

UNIVERSITY POLICY AND EXCERPTS FROM N.C. GENERAL STATUTES ON SPECIFIC CRIMES SECTION

Sexual Assault Policy Statement

North Carolina Agricultural and Technical State University will not tolerate affronts to basic human dignity in any form. Rape, sexual offenses, and sexual assault in general represent such affronts. Moreover, these activities represent criminal violations of law and allegations of such activities by students and employees of the University will be investigated fully. The individual(s) affiliated with the University who are found guilty of committing these prohibited acts at locations on or off the campus will be subject to all available courses of disciplinary action, in addition to any and all penalties for violating state law.

The penalty for first-degree sexual offense and first-degree rape may be life imprisonment. For the second-degree of these offenses, the maximum penalty is twenty years imprisonment.

In North Carolina, the crime of rape is legally defined in the first and second degrees (N.C.G.S. 14-27.2-27.3). A person is guilty of rape in the first degree if the person engages in a sexual act:

- 1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or
- 2) With another person by force and against the will of the other person, and;
 - a) Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon or an article.
 - b) Inflicts serious personal injury upon the victim or another person.
 - c) The person commits the offense aided and abetted by one or more other persons.

Any person who commits an offense defined in this section is guilty of a Class B1 felony.

A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person;

- a) By force and against the will of the other person; or
- b) Who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally defective, mentally incapacitated, or physically helpless.

Any person who commits the offense defined in this section is guilty of a Class C felony.

The “force” necessary to convict for rape may be other than physical force. It may be fear, fright, or coercion. Those who aid or abet a rape may be equally guilty of the crime. Also, forced sexual intercourse with a person who is physically helpless, as from overuse of alcohol, constitutes rape under North Carolina Law.

“Acquaintance Rape” and “Date Rape” are terms commonly used to describe forced intercourse by a person on another that he or she knows. However, the social relationship with an individual does not make “forced” sexual activity legal.

A sexual offense is a forced sexual act by a person of either gender where the act is against the will of the victim N.C.G.S. 14-27.4-27.10. This crime may not involve intercourse but does involve other sexual acts.

The University supports the idea that all students and employees must be able to learn and work in an environment free of sexual assault. Sexual assault is broadly defined as oral, anal or vaginal

penetration of an unwilling party by any body part or other object. This includes parties who are physically helpless such as unconscious, asleep, physically unable to communicate their unwillingness or persons to whom narcotics have been administered rendering the person unable to give consent to such activity. Sexual assault does not include procedures done for bona fide medical purposes.

Moreover, the University views sexual assault as an extremely serious matter and will respond in accordance with the guidelines established herein and in the handbooks for faculty and staff members. In each case, the potential for subsequent harm to the victim or community at large weigh heavily in the sanctions for violators, and the policies of the institution include sanctions as serious as expulsion from the University.

1. **Expulsion** permanently severs the relationship of the student with the University.
2. **Indefinite suspension** severs the relationship of the student with the University with no date established for the student to return.
3. **Interim suspension** calls for the immediate removal of a student from the University when there is reasonable cause to believe that the alleged misconduct is of such a serious nature that his or her continued presence at the University is dangerous to the health and safety of the University community, its property or the educational mission.
4. **Suspension** severs the relationship of the student with the University for a finite period, the terminal date of which coincides with the official ending of an academic semester or summer session.
5. **Probation** is a period of close scrutiny of a student by the University during which his or her conduct is under review.
6. **Warning** is an official reprimand, which by formal written communication, gives official notice to a student that any subsequent offense against the student conducts regulations will likely result in more serious consequences.
7. In addition to the above, any one or a combination of the following may be recommended by a judicial hearing board and/or imposed by the Vice Chancellor for Student Affairs or The Dean of Students.
 - (a) Requirement of participation in community service
 - (b) Restitution where applicable
 - (c) Exclusion from University Residence Halls or Houses
 - (d) Official notice that conviction of any other violation of the **Student Conduct Regulations** could result in suspension from the University
 - (e) Prohibited from participating in organized groups or activities, and,
 - (f) Counseling if necessary

Complaint Procedure

Any student, faculty member or staff member who believes he/she has been the victim of rape, sexual assault or other sexual offenses is encouraged to call the University Police Department (telephone number – 334-7675). To assist victims of such violent, aggressive and hostile crimes, the University Police Department requests that you do the following:

In the call to the Police Department; give as much detail as possible concerning your location, injuries and suspect information.

Remain dressed in the same clothing. Viable evidence linking the suspect to the crime can be found on the clothing.

Do not bathe or destroy any evidence.

Seek medical treatment for your own protection and the collection of evidence.

When possible, secure the area (dormitory room, vehicle, office, etc.) and do not let anyone interfere with evidence.

Rape and sexual assault can be both physically and emotionally damaging, thus, our University Police have the victim's well being as a primary concern and have been trained to treat the victim with respect, dignity and sensitivity. Also, Counseling Services and Student Health Services professionals are available at the University to help victims of sexual assault. These departments are especially well prepared to assist individuals with both their medical and emotional needs.

Sexual assault victims also have the option of calling the Greensboro Police Department (373-1000). When filing a formal report with the Greensboro Police Department, the University Police department should also be notified regarding the incident. The University Police cooperate fully with the city police in the investigation of campus crimes and therefore will be very resourceful in the search for suspect(s) in the campus setting. Also the University police work in close coordination with the Division of Student Affairs and its Counseling Services to provide assistance to victims of sexual assault.

