



STUDENT HANDBOOK

2020-2021



NORTH CAROLINA AGRICULTURAL
AND TECHNICAL STATE UNIVERSITY

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This Handbook is a source of information on the many services, activities and policies of North Carolina Agricultural and Technical State University (“N.C. A&T”). This Handbook does not constitute a contract, express or implied, between N.C. A&T and its students, parents of students, or any other individual. N.C. A&T reserves the right to alter, amend, or rescind any provision in this Handbook at any time. Changes in this Handbook may be implemented immediately throughout the academic year and these changes will be posted on the N.C. A&T Dean of Students website. Each student is responsible for maintaining current knowledge of regulations at all times. Students will also be notified of any changes to this Handbook via e-mail to their @ncat.edu address.”

North Carolina Agricultural and Technical State University (N.C. A&T) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of N.C. A&T.

N.C. A&T does not discriminate against any person on the basis of age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact Linda Mangum, Director of Employee Relations and Affirmative Action Officer, lmangum@ncat.edu.

N.C. A&T is an AA/EEO- and ADA-compliant institution.

I. ABOUT THE UNIVERSITY

Established in 1891, under the Second Morrill Act of 1890, North Carolina Agricultural and Technical State University is a land-grant, doctoral high research activity, historically black institution. The Second Morrill Act expanded the nation’s system of land-grant universities to include a historically black institution in those states where segregation denied minorities’ access to the land-grant institutions established by the First Morrill Act (1862).

Over the past 129 years, N.C. A&T has maintained a rich tradition in academics, research, discovery and outreach, to become one of the nation’s most highly respected institutions of higher education. The university aims to develop and preserve intellectual capital through interdisciplinary learning, discovery and engagement, and is committed to fulfilling its fundamental purposes through exemplary undergraduate and graduate instruction, scholarly and creative research, and effective public service and engagement. The current vision is to be recognized as a preeminent land-grant university and the institution of choice for high-achieving students.

With an enrollment of 12,556 students, A&T is the largest historically black college or university (HBCU) in the nation. A&T awards baccalaureate, master’s and doctoral degrees through the College of Agriculture and Environmental Sciences; College of Arts, Humanities and Social Sciences; College of Business and Economics; College of Education; College of Engineering; College of Health and Human

Sciences; College of Science and Technology; The Graduate College; and the Joint School of Nanoscience and Nanoengineering.

A&T has adapted its curriculum and teaching methodologies to ensure that students in STEM (science, technology, engineering and mathematics) and other disciplines receive an education that allows them to be competitive in a changing world. Students across the disciplines are afforded opportunities to work and study with renowned scholars, researchers and other professionals who serve on the faculty and are held in high esteem across the nation and abroad. A&T is among the top producers of African-American engineers, agriculture graduates and certified public accountants in the nation, and is one of the top producers of African Americans with baccalaureate degrees in journalism/mass communication and psychology.

A&T has advanced in the area of research and, for more than a decade, has consistently ranked among the UNC System's top three most productive research universities. The strength and potential of the research enterprise at A&T is demonstrated by the university's ability to sustain major programs in nanotechnology, biotechnology, computational science and engineering, energy and environment, information sciences and technology, leadership and community development, logistics and transportation systems, and public health. Notably, the university is home to the prestigious National Science Foundation Engineering Research Center for Revolutionizing Biometallic Materials, which specializes in biomedical engineering and Nano-bio applications research.

Upon graduating, students join the university's more than 55,000 alumni of record who hold (or have held) positions of leadership in industries and communities around the world. Some of A&T's nationally acclaimed alumni include Henry E. Frye '53, former N.C. Supreme Court Chief Justice; Edolphus Towns Jr. '56, retired U.S. Congressman; Clara Adams-Ender '61, author and retired Army brigadier general; Alvin A. "Al" Attles Jr. '60, former NBA player, coach and general manager; Elvin Bethea '68, NFL Hall of Famer; Ezell Blair Jr./Jibreel Khazan '63, the late Franklin E. McCain Sr. '63, Joseph A. McNeil '63 and the late David Richmond '10 (degree awarded posthumously), members of the Greensboro Four/A&T Four; Joe L. Dudley Sr. '62, Dudley Products founder; Rev. Jesse L. Jackson Sr. '63, civil rights activist and former presidential candidate; Alma S. Adams '68, U.S. Congresswoman; and the late Dr. Ronald E. McNair '71, NASA astronaut.

Twelve presidents/chancellors have served the institution since its founding: Dr. John O. Crosby (1892–1896), Dr. James B. Dudley (1896–1925), Dr. Ferdinand D. Bluford (1925–1955), Dr. Warmoth T. Gibbs (1956–1960), Dr. Samuel DeWitt Proctor (1960–1964), Dr. Lewis C. Dowdy (1964–1980), Dr. Cleon Thompson Jr. (interim, 1980–1981), Dr. Edward B. Fort (1981–1999), Dr. James C. Renick (1999–2006), Dr. Lloyd V. Hackley (interim, 2006–2007), Dr. Stanley Battle (2007–2009) and Dr. Harold L. Martin Sr. (2009–present).

II. GOVERNANCE OF NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY

N.C. A&T is a constituent institution of the UNC system. It functions under the jurisdiction of a 32-member board of governors elected by the North Carolina General Assembly. The president of the

UNC system and his/her staff administer policies of the board of governors, constitute General Administration (GA) and are located in Chapel Hill, N.C.

The N.C. A&T Board of Trustees consists of 13 members. The governor of the state appoints four members, the board of governors appoints eight, and the N.C. A&T Student Government Association (SGA) president serves as an ex officio member. The board of trustees receives its authority by delegation from the board of governors.

The chancellor is the chief administrative officer of the university.

A. Faculty-Student Committees

Students participate in the decision-making process of the university through membership on committees or sub-committees of the university. Generally, students are recommended by SGA to the chancellor or other appropriate university officials for selection and appointment to faculty committees. The student voice is welcome and contributes to important functions and policies of committees and the university. Students may serve on standing committees:

- New Student Orientation
- Food Service
- Lyceum
- Student Fee Allocation
- Bookstore Advisory
- Commencement
- Intramural Council
- Homecoming
- Who's Who Selection
- Honors, Scholarships and Awards

B. Individual Responsibility

Much of the planning, programming and policymaking is done through student groups. This, however, does not preclude the fact that students can participate as active campus citizens. Individuals contribute in many ways:

- Being informed about the education community, of which you are a part;
- Questioning student leaders, faculty and administration about the university;
- Actively participating in student organizations, of which you may be a member;
- Questioning and/or supporting SGA and its officers, affairs and activities; and
- Participating in Student Center programs.

This list is not exhaustive; it includes just a few examples of how students can demonstrate individual responsibility. Above all, individuals must be informed and ask questions, as the list changes and is modified from time to time.

III. **STUDENT LIFE**

N.C. A&T recognizes the role that student organizations play toward development for self-actualization, involvement through cooperative interaction and enlargement of educational experiences for members of the university community.

A. **Office of Student Development**

The Office of Student Development (OSD), a unit within the Division of Student Affairs at N.C. A&T, strives to meet the challenges of our ever-changing society by equipping students with the tools necessary to be informed and engaged leaders in the workplace and the community. We take pride in providing transformative opportunities and experiences that educate, prepare, empower and support students in their development and practice of leadership, servitude and active citizenship.

The department provides services, programs and campus/community partnerships that enhance the student experience and their co-curricular footprint at N.C. A&T and in the local community. We are committed to supporting the University's Strategic Plan A&T Preeminence: Taking the Momentum to 2023 by fostering an environment of responsibility and excellence. We nurture students in achievement in and out of the classroom through our unique workshops, events, travel, certifications, civic engagement, etc.

Whether a student wants to be an academic scholar, student leader, community activist, servant leader, or artistic entrepreneur, the Office of Student Development can and will assist in finding an opportunity to meet their needs and reach their individual goals as a global citizen. That is why our motto is "Students are why we are here."

1. Leadership Development

a. **Mission**

As a complement to the established mission of the Division of Student Affairs, the area offers a variety of services and programs that cultivate the development of NCAT students into effective leaders on and off campus. The Process is designed to elevate the college experience by helping students explore self (interest, strengths, talents, passion, etc.); become actively engaged, learn the importance of service and citizenship; unleash their inner potential; identify and enhance their leadership skillset; effectively navigate systems and resources; strategically challenge processes; and prepare for a smooth transition into the world and tomorrow's workforce.

b. Goals/Objectives

- Providing opportunities for students to explore and address issues that affect them and their environments through social consciousness, leadership effectiveness, academic awareness, as well as membership development;
- Coordinating and facilitating workshops, seminars, programs, and conferences geared toward capacity building and professional development, human relations and civility;
- Utilizing the entire Aggie community to develop our seven C's of leadership: consciousness of self, congruence, commitment, collaboration, common purpose, controversy with civility, and citizenship in the student body;
- Creating a support mechanism, central location for resources and information, and development opportunities for various constituent groups and programs associated with leadership such as iLEAD-individual Leadership Evolution Across Disciplines, Departments and Divisions and Leadership Synergy Program;
- Fostering an environment where students share ideas freely and work collaboratively with faculty, staff and other students, while promoting themselves as ambassadors to the global community.

2. Civic Engagement and Service Learning

a. Mission

OSD, through Civic Engagement and Service Learning provides opportunities and experiences that emphasizes learning, awareness, service and civic responsibility as critical competencies of a successful NC A&T graduate and active citizen. Through community connections, meaningful exchanges/ engagement and self-explorations, students are empowered as catalyst for positive change, social impact and constructive influence in their local, national and/or global community.

b. Goal

To support the integration of service-learning and community service into interdisciplinary campus initiatives, by reinforcing an infrastructure built on the foundation of existing community stakeholders. This will facilitate the institutionalization of service-learning and augment the university's role in meeting community-defined needs through university-community partnerships.

c. Objectives

Introduce an infrastructure for campus-based community service:

1. Introduce procedures and partnerships for communities and the campus to work together to solve key issues;
2. Encourage quality-focused service-learning programs;

3. Engage in positively impact community needs with sustainable focus;
4. Develop mutually beneficial relationships with community-based organizations;

3. Religious and Spiritual Life

a. Mission

OSD want to ensure the comprehensive development opportunities of the "whole person". In this regard, we offers support and opportunities for students to explore, develop and practice religious observances and spiritual growth. We strive to foster an environment of advocacy, mutual respect and awareness of diverse practices, traditions and backgrounds through religious literacy, interfaith dialogue, spiritual exploration/ awareness, and protection of rights.

b. Goal

To foster a diverse and inclusive campus community by promoting cultural awareness, collegiality and cultivate respect for diverse people and cultures.

c. Objectives

- Personal growth and development of one's self;
- Establishing a mutual respect for all matters of life; and
- Promoting healthy interaction internally and externally

4. Student Publications

The A&T Register-official student newspaper

The A&T Student Planner-student academic day planner

The AYANTEE- the student yearbook

5. Additional Services

- Thurgood Marshall College Fund Campus Coordinator and Scholars
- North Carolina Campus Compact
- SGA Elections Committee
- N.C. A&T Fellowship Gospel Choir
- Office of Student Development Reps Program
- Democratic Engagement Fellowships
- National Society of leadership and Success
- iLead
- Alternative Breaks

- Aggie Source Food Pantry
- Voter Registration

B. Office of Student Activities (OSA)

The Office of Student Activities and Campus Involvement complements students' academic experiences by providing services and resources that engage students in creating a campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support to impact students' growth and development and enhance the success of each student at N.C. A&T.

The executive director for student activities provides interpretation of the university's policies as they relate to the organizational community. All events must reflect the interest of the university community. Permission to use university facilities may be denied or revoked for non-compliance with guidelines and implementation procedures. (See Guidelines and Implementing Procedures for the use of university Facilities in this handbook.)

1. Student Organizations and Activities

N.C. A&T, its departments, activities or student organizations do not discriminate against applicants, students or employees. Membership and participation in a group must be open to all students without regard to age, race, color, gender identity, genetic information, national origin, disability, religion, religious status or historic religious affiliation, military/veteran status, political affiliation, or sexual orientation. Group membership and participation must also be open without regard to gender unless exempt under Title IX.

The university provides a well-balanced program of activities for moral, spiritual, cultural, and physical development of students. Along with this office's various committees, departments and organizations of the university sponsor religious, cultural, social, and recreational activities. Outstanding artists, lecturers and dramatic productions are brought to campus through programs and projects sponsored by student organizations, and scheduled and coordinated by the executive director for student activities, with the cooperation and assistance of other service, administrative and academic units. No group has the right to interfere with or disrupt, either in part or whole, the orderly operation of the university or interfere with the rights of its students.

OSA includes the following areas/departments:

- Student Government Association
- Clubs and Organizations/Council of Presidents
- Campus Programming/ Student University Activities Board (SUAB)

- Fraternity, Sororities, Greek-Lettered Organizations, Social Fellowships and the Joint Greek Council

2. Student Government Association (SGA)

The authorities of N.C. A&T State University, having confidence in the ability, character and judgment of the students and believing that participation by them in the affairs of the N.C. A&T Community will be mutually helpful and valuable, have given authority to them to organize the Student Government Association and to adopt the Constitution and by-laws. SGA, as representative of the student community, must be committed to the goals of higher education in order to justify its existence.

- Create an atmosphere of freedom that allows the student to move beyond the limits of traditional interests by being a creative and contributing individual;
- Aid in a meaningful interpretation of the concept of the university community;
- Provide opportunities for each student to participate in activities that develop and realize potential; and
- Create awareness of national and international affairs and of their significance for the individuals.

Note: Click to view the [SGA constitution](#)

3. Clubs and Organizations/Council of Presidents

Council of Presidents (COP) serves as a liaison that assists, governs and advocates for the many registered and recognized student organizations at N.C. A&T. COP works in concert with OSA and various other departments/entities to provide opportunities for organizational leadership, growth and development. The council is a participatory body, comprised of student organization presidents and officers, designed to provide an assembly for dialogue, development of ideas and the implementation of plans to keep campus organization life meaningful, wholesome, stimulating, productive, and active.

Categorizations of student organizations include, but are not limited to; national honor societies, academic and departmental groups, hometown clubs, student military, fraternities and sororities, special interests, faith-based, and cultural groups. Other university-sponsored organizations are the University and Gospel choirs, University band, Student University Activities Board (SUAB), Residence Hall Association (RHA), and the Student Government Association (SGA).

a. Registration of Student Organizations

Student Organization Registration is an annual process. Once an organization is created, registration renewals must be completed every year in order for the organization to operate during the two semesters comprising the academic year. Organizations are not permitted to operate during the summer. Any organization that promotes clandestine relationships, fronts for another agency, entity or organization, or permits the violation of school regulations forfeits its privilege to function on campus. Benefits associated with being a registered student organization include access to university resources at minimal to no cost the ability to advertise on campus as well as the opportunity to request programming support from the Cost of Student Activities (COSA) funds. Groups are encouraged to register early to receive full benefits. **All returning organizations are expected to register by the first day of September** for the academic year via the respective organizational portal through **1891**.

b. Advisors

Each organization is required to have at least one N.C. A&T full-time faculty or staff member serving as the campus advisor to the organization. Part-time Faculty and Staff are eligible to serve as co-advisors once approved by the Office of Student Activities. The advisor/s must:

- Be removed from being a student of the university for at least five years,
- MUST attend and stay for the duration of functions sponsored by the organization (especially those considered as major events, travel, fundraisers, and events with 50 or more attendees), and especially those that require money collection and travel
- And must be approved by the OSA

All prospective advisors must attend training and complete a contract before fulfilling their role.

Faculty and staff are not obligated to serve as advisors; it is a voluntary service. Those who willingly give the time necessary to guide organizations, as well as attend meetings and events, also accept the challenge and earn general and special appreciation of the university community.

c. New Student Club/Organization Process

The first step to starting a new campus organization is to explore whether a similar organization already exists. With so many student organizations at N.C. A&T, there are many interest areas already being met. Should you believe there is still a need for an additional organization follow the instructions below to submit your New Student Club/Organization Request:

1. Fill out the **Intent to Register Form (ITR)** and type up a **Justification Letter** and bring it to the Office of Student Activities and Campus Involvement (OSA).
 - a. Once OSA/COP have received both documents, COP will vote on the **approval or denial** for the establishment of the organization.
2. If you are **APPROVED** you will receive an email from a member of the Council of Presidents Executive Board to set up a meeting.
 - a. At this meeting you will discuss your thoughts, ideals, and purpose for the proposed organization, receive helpful tips on writing your own organization constitution, and learn more about what it takes to start, continue, and grow a student organization at NC A&T SU.
 - b. You will need to prepare the remainder of the documents (advisor agreement form, proposed events, proposed community service, officer/leadership contact information, and constitution) needed to start your organization.
3. Once you have completed all the required documents you will turn them in to OSA, to have your completed proposal packet reviewed.
4. Initial reviews for packet completion will be done by officials from Student Activities and Campus Involvement.
 - a. Packets missing any of the above stated requirements will not be reviewed until all required documents have been submitted.
 - b. You will receive an email once all documents have been verified to be reviewed by the COP Executive Board.
5. A meeting between the organization, the advisor, and officials from Student Activities and Campus Involvement may be required to review the proposal.
 - a. This could include several meetings to revise your constitution. These meetings are called NSO Constitution Reviews, and it usually takes a few weeks of reviews to reach a final draft of your constitution.
6. The final draft of your Constitution will go to the COP Executive Board for full review and to make a recommendation whether to establish the organization.
 - a. Within one week of receiving your final constitution, COP will vote on one of the following options:
 - i. **Approve your constitution**
 - ii. **Approve your constitution with suggestion for minor revisions**
 - iii. **Deny your constitution (major revisions required)**
 - b. You will receive an email notifying you of COP's decision. If you need to make revisions, do so and email the new draft to copeboard@ncat.edu with the subject "NSO (Org name) Constitution Edits."

7. You will receive an email from COP Executive Board notifying you of your Registered Student Organization status. Follow the instructions in this email to set up an RSO Presentation with a member of the COP Executive Board.
 - a. You will need to pay the registration fee and bring a copy of the receipt to your RSO Presentation.
 - b. The President, Vice President, and Advisor are required to be in attendance for the RSO Presentation.
 - c. RSO Presentations take approximately 60 minutes. They will inform you of all the policies, procedures, and resources that apply to RSO's.
8. This completes the process of creating a new club.

Proposals and registration packets for new organizations are accepted during the designated timeframe (ONLY) and reviewed for processing accordingly. Although proposals and packets are accepted, please note a received submission does not guarantee that your organization will be approved.

4. Campus Programming/Student University Activities Board

Student University Activities Board (SUAB) is the primary organization responsible for planning and implementing many of the co-curricular programs which enhance the cultural, educational, recreational experiences, and varied opportunities for the N.C. A&T student body. At the center of student life, SUAB specializes in providing social activities designed to enhance moral, intellectual and cultural life of individual students. In all its processes, students are encouraged to participate in self-directed activity, giving maximum opportunity for self-realization and growth in individual social competency and group effectiveness.

5. Fraternity and Sorority Engagement

Student organizations, including fraternities and sororities are an integral part of campus life at N.C. A&T because they contribute significantly to the quality of student life in a number of ways:

- a. Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities;
- b. Encouraging and fostering team building and group cohesion;
- c. Striving for academic excellence; and
- d. Performing volunteer service on-campus and in the larger Piedmont Triad community.

Because the outcomes are parallel to several university objectives, N.C. A&T welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that activities of all student groups conform to university expectations and fulfill the university

mission, they will continue to enjoy all privileges and courtesies extended to them as registered and recognized student organizations.

At all times, it is expected that student organizations will adhere to and assist with upholding all university policies and protocols, including the student code of conduct. If a student organization or its members are reported to have violated or are accused of violating the student code of conduct or any other university policy or procedures, the organization will be placed on cease and desist (interim suspension) pending investigation and resolution of the alleged violation.

Regarding campus suspensions of fraternities, sororities and social fellowships, the university makes no distinction between the **chapter** of a fraternity/sorority/social fellowship and the fraternity/sorority/social fellowship as an **entity**. The university further recognizes that chapters are not, in fact, organizations on their own but represent their national fraternity, sorority or social fellowship.

Membership in a fraternity or sorority (social fellowship, or Greek lettered organization) is limited to undergraduate students who are enrolled full time at A&T. Once initiated, general membership in our fraternities and sororities is restricted to students who are members of the group, in good standing, and enrolled for at least six semester credit hours at N.C. A&T, not including hours at a consortium school. (For additional new membership intake requirements, see academic eligibility.)

C. Standards Governing Fraternities, Sororities and Social Organizations

1. National Fraternities and Sororities

Several units collaborate to certify a student's academic status, judicial, financial, student engagement records, and university attendance to determine the viability of the chapter and before verification of eligibility for membership can be granted. These units include but are not limited to the Office of Student Activities, the Registrar, and Student Conduct.

2. Greek Letter Council

The Joint Greek Council (JGC) was created to connect the two previously governing councils which supported the fraternities and sororities on our campus. Collectively, the JGC Executive Board working in concert with the Office of Student Activities and the Director of Fraternity and Sorority Engagement oversees the management of all Social fraternal organization chapters at North Carolina A&T State University.

a. PURPOSE

- Promote a sense of community between our fraternity and sorority chapters and members,

- Encourage student leadership and personal development within the community,
- Ease collaboration and communication between all chapters in an effort to enhance individual and collective fraternity and sorority driven programs and events,
- Streamline communication between members, chapters, the Office of Student Activities and other administration
 - Serve as a forum to discuss or resolve issues of mutual interest and concern to the university, and our fraternities and sororities.

Our community is comprised of member organizations commonly recognized as part of the National Pan-Hellenic Council and other organizations previously listed as part of the Greek Letter Council at A&T. These organizations include:

National Pan-Hellenic Council (NPHC)

- Alpha Phi Alpha Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Delta Sigma Theta Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Iota Phi Theta Fraternity, Inc. *
- Omega Psi Phi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.

For information regarding membership criteria, chapter status, and other frequently asked questions, please visit the [OSA-Fraternity and Sorority Engagement](#) website.

The following national fraternities, sororities, and social fellowships have charters for chapters at N.C. A&T:

- Groove Phi Groove Social Fellowship, Inc. *
- Kappa Kappa Psi National Honorary Band Fraternity, Inc.
- Phi Mu Alpha Sinfonia Fraternity of America
- Swing Phi Swing Social Fellowship, Inc. *
- Tau Beta Sigma National Honorary Band Sorority, Inc.

*Chapters are inactive due to lack of membership

For information regarding the chapter's current status, please visit the [OSA-Fraternity and Sorority Engagement](#) website.

3. Membership Intake Regulations

Recruitment activities can only be scheduled during the period designated by the university and those active organizations approved by the Office of Fraternity and Sorority Engagement (OSA - Fraternity and Sorority Engagement) as stipulated in this document.

No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program and schedule are approved by the university and officially begin.

It is required that all new membership intake activities be coordinated through the Office of Student Activities. The annual schedule and new membership intake procedures are determined by the Office of Student Activities and provided to **the appropriate person(s)** at the designated time or upon request. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized.

No organization may proceed with membership intake until the Office of Student Activities has received written approval from the regional director or national office of the organization. Once received the Office of Student Activities will then provide written approval on each individual candidate based on academic and judicial clearance. If transcripts appear to be inaccurate to the candidate, individual candidates should contact the Office of the Registrar to have the matter cleared up; however, **candidates must be eligible at time of clearance (including the resolution of ALL holds on a student's account).**

Once the Membership Intake Period ("MIP") starts there will be no rebate on elapsed time, should an organization's MIP be stopped during the intake window for any reason. If permitted to proceed the organization will only have until the last day of intake as outlined by the university's approved MIP calendar to complete their process. This will apply no matter where the organization is in the process.

Effective July 1, 2016, there is a 45 new member limit for organizations participating in the membership intake process. The university reserves the right to grant approval to accept an additional 10% of the restricted number.

Organizations that are in good standing but ineligible to conduct intake due to a national moratorium or other organizational mandate/directive are eligible to accept up to 150% of the university limit the first year and up to 200% of the university limit if the involuntary restriction lasts two years or more when they are next eligible and approved to conduct intake.

