



2020 - 2021
Student Handbook

Revised January 2021

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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. Evan D. Duff, Interim President of the College

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

Dr. Molly Wyatt, Interim Vice President for Academic Affairs

Mrs. Suzanne Brackett, Vice President of Administration

Mr. Eddie Coats, Vice President of Advancement

Mr. Michael Drew, Interim Dean of Admissions and Adult Studies

Mr. Aaron Denton, Athletic Director

Dr. Gail Marsal, Chair of the Faculty

TBD, Staff Chairperson

WELCOME!

Students,

Welcome to Bishop Nation!

It is my privilege to welcome you to the community of scholars that is North Carolina Wesleyan College. A college is more than just buildings and grounds. It is what one feels and perceives. It is our collective goals and individual dreams. It is a community of mutual learners and educators seeking our purpose as we serve humanity.

We believe strongly in the power of YOU. In our world today, a college education must prepare you for more than just a career. It must prepare you to self-reflect, to view the world through the eyes of others, to think critically, to both lead and follow, and most importantly, to care. I believe in the power of a liberal arts education to prepare you for these tasks. North Carolina Wesleyan College stands ready to help you as you seek to find your calling, to find the purpose for which you were created.

Our core values of knowledge and understanding, integrity and accountability, patience and respect, and kindness and empathy will guide your journey. This student handbook contains important information about college policies and services. These are designed to assist you and create an environment conducive to living and learning. Please take time to familiarize yourself with this document.

I look forward to partnering with you on your journey of self-discovery as you follow your dreams. Please don't hesitate to contact me if I can be of assistance.

Jason Modlin, Ed.D.
Dean of Students
252.985.5404
jmodlin@ncwc.edu

CAMPUS OFFICES AND STUDENT SERVICES

CAMPUS WRITING CENTER

The Writing Center provides assistance with all forms of writing for coursework and professional development. Writing consultants are available for face-to-face consultations in our center located on the Rocky Mount campus (PEL 146) or online through our scheduling system, ncwc.mywconline.com. Many students find the collaboration and reflection of a consultation to be an important part of the writing process. Writing workshops are offered each semester on topics such as writing a resume and citing sources. Students can find video tutorials and handouts answering common questions on our website, ncwc.edu/library/help/writing-center/. Students may contact the Writing Center Director at kdoyle@ncwc.edu or by phone at (252) 985-5135.

CASHIER SERVICES

The Cashier's Office provides check cashing services, as well as student banking services for the students' convenience. Students may cash personal checks up to \$100 per week. Checks with second endorsement will not be accepted. There is a \$35 charge to the student for checks returned due to insufficient funds. A second returned check would result in another \$35 charge and the loss of check cashing privileges. For those students who work on campus, student paychecks are issued on the 10th of each month. The Staff Accountant disburses these checks and can cash the check if it is less than \$100.00 once. The student will have to endorse the back of the check. This is an informal means by which students can deposit funds into an account maintained in the Cashier's Office. Students are informed of their account balance as transactions occur. Students do not receive checks which can be used off campus; the service operates more like an ATM. Most students find this an effective way to handle their money without the complication and expense of maintaining a traditional checking account. It is also a way for students to avoid keeping large amounts of cash in their rooms. Interest is not paid on deposited funds. This service is only available during business hours. The Cashier's office is located in the Pearsall Classroom Building, Room 188.

Student Banking- Rules and Regulations

- No credit card transactions from students to obtain cash
- One transaction per day
- \$100.00 per week limit

- \$5.00 minimum withdrawal

COLLEGE STORE

The College Store provides required and recommended educational tools for your success at Wesleyan. These items include textbooks, study guides, resource materials, and general supplies. A variety of gift items, emblematic items, and clothing are also available. Visa, MasterCard, Discover, and American Express are also accepted.

STANDARD HOURS: Monday – Friday 8:30 a.m. – 1:00 p.m.
2:00 p.m. – 4:30 p.m.

Modified hours exists for special events, holidays and summer operations.

NETWORK AND COMPUTING POLICY

North Carolina Wesleyan College, hereinafter referred to as NCWC, maintains a private network with connectivity to the Internet, a public/global network. NCWC exercises limited control over the content of the Internet and subsequent transmissions into the private network. Those with valid NCWC network service accounts, hereinafter referred to as USERS, are expected to abide by all current and future policies/guidelines deemed necessary and prudent. These guidelines will be made publicly accessible, either through printed or electronic media. This policy is intended to do the following:

1. Preserve the utility and flexibility of the system
2. Protect the privacy and work of students, faculty, and staff
3. Preserve the right of NCWC to access global networks in order to facilitate the goals of the NCWC educational system

Network Connectivity

Users requiring network connectivity will request such from authorized Network Services personnel. Personal computer systems will be reviewed and audited before such network connectivity is granted. Only systems with compliant hardware and software will be granted connectivity. Hardware and Software in development stages may not be used without written notification to Information Systems department. Upon request of the IS Dept. personnel, hardware and software believed to be causing problems must be removed. Contact the IS Dept personnel for further clarification.

General Usage Policy

1. Faculty, staff, students and others with NCWC authorized accounts may use the available computing facilities, including transmissions of data for scholarly purposes, official NCWC business, and for personal purposes so long as such use:
 - Does not violate any law or college policy.
 - Does not involve significant use of College resources, direct costs, or substantial interference with the performance of College duties /work.

- Does not result in commercial gain or private profit.
 - Does not bring discredit to the NCWC establishment.
2. All users are expected to preserve the integrity of the NCWC network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the users' responsibility to report any unauthorized use and protect their accounts from such use by changing their passwords periodically and using passwords which have the following requirements:
 - Passwords must be at least 8 characters long and must contain a combination (3 out of 4) of at least: 1 uppercase letter, 1 lowercase letter, 1 number, 1 special character.
 - You cannot reuse any of your last five (5) passwords.
 3. Owners of an account are responsible for actions that occur from that account.
 4. Any attempt to circumvent system security, guess other passwords, or in any manner gain unauthorized access to NCWC or Internet resources is prohibited.
 5. Transferring copyrighted materials to or from any system or via the NCWC network without express consent of the owner may be a violation of Federal Law and is a felony under State Law. Such violations will be subject to case-by-case review and may result in censure, removal of network access, or reported to pertinent authorities.
 6. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is prohibited.
 7. The use of NCWC network facilities for playing graphics-based interactive games is NOT permitted; unless written permission has been granted. Users must stop such activity on request from authorized staff.

Information Access and User Privacy

Electronic mail and other information passing over the College network, including information stored in user accounts and computers are considered to be private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

1. The College has reason to believe that an account or system has been breached and is being used by someone other than the authorized user.
2. The College has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site
3. The College has reason to believe than an account or system is being used in violation of College Policy, Federal or State Law.

Under these circumstances a Vice President of the College may authorize system support personnel to monitor the activities of a specified account or computer system and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of violation the account will be disabled and action taken with appropriate authorities.

Private Machines Connected to the College Network

It will become increasingly possible for computer systems owned by students, staff, or faculty to be attached directly to the NCWC Network via on-campus attachment or dial-in services. Of course, the owner of a personal machine may use that machine at his or her discretion, however, the use of the College network is subject to all of the policies stated in this document.

1. The owner of a machine connected to the NCWC network is responsible for the behavior of all users of that machine and for all network traffic to and from the machine. NCWC maintains no responsibility or liability for loss of data or hardware corruption on personal computer systems.
2. A private machine connected to the College network may not be used to provide network access to individuals who would not otherwise have access through official NCWC channels. The private machine may not be used to redirect data to other networks, nor may it serve in any way as an electronic gateway to non-College affiliated systems.
3. Private machines may not use the College network for commercial gain or profit.
4. Private machines may be used to support anonymous ftp, http, or gopher services when these services fall within the definition of scholarly use. Unless otherwise approved, in writing, provisions for interactive login services for non-College affiliated users is prohibited.
5. Should the College have reason to believe that a privately owned system is using the network inappropriately, network traffic to and from that system will be monitored and, if justified, the system will be disconnected and appropriate punitive action will be taken.

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.

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. Blue and Gold Dining Hall (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 dining hall with cash/credit card or purchase a commuter or staff meal plan. These plans offer discounted prices and are available at any dining service cashier or dining hall office. Three

meals a day are served Monday through Friday, with brunch and dinner being served on Saturday and Sunday.

The nutritional information for 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 carryout meal upon request to Health Services or the student's Resident Director. Students requiring special diets for medical reasons should contact the General Manager of Dining Services to make the necessary arrangements.

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 dining hall. Identification cards or cash payment are required for entrance to the dining hall during meal times. Meal Plan swipes require you bring your photo student ID: if you do not have it, you will be denied entry. Shirts and shoes are also required. Hats, headgear and hoodies over the head are not permitted in the dining hall. 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 dining hall. No cups, plates or utensils are to be removed from the dining hall. Only one entry swipe per meal period, you cannot come and go.

Blue & Gold Dining Hours:

Monday - Thursday:	7:30 a.m. - 7:30 p.m.
Friday:	7:30 a.m. - 6:30 p.m.
Saturday, Sunday & Holidays:	11:00 a.m. - 2:00 p.m. 5:00 p.m. - 6:00 p.m.

More information regarding Dining Services, including meal plan and Flex Dollar balances, can be found at <http://www.nwcddining.com>.

B. Student Meal Plans

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

RESIDENT MEAL PLANS

Required for students living on-campus and optional for commuters.

Unlimited Meal Plan + \$100 Flex Dollars Per Semester

(Freshmen must remain on the above plan for their entire first year.)

15 Meal Plan + \$225 Flex Dollars Per Semester

12 Meal Plan + \$360 Flex Dollars Per Semester

10 Meal Plan + \$400 Flex Dollars Per Semester

**The deadline to change resident meal plans will correspond with the end of drop/add on the academic calendar. Plans may not be changed after the end of the drop/add period.*

COMMUTER MEAL PLANS

Optional for students living off-campus, faculty, and staff.

Blue: 45 Café Meals, \$100 Flex

Gold: 25 Café Meals, \$75 Flex

White: 15 Café Meals, \$50 Flex

Flex spending dollars can be used at the Internet Café and the WOW Cafe 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 newcdining.sodexomyway.com. **Student ID cards are required for all meal plan transactions.** At www.newcdining.sodexomyway.com, students and parents may also purchase special snack packs and treats for pick up in the dining office.

C. WOW Café: American Grill & Wingery (Flex, Credit Cards, or Cash Only)

The WOW Cafe is located in the Hartness Student Center and features wings, burgers, salads and more. Hours of Operation: Monday-Thursday from Noon to 11:00 p.m., Saturdays 3:00 p.m. to 9:00 p.m., and Sundays 5:00 p.m. to 11:00 p.m.

D. Pearsall Library Internet Café (Flex, Credit Cards, or Cash Only)

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 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 that they need. The library 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 a Peer Tutoring area. We have over 40 computers plus laptops and iPads that you can use in the library or use in your classes or dorm room.

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, newspapers, periodicals do not circulate, but photocopies may be made for \$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 homepage at <https://newc.edu/academics/library/>.

B. Hours

During the academic year, the library usually opens at 7:30 am on weekday mornings and stays open until one Sunday through Thursday but hours may vary. Library hours are posted on the Library's

website at <https://nwc.edu/academics/library/> and at the Library entrance and are consistently updated.

C. Interlibrary Loan

The library 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 the online form at <https://nwc.libguides.com/interlibraryloan>.

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 available to use in the library or check out for use outside of the library. In-person reference assistance is available when the library is open except during late night hours. The library also provides assistance by email at reference@nwc.edu, and through an online chat link on the library website that is accessible almost 24/7.

E. Library Resources

Library collections include over 67,000 volumes and over 1,200 films. In addition, the library subscribes to online databases in all subject areas that provide access to over 214,000 electronic books; full-text articles from over 44,000 magazines, newspapers, and journals; and over 43,000 educational and feature films. Students can access these resources both on-campus and off-campus any time of the day or night via the library's website: <https://nwc.edu/academics/library/>.

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 \$25 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.

This area assists students' professional and leadership development while also serving as a resource to students, faculty and the business community. By emphasizing hands-on learning as an important tool for both full-time employment and development of a career path, programs and services help students realize their career goals and leadership growth. Specific services include career exploration/planning, creating job/internship search materials (resumes, etc), and developing interview skills while also assisting with the identification of internship/career opportunities through career fairs and postings. Leadership development programming is also offered through the National Society of Leadership & Success and the Leadership Wesleyan program. These program areas are directed by Jessie Langley, Associate Dean of Career Development & Leadership, who is located in room 110 of the Hardee's Student Union.

EASTERN NORTH CAROLINA CENTER FOR BUSINESS & ENTREPRENEURSHIP

The Eastern North Carolina Center for Business and Entrepreneurship is located in the Gateway Technology Building, room 216.

We educate, motivate and empower Eastern NC's next generation of entrepreneurs. We help the local region create jobs and prosper while providing the community with entrepreneurial resources; business development, entrepreneurship, community engagement and lifelong learning. The Center is open to faculty, students, staff and the general public.

STUDENT AFFAIRS

Under the leadership of the Dean of Students, the Division of Student Affairs includes the areas of Residence Life & Housing, Student Conduct, Health & Counseling Services, Student Activities, Intramural Sports and Recreation, International Student Services, Religious Life, and Student Activities.

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 benefit from their college experience. From religious life and living communities to student activities and personal wellness, the Student Affairs team seeks to develop a well-rounded and well-prepared student with necessary skills to succeed at NCWC and in life.

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 and spiritual 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, community responsibility, leadership development, and civic responsibility.

CIVIL DISCOURSE AND STUDENT ASSEMBLY POLICY

North Carolina Wesleyan College encourages its students to be active global citizens. Global citizenship requires us to have an awareness of current affairs, different cultures, and issues of social justice at the local, state, national, and global level. The College recognizes that there will be times when members of its

community will desire to bring greater awareness to a cause. As private citizens, students have a right to freedom of expression; as a North Carolina Wesleyan College student, students must adhere to the policies, values, and expectations of the college. Among the expectations of all students is to act with integrity and honor, embrace diversity, and treat each other with respect and civility. As we seek to learn from each other, the following guidelines and procedures are designed to ensure we maintain a safe, respectful, and civil atmosphere on campus while encouraging free speech activities.

As a United Methodist Affiliated Institution, North Carolina Wesleyan College adheres to the Methodist principle of “being open to people of all perspectives.” As such, North Carolina Wesleyan College provides an environment for members of the campus community to express their political, social, and cultural beliefs constructively while respecting the rights of others to do the same. While differences may create disagreement, mutual respect for differing opinions must be maintained throughout these discussions.