Any campus official receiving a complaint about sexual assault with reason to believe a criminal offense has occurred will notify the University Police department for the necessary documentation and follow-up. Also, the reports of sexual assault that are made directly with the campus police will be coordinated with the appropriate departments and administrators of the University for action. However, the victim's identity and all information concerning the offense will be held in strict confidence by the authorities of this institution. Information regarding the name or address of a victim will not be communicated, broadcast, printed or published by the University without the consent of the victim, except as required in connection with a police investigation or by direction of a lawful court order.

PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION IN CASES OF ALLEGED STUDENT TO STUDENT SEXUAL ASSAULT

Sexual assaults include rape, attempted rape, and corruption of a minor, sexual battery, attempted sexual battery, and public indecency. Rape is defined as sexual penetration, no matter how slight, of the genital, anal, and/or oral openings of the victim by any part of the perpetrator's body or by the use of an object, without or against the victim's consent. Sexual battery is defined as intentionally touching the victim's intimate parts (primary genital area, including but not limited to the groin, inner thigh, buttock, or breast) without or against the victim's consent. This touching is either directly on the body or on the clothing covering that body part. It is also sexual battery if the victim is forced to touch the intimate parts of the perpetrator.

Sexual assault occurs when the act is intentional and is committed either by a) physical force, violence, threat or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of drugs or alcohol; or d) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

These procedures cover cases involving student on student and students against non-students committed on university-owned property or leased property, at any University sanctioned

function, at the temporary or permanent local residence of a university student, faculty member, employee, or visitor, or in the city of Greensboro or Guilford County.

Any student who has been sexually assaulted may seek redress through the campus student judicial system if the accused is also an enrolled student at the University. Note: (Cases involving faculty/staff assault against a student are to be reported to the Director of Human Resources, the Affirmative Action Officer in Academic Affairs, or the University Police)

Such redress may be in conjunction with or in place of pressing charges with criminal authorities or filing civil actions. Once the report is made and forwarded to the Vice Chancellor for Student Affairs, an investigation will be initiated, with the consent of the victim. If, however, the incident poses a significant threat to the campus community, an investigation will ensue without the consent of the victim.

Limited expansion of off-campus jurisdiction

The university reserves the right to consider the behavior of students off campus when it is determined that the off-campus behavior interferes with the University and its educational mission.

North Carolina A&T State University adheres to the "Campus Sexual Assault Victim's Bill of Rights" which is a part of the Higher Education Amendments of 1992 as outlined below:

1. The accuser and accused must have the same opportunity to have others present at the campus judicial hearing.
2. Both parties shall be informed of the outcome of any disciplinary proceeding.

(Note: Compliance with this statement does not constitute a violation of FERPA. For purposes of this sentence, the outcome of the disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction imposed against the accused).

1. Victims shall be informed of their options to notify law enforcement.
2. Victims/Survivors shall be notified of counseling services.
3. Victims/Survivors shall be notified of options for changing academic and living situations.

Furthermore, if the accused is found guilty, the victim has the right to make a "victim impact statement" and to suggest an appropriate penalty.

Any student enrolled at North Carolina A&T who is accused of sexual assault, will be afforded full procedural due process in the investigation and adjudication of his/her case. This includes the right to the presumption of innocence until proven guilty and the privilege against self-incrimination. However, immediate suspension (prior to a hearing) of the accused will occur if the Vice Chancellor for Student Affairs concludes that the continued presence of the person at the University constitutes clear and present danger to the health or welfare of other members of the University Community.

A judicial hearing will then be scheduled by the Office of the Dean of Students as expeditiously as possible.

GUIDELINES IN REGARDS TO DISCIPLINARY PROCEDURE FOR SEXUAL ASSAULT

1. Any student accused of sexual misconduct will receive notice of the complaint and a copy of the complainant's written statement, if any, no less than ten days before it is scheduled to go before an administrative hearing panel.
2. The accused student will be advised that he/she is presumed innocent and is expected to cooperate in the investigation of the complaint.
3. The prior sexual history of either party is not admissible in the hearing except testimony submitted by a party concerning his or her own sexual history. In addition, prior sexual history can not be used for finding of responsibility, however prior sexual history may be used in sanctioning.
4. Hearing procedures and sanctions are fully described in the Student Conduct section of the Student Handbook. The severity of the offense and the potential for subsequent harm to the vict/survivor or the community at large weigh heavily in sanctioning actions taken in such cases.
5. The victim's/survivor's identity and all information surrounding the case are held in strict confidence by all hearing authorities and service providers under the guidelines of FERPA; however, the university cannot guarantee confidentiality.

Sexual Harassment Policy

The policy of North Carolina Agricultural and Technical State University is that all employees and students, regardless of race, color, religion, sex or national origin, shall be free from sexual harassment from any University employee or fellow student in connection with any University relationship or activity. No academic or personnel decision shall be made on the basis of a granting or denial of sexual favors. All employees and students are guaranteed the right to work and/or study in an environment free from sexual harassment. (See Appendix B – “Sexual Harassment Policy”.)

Firearms or Other Weapons (excerpts)

(North Carolina General Statute 14-269.2)

“It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. However, this subsection does not apply to Bb gun, stun gun, air rifle, or air pistol.”

“It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This subsection shall not apply to fireworks.”

“It shall be a Class I misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for

personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.”