Organizations that voluntarily opt out of conducting intake while in good standing; or are/were under sanction from the university, their region, or the national headquarters, are ineligible to utilize the percentage increase. Organizations that did not have intake

because they were NOT in good standing are unable to utilize the 150%/200% rule upon their reinstatement.

Note: Click to view the [Student Org Handbook](#)

4. Membership Intake Restrictions

Prospective Members: To be eligible or considered for membership into any Greek organization, the university requires that a student meet the following criteria:

- a. Completed a total of 12 credit hours at A&T during the academic semester prior to the semester participating in intake. For those having been enrolled in a cooperative education experience, and internship, or a study abroad experience, a letter of verification must be submitted to the Office of Student Activities prior to application for membership;
- b. Be in good financial, academic and judicial standing with the university (meaning clear judicial record defined as not currently on probation, suspended or expelled; no case pending; no history of major violations, i.e., drugs, assault, harassment, or possession/use of a weapon; no financial holds such as outstanding parking tickets, library fees, unpaid balances on accounts, or any unresolved academic issues such as incompletes on transcripts, etc.) with the university per the Office of the Dean of Students.
- c. Be currently enrolled in a total of 12 credit hours during the academic semester (at N.C. A&T) in which intake is being held;
- d. Be in good **financial, academic and judicial standing** (meaning clear judicial record defined as not currently on probation, suspended or expelled; no case pending; no history of major violations, i.e., drugs, assault, harassment, or possession/use of a weapon; no financial holds such as outstanding parking tickets, library fees, unpaid balances on accounts, or any unresolved academic issues such as incompletes on transcripts, etc.) with the university per the Office of the Dean of Students.

Compliance with university minimum requirements for application eligibility does not guarantee that a student will be selected or voted on for membership in an organization. Some organizations require a higher cumulative average, giving the option to a chapter to use the university's minimum requirement. Beyond minimum requirements, organizations have the right to select their members by criteria approved by the national governing body of the organization and accepted by the university as a fair policy. These criteria must be documented in the Office of Student Activities.

5. New Member Presentations

- a. all new member presentations must receive written approval by the organizations' chapter advisor with a written verification of approval submitted to the Office of Student Activities as designated by the university intake schedule;
- b. All new member presentations once approved by the advisor/s of record, must take place on campus within the new member presentation period as designated by the university intake schedule and as approved at the time of petition hearings (There will be NO EXCEPTIONS to any other time periods or forms of expression (before, during or after the intake period));
- c. All new member presentations also known as coming out shows, reveals or probates must be in compliance with all university new member presentation guidelines and membership intake policies;
- d. Pre and Post shows are prohibited both on and off-campus

These and all other Fraternity and Sorority Engagement policies, procedures and guidelines can be found on the OSA website. Failure to comply with the provisions outlined in section 6 are grounds for sanctions as determined by the Office of Student Activities which may be influenced by the organization's current status and written record of previous sanctions with said office.

6. University Policy on Hazing

Hazing (North Carolina General Statutes, Chapter 14 (Article 9))

14-35 Hazing definition and punishment. *It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is subjecting another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group. Any violation of this section shall constitute a Class 2 misdemeanor.*

Preamble

Student organizations, including fraternities and sororities, are an integral part of campus life at N.C. A&T because they contribute significantly to the quality of student life in a number of ways:

- a. Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities;
- b. Encouraging and fostering team building and group cohesion;
- c. Striving for academic excellence; and

- d. Performing volunteer service on-campus and in the larger Piedmont Triad community.

Because the outcomes are parallel to several university objectives, N.C. A&T welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that activities of fraternities and sororities conform to university expectations and fulfill the university mission, they will continue to enjoy all privileges and courtesies extended to them as registered student organizations. Each chapter exists on campus as a courtesy to their respective national organizations. At all times, it is expected that the chapters conform to and assist with upholding all university policies and protocols. Regarding campus suspensions of fraternities, sororities and social fellowships, the university makes no distinction between the **chapter** of a fraternity/ sorority/social fellowship and the fraternity/sorority/social fellowship as an **entity**. The university further recognizes that chapters are not, in fact, organizations on their own but represent their national fraternity, sorority or social fellowship.

7. University Definitions of Hazing

The university stands against hazing of any kind and against any student or other individuals who shall commit such acts. We will aggressively pursue any and all violators of the hazing policy and shall be intolerant of any aberrant behavior that threatens the well-being of our students. The university shall, at all times, remain an environment for academic achievement and success, and shall not allow its students to be subjected to any type(s) of behavior that interfere with the integrity of the academic process. For purposes of N.C. A&T, **'hazing'** shall be defined in the following manner and shall not be differentiated with respect to university findings:

Subtle Hazing: This type of hazing is often thought of as harmless or insignificant. The behavior usually involves activities or attitudes that cross the line of mutual respect, appropriate standards, and places the individual on the receiving end of the ridicule and/or humiliation practices or emphasize a power imbalance between new members/initiates and other members of the group or team. Examples include, but are not limited to, the following:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/initiates to perform duties not assigned to other members
- Socially/Actually isolating new members/initiates

- Line-ups and drills/tests on meaningless information
- Name calling
- Requiring new members/initiates to address other members with titles, so as to suggest subordination, inferiority or second-class status
- Expecting certain items to always be in one's possession or taking possession of one's items without asking or permission
- Expecting or requesting new members/initiates to be deprived of maintaining their normal class or study schedule

Harassment Hazing: Behaviors that cause emotional anguish or physical, mental or psychological discomfort in order to feel like part of the group. It can be viewed as confusing, frustrating and/or causing undue stress for new members/initiates and **may lead to mental or psychological trauma.**

Examples include, but are not limited to, the following:

- Verbal abuse, including berating of individuals, new members/initiates
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude or humiliating acts
- Expecting, requesting or demanding new members/initiates to perform personal service(s) to other members, such as carrying books, running errands, washing cars, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations or stimulations
- Expecting new members/initiates to be deprived of maintaining a normal schedule of bodily cleanliness
- Demanding or expecting new members/initiates to harass others

Cyber-Bullying: This form of hazing that exposes an individual to communications made through emails, cell phones, unauthorized posted pictures on websites and/or other social media, internet chat rooms, other telecommunications by seeking to intimidate, control, manipulate, stalk, torment, harass, ridicule, put down, falsely discredit, and/or humiliate the recipient of cyber-bullying.

Violent Hazing: Behaviors that have the potential to cause physical and/or emotional or psychological harm or trauma. Examples include, but are not limited to, the following:

- Action that recklessly or intentionally endangers the physical safety of students
- Forced or coerced alcohol, or any other drug consumption
- Beating, paddling or other forms of assault or blunt-force trauma including striking with fists or any other objects
- Branding

- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication or over-consumption of food or other substance
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting or demanding or assignment of activities that would be illegal (e.g., shoplifting) or unlawful or might be morally offensive to new members/initiates
- Forced or required conduct that could embarrass or adversely affect the dignity of the individual
- The intentional creation of clean-up work or labor for new members/initiates by other members
- Bondage
- Abductions/kidnappings/holding against one's will
- Forced exposure to cold weather or extreme heat, regardless of appropriate protection
- Forced or required participation in physical activities such as calisthenics, exercises or other so-called games

For the purposes of this policy, violations include observation or knowledge of hazing activities by individuals in a position to intervene but who fail to do so.

It is also a violation of this policy to retaliate or take adverse action towards any person for reporting an alleged violation of this policy or for cooperating with a university investigation related to this policy. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), isolation, or any other action intended to create a hostile environment for the intended target of the retaliation.

8. Sanctions and Outcomes upon Findings of Hazing

Due to past incidents of destructive activities inapposite to the university's mission, committed by several fraternities and/or sororities during the membership intake process that threatened the safety and security of students and/or prospective members, the university has set forth the following penalties and restrictions applicable to any findings of hazing. These guidelines govern the membership intake process and shall be operative throughout the entire academic year, to be applicable to any and all findings of hazing, no matter the organization type, time of discovery, finding, or final resolution.

The severity of each offense shall be taken into account for purposes of determining outcomes and/or levying sanctions against an organization found to have violated the university's hazing policy. The university shall always have the right and sole discretion to

sever the relationship with a national organization and its on-campus chapter when considering the best interests of students, staff and the university's mission.

Final outcomes/sanctions levied against an organization shall be managed by the Office of Student Activities and shall be dictated by its disciplinary status policy (outlined below).

Sanctions for an organization's offenses include, but are not limited to, the following:

- a. **Reprimand:** An official notice of censure
- b. **Social Probation:** A specified period during which an organization may register but may not take part in social activities or social fundraising events.
- c. **Disciplinary Probation:** A specified period during which an organization must register but may not be recognized as an active student organization, and undergo extensive anti-hazing training and/or complete other prescribed activities and trainings, as well as perform extensive community service.
- d. **Charter/Chapter Restriction/Suspension:** Removal of recognition of an organization by the university, which shall be no less than one year and no more than two years. Under this sanction, a chapter will not be recognized as a registered student organization, cannot take part in the intake process or hold any organization-sponsored events on campus.
 - i. First Offense: one-year suspension, one-year disciplinary probation, one-year social probation
 - ii. Second Offense: two-year suspension, two-year disciplinary probation, two-year disciplinary probation, one-year social probation
 - iii. Third Offense: Revocation of chapter's charter
- e. Charter/Chapter Revocation: Permanent removal of recognition of an organization by, and its affiliation with, the university.
- f. Outcomes/sanctions may also include the following should any and all apply:
 - i. Criminal prosecution at the local, state and/or federal level for any individual student(s) accused of and found to be in the commission of hazing;
 - ii. University disciplinary action for individual students, up to and including probation, suspension and/or expulsion, through the Office of the Dean of Students.

Any offenses currently part of the university record for any organization(s) found in violation of the university's previous or current hazing policies shall remain in effect and apply to the guidelines set forth above.

IV. **STUDENT CONDUCT REGULATIONS**

Section 502 D of the Code of the Board of Governors of the University of North Carolina gives the Chancellor of each constituent institution, or his or her delegate, the authority and the duty to regulate student affairs and student conduct and discipline. At North Carolina Agricultural and Technical State University, the Chancellor has delegated the regulation of student conduct and discipline to the Vice Chancellor for Student Affairs. Pursuant to this authority, and consistent with Chapter 700 of the UNC Policy Manual, the following Student Conduct Regulations and Procedures have been developed.

A. Statement of Purpose

As an academic community, N.C. A&T has an interest in the safety, welfare and education of its community members and in the promotion of an environment consistent with the educational mission, purpose and operation of the university.

Through orientation activities and student-faculty interaction, the university encourages and promotes organized student life. Additionally, individual and group counseling are made available through Counseling Services, the Student Health Center, and Office of Accessibility Resources.

B. Statement of Policy

Students voluntarily enter N.C. A&T and are obligated to perform and behave in a manner relevant to the university's lawful mission, process and function. Expectations of students in an academic community are higher than those of citizens in a non-academic community.

The process by which the university community educates students who violate community standards of the Student Conduct Regulations is through voluntary referrals to Counseling Services and the imposition of sanctions, including possible separation from the university. Goals of the educational process are as follows:

1. To educate the student by explaining the reasons for community standards;
2. To bring the student's behavior into compliance with community standards;
3. To have the student maturely accept accountability for the student's behavior;
4. To help clarify the student's values as they concern behaviors in question;
5. To assist the student in making future choices which enable the student to assume major adult roles of responsibility;
6. To help students consider, in advance, consequences of his/her behavior;
7. To determine, with the student, the reason(s) for misconduct; and

8. To protect the safety and welfare of the university community.

Procedures and processes set forth in the Student Conduct Regulations are not intended to be equivalent to the process of federal or state criminal law. Criminal processes and procedures are designed for circumstances unrelated to the academic mission of the university.

In exercising its disciplinary authority, the university is committed to the principle of equal treatment, including a like sanction for a like violation without regard to age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law.

The university embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The university has the right, under appropriate circumstances, to regulate the time, place and manner of exercising these and other constitutionally-protected rights.

It is the prerogative of the vice chancellor for student affairs and the chancellor to interpret and apply the provisions of the Student Conduct Regulations. In making decisions, the rights of students and needs of the university in accomplishing its educational goals and mission will be considered.

The university has jurisdiction over all behavioral infractions that occur in facilities on property owned, controlled or used by the university. The university reserves the right to consider the off-campus behavior of students when it is determined the behavior interferes with or impacts the university and its educational mission. The vice chancellor for student affairs shall make this judgment on a case-by-case basis and determine when the university's educational interests are adversely affected.

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

Violations of campus or university policies, rules or regulations, or federal, state or local laws may result in a violation of the student code of conduct and imposition of student discipline.

Instances of student misconduct may or may not constitute offenses against the larger community. The fact that a student is or has been prosecuted in criminal court for a violation of law does not preclude university jurisdiction over the misconduct. The university may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending, has been dismissed or the charges have

been reduced. Governmental authorities are not precluded from taking action against students for on-campus violations of public laws.

University police are law enforcement officers commissioned by the State of North Carolina and have full enforcement and arrest powers. University police officers are empowered to arrest students and other persons who violate state, local and/or campus laws while on the campus of N.C. A&T or within the extraterritorial jurisdiction near the campus as agreed upon by N.C. A&T and the City of Greensboro.

There are two formal processes that govern student conduct regulations- Misconduct Prohibited by the university and the Academic Dishonesty Policy (see IV. for guidelines regarding violations). Ethical or professional standards may also be found in an academic department, school or college. All violations of conduct prohibited by the university are reported to the Office of the Vice Chancellor for Student Affairs, which has the authority to delegate enforcement to certain persons and bodies for the purpose of implementing approved policies and procedures. By action of the UNC Board of Governors, the chancellor has ultimate authority in the regulation of student conduct. Consistent with the delegation of this authority from the chancellor, the dean of students may change or suspend any student conduct processes, as necessary, in furtherance of the welfare of the university or its students.

C. Definition of Student

Persons covered under the Student Conduct Regulations are identified as students: “Student(s)” includes all persons enrolled in courses delivered in any manner by the university, either full or part-time, for credit or non-credit, undergraduate or graduate. Student(s) also include those who have been notified of their acceptance for admission, persons who withdraw after allegedly violating the Student Conduct Regulations, persons who are not enrolled for a particular term (but who have not officially withdrawn from the university), but who enroll in courses from time to time, and those who have a continuing relationship with the university (e.g., on academic suspension or academic dismissal, disciplinary suspension or studying abroad).

Note: A person is no longer a student upon graduation, official withdrawal, expulsion, or death.

D. Student Rights and Responsibilities

Students have certain rights and responsibilities. Included in this objective are guaranteed rights, but also the responsibility of students to be aware of the standards of appropriate behavior and the willingness to exercise the degree of order necessary to promote and preserve higher standards in a learning environment.

Students have the right to:

- Receive accurate and consistent information;

- Enjoy confidentiality of education records pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974;
- Gain access despite any disabilities and fully participate in any chosen university student activity;
- Seek counsel and advice;
- Be respected, heard and receive courteous delivery of services;
- Be afforded equality of opportunity to receive the best education; and
- Receive due process in all disciplinary procedures (due process is defined as written notification of charges, the opportunity to be heard and date, time and place of hearing).

Students have the responsibility to:

- Exercise sound judgment in their choices and assume the consequences of their own actions at all times;
- Become acquainted and fully compliant with all university regulations and policies;
- Conduct themselves with civility (respect and courtesy) toward others at all times;
- Share in building and maintaining a safe and sound campus community; and
- Maintain high academic, social, moral, and civic character.

E. Conduct Prohibited by the University

The university reserves the right to examine misconduct and make a determination as to whether the misconduct is serious enough to warrant suspension or expulsion. To make the determination, the following example guidelines are used:

- Does the conduct present a danger to members of the university community?
- Does the conduct violate community standards of behavior to the degree that it jeopardizes the integrity of the university?
- Does the conduct interfere with the university's educational interests?
- Does the conduct infringe upon the rights of others in pursuit of an education?

Violations that place a student in peril of suspension or expulsion include, but are not limited to, possession of a weapon on university property; assault or threat of violence; sexual misconduct; commission of felonies; hazing; disruption of university-sponsored activities; falsely reporting a fire or setting off a fire alarm; sale, delivery or possession of illegal drugs; violating terms of disciplinary probation; and repeated violations of the rules and regulations of the university.

Prohibited conduct, to include any behavior that interferes with the safety and/or well-being of members of the university, and/or the mission, purposes, functions, and/or processes of the university, will be subject to disciplinary action. The following examples of misconduct are illustrative and not limiting:

1. A first offense of possessing or carrying, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, powerful explosive (as defined in North Carolina General Statute 14-284.1), bowie knife, dirk, dagger, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, on any property owned, used or operated by the university; (also see section on firearms or other weapons and university policy and procedures concerning weapons on campus);
2. Possession on campus of firearms, ammunition, explosives, fireworks, or other dangerous weapons; (also see section on firearms or other weapons and university policy and procedures concerning weapons on campus);
3. Threats of violence directed toward an individual or group;
4. Sexual Act Without Consent - Engaging, or assisting another in engaging in any sexual penetration (anal, oral, or vaginal), however slight, with any object, without consent, or the capacity to consent.
 - a) Sexual Contact Without Consent - Deliberately touching, attempting to touch, or assisting another in touching an individual's intimate parts (including genitals, groin, breasts, mouth, neck, buttocks, or any other orifice or clothing covering any of those areas), touching an individual with one's intimate parts, or causing an individual to touch their own or another individual's intimate parts, without consent. Sexual Contact includes any intentional bodily contact in a sexual or unwanted manner, even if the contact does not involve contact with intimate parts.
 - b) Disrobing - Removing an individual's clothing without their consent, or capacity to consent.
 - c) Sexual Exhibitionism Without Consent - Engaging, attempting to engage, or assisting another in engaging in a sexual activity or exposing one's intimate parts (including genitals, groin, female breasts [other than when breastfeeding a child], mouth, or buttocks) in the presence of others without their consent or the capacity to consent.
 - d) Sexual Exploitation Without Consent - Taking, attempting to take, or assisting another in taking sexual advantage of an individual without their consent for one's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and the behavior does not otherwise constitute one of the other Sexual and Interpersonal Misconduct offenses. Sexual Exploitation includes, but is not limited to, prostituting an individual; recording, photographing, or distributing identifiable images of a private sexual activity and/or the intimate parts (including genitals, groin, breasts, or buttocks) of an individual; allowing a third party to observe private sexual activity; engaging in voyeurism; or otherwise invading sexual privacy.

- e) Sexual Harassment - Engaging in unwelcome conduct of a sexual nature which is so severe, persistent, or pervasive that it unreasonably interferes with an individual's University employment, academic performance, or participation in University programs or activities (i.e., creates a hostile environment). Sexual Harassment under the Code does not include Gender-Based Harassment, which is prohibited under "Conduct prohibited by the University" item 8.
 - f) Incest - Engaging, attempting to engage, or assisting another in engaging in any sexual intercourse between individuals who are related to each other within the degrees wherein marriage is prohibited by law.
5. Felonies: the commission of an act that is classified under North Carolina General Statutes as a felony;
 6. Hazing, harassment and/or intimidation- see definition of 'hazing' herein. Generally defined as the intentional commission of an act, by an individual or group, of physically abusing or harassing another person or creating a situation which produces physical hurt or discomfort, severe emotional distress, embarrassment, or ridicule;
 7. Threaten, coerce, harass, or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid university policy while on university premises or at university-sponsored activities based in whole or in part upon the person's age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, political affiliation, or any other basis protected by law;
 8. Engaging in unlawful harassment leading to a hostile environment, which includes conduct meeting the following criteria: a) directed toward a particular person or persons; b) based in whole or in part upon the person's age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, political affiliation, or any other basis protected by law; c) unwelcome; d) severe or pervasive; e) objectively offensive; and f) so unreasonably interferes with the targeted person's employment, academic pursuits or participation in university-sponsored activities as to effectively deny equal access to the university's resources and opportunities. However, this sub-section shall not be read to deprive an accused student of his/her First Amendment rights to free speech;
 9. Obstruction or disruption of any university-sponsored or co-sponsored athletic event, either on- or off-campus, or at any other authorized university activity;
 10. Obstruction, disruption or interference with teaching, research or the general operation of university business;
 11. Falsely reporting the presence of an unlawful explosive or incendiary device;
 12. Falsely reporting a fire or other emergency; falsely setting off a fire alarm;
 13. The illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver any controlled substance identified in any of Schedules I through VI, General Statutes 90-89 through 90-94. These include, but are not limited to, heroin, mescaline, opium, cocaine,

- amphetamines, methaqualone, marijuana, and or other prohibited cannabinoids, phenobarbital, codeine;
14. Possession of any controlled substance identified in any of Schedules I through VI, N.C. General Statutes 90-89 through 90-94, (including, but not limited to, marijuana, phenobarbital, codeine, etc.);
 15. The usage (including but not limited to consumption, injection, smoking/inhalation, etc.), manufacture, possession, or distribution of illegal drugs or significantly mind-altering substances, pharmaceutical and/or otherwise, (including salvia divinorum, medical marijuana, and synthetic forms of banned substances including, but not limited to, K2, Spice, Black Magic, etc.); inappropriate/illegal use or distribution of any pharmaceutical product; being in the presence of others while the above mentioned drug use is occurring; or possession of drug paraphernalia including, but not limited to, smoking pipes and bongs;
 16. Use of marijuana and/or possession of marijuana paraphernalia;
 17. Assault with a deadly weapon- defined as the intentional infliction of injury to another with the use of a weapon or dangerous object intentionally used as a weapon;
 18. Assault and/or battery- defined as the use of physical force against another person that places the person in danger of or in apprehension of bodily harm;
 19. Fighting;
 20. Any act of arson;
 21. Lewd, indecent or obscene conduct;
 22. Trespassing- defined as the unlawful or unwarranted entrance to any university building or property or facility;
 23. Unauthorized use of university property or facilities;
 24. Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid university units;
 25. Vandalism, malicious destruction, damage, misuse, or abuse of public or private property, including library materials;
 26. Forgery, alteration or misuse of university documents, records or identification cards; furnishing false information to the university with intent to deceive or mislead;
 27. Theft, larceny, shoplifting, embezzlement, or the unauthorized possession of the property of another;
 28. Failure to comply with the official regulation or order of a duly designated authority, agency or agent of the university;
 29. Knowingly furnishing false information to a judicial board or to a judicial hearing officer, or to any other university official;
 30. Knowingly making, in public, a false oral statement with the intent to deceive and/or mislead or knowingly publishing and/or distributing a false written or printed statement with the intent to deceive and/or mislead;
 31. Disorderly or disruptive conduct- defined as the intentional creation of a disturbance on university property or at university-sponsored events including, but not limited to, fighting,

- committing a nuisance, endangering one's own physical well-being, or disrupting, disturbing or interfering with the academic atmosphere of a living or learning environment or social activity;
32. Possession or misuse of alcoholic beverages or intoxicating liquors containing more than one-half of one percent (.5%) alcohol by volume by any student under the age of 21, or providing alcoholic beverages to any student under the age of 21 (see Policy on Alcohol Use);
 33. Excessive or disruptive noise or the use of unapproved amplified sound that disrupts or disturbs normal functioning of the university, including residence life;
 34. Unauthorized solicitation or fundraising of any type;
 35. Commission of an act, or an attempt to commit an act, at the university that would be in violation of a general statute of the State of North Carolina or any federal law;
 36. Tampering with, or removing from its proper location, any fire extinguisher, hose or other fire or emergency equipment, except when done with reasonable belief of a real need for such equipment;
 37. Intentionally delaying, obstructing or resisting a person who identifies himself/herself as a member of the faculty, administration, campus police, or other law enforcement officer, fire person or other university employee in the performance of his/her duty;
 38. Violating the terms of probation or failure to comply with university-imposed sanctions, or failure to present himself/herself for adjudication of a charge;
 39. Engaging in behavior on- or off-campus that jeopardizes the integrity of the university (including misconduct in both domestic (USA) and international countries);
 40. Use of Aggie OneCard by anyone other than the person to whom it was issued is illegal;
 41. Being an accessory to the commission of misconduct;
 42. Disruption in a residence hall, campus or classroom building through vandalism, excessive noise, practical jokes, and/or the flagrant violation of other rules and regulations established by a department or building representative;
 43. Possession of pets of any kind in any university hall or property, with the exception of fish maintained in a 10-gallon or less fish tank. This sub-section does not apply to service animals or to emotional support animals (also known as therapy animals or companion animals) that have been approved by the Office of Accessibility Resources;
 44. Failure to control the conduct of one's non-N.C. A&T guest(s), whose behavior violates provisions of conduct regulations, including use of abusive language;
 45. Disruptive and destructive behavior in the dining facility, such as fighting, throwing food, damaging property, vandalism, abusive language, breaking in line, and leaving trays on tables and floors;
 46. Theft or removal of equipment, utensils or trays from the dining facility and/or flagrant violations of rules and regulations established by food service administration;
 47. Spamming, i.e. sending unauthorized mass mailings through university computers or servers, or any violation of university computer usage policies;
 48. Engaging in criminal behavior on another campus;

49. Possession of or giving a person any drug, narcotic, pill, or drink, which would render them unable to care for himself/herself or incapable of making informed decisions;
50. Relationship Violence- Engaging, attempting to engage, or assisting to engage in misconduct toward a person from past and/or present personal, intimate relationships that inflicts physical injury upon another person; or places another person in fear of, or at risk of physical injury or danger; or creating a situation which produces discomfort, severe emotional distress, embarrassment or ridicule;
51. Stalking- Behavior directed to a specific person that would cause a reasonable person to feel fear for their safety of others; or to suffer emotional distress. Stalking may include, but is not limited to non-consensual communication, direct or indirect through or by a third party or by person to person electronic messaging, posting a picture(s), written letters, gifting, or other communications (by any action, method, device, or means) follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property, that are unwelcomed and/or places another person in fear;
52. Off-Campus Safety or Health Housing Violations- Engaging in behavior that violates the safety or health related housing rules or regulations of non-university owned property, including but not limited to: overcapacity (including at parties), serving alcohol to underage persons, or illegal or inappropriate activity prohibited under the property's rules or regulations.
53. Unauthorized peer-to-peer file sharing, or other unauthorized distribution of copyrighted materials. [See Peer-To-Peer \(P2P\) Policy.](#)

F. Academic Dishonesty Policy

Academic dishonesty includes, but is not limited to, the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
2. Plagiarism (unauthorized use of another's words or ideas, as one's own), which includes, but is not limited to, submitting exams, theses, reports, drawings, laboratory notes, or other materials as one's own work when such work has been prepared by or copied from another person;
3.
 - a. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
 - b. Unauthorized changing of grades, or marking on an exam or in an instructor's grade book or such change of any grade record;
4. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;

5. Hacking into a computer and gaining access to a test or answer key prior to the test being given. N.C. A&T reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
6. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action, but may also affect the evaluation of a student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action as defined below.

