fellowship activities, express one's faith through song or service, or to join with other members of the Wesleyan community in worship. Religious Life programs are voluntary, it is hoped that students will take advantage of the opportunities available.

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Residence Life

Residential living is an important part of the overall educational experience at North Carolina Wesleyan. The Residence Life staff strives to provide a quality living environment which enhances student engagement and learning. Such growth comes through active participation in hall activities which allow students to become more aware and respectful of the rights and responsibilities of community living and ultimately educate students on being good citizens.

A. Residential Living and Staff

The College has seven residence halls on campus as well as one off-campus residence hall. Petteway, Edgecombe, Nash, Collins, Boddie, Centura, and Bradley Halls are all on campus while the Wesleyan Inn is located approximately 2 miles south of campus at 1921 N. Wesleyan Blvd. Petteway, Collins, Edgecombe, Nash and the Wesleyan Inn house approximately 120 students each in double rooms. Boddie, Centura and Bradley Halls house approximately 40 students each in single rooms. All of these communities are supervised by a team of professional live-in staff members and trained undergraduate paraprofessional staff members. **All residence halls are drug, alcohol and tobacco free.**

Professional live-in staff members include an Area Director, Assistant Director for Residence Life, and Associate Director for Residence Life. These professionals supervise the Resident Advisors (undergraduate paraprofessional staff members), aid in facilitating the living and learning environment, assist in judicial meetings, and perform a variety of administrative tasks. The Resident Advisors (RAs) are students who have been carefully selected and trained to work directly with students. RAs assist students in adjusting to college life and navigating the variety of campus resources available, mediate roommate concerns, inform students about campus policies and events, plan educational and social programs, and provide a general sense of order to the floor communities by enforcing the Residence Hall Policies. RAs are on duty in each hall every night. In addition to having RAs on duty each night and throughout weekends, Residence Life also provides professional duty coverage to serve as backup to the RAs as well as to be available to assist students as needed.

The Residence Life program is part of Student Affairs and is coordinated by the Associate Dean of Students for Campus Life. The Associate Dean serves as liaison with custodial and maintenance personnel, ensures proper health and safety standards of the halls, oversees the residence hall judicial system, and directs the administrative functions of room selection and community/individual damage billing processes. The Associate Dean directly supervises the professional live-in staff and indirectly supervises the RA staff. The Associate Dean's office is located within the Student Affairs Office in the Hardee's Building, which is open Monday through Friday from 8:00 a.m. to 5:00 p.m. The Professional Live-In staff members noted above each have an office adjacent to the first-floor lobbies in the building where they live (Petteway, Collins and Nash Hall, respectively).

B. Freedom and Responsibility

Each resident has the freedom and responsibility to determine his/her own personal schedule under certain conditions and limitations.

1. Personal schedules should not encroach upon the rights of other residents.
2. Each resident should notify (for emergency purposes only) his/her roommate, AD, or RA when he/she plans to remain out of the hall overnight or over the weekend. This notification may be made via a roommate or another resident.

C. Residency Requirements

In order to have the full educational experience while attending Wesleyan, all full-time students must live in the residence halls and maintain a residential meal plan unless they meet at least **one** of the following criteria:

1. Have at least 56 credit hours and a minimum 2.5 GPA;
2. are married (copy of wedding certificate required);
3. are residing with a parent or guardian within 50 miles of the main campus;
4. are 22 years of age or older (or will be by Aug. 31st of the relevant academic year);
5. are an international student who has lived on NCWC's campus for two semesters; or
6. are considered an independent student by the Office of Financial Aid.

In order for residents to be eligible to move off campus, they must satisfy one of the above requirements and request permission to move off campus by completing the relevant section of the Housing Application. This form can be downloaded from the Residence Life website or picked up from the Student Affairs Office. Any resident student who wishes to live off-campus for the next academic year must submit this form to the Office of Student Affairs during the announced period. This is typically offered in late March or April during the room selection process. Late requests made after the end of the announced period are unlikely to be considered. Requests made after the beginning of the fall semester will not be considered. Also note that requests to move off campus in the middle of the academic year will not be considered as the NCWC housing contract is for the entire academic year. Once a student has received permission to live off campus, this permission is granted for duration of their continuous enrollment at the College. If a student leaves NC Wesleyan and is later re-admitted, they must apply again for permission to live off campus.

D. Enrollment & Attendance Requirements

Campus housing is only available to full-time students. If a resident falls below full-time status (<12 credit hrs.), he/she must submit the Full-Time Status Waiver Request Form to a member of the Residence Life professional staff within 48 hours of this change to appeal for permission to remain in the residence halls. Residents with less than 12 credit hours who have discipline issues may be required to move off campus.

Students living in the residence halls are also expected to regularly attend all classes they are enrolled in. Frequently, names of those failing to attend are brought to the attention of the Residence Life staff by concerned faculty members and academic advisors. In these situations, the Residence Life staff makes every attempt to meet with students and assist them with any personal or institutional issues that may be negatively impacting their attendance (directly or by providing resources/referrals). When resident students continue a longstanding pattern of class absence, their case is referred to the Associate Dean of Students for Campus Life for further evaluation. Each case is unique and is considered individually but, typically, students that are found to have missed more than 25% of their class meetings may be removed from housing. (Official college-excused absences for athletic participation, and other purposes will be taken into consideration.)

E. Housing Applications

Students enrolled in the traditional program must submit a completed housing application. The application inquires into the resident's preferences so that appropriate accommodations and roommate matches can be made. The housing application also serves as the housing contract in that once a student signs and submits this, they are contractually bound to all charges and policies related to Residence Life for the academic year specified on the form.

F. Room Assignments

Returning residents may reserve a room for the next year by completing the housing application and participating in the room selection process by the announced deadline/individual appointment time assigned (typically in late March/early April). While there is no guarantee that such requests will be granted, they will be honored whenever possible. Returning residents are eligible to sign up for Nash, Collins, Boddie, Centura, Bradley, or the Wesleyan Inn. Requests for a particular roommate should be indicated on the housing application and both students should attend the room selection process together. Roommates will be assigned to returning residents based upon mutual requests or information provided on the housing application. Single rooms are offered based on academic seniority and cumulative grade point average.

New residents are assigned to rooms based on the date that the enrollment deposit and housing application are received. New students who have applied for housing and paid their deposit may request a particular roommate by writing the name on their housing application. Note that this request can only be honored if both students have mutually indicated this request and submitted each of their housing applications and enrollment deposits by the third week of June. Typically, new students are randomly assigned based upon the personal information/lifestyle preferences indicated on the housing application. New students will first be assigned to Edgecombe and Petteway Halls but may also be assigned to other buildings if capacity has been exceeded in those buildings. New international students are typically assigned to Nash Hall.

Due to the fluctuations in the residential population, the College reserves the right to change the composition of its various residence halls. The format of the residence halls (i.e. all freshmen, upperclassmen, all female) will remain the same as the previous year unless it is necessary for the College to make modifications to accommodate more students and/or a significant change in a particular residential population. Every effort will be made to accommodate a resident's request to move if the school needs to change the format of the halls. Additionally, the College reserves the right to change individual room placements as needed and contract with off-campus partners (hotels, etc.) when student demand for housing has exceeded the capacity of the residence halls.

G. Single/Private Rooms

Centura, Boddie and Bradley Hall are configured as single rooms. Returning students should request rooms in these halls on the Housing Application and submit them during the room selection process; students with the highest academic seniority and grade point averages will be given first preference for these rooms. A limited number of single rooms will be held out of the room selection process for anticipated new transfer students that have deposited by March 1st and are expected to transfer in 56 or more credit hours. Additional single room assignments will be made during the summer and any other time a single room becomes available.

Single occupants in double rooms will be assigned roommates as needed. This process is known as room consolidation. Residents with fewer credit hours will be first to be assigned a roommate. Those residents with the most seniority will be the last individuals to be assigned a roommate. If a roommate moves out, the remaining resident will have to take on another roommate if deemed necessary by the Residence Life staff. If the room is not needed and the resident is eligible to have a single room (based on seniority), the student must pay the difference for the single room. If the student does not want to pay the difference between a single and double, the resident must move into a double room. Students changing their residential status (double to single) must confirm their acceptance of the additional charges in writing prior to approval of the change. Depending on when the resident makes the change, the additional charge will be prorated. The prorated rate is based on:

- 100% charge between the 1st & 4th week of the residence halls being open
- 75% charge between the 5th & 8th week
- 50% charge between 9th & 12th week

All single rooms, including medical singles, are billed at a higher rate on students' accounts. Although freshmen are not initially assigned to a single room, if a single room becomes available in their building, then seniority goes to the freshman of the appropriate gender based on the date of his/her application, enrollment deposit and his/her willingness to pay the higher room rate.

H. Housing Contract

Students' signature on the housing application serves as their acknowledgement of and agreement to all fees and policies related to Residence Life as outlined in the Student Handbook. This contract is binding until the end of the spring semester (Academic Year). The contract may be shortened if the resident is in an academic program that ends before the contract expires.