For the purposes of this section a self-opening or switchblade knife is defined as a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors and razor blades (except solely for personal shaving) and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

This section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the militia and the national guard when called into actual services, officers of the State, or of any country, city, or town, charged with the execution of the laws of the State, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties, and any *private institution of higher education when acting in the discharge of their duties.*

University Policy and Procedures Concerning Weapons on Campus

The possession or use of a weapon on University or University-owned property is in violation of the student code of conduct and N.C. General Statute 14-269.2 pertaining to weapons on campus or other educational property. This policy does not contravene with any parts of NC General Statutes. The student is subject to both prosecution and punishment in accordance with state criminal law and criminal procedures and to disciplinary proceedings by the University.

The following penalties apply to the particular offense described:

- Students who possess (openly or concealed) or use a gun, rifle, pistol, or other firearms (Class I Felony Weapons) of any kind or powerful explosive (as defined in G.S. 14-284.1) on campus or to a campus related activity sponsored by the university will be suspended from enrollment for a period of not less than one year. For a second offense, any student will be expelled.
- Students who possess (openly or concealed) or use any weapon as described above in S14-269.2 (Class 1 Misdemeanor Weapons) will be suspended from enrollment for a minimum period of at least one semester. For a second offense, any student will be expelled.

Policy on Alcohol Use

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase. A summary of certain sections of the North Carolina State Statute and local ordinances of alcoholic use is included below:

North Carolina Law

North Carolina Alcoholic Beverage Control Laws make it unlawful for any person under twenty-one years of age to purchase, possess, or consume any alcoholic beverage.

- A. It is unlawful for any person to aid or abet an underage person in the purchase or attempted purchase of alcoholic beverages. *General Statute 18B-302(c)*.
- B. It is unlawful for any person knowingly to sell or give alcoholic beverages to an underage person. *General Statute 18- B-302 (a) (1)*.
- C. It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain alcoholic beverages. *General Status 18-B-302(e)*.
- D. It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages. *General Statute 18B-302(f)*.
- E. It is unlawful for any person to consume any alcoholic beverage in or on any public street, right-of-way, sidewalk, alley, or property located inside or outside the Greensboro corporate limits. *Greensboro Code Sec. 4-13*.

UNIVERSITY POLICIES ON ALCOHOL

All usages of alcoholic beverages will conform to existing state, local and University laws and policies.

- 1. There will be no consumption of alcoholic beverages in a motor vehicle while on University property or on University streets.
- 2. There will be no public display of alcoholic beverages.
- 3. Consumption of alcoholic beverages is restricted to students' rooms in residence halls only for those students of legal age.
- 4. Anyone who drinks alcoholic beverages will be held accountable for their behavior. Irresponsible drinking will not be accepted as an excuse for irresponsible behavior. Such behavior will result in judicial action and/or notification to parent or guardian.

UNIVERSITY DRUG POLICY

North Carolina Agricultural and Technical State University strives to provide an educational environment that enhances and supports the intellectual process. The academic communities, including students, faculty and staff have the collective responsibility to ensure that this environment is conducive to healthy intellectual growth. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Each member of the University family is reminded that in addition to being subject to University regulations and sanctions regarding illegal drugs, they are also subject to the laws of the State and of the nation. This policy has been developed in accord with The University of North Carolina Policy on Illegal Drugs, adopted by the Board of Governors January 15, 1988. It establishes the framework for programs designed to educate the campus community on the harmful effects of illegal substances and to assist afflicted persons in their efforts to become rehabilitated. It also provides guidance for punishing violators.

ZERO TOLERANCE FOR DRUGS POLICY

- 1. Any student who is charged, as a first offense, with the use and/or is in possession of marijuana (or any other illegal drug) on campus will immediately lose campus housing privileges and will be required to appear at a hearing scheduled by the Office of the Dean of Students.
- 2. A second offense will result in immediate suspension from the University.
- 3. Felony possession of marijuana (or any other illegal drug) will result in immediate suspension from the University.

Any student convicted of possession or sale of a controlled substance under federal or state law may lose eligibility for Student Financial Aid assistance.

CELL PHONE USAGE POLICY IN THE CLASSROOMS

The use of cell phones inside the classroom during the classroom period is prohibited. Please be advised that placing or receiving calls as well as conversing on cell phones during the conduct of a class shall be considered as disruptive behavior for students and may be subject to the **Policy On Disruptive Students in the Classroom**.

ENDANGERING ONE'S OWN PHYSICAL WELL BEING

Students who endanger their own physical well being or disrupt the campus community, including threatening or attempting suicide, may be issued an interim suspension from the residence halls and/or the University. To be considered for reinstatement to the residence halls and/or the University, the student may be required to provide the Dean of Students Office with a Psychiatric Evaluation Form completed and signed by a licensed mental health professional indicating that the student is not a threat to him/herself or the campus community. Additionally, the parents, legal guardian, and/or Student are advised that threatening and/or attempting suicide is a violation of the Misconduct Prohibited by the University and may result in disciplinary action by the University.

STATE POLICY ON ILLEGAL DRUGS

(Excerpts of Article 5, Chapter 90 of the North Carolina General Statutes)

Trafficking Illegal Drugs

For the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled.

- 1. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91, through 90-94, (including, but not limited to marijuana, phenobarbital, codeine) the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled.*

Illegal Possession of Drugs

For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, NC General Statues 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent.