In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of "F" for the course, subject to review and endorsement by the chairperson and dean. The instructor should check with the Office of the Provost/Vice Chancellor for Academic Affairs for the current academic dishonesty reporting form, if required, for the instructor's school/college. An offense will remain on file for eight (8) years. Repeated offenses can lead to dismissal from the university.

Student Appeals of Academic Dishonesty Charges

A student who feels unfairly treated as a result of an academic dishonesty matter may appeal the action, in writing, to the university Conduct Tribunal. The written notice of appeal must be submitted by the student within one week (seven calendar days) of the decision date to the tribunal chairperson (contact the Office of the Provost for the current chairperson). An appeal submitted by any third party, including an attorney or parent, will not be accepted.

V. STUDENT CONDUCT PROCEDURES

A. Allegations of Misconduct and Filing of Charges

Any member of the university community may initiate a complaint against a student or student organization for an alleged violation of the Student Conduct Regulations. Complaints must be filed within six months of the date of the misconduct alleged in the complaint; except that alleged sexual misconduct complaints may be filed at any time after the date of the alleged misconduct. The university member may personally submit a written report or inform a faculty or staff member, or university police officer, who will submit a written report to the vice chancellor for student affairs or, in cases of academic dishonesty, to the provost/vice chancellor for academic

affairs, or his/her designee. The University Official presents evidence at all conduct proceeding. This requirement may be waived in exceptional cases where the identity of the person reporting the violation needs to be protected. For allegations of sexual misconduct (including, but not limited to, rape, sexual assault, sexual harassment, and sexual violence), the university's Title IX coordinator will be notified of the complaint in accordance with University Policy 207, Sexual Harassment, Discrimination, and Misconduct.

B. Review by the Vice Chancellor for Student Affairs/Designee

All misconduct is reported to the vice chancellor for student affairs to review the charges. There are several options for resolution of disciplinary matters, and it is the prerogative of the vice chancellor for student affairs, or their designee, to determine which conduct board considers charges based on the type of violation(s), caseload of the conduct boards or other factors as follows:

1. The vice chancellor for student affairs may refer the reported violation to the Office of the Dean of Students to conduct a preliminary investigation and bring closure, or determine if evidence of the offense warrants further action;
2. In instances of minor offenses in either student affairs or residential jurisdictions, sanctions can be assigned at the discretion of the dean of students, without resorting to a hearing. In others, the student will be notified, in writing (warning letter), that an infraction has been reported and the student's behavior is being monitored for a specified period of time;
3. The vice chancellor for student affairs or the dean of students may assign a case to an administrative hearing or to the Student Conduct Council. The University Judicial Tribunal hears all cases referred by the chancellor, vice chancellor for student affairs or Office of the Dean of Students regarding violations of academic dishonesty; and
4. In certain circumstances, the vice chancellor for student affairs may suspend a student charged with violating the Student Conduct Regulations for an interim period prior to the outcome of a full disciplinary hearing based on merit(s) of the charge.

Limited expansion of off-campus jurisdiction: The university reserves the right to consider the behavior of students off campus if it is determined to have interfered with the integrity of the university and its educational mission. Students are asked to voluntarily self-disclose any off-campus offenses during their current enrollment period.

C. Rights of the Accused

Students accused of violating the Student Conduct Regulations are guaranteed the following rights:

1. Due process, including a fair and timely hearing;
2. The opportunity to secure full knowledge of the accusation(s), the opportunity to review any written evidence, the opportunity to question evidence presented, and the opportunity to obtain witnesses prior to the hearing. In cases alleging sexual misconduct, all parties and witnesses shall have the right to participate by teleconference or other available manner;
3. Receive notification at least 10 days prior to a hearing;
4. To request a pre-hearing conference with the Dean of Students Office in order to preview evidence to be presented at the hearing, and to get answers to procedural questions. The conference will not be used to settle the issue of whether or not the violation was committed or to challenge any recommended sanctions;
5. Offer defense evidence and witnesses to question the complainant and all witnesses through the hearing panel, except in cases where the accuser may be justifiably unable to appear for a hearing;
6. Seek counsel and have an adviser of student's choice present at the hearing;
7. Receive, in writing, the case disposition;
8. Appeal; and
9. Waive any of these rights. Acceptance of responsibility represents a waiver of all hearing rights of the accused.

D. Rights of Persons Bringing Charges

A student, university administrator or other person bringing charges has the following rights:

1. To appear and present at any resulting conduct proceeding(s), although this may be waived in exceptional cases where the identity of the person reporting the violation needs to be protected;
2. To file criminal charges or seek civil action in court, in addition to any action taken by the university conduct system; and
3. To review any statements submitted by the student accused of misconduct or academic dishonesty in order to help focus the issue for the hearing and permit the hearing to be conducted more efficiently.

E. Waiver of Rights to a Hearing

Individual student conduct violations (see Conduct Prohibited by the University under Student Conduct Regulations) are administered by the Office of the Dean of Students while violations by student organizations of university and/or student organizational rules, regulations and policies are administered by the Office of Student Activities.

In the case of Student Conduct Regulations or violations of organization rules, regulations and/or policies, after being informed of the charges and the student's rights, including the right to a hearing, a student or organization may decide to voluntarily waive the rights and request that a resolution of the individual conduct charges be made by the dean of students or, in the case of student organizations, the Office of Student Activities.

In cases of misconduct prohibited by the university, to request that charges be settled without a formal hearing before a conduct committee, the student or organization shall do the following:

1. Schedule a meeting with the designated representative from the Office of Student Activities to discuss the charges (in the case of violations by student organizations of the Student Organization Code of Conduct, and other group related university rules, regulations and policies;
2. Accept responsibility for the charge(s) of misconduct under the regulations;
3. Agree to accept the imposed sanction; and
4. Agree to a waiver of right to a hearing. The waiver and acceptance must be in writing and signed by the student and designated university official.

The dean of students, Office of Student Activities for Student Organizations to include fraternities and sororities may decline a student's or organization's request for a hearing waiver. If the student's or organization's request is declined, the student or organization will be referred to a conduct board within the respective office. If the director of the respective office agrees to the request for a waiver of hearing, any sanction(s) imposed will be governed by the principle of "like sanction for like violation."

F. Records

1. Records shall be created for all reported cases of student misconduct;
2. Disciplinary records are confidential and shall not be released without a student's or organization's written consent, except to such persons functioning in their official university capacity on a need-to-know basis;
3. All disciplinary records are the property of the university. Records of conduct violations are maintained in the Office of the Dean of Students, whereas violations of the Student Organization Code of Conduct are maintained in the Office of Student Activities, whereas violations of the Academic Dishonesty Policy are maintained in the Division of Academic Affairs. The university reserves the right to maintain records for any length of time, depending on the severity of infractions. Records of minor offenses are destroyed after eight years, while major offenses involving criminal charges or suspensions and expulsions can be maintained indefinitely;
4. A tape recording or transcript, which are property of the university, is made of every conduct board hearing and kept for one year before being erased. Neither the

complainant nor the accused is allowed to make separate recordings of any type. Under no circumstances will a copy of the recording be released except in the case of an appeal of a conduct decision, wherein an attorney issues a court-ordered subpoena (see the section on Appellate Procedures: Filing Appeal and Timing).

G. Referral to a Conduct Board

Student conduct that contradicts basic interests and policies of the university community will be addressed under hearing procedures designed to facilitate fair and impartial resolution. Hearing panels, unlike courts, engage in full discussion of charges and circumstances. In cases of violation of the Student Conduct Regulations, N.C. A&T has three formal hearing bodies: Administrative Hearing Panel, University Tribunal and Student Conduct Council. The vice chancellor for student affairs and/or the dean of students determines to which hearing body a particular case will be assigned based on the type of violation(s), caseload of conduct boards and other factors. The dean of students, or his/her designee, presides over the hearing, and a majority of three members (see administrative hearing description) is required to decide any issue of fact or sanction. Regarding violations of academic dishonesty, hearing panels may vary within a school or college.

1. Administrative Hearing Panel

Consists of the dean of students, or his/her designee, and three other university administrators designated by the vice chancellor for student affairs and/or the dean of students.

2. Student Conduct Council

Described under Article XIII of the SGA Constitution.

3. University Tribunal

Consists of a pool of ten members evenly divided between students and faculty, and selected by the chancellor. The chairperson has faculty rank, presides over hearings and is a non-voting member, except in the case of a tie vote. A majority of members, including the chairperson, must be present to constitute a quorum and decide any issue of fact or sanction.

NOTE: In some incidents involving two or more people in conflict with each other, mediation, an alternative method of dispute resolution, may be employed with the voluntary consent of those involved and a university mediator, who serves as a neutral facilitator of the problem-solving process.

H. Hearing Notification

All charges of misconduct referred to a hearing body are heard as promptly as circumstances permit. Conduct proceedings will be initiated as follows:

1. A student or organization shall be informed of charges, in writing, by mail or hand-delivery by a university official and notified of the time, date and place to appear before a specific conduct board. Notifications for conduct hearings are delivered at least five days prior to the hearing for a minor violation and at least ten days prior to the hearing for a serious violation, except in certain cases when time is of the essence or extenuating circumstances prevail. For serious violations, notice must include the possible sanctions and a brief recitation of factual allegations supporting the charge. If expulsion is being contemplated for any violation, a notice that expulsion precludes matriculation at any UNC constituent institution must be included. A student may choose to waive the student's right to a hearing by the method described under Waiver of Rights to a Hearing.
2. In the case of the Student Conduct Regulations, based on the type of charge(s) and information available, the vice chancellor for student affairs or dean of students may decide to have a pre-hearing conference, in which case the student would be notified by telephone, email, or a letter to the home.
3. In the case of serious violations, the student must be given the opportunity to review any written evidence to be used at the hearing and to obtain a list of the witnesses before the hearing. Further, a student facing a serious violation must be given the opportunity to challenge a committee member or hearing official on the grounds of conflict, bias or interest in the case.

VI. CONDUCT OF ALL HEARINGS AND APPEALS

Conduct hearings shall be conducted according to the following form:

1. Introductions;
2. Reading of regulatory statements that govern process and behavior during a hearing (see student handbook sections on Presence of Advisor and Observers at Hearings);
3. Reading of charge(s) and statement of responsible or not responsible;
4. Presentation of incident by the University Official. Complainant or their representative may also elect to make a presentation of the incident;
5. Statement of witness(es) for complainant*;
6. Presentation of incident by student or organization charged (respondent) or their representative;

7. Statement of witness(es) for respondent*;
8. Questions by members of hearing body to any participant, to include witnesses (hearing body may ask questions at any time); and
9. Opportunity for final statement by complainant and respondent.

* Material witnesses may offer evidential information relative to the incident, whereas there may also be up to three character witnesses or signed written character letters. Character witnesses are used only for sanctioning purposes and not for finding of responsibility.

A. Presence of Advisors and Observers at Hearings

Students charged with misconduct, or those bringing charges, have the right to appear alone or with any other person of their choice to advise and assist them. Observers may be parents and/or other University administrators. A transcriber, whose purpose is to transcribe the hearing for the university, may be present at the hearing.

INTERPRETIVE GUIDANCE FOR NORTH CAROLINA GENERAL STATUTES SECTION 116-40.11: DISCIPLINARY PROCEEDINGS; RIGHT TO COUNSEL FOR STUDENTS AND ORGANIZATIONS (Apply to all offenses committed on or after August 23, 2013)

1. Purpose

The Interpretive Guidance regards the participation of counsel and non-attorney advocates on behalf of students and student organizations in disciplinary proceedings.

2. Definitions

As used within the guidance document, the following terms have the meanings provided below.

a. **Accused of a Violation** - occurs when a designated university official brings a formal charge against a student or student organization to initiate a disciplinary procedure as described in paragraph V.A. and VI.A. of Section 700.4.1. ("Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings") located in the Appendix of the student handbook.

3. Disciplinary or Conduct Rules - The Code of Student Conduct of a constituent institution described in paragraph IV. of Section 700.4.1. of the UNC Policy Manual.

4. Disciplinary Procedure(s) - A hearing or other procedure during which a designated university official, board or panel considers information and/or documentation in order to make a determination regarding whether a student or student organization has violated Disciplinary or Conduct Rules.

5. Student Honor Court - A disciplinary procedure board or panel that is composed entirely of students who make the determination regarding whether a student or student organization has violated a UNC constituent institution's disciplinary or conduct rules.
6. Student Organization(s) - A student group that has been officially recognized or sponsored by a UNC constituent institution.

GUIDANCE

1. Background Information Regarding Disciplinary Procedures at UNC Constituent Institutions

Disciplinary procedures at UNC constituent institutions are designed to address violations of disciplinary or conduct rules in a manner that prioritizes student development and education. While disciplinary procedures may result in the imposition of sanctions in appropriate cases, the primary objectives of disciplinary procedures are to uphold honor, integrity and personal responsibility, and to promote student learning, safety, health, and well-being.

The emphasis on student education and growth, as primary objectives of disciplinary procedures, distinguish these processes from criminal or civil legal proceedings. Consistent with student learning and development objectives, disciplinary procedures at UNC constituent institutions remain non-adversarial; reflect community values, university policies and board of governors' standards; and provide for the respect and consideration of all participants.

2. Disciplinary Procedures in which Licensed Attorneys and Non-Attorney Advocates May Fully Participate

In accordance with G.S. § 116-40.11, students and student organizations at UNC constituent institutions who have been accused of a violation of an institution's disciplinary or conduct rules may be represented by a licensed attorney or a non-attorney advocate during any disciplinary procedure except when the violation:

- a. Will be heard by a student honor court, or
- b. Is an allegation of academic dishonesty, as defined by the UNC- constituent institution.

The right to have a licensed attorney or non-attorney advocate represent a student or student organization applies when a student or student organization was accused of a violation on or after August 23, 2013.

When scheduling disciplinary procedures, UNC-constituent institutions will make reasonable efforts to accommodate a licensed attorney or non-attorney advocate; however, the availability of students or student organization members; witnesses; the designated administrator, panel members or board members assigned to the matter; and other necessary participants may take priority when determining the date and time for a disciplinary procedure.

3. Requirements to Serve as a Licensed Attorney or Non-Attorney Advocate During a UNC Constituent Institution's Disciplinary Procedure

In order for a licensed attorney or non-attorney advocate to represent a student or student organization in a disciplinary procedure, the student or student organization must provide to the office of the UNC constituent institution administering the disciplinary procedure with the three (3) documents described below. The documents must be submitted **no later than three days before the date of the hearing.**

a. Notice of Representation

Students and student organizations that plan to have a licensed attorney or non-attorney advocate represent them during a disciplinary procedure must notify the office of the UNC constituent institution that administers the disciplinary procedure, in writing, of the attorney's or advocate's planned participation in a disciplinary procedure. This notice must specify:

- The identity of the licensed attorney or non-attorney advocate;
- Whether the individual is a licensed attorney or non-attorney advocate; and
- An address, telephone number and e-mail address where the licensed attorney or non-attorney advocate can be reached.

b. FERPA Authorization

In order for a licensed attorney or non-attorney advocate to represent a student or student organization during a disciplinary procedure, or to speak with an official of a UNC constituent institution regarding the student or members of a student organization, the student must complete and submit a written authorization that meets the requirements of a valid consent as specified by the Family Educational Rights and Privacy Act (FERPA). Even if a student executes a valid FERPA consent authorizing the licensed attorney or non-attorney advocate to receive information or documents regarding the student, N.C. A&T will, at all times, correspond directly with the student or student organization. It is the student's or student organization's responsibility to communicate and share information with the student or organization's licensed attorney or non-attorney advocate.

c. Certification by Licensed Attorney or Non-Attorney Advocate

Students or student organizations that plan to have a licensed attorney or non-attorney advocate represent them during a disciplinary procedure must submit a certification form, signed by the licensed attorney or non-attorney advocate, stating that the licensed attorney or non-attorney advocate has read, in its entirety, and understands the following documents:

- The applicable disciplinary or conduct rules;
- Any additional rules, policies, or guidelines that a UNC constituent institution has enacted for its disciplinary procedure consistent with this interpretive guidance; and
- Section 700.4.1 of the UNC Policy Manual.

d. Participation of Licensed Attorneys or Non-Attorney Advocates in Disciplinary Procedures

Consistent with the interpretive guidance and the rules, policies or guidelines governing a UNC constituent institution's disciplinary procedure, licensed attorneys or non-attorney advocates may fully participate in disciplinary procedures only to the extent afforded to the student or student organization they represent. Additionally, licensed attorneys and non-attorney advocates may not delay, disrupt or otherwise interfere with a disciplinary procedure.

An attorney or other individual representing the UNC constituent institution may participate in disciplinary procedures in which a licensed attorney or non-attorney advocate represents a student or a student organization.

Effective Date: This policy applies to all offenses committed on or after August 23, 2013.

B. Evidence and Burden of Proof

Rules of evidence and procedures may differ from proceedings before civil and criminal court judges. Unlike courts, university hearing officers engage in full discussion of charges and circumstances. Irrelevant or unduly repetitious evidence shall be excluded by the chairperson. A decision is reached on the basis of the preponderance of evidence (more likely than not that the event occurred), with the burden of proof on the person bringing charges (complainant).

C. Confidentiality of Deliberations

Information generated in the course of disciplinary proceedings will be given the full extent of confidentiality accorded by law to a student's educational record. Any person who, without authorization, reveals such information will be subject to disciplinary action.

D. Deliberations

Panel members will assemble and make a determination of the responsibility of the accused/respondent, based solely on evidence presented at the hearing. If responsibility of the accused is determined, the student will be informed of such. The hearing panel will determine appropriate sanction(s). The determination may be final or it may be a recommendation for final

decision by the dean of students or his/her designee. In cases of academic dishonesty, the panel's recommended decision will be sent to the provost/vice chancellor for academic affairs.

E. Decision

In cases of alleged violations of Conduct Prohibited by the university, the hearing officer (dean of students or designee) makes decisions on sanctions except when the panel recommends expulsion or suspension. In cases where suspension is recommended, the hearing officer forwards panel recommendations to the vice chancellor for student affairs for review, evaluation and decision. In cases of academic dishonesty, the chairperson of the University Tribunal forwards all recommendations (up to and including suspension or expulsion) to the Office of the Provost/Vice Chancellor for Academic Affairs for review, evaluation and decision. Whenever expulsion is recommended regarding any violation of any form of student conduct, the recommendation is forwarded to the chancellor for a decision.

The focus of inquiry in a university hearing will be the determination of whether a violation of university rules occurred, and such decision will be totally unrelated to any criminal or civil decisions for or against the student(s)/ organization arising from the same incident.

F. Decision Deferred

In cases where a panel or hearing officer believes additional information is needed prior to decision or sanction, the case may be referred for assessment or evaluation by internal or external agencies. In such cases, the final decision shall be deferred until the requested assessment or evaluative information can be obtained.

G. Notice of Decision

The final administrative decision must be reached within 45 calendar days after the hearing is completed. Within 10 calendar days of the decision date, the decision must be transmitted in writing to the student and must contain a brief summary of the evidence upon which the decision was made.

H. Parental Notification

Pursuant to the 1974 FERPA law, parents or guardians/sponsors are sent written notification, without a student's consent, regarding students under the age of 18 who are in violation of campus and/or state alcohol and drug policies or if there is an indication of imminent danger (serious risk of death or serious physical harm, or would pose significant risk of harm to public welfare or the environment) or to one's well-being or that of the university community.

I. Sanctions

The primary purpose of sanctions in the university setting is to provide incentive and opportunity for re-dedication of the offender. Except in the case of serious offenses, such as those involving intentional infliction of injury, drug violations, etc., sanctions imposed through conduct proceedings may be tailored to suit circumstances of each offense.

Sanctions of expulsion and suspension affect a student's academic status at the university. In order that students under suspension or expulsion not contravene the terms of penalty, the Offices of Admissions, Cashier, Financial Aid, Graduate School, Registrar, Residence Life, and University Police (as well as other university officials) will be notified in writing. During the suspension period, records remain flagged until students are readmitted to the university. Transcripts are held until students have complied with university-imposed sanctions until the period ends. In addition, a suspension or expulsion precludes matriculation at any UNC constituent institution. No credit earned at another institution during the suspension period shall be transferred to N.C. A&T. A student under expulsion or suspension is subject to arrest for trespassing if found on university property. **Students suspended or expelled from the university, for disciplinary reasons, are not eligible for refunds and forfeit any funds previously paid.**

Students who lose on-campus housing privileges for disciplinary reasons, and have concerns about financial ramifications, should contact the Office of Housing and Residence Life for guidelines and shall be governed by them.

Failure of accused to appear at a hearing

Scheduled university conduct hearings will be held in absentia if a student or organization fails to present himself/herself. The administrative hearing body will convene and make a decision based on evidence at the hearing.

Should sanctions result from a student's failure to present himself/herself, or an organization's failure to present for adjudication of a charge, the Offices of Admissions, Cashier, Financial Aid, Graduate School, Registrar, Residence Life, and University Police (as well as other university officials) will be notified in writing and the student's and/or organization's records will be flagged. In addition, transcripts will not be released to persons outside the university until the student answers the charges.