Civil Discourse

When opinions differ, the College encourages its community members to engage in civil discourse with one another. Civil discourse includes:

- a. Advocating for a position;
- b. Sharing opinions regarding beliefs;
- c. Listening to opposing views; and
- d. Asking questions that will help you have a better understanding of each differing opinion.

Discourse can be passionate but should always be civil. Discourse may occur in formal settings, such as classrooms and college sponsored events, or in informal settings, such as between friends in the dining hall. Civil discourse may also be used to address concerns which a community member has related to the College community. If a student has a concern related to the college, the first step is to address that concern with the appropriate college official. If the student is unsure of the college official to address, the Dean of Students should be contacted. The Dean of Students will seek to understand the issue, provide remediation, or make a referral for redress. The student may also follow the formal Student Complaint Policy as outlined in the Student Handbook.

Student Assembly & Free Speech Activities

Awareness is often the first step to addressing social issues. When a student or student organization wishes to bring awareness to a particular issue or concern, the college has established the following guidelines and procedures to ensure that the campus community remains safe and secure while allowing for free speech activities.

One of the fundamental responsibilities of the College is to protect the rights and freedoms of all members of the College community and of invited speakers and guests. To that end, and as provided by law, reasonable time, place, and manner requirements are included in this policy. Participants in outdoor assemblies and those distributing/petitioning must abide by the requirements listed in this policy. Forums, assemblies, amplification, and petitioning activities may not interfere with College operations. The College encourages contact with the College’s Event/Logistical Coordinator at 252.985.5348 to secure space, equipment, utilities, or support for free speech activities. Nothing in this document, however, should

be interpreted as limiting the right of expression as long as the expressive activities or related conduct do not violate any other applicable College policies.

The College supports the outdoor assembly of campus community members for free speech activities, including vigils, protests, demonstrations, and similar activities. Community members are reminded that outdoor spaces are also often used for college-sponsored events and activities.

1. Participants may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way of streets and sidewalks must be maintained.
2. Participants may not obstruct, disrupt, interrupt or attempt to physically force the cancellation of any event or activity sponsored by the College or by any users authorized to use College property.
3. Participants shall not engage in unlawful words or conduct toward any person.
4. Participants on College property may be required to provide picture identification and to provide evidence of qualification to a College official upon request. Evidence of qualification means a current and valid NCWC identification card, or accompaniment by a NCWC community member that is a representative of the group that issued the invitation.
5. No outdoor assembly, vigil, or outdoor event may be conducted within 50 feet of any building. In addition, assemblies may not take place on the Southern Bank Green or the College's front lawn (due to proximity to classroom spaces), within the confines of any campus recreation facility or athletic facility, or in areas adjacent to the President's residence. No outdoor assemblies may take place in areas immediately adjacent to residence halls between the hours of 9:00 p.m. to 9:00 a.m. Exceptions to this may be granted by the Office of the Dean of Students, and must be requested in writing at least three business days prior to the event.
6. Notification to the College: Notification to the College shall be made in the following instances:
 - Prior to an outdoor assembly reasonably expected to include a large crowd (more than 50 participants)
 - Prior to an outdoor assembly with the potential for violence
 - Prior to an outdoor assembly featuring an invited (non-campus affiliated) guest(s) speaker (see *Non-campus Affiliated Speakers* below)The event organizers must notify the Director of Campus Safety in writing at least 3 business days prior to the event so the College may institute any necessary safety measures.
7. Sales, solicitation, merchandising: This policy prohibits the sale of products or food, the exchange of goods, contractual arrangements, or services, or the barter or trade of merchandise or material by any unaffiliated person or group. Outside commercial activities are prohibited. The Office of the Dean of Students may authorize, in writing, exceptions to this provision based on written requests received at least three business days prior to the event or activity.
8. When using spaces that can be reserved, the group who has reserved the space has priority over any other group. When using space that cannot be reserved, the first group to provide notification to the College's Event/Logistical Coordinator at 252.985.5348 as required above has priority to use it.
9. Those who participate in an outdoor assembly are responsible for any clean-up and/or damages associated with the event.

Note: If the issue or concern being addressed relates to the College, students are asked to first address the issue or concern with the appropriate staff member. Please see the above section on Civil Discourse for more information.

Assembly Restrictions and Student Responsibilities

The top concern for any assembly or demonstration is that the assembly is peaceful and does not unduly disrupt the functions of the college. To ensure this, the following restrictions are placed on student assemblies:

1. **Sound amplification** that does not violate the College's Code of Student Conduct or other policies is allowed with the following reasonable time, place and manner requirements:

Times: Amplified sound is allowed between the hours of 11:00am-9:00pm Sunday-Saturday.

Amplified sound during this period may not exceed 85 decibels.

Locations: Amplified sound is allowed in the following locations only:

- Hartness Student Center lawn (at least 50 feet away from building)
- Fire Pit

Manner: Electrically amplified sound requiring use of the College's electricity must be approved in advance. Requests should be made via email to the Director of Student Activities at least three (3) business days in advance.

- Electrically amplified sound must adhere to College policy and local noise ordinances.
- Commercial advertising using amplified sound is prohibited.
- Amplified sound which encourages violence, is obscene, or is defamatory is prohibited.

2. **Petitioning** - Any member or affiliated student organization of the College community may petition in any exterior campus space that is permissible for outdoor assembly as noted above. Materials must be designed for informational (not commercial) purposes. All provisions of this policy related to outdoor assemblies also apply to petitioning and distribution activities. The College does not assume responsibility for the content of the materials. The College community member or organization is responsible for all cleanup and recycling of materials.

3. **Public Forums** - If the assembly is to take place on public property, the member or affiliated student organization seeking to assemble/petition must seek any and all proper permits from the appropriate government agencies.

Non-Campus Affiliated Speakers/Guests

Any speaker or guest not affiliated with the college seeking access to campus in any official capacity must receive sponsorship from a current and recognized student organization, Greek organization, current staff or faculty member, or academic department. All non-campus affiliated speakers/guests must be approved by the College Administration. The term "speaker" refers to any individual or group coming to campus for the purpose of communicating at an assembly. The term "guest" refers to any individual or group coming to campus for the purpose of petitioning or participating in an assembly. A written request (via email) must be made to the Office of the Dean of Students no later than ten business days prior to the scheduled event. The request should include:

- a. The campus community member or organization sponsoring the speaker or guest;
- b. The speaker's name and affiliated organization(s);
- c. If applicable, how much is being spent to accommodate the speaker;
- d. The time, date, and location of the speaker (proper reservation of campus space must still occur); and,

e. A brief description of the content of the speech/presentation.

The College Administration, via the Dean of Students, will respond to requests within two business days to approve the request, seek additional information, or deny the request. The sponsoring individual/organization takes full responsibility for the actions of their sponsored speaker or guest.

Publications/Social Media Posts

Students may use their voice through social media and other publications to express their views and bring awareness of a cause to others. The college encourages students to use the guidelines established in the civil discourse section. Social media is a powerful tool and can have both positive and negative consequences. The college does not regularly monitor the social media posts or publications of its students. However, if the college is made aware of content which could be a violation of the Student Code of Conduct or employment policies, the college will take appropriate action through existing processes designed to address violations.

CODE OF STUDENT CONDUCT

In conjunction with our mission, North Carolina Wesleyan College has formulated this Code of Student Conduct. NC Wesleyan College believes that its role is to offer educational opportunities in a positive atmosphere, with such opportunities to include the personal growth and development of students. Therefore, our community promotes the development of responsible social attitudes. NC Wesleyan College students are expected to become familiar with and adhere to the College Code of Student Conduct and Residence Hall standards. Students are responsible for their actions, and those who violate the Code of Student Conduct will be subject to the student conduct process.

Membership in the NC Wesleyan College community is a privilege that should be respected. Students accepting the offer of admission to NC Wesleyan College assume the obligation of conducting themselves in a manner compatible with the College as an educational institution and agree to abide by all published policies governing the student body and all laws of the State of North Carolina. Minimal policies are necessary to ensure respect for basic individual rights and the welfare of the community. NC Wesleyan College acknowledges and respects the rights of each student. The College is not a sanctuary from the law and violations of local, state, and federal law committed at NC Wesleyan College will result in student conduct action by the College as well as action by law enforcement agencies.

Scope and Jurisdiction

This North Carolina Wesleyan College Code of Student Conduct applies to all students enrolled in any educational program at NC Wesleyan College (see *student* definition). The North Carolina Wesleyan College Code of Student Conduct applies to conduct that occurs on any property owned, leased, rented or used by the College, 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. This includes violations of local, state, or federal laws which could take place off-campus but could have a negative impact on the college community. The Dean of Students or 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 pursuit of its educational mission sufficiently to implicate the Code. Each student is responsible for her/his conduct from the time of acceptance 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. (see *Definitions – 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. To this end, every student is asked to take the following pledge:

“I pledge to conduct myself as an honorable member of the Bishop community. I will submit only academic work that is my own and will acknowledge the academic work of others. I will respect all members of the community and comply with College policies. As a member of this community, I pledge to uphold the core values of integrity and accountability in my actions and hold others accountable to these values.”

NC WESLEYAN COLLEGE CODE OF STUDENT CONDUCT
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As members of the NC Wesleyan College community, we commit ourselves to act with integrity, responsibility and honor in all areas of campus life. We will aim for excellence inside and outside the classroom. We will treat each other with respect and compassion, which is essential to our development and success. We will embrace the diversity that the College offers and seek to learn from it. We will act responsibly and take accountability for our actions to ensure our personal welfare and that of others. We will respect college property and the property of others. Through our positive contributions and support for NC Wesleyan College, we will work to leave the College in a better condition than when we arrived. By virtue of our enrollment in NC Wesleyan College, we accept responsibility to uphold the Code of Student Conduct, Honor Pledge, and all College policies.

All students are expected to:

- Act with integrity in all aspects of campus life.
- Act responsibly and take accountability for their actions.
- Aim for excellence inside and outside the classroom.
- Give care to one another, in both word and deed.
- Embrace diversity and seek to learn from those with differing values and beliefs.

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.

Definitions

Below are definitions to select words and phrases found in the Code of Student Conduct and the Student Conduct Process:

1. **Appellate Board** - any person or persons authorized to consider an appeal

2. **College** – NC Wesleyan College
3. **College Official/Employee** – all persons employed by the College or employed by an authorized College vendor (i.e. Foodservice staff).
4. **College Community** – all persons (Faculty, Staff, Students, Administrators) and the surrounding town and residents.
5. **College Premises** – all land, buildings, facilities and property owned or controlled by the College, including property not owned by the College but where an official College event is occurring.
6. **Complainant** – an individual who has experienced an alleged violation of the Code of Student Conduct or who makes a complaint on behalf of another.
7. **Conduct Body** – any person(s) authorized by this document or the Dean of Students to determine whether a student has violated the Code of Student Conduct and to recommend or assign sanctions. (i.e. trained administrators, College Conduct Board).
8. **Conduct Status** – a status assigned to a student found responsible for violating a policy.
9. **Conference** – a meeting held with a conduct body to review evidence and decide the outcome of a complaint.
9. **Consent** – words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon activity.
10. **Community Director** - full-time, live-in professional staff member responsible for assisting residential students in achieving success in all aspects of campus life and is responsible for the overall operation of the residence halls. The CD has the initial responsibility for the maintenance of a respectful and safe learning community within the Resident Halls and across the campus.
11. **Educational Sanction** – a required action issued as a result of being found responsible for violating a policy.
12. **Faculty Member** - any person employed by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
13. **Conduct Body** – any person(s) authorized by this document or the Dean of Students to determine whether a student has violated the Code of Student Conduct and to recommend or assign sanctions. (i.e. trained administrators, College Conduct Board).
14. **Resident Advisor** – student staff member that lives on each floor of the residence halls and is responsible for engaging students in the overall residential community, building relationships, and assisting in the educational process outside of the classroom for all students.
15. **Respondent** – an individual against whom a complaint of violating a policy in the Code of Student Conduct has been made.
16. **Staff Member** – any person employed by the college who is not a member of the faculty and has administrative or professional responsibilities.
17. **Student** – all persons enrolled and taking courses at NC Wesleyan College, both full-time and part-time. This includes persons against whom an allegation of policy violation is made but who withdraw prior to the completion of the Student Conduct Process, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission but have not yet matriculated.
18. **Code of Student Conduct** – standards of conduct, policies, and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
19. **Student Conduct Record** – documentation of a student’s alleged, pending, and resolved conduct violation(s) and sanction(s) that are maintained by the Office of Student Affairs for up to 5 years.

Student Rights and Responsibilities for Community Living

As a part of this Code, every student of the College shall have the following rights and 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 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 the parameters set forth by the Code and campus housing standards, 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. Students whose behavior violates the rights of other members of the College community will be subject to appropriate disciplinary action including, but not limited to, removal from campus.

STUDENT CONDUCT POLICIES

The policies listed here are offered as a guideline and are not inclusive. Violations of the Code of Student Conduct are cumulative – multiple offenses over a period of time or occurring within one incident may be considered a higher level incident as indicated on each policy; the result may be a more severe status and sanction than would normally be imposed for a single violation.

Student Responsibility

Students may be held accountable for violations which occur in their presence and in which they fail to take the appropriate actions of reporting the violation and removing themselves from the situation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. Not participating in a visible policy violation does not absolve the student of responsibility for a violation of the Code.

Any student found responsible for violating one or more of the following policies is subject to the outcomes listed in the Student Conduct Process: Conference Outcomes section below.

Conduct Levels

Conduct Levels (1, 2, or 3) are used as indicators on each Student Code of Conduct Policy to give a general idea of the severity associated with violating that policy and are used as a guidance tool in the student conduct process. Conduct Statuses and Educational Sanctions (see Conference Outcomes) each have a corresponding level. The conduct body may consider at what level they believe a violation occurred to help determine the appropriate conference outcomes. Level 3 is the most severe level of violation – students found responsible for level 3 violations should expect to receive a conduct status of suspension or expulsion. Additionally, cumulative level 1 and 2 violations may rise to level 3 in the conduct process.