I. Breach of Housing Contract

The College's refund policy can be found in the College Catalog. This policy also applies to housing charges. If the student officially moves in, but he/she decides to break the contract during the semester by withdrawing from NCWC, the appropriate Area Director must be notified and the resident must officially go through the check-out process.

1. It is the responsibility of the residents to inform the Area Director if they are not returning for the next semester or term. It is also their responsibility to arrange for a check-out time with his/her RA or Area Director and properly checkout.
2. If a resident moves out of his/her room without proper notification at any time or does not return to his/her room for the spring semester and has not contacted Residence Life to claim the room, staff will attempt to contact the resident. An email will be sent to the resident's official College email account and a courtesy call will be made to the resident's permanent home address. The purpose is to check on the well-being of the resident and determine if he/she will be returning to the residence hall. If the resident cannot be reached the resident will continue to be charged until he/she officially checks out of the room.
3. If the College needs the room and the resident has failed to officially checkout, the housing staff will make another effort to contact the resident. If the resident fails to officially checkout and claim his/her personal belongings within 7 working days, the items will be donated to charity. There will be a \$50 charge for this service.
4. Once the resident has officially checked out or his/her items have been stored, no additional room charges will be assessed to the resident (except those as mandated by the College's refund policy). The exception to this is if there are room and/or common area damages. These damage charges will be placed on the student's account.

Residence Hall Policies

The physical condition of the residence halls is a joint responsibility of the students and the staff. Both the residents and staff have a basic responsibility to see that rooms are maintained in a reasonable state of preservation and good repair in order that future residents may live in an area free of damage or inconvenience. This responsibility results in College inspections for health and safety issues. These hall inspections may be announced or unannounced and will occur periodically throughout the year. Minimum standards and regulations are necessary and vital to the operation of any community. All rights are associated with responsibilities, which cannot be ignored. The following policies serve as guidelines for expected standards of student conduct.

A. Check-In Procedure

To check-in properly to the residence halls, students should report to the office of the professional Residence Life staff member responsible for the residence hall to which they are assigned. Students should only check in during the designated check-in dates and times found in the Room Assignment email sent to them by Residence Life. Residents will be required to complete an inventory checklist with a Residence Life staff member for their assigned room. A Room Condition Report form must be signed indicating the condition and inventory of the room. This also acknowledges receipt of room and mail keys. This same form will be used at Check-Out.

B. Check-Out Procedure

When moving out of the residence hall, the resident should first set up a check-out time with their Resident Advisor or Area Director, then move all personal property from the room and clean it for inspection. The resident should then meet the Resident Assistant or Area Director at the agreed upon time in order to have the room inspected for damages and/or shortage. Keys will also be returned to Residence Life at this meeting. Until the check-out

procedure has been properly completed, charges will continue to accumulate and the resident is still responsible for the condition of his/her room and payment of his/her room and board. Room fees (if refundable per the College's refund policy) will be prorated by the date of checkout. The following check-out procedure must be followed in order for the resident to be cleared from the hall:

1. Set up a meeting time
2. All personal effects should be removed from the room. The College is not responsible for any property left in a room once the student has moved
3. Clean and vacuum room
4. All trash must be bagged and placed in designated trash areas. (Garbage bags are available in the hall office)
5. Clean sink and bathroom where applicable
6. All furniture must be in room (in original arrangement)
7. Have room checked by the Area Director or Resident Advisor (by appointment only)
8. Complete and sign paperwork
9. Turn in key
10. Contact the College's Post Office with your forwarding address

C. Community Damage

The cost to repair or replace damaged or missing property in a residence hall is charged to the responsible resident/s. If it cannot be determined who is responsible, the floor or hall is charged collectively for the damages or thefts. The College will divide the cost of the damage/vandalism/ theft/etc. by the number of students on the floor or building if the damage is in a common area (lobby, bathroom, hallway, etc.). This cost plus a \$20.00 Administrative processing fee will be billed to each resident. Room and common area damage will be assessed at the time of the incident or at check-out. Please remember that residents are accountable for their guests. Residents are expected to act responsibly and are held accountable for their behavior. Each student is held responsible for maintaining the quality of the physical environment of the residence halls and campus, and for holding accountable those who fail to do so.

D. Early Check-In

Students are expected to check-in during the designated times. Students must make requests to check-in early to the Associate Dean of Students for Residence Life. If approved, there will be a \$50 fee per day charged for this request.

E. Key Policy

Security of the entire residential community and resident's belongings depends on each resident keeping his/her key safe and following other Hall policies. Residents will be issued a room and front door key during check-in. Students in designated buildings will also be issued an electronic proximity key fob for front door access. On female floors, the room key must also be used for bathroom door access. All issued keys and fobs are the property of the College. Duplication, possession of a duplicate, or providing unauthorized persons with an original or duplicate of College keys is prohibited. Students are charged \$135 for a lost room key and \$25 for a lost proximity key fob. These fees must be paid up front in order for a replacement key and/or fob to be issued but can be refunded if keys/fobs are later found by the resident and returned to Residence Life. When loss occurs, students must notify a professional Residence Life staff member immediately in order to ensure the security of the building and/or room is maintained. When a room key is lost the door core and room keys will also have to be replaced. All keys issued must be returned to an RA or Area Director at check-out. If keys are not returned, residents will be charged appropriately. It is considered a violation of the Code of Student Conduct and Standards for residents to give their key(s) for use by an unescorted student or visitor. Students who lock themselves out of their room and need assistance can call their Area Director between 10 a.m. and 4 p.m. Before or after these hours, students are to contact Security at 252-406-7928. Students are given two free lockouts per semester, after that, they are charged \$10.00 per call. Students' accounts will be billed and they will be notified appropriately.

F. Late Check-Out

Students are expected to check-out during the designated times. Students must make requests to check-out late to the Associate Dean of Students for Campus Life. If approved, there will be a \$50 fee per day for this request.

G. Loft and Bunk Bed Policy

The College will allow personal lofts/bunks in the residence halls under the following conditions:

1. The resident must submit a completed "Loft Request Form" to their Area Director,
2. The Loft Request Form must be approved prior to bringing the loft into the building,
3. The loft must be of sound construction and design,
4. The loft may not be attached to the walls,
5. The loft will be inspected for safety once it is constructed. Unsafe lofts will be required to be removed from the building,
6. All College furniture assigned to the resident's room at check-in will be required to be in the room at check-out. The College will not remove or store assigned furniture.
7. The loft must be removed prior to check-out. The College will not store resident's personal lofts or belongings, and
8. There will be a \$100 charge for abandoned lofts plus any applicable "Improper Check-Out" fees.
9. All original room furniture must remain in the room at all times.

H. Mandatory Hall Meetings

The Office of Residence Life will conduct Mandatory Meetings as needed during the academic year. The time and location for these meetings will be announced in advance to residents. All residents are expected to attend these meetings. Each resident will be held accountable for the information provided at the meetings.

I. Room Changes

All residents must remain in their assigned rooms with their assigned roommate for the first two weeks of each semester. After this time, residents may request a room change by meeting with his/her Area Director. The AD may request mediation with the parties prior to approval. Any unauthorized room changes will result in a charge of \$100 to each party involved.

J. Room Decoration Policy

Adding a personal and decorative touch to the room is acceptable and encouraged as long as it is done in good taste and does not damage College property or furnishings. Each resident will be responsible for returning his/her room to its original condition before checking out. Residents will be charged for any damage incurred or any cost associated with not returning the room to its original condition. Installation of equipment that requires using nails or screws on College property is prohibited. This policy extends to contact paper. If a resident applies contact paper to any surface, it must be removed upon check-out. Some adhesives may strip wood finishes and the paint surfaces when objects are removed. Residents must be prepared to pay for touch up work or the painting of an entire room, depending upon the decision of the facilities staff. Double-sided tape, fluorescent stars, wall decals, etc. can have the same effect and therefore are not permitted. Students are only allowed to use tapes/adhesives that are advertised as 100% removable and non-harmful to surfaces.

K. Furniture

Students are welcome to bring extra furnishings into their rooms to make themselves more comfortable; however, the structural design of NCWC residence halls prohibits installation of excessively heavy items such as waterbeds. Over-door hangers can damage veneer on the doors. If over-door hangers are used, residents should make certain the hangers are padded enough so that the door finish will not be harmed. If such damage occurs, the resident will be billed for the necessary repair or replacement. Nothing may be installed on the roof of any residence hall or outside of the windows.

All College furniture must remain in the room at all times. If room furniture is moved out of a room and moved to a common area, the resident/s will be requested to return the item(s) to the room. Failure to return the furniture will result in a \$10 per day fee until the furniture is returned. Students will be charged full replacement cost for any furniture missing at the time of check-out.

The College will not move or store residents' furniture. Lobby furniture is not to be removed. If residents move lobby furniture around the room for an event, they are expected to return it to its original position. All College furniture assigned to the resident's room at check-in will be required to be in the room at check-out. The College will not remove or store assigned furniture.

L. Appliances

Students are allowed to have only 1 microwave (up to 800 watts) and 1 refrigerator (up to 1.5 amp, 4.0 cu.ft.) per room so roommates must communicate about plans for bringing these items.