Any one of the following sanctions, or combinations, may be imposed upon students and/or organizations:

1. **Expulsion** permanently severs the relationship of a student with the university. With recommendation of a hearing panel, it will be imposed and can only be rescinded by the chancellor. This penalty will likely prevent a student's admission to any other institution of higher education;
2. **Indefinite suspension** severs the relationship of a student or organization with the university with no date established for the student or organization to return. A date at which time the student or organization may request reinstatement can be established or may be contingent on a student or organization fulfilling one or more stipulations (e.g., resolution of criminal matters pending in the courts, psychological evaluation);
3. **Interim suspension** (referred to as a cease and desist order against a student organization) calls for the immediate removal of a student or organization from the university when there is reasonable cause to believe that alleged misconduct is of such that his/her or its continued presence at the university is potentially dangerous to the health and safety of the university community, its property or educational mission. (In cases of violations of the Student Conduct Regulations, to invoke interim suspension, the vice chancellor for student affairs, or his/her designee, conducts a preliminary investigation and hearing with the student or organization, if possible. In cases of academic dishonesty, the provost/vice chancellor for academic affairs, or his/her designee, conducts an investigation. At that time, the student is informed of charges and given an opportunity to explain the circumstances.);
4. **Suspension** severs the relationship of a student or organization 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. **Disciplinary probation** is a period of close scrutiny of a student or organization by the university during which his/her conduct is under review. Disciplinary probation is imposed for a specified period of time, the terminal date of which coincides with the official ending of an academic semester or summer session. Failure to meet probation requirements or further infractions of university policies may result in more severe sanctions, including suspension or expulsion from the university. Individuals on disciplinary probation are not eligible to hold office or membership in any student group or organization, and may not be eligible for certain employment positions or participation in other campus programs;
6. **Warning** is an official reprimand which, by formal written communication, gives official notice to a student or organization that any subsequent offense against the Student Conduct Regulations will likely result in more serious consequences. In cases involving violations of the Student Conduct Regulations, a copy of the letter is retained in files in the Division of Student Affairs or, in the case of academic dishonesty, with the provost/vice chancellor for academic affairs and will be available as evidence of relevant past behavior to hearing panels;
7. In addition to the above, any one or combination of the following may be recommended by a conduct hearing board and/or imposed by the vice chancellor for student affairs or

dean of students in the Student Conduct Regulations or, in cases of academic dishonesty, the provost/vice chancellor for academic affairs:

- a. Requirement of participation in community service
- b. Restitution, where applicable
- c. Loss of campus housing
- d. Official notice that conviction of any other violation of the Student Conduct Regulations will result in suspension
- e. Prohibited from participating in organized groups or activities
- f. Recovery program offered by counseling services
- g. Judicial Educator Modules
- h. Reflection paper/letter of apology

The sanctions listed above are examples only and do not limit the discretion of conduct officers. Students placed on suspensions or expulsions are placed in the UNC statewide database, per state requirements.

Note: *Students enrolled in Collegiate Recovery Programs may be allowed to participate in other programs when on probation. Our goal is to help students reenter college and to learn healthy strategies for coping with life challenges related to drugs, alcohol or other addictive disorders.*

Sanctions against an organization for hazing shall be those penalties described in Section III of this handbook.

Students who are suspended must apply for re-admission. After proper review of submission of all items specified in the sanction letter, the student will be notified when to contact the Office of Admissions about the process if he/she desires to return to N.C. A&T. Readmission rules, regulations and decisions are governed by the Office of Admissions; neither the Division of Student Affairs nor the Office of the Dean of Students readmits students.

VII. APPELLATE PROCEDURES

At N.C. A&T there are three appellate boards, as described below:

- **Vice Chancellor for Student Affairs** - hears all appeals of Misconduct Prohibited by the university;
- **University Tribunal** - hears all appeals involving academic dishonesty. The tribunal consists of a pool of 10 members evenly divided between students and faculty, and selected by the chancellor. Chairperson of the tribunal is of faculty rank and presides over the hearing. He/she

is a non-voting member, except in the case of a tie vote. A majority vote of the panel is required to decide any issue of fact or sanction. A majority of tribunal members, including the chairperson, must be present to constitute a quorum;

- **Student Supreme Court** - hears all appeals from the Student Conduct Council involving infractions within residence halls (see Article XIII, SGA Constitution, Section 3).

A. Basis for Appeal

A student or organization may appeal the outcome of a hearing to the vice chancellor for student affairs and/or chancellor, as set out below, if the student or organization can provide evidence that procedural due process was violated or that there was a material deviation from the Student Conduct Procedures outlined in Section V and VI. Written notification of charges, rights of the student or organization (including the right to be heard), and date, time and place of the hearing constitutes procedural due process. If an appeal is upheld in cases involving appeals by students who have violated the Student Code of Conduct (Misconduct Prohibited by the university), the chancellor, in cases involving suspension or expulsion, or the vice chancellor for student affairs, in cases other than suspensions or expulsions, may either:

- Reduce, change or dismiss sanctions of the original hearing body; or
- Remand the case back to the original hearing body.

B. Filing an Appeal

A student or organization should provide a statement clearly outlining specific grounds and all supporting facts on which an appeal is based. When a student organization makes an appeal, the president or chief officer's signature will be required. In cases of violations of the Student Conduct Regulations, an appeal should be addressed and delivered to the vice chancellor for student affairs within one week (seven calendar days) after notification of the original decision. **Appeals to the Board of Trustees concerning a decision from the chancellor (suspension or expulsion) must be submitted to the Chancellor's office within one week (seven calendar days) after notification of the chancellor's decision.** Academic dishonesty appeals are made to the chairperson of the University Tribunal.

An appeal submitted by any third party, including an attorney or parent, will not be accepted.

C. Process of Appeal

The vice chancellor for student affairs receives and reviews all initial appeals regarding conduct prohibited by the university. The University Tribunal receives all initial appeals of academic dishonesty. In cases that do not involve suspension or expulsion, the appeals process concludes

with the vice chancellor for student affairs regarding misconduct prohibited by the university and, in cases of academic dishonesty violations, with the provost/vice chancellor academic affairs (based on a recommendation from the tribunal). The vice chancellor for student affairs, or the provost/vice chancellor for academic affairs, may call in appropriate parties necessary to assist in making a final decision.

In appeal cases involving suspension or expulsion, the vice chancellor for student affairs (for violations of misconduct prohibited by the university), or the provost/vice chancellor for academic affairs (for academic dishonesty violations) will forward the appeal to the chancellor, who may call in appropriate parties necessary to assist in making a final decision.

Where the sanction is suspension or expulsion, an appeal may be made to the board of trustees. No appeal to the UNC president or Board of Governors is permitted.

Important Note: It is at the discretion of the vice chancellor for student affairs and the chancellor as to whether, or not, a student remains under suspension pending the appeal outcome. Factors to be considered include the nature of the violation, interference with the university's education mission and the safety and welfare of other members of the university community.

VIII. ADDITIONAL IMPORTANT POLICIES AND NORTH CAROLINA GENERAL STATUTES

A. Title IX Policy

The Interim [University Policy 207, Sexual Harassment, Discrimination, and Misconduct](#) is located on the university website.

B. Firearms or Other Weapons (Excerpts)

(North Carolina General Statute Section 14-269.2)

“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 General Statute 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 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 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), fireworks, 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.**

In this section, a self-opening or switchblade knife is defined as a knife containing a blade or blades that open automatically by the release of a spring or a similar contrivance.

This section does not apply to the following: officers and enlisted personnel of the armed forces of the United States (U.S.) when in discharge of their official duties and acting under orders requiring them to carry arms or weapons; civil officers of the U.S. while in the discharge of their official duties; officers and soldiers of the militia and national guard when called into actual service; officers of the state, or of any country, city or town, charged with the execution of state laws when acting in the discharge of official duties; any pupils who are members of the Reserve Officer Training Corps and required to carry arms or weapons in the discharge of their official class duties, and law enforcement officers of the university.

C. University Policies and Procedures Concerning Weapons on Campus

Illegal possession or use of a weapon on university-owned or leased property is in violation of the student code of conduct and North Carolina General Statute 14-269.2 pertaining to weapons on-campus or other educational property. This policy does not contravene with any part of North Carolina general statutes. A student-violator is subject to both prosecution and punishment in accordance with state criminal law and procedures, and to disciplinary proceedings by the university.

The following penalties apply to the particular offense described:

- Students who illegally 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 N.C.G. S. § 14-284.1) on-campus, or at 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, a student will be expelled.
- Students who possess (openly or concealed) or use any weapons as described above in N.C.G.S § 14-269.2 (Class I misdemeanor – weapons) will be suspended from enrollment for a minimum period of at least one semester. For a second offense, a student will be expelled.

Concealed Handgun Permit Exception

On July 29, 2013, House Bill 937 was signed into law by Governor Pat McCrory (Session Law 2013-369). This measure took effect on October 1, 2013.

Though N.C. A&T strongly opposes weapons of any kind of kind on campus, we do, however, recognize the legislative changes.

Previously, under N.C.G.S. § 14-269.2, it was a Class I felony for any student or employee of N.C. A&T to knowingly 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.

The new amendment, subsection (k) to N.C.G.S. §14-269.2 allows CHP (Concealed Handgun Permit) holders to transport their personal handguns in their locked motor vehicle in a closed compartment/container while on educational property, as well as allow them to store those handguns in their locked vehicle in a closed compartment/container while parked on educational property.

However, it still remains a Class I felony if the handgun is removed from the vehicle for any reason and/or if the handgun is transported or locked inside of a vehicle on educational (N.C. A&T) property by someone not in possession of a CHP. Anyone in violation of this law will be charged accordingly by the University Police Department.

Frequently asked Questions

Q: Must I have a concealed carry permit to store my gun in my vehicle?

A: Yes. You must possess a concealed carry permit.

Q: Will I be allowed to carry my gun on campus?

A: No. Those who possess a concealed carry permit are not permitted to carry their gun on their person.

Q: Do I have to notify anyone on-campus that I'm transporting/storing a gun in my vehicle?

A: No, but if your vehicle is stopped by a police officer, you must inform the officer that you're transporting a gun inside of your vehicle.

Q: If attending a football game, does the law apply to the stadium as well?

A: Yes. The stadium is a part of the university. As such, it's considered educational property and, within the confines of the stadium, the gun can be secured inside of a vehicle.

Q: Where should I store my gun while it's in my vehicle?

A: The gun can be stored inside a locked container, inside the glove compartment or in the trunk of a vehicle.

Q: Who has the authority to ask an employee or student, who has a gun in their vehicle, if he or she has the appropriate permit?

A: Anyone is permitted to ask, but the individual asked is not required to reply unless asked by a police officer.

Q: Are there any circumstances that would permit me to take my gun outside of my vehicle?

A: No. Under N.C. law, there are no circumstances that would allow the gun to be taken out of the vehicle.

Q: If I remove my gun from my vehicle, can I be charged with a crime?

A: Yes. If a gun is in your possession outside of your vehicle, you will be charged with a crime.

D. Drug and Alcohol Education Policy

N.C. A&T strives to provide an educational environment that enhances and supports the intellectual process. Academic communities, including students, faculty and staff, have the collective responsibility to ensure that the environment is conducive to healthy, intellectual growth. 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 and chemicals, they are also subject to state and national laws. This policy has been developed in accordance with the UNC Policy on Illegal Drugs, adopted by the board of governors on January 15, 1988. It established the framework for programs designed to educate the campus community on the harmful effects of illegal substances and assist persons in their efforts to become rehabilitated. It also provided guidance for punishing violators. Refer to the university's [Drug and Alcohol Education Policy](#) for more information.

1. Zero Tolerance for Drugs

Any student who is found responsible, as a first offense, with the possession of marijuana (or any other illegal drug) on campus may immediately lose campus housing privileges. A second offense may result in **immediate suspension** from the university. 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 controlled substance under federal or state law will lose eligibility for Student Financial Aid assistance.

The following minimum penalties, to be imposed by the university, shall be:

a. Trafficking Illegal Drugs

- I. 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.G.S. § 90-89 or Schedule II, N.C.G.S. § 90-90 (including, but not limited to, heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled.

- II. 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.G. S. § § 90-91 through 90-94 (including, but not limited to marijuana, phenobarbital, codeine), the minimum penalty shall be suspension from enrollment or employment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled.

b. Illegal Possession of Drugs

- I. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C.G. S. § 90-89 or Schedule II, N.C.G. S. § 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent.
- II. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C.G. S. §§ 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 program, and accept such other conditions and restrictions, including a program of community service as the chancellor or the chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment.
- III. For second or other subsequent offenses involving illegal possession of controlled substances, progressively more severe penalties shall be imposed, including ultimately expulsion of students. A second offense will result in immediate suspension from the university.
- IV. Felony possession of marijuana (or any illegal drug or chemical) will result in immediate suspension from the university.

c. Parental Notification (2)

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 18 who are in violation of campus and/or state alcohol and drug policies.

d. 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:

- (i) The incompatibility of the use or sale of illegal drugs with the goals of the university;
- (ii) The legal consequences of involvement with illegal drugs;

- (iii) The medical implications of the use of illegal drugs;
- (iv) 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- 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. Counseling Services provides and maintains a list of all services offered.

2. Drug Use and Ineligibility for Federal Financial Aid

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

Be advised that a student who is convicted of an offense under any federal or state law involving the possession or sale of a controlled substance, where the conduct occurred while the student was enrolled in an institution of higher education and receiving any federal financial aid (e.g., grant, loan or work assistance), will lose his/her eligibility for such federal financial aid from the date of the conviction for the period of time given in the following schedule:

If convicted of an offense involving the **possession** of a controlled substance, the ineligibility period is:

| | |
|----------------|------------|
| First Offense | 1 year |
| Second Offense | 2 years |
| Third Offense | Indefinite |

If convicted of an offense involving the **sale** of a controlled substance, the ineligibility period is:

| | |
|----------------|------------|
| First Offense | 2 years |
| Second Offense | Indefinite |

E. Cell Phone Usage in Classrooms

Cell phone use inside classrooms during class periods is prohibited. Be advised that placing or receiving calls, as well as conversing on cell phones during class, shall be considered as disruptive

behavior for students and may be subject to the procedures on Disruptive Students in the Classroom (see page 56).

F. 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 residence halls and/or the university. To be considered for reinstatement to residence halls and/or the university, students may be asked to provide the Office of the Dean of Students with a psychiatric evaluation form completed and signed by a licensed mental health professional indicating that a student is not a threat to himself/herself or the campus community. Additionally, parents, legal guardians and/or students are advised that threatening and/or attempting suicide is a violation of the misconduct prohibited by the university and may result in disciplinary action.

G. Disruptive Conduct Statement

N.C. A&T has long honored the right of free discussion and expression, peaceful picketing and demonstrations, and the right to petition and peaceful assembly. Without question, these rights are a part of the fabric of the university 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 practice of the university to deal with any such disruption, destruction or interference expediently without regard to age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law.

Any member of the university community who attempts to obstruct or disrupt normal operations or functions of the university, engage or incite others to engage 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, of 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, 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;
3. Setting fire to or by any other means of destroying or substantially damaging any university building or property, or the property of others on university premises;

4. Any possession or 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, attending, convening, continuation, or orderly conduct of any class or activity, or any lawful meeting or assembly in any university building or on any university campus; and
6. Blocking normal pedestrian or vehicular traffic on or into any university campus.

H. 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 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 contact campus security, request that another student in the class contact campus security, or go to the nearest administrative office to contact campus security for assistance in bringing the matter under control. If a student's behavior has been unreasonable or inappropriate (e.g., use of profanity, threatened the faculty member or another student, etc.), the faculty member may request that the student be administratively withdrawn from the course. This action is consistent with the procedure on Disruptive Behavior in the Classroom (see Appendix D).

Any student who is involved in classroom disruption is subject to receive penalties described in the Policy on Disruptive Students in the Classroom and may also be charged with a disciplinary violation of the misconduct prohibited by the university.

I. Zero Tolerance for Aggressive Behavior

Any student who is found responsible for aggressive behavior, as a first offense, will **immediately** lose on-campus housing privileges. Aggressive behavior includes, but is not limited to, the following:

- Intimidation/harassment
 - Gang-like activity, including hand gestures, color coding, etc.
 - Graffiti or destruction of campus property
 - Threatening language
- I. 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 conduct board.
 - II. A second offense will result in **immediate** suspension from the university.
 - III. The university has jurisdiction over all behavioral infractions that occur in facilities or on property regardless of whether, or not, a student is prosecuted in a criminal court. Criminal and university charges are totally independent of each other.

J. Missing Persons Policy

In the event a student is discovered to be missing for a period exceeding 24 hours, a report should be made to one of the following university officials:

- University Police Department (UPD)
- Dean of Students
- Vice Chancellor for Student Affairs
- Director of Housing and Residence Life

Following receipt of a missing student report, university officials will notify the UPD, who will follow their own investigative procedures. If a student has designated an emergency contact person with the university, that individual will be notified within 24 hours. Students can designate an emergency contact by completing an Emergency Contact Registration form. Click on “Emergencies,” found on the left-hand navigation of the site, or residence hall students may fill out a form when they check into the hall. By law, the parent/guardian of students who are under the age of 18 and not legally emancipated will be notified in the event the student has been reported missing for 24 hours.

K. Housing and Residence Life Missing Person Protocol

In the event a student is discovered missing for a period exceeding 24 hours, a report should be made to one of the following university officials:

- University Police Department (UPD)
- Dean of Students
- Vice Chancellor for Student Affairs
- Director of Housing and Residence Life

Residents 18 Years and Older

Students may confidentially designate an emergency contact person with the university by completing an Emergency Contact Registration form when initially registering/checking in; changes may be made with the hall director at any time.

Residents Younger than 18 Years Old (or not emancipated)

The policy requires notification of the custodial parent or guardian no later than 24 hours after a student has been determined to be missing.

Should a missing person report be filed, Housing and Residence Life will:

- Contact the University Police, who will follow their own investigation procedures;

- Notify your confidential emergency contact (custodial parent or guardian if you are less than 18 years old) within 24 hours after the student is determined missing.

L. Student Complaint Policy

N.C. A&T is committed to a policy of fair treatment of students in their relationships with fellow students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of a matter directly with the faculty or individual(s) involved, when possible. For matters where a resolution is not feasible, a student complaint form can be completed and filed with the Office of the Vice Chancellor for Student Affairs in Murphy Hall, suite 100. Action response dates by responsible parties are recorded on the form, as well as the name of a specific responding staff member. To ensure fair and consistent treatment, and a timely resolution of complaints, the following steps should be followed:

Step 1: As indicated above, a student should attempt to resolve a complaint by directly contacting the individual(s) involved, when possible. If the issue is not resolved, the student should contact the supervisor of the academic or administrative unit from where the issue arose.

Step 2: If a student receives no response, or an unsatisfactory response from a department and/or supervisor, the student may complete the [student complaint form](#) and submit it to the Office of the Vice Chancellor for Student Affairs.

Step 3: Administrative staff in the Office of the Vice Chancellor for Student Affairs keys the student complaint form into the student complaint log before forwarding the completed form to the appropriate academic or administrative unit.

Step 4: The student who submitted the complaint will receive an acknowledgement of receipt from the assistant vice chancellor for student affairs. **If the complaint is covered by a formal written procedure, staff in the vice chancellor for student affairs office will explain that the student must file a formal written report to close the complaint.**

Step 5: Staff in the Office of the Vice Chancellor for Student Affairs forwards the complaint to the academic dean or unit supervisor with oversight of the area from which the issue arose for resolution.

Step 6: The academic dean, or his/her designee, or unit supervisor, or his/her designee, forwards the resolution to the student, to the vice chancellor for student affairs and the provost.

Step 7: Staff in the Office of the Vice Chancellor for Student Affairs log.

NOTE: Academic departments have an understood practice in referring student complaints from faculty to the department chair and, if necessary, to deans for final resolution. The provost concurs with this practice. If the Division of Student Affairs is the first point of contact for a student with a general complaint, a student is advised to resolve the issue at an informal level by discussing the concern with the other party identified as causing or contributing to the grievance (another student, volunteer, faculty member, and/or administrator), or their supervisor. If the student is unable to resolve the concern at the informal level, he/she may file a formal, written complaint with the Office of the Vice Chancellor for Student Affairs.

M. Social Media

Aggie Guide to Social Media

The Guidelines for Use of Social Media were developed to aid our internal stakeholders (faculty, staff and students) in navigating through social media sites utilized by the university that include, but may not be limited to, Facebook, Twitter, LinkedIn, and YouTube.

In general, N.C. A&T reserves the right to remove from social media platforms any comments that are deemed discriminatory against protected classes (such as racist or sexist), abusive, profane or violent. We also do not permit messages selling products or promoting commercial, political or other ventures unless we deem them related to the university, its members or its operation.

The Official University Social Media Accounts

The official university social media accounts appear on the homepage and are managed by the Office of University Relations. Departments and/or division accounts should have the name of the division/department preceded by NCAT (ex: NCATUniversityRelations).

Maintain Privacy and Confidentiality

Refrain from using individuals' names or pictures on social media channels without their permission. Do not post anything that would be inappropriate in a public setting. Do not post confidential, proprietary or protected information about students, faculty or staff of N.C. A&T.

Emergency and crisis communication is the purview of the Office of University Relations, and the following applies to the use of social media:

The @ncatsuaggies Twitter feed is the official social channel for deploying messages about emergencies or crises.

N.C. A&T is committed to academic freedom. With this freedom comes responsibility. We encourage you to express your opinions in a way that contributes to the discussion and is beneficial to the overall growth and advancement of this university and its members. The university relies on students, employees and supporters to take personal responsibility and help in sharing our story in the most respected and uplifting manner by posting positive content.

Protect Yourself

Make sure that you are protecting your identity on social networking. Do not disclose any personal data regarding your location, or any other personal information that could be misused by scam artists and identity thieves. As a valued member of the university social media community, your personal safety is important to the university.

Approval

Information regarding the university should be approved by the designated departmental staff or the Office of University Relations. Members of the N.C. A&T community who manage social channels are not official spokespersons for the university. If you are unsure about whether or not a social media post will be mistakenly viewed as an official announcement from N.C. A&T, check first with the Office of University Relations.

N. Free Speech and Free Expression

Consistent with Article 36 of Chapter 116 of the North Carolina General Statutes and University of North Carolina Policy 1300.8, all members of the University community must be allowed to exercise their rights of free speech and free expression. Members of the University community may assemble and engage in spontaneous expressive activity as long as such activity is lawful, is consistent with UNC System and N.C. A&T policy and does not materially and substantially disrupt the functioning of the University.

Material and substantial disruption includes disorderly conduct, as defined by N.C. General Statute section 14-288.4; disruption, as defined by N.C. General Statute section 143-318.17; an action in violation of the chancellor's designation of a curfew period pursuant to N.C. General Statute section 116-212; and any action that results in the individual receiving a trespass notice from law enforcement.

Any student who materially and substantially disrupts the functioning of UNC General Administration or any of the constituent campuses of the UNC System, or substantially interferes with the protected free expression rights of others, or substantially interferes with acceptable forms of dissent, has engaged in student misconduct and is subject to discipline, including suspension, or, as appropriate, expulsion. Any second finding of a material and substantial disruption or substantial interference shall presumptively result in, at least, a suspension; however, the University may impose a different sanction if warranted. Any third finding of a material and substantial disruption or substantial interference shall presumptively result in an expulsion of the student; however, the University may impose a different sanction if warranted.

IX. STATEMENT ON THE USE OF UNIVERSITY FACILITIES/PROPERTY

N.C. A&T provides equal opportunity for all qualified persons in its educational programs and activities. The university does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, veteran status, political affiliation, genetic information, sexual orientation, gender identity, or any other basis protected by law. Free speech is central to the university's academic mission. Limitations on activities on university property are necessary, however, so that the university may fulfill its primary missions of teaching, research, and extension. The use of university space is governed by the policy entitled "[Use of University Space](#)," which can be found on the university's website.

X. AGGIE ONECARD

The Aggie OneCard is the official N.C. A&T identification card. In addition to identifying the relationship to the university, the card is a mechanism for accessing cardholder accounts and privileges. All Aggie OneCards are issued by the Aggie OneCard Center. The Aggie Card Center is located in the New Student Center in Suite 242. The center can be contacted at (336) 334 -7114 Monday through Friday from 8:00 a.m. – 5:00 p.m. or contact us by email at card@ncat.eduCard.

Card Issuance

The first Aggie OneCard charge is included with your new student fees. If your card expiration date expires, active members of N.C. A&T State University may receive a new card free of charge.

Replacement of a lost, damaged, or stolen ID card will incur a \$25 replacement fee. Demagnetized cards and visibly damaged cards (e.g., cards that are bent, curled, broken, or taped as well as cards with visible scratches on the magnet stripe or holes punched in the card) also carry a replacement fee. Once a card has been replaced, the old card is no longer valid. Students are permitted to have one Aggie OneCard in their possession. Any duplicate or inactive ID card should be turned in to the Aggie OneCard Center or it will be confiscated if found.