1. Abuse

1.1 Conduct Process Abuse – This includes but is not limited to: Failure to obey the summons of a Conduct body; Failure to comply with summons. Falsification or misrepresentation of information before a Conduct body; attempting to discourage an individual’s proper participation in, or use of, the Conduct process; Attempting to influence the impartiality of a member of the Conduct body. (Level 1 or 2)

1.2 Physical Abuse – This includes any encounter that becomes physically abusive between two or more persons. This includes actual or attempted pushing, hitting, kicking, spitting, wrestling, or pulling hair. (Level 2 or 3)

1.3 Technology Abuse – This includes the misuses of college technology in violation of rules and regulations of the NC Wesleyan College Information Technology Department. This also includes tampering, interfering, or damaging security and/or safety equipment (surveillance cameras, locks, etc.) (Level 1, 2, or 3)

1.4 Verbal Abuse - This includes profanity, harassment, or any conduct that is loud, abusive, or inappropriate, and is perceived as detrimental to the health and safety of any person. This also includes the public use of profanity on College Premises (i.e. yelling profanity across the yard or from a window). (Level 1 or 2)

2. Alcoholic Beverages

2.1 Possession/Use – The possession, use, consumption, or distribution of alcoholic beverages or concentrates, including powdered alcohol, is prohibited by all students at any time, regardless of age, anywhere on the College premises. This includes possession of alcoholic beverages in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of alcoholic beverages. This also includes possession of empty alcohol containers. Since it must be assumed that the alcohol was consumed on campus, empty containers are treated the same as full containers. (Level 1 or 2)

2.2 Intoxication – Intoxication as exhibited by behavior is prohibited. The influence of alcohol or controlled substances will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation. (If any student is in medical danger because of intoxication, seek medical attention immediately. Please review the *Medical Amnesty* policy.) (Level 1 or 2) (See *Appendix A* for the NC statute on alcohol.)

3. Communicating Threats – This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating or is perceived as detrimental to the health and safety of any person. This includes any social media or electronic postings. (Level 1, 2, 3)

4. Controlled Substances

4.1 Possession/Use – Any possession or use of controlled, prohibited, or illegal substances, or use of (or intent to use) substances for purposes or in manners not as directed or prescribed by a physician. This includes possession/use of controlled substances in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed; huffing, snorting, smoking or otherwise possessing or using legal substances not as intended; smokable hemp and/or other cannabis genus or species due to the presence of tetrahydrocannabinol (THC). (If any student is in medical danger because of drug overdose or other use, seek medical attention immediately. Please review the *Medical Amnesty* policy.) (Level 3)

4.2 Paraphernalia Possession - In accordance with state law, drug-related devices (paraphernalia) are prohibited on College premises, including possession in one’s room, on one’s person, in personal belongings, or in one’s vehicle. Paraphernalia may include, but is not limited to, marijuana/crack pipes, bong, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, and any apparatus, including vapes and vape cartridges, containing drug residue. (Level 1, 2, or 3)

4.3 Distribution/Intent to Distribute – any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by policy. This includes sharing of prescription medication. It also includes the aiding and abetting of the possession, sale or use of prohibited, controlled or illegal substances. (Level 3) (See *Appendix B* for NC Statute on Controlled Substances.)

4.4 Intoxication - Intoxication as exhibited by behavior is prohibited. The influence of alcohol or controlled substances will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation. (If any student is in medical danger because of intoxication, seek medical attention immediately. Please review the *Medical Amnesty* policy.) (Level 1 or 2) (See *Appendix B* for NC Statute on Controlled Substances.)

5. Dishonest Acts – This includes but is not limited to plagiarism, cheating, or fraud not handled under the academic dishonesty policies in the College Catalog. (Refer to the College Catalog for a detailed description of these items.) Dishonest acts also refers to furnishing false information to a College Official/Employee, the alteration, forgery, or misuse of an official College document, record, or form of identification, and tampering with elections conducted by official College organizations. (Level 1 or 2)

6. Disorderly or Disruptive Conduct – This includes any behavior which is disorderly, disruptive, or disturbs the peace. This includes lewd or indecent behavior; any obstruction or disruption of teaching, study, research, administration, conduct proceedings, other College activities, or other non-college activities on College premises. Including, but not limited to, excessive noise; public urination or defecation; horseplay, practical jokes, hiding from College officials, hall sports and general annoyances. (Level 1 or 2)

7. Encourage, Influence, or Support an Individual to Violate College Policy – This includes but is not limited to any action on the part of an individual to encourage or coerce another individual to violate a college policy, to include providing support in any way for the individual who violates policy before, during, or following the violation. This may also include any individual who is aware of but takes no action to address a real or potential policy violation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. (Level 1 or 2)

8. Failure to Comply

8.1 Failure to Comply with a College Official/Employee – This includes failure to comply with any reasonable request made by a College Official/Employee in the performance of his/her duties, and the failure to identify oneself/provide a valid college ID to a College Official/Employee when asked to do so. This also involves failing to comply with a summons from a conduct body (See Residence Life Policies – Identification Cards.) (Level 1 or 2)

8.2 Failure to Comply with Education Sanction – This includes failure to comply with the terms of any educational sanction imposed in accordance with the Student Code of Conduct or Title IX Policy. Students must complete any and all sanctions assigned to them by the due date given. A student who does not complete any sanction by the due date and to the satisfaction of the conduct body or Dean of Students will be out of compliance and held “Responsible” for violation this policy. It is the responsibility of the student to notify the conduct body of any extenuating circumstances that would prohibit the completion of a sanction by the due date given. The Dean of Students or designee may take administrative action to either extend the sanction deadline or to impose a new sanction or conduct status, up to and including suspension. This action and new sanction(s) and/or status would be imposed without a new conduct conference and is not subject to appeal. (Level 1, 2, or 3)

9. Failure to Observe Traffic/Parking Regulations – This includes, but is not limited to, improper parking, driving in an unsafe manner, driving at an unsafe speed, etc. Violations of traffic regulations may result in the revocation of parking privileges, subjecting the student’s vehicle to towing at the student’s expense. All vehicles operated by staff, faculty, and students that park on NCWC property must register their vehicles with the Campus Security Office. Traffic/Parking violations are subject to citation – repetitive violations may result in the revocation of campus parking privileges. Vehicles parked in a fire zone will be immediately towed. (Level 1 or 2)

Appeals can be made to the Director of Campus Safety within 10 days of violation. After 10 days there is no appeal. His decision may be appealed to the Dean of Students, if desired, within 5 days. The Dean of Students decision is final. Unpaid tickets will be billed to a student's account. Vehicles may be towed for accumulating unpaid tickets. Repeated failure to abide by traffic and parking regulations may result in suspension of parking privileges and/or disciplinary action.

10. Fire and Safety

10.1 Arson – This includes starting or attempting to start a fire anywhere on College property, preventing or attempting to prevent the reporting of a fire, or preventing or attempting to prevent the extinguishing of a fire. (Level 3)

10.2 Creating a Safety, Health, or Fire Hazard – This includes, but is not limited to, actions resulting from ‘pranks’, improper disposal of trash, failure to evacuate during a fire alarm (either planned drill or otherwise), failure to maintain residence hall room in a sanitary manner, etc. (Level 1, 2, or 3)

10.3 Abuse of Fire and Safety Equipment – This includes the setting of false alarms, misuse of emergency exits, and tampering with fire equipment, extinguishers, and alarms. This also includes the tampering with, interference of, or damaging of security and safety equipment (smoke detectors, cameras, locks, etc.) (Level 1, 2, or 3)

10.4 Fireworks - Possession or Use – This includes the possession or use of any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation, including but not limited to firecrackers, bottle rockets, roman candles, M-80s, etc. (Level 2 or 3)

11. Gambling – Illegal gambling or wagering is prohibited on College property or at College-sponsored functions. (Level 1)

12. Gang Activity - This includes any activity which could lead college officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the college environment or activity and/or educational objectives. This may include: wearing apparel of a gang related nature (including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs), presenting a physical safety hazard to self, students, staff, faculty or other persons on the college campus, communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang, defacing college or personal property with gang-related graffiti, symbols, or slogans, soliciting others for gang membership. (Level 2 or 3) (see *Appendix C* for NC Gang Activity law)

13. Harassment – This includes harassing, bullying, abusing or threatening another, or encouraging others to do so, by means other than the use or threatened use of physical force, including, but not limited to, face to face communication, phone call, text message, e-mail communication, or social media outlets (ex: Facebook, Twitter, Snapchat, Instagram, etc.) that includes one or more of the following: speech or action that in and of itself inflicts injury or tends to incite a disruption, or causes substantial disruption, or reasonably causes fear of great harm, or that interferes with the educational environment or disrupts college programs; speech or actions that interfere with ingress and/or egress on campus, speech or actions which are obscene. This includes harassment conducted via a third party(ies). (Level 2 or 3)

14. Hazing – This includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purposes of initiation, acceptance, admission into, affiliation with, or as a condition for the continued association in a group, organization, or team. The express or implied consent of the victim will not be a defense. (Level 2 or 3)

15. Residence Life Policy – Violation of any residence life policy as outlined in the Residence

Life Policies section of the Student Handbook including, but not limited to violation of guest policy, violation of visitation policy, possession of prohibited items, violation of noise/quiet hours policy, violation of pet policy, unauthorized room change, or use of tobacco product. These infractions are considered minor in nature, but will detract from the overall atmosphere of the community if they are repetitive. (Level 1 or 2)

16. Retaliation – Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a complainant, respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of College’s Code of Student Conduct, Title IX policy, or other College policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a complainant or respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressure, coercion to recant/withdraw a complaint, continued harassment, violence, or other forms of real or threatened harm to the complainant or others. (Level 2 or 3)

17. Smoking, Vaping, and Tobacco Use-The use of smoking, vaping, and tobacco products, including but not limited to the use of cigarettes, cigars, smokeless tobacco, pipes, vaporizing (vape) devices and their related components, and e-cigarettes is prohibited on college property at all times. This includes but is not limited to residence halls, parking lots, college vehicles at any time, personal vehicles while on college property, athletic fields, within any campus building, and on any property owned or controlled by the college. (Level 1)

18. Theft

18.1 Theft or Attempted Theft – This includes theft/attempted theft of property belonging to the College, a member of the College community, or a guest of the College or College community. Included in this policy is the removal of College property from its designated place (i.e. removal of lounge furniture to a student’s room or removal of dinnerware from the dining hall) and the possession of stolen property. (Level 2 or 3)

18.2 Theft or Abuse of Information (Soft or Hard Copy) – This includes but is not limited to the unauthorized entry into a file to use, read, or change the contents or for any other purpose. (Level 1 or 2)

19. Unauthorized Entry

19.1 Unauthorized Entry into College Facilities – This includes the use/entry of College facilities without proper prior approval from the appropriate college official. This policy includes breaking into a college facility or using a door access card that does not belong to the student themselves. (Level 1, 2, or 3)

19.2 Unauthorized Entry into a Residence Hall Room – This includes entry, with or without force, into a residence hall room not assigned to a student and without the permission of a student assigned to the room or by a College Official authorized to grant entry into the room. (Level 1, 2, or 3)

20. Unauthorized Possession, Duplication, or Use of College Keys or Student ID – This includes the possession of unauthorized keys (including possession of room keys/cards not issued to holder). Students are reminded that keys/ID cards are not to be given to anyone else for any reason. (Level 1, 2, or 3)

21. Vandalism – This includes the willful intent of destruction, defacement, or damage or attempted damage to property belonging to the college or any member of the college community or guest, including, but not limited to: defacing structures, bulletin boards, equipment and facilities; parking/driving on grass and sidewalks; tampering with or damaging vending machines; tampering with or damaging laundry units; grinding or rail sliding with skates or skateboards; littering; and removing window screens. (Level 1, 2, or 3)

22. Violation of any Federal, State, or Local Law – This includes any Federal, State, or Local law not specifically covered in the Code of Student Conduct or College policies. For violations that involve local, state, and/or federal law, conduct decisions and sanctions issued by NC Wesleyan College are separate and distinct from any legal action taken by the courts. As the NC Wesleyan College Conduct system operates under the guidelines of ‘clear and convincing evidence’ (see Conduct Procedure: Evidence), it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the NC Wesleyan College Conduct system. (Level 1, 2, or 3)

23. Weapons

23.1 Lethal Weapons Possession/Use – This includes the possession or use of weapons, including but not limited to explosives; firearms and/or ammunition; knives, to include bowie knives, switchblades, daggers, lock-blade knives, knives that can be opened with one hand, are spring-loaded, can be opened with a throwing action, or knives with an overall length of 4 or more inches when unfolded; martial arts weapons; bows and arrows; straight razors and box cutters; brass knuckles, any implement capable of inflicting serious bodily injury, or dangerous chemicals are prohibited on the College premises, including in one’s room, on one’s person, in personal belongings, or in one’s vehicle. Federal and state laws regarding weapons and firearms will be observed and enforced. (Level 3)

23.2 Non-Lethal Weapons – Possession/Use – This includes the possession or use of projectiles that may result in direct or indirect injury. This may include but is not limited to: slingshots of all types, water balloons, water guns, paintball guns, slingshots, air soft guns, TASERS, etc. Pepper spray/mace is permitted as a tool for safety. However, if used in an offensive manner/not in self-defense, it is considered a non-lethal weapon subject to this policy. (Level 2 or 3)

Any student found responsible for violating one or more of the following policies is subject to the outcomes listed in the Student Conduct Process: Conference Outcomes section below.

Additional Policy Considerations

Residence Halls and Rooms

Students are responsible for all activities taking place in their residence hall room, whether they are present or not. They are responsible for any items found in the room, whether they are present or not. Also, a student who is a guest in another room is responsible for the items present and activities that occur in the room where they are present. Therefore it is incumbent upon each student to be aware of his/her surroundings to ensure he/she is not a party to any violations.

Social Media

Social media sites can be effective tools for exchanging information. NC Wesleyan College embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U. S. Constitution and the state Constitution. However, any online behavior which is brought to the attention of any College official that violates the College's Code of Student Conduct may be addressed under the Code. Students should remember that any information or behavior exhibited or shared on social media sites could affect membership in clubs, organizations, and work study positions on campus, as well as internships and jobs outside of NC Wesleyan College.

Solicitation

Solicitation of employees and students on NC Wesleyan College premises by or on behalf of any business, club, society, or organization is strictly prohibited. This prohibition applies to employees, students, and those not affiliated with the College, and covers solicitation of any form, whether for membership, subscriptions, sales, or any payment of money. Students may not operate any business, licensed or otherwise, from any location on campus, including a residence hall room or vehicles. Limited exceptions may be granted by submitting a formal request stating the organization, contact person, reason for solicitation, and methods of solicitation employed to the Office of Student Affairs. Students should immediately report any solicitation to the Office of Student Affairs.

Student clubs and organizations may schedule programs involving fundraising with the consent of the Office of Student Activities and must follow solicitation protocols as provided by that office.

Addendum – Health Safety Code

This addendum to the Code of Student Conduct is in response to the current public health emergency and is intended to increase education, safety, and accountability among students and student organizations. This addendum is effective August 3, 2020 and will remain in effect until further notice. Any revisions to this addendum will be communicated to North Carolina Wesleyan students, faculty, and staff through email notice, and said notice will be sufficient to constitute notice of such revisions.