Students are allowed to bring a television but note that to be compatible with our cable services, all sets must be digital with a QAM tuner installed. Most name brand digital flat screens have this but students are advised to verify this with the manufacturer before making a purchase.

Please note the following items are not allowed:

- Any item with an exposed heating element. This includes toaster ovens, deep fat fryers, hot plates, grills, traditional coffee pots, halogen lamps, space heaters, etc. (Keurig and similar styled pots without an exposed heating element are allowed.)
- Any appliance using over 1,800 watts of power
- Computer routers
- Extension cords

Since extension cords are not allowed, students are encouraged to use multi-plug power strips that have a surge protector feature. These are permitted so long as no more than 4 appliances are plugged into any one electrical outlet.

M. Storage

Due to limited space and liability, NCWC does not provide storage for the personal property of students. Residents may store personal belongings in their rooms during times of occupancy, but may not store any personal belongings in common areas. Abandoned property in residence halls will be donated to charity after 7 days.

N. Privacy and Room Entry

The right of privacy is twofold. While the right of privacy of the individual is recognized, NCWC has a responsibility to maintain standards of behavior that are acceptable for the institution and to protect its property. The right to privacy carries with it certain responsibilities: the obligation to avoid actions that disturb or intrude on the privacy of others, and actions that are illegal or those that violate College policy. In residence halls provided by the institution, the Associate Dean of Students for Campus Life or that person's designee may authorize entry to and search of a student's room when such entry is deemed justified. Legally, housing administrators may make reasonable warrantless searches in emergencies for necessary maintenance, inventory, announced or unannounced health and safety inspections, or to enforce appropriate regulations that further the educational mission of the institution. Such entry and/or checks/searches are made in the presence of the student(s) whenever possible. If the student(s) cannot be located, the person authorized to enter should be accompanied by another College employee or a student witness. Except in certain emergency situations, officials conducting a warrantless search will give notice of their identity and purpose, and will provide students with a written justification for the search.

Whenever a Residence Life staff member or maintenance staff enters a room when the student cannot be located, a standard note will be left or message will be sent to their NCWC email account to inform the student/s that his/her room was entered. The note/message will give justification for the entry, what was done, when and who

was there. There will be instances when maintenance will enter a room to respond to a work order. In some cases these workers will be working alone, but they too will leave a standard note or the student will be sent notice via their NCWC email account. Any outside contractors/vendors (exterminators, etc.) working in student rooms will be escorted by a member of the Residence Life or Security staff. During a room search or inspection, if an item is found to be in violation of the school policy, a more thorough search can be conducted. A resident may be directed to open a locked drawer or personal storage container (i.e. foot locker, suitcase). Failure to comply will result in the lock being removed by a member of the search party. Contraband and other items that are in violation of the Code of Student Conduct and Standards will be removed from the room and students found responsible for the items will be sanctioned. Controlled substances will be flushed or turned over to the local authorities. Residents in violation of the College's alcohol policy will be asked to pour out all open containers.

O. Visitation and Guests

A guest is defined as a person that does not live in that specific hall. This includes NCWC students that do not live in the building they would like to visit as well as non-students who may enjoy visiting the residence halls. Visitation is allowed in residence hall rooms within these established hours:

- Sunday through Thursday 9:00 am – 12:00 midnight
- Friday and Saturday 9:00 am – 2:00 am

In order to host a guest, roommates must agree to have visitors present in their room. Residents of the same gender who live in the same building may visit each other after visitation hours. Each student is allowed to have no more than two guests in their room at a time. Visitors are not allowed to occupy the room of his/her host when the host is not in the room.

All visitors must sign in and out at the registration book of each residence hall lobby. Identification must be shown of all visitors from 8:00 p.m. to midnight, Sunday through Thursday, and 8:00 p.m. to 2:00 a.m., Friday and Saturday. During these times visiting residents must show their Wesleyan ID cards to the RA/student worker on duty. Off-campus visitors must leave an identification card/driver's license with the RA/student worker during these evening hours. The identification cards will be returned upon check-out. Visitors will not be permitted into a residence hall without identification.

P. Overnight Guests

The following policies/procedures apply:

Students intending to host a guest overnight must first obtain their roommate's approval and then complete the appropriate paperwork with their Area Director by no later than 3:00 pm on the Thursday before the requested date of visit. Requests must be made during the Area Director's office hours, Monday-Friday. Note that this process will also require students to have their roommate sign their request form to indicate they are in agreement with this request.

- Only guests of the same gender as the host and age 16 or older will be approved.
- Guests will not be approved to stay for more than 2 consecutive night per visit or 10 total nights for the entire semester.
- Overnight guests will be approved for Friday and Saturday nights only.

Q. Children

Children under the age of sixteen (16) may visit only between 10:00 a.m. and 10:00 p.m. As with other guests, children are not permitted to be left unescorted in the residence halls.

R. Escort Policy

Residents are expected to escort their visitors at all times. Guests should be met at the door and escorted by their host to his/her room as well as to any other locations within the building during the visit (including the bathroom, vending machines, other resident rooms, etc.). All guests are expected to be escorted out of the building regardless of the hour. If a resident (host or guest) does not comply, he/she will be subject to disciplinary action. Please note that guests are to use the guest restrooms located on the first floor of each building. There are to be no males in a female floor's bathroom and no females in a male floor's bathroom. Restrooms on female floors in co-ed residence halls must remain locked at all times. Tampering with the locking mechanism will result in a disciplinary action, including a minimum \$25 fine for the first infraction. The fine will double for each violation, thereafter. Residents on these floors can receive a community fine if there are continual violations and the responsible individual cannot be determined.

S. Consideration and Study Hours

All residents are expected to observe "Consideration Hours" 24 hours a day, 7 days a week. This means that music, television and voices should be kept at an acceptable level that does not disturb other residents at all times. Residents should be able to sleep AND study in the residence halls at any time throughout the day and evening.

1. Campus-wide "Study Hours" are from 9:00 p.m. to 8:00 a.m. Sunday through Thursday and 12:00 midnight to 8:00 a.m. Friday and Saturday. Each hall may lengthen its study hours if voted on and approved by a majority of residents.
2. During exams, study hours will be enforced 24 hours a day, seven days a week. During study hours residents must keep all noise to a minimum and nothing should be heard outside of the student's room.
3. During study hours, avoid noise caused by groups of people in hallways, stairways, or in front of the residence halls.

T. Maintenance

In order for the maintenance and residence life staff to promptly complete repairs and maintain an accurate record of work completed, all repair and maintenance work must be properly requested. For residents, the process of requesting maintenance or repair service begins with contacting your RA or AD to report the work required.

U. Tobacco

NCWC is a tobacco-free campus. As such, tobacco use, distribution, possession or sale is not permitted anywhere on campus, including the residence halls. The term "tobacco" includes any product, object or device including but not limited to cigarettes, cigars, pipes, electronic cigarettes, cigars as well as smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to: dip, chew, snuff or snus, in any form. Clove, bidi, kretek or any such similar substance is also prohibited. Refer to the College's Tobacco Policy for additional information.

V. Room Condition Report

Each student must verify and sign a Room Condition Report form upon check-in to residence halls. Students should note and list any damages or defects in the room. Any damages not listed on the inventory form that are noted at check-out will be assessed to the students' accounts. Roommates will split the cost unless one of the residents takes responsibility.

W. Residence Hall Closings

The only time during the academic year that the residence halls close is winter break (December-early January). During this closing, all residents will be required to leave campus within 24 hours of their last exam. The only

exceptions to this are for December graduates (allowed to stay until the morning following graduation day) and international students living in Nash Hall (allowed to stay for the duration of the break so long as they follow announced procedures to request this and understand that meal service is not provided). Students are reminded of this closing through postings in each hall and emails sent to students' NCWC accounts prior to closing. Students are responsible for providing their own transportation and lodging during this time. If a student does not leave by the last day specified prior to the hall closing, a \$50.00 fine will be assessed to the student for each day they are in the halls past closing date.

X. Solicitation

To protect students, no solicitation is permitted in the residence halls. Use of public areas on campus and College facilities to include residence hall rooms for operation of business or enterprise is strictly prohibited.

Y. Pets

The only pets that are allowed in the residence halls are fish. Students are responsible for making arrangements for their fish during hall closings. The tank may not exceed 10 gallons. If a student has a North Carolina prohibited pet, it must be removed immediately otherwise, the student will be fined \$25.00 in addition to any extermination fees. Repeated violations may result in harsher sanctions. Officially registered service animals are allowed so long as the student registers this animal with the Associate Dean of Students for Campus Life.

Z. Chemical Hazards

For the safety of our community as well as to remain compliant with environmental laws, no chemical substances are allowed in student rooms unless the substance has been registered with the Area Director. This includes cleaners, laundry detergents, pesticides and other similar chemicals. Students must notify their Area Director of any chemical product's full name and manufacturer immediately upon bringing this into their room so that the relevant safety information can be logged into the appropriate residence hall's Material Safety Data Sheet (MSDS) notebook in case of an emergency.