To receive an Aggie OneCard, students must present a valid government photo ID such as a driver's license, valid state ID or passport, showing their name, and the photo on the ID must resemble the potential cardholder before an Aggie OneCard is issued. New incoming students may receive their ID card during student move-in. All other students may stop by the Aggie OneCard Center during normal business hours.

Card Care

It is the cardholder's responsibility to make sure that your Aggie OneCard is always valid and in working condition. Please use an ID card holder to protect your Aggie OneCard. Do not bend, curl, break, tape or store your card near electronic equipment or against other cards with magnetic stripes. Any of these actions could demagnetize the card and interfere with the electronic reading of the card.

Do not wash or dry your card to prevent the appearance of your card from fading or warping. Do not tamper with your card. Attaching labels or stickers or punching holes in your card is prohibited. 2018-2019

Deposits

The Aggie OneCard is an accumulated prepaid declining balance account where money may be deposited onto the card, allowing you to use it like a debit card. Enjoy the comfort and safety of not having to carry cash, checks or credit cards for purchases as you travel between classes anywhere on campus, where the card is accepted.

The Aggie OneCard Debit Account deposits may be made several ways:

- In person at the Aggie OneCard Center
- Online at <https://get.cbord.com/ncat/> with a MasterCard, Visa or American Express.

Account Closures and Refunds

Aggie OneCard account closures are permitted upon student expulsion, graduation, and withdrawal. Individuals who permanently leave N.C. A&T State University may be eligible for a refund. There will be no account balance refunds on an active Aggie OneCard account. All university debts must be satisfied prior to a refund being processed.

A completed Aggie OneCard Account Closure Form must be filed with the Aggie OneCard Center, along with accompanying documentation from The Office of the Registrar. Only completed refund requests will be processed.

Per NC State Escheat Law, all inactive account balances with 12 months of inactivity will be processed and turned over to the state treasurer for unclaimed funds. A \$10.00 processing fee will apply.

Confiscated Cards

Rights and privileges associated with the Aggie OneCard are non-transferable and are contingent upon active status with the university. You, and only you, may use your card. All confiscated cards will be sent to the Vice Chancellor of Student Affairs. Cards will be returned in accordance with current policies regarding disciplinary actions. Aggie OneCards may be confiscated for the following reasons: misuse (i.e., fraudulent, unauthorized use, excessive offline overages, or revoked privileges); student suspension or withdrawal; and university police arrest.

XI. VOTER REGISTRATION

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

In compliance with North Carolina's voter registration plan, N.C. A&T supports the most fundamental process of democracy to any student who may, or may not, have prior experience in the voter registration process.

Exercise your right and Make your voice heard...Vote in 2020! Get registered and stay informed about the upcoming elections by signing up for TurboVote today: ncat.turbovote.org

XII. INFORMATION TECHNOLOGY (IT) POLICIES, STANDARDS AND GUIDELINES

[IT policies](#) provide governance foundations for which users are informed of their responsibilities and accountability pertaining to the use, protection, destruction, and business continuity of the university's technology related assets. IT standards and procedures provide minimum requirements and instructions for users to adhere to in support of IT policies. Technology related assets include data, network infrastructure, software, and hardware.

ITS blocks N.C. A&T network access to websites that illegally share copyrighted materials, provide peer-to-peer traffic of copyrighted materials, promote malware and phishing, and provide access to tools that allow for remote access or control to another computer.

The university is required by the [Digital Millennium Copyright Act](#) (DMCA) and the [Higher Education Opportunity Act](#) (HEOA) to limit access to these sites in order to comply with copyright laws and to keep the campus information resources secure.

The NCAT [Information Security Policy](#) (ISP) requires the institution to take appropriate action to detect, prevent, and mitigate operational information security risks including malware (ISP section D.7) and communications information security risks including network connections and services (ISP section D.8).

For more information, please refer to the ITS [Blocked Access to Websites](#) web page and the university's [Peer-to-Peer \(P2P\) Policy](#).

If you have academic, research, or recreational needs to access any blocked website, please contact the Client Technology Services Help Desk at helpdesk@ncat.edu or (336) 334-7195.

Note: Violations of university IT policies are considered student misconduct and are prohibited. Violations are governed by University Student Conduct Procedures (see Student Handbook).

XIII. ACADEMIC INFORMATION AND REGULATIONS

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

A student's program of study must be approved by his/her assigned advisor, chairperson or a faculty member in the major department at registration. Advisors provide guidance to students in academic matters and refer them to those qualified to help in others. However, final responsibility for meeting all academic requirements for a selected program rests with students.

A. Advanced Placement

N.C. A&T participates in the [Advanced Placement Program](#) (AP) offered by the College Board to provide greater flexibility and opportunity for high school students to proceed with their education. Students must submit to the Office of Undergraduate Admissions an official Student Score Report from the College Board for scores to be considered. N.C. A&T awards college credit for qualifying AP examination scores as determined by the Director of Transfer Articulation, in consultation with the chairperson of the appropriate academic department. Acceptance of AP tests and scores is subject to change without notice. AP credit is not granted if the student has already received transfer credit for the course or earned credit for the course at N.C. A&T.

B. Program of Study

A student should refer to the requirements of his/her respective department or school 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 closely as possible. This is very important during the first two years when he/she is satisfying basic degree requirements and prerequisites for advanced work.

C. Declaration of a Major

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

Declaration of a Minor

Effective fall 2010, students who have completed a minimum of 24 semester hours with a minimum GPA of 2.0 may elect to declare a minor. Any student wishing to declare a minor should do so in consultation with his/her academic advisor in the major field of study prior to consultation with an advisor in the minor field of study. To declare a minor, a student must have the approval of the department chairperson and dean of the minor field of study, as well as the

department chair and dean of the major field of study. The declaration or change of a minor must be completed in the Office of the Registrar. An academic minor consists of at least 18 credits in an area apart from the major concentration of the student's baccalaureate degree program; a minimum of 12 of the 18 minor credits must be in courses at the 200-level or above; and a student may have no more than two minors regardless of the student's major. The minor will be printed on the official transcript, but not on the diploma.

D. Registration

Dates for advising and registration periods for each semester are published in the university's academic calendar, which is on the university's website. It is the student's responsibility to be familiar with all advising and registration periods.

All students are required to meet each semester with their advisor for assistance with course selection and to obtain their registration PIN.

Any student who is enrolled in the university during the registration period is expected to register for the next semester during the period designated for this purpose. All students, by registering for classes, assume the responsibility for familiarizing themselves with and abiding by all university regulations, rules, policies, and procedures.

E. Official Registration

In order for a student to receive credit for a course, he/she must be properly registered in that course. This means that the student must have gone through the registration process as outlined by the university. The payment of tuition and fees is part of the registration process. No student is eligible to attend classes until all tuition and fees have been paid.

F. Late Registration

Students who register for classes during the late registration period, as published in the university calendar, will be assessed a fee of \$50. This fee is not assessed to students who registered prior to the late registration period and who are making schedule adjustments.

G. Cancellation of Course Registration

Please see the [policy on cancellation of course registration](#).

H. Add and Drop Period

Please see the policy on add and drop period.

I. Course Audit

Students who intend to register for a course for which they do not want credit may register as audit students. Students are not allowed to change from audit to credit status, or from credit to audit status once the last day to drop/add has passed. Audit registration fees are the same as for credit. Audit students may participate in class activities but are not required to prepare assignments or take examinations and will not receive a grade or credit.

J. Course Load

According to Administrative Memorandum - Number 345, all full-time undergraduate students are expected to comply with the Board's 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.

Undergraduate students enrolled in 12 or more semester hours in a fall or spring semester are designated as full-time students and must pay full tuition and fees. Full-time students usually carry from 15-18 semester hours. To enroll in more than 18 semester hours in a fall or spring semester, or more than seven (7) semester hours in a summer semester, students must obtain approval from the department head.

The maximum course load that students who are on academic probation may carry is 15 semester hours. The maximum course load for a student with a GPA less than 3.0 is 18 hours.

K. Double Major

Students who desire to obtain a double major must file a double major form in the Office of the Registrar. Students who have double majors that involve two departments or two schools must satisfy the major requirements for each department or school. To graduate with a double major, students must complete requirements for both majors during the same semester or summer session.

L. Prerequisites

A course that is designated as a 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 Program (CLEP) or successfully passing an examination adopted or prepared by the department granting the credit.

M. Repetition of Courses

Effective fall 2014, a student who has received a passing grade of “D” or better in a course may not repeat that course. Students may repeat a course in which they earned a grade of “D” if it is a prerequisite course requiring a minimum grade of “C,” or if a minimum grade of “C” is a requirement in the student’s declared major. Students who do not receive a passing grade in a course may repeat that course. For courses repeated subsequent to the effective date of this policy, during a student’s academic career at the university, a maximum of sixteen (16) credit hours may be repeated.

Undergraduate students who earn a grade of ‘C’ or higher are not permitted to repeat the course. Undergraduate students who do not earn the minimum grade, as designated in their approved curriculum guide, or as a prerequisite to a course required in their approved curriculum guide, may repeat that course. During a student’s academic career at the University, a maximum of sixteen (16) credit hours may be repeated. All grades earned will be recorded on the student’s permanent academic record. When students repeat a course, the higher grade will be included in the official grade point average calculations and in determining graduation eligibility. If the student earns the same grade twice, the most recent grade will be included. All grades earned are used in the calculation for satisfactory academic progress and graduation honors.

Financial aid implications for repeated courses should be discussed with the Office of Financial Aid.

N. Core Requirements of the University

Areas in the core and minimum semester hour requirements are found in the [University Bulletin](#).

O. 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” and 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 transfer articulation or the director of counseling services.

P. Grading System

Effective fall 2014, N.C. A&T will implement a plus/minus grading system. If a prerequisite course requires a minimum grade of “C,” or if a minimum grade of “C” is a requirement in the student’s declared major, a grade of “C-” will not fulfill the requirement. Grades are assigned and recorded as follows:

| Grade | Description | Quality Point Value |
|-------|--|---------------------|
| A | Excellent | 4.0 |
| A- | Excellent | 3.7 |
| B+ | Good | 3.3 |
| B | Good | 3.0 |
| B- | Good | 2.7 |
| C+ | Average | 2.3 |
| C | Average | 2.0 |
| C- | Average | 1.7 |
| D+ | Below Average, but passing | 1.3 |
| D | Below Average, but passing | 1.0 |
| F | Failing grade | 0.0 |
| U | Unsatisfactory failing grade | 0.0 |
| I | Incomplete – an “I” becomes an “F” or “U” if not removed within the designated time. An Incomplete is not given merely because assignments were not completed during the semester. | |
| CE | Credit by examination | |
| AP | Advanced Placement | |
| S | Satisfactory passing grade | |
| AU | Audit | |
| W | Withdrawal | |

| Grade | Description | Quality Point Value |
|-------|-------------|---------------------|
| P | Passing | |

Q. Academic Retention

The normal load for an undergraduate student is 15 credit hours per semester. The minimum load for a full-time undergraduate student is 12 credit hours per semester. A student is expected to make normal progress toward a degree. Normal progress means completion of 15 or more hours each semester with a 2.0 GPA or higher for a full-time student.

R. Academic Withdrawal

Students who wish to drop ALL courses for which they are registered must withdraw from the university prior to the first day of classes to avoid academic penalty. Any student who received Non-Title IV aid and withdraws from ALL of their courses (Official Withdrawal) may be entitled to a refund for paid tuition and fees dependent on the date of their withdrawal.

- [Withdrawal](#) from an individual course and Withdrawal from the university
- [Retroactive withdrawal](#) from the university

If Withdrawal is Within the Following:

| <u>Week(s) of Official Registration Date</u> | <u>Percentage of Credit</u> |
|--|-----------------------------|
| 1 week | 90% |
| 2 weeks | 90% |
| 3 weeks | 50% |
| 4 weeks | 50% |
| 5 weeks | 25% |
| After 5 weeks | 0% |

Board refund is prorated 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 and replacement fee - \$20

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 operation of the university are handled through the business office.

S. Class Attendance Policy

1. Class Attendance

The university is committed to the principle that regular and punctual class attendance is fundamental to the orderly acquisition of knowledge. Students should recognize the importance of regular and punctual class attendance and accept it as a personal responsibility. An absence, excused or unexcused, does not relieve the student of any course requirement.

Please see the attached policy on [student religious observance](#).

2. Instructors' Responsibilities

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.

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.

3. Students' Responsibilities

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

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

4. 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 any required 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 (specifically described below), students should be allowed to make up required work.

The following definitions apply, with respect to this policy:

- a. Required course work - will be used in determination of final grades, (e.g., exams, announced quizzes and required papers, essays, and assignments);
- b. Instructor - person responsible for the course, and providing instruction and evaluation;
- c. Permissible reasons for requesting make-up of required work
 - Sickness, with verification of sickness requires the signed statement of a physician or duly authorized staff member of the health center;
 - Death of a relative (immediate family), with verification of death requires a signed statement from a minister or funeral director;
 - Participation in approved university-related activities, with verification of participation in university-related activities requires a signed statement from the office of the vice chancellor for academic affairs;
 - Acting in the capacity of a university representative (band, choir, sports-related travel, etc.), with verification of participation in university-related activities requires a signed statement from the office of the vice chancellor for academic affairs; or,
 - Extraordinary circumstances (court appearance, family emergency, etc.) with a signed statement from an appropriate official (e.g., court official, parent or guardian). NOTE: Other reasons for requesting make-up of required course work are not acceptable.

Instructors should schedule make-up work at a time convenient to both instructor and student.

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

- a. A student may petition an instructor whenever the student has a permissible reason for requesting make-up of required course work;
- b. A student will be required to present documentation, which certifies absence constituting a permissible reason;
- c. Whenever possible, a student should consult with an instructor prior to an absence, which may involve failure to do required course work. Arrangements for make-up should be discussed and agreed on at that time;

- d. A student must petition for make-up of required course work on the first day that he/she returns to class;
- e. If permission is granted to make-up required course work, the instructor and student should agree on an acceptable date for accomplishing the task;
- f. Failure to comply with item four (4) may result in denial to make-up required course work.

T. General Requirements for Graduation

A candidate for a degree from N.C. A&T must satisfy the following minimum requirements:

1. Choose a specific curriculum leading to a degree in one of the schools/colleges and complete the requirements of this curriculum;
2. Complete a minimum of 120 semester hours, excluding deficiency courses and remedial work, for a bachelor's degree;
3. Complete all of the general education requirements of the university for the bachelor's degree, please see general education requirements of the university for a complete listing of the general education requirements;
4. Earn an average of two (2) grade points for every semester hour undertaken including hours passed or failed and not repeated. After completing the number of credit hours required for graduation, if the student is deficient in grade points, he/she must take additional courses that have been approved by his or her academic dean to secure these points. The student must also obtain 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/college dean. Transfer students must complete a minimum of 25% of the required degree coursework at N.C. A&T to graduate from N.C. A&T with that degree;
6. Clear all academic conditions by the end of the semester preceding graduation;
7. Pay all university bills and fees;
8. Submit an application for graduation to the Office of the Registrar prior to the established deadline as published in the Academic Calendar.

U. Graduation with Honors

Please see the [policy on academic honors](#). (NOTE: Policy amended spring 2017: Undergraduate students must earn at least 48 semester hours of resident credit at N.C. A&T to qualify for graduation honor designations, rather than 70 semester hours of resident credit.)

V. Commencement Participation

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

- Have completed degree requirements the semester/session prior to the upcoming commencement ceremony in which they plan to participate; or
- Be enrolled in the 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 to the Registrar's office for graduation prior to the commencement deadline for either May or December. A student must be "cleared" by the Registrar's office to be approved to participate in commencement activities.

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

W. Effective Bulletin for Graduation

The [University Bulletin](#) is the official document that describes policies, academic programs and requirements for students attending N.C. A&T. Students are responsible for knowing and adhering to the policies and requirements that affect them. A student's effective bulletin for graduation requirements is the bulletin in effect when the student first entered the university, provided the courses are being offered. Moreover, the student must complete these requirements within six years. In addition, he/she may graduate under a bulletin published while he/she is a student. If a student elects to meet the requirements of a bulletin other than the one in force at the time of his/her original admission, he/she must meet all requirements of the bulletin he/she elects.

X. Student Re-admission

Please see attached policies on readmission.

- [Readmission of Former and Academically Suspended or Academically Dismissed Undergraduate Students](#)
- [Two-Year Readmission and Forgiveness Policy](#)
Under the Two-Year Readmission and Forgiveness Policy, an undergraduate student who has not been enrolled at N.C. A&T for at least two (2) calendar years (24 consecutive months) may request that NCAT coursework in which a grade of F was earned and that is two calendar years or older be excluded from GPA calculations and in determining graduation eligibility. To be eligible for this policy, a student must meet all readmission requirements.

Applicants must submit the Application for Readmission and other required documentation, along with a letter requesting readmission under the Two-Year Readmission and Forgiveness Policy. This policy may be used only one-time for consideration in a readmission decision, and once used is irrevocable.

If readmitted under this policy, a student will be placed on academic probation status for the first semester. A notation stating that the Two-Year Readmission and Forgiveness Policy has been applied will be added to the student's transcript. All grades and courses remain on the student's transcript. This policy will not alter the student's original academic record. A student planning to continue his/her education at another college or university is cautioned that the receiving institution may use all grades earned when computing a GPA for admissions eligibility or for other purposes.

The Two-Year Readmission and Forgiveness Policy has no effect on the student's financial aid eligibility. A student should contact the Office of Student Financial Aid for additional information.

During the first semester in which a student is readmitted, the student is required to develop an academic plan of action in consultation with the student's academic advisor and department chair. The academic plan of action includes a listing of all courses required for degree completion. The student's advisor is responsible for distributing the plan to the student, the Chairperson of the academic department, the academic unit's retention coordinator, and the Office of Enrollment Management for information and compliance monitoring.

Y. Release of Student Information

The university ensures students access to their official academic records but prohibits the release of personally identifiable information, other than “directory information,” from these records without the student’s permission, except as specified by public law 93-380. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information including social security number, grades or other private information may be accessed without consent. First, the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may allow access to your records and personally identifiable information without your consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to your education records and personally identifiable information, without your consent, to researchers performing certain types of studies in certain cases even when the university objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your personally identifiable information, but the authorities need not maintain direct control over such entities. Additionally, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share, without your consent, personally identifiable information from your education records and track your participation in education and other programs by linking such personally identifiable information to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

“Directory information” includes: student’s name, address, e-mail address, telephone number, date and place of birth, school, major, dates of attendance, degree(s) and honors received, and institution(s) attended prior to admission to N.C. A&T, past and present participation in officially recognized sports and activities, and physical factors. Public Law 93-380 further provides that any student may, upon written request, restrict the printing of such personal information relating to himself/herself as is usually included in campus directories. A student who desires to have “directory information” withheld must submit a written request to the Office of the Registrar prior to the end of add/drop period for the semester in which he/she is enrolled.

XIV. STUDENT SERVICES AND PROGRAMS

The Division of Student Affairs 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 become better acquainted with themselves and various problems confronting them;
2. To help students 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 help students develop an appreciation for the best in their cultures; and
5. To promote the physical, mental, moral, and spiritual development of students.

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

A. Office of the Dean of Students

The Office of the Dean of Students seeks to promote ethical conduct and responsible behavior by educating students on expected standards of behavior. This office further assists students to consider, in advance, the consequences of behavioral infractions and to accept responsibility for their actions. Student training in conflict management is offered upon request to the SGA Executive Board, Student Judiciary Council, Student Senate, and other student groups/organizations. 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 Students Affairs in the overall administration of the Division of Student Affairs, 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 educational purposes and operations of the university. The dean of students is primarily responsible for day-to-day administration of the university student disciplinary process, and supervises and supports program services of the following administrative units:

- University Bands
- Veterans and Military Affairs
- Office of Student Conduct
- Counseling Services
- Student Health Center

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.

B. Counseling Services

Counseling Services offers a variety of services to help all currently enrolled N.C. A&T students address challenges and difficulties they may face during their college years. Services are designed to help students understand themselves better, create and maintain healthy relationships, improve academic performance, and make satisfying career and life choices. We are dedicated to helping students by providing brief counseling from a wide spectrum of services, which include individual and group counseling, outreach and consultation, training and supervision, teaching, psychological testing, research and collegiate recovery programs. If more intensive or specialized care is needed, we will assist with making referrals to healthcare providers in the community. All counseling is voluntary, free of charge, private, and confidential.

Following is a list of services available through Counseling Services:

1. Personal counseling in individual and group sessions;
2. Academic skills training and career appraisals;
3. Outreach counseling programs and activities, life skills and personal growth programs, consultations, and workshops;
4. Graduate student internship training laboratory for psychology, social work and counseling;
5. Collegiate Recovery Community offers support for students in recovery for their addiction;
6. Individual test administration and interpretation covering the areas of intelligence, aptitude, personality, interest, and achievement, as well as other areas required by special needs;
7. CLEP for course credit by examination; psychological assessments for learning disabilities (LD) and attention-deficit/hyperactivity disorder (ADHD). Information is provided for Praxis Teachers' Examination, Graduate Management Admissions Test (GMAT), Graduate Record Exam (GRE), and Medical College Admissions Test (MCAT).
8. Referrals (university and community resources).

Counseling Services is open from 8 a.m. – 5 p.m. and is located in Murphy Hall, room 109.

C. Health Services

The Student Health Center (SHC) is committed to providing convenient, quality medical care to the students of N.C. A&T. As a student, SHC services are automatically available to you. We have contracted with most insurance carriers and we can assist you by filing the claim for your treatment. We provide a full spectrum of care and are capable of managing most medical concerns that present. In case of more severe illnesses or life threatening problems, patients are transported to one of the local Cone Health System hospitals.

In addition to primary medical care, the Student Health Center provides a resource for health and wellness information, activities, and education. We employ Psychiatric clinicians to assist the N.C. A&T Counseling Center with medical management of our students' stress and emotional concerns. We want to be the principal provider of your medical care as well as the primary focus for your health and wellness needs.

Our ancillary services include:

- A comprehensive laboratory
- X-Ray capability
- A full-service pharmacy
- Life Style Service consist of massage therapy
- Health Education specialists

We are located at 112 North Benbow Road, directly across the street from the Recreation Center. Our hours are 8 a.m. – 7 p.m. Monday through Friday.

Summer hours are 8 a.m. – 5 p.m. We are closed on weekends.

D. Housing and Residence Life

Housing and Residence Life is committed to the health, safety, and well-being of our university housing residents. Hence, we will enforce all university policies regarding COVID-19. We will enforce social distancing in the residence halls and encourage residents to wear mask until further notice.

Housing and Residence Life has total housing capacity for approximately 5,123.

To live in campus housing, a person must be currently enrolled as a full-time N.C. A&T student.

1. Application for Rooms

Students must complete an [online housing application](#) during the designated application period. A non-refundable fee of \$175 must accompany the application.

All students desiring campus housing must select a room online during the designated room selection period. If students miss the selection deadline, they will be assigned as spaces become available. Preferences are not guaranteed.

2. Residence Hall Staffing

A management team manages each residence hall. The purpose of the team is to assist students with concerns which include, but are not limited to, safety, comfort, maintenance, roommate and personal issues, programming, etc. The management team consists of the hall director (HD) and resident assistants (RAs). The hall director is chief administrator of the residence hall. RAs are upper class students who live in a residence hall/facility. Each floor of a residence hall has at least one RA who lives on a floor with students and is available to assist with emergencies.

Residence hall staff and students host special recreational, social, safety, cultural, and educational programs. These positive programs enhance the quality of on-campus living and group interaction experiences. Typically included in these activities are hall meetings, guest speakers, workshops, information sessions, and social events.

3. Leadership Opportunities (Residence Hall Council/Association)

Each residence hall has a Residence Hall Council. Combined, the councils constitute the Residence Hall Association. Students are elected president, vice president, secretary, treasurer, etc. to lead the councils. Every student resident of a hall is a member of a Residence Hall Council. The Residence Hall Councils and Association provide excellent opportunities for students to meet each other, work together and enhance their organization and leadership skills.

4. Residence Hall Policies

Students living in residence halls are expected to govern themselves according to normal and acceptable behavior. Successful group living requires respect for members of the community; therefore, standards are necessary. The management team clearly communicates standards, which will be enforced, to the residents of respective halls/facilities.