Scope/Intent

As members of the North Carolina Wesleyan College community, students are called upon to demonstrate empathy and respect toward fellow peers, faculty, staff, and every other member of this community. Due to the potential health risks associated with the COVID-19 pandemic, we must be individually and collectively vigilant in protecting one another. We call upon all members of the community to put others first and respect the health and safety of others as they would respect their own.

We must act out of an abundance of caution to protect the health of others, as we do not know the fears, responsibilities, or challenges they may face. Together, by being Wesleyan Wise, we can encourage and support one another, creating a campus environment where all members are valued.

This addendum to the Code of Student Conduct governs the behavior of students. The jurisdiction of the Student Conduct Code, including this addendum, extends into virtual classrooms, meetings, and on and off-campus activities.

Public Health Policies - Non-Compliance

Students must comply with all College policies, protocols, and expectations related to our response to the pandemic. These policies and protocols may address the use of personal protective equipment, social

distancing, quarantine and isolation requirements, timely response to College Officials related to health safety protocols and other protocols as recommended by local, state, and federal health agencies. These policies and protocols are found in [Wesleyan Wise: Reopening Plan for Fall 2020](#). This document includes the various operational phases in which the College may operate at any given time, and the College's current operational phase can be found at the top of the website homepage (www.ncwc.edu). ***Students are encouraged to visit the website to view this document frequently, as the policies and protocols are subject to revision at any time.*** Notification of changes to the policies or protocols or to the College's operational phase will be community to the College community via email. Violations of these policies and protocols will be reported and handled through the student conduct process in the Office of the Dean of Students.

This addendum to the Code of Student Conduct governs the behavior of students. The jurisdiction of the Student Conduct Code, including this addendum, extends into virtual classrooms, meetings, and on and off-campus activities.

Any situation where a student's conduct may present a danger or threat to the health or safety of themselves or others may result in immediate interim action, including transfer to online-only learning environments (where available), removal from housing, suspension or expulsion, or other sanctions.

Quarantine or Isolation Policy

Students who are suspected or confirmed to have COVID-19 or any condition requiring quarantine or isolation and who have been instructed to isolate by a public health official or health care provider, including the College's Director of Health Services, must comply with those instructions. Students must remain in isolation until they receive clearance from their medical provider, public health official, or College Director of Health Services. Students who have been advised to quarantine by a public health official or health care provider, including the College's Director of Health Services themselves as a result of a potential exposure to COVID-19 must comply with this recommendation. The duration of and release from isolation and quarantine will be determined by the College's Director of Health Services in conjunction with CDC and Nash County Health Department guidelines.

Those in violation of isolation or quarantine requirements will be subject to sanctions through the Student Code of Conduct process, including removal from campus housing, and/or suspension or expulsion.

Social Gatherings

NC Executive orders place limitations on the number of individuals permitted to gather in indoor and outdoor spaces. These prohibitions on mass gatherings apply to social events held both on and off campus. Students are allowed to gather for social purposes, so long as they do not exceed the mass gathering limits as dictated by current Executive Orders. Students gathering for social purposes must continue to abide by social distancing requirements and wear face coverings. When then-current Executive Orders and the College's policies and protocols are not in agreement, the College's policy will prevail.

Failure to Comply

Students and student organizations must comply with all College policies and protocols implemented in response to the pandemic and that pertain to student conduct on and off campus. Examples include but are not limited to face covering requirements, social distancing, traffic flow signage, expectations for daily symptom screenings, and expectations for immediate response to and compliance with directives of the Director of Health Services and other College officials relative to health safety protocols. Failure to comply with these policies and protocols and to reasonable requests of College employees, including Campus

Security Officers and food service staff, will result in sanctions through the Student Code of Conduct process.

Student Conduct Process

All students alleged to have violated public health policies and protocols have the rights outlined in the Code of Student Conduct. The conduct system at NC Wesleyan College is based on educational opportunities and restorative justice, with the safety and care of the individual and the community as its end goal. The conduct process and sanctions are based in this framework.

Because of the urgency and safety concerns with public health in a pandemic, the process for resolving cases that pertain to conduct covered in this addendum will be addressed as follows:

- Upon receipt of a report, the alleged student will receive written notice from the Dean of Students Office detailing the allegations of behavioral concerns along with a hearing date/time.
- The student must make all possible accommodations to make their scheduled hearing time.
- Alleged conduct violations related to public health emergencies may be heard in a virtual conference meeting. All violations of this addendum, including those which may result in suspension or expulsion, will be addressed in an Administrative Hearing.
- If a student is found responsible, sanctions will be effective immediately. Students will have the right to appeal as outlined in the Code of Student Conduct.

Repeated, deliberate, and/or severe violations of policies related to public health, as determined through the Student Code of Conduct process, may result in sanctions as outlined in the Student Conduct Process, including monetary fines, removal from campus housing, suspension, or expulsion.

The Dean of Students or designee may impose immediate removal from campus housing and/or campus, without prior notice if, in the determination of the Dean or designee, there is a need to protect the safety and well-being of the campus population.

STUDENT CONDUCT PROCESS

Purpose

The students of the College assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College recognizes that people do not always make the best decisions. As adults and responsible citizens, we are responsible for the decisions we make and the consequences of those decisions, whether positive or negative. The student conduct process is intended to give students the best opportunity to learn from their decisions and resultant actions which may have violated College policy. The purpose of the student conduct process is to educate, not punish. The College believes learning takes place throughout the campus and during every part of a student's life. If a student's behavior violates College policy, that experience provides an opportunity for the student to understand and accept the consequences for his/her actions, reflect on how he/she made decisions that lead to those actions, and determine how he/she will learn and grow from the experience. The student conduct process facilitates this learning process. The College takes an advocacy and accountability approach – we will advocate for students throughout the process while holding them accountable for their actions.

Every member of the NC Wesleyan College community deserves respect, safety, security, and freedom from undue distractions in the pursuit of education and participation in college and social activities. To this end, the student conduct process will address issues of student conduct and behavior that may be harmful or disturbing to other students, college personnel, or college and community property.

It is the intent of the student conduct process to handle each violation of the Code of Student Conduct in an individual manner. The system is designed to treat each student fairly and consistently, while acknowledging that each situation is different and similar violations may require different outcomes.

Student Conduct Process

The student conduct process includes several phases and is directed out of the Office of the Dean of Students. The phases described below are general descriptions of a typical process and not inclusive of every case, as each case is unique. The typical phases in the process are: the complaint; an investigation; notice of charges and summons given for hearing; and notice of findings and conference outcomes. A case is considered closed if the respondent is found “not responsible” of all violations or when all educational sanctions are complete.

Complaint/Filing a Report

Any member of the college community may file a complaint against a student for violations of the Code of Student Conduct. Complaints must be made in writing and submitted to the Dean of Students. A report created by Student Affairs staff (Assistant Directors, Resident Advisors, Community Directors) or Campus Security will be considered a complaint. Any complaint should be submitted as soon as possible after the event takes place.

Investigation

Upon receipt of the complaint, the Dean of Students may conduct an investigation to determine if there is a reasonable suspicion of any violations of policy by the respondent(s). This may include questioning students, gathering statements, reviewing evidence, or interviewing witnesses. Campus Safety may also assist in investigations where appropriate. If it is determined there is a reasonable suspicion of a policy violation, the Dean of Students or designee will determine possible policy violations and assign the complaint to be heard by the most appropriate conduct body. If deemed appropriate, the Dean of Students may decide to use alternative measures to the conduct process to resolve complaints. (See Alternative Measures to the Conduct Process).

Notice of Charges and Conference

The respondent (the student alleged to have violated the code) will receive notification of the date and time for the student to meet with the conduct body for the conference. This notification will be sent at least 24 hours prior to the conference and will be communicated via campus email. Students are strongly encouraged to check their email daily.

NOTE: At the time of the conference, if a student is not enrolled (taking classes) in the College, conferences may still be conducted and students requested to participate. This includes when a student withdraws from the college prior to the completion of the Student Conduct Process.

If a conference cannot be conducted or the Dean of Students decides to defer the conference, the respondent's Student Conduct Record will reflect the pending conduct violation. The respondent will be required to have the case resolved through the Student Conduct process prior to readmission to the College. Additionally, this information may be communicated to other schools that the respondent is considering attending when records are requested and authorized to be released.

Summary Resolution

Summary resolution occurs when the respondent accepts responsibility for all alleged violations and resultant conduct status and sanction(s) as determined by the Dean of Students or designee. This acceptance must be either in writing and signed by the student or received directly from the student's campus email account. The respondent would have a meeting with a Student Affairs staff member to have an educational conversation about the incident and discuss the outcomes that would be assigned to the student.

Conduct Conference

There are two types of conduct conferences: an administrative conference and a College Honor Board conference (see *Conduct Bodies and Conferences* for descriptions). The conference will consist of the respondent, the complainant, the conduct body, and any relevant witnesses. Most often, the incident report initiated by a college official will stand as his/her statement, but there may be other witnesses that the conduct body deems appropriate and relevant. Respondents will have an opportunity to make a statement to the conduct body and to question any witness. Questioning will be halted if it becomes abusive or repetitive. In conferences involving more than one respondent, the conduct body may permit the conferences concerning each respondent to be conducted either separately or jointly.

NOTE: The respondent may bypass the conference by accepting *Summary Resolution*.

When an organization reportedly violates conduct standards, the allegation(s) shall be investigated by the DOS or his/her designee. The President and Advisor 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 'respondent' 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.

Evidence

The standard of proof used by NC Wesleyan College for proving violations is by 'clear and convincing' evidence. This means that the evidence presented must prove that the contention (allegation) is substantially more likely to be true than that it is to be not true. A student's prior conduct record is not considered when determining responsibility. However, it is considered in determining educational sanctions and conduct status for students found responsible for a violation.

Notification of Findings and Conference Outcome

Respondents will receive written notification of the outcome of the conference and of educational sanctions and conduct status (if any). In addition to written notification, an in-person or phone meeting may take

place to deliver the outcome. Parents/guardians of dependent students* receive written notification of the outcome via mail if there is a finding of responsibility.

Complainants or victims of a crime of violence or a non-forcible sex offense are allowed by law to request (in writing) and receive notification of a conference outcome for any conduct proceeding against a student who is the alleged perpetrator of such crime or offense. If the victim is deceased, this information will be provided, upon request, to the next of kin of the alleged victim.

**Dependency is determined by the Office of Financial Aid.*

Conduct Bodies and Hearings

A respondent who challenges an alleged violation will have one of two types of conferences. The type of conference the respondent has depends on the severity of the possible outcome if they are found responsible. The conduct body, which may be an individual or group of individuals, are trained in the conduct policies and process and believe in the educational value of the conduct process. Conferences are designed to determine what was more likely than not to happen during an incident as well as help those involved learn and grow from the incident.

Conduct bodies include professional Residence Life staff, the Dean of Students or designee, and the College Honor Board.

Administrative Conference

The administrative conference occurs when the respondent wishes to challenge one or more alleged violation(s) but is not facing suspension or expulsion as a possible outcome if found responsible.

- The conduct body is typically a single college administrator who has been trained in the student conduct policies and process.
- The conduct body will conduct a conference to determine responsibility.
- A student is not required to attend the conference, but is strongly encouraged to do so. If the student does not attend, the conference will be conducted in absentia and decisions will be based on all available information. It is a student's responsibility to regularly check his/her campus email account, and therefore a student who misses a conference because they did not read their notice will not be excused for missing the conference.
- The conference is intended to be educational and may include a conversation on how the student is doing in classes, activities, in the residence halls, and life in general. Though these factors may not determine if the respondent is responsible, it will help the conduct body and respondent understand the full impact the incident has had on them and the community.
- The respondent will have the opportunity to discuss his/her perspective on the incident, accept or not accept responsibility for each alleged violation, and ask and answer questions about the incident.
- A respondent may present witnesses or statements from witnesses. If the respondent has witnesses, they should alert the conduct body no later than one (1) business day before the conference and have the witnesses provide written statements to the conduct body prior to the conference. (see *Witnesses*)
- The respondent may have an advisor present during the conference. (see *Conduct Conference Advisor*)

- Following the conduct conference, the conduct body will decide if the respondent is responsible or not responsible for each violation. If responsible, the conduct body will assign appropriate outcomes. (see *Conference Outcome*)

College Honor Board Conference

The College Honor Board meets when the respondent wishes to challenge one or more alleged violation(s) AND the outcome for responsibility could result in suspension or expulsion from the college. All College Honor Board conferences are recorded.

When time constraints make convening the College Honor Board impractical (i.e. beginning and end of the semester, Summer Sessions, etc.), these cases will be heard by one or more trained administrator(s) selected by or including the Dean of Students. Cases that involve violations of the Sexual and Gender Discrimination, Harassment, and Misconduct Policy will be addressed per the process outlined in the Sexual and Gender Discrimination, Harassment, and Misconduct Policy (Title IX Policy).

The following describes the College Honor Board:

- College Honor Board members are College students, faculty, and staff trained in the student conduct policies and process. Members are volunteers and will be selected by the Dean of Students. Each member is appointed for a one-year term and may be reappointed for subsequent years.
- When a College Honor Board conference is necessary, five (5) College Honor Board members will comprise the College Honor Board for that conference. These members are selected by the Dean of Students based on available members. At least two of the Honor Board members must be students.
- The Dean of Students will appoint one member to serve as the Chair for each conference. The Chair will fully participate in that conference with the additional responsibilities to conduct the conference, maintain order, and adhere to the student conduct process during the conference. The Chair will also call for and collect the votes of each member during the deliberation process.
- Each member of the College Honor Board in the conference will have one vote, including the Chair.
- Although consensus on all decisions is preferred, the decision of the College Honor Board shall be by majority vote.
- Members who believe they have a conflict of interest in a case they have been assigned to hear should notify the Dean of Students of that conflict in order to be replaced by another board member. A member who knows a respondent, claimant, or witness, or who may have general knowledge of the incident does not necessarily have a conflict of interest with the case. A member must decide if he or she is able to be fair and impartial when listening to the evidence of the case and making a decision on responsibility.
- The Dean of Students will serve as the administrator for the conference. This person may be present during the conference and deliberations. Their role may include, but not limited to; setting up the conference space; directing witnesses when to enter the conference; maintaining recording equipment; answering questions which clarify policies and procedures; and helping facilitate deliberations. The administrator does not have a vote nor do they share information with the board members which is known to him/her of the student or the case which was not presented during the conference for the purpose of deciding responsibility. The administrator may share information on the respondent's conduct history, academic record, and other relevant information when/if deliberations on appropriate educational sanctions and conduct status is taking place.