AA. Fireworks, Firearms and Weapons

Possession of any firearms, including air rifles or BB guns, explosives, fireworks, or any other weapon is not permitted on campus and is a violation of North Carolina law. Students who violate this policy may face criminal charges in addition to any sanctions imposed through the campus judicial system. This applies to all members of the campus community, including those holding a concealed-carry permit.

BB. Fire Safety and Equipment

Fire safety equipment is to be used in the case of an emergency. Tampering and/or misuse of this equipment can result in civil charges and disciplinary action, including but not limited to replacement cost and fines. Room smoke detectors are wired to the main fire system and will set off the entire system if tampered with. Covering the detector will result in severe sanctions, when applicable.

Open flames, appliances with exposed heating elements, and other items known to be fire hazards are not allowed in residence halls or on porches. Specific prohibited items include candles, incense, propane stoves, gas or charcoal grills, electric frying pans, open coils, hot plates, sandwich makers, oil lamps, halogen lamps, electric or kerosene heaters, deep fat cookers, George Foreman grills, crock pots, blenders, toasters or toaster ovens, halogen lamps, and extension cords.

In case of the need to evacuate or have emergency personnel enter the building, bathrooms, hallways, and stairwells must be kept clear of personal belongings and any other objects that create a hazard (i.e. shoes, clothing, furniture, wastebaskets, etc.).

CC. Fire Alarms

If the fire alarm is activated in the residence halls, students should be aware of the following information:

1. Fire extinguishers are available on each floor and should be used immediately if necessary.
2. Students should call Security at 252-406-7928.
3. All RAs and ADs, if present, will begin to evacuate the building. ALL STUDENTS ARE EXPECTED TO EVACUATE.
4. Security will turn the alarm off after responding to the situation. Students may return to their rooms when prompted. Area Directors and/or Security Officers reserve the right to enter a room to verify that residents have vacated the building. Failure to evacuate during a fire alarm will result in disciplinary action.

DD. Evacuation Procedure

In case of fire, bomb threat, or other factor requiring evacuation of the residence halls, all residents should follow the following procedures:

1. Close window, turn off lights, leave room, close and lock door.
2. Wear shoes.
3. Check room immediately to the left to make sure occupants have made their exit.
4. Proceed to the nearest exit. Exit quickly, but do not run.
5. Evacuate to the following locations: Collins and Nash Halls- parking lot behind Nash Hall. Petteway and Edgecombe Halls- parking lot behind Edgecombe Hall. Centura, Boddie and Bradley Halls- parking lot in front of Centura and Boddie Halls. Wesleyan Inn- parking lot in front of the building.
6. Re-enter building only when authorized personnel (Area Director/Security) have given the signal that it is safe to re-enter the building. Failure to evacuate when necessary could result in serious personal injury and disciplinary action.

EE. Door Alarms

The doors at each end of the first floor in Petteway, Edgecombe, Nash, and Collins, and back doors in Centura, Boddie, and Bradley Halls are emergency exits only. Alarms sound if a door is opened. Opening an emergency door when not in use for emergency evacuation will result in disciplinary action.

FF. Extermination

The campus engages a contract exterminator to spray the residence halls regularly. Residents will be notified in advance of the exterminator's arrival. The exterminator will be escorted by a Residence Life staff member or Security at all times.

GG. Computer Access

Each residence hall room is equipped with a computer port for each resident and wireless internet access. When accessing the College's network, be aware that information gathered from social networking sites such as Facebook, Instagram, Twitter, etc. may in some instances, be used to adjudicate disciplinary cases that occur on campus. Note that computer routers are not allowed as they slow down the campus network.

HH. Laundry Service

Laundry facilities are available in each residence hall. Card-operated washers and dryers are available at a cost of \$1.50 per wash and \$1.25 per dry. Students will be issued a laundry card at move in and will be able to load funds onto this card by credit/debit card through use of the value adder machine located in each laundry room or by cash through use of the value adder machine located in the Hartness Center. If a student misplaces his/her laundry card, replacement cards will be available for purchase at a cost of \$5 each in the Hartness Center's value adder machine. Report problems to the Residence Life staff immediately. To request a refund, call the ASI/Mac-Gray Customer Care Center at 877-264-6622 and select card issue option. Have your value adder machine ID number and laundry card serial number available. Refunds should be requested within three days after the lost. College is not responsible for lost, stolen, or damaged articles.

II. Telephones

Telephone service is not provided in the residence halls.

JJ. Vending Machines

Each hall has a soda and snack machine. These machines are not the property of the College. Tampering with these machines is prohibited and will result in judicial action and may result in action by local authorities. Report problems with vending machines to the Residence Life staff immediately. Refunds should be obtained from the Cashier's Office as soon after the incident as possible. Refunds will not be given at a later date for accumulated total losses over an extended time period.

KK. Cable Television

One basic cable television line is provided in each room. Note that to be compatible with our cable services, all sets must be digital with a QAM tuner installed. Most name brand digital flat screens have this but students are advised to verify this with the manufacturer before making a purchase. To report and troubleshoot any service issues, students must contact Privatel at service@privatelinc.com or (732) 974-1502. If their issue is not quickly resolved by Privatel, they should notify their Area Director.

LL. Residence Hall SGA Representative

In each hall, residents have the opportunity to become actively involved in their community through participation in Residence Hall SGA Reps. Elected representatives serve as community leaders in each hall. Meetings are held on a regular basis to discuss issues and to organize activities, programs, and services for residents. All residents are members of the Council and are welcome to attend any meetings.

MM. Alcoholic Beverages

Behavior which interferes with the rights of any other member of the campus community, especially other residents, and which is precipitated by or includes the use of alcoholic beverages, will result in disciplinary action. This includes, but is not limited to, loud parties, disorderly conduct, disturbing the peace, public drunkenness, rude conduct toward College employees, hosting parties and serving alcohol to minors (under 21 years of age). Alcoholic containers open or not, are not permitted in the College's alcohol-free buildings. Open alcohol containers are not permitted in hallways, lobbies, stairways, or parking lots. Any containers that were originally sold with alcohol contents are not permitted in any residence hall. The following are examples of acceptable collection items that are usually associated with alcohol: shot glasses, beer steins, champagne glasses, and mugs. Empty alcohol container collections are not permitted in any residence hall. Questionable or unusual items will be left to the discretion of the building's RD. It is the responsibility of each resident in the residence halls to avoid being in the presence of alcohol or the use of alcohol. Residents are also responsible for the actions and behavior of their guest/s.

NN. Narcotics

The possession or use of illegal drugs is not permitted on campus or in any of the buildings. If you violate this regulation or your behavior is affected by the use of drugs, you will be subject to disciplinary action.

OO. Gambling

In the State of North Carolina, illegal gambling is classified as a Class 2 misdemeanor. This refers to any person or organization that operates any game of chance or any person who plays at or bets on any game of chance at which any money, property or other thing of value is bet, whether the same be in stake or not. If any student is found guilty of gambling on campus, they will be subject to immediate disciplinary action to include the involvement of local authorities.

PP. Residence Hall Safety

It is the responsibility of every resident and staff member to ensure the safety of our residents and the belongings of the students and the institution. Leaving doors propped open, letting strangers or unescorted individuals into

the building compromises everyone's safety. Residents who breach residence hall safety will face disciplinary action. Campus Security can be reached at 252- 406-7928 (mobile phone). Fire, Rescue, and Police can be reached by dialing 911. The non-emergency Rocky Mount Police Department number is (252) 972-1450.

QQ. Hover Boards

The use of hoover boards and similar devices are banned from use or storage in the residence halls as well as all other campus locations.

Campus Security

The Department of Campus Security, led by the Director of Campus Security has three basic areas of responsibility – Security, Safety and Parking.

Statement of Responsibility for Accidents

The College assumes no responsibility or liability for accidents or injuries incurred by anyone on College property. A particular area where caution should be used is the water fountain at the front entrance of the campus. Damage to the electrical wiring in and around the fountain could cause serious injury. The sharp edges of the water jets inside the fountain could also be a source of injury.

A. Security.

The Campus Security Office is located in the Hardees Student Building. Security is responsible for the enforcement of campus policies, traffic regulations, and emergency assistance. Any security- related incidents should be reported to Security as soon as possible. Campus security is the responsibility of the Director of Security. The office of the Director of Security is in the Hardees Student Building across from the Bookstore, (252-985-5585).

Security contacts outside law enforcement agencies when necessary. Programs about security and related issues are offered throughout the academic year in the residence halls. The College assumes no responsibilities or liability for lost or damaged items. Students are advised to determine if their possessions are covered by their parents' homeowners insurance and, if not, to invest in adequate personal property (renter's) insurance.

In addition, the College assumes no responsibility or liability for accidents and injuries by anyone on College property. Special caution should be used around the fountain at the front entrance of the campus. Damage to electrical wiring in or around the fountain may cause serious injury. Students have a major responsibility to use good judgment and are responsible for their actions. Repeated violation of policy requiring intervention on the part of Security may require a conference with the Dean of Students or Designee. Repeated failures to abide by campus policies may result in a student being suspended from the residence halls or, in extreme cases, being suspended or expelled from the College. In case of family emergency, security and/or the Student Affairs Office are available to assist in contacting students.