Residents are subject to eviction by Housing and Residence Life for acts that are contrary to interests of the residence hall community. Students are expected to conduct themselves responsibly, and they should be mindful that illegal activity is prohibited by law. Unethical and/or immoral behavior will not be tolerated, and incidents of such activity will be referred to the Residence Hall Student Behavior office or dean of students for disciplinary action.

5. Not Permitted in Halls

1. Pets/animals other than tropical fish in tanks not to exceed ten gallons. This subsection does not apply to service animals or to emotional support animals (also known as therapy animals or companion animals) that has been approved by the Office of Accessibility Resources located in Murphy Hall, Suite 01;
2. Refrigerators, aside from those provided, unless allowed for documented medical reasons. In such cases, students should contact the Student Health Center about appropriate documentation. Pending approval, the department will provide a micro-fridge for the student
3. Guns, knives (except safe utensils for cutting food) and other lethal weapons;
4. Fireworks, hot plates, air fryers, electric burners, and other heat producing devices (George Foreman grills, popcorn poppers, etc.), candles, plug-ins.
5. Hoverboard

6. Prohibited Behavior (Includes but is not limited to)

1. Use of illegal drugs, as defined by chapter 90 of the North Carolina Statute and other acts which violate federal, state or local laws;
2. Throwing, bouncing and/or otherwise playing ball in residence halls/facilities;
3. Horseplay, including climbing out of windows and/or onto roofs, for any reason;
4. Riding bikes, skateboards, shopping carts or any other conveyance in halls or breezeways;
5. Public nudity, except in residence hall rooms (during non-visitation hours) and restroom shower areas;
6. Indecent exposure;
7. Unsanitary acts (see Sanitary Conditions in Residence Halls in the manual on Student Conduct Proceeding Processes);
8. Intimate sexual activity in residence halls and/or on the premises thereof;
9. Any act that could threaten the safety and/or well-being of members of the residence hall community;
- 10. Parties;**
- 11. Underage drinking;**
12. Guests and other non-residents staying overnight;
13. Solicitation;
14. All forms of commercial solicitation for merchandise purchase and/or services for personal profit or organizational gain are strictly prohibited by individuals or organizations in the residence halls. This includes residential rooms, residential floors, and all public areas in the residence hall. Goods and services consist of but not limited to hair care services, trash collection, photography, services of personal nature, food and beverages, raffle tickets.

15. Illegal entry;
16. Physical altercations;
17. Bullying and cyberstalking.

N.C. A&T's Zero Tolerance for Aggressive Behavior Policy and Zero Tolerance for Drugs Policy will be strictly enforced.

For further violations, see the section in this handbook entitled Misconduct Prohibited by the University.

We encourage students to read their housing contract and [Guide for Living on Campus](#), located on the Housing and Residence Life website.

7. Suspension and/or Termination of Campus Housing Privileges

The executive director of Housing and Residence Life, associate director for residence hall student behavior, dean of students, vice chancellor for student affairs, and the chancellor have authority to terminate any residence hall or facility contract (on an interim basis) prior to the proceeding process, depending on the severity and/or sensitivity of an offense. The executive director of Housing and Residence Life or associate director for residence hall student behavior may immediately suspend a student's housing privileges pending the convening of a judicial hearing.

When a student's housing privileges are suspended and/or terminated for disciplinary reasons, no refund of money paid for housing charges will be made.

8. Residence Hall Visitation – Policies, Procedures and Guidelines

Policies, procedures and guidelines regarding visitation:

a. Visitation

The company of a member of the opposite or same sex during the specified time period allotted in which a guest may visit in a residence hall.

b. Honor System

The confidence and high opinion of the campus community toward students in the belief that they will remain responsible in maintaining university standards for their own behavior.

The following visitation policy is presented as the university's assumption of its responsibility to resolve the visitation practice in residence halls. The policy resulted from considerable research and extensive discussion, and attempts to

satisfy all those involved including students, faculty, administrators, and other personnel.

c. Guidelines

- Visitation hours are as follows:
Sunday-Saturday noon - midnight

Summer School
Sunday-Saturday noon – midnight
- Each participant is limited to two guests. Exceptions may be accorded, in special cases, by the residence hall supervisor;
- The university reserves the right to reject, at any time, the visitation policy when flagrant and repeated violations occur;
- Each participating resident shall sign in/out guest(s). Same sex visitation shall be directed under the honor system for entertaining guests in residence halls/ facilities;
- Any guest(s) found in residence halls/facilities after visitation hours will be subject to disciplinary action or charged for trespassing;
- Each guest shall enter and leave by the front door of the residence hall. While in the hall, guests should be accompanied by the resident student;
- The resident host or hostess is responsible for the action(s) of the guest(s), except in instances determined to be beyond their control. If a situation occurs beyond their control, the host/hostess is responsible for reporting it immediately to a member of the hall’s management team;
- In male residence halls, at least one restroom should be designated for females or women;
- In female residence halls, at least one restroom should be designated for males or men;
- Visitation schedules should be prominently displayed in appropriate areas of participating halls;
- Halls not allowing visitation should prominently display signs that read “**No Visitation**”;
- The presence of guest(s) must not result in unreasonable inconvenience or annoyance to the roommate or other residents.

Repeated policy violations will result in the loss of visitation privileges.

Guests visiting in residence halls should have and, upon request, produce proper identification (i.e., an official document that contains a guest’s first and last name and a visible photograph/picture).

d. Loss of Privileges

Visitation is not a right, but rather a privilege that may be suspended at any time for policy violation(s) by a residence hall director or, administratively, Housing and Residence Life.

9. Institutional/Residence Hall Withdrawal and/or Refund

EARLY CANCELLATION PENALTIES: Please view the current student housing contract for more detailed information about early cancellations. **Students who submit a housing application and \$175 application fee are subject to the cancellation penalty – whether an assignment has been made or not.** Merely returning residence hall keys to hall staff, or any statements by staff contrary to the contractual agreement, shall not constitute termination of the contractual and financial obligation. All cancellation requests must be made, in writing, to the Housing Assignments office and, if approved after the cancellation date, are subject to pro-rated daily room charges. **Cancellation fees are as follows:**

- No cancellation penalty for students who are on the wait list and have NOT been confirmed for a space;

NOTE: If a student fails to check-in within 24 hours of the first day of opening or get his/her bill paid and validated by the date set by the Treasurer's office, Housing and Residence Life reserves the right to cancel his/her room assignment.

Contract release - rare exceptions exist for breaking the contractual agreement. For fair consideration of a request, substantial documentation is needed to show **significant** change of circumstances after signing a contract. Requests must be submitted, in writing, for review and fall under the following guidelines:

- Documented financial hardship, such as loss of financial aid or family support. Change in a financial situation may not be considered an "extreme" exception for the purpose of contract release. Additionally, as indicated in the initial paragraph of the agreement, contractual commitment is independent of any financial aid or other anticipated assistance;
- Medical conditions (certified by a physician and verified by a student health center physician);
- Other areas may be given consideration with significant sufficient proper documentation.

University withdrawal - It is never appropriate to move out of housing or leave the university without completing the withdrawal process including being formally released and checked out of housing. Merely returning residence hall keys to hall staff, or any

statements by staff contrary to the contractual agreement, does not constitute termination of contractual and/or financial obligation. **Unauthorized leave will be billed for the entire academic year.** Inquire in the Housing office in Aggie Village, Building 2, for greater detail.

10. Smoking Policy

Residence halls operate under a “no smoking” policy, which will be strictly enforced. The university has a **Zero Tolerance Policy for Drugs** (see the section on university policies and excerpts in this handbook).

In addition, Housing and Residence Life has a **No Tolerance Policy for Marijuana**. Included is a no tolerance policy for the smell of marijuana in residence hall rooms. The No Tolerance Policy for Marijuana will be strictly enforced.

E. Office of International Affairs

The International Students and Scholars office (ISSO), now the Office of International Affairs (OIA), coordinates programs, services and regulatory policies/procedures for non-immigrants and immigrants enrolled at N.C. A&T. International assistance is offered with issuing certificates of eligibility (I-20/DS-2019), conditional admission, deferment and enrollment processes, pre-arrival and arrival, housing, insurance, immigration matters, on-campus work authorization, orientation, and adjustment to the university and the community. The office also collaborates with the Multicultural Student Center and academic departments to provide programs and activities that enhance exposure to academic, cultural, social and personal development for international students and scholars.

Federal regulations governing students and scholars are complex, and there are severe consequences for non-immigrants who fail to comply with immigration regulations and provisions for maintaining status and/or visa renewal eligibility. Non-immigrants are encouraged to speak with the ISSO regarding immigration matters that may negatively impact continued enrollment at the university and/or eligibility to remain in the United States if status is jeopardized.

The Office of International Affairs is located in Academic Classroom Building, room 213, near the Dowdy Administration Building and the parking deck. Please call (336) 334-7551 or e-mail: isso@ncat.edu for additional information. Please go to [United States Citizenship and Immigration Services](#) (USCIS) and the [United States Department of State](#) (DoS) for specific information.

1. Verifying Status (F-1/J-1)

All international and resident alien (foreign-born) students are required to verify immigration/residency status as part of the admission/ registration process by providing acceptable legal entry documentation to the International Students and Scholars office. These categories are also responsible for notifying both the United States Citizenship and Immigration Services (USCIS) and the OIA (Academic Classroom Building, room 213) of any change in immigration status and/or address. Please visit the [ISSO website](#) or contact staff at (336) 334-7551.

If information is not provided to the university Admissions offices at the time of application or continued attendance after a break from studies, foreign-born students with newly adjusted immigrant or resident alien status may also be required to provide documentation of permanent residency, U.S. naturalization, asylum, refugee status, and/or resident alien status before enrolling and/or continuing at the university.

Undocumented students or students in deportation proceedings may be eligible to attend the university based on legislation provided through the North Carolina State Legislature. These students are not eligible for in-state tuition.

U.S. naturalized citizens may use the certificate and/or U.S.-issued passport for documentation. Other non-immigrants “pending immigrant status” may not be acceptable for full-time enrollment until the new status is attained. Speak with a staff member if you have a “pending” petition or application with the Department of State or the United States Citizenship and Immigration Services (USCIS).

At the beginning of each semester, the ISSO offers a mandatory orientation for new international students and visiting exchange students. Attendance at these sessions will assure that international students and exchange visitors are aware of all requirements to maintain lawful status with USCIS while completing requirements for the degree program. Orientation is scheduled so that students can also complete the required deadlines to report enrollment to the Department of State and/or the USCIS, as required by SEVIS reporting regulations. There is a 30-day reporting requirement imposed by the USCIS. **Full-time enrollment is verified after the 10th day of class.**

2. Enrollment Eligibility

All non-immigrant student (F and J) visa holders are considered and classified as **“non-resident/out-of-state students”** and are assessed out-of-state tuition and fees. It is the responsibility of each non-immigrant to maintain legal status while at N.C. A&T. Non-immigrants in F-1 visa status are required by the USCIS to enroll full-time (12 hours undergraduate/9 hours graduate and maintain a minimum overall grade point average consistent with meeting **Satisfactory Academic Progress (SAP)** at the university (2.0

undergraduate/3.2 graduate and 3.4 Ph.D.). Continuing F-1 students are not required to enroll full-time during summer sessions. With the exception of summer terms, however, enrollment must be consecutive throughout the completion of the degree program. All questions and requests regarding enrollment requirements must be discussed with ISSO staff and must have ISSO approval **before** changes become effective.

F-2 dependents are not eligible for enrollment at N.C. A&T and cannot apply for work authorization. **J-2** dependents may enroll at the university and may apply for work authorization through USCIS. Both dependent categories can apply to change status to F-1 by filing the I-539 to the appropriate USCIS Service Center in order to receive university funding.

All enrolled **F-1** and **J-1** students with dependents are required to purchase and maintain **mandatory** health, repatriation and medical evacuation insurance through the UNC system for duration of status. **Primary F-1 and J-1 students must also purchase and maintain adequate health, repatriation and evacuation insurance for each dependent while enrolled at N.C. A&T.**

3. Employment Eligibility and Benefits (F-1/J-1)

F-1 non-immigrants are eligible to work up to 20 hours per week on-campus. Work affiliated with assistantships, tuition and fees, stipends, or combinations of the same are considered to meet this privilege. No additional work for financial compensation can be accepted. In some cases, students may not spend the full 20-hour “physical presence” maximum allowed by USCIS; however, the rate of compensation provided by the department/program is binding to the 20-hour privilege.

Prior to accepting on-campus work and compensation, international students must apply for and receive a social security number and card. Non-immigrants cannot be paid until a social security number and card are issued and documented by the university. In addition, all students and scholars receiving income within the U.S. must file state and federal income taxes.

F-1 non-immigrants are not eligible to work off-campus without approval from USCIS. **F-2, J-2** and **H-4** non-immigrants are not eligible to work at N.C. A&T without USCIS approval including the issuance of the employment authorization document (EAD).

There are severe consequences for non-immigrants who fail to comply with USCIS regulations regarding employment/work. These consequences can include deportation from the U.S.

4. Insurance Requirements

USCIS requires that all non-immigrant students and scholars on F and J visas, as well as their dependents residing in the U.S., maintain comprehensive health and accident insurance coverage that includes repatriation and medical evacuation. In addition, the policy must have specific levels of coverage to ensure that it is adequate to provide for medical costs in the U.S. International students should not purchase insurance policies prior to arrival, unless coverage is for the specified period from home country departure to enrollment in the UNC system policy at the university. Costs change from year to year; however, payments should be made at the beginning of each semester as billed by the university.

5. International Students and Scholars Activities

ISSO coordinates programming for the university as it relates to international students, scholars and exchange visitors. The ISSO attempts to identify “regional representatives” to assure that all international students and scholars are well-represented when planning programs and activities. Meaningful activities and programs supporting the acculturation of international students, scholars and their families are planned each semester. Foreign nationals are encouraged to participate in annual university festivities and activities that promote cultural awareness and discussion. Programs are also open to faculty, staff, domestic students, and the Greensboro community.

F. Multicultural Student Center (MSC)

The primary mission of the Multicultural Student Center at N.C. A&T is to promote a broad understanding, appreciation and value of campus-wide and global diversity. The center provides leadership in promoting campus-wide awareness of multicultural, diversity and inclusion, and human relations-related issues through education, training, community service and programming.

The MSC is located on the third floor in the Student Center, Suite 367 and is a part of the Division of Student Affairs mission to support the educational, cultural, social and intellectual growth of the campus community relative to individual differences and global issues. The center supports the institution’s goal of ensuring the entire campus community, regardless of individual differences, is a safe and welcoming environment, and its mission to protect, educate and inform the community that N.C. A&T does not discriminate based on ethnicity, race and country of origin, sexual orientation, gender, physical ability, or religion. The center will assist with the coordination and planning of special events to build awareness of and celebrate inclusive communities. All students, faculty, staff and administration are protected as valued members of N.C. A&T’s community. In addition, we (MSC) assists the institution in developing shared goals and creating a sense of common community that serves all constituents fairly and equitably.

LGBTQ Resource Center

The MSC provides leadership to the LGBTQA Resource Center located on the third floor in the Student Center, Suite 353. The LGBTQA Resource Center is a student-centered safe space that fosters inclusion and support of N.C. A&T students, faculty, staff, and alumni inclusive of all genders, orientations, and expressions, and focusses on education and outreach, programming, intergroup engagement, empowerment, and advocacy for increased visibility in the university community. Collaboration is the hallmark of the MSC.

The LGBTQA Resource Center offers peer mentorships, a variety of on-campus events, and provides LGBTQIA+ students with a safe space to study, socialize and program. The LGBTQA Resource Center views itself as a social and political hub for the queer community on campus. The LGBTQA Resource Center also provides students with access to programs, provides positive resources, and referrals for LGBTQIA+ students and others interested in sexual orientation related matters, how to become an ally, or understanding broad gender identities.

The Multicultural Resource Center and LGBTQA Resource Center have an open door policy for the entire campus community. Available resources and services are free for students, and both areas are open at 8 a.m. - 5 p.m. Also, there are many evenings and some weekend programs and service opportunities.

Available Resources Offered:

- Advising Support: Cultural and Diversity Programming
- Cultural and Diversity Programs: National Recognized Themed Events
- Mentoring Opportunities: MSC Student Ambassadors, TRUE Colors: LGBTQ Peer Mentoring Program
- Service Learning – Community Outreach Opportunities
- Leadership Development: Program Collaboration, Diversity Conferences
- Diversity Scholarship Information
- Diversity and Sensitive Training: Cultural Awareness, Understanding Differences, Safe Zone, etc.

Contact Information:

- Director: Gerald Spates, Director
- Assistant Director: Manuela Sanchez
- LGBTQA Coordinator: Sharron Porter
- MSC Office Manager: Michael Eccles

Phone: 336-334-7800

Email: msc@ncat.edu

G. Student Center

The newly constructed Student Center is 150,000 square feet with three floors. The first floor has a variety of food and retail venues such as Chick-fil-A, Aggie Wings, Subconnection, Einstein Bros. Bagels, 1891 Bistro, Barnes & Noble, several ATMs and a Convenience Store. There are several lounges, recreation and gaming areas, and an Information Desk.

The second floor has The Marketplace Dining (meal plan option), Aggie OneCard, large ballroom (banquet services) with divider, study rooms, meeting spaces, lounge areas and a multipurpose room.

Located on the third floor are the Office of Student Activities (SGA, SUAB and Student Clubs/Organizations), Office of Student Development (Gospel Choir, Yearbook, and Meditation/Prayer Room), Multicultural Student Center (LGBTQA Resource Center), Student Center Administration, study areas, meeting spaces, conference rooms, lounge areas, and a large multipurpose room with divider.

With all of this happening under one roof and centrally located, the Center is the hub for student life. Additionally, the Center will operate 7 a.m. - 1 a.m. during the weekdays, with a modified schedule on the weekends.

The primary mission of the Student Center is to promote an involved community through various services, amenities, and programs that are made available to the campus. The center's location in the heart of the north campus, provides an excellent opportunity for students to connect and learn outside of the classroom. Amenities includes copy/fax service, conference and banquet support, facility reservations, room set-up/technical support, video conferencing, student-friendly customer service, computer lab, event logistical support/sound equipment, and program monitoring.

The Center provides employment opportunities for more than 60 students during the school year. These positions focus on the students' development by providing them the opportunity to develop skills in time management, customer service, leadership, communications, and facility operations, fostering a strong work ethic.

***Fall 2020 Pandemic Hours of Operation: Monday-Friday 8am to 10pm, Saturday 10am to 10pm, & Sunday 2pm to 10pm.**

H. Office of Career Services

The mission of the Office of Career Services (OCS) is to provide centralized, comprehensive and progressive interdisciplinary programs, services and resources to prepare N.C. A&T undergraduates, graduate students, and alumni (one year post graduation) for the achievement of personal, professional, and career development that meet the needs of a global society. All services are performed with a conscientious and sincere interest in the customer (student/alumni, faculty-staff, and employer). Individuals enrolled in a degree-granting program at the University, or who are alumni, are eligible to use the facilities, programs, and services.

1. Services Provided to Student

The office has tailored its services to reach new age learners and address the various learning styles. This is accomplished by providing services throughout campus, in classrooms, residence halls, online, evenings, weekends, and through distance methods (e.g., phone, e-mail, webinars, and Skype). This approach makes it convenient for students to engage in activities and utilize the resources - 24/7.

Services include:

| | |
|-----------------------------|------------------------------|
| AggieLink Access | Interviewing Techniques |
| Career Assessments | Job Readiness Workshops |
| Career Development Guide | Job Search Strategies |
| Career/Majors Exploration | Magazines/Journals (Free) |
| Career Fairs | Mock Interviews |
| Career Planning Checklist | MyPlan |
| Career Resources Links | Networking Events |
| Career Theme House | OCS Orientation |
| Career Videos | OCS Registration |
| Classroom Presentations | On-campus Interviews |
| Co-ops/Internships | Online Job Postings |
| Conferences | Professional Development |
| Counseling (Career) | Professional Dress Seminars |
| Employer Meetups | Resumes/CVs/Letters |
| Employer Site Visits | Scholarship Information |
| Employment Sources | Special Programs |
| Etiquette Dinners | Student Cluster Organization |
| Graduate School Preparation | Workshops/Webinar |
| InterviewStream (virtual) | |

Registration Process

All students/alumni are encouraged to register with the OCS and actively take advantage of the services offered (as early as freshman year). Registration entails verifying academic, personal, and privacy consent information under the *My Account* section of AggieLink. AggieLink is the online jobs and events portal used by students/alumni to apply for career opportunities, peruse events, research employers, store resumes, cover letters, transcripts, and letters of recommendation, as well as maintain a personal calendar.

In addition to completing the registration process, in order to participate in on-campus interviews and apply to job postings, individuals must also have a career services approved resume uploaded to their AggieLink account.

Other recommended actions include:

- Attend an online OCS Orientation sessions
- Complete a career assessment
- Complete InterviewStream (virtual mock interview)

2. Student Employment Opportunities

N.C. A&T observes October 1 - November 30 as the official on-campus recruiting period for the fall semester and mid-January thru mid-April for the spring semester. On-campus recruiting does not occur during the summer or the month of December.

Students/graduates registered with the OCS, and who meet employer interview screening criteria, are eligible to interview, apply to job postings, or receive resume referrals for permanent, internship and co-op opportunities. Employment opportunities are promoted via AggieLink, which is the official online, job portal used by the university. Students may access AggieLink via the career services website. For convenience, the same Blackboard username and password are also used for AggieLink.

Once a student obtains a career opportunity. It should be reported in Handshake. Non-graduating students should report their experiential opportunity (i.e., internship, co-op, field/clinical experience, research, work-study, on-campus student employment, fellowship, or study abroad) in the Experiences section of Handshake. Prospective graduating students should report their First Destination (full-time, military, or graduate school acceptance) via the First Destination card which will be located on their Handshake dashboard.

Types of opportunities:

a. On-campus/Local Student Employment

- i. On-campus student employment and work-study affords students an opportunity to gain valuable work experience while also helping to defray costs. These positions are located primarily on-campus. However, some work-study positions may be local. Anyone may apply for on-campus student employment as long as their credentials meet the needs of the campus-hiring manager. If the position is classified as work-study, only those individuals who have received an award letter from Financial Aid (covering the time-period of the assignment) may apply.
- ii. Part-time opportunities represent local and regional job assignments for students who are interested in supplemental income during the academic year. Students are responsible for making appropriate contacts and following through with prospective employers.

3. Experiential Learning

a. Internships

Internships offer students an opportunity to gain work experience in industry and government. These positions are offered during the summer and are highly competitive. For employers who do not actively interview during recruiting season, announcements are available online in the Handshake portal.

b. Cooperative Education (Co-op)

Co-op is a supervised, counseling-centered program that offers students the opportunity to alternate periods of academic study with periods of work closely related to their major field of study. These opportunities are usually offered during a fall or spring semester.

Any undergraduate or graduate student seeking a degree at N.C. A&T can participate. Participants must establish and maintain at least a 2.5 overall grade point average. Freshmen must complete their first academic year prior to the first work assignment. Transfer students must complete one semester. Students must be registered with the OCS.

Students who accept a co-op position must register in a co-op course with OCS during the assigned semester. To receive a co-op course number, students should meet with the Assistant Director for Experiential Learning. Students can call the Office of Career Services at 336-334-7755 to make an appointment.

4. Full Time Career Fairs/Special Programs

In addition to the recruitment function, the OCS is actively involved in exposing students to career opportunities and professionals in various career fields. This enables students to network with industry leaders, explore career paths, gain industry knowledge, enhance career development skills, and research career opportunities. Annual programs include the following:

- Career Awareness Program/Fair (over 220 employers attend this event)
- Fall Career Fair Kick-off Activities
- N.C. A&T University/Industry Cluster Classroom Visitation
- Healthcare Career Fair
- Graduate and Professional School Fair
- Career Development Month
- Spring Career Fair
- Spring Career Fair Kick-off Activities
- Education Career Fair
- Career & Leadership Development Conference

- Signature Workshop Series

Advertising methods for Career fairs/special programs include: N.C. A&T email, Handshake, flyers, plasma screen, pop-up visits to residence halls/academic buildings, and social media (i.e., Twitter, Facebook, and Instagram). Faculty, staff, and student organizations also assist in promoting activities. Students may learn more about the OCS, its services, resources, and programs by visiting the website at [Career Services](#) or coming to Murphy Hall, Suite 101.