The following is an example of the process during a College Honor Board conference. As each case is unique, each conference's process may differ:

1. The Chair calls the conference to order; reminds all persons of the confidentiality requirements; notes the day, date, and time of the conference; and informs participants that the conference is being recorded.
2. The Chair will introduce all participants, including the Dean of Students.
3. The Chair will ask the respondent(s) if s/he has any challenge to the objectivity of any member of the College Honor Board. If so, the respondent must state the reason for the challenge. The board will then meet privately to consider the challenge and determine whether the member should be excused from the conference. A respondent whose challenge is successful is, by action, waiving his/her right to an Honor Board Conference with the full five-member panel.
3. The Chair will inquire if the respondent has read all reports associated with this case (the report is included in the Notice of Charges and Conference).
4. The Chair will state alleged violations of the Code of Conduct. Respondent is allowed to agree or disagree regarding responsibility for violation(s).
5. The Chair recognizes the complainant(s) and allows each complainant to make an opening statement (statements should be related to the incident). If the College issued the complaint, the investigative report will stand as evidence. The investigator will stand in the role of complainant and will be on hand to answer questions from both the respondent and the Honor Board.
6. The Chair recognizes the respondent and allows the respondent(s) to make an opening statement (statements should be a summary of information/evidence the respondent will present).
8. The College Honor Board members may question the complainant and respondent.
9. Witnesses, if any are brought into the conference individually to present their statements. The complainant(s) and respondent(s) may present witnesses who have knowledge of the incident (see *Witnesses*). The College Honor Board members, the complainant(s), and respondent(s) may ask questions of each witness. Each witness is dismissed after questions are completed.
10. The complainant(s) may make a closing statement.
11. The respondent(s) may make a closing statement.
12. The College Honor Board members may ask any final questions.
13. The Chair will end the conference and the respondent(s), complainant(s), and advisors will be dismissed. The administrator will meet briefly with each respondent and complainant to set up a time to deliver the outcome.
14. The College Honor Board members will enter closed deliberations for its decision. The College Honor Board's deliberations are closed and deliberations are not recorded.

Conference Outcomes

A student found responsible for a violation of a policy will be assigned a conduct status and educational sanction(s) by the conduct body. Additionally, notification of the outcome will be given to appropriate individuals as described below. Each student's case is decided based on its own merit and the conduct body has the authority to adjust a status and/or sanction under extenuating circumstances.

For violations that involve local, state, and/or federal law, conduct decisions and outcomes issued by NC Wesleyan College are separate and distinct from any legal action taken by the courts. As the NC Wesleyan College Conduct system operates under the guidelines of 'clear and convincing' evidence (see Student

Conduct Process: Evidence), it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the NC Wesleyan College student conduct process.

Conduct Status

The following are each considered a conduct status, from least severe (Written Warning) to most severe (Expulsion). A student found responsible for violating a policy will be placed on one status. A student may be placed on any status regardless of his/her previous conduct history, or lack thereof, and which is the most appropriate status in relation to the policy found responsible for violating. Being found responsible for a subsequent violation may result in being placed on a more severe status. A Conduct Status may be appealed in accordance with the Appeal process outlined in the Student Conduct Process section.

1. **Written Warning:** Written warnings are issued to warn students that further misconduct may result in more severe conduct status or higher level educational sanctions. Since a student's conduct history is cumulative, a student who is on a Written Warning status and allegedly violates the Code of Student Conduct may have the violation handled as if it were a higher level than listed in the Code of Student Conduct (i.e. a second Level 1 Alcoholic Beverages violation may be handled like a Level 2 case). Written Warnings are in place for an indefinite amount of time. (Level 1)
2. **Conduct Probation:** Conduct probation may be issued for any violation of college policy. Conduct probation is for a specified period of time. Any violation that occurs during this probationary period will result in a more severe sanction up to and including separation from the college. (Level 2 or Level 3)
3. **Suspension/Deferred Suspension:** Suspension indicates a separation of a student from the College for a specified time, after which the student may apply for readmission to the College. The effective start and end date of the suspension is determined by the conduct body. The student will be eligible to apply for readmission and be re-enrolled after the end date. Applications for readmission are not guaranteed. If a suspension is put in place immediately, the student is typically given 24 hours to remove themselves and their belongings from campus housing, unless the Dean of Students or designee deems that the student's presence on campus during that time would be detrimental to the student or campus community. The student is expected to take care of financial and academic matters as well as personal belongings during that time. A suspension may also be deferred until a later date, typically the day after the last day of the current semester. The conduct body may determine that the student's conduct was severe enough to warrant a separation from the college, but there are mitigating circumstances to allow the student to continue being enrolled for the current semester. A student on Deferred Suspension may attend classes, activities, and events on campus (unless additional sanctions limiting participation are assigned by the conduct body). If a student is found responsible for violating College policy while on Deferred Suspension, he/she will be immediately suspended (or expelled, if decided by the conduct body) from the College. While on suspension, a student is considered *persona non grata* and may not be on NC Wesleyan College property or attend events sponsored by the College. A student not adhering to this *persona non grata* policy will face legal implications, including arrest. The student is considered *persona non grata* until he/she re-enrolls in the College. (see *Trespass - persona non grata*)
4. **Expulsion:** Expulsion is the permanent separation of the student from the College and its premises. It is the most severe status that the college imposes. An expulsion is effective immediately upon communication to the student. At the time of expulsion, the student is given up to 24 hours to remove themselves and their belongings from campus housing, as deemed appropriate by the Dean of Students or designee. The student is expected to take care of financial and academic matters as well as personal belongings during that time. An expelled student is considered *persona non grata* and no longer allowed to be on NC Wesleyan College

property or attend events sponsored by the College. A student not adhering to this persona non grata policy will face legal implications, including arrest. The student is considered persona non grata until he/she re-enrolls in the College. (see *Trespass - persona non grata*)

Suspension/Expulsion at NC Wesleyan College: There are multiple reasons which could lead to a student being separated from NC Wesleyan College. If any of the following apply, a suspension or expulsion could occur:

- Being found responsible for a Level 3 violation;
- Being found responsible for multiple violations in one incident or over the course of several incidents; and/or,
- Failure to comply with an educational sanction by the due date.

Educational Sanctions

The following are possible sanctions that correspond to the three levels of student conduct violations at NC Wesleyan College.

- Counseling Referral: A counseling assessment may be required in an effort to help the student address issues he/she may be facing. The student may utilize counseling services available at NC Wesleyan College or, at the student's own expense, through other licensed mental health care professionals. Proper release paperwork must be signed by the student to allow the Office of Student Affairs to verify the assessment has taken place. The counselor may recommend further sessions with the student and it is the choice of the student whether they continue with those services. (Level 1, 2, or 3)
- Education Module: The College offers several educational workshops that aim at educating students about certain topics, including conflict management, anger issues, and decision making. (Level 1, 2, or 3)
- Loss of Privileges: A student may forfeit certain privileges for a specified amount of time due to a failure to properly utilize those privileges. Examples of privileges include but are not limited to: housing, visitation; parking; participating in campus activities, intramurals, athletic events; and utilizing campus facilities. Students should note that there are no refunds or pro-ration of charges for lost privileges due to a student conduct action. (Level 2 or 3)
- Fines: When appropriate, monetary fines may be issued. Financial aid may not be used to pay fines. (Level 1, 2, or 3)
- 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. Any restitution assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid restitution is subject to collections as allowed by law. Students should note that financial aid cannot be used to pay restitution assessed due to a student conduct action. (Level 1, 2, or 3)
- Restorative Justice: A restorative justice experience will focus on restoring to the victim what was taken and/or repairing harm imposed on a community. The victim could be an entire community or specific students, staff or faculty. Examples of restorative justice include restorative justice circle (discussion between the student and victims), community service related to nature of the incident (up to 40 hours), presenting a program related to the nature of the incident, establishing a mentoring relationship with a faculty or staff member, or shadowing staff/faculty during specified activities. (Level 1, 2, or 3)
- Written Reflection: This sanction may be imposed on a student with an expectation that the student will take time to reflect on their choices and the consequences associated with those choices through written reflection. (Level 1, 2, or 3)

Notification

In the event a student is found responsible for violating a policy, the following people could be notified: Parents/Guardians (dependent students only), Academic Advisor, professional Residence Life staff (residential students only), and other need-to-know NC Wesleyan College faculty and staff. Notification is not considered a sanction and is not grounds for appeal as outlined in the Student Conduct Process.

Student's Rights in the Conduct Process

The following are rights each student has during the conduct process; they are neither inclusive nor absolute. In each case, the student is responsible for invoking each right and following the policies and procedures outlined. A student's failure to use one or all of these rights does not constitute a deviation of the student conduct process. These rights are designed to help the student through the process and assist the conduct body and College make the best decision in each case.

Accommodations

The conduct body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the conference by providing separate facilities, and/or by permitting participation by telephone, skype, video conferencing, videotape, audio tape, written statement, or other means as determined appropriate in the judgment of the Dean of Students or designee. If a student participating in the conduct conference requires reasonable accommodations under the Americans with Disabilities Act, they should notify the Dean of Students in a reasonable timeframe after receiving notification of the conference date and time and prior to the start of the conference. All attempts will be made to make reasonable accommodations.

Appeal Process

Both the complainant and the respondent have the right to appeal any decision made by the conduct body. In order for an appeal to be considered, it must first meet one of the following criteria:

1. Information is now available that was not available at the time of the initial decision.
 2. A procedural error occurred during the student conduct process.
- Dissatisfaction with the outcome of the conference is not acceptable as the basis for an appeal.

Appeals:

- Must be in writing and submitted via the respondent's campus email account to the Dean of Students.
- Students must file the written appeal within two (2) business days from the date of the decision (i.e. the decision was delivered on Thursday, the appeal must be received no later than the following Monday, assuming a normal business week).
- Appeals must state the criteria used for the basis of the appeal and provide relevant information/documentation to support the appeal.

For appeals of decisions made as a result of an administrative conference:

- The Dean of Students shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Dean of Students shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the Dean of Students will deliver a decision within two (2) business days in writing via email to the student.
- In cases where the Dean of Students has a conflict of interest, the President will review the appeal.

For appeals of decisions made as a result of a College Honor Board conference or decisions that resulted in suspension or expulsion:

- The Dean of Students shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Dean of Students shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the Dean of Students will convene the College Review Board.

The members of the College Review Board shall be appointed annually by the Dean of Students and shall be composed of faculty and staff representatives. At least three appointed members of the College Review Board are required for a quorum to decide appeals. The Dean of Students shall serve as a non-voting chair of the Committee.

The College Review board could elect to have a representative from the Office of Student Affairs present to present findings from the conduct body.

- The College Review Board shall meet within three (3) business days to consider and decide on the appeal.
- The College Review Board shall consider all documentation and information from all applicable sources in reaching their decision.
- The College Review Board will not re-hear the case, but will use available information to determine if the appeal has merit.
- A decision to grant an appeal shall be on the basis of a consensus.
- Upon reaching a decision, the Dean of Students shall notify the student and applicable offices of the decision via email within two (2) business days.
- The decision of the College Review Board is final.

The College Review Board, upon deliberation of the appeal, may take any of the following actions:

1. Affirm the decision(s) and sanction(s) of the Honor Board in their entirety.
2. Affirm the decision(s) but amend the conduct status and/or sanction(s) imposed by the Honor Board to a lesser conduct status or sanction(s).
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 conference.

4. Overturn the decision of the College Honor Board and remove the Conduct Status and/or sanctions imposed if it determines the new evidence that was not available at the time of the initial conference would exonerate the appellant.

The President shall at all times have and retain the authority to overturn any decision rendered through the student conduct process provided by this Code when, in her/his sole judgment, it is in the best interest of the College community.

Conduct Conference Advisor

Complainants and respondents are allowed to have a faculty or staff member or an actively enrolled NC Wesleyan College student serve as an advisor during the conduct conference. The advisor cannot have another role during the conduct conference (i.e. respondent, complainant, or witness). During the conference, the advisor will be seated next to the complainant or respondent they are advising. The respondent/complainant and advisor may speak quietly to each other during the conference; however, the advisor may not ask questions to any other participants, including the conduct body, witnesses, other complainants, or other respondents. The advisor cannot speak for the respondent or complainant. Their primary role is to support the complainant or respondent. Parents/guardians and attorneys are not allowed to attend conduct conferences.

Witnesses

The complainant, the respondent, and the College may arrange for witnesses to present pertinent information at the conference. Witnesses must have pertinent, first-hand knowledge of the incident. As such, character witnesses are not allowed at any conference as they do not contribute to an understanding of the incident.

If the respondent or complainant has witnesses, they should:

- Provide the name and contact information for each witness and how they relate to the incident to the conduct body (Dean of Students for College Honor Board cases) at least one (1) business day prior to the conduct conference. The Conduct Body will try to arrange the attendance of witnesses who are members of the college community, if reasonably possible.
- Have each witness provide a written statement, either a signed handwritten letter or from their own campus email account. Statements should give a complete account of their knowledge of the incident. Statements should be submitted to the Conduct Body at least one (1) business day prior to the conduct conference.
- Ask each witness to be available from the start time of the conference through at least 30 minutes after for administrative conferences and one hour after for College Honor Board conferences. Students should not miss class to be a witness in a conference. During the conference, witnesses will provide information to and answer questions from the conduct body. Questions may be suggested by the respondent and/or complainant to be answered by each other or by other witnesses. These questions will be asked to the Chair or administrator and then relayed to the other participant, rather than to the witness directly. This method is used to preserve the educational tone of the conference and to avoid creation of an adversarial environment.

The college may also arrange to have witnesses' present information at the conference. Faculty and staff may be asked to be a witness during a conference, but their obligations may not allow the time to attend the conference. Written statements will be accepted from faculty and staff in these cases. A staff member involved in the investigation of an incident may use the report they submitted as their witness statement.

Alternative Measures to the Student Conduct Process

The Office of Student Affairs recognizes that there may be incidents when, in the best interests of those involved and/or the community, the formal Student Conduct Process may not be appropriate or necessary; however, the behavior and decisions of those involved should be addressed in order for all to learn and grow from the incident. In these cases, the following options are available to the Office of Student Affairs to address these concerns.

Amnesty

Students are encouraged to exercise their ethical responsibility to assist others who are in need, especially in emergencies. The amnesty policy encourages students to seek immediate medical assistance for themselves or others whenever there is a concern about extreme intoxication, alcohol poisoning, drug overdose, and/or sexual misconduct that threatens someone's health and safety.