B. Safety

Security places a high priority on providing a safe academic community. However, the commitment to safety must be supported by individual interest, care, and involvement by all members of the academic community. Specific information on campus crime statistics, crime prevention, personal safety, and other related topics are available at the Security Office. Members of the College community should report suspicious persons or activities to the Security Office at 406-7928 immediately. In addition, thefts, trespassers, injury, or property damage should be reported as well.

1. Escort Service Escorts are provided upon request from 5:00 p.m.-8:00 a.m. for persons walking to and from facilities and parking lots.
2. Lost and Found A lost and found is maintained during the academic year. All property found should be turned in to the security office. Property not claimed will be disposed of at the end of each semester.

C. **Parking**

Security is responsible for enforcement of campus parking and safety regulations.

1. All vehicles operated by students matriculating in academic programs of the College must register their vehicles with the Security Office.
2. Parking Permits/decals may be picked up at the Security office or Student Affairs Office in Hardees Building. It is the student's responsibility to pick up his or her parking permit.
3. Decals must be displayed on vehicles. Place the permit in the lower left hand corner of your rear window.
4. Security offers limited assistance to students, faculty, staff, and visitors with vehicle problems. For those in need of technical service, Security will assist in locating sources for those requesting service. However, all business arrangements for outside services are between the party requesting the service and the providers of the service.
5. All incidents occurring on campus that involve violation of the Criminal Code of North Carolina are investigated by Security and persons involved will be charged appropriately.

Parking Rules and Regulations

- Parking is prohibited where indicated by sign or painted curb.
- Valid parking spaces are marked with white lines.
- Parking in reserved spaces is prohibited.
- Parking in two spaces, on the grass, or paved sidewalks is prohibited.
- Unpaid tickets may result in towing of the vehicle.
- All costs incurred by towing are the responsibility of the individual.
- Ticketing for permits occurs 8:00 a.m.-6:00 p.m.
- No parking zones, yellow curbs, and reserved spaces are ticketed at all times.
- Parking in handicap spaces may result in towing of the vehicle.
- Violations result in a \$10 fine, except for \$15 for not having a valid permit, \$25 for speeding, and \$100 for parking in a handicapped space.
- Appeals can be made to the Dean of Students within 10 days of violation. After 10 days there is no appeal.
- Unpaid tickets will be billed to a student's account. Remember that vehicles may be towed for accumulating unpaid tickets. Repeated failure to abide by College policy may result in suspension of parking privileges and/or disciplinary action. Please refer all questions or concerns about College Parking Policy to the Vice President for Student Affairs and Dean of Students (Hardees Building)
- *Students are reminded that Tyler Drive is considered a state road and is subject to all North Carolina traffic laws.*

Security Tips and Reminders

- Keep doors locked at all times.
- Do not keep large sums of money on campus. Do not leave laundry unattended.
- Report suspicious individuals or unescorted guests.
- Never prop any doors open. Keep track of keys.
- Do not leave money or valuables in plain view.
- Record serial numbers of all belongings and credit cards.

- Memorize and destroy long distance phone access code.
- Memorize personal ID numbers for bank and credit cards. Keep bicycles or mopeds locked at all times.
- Park in well-lit areas.
- Keep cars locked at all times.
- Do not store valuables in the car or trunk. Always be aware of the surroundings. Photograph belongings.
- Place valuable items (i.e., laptops, game system consoles and other electronic items) on homeowner's insurance policy. Also, write down all serial numbers and keep them in a safe location.

The above security tips are just a few suggestions which, when followed, should help provide a reasonably safe campus. Please refer any questions, comments, or concerns to the Vice President for Student Affairs and Dean of Students. Programs about security and related issues are offered throughout the academic year. All members of the Wesleyan Community are encouraged to attend and increase their knowledge of these important topics.

Student Activities

The goal of the Office of Student Activities is to enhance the experience of the college student through social, educational, and cultural events and programs. These out-of-class learning experiences reinforce classroom lessons and help to develop well-rounded students with rewarding social lives, great leadership skills, and the desire to make a difference on campus and in the community. Wesleyan Activities reflect the diverse interests of our student community by promoting events and programs that are chosen by students. During your college career, you are encouraged to get involved and make the most of your collegiate experience. The Director of Student Activities is available to work with student leaders to help them operate successfully and responsibly within the framework of the College's mission and policies. They serve as a resource to all students in finding the right student organization to join, creating an organization, and/or realizing a vision for a program.

Hartness Student Center

The Hartness Student Center is the focal point for Student Activities on campus. It houses the Student Government Association office (SGA), Student Entertainment & Activities Team office (S.E.A.T.), the Director of Student Activities (DSA), the Cheer & Dance Coach, Game Room, Cyber Lounge, and the WesSide Grill.

Hartness Center Hours: 10:00 a.m. - 12:00 a.m. daily

Game Room

In our multi-purpose Game Room, students will be able to play video games, billiards, ping pong, board games, listen to music, and watch cable television on our 2 flat screen TVs. The Game Room is also used for social gatherings and campus programming.

Game Room Rules

1. Smoking, use of tobacco, alcohol, or any illegal substance are prohibited in the building.
2. The Game Room is for socializing and campus programming. For meetings, please see the DSA for a reservation.
3. Do not sit on, lean, stand on, or move any game tables.
4. Do not move any furniture unless prior authorization has been granted by the DSA.
5. Do not prop pool sticks on walls, tables, etc. Lie them down when not in use.
6. Please clean up after yourself.
7. You must present and leave your school ID in order to check out equipment. You are responsible for the equipment while you have it checked out.
8. Abuse and/or damage to the facility or equipment may result in charges and/or loss of future Hartness Center privileges.

9. If you damage equipment, your ID will not be returned until an incident report has been filed

Cyber Lounge

The Cyber Lounge located within the Game Room is a space for students to gather in groups, relax, watch television, play video games separate from the Game Room. The Cyber Lounge can be reserved by contacting the DSA.

WesSide Grill

The WesSide Grill is an evening dining option located in the Hartness Student Center. The Grill features all your favorites such as burgers, salads, and fries, with all your tasty chicken favorites, such as sandwiches, wings, and tenders.

Any questions about the Hartness Student Center may be directed to the DSA at 454-1682.

Also, various student activities and programs will utilize the Dunn Center, Everett Gymnasium, Edge Gymnasium and Taylor Recreation Center. Open recreation, intramurals, and general campus physical activities share these facilities with the athletic department and EXS department.

EVENT PLANNING

All events must be approved by the College. The DSA is available to assist organizations and individuals with planning events. The organization is responsible for arranging and paying for security, set-ups, breakdowns, supplies, etc. The organization is also responsible for the behavior of the students' guests. If you need any help event planning or have any question, please come to the DSA's office in the Hartness Student Center. Many organizations receive funds from the Student Government Association. In order to conduct special projects, however, it is sometimes necessary to hold fundraisers. Organizations must obtain approval from the DSA to have fundraisers, on or off-campus. If there are duplications of requests, priority will be given to the organization with the earliest submission date.

Event Marketing/Advertising

1. See Student Organization Posting Policies below for policies regarding posting flyers on campus.
2. The DSA will place events on the online campus calendar when the event is approved.
3. Student organizations can send an announcement to the DSA the week prior to the event, and the DSA will include the announcement on Monday's weekly email of events which goes out to all students, staff, and faculty.
4. Side-walk Chalking is permitted ONLY if it is removable and there are no obscene drawings or language. Any violation of this policy will result in a fine and possible loss of college recognition of the organization.
5. Fliers on cars are NOT permitted.

ORGANIZATIONAL PRIVILEGES AND RESPONSIBILITIES

Freedom of Student Organizations

Freedom of action granted to a registered student organization implies the responsibility for developing the directions, scope, and character of the organization in promoting the total education program of the college. This freedom of action is limited only by the stated purpose of the organization, by the college and the society. The aim of the college is not to establish a complete set of rules or regulations to control student organizational activities, but to keep such regulations to the minimum, found necessary, by past experiences. Within the spirit of this philosophy, it is expected that student organization should not assume that it rightfully may engage in any activity that is not restricted specifically by the regulations.

In planning new activities, student organizations should consult first with their faculty/staff advisor(s), and if there is doubt as to the appropriateness of the activity, the organization should consult with the DSA well in advance so that equitable decisions may be reached through cooperative discussions.