- 1. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N. C. General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, Chancellor or Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment for any unexpected balance of the prescribed period of probation.*
- 2. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion from the University.*

Parental Notification

Pursuant to the 1974 FERPA law, parents or guardians/sponsors are sent written notification, without the student's consent' regarding students under the age of 21 who are in violation of campus and/or state alcohol and drug policies

Educational and Rehabilitation Programs

The University shall establish and maintain a program of education designed to help all members of the University community avoid involvement with illegal drugs. This program shall emphasize these subjects:

1. The incompatibility of the use or sale of illegal drugs with the goals of the University.
2. The legal consequences of involvement with illegal drugs.
3. The medical implications of the use of illegal drugs.
4. The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

The University shall provide information about drug counseling and rehabilitative services (campus-based or community-based) available to students and employees.

Persons who voluntarily avail themselves of these University services or programs are assured that applicable professional standards of confidentiality will be observed.

DISRUPTIVE CONDUCT POLICY

North Carolina Agricultural and Technical State University has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceable assembly. Without question these rights are a part of the fabric of this institution and they must remain secure. However, in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with any such disruption, destruction or interference expediently without regard to race, sex, or political beliefs.

Any member of the University community who attempts to obstruct, or disrupt any normal operation or function of the University or any of its component institutions, engage, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property or which impairs or threatens impairment of the physical well being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom of lawful movement, or otherwise prevents any member of the University community from conducting his/her normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension or expulsion from the University.

The following illustrations of Disruptive Conduct are not intended to be exclusive:

1. Occupation of any University building or part thereof with the intent to deprive others of its normal use.
2. Blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful use of said building or corridor or room.
3. Setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises.

4. Any possession of display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any University building or on any University campus.
5. Prevention of or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus.
6. Blocking normal pedestrian or vehicular traffic on or into any University campus.

Policy on Disruptive Students in the Classroom

During instances when students exhibit disruptive behavior in the classroom, a faculty member should attempt to defuse the student (s)'s anger and/or resolve the problem while maintaining a tone of calmness and professional objectivity. If the situation appears to be escalating out of control, the faculty member should go to, or request that another student in the class go to, the nearest administrative office to contact campus security for assistance in bringing the matter under control. If a student (s)'s behavior in the classroom has been unreasonable or inappropriate, e.g., student used profanity, student threatened the faculty member or another student in the class, etc., then the faculty member may request that the student be administratively withdrawn from the course. This action is consistent with the attached policy of the University of North Carolina – UNC-GA Policy on Disruptive Behavior in the Classroom.

(See Appendix D)

Any student who is involved in classroom disruption is subject to receive penalties resulting from the Policy on Disruptive Students in the Classroom and also to be charged with disciplinary violation of Misconduct Prohibited by the University.

ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY

Aggressive Behavior includes, but is not limited to:

- Intimidation/Harassment
 - Gang-like activity including hand gestures, color coding, etc.
 - Graffiti or destruction of campus property
 - Threatening Language
1. Any student who is charged with Aggressive Behavior, as a first offense, will immediately lose campus- housing privileges and be scheduled to go before a campus judicial board.
 2. A second offense will result in immediate suspension from the University.
 3. The University has jurisdiction over all behavioral infractions that occur in University facilities or on University property regardless of whether or not a student is prosecuted in a criminal court. Criminal charges and University charges are totally independent of each other.

EXCERPT FROM THE UNIVERSITY AIDS POLICY

It is the policy of North Carolina A&T State University that persons infected with AIDS virus (whether active AIDS (HTLV-III), AIDS--Related Complex (ARC), or zero-positive to virus) will not be excluded from enrollment or employment, or restricted in their access to University services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of members of the University community.

For additional information and guidelines on handling HIV cases and/or AIDS education programs, contact Sebastian Health Center.

POLICY STATEMENT ON THE USE OF UNIVERSITY FACILITIES AND/OR PROPERTY

It is the policy of the University to provide equal opportunity for all qualified persons in its educational programs and activities. The University does not discriminate on the basis of race, creed, color, religious affiliation, sex, national origin, age or handicap. The University's academic activities, however, severely limit the number of outside activities, which can be accommodated in existing facilities. Therefore, the use of University buildings and/or property is prohibited unless prior clearance and arrangements have been made.

The University will make every effort to schedule activities, which are academically or culturally related to the work of its departments and formally registered student organizations, i.e., Affiliated groups and Non-Affiliated Groups. North Carolina A&T State University's buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of the State of North Carolina and/or North Carolina A&T State University, its faculty, staff and students; and when it will not interfere with or be detrimental to the ongoing educational program of the University.

Events sponsored by Affiliated and Non-Affiliated Groups are scheduled, and coordinated by the University Scheduler and approved by the Vice Chancellor for Student Affairs, with the cooperation and assistance of other service, administrative and academic units on campus. No sponsoring group has the right to interfere with or disrupt, either in part or in whole, the orderly operation of the University or to interfere with the rights of its students.

Permission to use University facilities may be denied or revoked for non-compliance with the Guidelines and implementing Procedures for the use of University facilities. *Moreover, any use of University facilities not specifically authorized in this policy may lead to sanctions up to and including criminal prosecution. (See Appendix A- Guidelines and Implementing Procedures for the use of University Facilities, pg.66)*

ONE CARD POLICY

The One Card will serve both as an ID card and a debit card. The One Card can be used in a variety of ways on campus, i.e., to make purchases from the bookstore, snack bar, vending machines, to wash clothes, checkout books from the library, make photo copies at the library and enter all University sponsored varsity sporting events. This card is also used on all doors equipped with card readers. Each time the card is used, the cardholder's account is debited for that amount.