IMPORTANT:

Truth-in-Disclosure: Falsification of data submitted to the OCS will result in the loss of privilege(s) to use the OCS, including interviewing and registration privileges. It is the student/alumnus responsibility to review registration information for accuracy and completeness prior to submission to the OCS or an employer. Falsification of data is a serious offense, and this policy will be enforced (reference N.C. A&T Student Handbook).

No Show: Failure to cancel or appear for a confirmed interview or special RSVP event (where it is noted that the No Show Policy will be in effect) by the current designated date/time will go on the student's record as a No-Show. (Please refer to the OCS website for the current date/time). When a no-show occurs, a letter or email will be sent to the student with copies to the dean and chairperson of his/her department. The student's online access will be blocked and all interviewing privileges will be suspended immediately for a minimum of one week for the first offense and two weeks for the second offense.

I. Veterans and Military Affairs (VMA)

The Office of Veteran and Military Affairs is located in the Aggie Student V.E.T.S. Center at The Oaks (312 N. Dudley Street). The purpose of OVMA is to process VA Educational Benefits for our Student Veterans and Military Affiliated Students to ensure the university and students receive their benefits in a timely manner. And also to ensure eligible students understand their educational benefits, provide guidance on procedural requirements, and to certify, register and report enrollments to the Veteran Administration. For detailed information about VA Educational Benefits, contact the University Certifying Official in the Aggie Student V.E.T.S. Center at the Oaks. *This office does not handle the North Carolina Veteran Scholarship and/or Tuition Assistance Program.

J. Office of Accessibility Resources

The Office of Accessibility Resources at North Carolina Agricultural and Technical State University is to provide, coordinate, and advocate for services, which enable undergraduate and graduate students with documented disabilities to receive equal access to a college education and to all aspects of the university experience. Those who wish to receive accommodations must register with this office; accommodations are not retroactive. All information pertaining to a student's

disability is confidential, assuring compliance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendment Act.

K. Trio Programs

1. Educational Talent Search- Serving Alamance/Burlington

Program Description

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participant with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

Types of Projects

Projects provide tutorial services, career exploration, aptitude assessments, counseling, mentoring programs, workshops, information on postsecondary institutions; education or counseling services designed to improve the financial and economic literacy of students; guidance on and assistance in secondary school reentry, alternative education programs for secondary school dropouts, entry into general educational development programs or postsecondary education; and programs and activities previously mentioned that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of the foster care system or other disconnected students.

Additional Information

Services provided by the program include:

- Academic, financial, career, or personal counseling including advice on entry or re-entry to secondary or postsecondary programs
- Career exploration and aptitude assessment
- Tutorial services
- Information on postsecondary education
- Exposure to college campuses
- Information on student financial assistance
- Assistance in completing college admissions and financial aid applications

- Assistance in preparing for college entrance exams
- Mentoring programs
- Special activities for sixth, seventh, and eighth graders
- Workshops for the families of participants

Contact Information

Director: Mr. Jerald Neely

Email: trio.ets@ncat.edu Phone: 336-285-4634

2. Upward Bound- Serving Guilford County

Program Description

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

The Upward Bound program was established by special amendments to the Higher Education Act of 1965 to assist students from low-income families and first-generation college backgrounds. The primary purpose of Upward Bound is to generate in its participants the skills and motivation necessary to complete a program of secondary education, and to enter and succeed in a postsecondary education program. Upward Bound operates year-round and provides services through three components: a six-week summer residential program, a nine-month academic-year program, and a bridge program for Upward Bound graduates. Upward Bound services include tutoring and instruction in college preparatory courses, counseling, academic advisement, personal and career development, cultural enrichment and individualized assistance.

Upward Bound serves 128 high school students from three target high schools: T. Wingate Andrews, James B. Dudley and Ben L. Smith, and has operated at N.C. A&T since 1966. This program has effectively promoted the college enrollment of numerous students. It has also routinely served as a valuable source for work experiences for upper-class college students.

Types of Projects

Upward Bound projects must provide academic instruction in mathematics, laboratory science, composition, literature, and foreign languages. The project also provides programs and activities that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education,

students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of foster care system or other disconnected students.

Services Provided

- Tutoring and Instruction
- Academic Counseling
- Cultural Enrichment Activities
- Work Study Programs
- Financial Literacy Education
- College Tours
- Personal Development Activities

Contact Information:

Director: Judy Wilson

Phone: 336-334-7659

3. Student Support Services Program

Program Description

Through a grant competition, funds are awarded to institutions of higher education to provide opportunities for academic development, assist students with basic college requirements, and motivate students toward the successful completion of their postsecondary education.

Student Support Services (SSS) projects may also provide grant aid to current SSS participants who are receiving federal Pell grants (# 84.063). The goal of SSS is to increase the college retention and graduation rates of its participants. TRiO programs across the country currently serve nearly 850,000 students from middle school through post-graduate study, provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRiO programs provide direct support services for students, and relevant training for directors and staff. TRiO SSS is one of seven TRiO programs, which have been in existence since the 1960's. Their goal is help students overcome class, social, academic, and cultural barriers to higher education.

TRiO SSS provides services that are designed to:

- Enhance the overall college experience of eligible students at no cost to program participants.
- Serve as a resource for eligible students to ensure that they are achieving at their highest level.
- Increase college retention and graduation rates for first-generation, low-income and disabled students.
- Foster an institution climate supportive of the success of low-income and first-generation students, and individuals with disabilities.

- Ensure that each student in the program graduates and pursues post-secondary educational opportunities.
- Improve financial and economic literacy and assist students in applying for admission to graduate and professional programs.

Services offered include:

- Instruction in basic study skills
- Academic Coaching
- Financial literacy
- Informational workshops
- Cultural activities
- Assistance in securing admission and financial aid for enrollment in graduate and professional programs
- Information about career options
- Supplemental instructions/GRE prep/tutorial services
- Living Learning Communities
- Grant aid
- Summer bridge

Participant Eligibility for Program Services

To receive assistance, students must be enrolled or accepted for enrollment in a program of postsecondary education at a grantee institution. Low-income students who are first-generation college students and students with disabilities evidencing academic need are eligible to participate in SSS projects. Two-thirds of the participants in any SSS project must be either disabled or potential first-generation college students from low-income families. One-third of the disabled participants must also be low-income students. TRIO SSS is limited in the total number of students that we can serve. TRIO SSS is funded to serve a total of 206 students.

Participant Eligibility for Grant Aid

To receive SSS program grant aid, students must be current participants in the SSS project who are in their first two years of postsecondary education and receiving Federal Pell Grants. Grant aid may be offered to students who have completed their first two years of postsecondary education and are receiving Federal Pell Grants if the institution demonstrates that these students are at high risk of dropping out and it has first met the needs of all its eligible first and second-year students.

The SSS program serves eligible and enrolled students who want to make the most of their education while attending N.C. A&T. Our staff is aware of the many obstacles that can hinder performance in college. SSS staff works one-on-one and with small groups to guide students

toward successful completion of their course of study while monitoring student academic progress and providing assistance needed for success. Please stop by Murphy Hall, room 212 or see the contact information below to inquire about eligibility.

Contact Information:

Director: Chantal E. Fleming

Email: ceflemin@ncat.edu

Phone: 336-334-7982

L. Campus Recreation

Mission Statement

The mission of the Campus Recreation Center is to provide a broad and diversified program of sports and activities that meet the needs and interests of the entire campus community. These activities are administered in a manner that is intended to provide a recreational break from academic pursuits, improve physical health and develop skills and interests that contribute to healthy lifestyles.

Intramural Sports

The mission of Intramural Sports is to provide students, faculty and staff the opportunity to participate in recreation and sports programs, as well as access to recreational facilities.

Intramural Sports programs may be competitive or non-competitive, organized or informal to meet the diverse needs and interests of participants.

Sports leagues currently available during the school year include men's and women's basketball, flag football, volleyball, kickball, and soccer. In addition, open swimming, tennis, open gym and other various programming are also available.

Intramural Sports provides internships and field work experiences for students majoring in recreation. Training and employment opportunities are also available to students interested in officiating sports.

XV. STUDENT FINANCIAL AID

The primary purpose of the Office of Student Financial Aid is to provide financial assistance for students to attend college. Financial aid consists of funds awarded to assist students and parents in paying for the cost of education. Students apply for need-based, and some non-need based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students should complete the

application on the [FAFSA](#) website immediately after October 1. There is no processing fee and all students are encouraged to complete the form. N.C. A&T's school code is **002905**. The university's priority filing deadline is December 1. Students who miss the deadline are encouraged to still complete the FAFSA.

To be eligible to receive federal and state aid, a student must meet the following requirements:

- Have a processed Free Application for Federal Student Aid (FAFSA) on file.
- Be admitted as a regular student in a degree-seeking program.
- Be a citizen of the U.S. or an eligible non-citizen.
- Maintain satisfactory academic progress.
- Males between the ages of 18-25 must register with Selective Service.
- Not be in default or owe a repayment of any Title IV funds.
- Register for sufficient number of credit hours for certain types of aid.

A student enrolled as a "special student" is not eligible for federal and state financial aid. Students who have earned a bachelor's degree are generally only eligible for loans.

A. Types of Available Funds

The Office of Financial Aid administers four types of financial aid programs – grants (federal and state), scholarships, work, and loans. Grants and scholarships are considered "gifts" and do not have to be repaid. Work assistance must be earned and loans must be repaid.

1. Grants

The university awards several types of grants based on eligibility and funding.

- Federal Pell Grant- Eligibility is determined by the student's Expected Family Contributions (EFC), cost of attendance and enrollment status.
- Federal Supplemental Educational Opportunity Grant- FSEOG is awarded to needy students who are Pell-eligible with a "0" EFC.
- Need-based Grant- Student must be enrolled at least half-time and eligibility is based on a calculation of need.
- Native American Grant- Funds available for North Carolina Native American students with one of the recognized tribal cards.
- The District of Columbia offers grants to their residents who meet the eligibility criteria.

2. Scholarships

The majority of scholarships at N.C. A&T are awarded through academic departments. Students should check with their academic department for scholarship information.

Students receiving an outside scholarship should forward a copy of the award notice to the Office of Student Financial Aid. All scholarships are included in the student's award and may cause an adjustment to the student's award package. Scholarship checks should be made payable to N.C. A&T and mailed to the Treasurer's Office. Additional scholarship information may be found on the web.

Students are encouraged to search for scholarships via the Internet, through civic organizations, parents' employers, and churches. It is recommended that students not use companies who charge a fee to locate scholarships.

3. Federal Work Study

The federal work-study program provides jobs to undergraduate and graduate students with financial need. Work-study allows students the opportunity to earn part of their educational expenses and gain valuable work experience.

4. Loans

Loans are repaid with interest. The Office of Student Financial Aid participates in the Federal Direct Student and Parent (PLUS) Loan programs. Alternative loans are another option for students.

B. Satisfactory Academic Progress

Students must maintain satisfactory academic progress to continue receipt of financial aid. It is the students' responsibility to review standards and ensure that guidelines are being met. The Office of Student Financial Aid reviews students' progress at the end of each spring semester. Students who fail to meet the satisfactory academic progress standards are encouraged to attend summer school to remove their deficiencies.

Undergraduate students are considered to be maintaining satisfactory academic progress if they meet all of the following criteria:

- Earn at least a 2.0 cumulative grade point average;
- Earn at least 67% of total attempted hours;
- Not exceed 180 attempted hours.

Students not meeting the minimum standards will be placed on financial aid suspension. Students may appeal financial aid suspension. If the appeal is approved, the student will be placed on financial aid probation for a semester. It is students' responsibility to review the standards and ensure that guidelines are being met.

Enrollment Status

Enrollment will be checked at the end of the add/drop period of each term to determine the student's enrollment status (i.e., full-time, half-time). Undergraduate enrollment status:

| | |
|--------------------|------------------|
| Full-time | 12 or more hours |
| Three-quarter time | 9 - 11 hours |
| Half-time | 6 - 8 hours |

Students who register full-time and drop courses after the add/drop period will have their financial aid adjusted.

C. Class Attendance

Regulations require students who receive federal assistance to attend classes for which they are registered. Students must begin and continue attending classes to be eligible for financial aid. Failure to attend classes may make the student ineligible for some or all of the financial aid awarded. Students who choose not to attend classes will be responsible and are liable to repay any financial aid disbursed for any class (es) not being attended. Financial aid recipients who stop attending classes may owe federal funds back to the programs.

Students receiving a grade of "F," "W," "U," or "I," or any combination, may have their aid adjusted, if the student never attended or stop attending before 60% of the course.

D. Repeated Coursework

Federal regulations limit the number of times a student may repeat a passed course (grade of "D" or better) and receive financial aid for that course. Financial aid will only pay for one repeat of a previously passed course.

E. Withdrawal and Return of Title IV Funds

Withdrawing from the university or from class (es) may have a serious impact upon the student's financial aid award. Students who leave the university prior to the end of the semester should follow the university guidelines for withdrawing from school. An Official Withdrawal Form must be obtained from the Registrar's Office, completed, signed by the respective offices and returned to the Registrar's Office before a student is considered officially withdrawn. The U.S. Department of Education has established guidelines for institutions to follow for students who withdraw (officially or unofficially). Students who stop attending all of their classes; who do not complete at least one course within the semester; or who fail to complete the official withdrawal process are considered as unofficially withdrawn and will be subject to the Return of Title IV Funds policy.

Federal regulations require the Office of Student Financial Aid to determine the amount of Title IV assistance that the student earned as of the date the student started the withdrawal process, or last completed an academic related activity. The Office of Student Financial Aid is required to determine if students attended classes through 60 percent of the semester. Students who

complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid award and no financial aid repayment is required unless the students receive all “F,” “U,” and “W” grades. If a grade of an “I” reverts to an “F” at a later date resulting in the student having all “F’s,” the Return of Title IV calculations will be completed.

The percentage of the period that a student remains enrolled is determined by dividing the number of calendar days the student attended by the number of days in the semester or term. Periods of five consecutive days or more in which classes are not held (e.g., Thanksgiving holiday in fall or Spring Break in spring) are not included in the equation.

Recalculation of Title IV funds is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

Percentage of semester or term completed equals the number of days completed up to the withdrawal date divided by the total days in the semester or term.

Example: Student A withdraws from fall semester on September 28th. The semester began on August 16th and ends on December 10th. There are 119 days in the semester. The student attended 44 days.

$$44 \text{ days} / 119 = 37\%$$

Therefore, the student has completed 37 percent of the semester and a return of Title IV calculation must be completed.

The withdrawal date is determined by the official date the student began the withdrawal process or notified the university of their intent to withdraw.

The amount the school must return is the lessor of:

- The unearned amount of assistance, or
- The institutional charges incurred for the enrollment period multiplied by the unearned percentage.

When the amount of Title IV funds disbursed is greater than the amount of the Title IV funds earned by the student, a return of Title IV funds is calculated. The Unearned Amount of aid must be returned to the applicable Title IV aid programs in the following order:

- Unsubsidized Federal Loan
- Subsidized Federal Loan
- Federal Perkins Loan
- Federal Direct PLUS or Grad PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal TEACH Grant
- Other Title IV Aid Programs.

If a student is required to repay loan funds, this is done in accordance with the terms.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal.

If a balance is due the university, a bill will be sent to the student's permanent home address and will be due upon receipt.

F. Unofficial Withdrawals

Each semester, the Office of Student Financial Aid will identify financial aid recipients who did not earn a passing grade ("F," "W," "U" or "I's") for the semester. These students will be reviewed to determine if the student is considered unofficially withdrawn from the university.

If a student did not receive a passing grade for the semester, stops attending and does not officially withdraw after beginning classes for the semester, and subsequently fails to earn a passing grade in at least one course for the semester, the student is determined to have unofficially withdrawn from the university. Per federal regulations, financial aid is adjusted using the 50% point of the semester as the withdrawal date if no academic activity can be documented.

In order to reevaluate this determination, students must provide documentation to support attendance in at least one course through more than half of the semester. For example, provide written notification from the instructor indicating the completion of the course along with the grade or verification that the student was engaged in some academic activity beyond the 60% of the semester.

Students receiving all "F's," "U's" and "I's" will be reviewed to ensure that the semester was completed.

Acceptable documentation of an academically related activity includes: physically attending a class where there is an opportunity for direct interaction between the instructor and students, submitting an academic assignment; taking an exam; an interactive tutorial or computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Examples of documentation NOT acceptable as an academically related activity includes: participating in academic advising; living in student housing; participating in a university meal plan; student's self-certification of attendance; and logging into an online class without active participation.

Students who receive any form of financial aid and do not begin attendance for the semester are considered to be ineligible for aid. The Office of Student Financial Aid will return all funds to the respective programs.

Notification to student

Once the Title IV calculation is performed, the student is sent a letter advising of the calculation and the amount to be returned or repaid.

Exit Counseling Session

Students who are withdrawing or has withdrawn from the university must complete an Exit Counseling session. The student may complete Exit Counseling in the Office of Student Financial Aid or on-line at the [Student Aid](#) website.

State Funded Grant Programs

Per state regulations, the Office of Student Financial Aid is required to complete a withdrawal calculation for students receiving state funded programs the amount of funds it must return if a student is receiving state funds. In completing the worksheet, the “last date of attendance” is consistent with Title IV regulations for a return of Title IV funds.

Order of Return of State Funds for Withdrawals

The return of State funds (if received) will be applied in the following order up to the maximum amount of funds disbursed from each program:

1. Education Lottery Scholarship Program (ELS);
2. UNC Need Based Grant
3. North Carolina National Guard Tuition Assistance Program
4. UNC Campus Scholarships
5. North Carolina School of Science and Mathematics Tuition Grant for UNC
6. John B. McLendon Scholarship Fund

State grant funds will be returned within 45 days of the date that the institution determine a student has withdrawn.

Receiving future aid

Officially or unofficial withdrawing from classes may impact the student’s future eligibility for financial aid due to satisfactory academic progress requirements and/or the balance owed from the Return of Title IV calculation.

XVI. N.C. A&T Mail Center

The University Mail Center is located on the lower level of Brown Hall on Laurel Street. The Mail Center processes inbound and outbound mail/packages for all students residing in traditional campus housing located on main campus. There is an annual service fee of \$25.00 (included in tuition/fees).

A. Regulations for Student Box Holders

The Mail Center is keyless. To receive mail/packages follow the address format listed below:

- All letter mail and packages are to be addressed using our new OneID based format.
- All incoming/outgoing mail must use **27411** as the zip code
- Improper addressing may cause mail to be returned to sender

Address Format Example

First & Last Name (*John Doe*)

OneID *username only AT NCAT (*JDoe3@ncat.edu*)

[Greensboro, NC 27411]

1. Receiving a Package:
 - Students will be notified via their university email address for packages and first class mail pick-up
 - All packages and first class mail will require a signature for pickup
 - Students must also present their Aggie OneCard ID to receive mail/packages
 - After ten (10) days mail/packages not retrieved will be returned to sender
2. Sending a Package:
 - Make sure the package is properly wrapped, secured and addressed
 - Per the United States Postal Service Policy, the Mail Center does not handle packages that exceed 70lbs

For additional information contact the Mail Center at (336)334-7544 or mailcenter@ncat.edu. Hour of Operation: Monday-Friday from 9:00 a.m. to 5:00 p.m.

XVII. VEHICLE REGISTRATION

Any student or visitor who parks a motor vehicle on any property owned or operated by the university must purchase and display a valid N.C. A&T parking permit. Parking and Transportation Services has adopted a parking program designed to maintain an orderly traffic flow and create optimum conditions throughout campus. All parking rules and regulations are in effect at all times. Any questions should be directed to the Parking and Transportation Services Office located in the Obermeyer Parking Deck or contact at (336) 285-2027 or email ncatpark@ncat.edu.

Freshmen living on campus are not authorized to park on campus during their first semester. Freshmen who achieve a 3.2 grade point average (GPA) or higher or have completed at least 30 credit hours in their first semester will be permitted to register their vehicle and park on campus during the second semester.

Residential Students may register one vehicle and keep it on-campus. Commuter students may register and operate one vehicle on-campus and park in designated areas. Vehicles parking on campus must display a valid parking permit.

Official categories for parking permits are indicated below:

| Permit Type | Description |
|--|---|
| Student (S) | Valid on Campus in Student and General Lot Spaces |
| Parking Deck General (DK) | Valid only in the Obermeyer Parking Deck |
| Fall Semester Permit (SF) Spring Semester Permit (SS) | Fall semester valid for Fall semester only Spring semester valid for Spring semester only Valid on Campus in Student and General Lot Spaces |
| Park & Ride (PR) | Valid at Park & Ride locations Valid on Campus in Student and General Surface Lot Location Only 3 p.m. - 7 a.m. |
| Evening (ES) | Evening Permits are valid after 3 p.m. Valid on Campus in Student and General Surface Lot Locations Only |
| Summer (SU) (per term) | Valid for use during Summer Session I or Summer Session II Valid on Campus in Student and General Surface Lot Spaces |

Handicapped Placards – applies to students, faculty and staff. Vehicles displaying placard must register placard with parking services. All vehicles displaying placard must also display a valid N.C. A&T permit.

Daily, Monthly, Weekly permits are available to all individuals for short-term parking needs.

Do not abuse the parking privilege. Watch for “No Parking” designations in various campus locations. Do not park in “Reserved Spaces” to avoid being towed. Lack of convenient spaces is not a valid excuse for violations. Towing and immobilization is in effect on-campus.

XVIII. UNIVERSITY POLICE DEPARTMENT

The University Police Department (UPD) is responsible for administering a program designed to enhance the safety of the university. Campus safety is shared responsibility. Our role is to provide professional law enforcement, effective emergency response, crime and incident reduction, and community outreach and education. The UPD is a fully sworn, armed, well-trained, and well-equipped police department here to serve the university community. University police officers have the same powers and responsibilities as the local police and sheriff’s offices. The department operates 24 hours a day, 365 days a year. Uniformed police officers patrol campus in cars and on foot, bikes and Segways.

N.C. A&T has launched [LiveSafe](#), a new security app aimed at increasing communication and safety. Through two-way communication options with campus security and safety officials, LiveSafe allows users to request help in an emergency, anonymously report safety concerns and request a virtual safety escort from a friend or family member or request an actual security escort through multiple layers of user-initiated communication tools including photo, video, audio and location coordinates. The platform operates in real-time for immediate assistance. The free app is available for both the iPhone and Android platforms.