Privileges

By registering not only is the student organization recognized by the college but it receives the following benefits:

1. The opportunity to apply for funding with SGA (allocations each semester)
2. Ability to fundraise and advertise on campus
3. Ability to reserve facilities (programs, meetings, etc.)
4. Participate in Get On Board Day each fall and spring where the organization can recruit new members
5. Opportunity to establish a presence on the NCWC website
6. Invitations to participate in numerous campus events including Homecoming and community celebrations
7. Resources to assist with constitutional development, parliamentary procedure, programming and more.
8. Opportunities to attend leadership-training workshops
9. Opportunities to attend conferences

Responsibilities

Membership in a registered student organization must be open to any North Carolina Wesleyan student who shall comply with:

1. Compliance with Campus Policies: Student organizations may be subject to disciplinary actions if the group is found guilty of the following:
 - Hazing
 - Disorderly conduct or social misconduct
 - Interference with the orderly academic and/or administrative, disciplinary process of the College, its activities, or the rights and freedoms of other member of the College community
 - Violation of North Carolina Wesleyan rules, regulations, and policies
 - Violation of Federal, State, or Local Laws
2. Campus Leaders
Students holding organization offices are expected to uphold the requirements of the North Carolina Wesleyan College Conduct Code. Should a violation occur, the DSA or designee and the organization's faculty advisor shall review the circumstances of the incident and advise the organization of the recommended action. Recommended action may range from verbal admonition to removal of the students from office, and may include referral to the North Carolina Wesleyan College judicial system.
3. Liability
 - a. Organization officers, members, and, advisers, may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury on and off campus. All people involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the consumption of alcohol and the use of vehicles and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.
 - b. Organizations sponsoring recreational activities, off-campus trips of any kind, or activities where risk to participants may be involved are required to apply for travel and have the travel packet completed and submitted within the established time line. Organizations can receive the travel packet from the DSA.
4. Annual Registration Process
 - a. All Student Organizations are required to be registered each year with the DSA.
 - b. Registration includes submitting the registration form and a copy of the organization's current constitution (if there have been any changes to last year's constitution).

5. All student organizations are required to complete one community service project per semester

STUDENT ORGANIZATION POLICIES

All rules and regulations set forth in this Student Handbook pertain to student organizations as well as individual students.

Posting Policy

The DSA must approve posting of student organization information. Off campus organizations and event postings must be approved by the DSA and may only be placed in the designated posting areas. The respective Area Directors must approve any posting inside the residence halls.

Posting can occur only in the specified areas listed below. This posting policy applies only to public areas. Individual doors and department boards are under individual supervision. Posting on exit and hallway doors, walls, and glass is not permitted (unless designated above). Anything found on these surfaces will be removed, and the organization will be charged for damages and/or replacement. Postings must be removed within 24 hours following the event. Those who post materials are responsible for its removal.

NO FLIERS OR SIGNS ARE ALLOWED ON PAINTED SURFACES. THIS INCLUDES BATHROOM STALLS. Anything found on painted surfaces will be removed and the organization will be charged a fine for repainting the surface. Do not use tape on paper-covered surfaces/bulletin boards. The tape will tear the paper when items are removed.

Do not cover up other flyers. Do not use thumbtacks, push pins, or staples on wood surfaces/frames.

General Posting Areas:

1. Administration Building – Bulletin boards near the Student Success Center, the Registrar/Cashier's Office, Science Wing
2. Hardee's Building – Poster bar facing the Blue & Gold Café, bulletin board beside ladies' restroom
3. Hartness Student Center- Bulletin Board in Hallway
4. Residence Halls - Place copies in AD boxes in Student Affairs Office
5. Outside on Campus- Kiosks (three-sided bulletin board) in front of Braswell Administration and Pearsall Classrooms
6. Taylor Recreation Center (Must have approval of Director of Intramural Sports & Recreation)
7. Pearson Hall Library – On the glass wall entrance to the left

Affirmative Action Policy

NCWC is committed to creating a campus environment that is not only understanding but also appreciative of its multicultural and diverse populations. The Student Affairs Office and NCWC affirm their commitment to a policy of non-discrimination on the basis of race, creed, color, gender*, national or ethnic origin, religion, age, physical ability, sexual orientation, or veteran status. The Student Affairs Office strongly encourages full and fair participation of all student activities. Individuals, student organizations, the Student Affairs Office, and NCWC must continue to strive actively to build an institution of higher learning in which opportunities are realized and accessible to all.

*Exclusion based on gender is applicable only to Greek-lettered organizations within the national structures of the National Interfraternity Conference, National Pan-Hellenic Council, and the National Pan-Hellenic Council, and/or organizations that have an equal but opposite opportunity, based on the Title IX Education Amendment of 1972 (Title 20 Education, U.S. Code 1988, Chapter 38, Section 1681).

Alcohol and Drug Policy

- A. The possession, sale, use, and/or consumption of alcoholic beverages are not allowed during an official NCWC student organization event, or in any situation sponsored or endorsed by the NCWC student organization, or at any event an observer would associate with the NCWC student organization. The NCWC student organization must be in compliance with any and all applicable laws of the state, country, city, and policies of NCWC.

- B. The possession, sale, and/or use of any illegal drugs controlled substances at any sponsored event or any event that an observer would associate with the NCWC student organization, are strictly prohibited.
- C. No NCWC student organization may co-sponsor an event with a distributor of alcohol, charitable organization working with a vendor serving alcohol, or tavern (tavern defined as an establishment generating more than half of annual gross sales to alcohol), where alcohol is given away, sold, or otherwise provided to those present. No member of a NCWC student organization will permit, tolerate, encourage, or participate in “drinking games.”

Event Policies

- A. Responsibility for monitoring NCWC policies and procedures rests with the host NCWC student organization. Host organization is responsible for enforcing the alcohol policy and federal, state, and local laws (regardless of whether or not security is present) at hosted functions and has the right and responsibility to ask persons in violation of policies to leave the premises. Representatives of host organization will be held accountable by NCWC for actions of members and/or guests at open functions.
- B. It is the responsibility of the host to meet with the DSA and Director of Security when planning functions involving large numbers of NCWC students and/or non-students. The Director of Security will determine the number of security/police officers to monitor disorderly conduct of persons present at the function and to monitor the adherence of local, county, state, and federal laws.
- C. The security/police officers will have the authority to close down an open event if the host does not abide by his/her directive to adhere to local, county, state, and federal laws.
- D. All outdoor events must comply with time specified in approved noise permit. The DSA, Security, or designee must be contacted to request a noise permit and the completed form is to be submitted three weeks prior to the event.
- E. Requests for the approval to use on campus facilities or notification of social functions must be submitted in writing to the DSA at least two weeks in advance. Receipt of notification is not acceptance by NCWC of responsibilities for conduct of the organization or its members. In the event of the cancellation, the sponsoring organization must notify the DSA.
- F. By agreement with other area colleges/universities, students from other institutions who cause problems at these events will be reported to the appropriate officer at their home college/university. Each college/university is expected to follow up on these reports.
- G. An organization sponsoring late night/afterhours event may be required to attend periodic meetings held to review this policy and the organization’s responsibilities pursuant to this policy.
- H. Events requiring ticket sales will require coordination with the Dunn Center Box Office. All other campus ticket outlets should be approved by the DSA.

Hazing Policy

Hazing is any action taken or situation created, intentionally or unintentionally, on or off campus, which could reasonably be expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of NCWC rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of NCWC, as well as local, state, or national laws will supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing will include one or both of the following elements:

1. Coercion, either overt or covert
2. Production of mental discomfort in either the participants or spectators. Such activities suggested by a group member of a group to new trial members will be considered covert coercion even if the activity is said to be “voluntary.”

Several specific actions or practices that are considered to be hazing are:

Paddling in any form, physical or psychological shocks, performances producing excessive fatigue, physical exhaustion, or physical injury, performances that are hazardous or dangerous in any way, tasks of personal servitude, physical disfigurement (temporary or permanent), wearing or displaying of improper apparel or other articles in public, any morally degrading or humiliating games or other activities, loud noises or other activities which disturb the community, activities or actions that require or include theft, forcing or requiring the drinking of alcohol or any other substances, forcing or requiring the eating of food or any other substance, treeing, line-ups, road trips, scavenger hunts, permitting less than six (6) continuous hours of sleep per night, conducting activities which do not allow adequate time for study, nudity at any time, forcing or requiring the violation of NCWC, Federal, State, or local law

Implementation

Each and every organization has the responsibility of informing its members, both old and new, of any important NCWC policies, including hazing. All NCWC organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

The Office of Student Affairs will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated and, if substantiated, appropriate actions will be taken. It is possible for either individuals or organizations to be held responsible in the event that these policies are violated. Violations may result in college disciplinary action and/or legal actions through the courts. NCWC disciplinary action may include the withdrawal of NCWC recognition from offending organizations through a due process hearing.

NOTE: These policies apply to interest groups, pledges, associate members classes, and generally any activities associated with any student organization recognized by the college.

STATE OF NORTH CAROLINA HAZING STATUTE

14-35 Hazing

It shall be unlawful for any student in any college or school in this State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: “to annoy a person by playing abusive or ridiculous tricks upon him/her, to frighten, scold, beat or harass him/her, to subject him/her to personal indignity.” Any violation of this section shall constitute a Class 2 misdemeanor. (1913, c. 169, ss. 5, 6; C.S., s. 4217; 1969, c. 1224, s. 1; 1993, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14 (c).) 14-36 Expulsion from school; duty of faculty to expel.

Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to any punishment imposed by the court, be expelled from the college or school he is attending. The faculty or governing board of any college or school charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender and a failure to do so shall be a Class 21 misdemeanor. (1913, c. 169, ss. 5,6; C.S., s. 4218; 1993, c. 539, s. 20; 1994, Ex. Sess., c. 24, s. 14(c).)