Any misuse or abuse of the ID card issued will be a violation of the **Student Conduct Regulations**. Specifically:

- A. Use of an ID card by any person other than by the student for which it was issued is card fraud and will carry the same penalty as credit card fraud.
- B. Loaning the ID card is illegal and will result in disciplinary action for the person loaning the card as well as the person using it.
- C. All lost cards should be reported immediately. If a card is found, it should be turned in to the Student Affairs Vice Chancellor's office, campus police, or the One Card office.

VOTER REGISTRATION

The National Voter Registration Act of 1993 (NVRA) is a federal statute which mandated dramatic changes to states' voter registration procedures by January 1, 1995. North Carolina has met the deadline and has implemented all aspects of the Act.

In compliance with the Voter Registration in North Carolina plan, North Carolina Agricultural and Technical State University supports the most fundamental process of democracy to any student who may or may not have prior experience in the voter registration process.

COMPUTING AND NETWORKING USAGE POLICY

The rapid development of the internet and of information technology requires North Carolina Agricultural and Technical State University to establish specific policy applicable to the technology arena.

Appropriate use of computing and networking resources and insuring the integrity of data and privacy is everybody's responsibilities. Technological and information resources and the access provided by the University to campus resources are to be governed by the Computing and Networking Policy.

The Computing and Networking Usage Policy applies to technology administered by individual departments, to student owned hardware connected to the campus network, to the resources administered by central administrative departments such as University Libraries or Computing and Information Technology, and to actions originating from computer systems maintained by members of the campus community off-campus connecting remotely to the University's network services.

The Computing and Networking Usage Policy applies to all systems owned, managed or administered by the University and any use of those systems. Many specific areas and or systems may have service-specific policies that apply in addition to the umbrella Computing and Networking Usage Policy. Please refer to postings available with each system to identify all applicable policies.

As technology changes and users find new ways to use technology for administrative, academic and research endeavors, the Computing and Networking Usage Policy must evolve. The campus Computer Advisory Committee is entrusted with the responsibilities to propose any necessary changes. Accordingly, an updated Computing and Networking Usage Policy and other related policies and procedures should be posted at <http://www.ncat.edu/~cit/policies/>. It is the responsibility of every user to familiarize him or herself with policies in place and to abide by them. Questions related to campus computing may be directed to the Director of Client Services.

ACADEMIC INFORMATION AND REGULATIONS

Each student is responsible for adhering to the academic regulations and requirements set forth in the University Bulletin and for revisions of same as posted on campus bulletin boards or released in other official publications of the University. Failure to meet requirements or comply with regulations because of lack of knowledge thereof does not excuse the student from meeting the academic regulations and requirements.

A student's program of study must be approved by his or her assigned advisor, his or her chairperson or a member of the faculty in his or her major department at registration. Advisors provide guidance to students in academic matters and refer students to those qualified to help

them in other matters. However, the final responsibility for meeting all academic requirements for a selected program rests with the student.

ADVANCED PLACEMENT

A student entering the University from secondary school may obtain advanced placement and a college credit on the basis of performance on the College Entrance Examination Board Advanced Placement examinations. A score of 3 or higher on any CEEB advanced placement examination will entitle the student to credit for the comparable University course as determined by the Director of Admissions in consultation with the Chairperson of the appropriate department.

PROGRAM OF STUDY

A student should refer to the requirements of their respective departments and schools about his/her program of study and confer with his/her advisor whenever problems arise. The student is expected to follow the program outlined as close as possible. This is very important during the first two years when he or she is satisfying basic degree requirements and prerequisites for advanced work.

DECLARATION OF MAJOR

A student is required to declare a major at or before completing 45 semester hours. If a major is not declared the student will not be allowed to register for the next semester.

REGISTRATION

Registration is a time designated each semester to allow the student and his or her advisor to review the student's records and plan a program for the next semester.

The student has an opportunity to discuss academic problems with the advisor. Registration helps to ensure that the courses requested on the registered schedule will be available to the student the following semester.

Any student who is enrolled in the University during the registration period is expected to register during the period designated for this purpose.

OFFICIAL REGISTRATION

In order for a student to get credit for a course, he or she must be properly registered in that course. This means that the student must have gone through the registration procedures as outlined by the University. Further, the student must have filed with the Office of the Registrar the required class schedule and paid all required tuition and fees.

LATE REGISTRATION

A student is expected to complete enrollment (including the payment of all required fees) on the dates listed on the University Calendar. The payment of fees is part of the registration process. No student is eligible to attend classes until the required fees have been paid.

Students who fail to complete registration during the scheduled dates will be required to pay a late registration fee of \$20.00 on the first day and \$10.00 for each additional day during the late registration period.

AUDITING OF COURSE

A regular student may audit a course by picking up the Audit Form from the Office of the Registrar. He or she must register officially for the course and pay the University Cashier. Attendance, preparation, and participation in the classroom discussion and laboratory exercises

shall be at the discretion of the instructor. A student who audits courses is not required to take examinations and tests and they receive no credit. A student may not change his or her registration from audit to credit or from credit to audit after late registration ends.

COURSE LOAD

A full-time undergraduate student is expected to comply with the Board 1993 Plan to Improve Graduation Rates by enrolling in an average of at least 15 semester hours per term in order to graduate in four years. The academic programs of North Carolina A&T State University require 128 semester hours. In order to complete a 128-hour degree program in 8 semesters, it will be necessary for students to carry a course load consisting of an average of 16 semester hours or complete 32 semester hours in an academic year. **Undergraduate students enrolled in 12 or more semester hours are designated as a full-time student and must pay full tuition and fees.** Full-time students usually carry from 15 to 18 semester hours. To enroll in more than 18 semester hours, students must get approval from the department head and the dean.