When a student requests medical assistance (for self or someone else) because that individual has consumed too much alcohol or drugs and/or is at risk for being a victim of sexual misconduct, neither student will be subject to Student Conduct proceedings for the consumption. Amnesty does not preclude Student Conduct proceedings for other violations of College policy, nor does it protect intoxicated students from actions taken by local, state, or federal authorities, except where students may be protected by law. Additionally, A student who reports sexual misconduct will not be subject to conduct proceedings for his/her own personal consumption or possession of alcohol at or near the time of the incident, provided that the consumption or possession did not place the health and/or safety of any other person at risk or violate additional College policies. When seeking immediate medical attention, contact 911, then contact Campus Security at (252) 406-7928. First responders will determine the next steps in providing assistance, and Campus Security will report the name of the student needing attention and any students witnessing the incident to the Dean of Students for any follow-up deemed necessary by the Dean of Students.

When deemed appropriate, the amnesty policy is an option, not a requirement, for students involved in the incident. If a student decides to accept this option, in lieu of the student conduct process and following the receipt of the report by the Dean of Students, the following procedures will be implemented:

- Any student in the incident will be required to meet with the Dean of Students or his/her designee to discuss the incident. The Student Affairs Office will contact the student to arrange the meeting.
- Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of Counseling Services or designee for an informal alcohol/drug assessment. The student must complete the assessment and any resulting treatment or educational recommendations by a deadline specified by the Dean of Students in consultation with the Director of Counseling Services or designee.
- The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or designee to communicate with the Dean of Students. This release will be limited as to protect the student's confidentiality as much as possible. The student will be asked to give permission for the Director of Counseling Services or designee to disclose whether or not the assessment and any resulting recommendations have been completed.

- The failure of a student to attend the meeting with the Dean of Students and/or complete the assessment or resulting treatment or educational recommendations from the Counseling Center may result in a referral to the Dean of Students for further action.

Educational Conversations/Restorative Justice

In some instances, typically in first-time low-level violations, the Dean of Students or designee may attempt to resolve complaints and alleged violations of the Code of Student Conduct through Educational Conversations or Restorative Justice practices. These initial attempts at resolving issues would not be considered sanctions, as they would happen before any official process in the conduct system. Participation from all involved parties would be voluntary. If a resolution is successful, involved students would not have any violations or sanctions placed in their Student Conduct Record. However, if the Dean of Students determines that a resolution was not achieved or all parties do not wish to participate, the Dean of Students reserves the right to resolve any complaints through the most appropriate method.

Summary Actions Taken by the College

At times, the College may have to take actions to mitigate risks to individuals and/or the community. These actions are not considered outcomes or sanctions. Their issuance is not to be used as evidence during any conduct conference to determine a student's responsibility for violating a policy. Because of the possible impact on a student's status and accessibility to college resources and activities, each action is considered carefully before being implemented.

Temporary Removal from Campus

At the sole discretion of the Dean of Students or designee and to help ensure the safety and well-being of the College Community, the College may impose Temporary Removal from Campus for a student who is suspected of (1) violating the Code of Student Conduct and (2) the student's presence is viewed as a threat to the college community, property, and/or disrupting normal college functions. Student Conduct proceedings shall be scheduled as soon as practical following the temporary removal from campus.

A temporary removal from campus:

- Becomes immediately effective without prior notice;
- Means that the student is *persona non grata* (see *Trespass-persona non grata* below) and not allowed to be on property owned or controlled by NC Wesleyan College at any time until the case has been resolved through the Student Conduct Process or the accusation has been dismissed upon investigation. Exceptions may be granted by authority of the Dean of Students. The student is permitted to return to campus for the purpose of participating in a student conduct conference;
- Means a student shall be ineligible to attend classes. The student may contact his/her instructors via email/telephone to request assignments during this period;
- Is not an outcome of the conduct process nor a conduct status. Due to the impact this action may have on a student's academics, the student's instructors will be notified as well as other need-to-know staff. To ensure the student's wellbeing during the temporary removal from campus, the student's parent/guardian, if a dependent, will be contacted;
- Shall not be used as evidence in any conduct conference;

- Is in effect until the Dean of Students or designee communicates otherwise or the student has had a conduct conference on the related matter.

No Contact Orders

The Dean of Students or designee may determine, either in her/his assessment of a situation or at the request of an individual, that two or more individuals should no longer have contact with each other in order to maintain a safe environment, promote civility, and for the general well-being for those individuals and/or the campus community. In those cases, a “No Contact Order” may be issued verbally and/or in writing between a student and other members of the NC Wesleyan College community, including others students, faculty, or staff.

A no contact order:

- Between students is always mutual, meaning both parties receive the same order.
- Between student(s) and faculty, staff or other nonstudents prohibits the student(s) from communicating with each other and with the specified faculty, staff or other nonstudents.
- Does not require agreement or even prior notice to either or all parties.
- Can be issued prior to or as a result of a conduct conference, or entirely outside of a student conduct process for a specified or unlimited duration of time.
- Prohibits all forms of communication between designated students or from designated student(s) to specified faculty, staff, or nonstudent(s), direct or indirect, written, electronic (including all forms of social media) or through a third party (i.e. friends, family).
- Are not similar to court imposed restraining orders and do not guarantee that designated parties will avoid sightings or passing interactions on the campus or in the local community.
- May restrict a student from parts of the campus where he/she would not have to engage in required academic activities.
- Does not become part of a student’s conduct record unless the student violates the order as determined through the student conduct process.
- Is not considered an outcome nor a conduct status.
- May not be used as evidence during a conduct conference, unless the alleged violation is failure to comply with the same “No Contact Order”.
- Is in effect until the Dean of Students or designee communicates otherwise. Students who are concerned about personal safety should contact Campus Security at 252-406-7928.

Trespassing (persona non grata)

As a private institution, NC Wesleyan College reserves the right to consider any individual persona non grata and issue a ‘no trespassing’ order to any person whose presence it deems unsuitable. Subsequent trespassing on NC Wesleyan College premises will result in legal action. All College property is private property.

Any student who is under suspension, expulsion, or whose enrollment has been terminated by

NC Wesleyan College for any student conduct or academic reason may not be present on College premises or at a College-sponsored event at any time during the period of suspension/expulsion without prior written approval from the Dean of Students or designee.

Any student who has been removed from the residence halls may not visit the residence halls or vicinity while in commuter status. Students violating these policies will be issued a trespassing warning and will further jeopardize their standing with the college.

Parent/Guardian Involvement

The College understands and values the unique and special relationship that can exist between parents/guardians and their students. The College desires to foster free and open communication with parents/guardians. Developmental and legal issues guide the College as it relates to communication and involvement with parents/guardians and students in resolving potential conflicts and situations. Any student enrolled in the college, regardless of age, is no longer considered a minor from an educational standpoint. The Family Educational Rights and Privacy Act (FERPA) clarifies and limits the amount of information a college is allowed to share with anyone, including parents/guardians, regarding any student.

During the course of a students' college experience, there is always the possibility of an incident occurring that requires intervention and decision-making by an appropriate college official.

NC Wesleyan College encourages parents/guardians to communicate with their students about their college experience in a healthy way, while realizing that this communication could be different than when the student was in high school. With any college experience, students see this as a way to gain more freedom. NC Wesleyan College would encourage parents/guardians hold regular conversations on academic course work, involvement in clubs and organizations, relationships with friends and roommates, and how they are enjoying their college experience. Additionally, NC Wesleyan College would encourage parents/guardians to talk with their student about what information is expected to be shared and what information can be distributed to them by the college.

NC Wesleyan College encourages parents/guardians to contact the college with any questions or concerns.

Student Conduct Records

Student conduct records are maintained in the Office of Student Affairs. The provisions of the Family Educational Rights and Privacy Act govern accessibility to these records. Student Conduct records are personal and confidential. Students may inspect their records during normal working hours. College officials who have professional justification for such information may also inspect these records. Students should also be aware that institutions to which they may apply typically request a conduct report on potential students to help determine whether or not to admit that student. The college does not provide copies of video or audio recordings of conduct conferences for students.

STUDENT COMPLAINT PROCESS

North Carolina Wesleyan College is a community with a special mission and is composed of diverse individuals. As a higher educational institution, North Carolina Wesleyan College encourages growth and

diversity in thought and appropriate communications. North Carolina Wesleyan College recognizes that issues (i.e. concerns, grievances, etc.) between students and faculty, staff, peers, and the College are possible. North Carolina Wesleyan College appreciates all individuals that voice issues, and it desires to provide an environment where all issues can be addressed.

In the event that a general or specific issue is submitted in writing by a student, it is the policy of North Carolina Wesleyan College to respond to the student in an appropriate and timely manner. It is also the policy of North Carolina Wesleyan College to provide an appeal procedure for all issues, concerns, and grievances.

North Carolina Wesleyan College assigns oversight for the listed area of responsibility to the individual designated below, and the designated individual is responsible for establishing written procedures which are to be published in appropriate documents.

1. Academic – Vice President for Academic Life
2. A.D.A – Accessibility Services Coordinator
3. Sexual Harassment – Title IX Coordinator
4. Non-Academic – Dean of Students

Non-Academic Complaint Procedure

Step 1: It is assumed that most general and specific student complaints can be resolved informally through dialogue between the student and the appropriate College personnel. Students are requested to make their grievance known immediately upon discovery so that College personnel can respond in a timely manner.

Step 2: On occasion, a student's grievance may be unresolved through informal discussion. When that happens, the student should submit the grievance, whether general or specific, in writing to the administrator who has jurisdiction over the department in which the incident occurred. The written grievance statement should include the following:

- a. The exact nature and details of the concern.
- b. The exact date, time, and place of the incident (if applicable).
- c. Names of all witnesses who have knowledge of the circumstances.
- d. All written documentation or evidence relevant to the concern.

The College Administrator receiving the written complaint will send a written response to the student within five (5) calendar days to acknowledge receipt of the complaint and provide the student with a projection of the time required to investigate the grievance and take whatever action is deemed appropriate. North Carolina Wesleyan College will attempt to resolve all general and specific complaints within 30 calendar days. If the grievance is with the College Administrator, the written complaint should be filed with the Administrator's supervisor.

Step 3: When a grievance is not resolved to the student's satisfaction, he/she may submit a written appeal to the Dean of Students. The written appeal should include the following:

- a. A copy of the original written complaint.
- b. A copy of the initial decision.

c. A detailed explanation of why the initial decision is unacceptable.

The Dean of Students will review the appeal, and may wish to meet with the student at his/her discretion. The Dean of Students will make a decision and respond to the student within 15 calendar days. When College Administrators need more than the allotted time to respond, the need will be communicated to the student, along with a reason for the need and the expected resolution date. The Dean of Students will assist the student in this process if the student is not sure how, or with whom, to file a grievance.

Process Summary:

Step 1: Directly discuss the issue with the appropriate individuals. If the grievance remains unresolved;

Step 2: File a written grievance with the individual who has jurisdiction over the department in which the grievance occurred. If the grievance remains unresolved;

Step 3: File a written appeal to the Dean of Students. The decision of the Dean of Students is final.

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.

HEALTH CENTER

The Health Center 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. Monday through Friday 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.

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. The department strives to be recreation leaders that connect, engage, and enhance the NC Wesleyan experience while fostering a sense of community by offering quality and inclusive recreation programs, services, and facilities that encourage healthy, active, lifestyles with a commitment to education, leadership, and student success. From quality facilities and a dynamic intramurals program to group fitness classes, the department has something for everyone.

Programs and Services

A. 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.

B. 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.

C. 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.

D. 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>.

Spiritual Life

Related by faith to The United Methodist Church, North Carolina Wesleyan College 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.

North Carolina Wesleyan is committed to the holistic growth of its students, and this includes spiritual growth. 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.

There are a number of religious life opportunities and services to assist students in their spiritual journey. Organized through the Office of the Chaplain in conjunction with the Office of Student Activities, these opportunities 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. More information about many of these opportunities is available in the College's events calendar, the Office of the Chaplain, and the Office of Student Activities.

Participation in spiritual life programs is voluntary, and we encourage you to explore the available opportunities as you continue your faith journey at North Carolina Wesleyan College.

SPlease contact our Chaplain, Dr. Barry Page Drum for more information. Dr. Drum can be reached at 252-985-5223, at bpdrum@ncwc.edu or by visiting him in his office in the Leon Russell Chapel.

Current religious life groups, which meet weekly include:

3W College Ministry

God which produces Worship through relationship with Christ & Works based in faith! In addition to various events throughout the year, we meet once a week for in-depth teaching and open conversations that are real and relevant for everyone!

Covenant Campus Ministries

Covenant Campus Ministries 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.

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.

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.

Wesleyan is also very proud of our award winning, Gospel Choir, **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!!!

"There is an **International Student Ministry** geared to the unique needs of Wesleyan's dynamic, growing population of international students.

Additionally, the baseball and football teams each have their own chaplains, who provide pregame messages and weekly Bible studies. The chaplains also attend several of the games each season.

The current pandemic has caused a temporary postponement of the weekly **Open Table** interdenominational service of Holy Communion in the chapel. Likewise, the new **Catholic** and **United Methodist** campus ministries will delay their opening until after the pandemic is over.

In keeping with our status as a loving, inclusive institution, students who are interested in establishing a new campus ministry are asked to contact the college chaplain Dr. Barry Page Drum at bpdrum@ncwc.edu or 252-985-5223, and he will cooperate with them to see that the various needs of our diverse community are met."

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 eight residence halls on campus as well as one off-campus residence hall and an off-campus townhome community. Petteway, Roberson, Pash, Collins, Boddie, Jin, Bradley, and Taylor Halls are all on campus while the Wesleyan Inn is located approximately 2 miles south of campus at 1921 N. Wesleyan Blvd. The Villas at Wesleyan townhomes are located across from the back of campus on Calloway Drive. Petteway, Collins, Roberson, Pash and the Wesleyan Inn house approximately 120 students each in double rooms. Boddie, Jin, Bradley and Taylor Halls house approximately 40 students each in single rooms. Wesleyan Inn houses approximately 130 students in double rooms and the Villas at Wesleyan house 80 students in a combination of single and double 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.** In an effort to provide a safe environment for all students, the college maintains the right to search the student's room and its contents, as well as any vehicle a student brings to campus for health and safety violations, including violations of the Student Code of Conduct.

Professional live-in staff members include two Assistant Directors of Residence Life and a Residence Life Coordinator who are supervised by a live-in Director of Residence Life. These professionals carry leadership roles for the overall department while also supervising the Resident Advisors (undergraduate paraprofessional staff members) and Desk Workers (Federal Work Study student employees), facilitating physical and programmatic needs for the living and learning environment, and assisting with conduct meetings. They each have an office adjacent to the first-floor lobbies in the building where they live (Collins, Roberson, Pash and Petteway Hall, respectively). Their general office hours are 9:30 a.m. – 4:00 p.m., Monday-Friday. Throughout the remainder of this section these staff members will be referred to as ADs.