Disciplinary Measures for Student Organizations

Upon finding a student or student organization guilty of committing an offense, the appropriate college official or judicial body may apply one or more disciplinary measures within the restrictions provided in state rules and procedures. The severity of the punishment shall be consistent with the nature of the offense.

1. Revocation of Recognition: permanent severance of the student organization’s relationship with the College.
2. Probated Revocation of Recognition: notice that further major violation(s) of college policy shall result in revocation of recognition.
3. Suspension of Recognition: severance of the student organization’s recognition by the college for a specific period of time.

4. Probated Suspension: notice that further violation(s) of college policy shall result in suspension
5. Disciplinary Probation: notice to the student organization that further disciplinary violation(s) may result in suspension; this disciplinary may also include one or more of the following: placing the student organization under social behavioral restrictions; making restitution to the student(s), student organization(s), or College body whose property right have been violated; and performing community service in support of a College program or project.
 - a. Restriction: exclusion from participating in or sponsoring social or recreational activities or privileges available to recognize student organization or to NCWC students, or from holding office in recognized student organization.
 - b. Restitution: reimbursement for damage or destruction of property, as determined and stipulated by the college
 - c. Community Service: assignment to work a specific number of hours on a College related program or project.
 - d.

Active Student Organizations

Recognized student organizations are a vital part of student life at North Carolina Wesleyan College. Clubs and organizations offer learning and social outlets that complement academic pursuits. These organizations encourage students to engage their various interests and at the same time, offer social activities for the community. To sign up for existing organization or the get more information, attend the Get On Board Day in August and January. Sponsored by SEAT and SGA as part of Bishop Blast, Get On Board Day is a showcase of organizations with members on hand to answer questions and provide opportunities for involvement. Below are brief descriptions of some student organizations that currently serve the Wesleyan community:

Registered Student Organizations:

Alpha Kappa Alpha Sorority, Inc.

The purpose of Alpha Kappa Alpha is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and alleviate problems among girls and women, to maintain a progressive interest in college life, and to be of service to all mankind.

Advisor: Janet Morrison (jmorrison@ncwc.edu)

Alpha Phi Alpha Fraternity, Inc.

Alpha Phi Alpha Fraternity, Inc. is the first African American Greek-letter organization. Alpha Phi Alpha Fraternity, Inc. was founded on December 4, 1906 at Cornell University in Ithaca, New York. Advisor:

Anime and Manga Club

Our purpose is to create our own magna and to enjoy what the members like in the Anime and Magna world. So that members can connect in friendship to each other as Anime and Magna enthusiasts. To encourage enthusiasts of Anime and Magna to join a friendly group setting to express their interests.

Advisor: Kimla Brandt (kbrandt@ncwc.edu)

Black Student Association

The purpose of BSA is to create cultural awareness among the members of the Wesleyan Community by providing educational programs.

Advisor: Tammy Robinson (trobenson@ncwc.edu)

Delta Phi Epsilon Sorority

Our mission is to develop a social consciousness and commitment to think and act for the greater good in women. We assure continuous development and achievement for women through individual attention and strategic growth.

Advisor: Lynne Patterson (mpatterson@ncwc.edu)

Delta Sigma Theta Sorority, Inc.

Delta Sigma Theta Sorority, Inc. is an organization whose purpose is to provide assistance and support through established programs in local communities throughout the world. A sisterhood of more than 200,000 predominantly Black college educated women, the Sorority currently has over 900 chapters worldwide. The major programs of the sorority are based upon the organization's Five Point Programmatic Thrust: Economic Development, Educational Development, International Awareness and Involvement, Physical and Mental Health, and Political Awareness and Involvement. The Upsilon Lambda chapter was founded at NCWC on April 12, 2010.

Advisor: Leah Hill (lhill@ncwc.edu)

Essence of Beauty

The purpose of Essence of Beauty is to help empower young ladies as well as build sisterhood while using dance as a way for us to express our self. We plan to participate in community programs both on and off campus. This is a Social group but we do plan to incorporate different cultural dances. We also plan to have a diverse group of females. We founded Essence of Beauty because we as young ladies are striving to make a positive impact in our community and around campus, while endeavoring for success, creating a powerful and bond of sisterhood and empowering each other day by day.

Advisor: Stephanie Battle

Exercise Science Club

The purpose of the Exercise Science Club is to provide students of Exercise Science an opportunity to establish a connection between NCWC and the community of Rocky Mount through fitness & wellness events. This will be achieved by promoting social, academic, and professional relationships both on and off campus.

Advisor: Kathleen Thomas (kthomas@ncwc.edu)

Fellowship of Christian Athletes

The Fellowship of Christian Athletes is a campus ministry that meets weekly for the purpose of discipleship, evangelism, outreach, and fellowship using the platform of athletes.

Advisor: Carol Carson (ccarson@ncwc.edu)

Film and Production Club

The NCWC Film and Production Club is a social organization that was founded on the principles of freedom of speech, creative expression, and productive collaboration. It is through these principles that we make our mark on the video arts industry.

Advisor: Ian Boucher (iboucher@ncwc.edu)

Greek Council

The primary purpose of this organization is to bring together its member organizations through the following means: Increasing awareness and knowledge of each member organization, promoting community service projects that support the College and Rocky Mount community, encouraging cooperation and developing a support network among the member organizations, and fostering cooperation among Greek organizations and any other student organizations.

Advisor: Karie Parkes (kparkes@ncwc.edu)

International Student Association

The International Student Association seeks to promote cultural awareness, provide opportunities for students to participate in activities of cultural and international interest, and to provide advocacy and support for the NCWC international Community.

Advisor: Donna Patterson (dpatterson@ncwc.edu)

Men of Honor

The purpose of this organization is to promote brotherhood amongst men and to advance the image of the College. Men of Honor was founded to help improve the student body, along with improving the community in any way possible. The organization will focus on the youth, because without the youth, there is no future.

Advisor: Scott Cooper (scooper@ncwc.edu)

Nu Gamma Phi Brotherhood

The purpose of this organization is to help men become better disciples through brotherly accountability on campus and throughout the community. A special interest organization founded on Christian principles.

Advisor: Barry Drum (bpdrum@ncwc.edu)

Nu Gamma Phi Sisterhood

The purpose of this organization is to help women become better disciples through sisterly accountability on campus and throughout the community. A special interest organization founded on Christian principles.

Advisor: Katrina Sweet (ksweet@ncwc.edu)

Psychology Club

The Psychology Club is open to people that major in Psychology and/or have an interest in the field. We follow a constitution that was created by members and executive board. Members have taken the responsibility of running the club and its successful events.

Advisor: Fred Sanborn: (fwsanborn@ncwc.edu)

Refuge Campus Ministries

Refuge Campus Ministries allows students to learn and grow in their walk with Jesus Christ. With a laid-back and friendly atmosphere, students commune together to enjoy food and fellowship. Our goal is to spread the love of Jesus with the campus of NC Wesleyan and beyond its serpentine walls.

Advisor: Barry Drum (bpdrum@ncwc.edu)

Rotaract Club

Rotary is a sponsored service club sponsored by the local Rotary Club for men and women ages 18-30. Rotary consists of community, professional, and networking activities.

Advisor: Patricia Smith (psmith@ncwc.edu)

Science Club

The purpose of the Science Club is encourage students to pursue careers in science related fields and to keep the school and community informed on health related issues, as well as participate in community service.

Advisor: Dr. Daniel Stovall (dstovall@ncwc.edu)

Sisters of Distinction

An organization to teach the importance of professional behavior during and after college. We also want to service our college and community.

Sports Administration Club

An organization for Sports Administration majors and others interested in sports can come together and learn more about the field.

Advisor: Robin Pietryk

Still Poets

The purpose of Still Poets is to create a strong, supportive community among the poets and student body on North Carolina Wesleyan College's campus.

Advisor: Kedra James (kjames@ncwc.edu)

Student League of Academic Prestige (SLAP)

The Student League of Academic Prestige, or SLAP, is a club exclusive to those students who participate in the Honors Program.

Advisor: Bill Yankosky (byankosky@ncwc.edu)

Student North Carolina Association of Educators (SNCAE)

SNCAE helps to inform those enrolled in the Education program. We help organize students by offering workshops to prepare for future tasks. We are also there to support all of our students.

Advisor: Patricia Brewer (pbrewer@ncwc.edu)

TheBridge

TheBridge College Ministry exists to glorify God through making disciples of all people by the powerful Gospel of Jesus Christ. We are a people passionate about Jesus, His Church, and His Word. We love to study His Word, worship Him, and have great fellowship with one another. We also have a heart for Discipleship, Evangelism, and Missions.

Advisor: Barry Drum (bpdrum@ncwc.edu)

Visions of BEAUTY

Visions of BEAUTY is a performance modeling troupe that competes in competitions and hosts an annual show every spring in which we showcase our talents and our variations of beauty. B.E.A.U.T.Y. stands for Becoming Elegant and Unique through You. We strive to remain active on campus and within the Rocky Mount community.