The maximum course load that students may carry who is on academic probation is twelve semester hours. Undergraduate students on academic probation who have a cumulative grade point average at or above the minimum level that is required based on the number of semesters completed are exempted from the twelve hour course load limit.

DOUBLE MAJOR

Students, who desire to obtain a major, must file an appropriate request form in the Office of the Registrar. A double major student who involves two departments or two schools must satisfy the major requirements for each department or school.

PREREQUISITES

A course that is designated as prerequisite to another course indicates that the prerequisite is required before taking the next course. Credit may be granted to indicate acceptable performance in the prerequisite course content by successful completion of standardized tests under the College Level Examination test by successful completion of standardized tests under the College Level Examination Program (CLEP) or successfully passing an examination adopted or prepared by the department granting the credit. (See also Course Credit by Examination).

REPETITION OF COURSES

A student who has received a failing grade in a required course at this University must repeat and pass the course unless the dean of the College/ School authorizes a substitute course. No single course may be repeated more than (2) two times. Course withdrawals do not count. Course drops do not count toward the attempts. A course complete with a grade of C or higher may not be repeated for a change of grade. Special authorization may be requested, as needed, from the Dean of the appropriate College/School to assist the student with completing requirements for graduation.

When a course is being repeated, the course must be indicated on the course schedule form. Dual course credit is not allowed. For example, only three (3) hours of credit are allowed for a three- (3) hour course.

All grades earned by the student are a part of his/her official academic record and will appear on his/her transcript.

CORE REQUIREMENTS OF THE UNIVERSITY

The University has approved principles of flexibility in the course offerings that can be taken to satisfy the core requirements of the University. The areas in the core and the minimum semester

hour requirements are found in the *Bulletin of North Carolina Agricultural and Technical State University*.

COURSE CREDIT BY EXAMINATION

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or prepared by the department granting the credit. The student receives the grade "CE regular credit for the number of hours involved. However, the credit hours are excluded in computing the student's grade point average.

Credit may also be granted for the successful completion of standardized tests under the College Level Examination Program (CLEP), as approved for specific courses by University departments. There is no maximum amount of credit that a student may earn, but a student must complete a minimum of three semesters as a full-time student in residence at the University. Fees for CLEP and other standardized examinations are determined externally, rather than by the University. These credits are treated as transfer credits. Questions about the program may be addressed to the Director of Admissions, or the Director of Counseling Services.

GRADING SYSTEM

- A Excellent 4
- B Good 3
- C Average 2
- D Below Average, but passing 1
- F Failure 0
- I Incomplete
- CE Credit by examination
- AP Satisfactory (non-credit courses)
- U Unsatisfactory
- AU Audit
- W Withdrawal
- P Passing

ACADEMIC RETENTION

The normal load for an undergraduate student is sixteen (16) credit hours per semester. The minimum load for a full-time undergraduate student is twelve (12) credit hours per semester. The student is expected to make normal progress toward a degree. Normal progress means the completion of sixteen or more hours each semester with a 2.0 grade point average or higher for a full-time student.

If Withdrawal Is Within The Following Weeks Of Official Registration Date

<u>Weeks Of Official Registration Date</u>	Percentage of Credit
1 week	90%
2 weeks	80%
3 weeks	60%
4 weeks	50%
5 weeks	20%
After 5 weeks	No Refund

Board Refund is pro-rated for remaining days in the semester based on the Monday following withdrawal.

There are no room refunds since students are responsible for their entire semester's room charge as stated in the housing contract.

Duplicate Issue of Service Cards:

Duplicate ID/Meal Card (Lost, Misplaced or stolen)
Validate Bill & Replacement Fee \$20.00

The University does not honor contracts, charges or purchases made by students or student organizations in the name of the University unless it has been approved by an Advisor, the Office of the Vice Chancellor for Student Affairs, and the Business Office. All purchases of supplies and equipment for the operation of the University are handled through the Business Office.

CLASS ATTENDANCE POLICY

Class Attendance

The University is committed to the principle that regular and punctual class attendance is essential to the students' optimum scholastic achievement. An absence, excused or unexcused does not relieve the student of any course requirement.

Regular class attendance is a student obligation, and a student is responsible for all the work, including tests and written work, of all class meetings.

Instructor's Responsibility

- 1) Description of attendance requirements should be stated in the course syllabus and announced in class, particularly at the beginning of each term. If class attendance is to affect a student's course grade, then a statement to that effect must be a part of the course syllabus distributed to each student.
- 2) Instructors will keep attendance records in all classes. Each instructor has the right to prescribe procedures as to how and when attendance will be taken.

Student's Responsibility

It is the responsibility of each student to learn and comply with the requirements set by the instructor for each class in which one is registered. The student should:

- 1) Have knowledge of each instructor's attendance and monitoring practices for class absences during the term.
- 2) Become familiar with all materials covered in each course during absences and make-up work of any work required by the instructor.
- 3) Initiate the request to make-up work on the first day of class attendance after the absence.

Policy on Make Up of Required Course Work

The administration, faculty and staff recognize that there are circumstances and events which require students to miss classes and require course work which may be performed or due on the day of the absence. Also they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work.