These professionals share supervision of the Resident Advisors (undergraduate paraprofessional staff members), aid in facilitating the living and learning environment, assist in conduct 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 the residence halls from 8:00 p.m. - 8:00 a.m. 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 or Security as needed.

Community Leaders (CLs) and House Leaders (HLs) are also an important part of the Residence Life team as they are student leaders who have been nominated by their peers and approved by Residence Life to uphold the College's Code of Student Conduct and applicable Residence Hall Policies in each of the townhomes.

The Residence Life program is part of Student Affairs and is coordinated by the Dean of Students. The Dean directly supervises the Director of Residence life. Together, the Dean and Director provide leadership

to the Residence Life department and serve as liaisons with custodial and maintenance personnel, ensure proper health and safety standards of the halls, oversee the residence hall conduct system and direct the administrative functions of room selection and community/individual damage billing processes. The Dean and Director both have offices within the Student Affairs Office (Suite 111) in the Hardee's Building, which is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

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 & Housing Contract

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 60 credit hours and a minimum 2.75 GPA;
2. are married (copy of wedding certificate);
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 request for permission to live off campus. This form is available online at my.ncwc.edu. Any resident student who wishes to live off-campus for the next academic year must submit this form during the announced period. This is typically offered in early March during the housing selection process. Students should not sign a lease until they receive the email indicating their request to live off campus has been approved. Having signed a lease is not a qualification to be approved. A student would then be responsible for the campus housing charges and the lease, or would need to break the off campus lease. These would be at the expense of the student.

Late requests made after the end of the announced period are unlikely to be considered. Any student who submits a Housing Application requesting campus housing but later seeks to be approved to live off campus instead is unlikely to be approved as NCWC's occupancy planning is based on the number of campus housing applications received. This is also related to the fact that the Housing Application serves as the binding Housing Contract for the entire academic year once it is submitted with the request for campus housing indicated. As also related to this Housing Contract, requests to live off campus after a student has moved in will not be considered (this includes requests to move off campus in the middle of the academic year for the spring semester).

Traditional program students admitted to NCWC for the first time or those being readmitted must complete a housing application OR a request for permission to live off campus once they have deposited. These are

available online through my.ncwc.edu. Decisions are made typically in June and July, for the fall semester, and November and December for the spring semester.

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 Dean of Students (or) Director of Residence 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. Occupancy Requirements

Students assigned to a room are expected to occupy their assigned space at least 50% of the time. If staff finds that a student is not meeting this expectation, NC Wesleyan has the right to require the resident to move out without a refund of charges.

F. Housing Applications

Students enrolled in the traditional program must submit a completed housing application. The application inquiries 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.

G. 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 Pash, Collins, Boddie, Bradley, Jin, Taylor or the Wesleyan Inn. They can also compete for space in the Villas at Wesleyan townhomes during that community's group application process which is offered annually in March. 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. All rooms are offered on a first-come, first-served basis during the room selection process. Appointment times are created based on class year and GPA. Thus, those with the most seniority and best GPAs will have the earliest appointments and most

housing options to choose from. 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 Roberson 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 Pash 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.

H. Single/Private Rooms

Boddie, Bradley, Jin and Taylor Halls 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 opportunity to reserve 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 60 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 sex based on the date of his/her application, enrollment deposit and his/her willingness to pay the higher room rate.

I. 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.

J. 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 minimum \$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(s)
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 \$25.00 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 Director of 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/front door key during check-in. Some students may be issued additional keys/electronic key fobs for specified handicapped entries and other special situations. 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.

Typically students are charged \$135 for a regular lost room key and \$100 for loss of an electronic key fob.

However, in some situations the loss of a key can result in more significant community concerns that require additional corrective measures beyond what a typical lock change. As such, NCWC reserves the right to assess higher charges for lost keys when necessary to cover additional work involved for special situations. (As one example, students at the Villas at Wesleyan Townhomes are advised to expect a significantly increased cost due the measures necessary to maintain security in that community after a key is lost.) Students with electronic key cards at the Wesleyan Inn are also expected to maintain their key card. If those cards are lost the resident will be charged \$5 for the first replacement card and \$15 for the second replacement card within the same academic year. The charge will then continue to double from the last charge for any replacement cards needed beyond the 2nd within the same academic year.

It is considered a violation of the Code of Student Conduct and Standards for residents to give their key(s) for use by their roommate who has lost their key/key card, an unescorted student or visitor.

Any lost key charges 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 within six weeks after the conclusion of the semester. 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. Students who lock themselves out of their room and need assistance can call their Area Director's office, M-F between 10 a.m. and 4 p.m. Before or after these hours, or if the Area Director is not available at that time, 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 Director of Residence 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.

Email ResLife@ncwc.edu for the request form and additional policy information.

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. 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. Students will be charged full replacement cost for any furniture missing at the time of check-out. 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.

L. Appliances

Students are allowed to have only one (1) microwave (up to 700 watts) and one (1) refrigerator (up to 4.4 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. In many rooms students will find a surge protector with at least a 6' cord may be needed.

M. Personal Possessions

NCWC is not liable for personal possessions brought into the residence halls. Students are encouraged to purchase personal property insurance to cover these items. Further, all personal possessions must be kept within bedrooms as items left in any public spaces will be discarded (including bathrooms, hallways, lobbies, etc.).

N. 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.

O. Bicycles

Bicycles must be parked on the provided bicycle racks as they are not allowed inside any buildings. Students are strongly encouraged to secure bicycles with the use of a U style lock. Students must remove their bikes during the move-out process as any left behind will be removed and disposed of at the

conclusion of the academic year.

P. Prohibited Items

In addition to specific items named in other categories, the following and similar devices are banned from use or storage in the residence halls as well as all other campus locations: hover boards, drones, grills, or fireworks.

Q. 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 Dean of Students 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.

R. 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 sex 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. 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.

S. 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. All residents of the Townhouse units must sign in for guests staying overnight at the Villas.

- Only guests of the same sex 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.

T. 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.

U. Escort Policy

Residents are expected to escort their visitors at all times. Guests should be met at the building entrance and be 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.

V. 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. This begins at 8:00 p.m. on the last day of classes. 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.

W. 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.

X. 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. Inhalable CBD products, excluding smokable hemp, shall be handled under this policy whether obtained by prescription, over the counter or by other legal means or not. *All students are cautioned that because packaging states a product is legal or is CBD based does not necessarily mean that is a true statement.*

Y. 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.

Z. 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 on campus (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.

AA. 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.

BB. 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.

CC. 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.

DD. 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.

EE. 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, lava lamps, wax warmers, electric or kerosene heaters, deep fat cookers, George Foreman grills, crock pots, blenders, toasters or toaster ovens, halogen lamps, and extension cords. The only exception to this is that crock pots can be used within residence hall kitchens.

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.).

FF. 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.

GG. 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 Pash Halls- parking lot behind Pash Hall. Petteway and Roberson Halls- parking lot behind Roberson Hall. Boddie, Jin, Bradley, and Taylor Halls- parking lot in front of Jin, 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.

HH. Door Alarms

The doors at each end of the first floor in Petteway, Roberson, Pash, and Collins, and back doors in Boddie, Jin, Bradley, and Taylor 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.

II. 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.

JJ. 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.

KK. 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.

LL. Telephones

Phone service is not provided in the residence halls.

MM. 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 Business 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.

NN. 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 Suddenlink at (866) 229-8750 (choose option 1 – video). After reporting to Suddenlink, students are asked to also email helpdesk@ncwc.edu so that the NCWC Information Systems team can log and monitor resolution of the issue.

OO. 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.

PP. 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 AD. 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.

QQ. 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.

RR. 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.

SS. 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.

TT. 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 Safety in Regards to Admission

While the College desires to assist all eligible person the opportunity to attend NCWC in their pursuit of higher education, an individual's personal conduct can preclude that opportunity. NCWC will conduct a criminal background check on all applicants for admission. Applicants with charges OR convictions for crimes other than traffic citations may be denied admission or have their admission opportunity delayed until such charges have been appropriately disposed of in a court of law. Students are expected to answer honestly during their admission process and must declare any pending criminal charges, not just convictions, and must disclose all driving offenses and all pending charges.

1. Falsifying information on the application is grounds for denial of admission.
2. Applicants who are charged with any crime other than a traffic citation after the time of application are required to notify the Office of Admissions within 48 hours of receiving notice of the charge(s).
3. Accepted or admitted students who, at any time since their admittance, is charged with any crime other than a traffic citation are required to notify the Dean of Students within 48 hours of receiving

notice of the charge(s).

4. The applicant or admitted student must within 48 hours notify the department indicated above in writing of the final disposition in any such case.

The College reserves the right to delay or deny admission to any student whose charges could be an indicator of behavior that endangers others or is not in standing with the present code of student conduct. The Office of Admissions or the Director of Campus Safety may request a written explanation of any charges before making a final decision. Any decision by this body is not appealable except to dispute the charges or final disposition of the Court.

The College reserves the right to remove from campus housing, remove as a student or require on-line only enrollment, if available, any student whose charges the Dean of Students and the Department of Campus Safety believes could be an indicator of behavior that endangers others or is not in standing with the present code of student conduct. The Dean of Students or the Director of Campus Safety may ask for a written explanation as to any charges before making a final decision. Any decision made in regards to a current student shall follow the conduct process as detailed in the Student Handbook, including the right to appear before the College Honor Board and the right to appeal.

Failure for a returning student or a current student to abide by the standards set out in sections 3 or 4 above are grounds for action under the Student Code of Conduct.

The College, in its intent to act in the best interest of the College and the safety of the overall student body, may consider evidence and presumed facts in any criminal matter prior to any criminal proceedings or final court disposition. The College shall not be bound by any court decision in the criminal charges of any applicant for admission or current or returning student, unless this policy is found unlawful or unconditional by a State or Federal court of competent jurisdiction.

Campus Security

The Department of Campus Security (252) 406-7928 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.

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 Campus Safety. The office of the Director of Campus Safety is in the Hardees Student Building, room C across from the Bookstore. His number phone number is 252-985-5585.

A further explanation of the policies of NC Wesleyan College and the associated policy statements may be located at WWW.NCWC.EDU/SECURITY

A. Reporting of Emergencies or Criminal Acts

Any emergency or criminal act should be immediately reported to the appropriate College official. At Rocky Mount, including the Wesleyan Inn, to: the Security Office, Resident Life Staff, the Director of Campus Safety or the Student Affairs Office. Students' at all non-Rocky Mount ASPIRE sites should report incidents to the director or instructor of that location. ANY LIFE THREATENING EMERGENCY or CRIME IN PROGRESS should first be reported to 911. The College has placed 911 call towers throughout the main campus. They are colored Wesleyan Blue with the words "EMERGENCY" located on their side. There is a lit blue light on the top of each tower for quick location of these units. All members of the NCWC campus are notified by email each semester of the locations of the towers and the proper use of these for notifying 911 Emergency Operators of any emergency. Emergency and important phone numbers are posted throughout the College. Security or the College official will respond immediately to all calls for assistance. Matters requiring a continuing investigation are conducted by the Director of Campus Safety or the Student Affairs Office. As necessary, the College will call upon local law enforcement for further assistance. All serious misdemeanor crimes and all felony crimes will be reported to Rocky Mount Police Department unless the victim in the matter does not wish that they be notified. In any criminal matter any person may call local authorities as well as the above campus personnel to report any criminal or suspicious activity.

All crimes and suspicious activity should be reported to:

Campus Security 252-406-7928, Room 109 - Hardees Building (24 hrs. a day)
Director of Campus Safety - J. Wayne Sears 252-985-5585, Office D - Hardees Building
Dean of Students – Dr. Jason Modlin 252-985-5178, Suite 111, Hardees Building
Director for Residence Life - Steve Burrell 252-985-5564 Suite 111, Hardees Building
Assistant Director for Residence Life - Randi Mogul, 252-985-5115, 1st Floor Petteway Hall
Assistant Director for Residence Life - Janet Morrison, 252-985-5548 1st Floor Collins Hall
Residence Hall Coordinator –Nadine Verner, 252-985-5288, 1st Floor Roberson Hall

B. Jurisdiction

The Rocky Mount campus including the Wesleyan Inn are patrolled twenty-four hours a day by contract security personnel from United States Security Services (USSA). These personnel do not possess the powers of arrest. They do however are authorized to detain any subject under North Carolina State Statutes for certain circumstances. Contract security for the NCWC location at Goldsboro is provided by Sentry Security Services, Inc., 229 E. Walnut Street Goldsboro, NC 27533 (919) 736-7289. Contract security for the NCWC location at Durham, NC is Security Contracting Inc. (SCI), 421 Fayetteville Street, Suite 1100, Raleigh, NC 27601 Phone: (919)799-26777 www.SCI-US.org

During periods when traditional class are in session Rocky Mount Police Officers are hired during the evening hours. These hours are often expanded during special events like home coming and school authorized dances. These Officers have the full powers of arrest as granted by the State of North Carolina.

Often times our campuses and ASPIRE programs are visited or attended by Sheriffs, State Troopers, Probation and Parole Officers and City Police Officers. In most circumstances each of these individuals maintains the power of arrest through their office even when out of uniform and or off duty.

C. SECURITY PROGRAMS

Programs about security and related issues are offered throughout the academic year in the residence halls, orientation, speakers and forums and specifically through monthly “Bishop Safety Tips” from the Security Directors Office. During the first few weeks of each semester all members of the Wesleyan Family are strongly encouraged to watch video clips and emails sent from the Director of Campus Safety on campus safety, responding to incidents on campus, and use of the campus emergency response system “Blackboard Alert”, and the use of the 911 Emergency Call Towers located throughout campus.

D. SAFETY

Safety must be supported by individual interest, care, and involvement by all members of the academic community. Individuals take a great deal of responsibility in personal safety with the decisions they make. 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. All life threatening emergencies should be reported to 911 and then to the Security Office. 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 violations of policy requiring intervention on the part of Security may require a conference with the Dean of Students of 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 contracting students.

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.

E. Parking

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

1. All vehicles operated by staff, faculty and students that park on NCWC property 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. Decals may not be obstructed, obscured defaced or altered form their original format. If so they will be considered invalid.
5. 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.

6. Parking violations occurring on campus are investigated by Security and persons involved will be charged appropriately and fined.

7. All Students are advised that any vehicle registered with, or in the control of said student and brought onto the premise of NCWC or any premises under the control or lease of NCWC agree in advance and as a condition to bring any vehicle onto the property or lease of NCWC that NC Wesleyan College Officials and Security Officers may make reasonable warrantless searches in emergencies or to enforce appropriate regulations that further the educational mission of the institution including suspected violations of state law and or violations of the Student Handbook / Code of Conduct. 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.