Advisor: Leah Hill (lhill@ncwc.edu)

Voices of Triumph

We are a group of young adult college students who dare to step out and be different in word, thoughts, and our actions. We don't just sing! We are the songs that we minister. We are believers! We are victorious! We are intelligent! We are VOT!!!

Advisor: Erma Hedgepeth (ehedgepeth@ncwc.edu)

WesCIS

WesCIS is an organization intent on providing a strong supportive community among Computer Information Systems majors and minors. WesCIS will help its members gain experience working with computer technology and help develop skills needed to be successful in their careers.

Advisor: Sherry Holland (sholland@ncwc.edu)

WesOne

The purpose of WesOne is to be an academic advising and student programming centered initiative designed to support NCWC's future and current first generation college student populations.

Advisor: Erma Hedgepeth (ehedgepeth@ncwc.edu)

Other Opportunities for Involvement

STUDENT ENTERTAINMENT & ACTIVITIES TEAM (S.E.A.T.)

The Student Entertainment & Activities Team (S.E.A.T.) is comprised of students who select, plan, and implement activities and entertainment with both social and educational dimensions in conjunction with the Director of Student Activities. These events vary and may include comedians, novelty acts, concerts, trips, dances, homecoming week, spring fling week, and much more. All students are encouraged to play an active role in S.E.A.T. It is a great way to meet other students and learn skills outside of the classroom. Whether it is program planning, publications and promotions, or helping with the events, S.E.A.T. provides fellowship and helps foster a spirit of community. If you are interested in becoming a member of S.E.A.T. or applying for an executive council position, please contact the Director of Student Activities.

2016-2017 SEAT Officers

President:	Victoria Ingram
Traditions Chair:	Tiara Dixon
Special Events Chair:	Grace Gutierrez Lee
Travels Chair:	Tiara Thompson
Culture & Education Chair:	Karla Hinojosa-Lerma

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is responsible for addressing student concerns, allocating funds, and supervising the Association's committees. Officers of the SGA are elected by the students each year to conduct student government business. Students who are not elected to executive positions may also participate in a variety of ways.

Every student is encouraged to become active in student government through participating in elections, attending meetings, becoming involved in committees, and by contributing ideas and concerns through their elected representatives

2015-2016 SGA EXECUTIVE BOARD

The Executive Board includes four student officers elected by their peers. Executive positions include:

2016-2017 SGA Executive Officers

President:	Emanuel Williams
Vice President:	Sarah Jeffers
Treasurer:	Kelli Wynn
Secretary:	Rachelle Timpson
Parliamentarian:	Hannah Ivester

GREEK LIFE

The Office of Student Activities fully supports the positive impact that Greek Life has on students' college experience. We are proud to have three sororities and two fraternities on campus. If you are interested in a specific Greek letter organization, please contact the Director of Student Activities for further information.

STARTING A NEW CLUB

Each year, as new students arrive on campus, new interests appear as well. Students with a common interest are encouraged to contact the Office of Student Activities for information on starting a club.

The procedures for starting new student organizations are outlined below.

1. First, a group of five or more full-time students must commit to the process. Four of these students must be willing to take on the role of an executive officer in the organization: President, Vice President, Treasurer, and Secretary.
2. The student organization must find a faculty or staff advisor to fulfill the advisor duties for the organization.

3. Group must obtain a Student Organization Recognition packet from the DSA. This packet includes a Student Organization Registration form, a skeleton constitution, and statements regarding hazing, alcohol policies, affirmative action statement, and other policies that the group and advisor must agree to follow and sign.
4. Once all forms are filled out and the constitution for the new group has been written, the students must return the packet to the DSA.
5. The DSA will grant recognition status once the packet is complete and the organization's President has met with the DSA.

STUDENT SUCCESS CENTER

The Student Success Center serves the campus community by providing a full range of programs and services designed to empower and connect Wesleyan students with the resources needed to enhance their academic and personal development.

Freshman Advantage

This selective program is designed to promote success during both the transition from high school to college and throughout the first college year. Requirements of the program include maintaining close contact with an academic advisor, meeting regularly with peer and professional mentors, attending tutor-facilitated study hall sessions, utilizing available academic resources, attending special events and group activities, assisting in program-sponsored and campus-wide service initiatives and participating in academic workshops—all in an effort to improve performance.

New Student Orientation

New Student Orientation is a two-part event that assists students in preparing for their transition to the college community. Part one, Bishop Business Day, occurs during the summer months and is designed to provide students and their families with essential information before campus move-in and the start of classes. Students and their families attend sessions pertaining to financial aid, academic advising and course registration, MyNCWC student account, and residence life. Part two, New Student Welcome, kicks-off with campus move-in day the weekend before classes begin. Students will engage in activities and attend sessions to connect with other students and the Wesleyan community.

First-Year Advising

All first-year students are assigned to an academic advisor in the Student Success Center for their first year. Advisors assist students in clarifying their goals and values as well as understanding the nature and purpose of higher education. In addition, advisors help students to:

1. Understand the College's general education requirements
2. Prepare fall and spring term registration
3. Fulfill college requirements
4. Search for majors and careers that are a good fit
5. Utilize available resources to reach goals
6. Set short and long term academic goals

The advising process involves planning an educational program consistent with the student's interests and abilities while providing accurate information about educational options, requirements, policies, and procedures. After the first year, students will transition to a faculty advisor in their chosen major.

First Year Experience

North Carolina Wesleyan College believes in the potential of each student to be successful at Wesleyan and the days ahead. The First Year Experience program strives to inspire new students to maximize their potential by providing support and resources that assist them in their transition to college and the Wesleyan community. The First Year Experience program consists of a one credit course for first-year students and unique programming throughout the year to bolster student success and engagement.

COL 195 First Year Seminar

COL 195 is a one-credit seminar course that assists first-year students in their college transition and helps to further orient them to the NC Wesleyan College environment. All first-year students are enrolled in COL 195 the first semester, which is instructed by their assigned academic advisor. The course emphasizes student success, engagement, and exploration, and encourages students in academic and personal development.

First Year Mentors

First Year Mentors are a team of dedicated and constructive student leaders that are passionate about NC Wesleyan College and believe in every student's success. From the beginnings at New Student Orientation and throughout the fall semester, First Year Mentors help new students connect with the Wesleyan community. They serve as mentors and role models to first-year students, and attend an assigned COL 195 course section to be accessible and provide insight as a mentor.

First Year Programming

The First Year Experience program provides interactive academic and enhancement workshops throughout the year to address specific needs of first-year students.

Academic Support

The Student Success Center provides services to assist students in achieving overall academic success. This is done by providing programs and resources that encourage students to become active and responsible learners. These programs and resources include:

Supplemental Instruction (SI)

SI is an academic assistance program that targets historically difficult courses. The program aims to help students improve their understanding of course material and improve their grades. The program offers assistance in targeted classes by providing a trained peer SI leader to assist with the subject matter. Three times each week, SI leaders conduct regularly scheduled, out-of-class, study sessions that focus on specific course content and learning skills in an attempt to integrate what to learn with how to learn.

Tutoring

To promote academic success on campus, peer and professional tutorial services are offered at no cost to students in courses not supported by PASS. Requesting a tutor is easily done online at the Student Success Center website. After requesting a tutor, expect to hear back from him/her soon to set up an appointment

Counseling and Disability Services

The Office of Counseling and Disability Services (CDS) are designed to complement the college's academic mission by assisting students with their personal and educational development through individual and group

counseling, consultation, disability services, educational outreach, and referral, in order to maximize students' capacity for continued emotional growth and academic success. The Director of Counseling and Disability Services (CDS) is located in room 110A in the Hardee's Building and can be reached at 252-985-5369. The Coordinator of Disability Services is located in the Student Success Center in the Pearsall Classroom Building, Room 192, and can be reached at 252-985-5216.

Counseling

The goal of Counseling is to provide students with a safe, confidential, and supportive environment to discuss life concerns, challenges, and opportunities. Our licensed mental health counselor assists students each year seeking help with transitioning to college, coping with college life, fear of failure, feelings of loneliness, anxiety, depression, academic concerns and many other areas. The counseling process is about problem solving, expansion of awareness and coping skills, and personal growth. One does not need to be in crisis to benefit from counseling services.

To schedule a Counseling appointment, call the Student Affairs Office at 252-985-5178 or visit the Student Affairs Office in the Hardee's Building during regular business hours. For after-hours "emergencies," please contact Security at 252-977-7374, or a Residence Life Staff Member on-duty. In the event of a true medical emergency, dial 911 or visit the nearest emergency room.

Disability Services

The purpose of Disability Services is to provide equal access opportunities, including the establishment and coordination of academic accommodations, auxiliary aids, and programs to qualified students in accordance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The office of CDS exercises a reasonable good faith effort to coordinate accommodations to enable students with disabilities to maximize their educational potential.

The Disability Services Handbook can be found at

<http://www.ncwc.edu/student-affairs/cds/disability-services.php>

To schedule a Disability Services appointment, call the Student Affairs Office at 252-985-5178 or visit the Student Affairs Office in the Hardee's Building during regular business hours.

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