The following definitions will apply with respect to this policy:

- a) Required course work—All work which will be used in the determination of final grades; e.g. examinations, announced quizzes, required papers and essays, required assignments.
- b) Instructor—Person responsible for the course and providing instruction and evaluation.
- c) Permissible reasons for requesting make up of required work—Sickness (verification needed)—death of relative (immediate family); participation in approved University related activities; acting in the capacity of a representative of the University (band, choir, sports related travel, etc.); extraordinary circumstances (court appearance, family emergency, etc.); require a signed statement. NOTE: Other reasons for requesting make up of required course work are not acceptable

INSTRUCTORS SHOULD SCHEDULE MAKE UP WORK AT A TIME THAT IS CONVENIENT TO BOTH THE INSTRUCTOR AND THE STUDENT.

- d) Documentation—Verification of sickness requires signed statement of a physician or a duly authorized staff member of the Health Center.

Verification of death requires signed statement from the Minister or Funeral Director.

Verification of participation in University related activities requires signed statement from the Office of the Vice-Chancellor for Academic Affairs.

Verification of other reasonable circumstance for example; court appearance, family emergency, etc. requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.)

The policy regarding make-up of required course work is as follows:

- (1) A student may petition an instructor to make up required course work whenever the student has a permissible reason for requesting make up of required course work.
- (2) Student will be required to present documentation, which verifies absence constituting permissible reason.
- (3) Whenever possible, a student should consult with the instructor prior to an absence which will involve the failure to do, required course work. Arrangements for make up should be discussed and agreed upon at this time.
- (4) A student must petition for make up of required course work on the first day that he returns to class.
- (5) If permission is granted to make up required course work, the instructor and the student should agree on an acceptable date for accomplishing the make up of missed required course work.
- (6) Failure to comply with item 4 may result in the denial to make up required course work.

GENERAL REQUIREMENTS FOR GRADUATION

A candidate for a degree from North Carolina Agricultural and Technical State University must satisfy the following minimum requirements:

- 1. Choose a specific curriculum leading in one of the schools and complete the requirements of this curriculum.
- 2. Complete a minimum of 124 semester hours excluding deficiency courses and remedial work for the Bachelor's degree.

3. Complete the core requirements of the University in English, Mathematics, Natural Science, Social Science, Humanities and Health or Physical Education for the Bachelor's degree.
4. Earn an average of two (2) grade points for every semester hour undertaken including hours passed or failed. After completing the number of credit hours required for graduation, if the student is deficient in grade points, he or she must take additional courses that have been approved by his or her academic dean to secure these points. Student also obtains an average of 2.0 or more in his or her major field.
5. Complete a minimum of three semesters as a full-time student in residence at the University. This requirement includes the two semesters prior to the period when the student completes his/her requirements for graduation. At least one half of the credits in the student's major field must be earned at the University. Exception to either of these provisions may be made upon the recommendation of the Chairperson of the student's major department with the approval of the School Dean.
6. Clear all academic conditions by the end of the semester preceding graduation.
7. Pay all University bills and fees.
8. File an application for graduation with the Office of The Registrar in accordance with the schedule below:
 - A. May Graduation—By last day for late registration for spring semester
 - B. Summer Graduation—By the end of the second week of class in the summer session
 - C. December Graduation—By the last day for the late registration for the Fall Semester.

GRADUATION WITH HONORS

Graduation honors are awarded undergraduate candidates who complete all requirements for graduation in accordance with the following stipulations: (1) Those who maintain a general average within the range of 3.00 to 3.24 will receive CUM LAUDE, (2) those who maintain a general average within the range from 3.25 to 3.49 will receive MAGNA CUM LAUDE, (3) those who maintain a general average within the range of 3.50 to 4.00 will receive SUMMA CUM LAUDE.

All hours attempted are included in the grade point average computation for honors. This means that when a course is repeated both grades are added in the computation. A minimum of 60 percent of the credit hours required for a degree program must be earned at A&T State University to be considered for honors. This means that if the program requires a total of 126 hours, 75 of those hours must be earned at A&T. Persons who have obtained a baccalaureate degree and return or enroll for a second baccalaureate degree are not considered for honors. Publication or honors and scholarships are made at commencement.

COMMENCEMENT PARTICIPATION

Two commencement programs are scheduled each year, one in December for fall and summer graduates and one in May for spring graduates. Students must meet the following requirements to be eligible to participate in the commencement:

- Have completed degree requirements the semester/session prior to the upcoming commencement ceremony for which they plan to participate; or
- Be enrolled in the final courses and/or academic activity necessary to complete degree requirements in the semester for which they plan to participate in the respective commencement.

In either scenario, all students must submit an application for graduation to the Registrar's Office prior to the commencement deadline for either May or December. The student must be "cleared" by the Registrar's Office to be approved to participate in the commencement activities.

Students who complete degree requirements during summer session(s) will NOT be eligible to participate in the preceding May commencement activities. However, they will be eligible to participate in either the following December or May commencement provided they meet the respective requirements as stated above.

GRADUATION UNDER A GIVEN CATALOGUE

A student may expect to earn a degree in accordance with the requirements of the curriculum outlined in the catalogue in force when he or she first entered the University, provided the courses are being offered. Moreover, he or she must complete these requirements within six years. In addition, he or she may graduate under any subsequent catalogue published while he or she is a student. If a student elects to meet the requirements of the catalogue other than the one in force at the time of his or her original interest, he or she must meet all requirements of the catalogue he or she elects.

RELEASE OF STUDENT INFORMATION

Public law 93-380 permits the release of "directory information" about students, without the students' written consent. Directory information includes: Students' name, address, school, major, sex, marital status, dates of attendance, degree received and the institutions attended prior to NC A&T. The law further provides that any student may upon written request, restrict the printing of such personal information relating to himself or herself as is usually included in campus directories. A student may fill out a **Non-Disclosure Of Academic Records Form** in the Office of the Registrar the first week of matriculation at the University if a student desires to have directory information withheld. A request for non-disclosure will be effective for one year.