Parking Rules and Regulations

- Parking is prohibited where indicated by sign or yellow, red or blue 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 and the issuance of a North Carolina Criminal Charge by local authorities.
- 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 Director of Campus Safety within 10 days of violation. After 10 days there is no appeal. His decision may be appealed to the Dean of Students, if desired, within 5 days. The Dean of Students decision is final.
 - 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 Director of Campus Safety (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. Photograph belongings.
 - 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.
 - Keep cars locked at all times.
- Do not store valuables in the car or trunk. Always be aware of the surroundings.
- Place valuable items (i.e., laptops, game system consoles and other electronic items) on homeowner's insurance policy.

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 Director of Campus Safety.

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, strengthened leadership skills, and the desire to make a difference on campus and in the community. Student Activities reflects 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 experience. The Office of Student Activities (OSA) staff members are available to help student leaders 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 programs.

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 (SEAT), the Director of Student Activities (DSA), the Cheer & Dance Coach, ROTC, Game Room, Cyber Lounge, and the WOW Café: American Grill & Wingery. The Hartness Center is opened Monday-Thursday from Noon to 11:00 p.m., Fridays till 10:00 PM, Saturdays 3:00 p.m. to 9:00 p.m., and Sundays 5:00 p.m. to 11:00 p.m.

Recharge Center

The Recharge Center is a large, multi-purpose, open room with several different spaces for students to congregate. The Recharge Center houses pool tables and ping-pong tables, a recharge station complete with four T.V.s charging ports, and seating for large groups. Along the east wall, there is a nook called "The Cove" with tables for playing card or board games, seating area, and eighty-inch T.V. The Second-floor houses the officers for Student Leadership groups as well as additional lounge spaces. Students, faculty/staff, or student groups can reserve the Recharge Center or individual lounge spaces for public or private events by contacting the D.S.A.

Recharge Room Hours:

5:00 p.m. - 11:00 p.m. Sundays

Noon - 11:00 p.m. Mondays thru Thursdays

Noon - 10:00 p.m. Friday

3:00 p.m. - 9:00 p.m. Saturdays

Recharge Center Rules

1. Smoking, use of tobacco, alcohol, or any illegal substance are prohibited in the building.
2. Do not sit on, lean, stand on, or move any game tables.
3. Do not move any furniture unless prior authorization has been granted by the D.S.A.
4. Do not prop pool sticks on walls, tables, etc. Lie them down when not in use.
5. Please clean up after yourself.
6. You must present and leave your school I.D. in order to check out equipment. You are responsible for the equipment while you have it checked out, and are liable for any damages that occur to the equipment while it is checked out under your I.D. card.
7. Abuse and/or damage to the facility or equipment may result in charges and/or loss of future Hartness Center privileges.
8. If you damage equipment, your I.D. will not be returned until an incident report has been filed

Hartness Lounges 1, 2, & 3

The Hartness Center is also equipped with three private and semi-private lounges that can be reserved by students, faculty/staff, and student groups. Lounge One is equipped with a projector screen, white board, and TV and is a great place for groups and classes to meet. Lounge two is a semi private room with a 75” TV, couches, table and chairs, and a built in XBOX One. The Hartness has its own login account that is accessible for all students with new release periodically downloaded. Lounge 3 is on the second floor and overlooks the Multi-Purpose Game room. It is also equipped with a TV, couches, and a gaming station as well.

The WOW Café: American Grill & Wingery

The WOW Café is an evening dining option located in the Hartness Student Center. The Café features all your favorites such as wings, burgers, salads and more.

Any questions about the Hartness Student Center may be directed to the D.S.A. at 252-454-1682.

Student Organizations & Greek Life

Student and Greek Organizations exist not only to allow students with common interests to gather but also to help student leaders develop as well-rounded individuals with skills that translate into various workplace environments. The O.S.A. works with student leaders in planning and executing social, educational, cultural programs through the medium of our Student Organizations. This model allows students to be driving force behind the development and implementation of the majority of our campus programming. The O.S.A. seeks to empower and guide student leaders for success by providing guidance and feedback while being held accountable to campus processes and procedures. Through this circular and continual process, we refer to as "Learn, Develop, and Engage," students leaders identify and grow their strengths through honest self-reflection and diligent practice.

ORGANIZATIONAL PRIVILEGES AND RESPONSIBILITIES

Freedom of Student and Greek Organizations

Freedom of action is granted to a registered student and Greek organization and 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 and Greek organizations should not assume that it rightfully may engage in any activity that is not explicitly restricted by the regulations.

In planning new activities, student and Greek 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 and Greek 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 recruitment efforts such as Rock the Mount 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 and Greek 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 or off-campus trips of any kind are required to complete and submit the Travel Packet prior to the off-campus trip. Organizations can receive the travel packet from the D.S.A.
4. **Annual Registration Process**
 - a. All Student and Greek 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 and Greek organizations are required to complete three community service project per semester

STUDENT ORGANIZATION and GREEK LIFE POLICIES

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

EVENT POLICIES AND 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.

In planning new activities, 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.

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 Campus Safety when planning functions involving large numbers of NCWC students and/or non-students. The Director of Campus Safety 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.

Event Marketing/Advertising

- 1. See 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. Organizations are encouraged to post approved event information on the "campus wall/feed" of the NC Wes app.
- 5. 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.
- 6. Fliers on cars are NOT permitted.

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
8. Rocks between Hardee's and Gravelly and outside the Library – These rocks can be painted to promote campus organizations. Organizations must sign up with the D.S.A. for permission to paint the rocks.

Notice of Non-Discrimination

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, items that violate the College’s Drug Possession and Use Policy or any 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.”

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.

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.

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 to get more information, attend Rock the Mount in August. Rock the Mount 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:

3W College Ministry

God which produces Worship through relationship with Christ & Works based in faith! In addition to various events throughout the year, we meet once a week for in-depth teaching and open conversations that are real and relevant for everyone!

Advisor: Teikisha Anderson (tanderson@ncwc.edu)

African Student Association

To Promote African Culture on the NCWC campus and to promote the importance of service. ASA is a subgroup of our International Bishops Association.

Advisor: Katrina Sweet (ksweet@ncwc.edu)

Anime 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: Julie Perino (jperino@ncwc.edu)

Bishop Films

Bishop Films is a social organization that is 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 industry.

Advisor: Jason Buel (jbuel@ncwc.edu)

Black Student Association

The purpose of the Black Student Association is to provide support, community, and cultural engagement to minorities on campus.

Advisor: Atyah Spells (aspells@ncwc.edu) and Patricia Brewer (pbrewer@ncwc.edu)

Covenant Campus Ministries

Covenant Campus Ministries 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)

Criminal Justice Club

The purpose of the North Carolina Wesleyan College Criminal Justice Club is to educate students regarding the various components of the growing criminal justice field: law enforcement, courts and corrections.

Advisor: Richard Allsbrook (rallsbrook@ncwc.edu)

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: Daniel Henderson (dhenderson@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)

Gen U.N. Wes

The purpose of Gen U.N. Wes is to expand awareness of U.N. priorities to the Wesleyan body and raise enthusiasm among students for the United Nations. Gen U.N. Wesleyan also coordinates with other Gen U.N. chapters across the United States.

Advisor: Young Kim (ykim@ncwc.edu)

The Wesleyan Business Society or "Impact" is a society for business school majors and minors that promotes practical education and application of business concepts through a business-style application process. The society incorporates: guest speakers from the field of business, group discussions, networking and collaboration meetings, and projects designed to improve and prepare the individual for the business field. This is a high engagement and commitment society with immense personal advancement potential. In short, this society is designed to emulate business fundamentals that reflect real world experience.

Advisor: Esther Burgess (eburgess@ncwc.edu)

International Bishop Association

The International Bishop 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: Brent Dozier (bdozier@ncwc.edu)

National Society of Leadership & Success (Sigma Alpha Phi)

The NCWC Chapter of the National Society of Leadership & Success has been established to create a support group that will help students achieve their goals and better their lives, in the process building leaders who make a better world. Towards this end, this organization gives students support and tools to discover their passion and purpose to create the lives they desire. The Society offers lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world as the nation's largest leadership honor society.

Advisor: Jessie Langley (jlanglely@ncwc.edu)

Politics Club

The purpose of the Politics Club is to promote political education, awareness, and involvement on campus.

Advisor: Jarrod Kelly (jkelly@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)

R.O.T.C

The purposes of the ROTC Club is to help improve the overall quality of the Army ROTC program at NCWC, enhance the professional and academic development of the cadets, as well as provide services to its membership and to the College.

Advisor: James Mercer (jmercerc@ncwc.edu)

Sexuality And Gender Acceptance (S.A.G.A)

S.A.G.A seeks to educate and acknowledge all groups and spectrums of specific sexualities and genders, allowing for better understanding and communication amongst L.G.B.T.Q. People and allies to form a tolerating and accepting community on this campus.

Advisor: Kyle Smith (ksmith@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: Daniel Elias (delias@ncwc.edu) and John Temple (jgtemple@ncwc.edu)

Sigma Tau Delta

International English Honor Society for four year college students that focuses on literacy and education.

Advisor: Lee Templeton (ltempleton@ncwc.edu)

Student Athlete Advisory Committee

The mission statement of the Student Athlete Advisory Committee at North Carolina Wesleyan College is to improve the experience of student athletes on campus and in our conference and to help the community that we live in.

Advisor: Kohl Orner (korner@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)

Student Veteran Association

The mission statement of the Student Athlete Advisory Committee at North Carolina Wesleyan College is to improve the experience of student athletes on campus and in our conference and to help the community that we live in.

Advisor: Laura Estes (lestes@ncwc.edu)

The "B" Club

The B Club's purpose is the bring biodiversity to Wesleyan Through the promotion of ideas that will bring new animals and plants to campus. We are here to maintain the bee that will placed on campus along with maintaining future bird houses, bird baths, and plants that will be brought to campus for the attraction of bats, birds, and butterflies. We are also acting as advocates for sustainability and environmental protection and conservation. We also educate the campus and community on conservation, preservation, and biodiversity.

Advisor: Ayra Sundbom (asundbom@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 (Computer Science Club)

The goal of the computer science club is an extracurricular study based group for anyone who is interested in computer technology or information systems to help improve ourselves, our communities and, our knowledge of computers.

Advisor: Sherry Holland (sholland@ncwc.edu)

Active Greeks on Campus

Active Greeks on campus are a vital part of student life at North Carolina Wesleyan College. Greek Life offers 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 to get more information, attend Rock the Mount and Greek Week in August. Rock the Mount is a showcase of organizations with members on hand to answer questions and provide opportunities for involvement. During Greek week the different Greeks on campus sponsor events on campus promoting their various fraternal organizations. Below are brief descriptions of active Greeks that currently serve the Wesleyan community:

Alpha Kappa Alpha (Tau Gamma Chapter) 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 (Omicron Beta Chapter) 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: Leah Hill (lhill@ncwc.edu)

Delta Phi Epsilon (Gamma Phi Chapter) 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) & Danyelle Rube (drube@ncwc.edu)

Kappa Alpha Psi (Eta Psi Colony) Fraternity

Kappa Alpha Psi is a Greek Letter Association founded on the concept of achievement. Their motto is Achievement in every human endeavor. KAP was founded on the campus of Indiana University in 1911.

Advisor: Michael Moseley (mmoseley@ncwc.edu)

Other Opportunities for Involvement

STUDENT ENTERTAINMENT & ACTIVITIES TEAM (SEAT)

The Student Entertainment & Activities Team (SEAT) 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 SEAT. 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, SEAT provides fellowship and helps foster a spirit of community. If you are interested in becoming a member of SEAT or applying for an executive council position, please contact the Director of Student Activities.

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.

SGA EXECUTIVE BOARD

The Executive Board includes four student officers elected by their peers. Executive positions include: President, Vice President, Treasurer, Secretary, and Parliamentarian.

<h2>STUDENT SUCCESS CENTER</h2>
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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, My NCWC 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 103 Wesleyan Transition

COL 103 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 103 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 103 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 the students. Requesting a tutor is easily done, either online or at the Student Success Center. After requesting a tutor, expect to hear back from him/her to set up an appointment within 2 days.

Counseling Services

Counseling Services

The Office of Counseling Services is designed to complement the college's academic mission by assisting students with their personal and educational development through individual and group counseling, consultation, educational outreach, and referral, in order to maximize students' capacity for continued emotional growth and academic success. The Director of Counseling Services is located in room 105 in the Spruill Building and can be reached at 252-985-5369.

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

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 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.

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.

International Student Services

International Student Services (ISS) provides a broad range of support services and programming for international students. ISS collaborates with other departments on campus to best assist our international students in academic and cultural adjustments. ISS staff serve as Designated School Officials for the Student and Exchange Visitor Program and U.S Citizenship and Immigration Services.

Immigration Services

ISS staff serve as Principal Designated School Officials (PDSO) and Designated School Officials (DSO) for the Student and Exchange Visitor Program (SEVP). ISS staff members provide guidance and advising to F-1 nonimmigrant students on status and regulations, including but not limited to, practical training, travel, and college policies. The DSO's are responsible for all communication with government agencies involving the SEVP program, CBP, USCIS, and Homeland Security and monitors each student's status. Maintaining status is the student's responsibility, but ISS assists with guidance on how to best support this for them.

International Student Programming

ISS offers a variety of programs to assist international students in feeling "at home" on campus and in the Rocky Mount community. New international students receive extended first year experience programming that includes a "World Wide Welcome" orientation program, as well as an international student peer mentor known as a "Culture to Culture Ambassador." Through campus and community partnerships, new international students are connected in the first week to local services for banking needs and immunizations if necessary. ISS provides assistance with official documents, such as obtaining a North Carolina driver's license and a social security card. The department of ISS and the Bishop community provide our international students with a true home away from home, Bishop family experience.

APPENDICES

Appendix A – North Carolina Alcohol Law (partial):

§ 18B-300. Purchase, possession and consumption of malt beverages and unfortified wine.

- (a) Generally. - Except as otherwise provided in this Chapter, the purchase, consumption, and possession of malt beverages and unfortified wine by individuals 21 years old and older for their own use is permitted without restriction.

Appendix B – North Carolina Drug Law (partial):

§ 90-95. Violations; penalties.

- (a) Except as authorized by this Article, it is unlawful for any person:
 - (1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
 - (2) To create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;
 - (3) To possess a controlled substance.

Appendix C – North Carolina Criminal Gang Law (partial):

§ 14-50.16A. Criminal gang activity.

Criminal gang. - Any ongoing organization, association, or group of three or more persons, whether formal or informal, that (i) has as one of its primary activities the commission of criminal or delinquent acts and (ii) shares a common name, identification, signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics, including common activities, customs, or behaviors. The term shall not include three or more persons associated in fact, whether formal or informal, who are not engaged in criminal gang activity.