STUDENT SERVICES AND PROGRAMS

The Division of Student Affairs at North Carolina A&T State University is organized for the purpose of providing programs and services that complement the academic mission of the University. Accordingly, very definite efforts are made:

1. To help students to become better acquainted with themselves and the various problems confronting them.
2. To help students to develop the ability to make satisfactory choices and adjustments.
3. To aid students in making desirable adjustments in-group relationships.
4. To provide cultural and social experiences which will help students to develop an appreciation for the best in their cultures.
5. To promote the physical, mental, moral and spiritual development of students.

The achievement of the broad objectives for the Student Affairs area requires a comprehensive offering of student services, programs, and activities as highlighted in the following sections.

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students seeks to promote ethical conduct and responsible student behavior by educating the student on expected standards of behavior. This office further assists the student to consider in advance the consequences of behavioral infractions and to accept responsibility for one's own actions. Student training is offered to the Student Government Association Executive Board, the Student Judiciary Council, the Student Senate, and the Dean of Students Advisory Council. Training modules include conflict management and resolution, leadership development, governance and student conduct regulations. Through these concerted efforts, the goal is for students to become campus stewards and global citizens. The Dean of Students assists the Office of the Vice Chancellor for Student Affairs in the overall administration of the Student Affairs Division, which includes student services, student life, and student development for undergraduate and graduate students. The office strives to promote campus safety and harmony by maintaining an environment consistent with the educational purposes and operations of the University. The Dean of Students is primarily responsible for the day-to-day administration of **Student Judicial Affairs**, oversees the operations of the **Student Government Association**, and supervises and supports the activities of the following administrative units.

- **International Students and Scholars**
- **Veterans and Disability Support Services**
- **Multicultural Student Center**
- **The Office of Greek Life**

The Office of the Dean of Students serves in an advocacy role to improve student life through cooperation and collaboration with students, faculty, administration, and staff.

COUNSELING SERVICES

The University makes provisions for counseling, testing and guidance for all students through the Counseling Center, located in 108 Murphy Hall.

Counseling Services conducts a testing program for all freshmen students. The results of this program are used to assist freshmen in the planning of their educational and vocational careers. The office conducts other testing programs that are required or desired by various departments of the University.

Counseling Services offers students the opportunity to discuss with a trained professional counselor any questions, dilemmas, needs, problems or concerns involving educational, career/vocational, social, personal or emotional adjustment that may occur during their college experience.

The following is a list of services available through the Counseling Services:

1. Individual/group, personal and social counseling.
2. Academic and Career/Vocational Counseling.
3. Individual test administration, and interpretation covering the areas of intelligence, aptitude, personality, interest, achievement and other programs required or desired by departments of the University.
4. University Diagnostic and Placement Testing Program for all freshmen to assist in the planning of their educational and vocational careers and other programs required or desired by departments of the University.
5. College Level Examination Program (CLEP) for course credit by examination.

6. National Testing Program which includes application and information for the PRAXIS
7. Teacher Examinations, Graduate Management Admission Test, Graduate Record Examinations, Allied Health Professions Admission Test, Veterinary College Admission Test and other similar examinations.
8. Graduate student internship training laboratory.
9. Graduate school information and cooperation in the placement of graduates who desire to pursue graduate studies.
10. Withdrawal Exit Interviews.
11. Outreach counseling programs and activities.

HEALTH SERVICES

The Sebastian Health Center at North Carolina A&T State University is committed to providing the highest quality primary health care, counseling and health and wellness education through trust-based, caring, accessible and affordable services. All activities and programs of the Sebastian Health Center operate to assure a nonjudgmental environment with sensitivity to all individuals including those with disabilities and those representing diverse cultural, racial, religious, groups. A professional staff of doctors and nurses collectively balance the very latest in technology and treatment with the highest respect and personal concern for the University Community.

1. **Medical Services:** The University maintains a Director of Health Services. University Physicians are in attendance in the Health Center daily--morning and evening, Monday - Friday.
2. **Nursing Services:** Registered nurses under the direction of a Nurse Supervisor and on-call physician are in attendance daily on a sixteen hour basis to treat and evaluate students' health needs and answer any questions pertaining to health and wellness concerns.
3. **Laboratory Services:** A Certified Laboratory Medical Technologist is on duty daily, Monday-Friday to perform various laboratory tests as ordered by the physicians.
4. **Follow-up and Consultation Services:** Follow-up services are given through the Health Center and referral to specialists and various community agencies are made upon recommendations of the University Physicians.
5. **Physical Examinations:** Special Student Groups are given complete physical examinations at the Student Health Center prior to participation in any organized team sport. These groups usually include athletes, nursing students, student teachers and advanced ROTC cadets. An entrance medical history form is required prior to participation in these activities.
6. **Medical Records:** All students are required to submit a physical examination and record of immunizations as specified by the North Carolina State Immunization Law. (Please see the Report of Medical History Form included in the Admissions packet).
7. **Pharmacy Services** are available Monday-Friday from 8:00AM to 5:00PM. Over the counter medications are available upon request.
8. **Health Education:** A qualified Health Educator is available from 8-5 daily to provide educational counseling, disseminate educational materials and information to students in the residential halls, classrooms or in the Health Center.

The Health Center accepts cash, check, one card, visa and master card.