In addition, the UPD has a security division that consists of non-commissioned officers. The police department's Communications office is located at 406 Laurel Street/Ward Hall and operates 24 hours a day. Services provided by the department include:

- Crime prevention programming
- Fingerprinting
- Security assessments
- Engraving program
- Residence hall/academic building security
- Ride-along program
- Investigative unit
- 24-hour police assistance
- Internship program

University Police Telephone Numbers

(AREA CODE 336)

| | |
|-----------------|----------|
| Emergency | 334-7675 |
| Non-Emergency | 334-7192 |
| Chief of Police | 334-7128 |
| Administration | 334-7128 |
| Investigations | 334-7144 |

XIX. PARTIAL CAMPUS DIRECTORY (AREA CODE 336)

| Partial Campus Directory | (Area Code 336) |
|---|------------------------|
| Chancellor Dowdy Building – Suite 418 | 334-7940 |
| Vice Chancellors Academic Affairs Dowdy Building – 315 | 334-7965 |
| Business and Finance Dowdy Building – 205 | 334-7587 |
| Human Resources 1020 East Wendover Avenue | 334-7862 |
| Legal Affairs 422 Dowdy Building | 334-7592 |
| Research and Economic Development Fort IRC Building – 428 | 334-7314 |
| Student Affairs Murphy Hall – 100 | 334-7696 |
| University Advancement Dowdy Building – 408 | 334-7654 |

| Deans | (Area Code 336) |
|--|------------------------|
| College of Arts, Humanities and Social Sciences General Classroom Building – A-411 | 334-7806 |
| College of Engineering McNair Hall – 651 | 334-7589 |
| Joint School of Nanoscience and Nanoengineering 2901 East Lee Street, Suite 2200 | 285-2889 |
| College of Agriculture and Environmental Sciences B. C. Webb Hall – 111 | 334-7979 |

| Deans | (Area Code 336) |
|--|------------------------|
| College of Business and Economics Craig Hall – 401 | 334-7632 |
| College of Education Proctor Hall– 380 | 334-7757 |
| The Graduate College Gibbs Hall – 120 | 334-7920 |
| College of Health and Human Sciences Bluford Library-Suite 100 | 285-2481 |
| College of Science and Technology Smith Hall - 2004 | 334-7567 |

A. Useful Information

| Campus Directory - Useful Information | (Area Code 336) |
|---|------------------------|
| Absences and Excuses (see your instructor) <i>*Call the number provided for university excuses</i> | 334-7727 |
| Academic Advisement | 334-7855 |
| Admissions, B.C. Webb Building (basement) | 334-7946 |
| Air Force ROTC, Campbell Hall – 122 | 334-7707 |
| Army ROTC, Campbell Hall – 103 | 334-7552 |
| Band, Jazz Ensemble, Frazier Hall – 116 | 285-2020 |
| Band, Marching, 1120 East Bessemer Avenue | 334-7776 |
| Bands, University, 1120 East Bessemer Avenue | 334-7776 |
| Bookstore, Brown Hall | 334-7593 |
| Career Services, Murphy Hall – 101 | 334-7755 |
| Center for Academic Excellence, NACB – 3 rd Floor | 334-7855 |
| Co-op Education, Murphy Hall – 101 | 334-7755 |
| Computer Center, Fort IRC Building – lower level | 334-7856 |
| Counseling Services, Murphy Hall – 108 | 334-7727 |
| Accessibility Resources, Murphy Hall – 01 | 334-7765 |

| Campus Directory - Useful Information | (Area Code 336) |
|--|------------------------|
| Financial Aid, Dowdy Building – 100 | 334-7973 |
| Gospel Choir, Student Center | 334-7792 |
| Greek Life, Student Center | 285-2546 |
| Student Health Center | 334-7880 |
| Housing and Residence Life, Aggie Village | 285-4337 |
| Immunization, Student Health Center | 334-7880 |
| Internships | 334-7755 |
| International Affairs, Academic Classroom Building – 213 | 334-7551 |
| Intramural Sports, Recreation Center | 285-4230 |
| Information Center, Dowdy Building | 334-7500 |
| LGBTQA Resource Center, Student Center | 334-7800 |
| Library, Bluford | 285-4151 |
| Loans, Financial Aid, Dowdy Building – 100 | 334-7973 |
| Lost ID Card, OneCard Center, Student Center | 334-7114 |
| Mail Center, Brown Hall | 334-7544 |
| Multicultural Student Center, Student Center | 334-7800 |
| Newspaper, <i>The A&T Register</i> , GCB – 328A | 334-7700 |
| Personal Problems & Difficulty Adjusting to the University | 334-7727 |
| Physical Plant, Dehughley Building | 285-4530 |
| Police (Emergency Line) | 334-7675 |
| Radio Station, WNAA-FM, 90.1, Crosby Hall – 302 | 334-7936 |
| Registrar, Dowdy Building – 107 | 334-7595 |
| Ron McNair Program, Murphy Hall – 212 | 334-7109 |
| Student Activities, Student Center | 285-2545 |
| Student Development, Student Center | 334-7792 |
| Student Government Association, Moore Gym | 334-7820 |
| Student Organizations, Murphy Hall – 104 | 334-7792 |
| Student Support Services Program, Murphy Hall – 212 | 334-7982 |
| Student Center, Moore Gym | 334-7571 |
| Study Abroad, C.H. Moore Building – A-16 | 334-7104 |

| Campus Directory - Useful Information | (Area Code 336) |
|---|------------------------|
| Summer Internships, Murphy Hall – 101 | 334-7755 |
| Summer School, Wendover Avenue – 1020 | 334-7810 |
| Theater, Paul Robeson, Crosby Hall | 334-7582 |
| Ticket Sales, Brown Hall | 334-7749 |
| Traffic, Parking & Vehicle Registration, Parking Deck | 285-2027 |
| University Concert Choir, Dudley Building – 011 | 334-7179 |
| University Event Center, Student Center Suite 368 | 285-2580 |
| Upward Bound Program, Wendover Avenue – 1020 | 334-7659 |
| Veteran and Military Affairs | 398-8651 |
| Yearbook Staff | 334-7889 |

B. Academic Advisement

The academic advisement coordinator/representative for each academic unit is as follows:

- Agriculture and Environmental Services, Webb Hall – 111
- Arts and Sciences, General Classroom Building, A-411
- Business and Economics, Craig Hall – 401
- Center for Academic Excellence, Academic Classroom Building – 3rd Floor
- Education, Proctor Hall – 380
- Engineering, McNair Hall – 651
- Joint School of Nanoscience and Nanoengineering,
2901 East Lee Street, Suite 2200
- Nursing, Noble Hall – 115
- Technology, Smith Hall – 2004

C. Academic Tutoring Services

- Business courses (Math 101, 102, 111, 112) for students majoring in the School of Business and Economics
Learning Resources Lab, Merrick Hall – 305
- Center for Academic Excellence
Academic Classroom Building – 3rd Floor
- Chemistry courses (106, 107, Organic 1)

Barnes Hall – 123

- Mathematics courses
General Classroom Building – A-309
- Physics courses
Marteen Hall – 318

XX. APPENDICES

A. Student Organization Code of Conduct

Section 502 D of the Code of the Board of Governors of the University of North Carolina gives the Chancellor of each constituent institution, or his or her delegate, the authority and the duty to regulate student affairs and student conduct and discipline. At North Carolina Agricultural and Technical State University, the Chancellor has delegated the regulation of student conduct and discipline to the Vice Chancellor for Student Affairs. Pursuant to this authority, and consistent with Chapter 700 of the UNC Policy Manual, the following Student Organization Code of Conduct has been developed.

Standards for Student Organization Conduct

North Carolina A&T State University has established this Student Organization Code of Conduct (SOCC), in conjunction with the already established University and Departmental/Unit Policies and Procedures (i.e., Office of Student Activities, Council of Presidents, Fraternity and Sorority Engagement, Student Development, University Events Center, etc.). Per the SOCC all student organizations, officers and members are expected to read, review, understand and accept responsibility for the actions of their clubs, organizations or groups; as well as themselves, their members and guests. The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. In such, student organizations should choose activities that contribute to the University's mission and demonstrate their mission and purpose positively.

Student Organization Member Responsibilities

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and others in the campus community; as well as to contribute positively to student and university life.

Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

Governance

All student organizations are required to be registered through the process administered by the Office of Student Activities through the Council of Presidents. Registered student organizations

are subject to University governance and are responsible for the conduct of their members and guests (if applicable). Governance relates to an organization's adherence to University policies and procedures, including local, state, and federal laws, as well as national/international guidelines (depending on the type of organization).

Policies and procedures developed by the Council of Presidents, Greek Council/s, and/or other documents issued by the respective governing councils, or overarching unit/entity, do not preclude action by the Student Organization Investigation Team (SOIT), or the Office of Student Activities and Campus Involvement.

Student organization behavior that is not consistent with the SOCC is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences. The University may hold a student organization and/or its officers, responsible for the actions of its members when the behavior or activity is related to the organization. Misconduct need not be officially approved by the organization membership in order to be grounds for sanctions against the organization. In addition, the individual members of student organizations may also be held accountable for any violations of the Student Code of Conduct, as outlined and published in the NCAT Student Handbook.

1. **Aiding and Abetting (aka Fronting):** A student organization that assists a group or entity that has lost University recognition, or facilitates the existence of a group that does not have University recognition, or facilitates the use of campus resources for a group/entity described above.
 - (1A) A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,
 - (1B) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

2. **Alcohol:** Possession or misuse of alcoholic beverages or intoxicating liquors containing more than one-half of one percent (.5%) alcohol by volume by any student under the age of 21, or providing alcoholic beverages to any student under the age of 21 (see Policy on Alcohol Use).
 - (2A) Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage as well as excessive drinking, including providing alternatives to alcohol.

 - (2B) Under no circumstances may any type of alcoholic beverage be provided to or sold by any organizations, groups or corporations on the campus.

3. **Damage to Property:** Willful or careless destruction, defacement of, or tampering with

University property, or the property of others.

4. **Discrimination:** Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.
5. **Dishonesty:** The collective behavior by organization members involving cheating, plagiarism, or other forms of academic or ethical dishonesty. This includes but is not limited to furnishing false information to a University official or a University auxiliary organization or law enforcement agency, forgery, alteration, or misuse of a University document, key, or identification instrument or misrepresenting the identity of the organization or misrepresenting the organization to be an authorized agent of the University or a University auxiliary.

(5A) When an organization's primary contact, officers, or other designated representatives make a knowingly false statement, either orally or in writing, to any University employee, committee, or agent, on a matter relating to the activities of the organization or its members.

6. **Disorderly Conduct:** The intentional creation of a disturbance on university property or at university-sponsored events including, but not limited to, fighting, committing a nuisance, endangering one's own physical well-being, or disrupting, disturbing or interfering with the academic atmosphere of a living or learning environment or social activity. This could also include any offensive or disorderly act or display which interferes with the rights of others, which also includes: Harassment, communicating threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents. Acts of trespassing, unauthorized use of university property, vandalism, and/or the misuse and abuse of public or private property are also included.

(6A) Engaging in behavior on or off the campus that jeopardizes the integrity of the university (including misconduct in both domestic (USA) and international countries).

7. **Drugs:** Use, possession, misuse, illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver any controlled substance, or drug-related paraphernalia identified in any of Schedules I through VI, General Statutes 90-89 through 90-94. These include, but are not limited to, heroin, mescaline, opium, cocaine, amphetamines, methaqualone, marijuana, and phenobarbital codeine.

(7A) Sponsoring/hosting an activity at which substances noted above are provided or used.

8. **Endangerment:** Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.
9. **Failure to Comply:** Failure to comply with the directions of University officials acting in the performance of their official duties,

(9A) Resisting or obstructing University officials acting in the performance of their official duties, (9B) Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the *Student Organizations Handbook*,

(9C) Failure to follow all policies and procedures established by the University pertaining to COP, club sports, Greek Life, OSD, UEC or other overarching unit/entity; including unauthorized solicitation or fundraising of any type.

(9D) Violating the terms of probation or failure to comply with University-imposed sanctions or failure to present himself/ herself for investigation or adjudication of a charge.

10. **False Alarms and Fire Safety:** Initiating any act of arson; tampering with, or removing from its proper location, any fire extinguisher, hose or other fire or emergency equipment, except when done with a reasonable belief of real need for such equipment; initiating false fire alarms or tampering with fire alarm devices or fire equipment.
11. **Falsification of Information:** Willful falsification of information on University records, to University officials, to law enforcement, or other local government officials.

(11A) Willfully providing false information for the purpose of obtaining services, unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,

(11B) Possession, manufacture or distribution of false or altered instruments of identification, including Aggie One cards,

(11C) Initiating or causing the initiation of a false report, warning or threat, i.e., falsely reporting the presence of an unlawful explosive or incendiary device, falsely reporting a fire or other emergency; or falsely setting off a fire alarm.

12. **Firearms, Fireworks, Weapons and Explosives**: It is prohibited to possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, powerful explosive as defined in North Carolina General Statute 14- 284.1, bowie knife, dirk, dagger, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, on any property owned, used or operated by the university.

(12A) Possession or use of firearms, ammunition, explosives, fireworks or other dangerous weapons at group sponsored events on or off-campus.

13. **Guests**: Student organizations are responsible for informing their guest(s) (both direct by invitation, and indirect by association) of University policies and procedures and will be held accountable for the behavior of their guest(s) including use of abusive language.

14. **Harassment and Abusive Behavior**: Harassment and/or intimidation, defined as the intentional commission of an act, by an individual or group, directed toward a particular person or persons; creating a situation that produces physical hurt or discomfort, severe emotional distress, embarrassment or ridicule based upon the person's race, color, religion, national origin, gender, age, sexual orientation, sexual identity, creed, disability, veteran status or political affiliation; is unwelcome, severe or pervasive; or objectively offensive.

(14A) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited.

(14B) Threaten, coerce, harass or intimidate another person or identifiable group of persons in a manner that is in violation of a constitutionally valid University policy while on University premises or at University-sponsored activities based upon the person's race, color, religion, national origin, gender, age, sexual orientation, sexual identity, creed, disability, veteran status or political affiliation.

15. **Hazing**: The University stands against hazing of any kind and against any student or other individuals who shall commit such acts. We will aggressively pursue any and all violators of the hazing policy and shall be intolerant of any aberrant behavior that threatens the well-being of our students. The University shall, at all times, remain an environment for academic achievement and success, and shall not allow its students to be subjected to any type(s) of behavior that interfere with the integrity of the academic process.

Hazing is defined in the NC State Statute 14-35 as *"It is unlawful for any student in attendance at any university, college or school in this State to engage in 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 subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group. Any violation of this section shall constitute a Class 2 misdemeanor". A **Class 2 misdemeanor** carries a maximum penalty of 60 days in jail and a \$1,000 fine." Participation in a hazing action or practice may result in both individual and organizational disciplinary action.

For purposes of N.C. A&T, 'hazing' shall be defined in the following manner:

(15A) Subtle Hazing: This type of hazing is often thought of as harmless or insignificant. The behavior usually involves activities or attitudes that cross the line of mutual respect, appropriate standards, and places the individual on the receiving end of the ridicule and/or humiliation practices or emphasize a power imbalance between new members/initiates and other members of the group or team.,

(15B) Harassment Hazing: Behaviors that cause emotional anguish or physical, mental or psychological discomfort in order to feel like part of the group. It can be viewed as confusing, frustrating and/or causing undue stress for new members/initiates, and **may lead to mental or psychological trauma.**,

(15C) Cyber-Bullying: This form of hazing that exposes an individual to communications made through emails, cell phones, unauthorized posted pictures on websites and/or other social media, internet chat rooms, other telecommunications by seeking to intimidate, control, manipulate, stalk, torment, harass, ridicule, put down, falsely discredit, and/or humiliate the recipient of cyber-bullying,

(15D) Violent Hazing: Behaviors that have the potential to cause physical and/or emotional or psychological harm or trauma

(15E) The following activities and behaviors meet the definition of hazing. Examples include but are not limited to:

- Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress,
- Abduction or involuntary transportation of individuals or leaving individuals at off- campus locations and requiring them to find their way home,
- Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or

any activity which has the potential for the exchange of blood or other bodily fluids,

- Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/ or humiliation,
- Requiring individuals to walk, march, or run in single file against their will,
- Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform,
- Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger,
- Intense interrogation of /new members; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags,
- Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature,
- Inability to talk to members of the opposite gender,
- Peer pressure to engage in activities against the individual's will,
- Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously,
- Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members,
- Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior,

16. **Misuse of Computer Facilities, Space or University Resources:** The following behaviors pertaining to misuse of computer facilities, space or university resources are prohibited.

(16A) Unauthorized entry into a file, for any purpose, Unauthorized transfer of a file, or use of another's identification or password;

(16B) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community,

(16C) Use of computing facilities and resources to send obscene or intimidating and abusive messages, Use of computing facilities and resources to interfere with normal University operations,

(16D) Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright-protected material, including literary works, musical works, dramatic works, graphic art works, sound recordings, motion pictures, pictorials, and software is prohibited, (16E) Unauthorized peer-to-peer file sharing, or other unauthorized distribution of copyrighted materials. See [Peer-To-Peer \(P2P\) Policy](#),

(16F) Violation of a campus computer use policy

17. **Obstruction of University Activities:** Behavior which disrupts or interferes with normal University or University-sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, organizational programming, university business, public safety, fire, police or emergency services, or other authorized activity.

18. **Risk Management:** Failure to adhere to policy, advisement or provide due diligence in eradicating or minimizing any and all risk management issues including but not limited to, adhering to event start and end times, failure to provide adequate security coverage for events, etc. Including but not limited to:
 - (18A) violates the safety or health-related housing rules or regulations of non-university-owned property, including but not limited to: overcapacity (including at parties), serving alcohol to underage persons, or other illegal or inappropriate activity prohibited under the property's rules or regulations,

19. **Sexual Exploitation and Misconduct:** Organizations are explicitly prohibited from engaging in sexual exploitation and misconduct which includes, but is not limited to, prostituting another student/s, non- consensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as allowing others to surreptitiously watch you or others having consensual sex), engaging in voyeurism, knowingly transmitting an STD or HIV to another student, or plotting to engage others in sex acts without their knowledge or consent. (In addition, see the Zero Tolerance Policies on Drugs and Aggressive Behavior in the University Policy and Expectations section of the Student Code of Conduct).

20. **Use of NCAT name, logos, and trademarks:** Unauthorized use of NC A&T State University or NCAT name, logos or trademarks; including use not in compliance with University policies or the expressed approval of University Relations.

Application of This Code

The Office of Student Activities and Campus Involvement (OSA) will exercise jurisdiction over registered student organizations and the conduct of their members, including but not limited to fraternities,

sororities, honor societies, academic/departmental organizations, cultural, faith-based, and special interest groups. Action by the Office of Student Activities and Campus Involvement does not preclude action by the Council of Presidents, Joint Greek Council, Greek Advisory Council, or any other campus governing bodies.

Consequences may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct and or exhibiting any inappropriate conduct listed below. Consequences may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe consequence), restriction of privileges, reprimand, fines (used to provide additional training and resources), and restitution for losses caused.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, falls within the jurisdiction of this Code, regardless of whether it occurs on or off campus.

The Office of Student Activities and Campus Involvement (OSA) oversees the responsibility for investigating and adjudicating cases based on allegations of misconduct in conjunction with the Student Organization Investigation Team (SOIT). **Ordinarily, the University will proceed with written complaints but reserves the right to proceed without a written complaint should the situation arise.**

In the event that a student organization's alleged misconduct is reported to OSA (*see the SOI Flow Chart for more details*):

- The allegation and any pertinent information will be forwarded to the Student Organization Investigation Team (SOIT) for preliminary investigation.
- If determined to have merit, a representative from SOIT or OSA will send a letter to the organization's president and advisor/s to schedule an informal conference as well as to notify them of the alleged charges as well as putting the organization on Cease and Desist.
- The SOIT lead investigator assigned to the case, or OSA designee, will meet with the president/advisors of the organization to discuss the allegations.

At that time, the organization will have the option to:

- accept the responsibility and receive any consequences via an administrative meeting (to follow at a later date), or
- request a hearing based on the allegations with members of the SOIT;

If the organization is found responsible for the alleged misconduct:

- the organization will be issued consequences via a letter to their president, cc'ing the advisor/s, and any other relevant parties, which will include any official findings and any additional consequences (i.e., fines, restrictions, and possible changes in organization status)
- It is the president's, and the advisor's responsibility to inform their organization of the consequences or outcome/s, the time frame and member accountability to said consequences/outcomes.

If the president believes the findings/consequences require review based on one of the following reasons: **1) the organization believes the sanction is too excessive, or 2) there is additional information that should be considered regarding the case**; he/she may submit a written request of appeal to the Executive Director of Student Activities within ten (10) days of the notice of consequences, to have the case reviewed by the Assistant Vice Chancellor (AVC) for Student Development. The president of the organization will be notified of the University's final decision within 15 working days.

- The organization will remain on Cease and Desist until a final decision is made and the notification has been issued.
- The organization is responsible for adherence to the finalized consequences once notification has been received.
- Failure to comply with said consequences will result in additional violations and consequences.
-

An organization may appeal the decision of the AVC-Student Development, only if the organization was suspended or had its charter/recognition revoked. In this case, the request for appeal should be directed to the Vice Chancellor for Student Affairs in writing, and be submitted within ten (10) working days of the decision. Responses to this level of appeal will be delivered within 30 days of receipt.

Glossary of Terms

- COP – Council of Presidents (governing council for registered student organizations)
- JGC – Joint Greek Council
- OSA – Office of Student Activities and Campus Involvement
- OSD – Office of Student Development
- Registered Student Organizations – voluntary associations led by NC A&T State University students, which are legally independent of the University.
- SOCC – Student Organization Code of Conduct
- SOIT – Student Organization Investigation Team
- UEC – University Events Center (scheduling office)
- UPD – University Police Department

B. USE OF UNIVERSITY SPACE

UNIVERSITY POLICY

1. INTRODUCTION

It is the policy of the NC A&T State University (“A&T”) to provide equal opportunity for all qualified persons in its educational programs and activities. The University does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, veteran status, political affiliation, genetic information, transgender, sexual orientation, and gender identity, or any other basis protected by law. North Carolina A&T State University seeks to extend such non-discrimination and non-harassment beyond what is merely required by law.

This policy applies to the short-term use of all space owned, leased, operated, or controlled by A&T. Free speech is central to A&T’s academic mission. The University encourages and supports open, vigorous, and civil debate across the full spectrum of society’s issues. At the same time, limitations on activities on University property are necessary so that the University may fulfill its primary missions of teaching, research, and extension. The use of a location or designated space on campus does not represent an endorsement or support by the University of the content or viewpoints expressed by the individual or group using the space.

This policy does not control long-term uses of University Space, in which the user has continuous, exclusive use and may secure or restrict its use or access by others including the University. Any such proposed use that lasts longer than one (1) week should be referred to the University’s Real Estate Manager.

This policy supersedes all other statements about use of University Space that is inconsistent with the contents herein.

2. DEFINITIONS

11 "Affiliated Group" means all current university employees or students hosting non-university related/personal events.

12 "Non-Affiliated/External Group(s)" means a group of individuals, other than Student Organization Groups, that are legally separate entities from the University, even though some of the members or participants may be University personnel, alumni, or students.

13 "Student(s)" means any person from the time he/she/they accept admission to A&T up through the date of graduation. This includes new students at orientation and any other person currently enrolled in a credit earning course offered by A&T.

14 "Student Organization Group(s)" means a number of students who are associated with each other or a group of students who have satisfied the university's procedures and requirements for registration or recognition.

15 "University Group" means an administrative or academic department, unit, center or institute within the University.

16 "University Space" means any outdoor space, building, or structure that is owned, leased, operated, or controlled by A&T.

3. PRIORITY FOR USE

The University's academic activities severely limit the number of outside activities that can be accommodated in existing facilities. Therefore, as set out in this policy, generally use of University buildings and/or property is prohibited unless prior clearance and arrangements have been made.

The University makes every effort to schedule activities, which are academically or culturally related to the work of its departments and formally registered Student Organization Groups. A&T's buildings and allied facilities are available to groups when use is determined to be beneficial to citizens of the State of North Carolina, the university and its faculty, staff and students, and when

it will not interfere with or be detrimental to ongoing educational programs.

3.1 The use of University Space shall be reserved according to the following priorities:

3.1.1 Consistent with the University's mission, academic classes, research, and extension activities will have the highest priority for the use of University Space. Units funded from sources other than state appropriations may set their own priorities for non-classroom space.

3.1.2 University Groups and Student Organization Groups uses for activities other than academic classes, research and extension activities will have next highest priority in the use of University Space.

3.1.3 Affiliated Groups will have the next highest priority.

3.1.4 Students or faculty members (see. Sec. 5.4) have the next highest priority.

3.1.5 Non-Affiliated/External Group will have the lowest priority.

3.2 A reserved use shall have priority over any unscheduled use, even when reserving space is not required by this policy.

3.3 Once reserved, the use will generally not be rescheduled or moved. However, the University reserves the right to move any group or individual to another space or reschedule that activity to accommodate the needs of groups assigned a higher use priority by this policy. In the event the University moves or reschedules the use, the University will provide a reasonably similar location or time for that activity, and will provide notification and explanation of the reason for the change. The University will not move or reschedule a use based on the content or viewpoint of the use or based on reactions to the use.

4. USE OF UNIVERSITY SPACE

4.1 The University allows the use of University Space by University Groups, Student Organization Groups, students, University employees, and Affiliated

and Non- Affiliated/External Groups and individuals subject to the provisions of this section and sections 3 and 5.

- 4.2 When a reservation for space at a University Space is required, the reservation will be confirmed if the space is available and not otherwise reserved or scheduled. In addition, the use of the space may be subject to reasonable time, place, or manner limits listed in this section. The number of groups and individuals that may be scheduled for use of the space shall be controlled by space availability as determined at the discretion of the Dean or Vice Chancellor with administrative responsibility for the University Space, along with the Director, University Event Center and Building representatives or their designees.
- 4.3 The University does not deny the use of the space because of the content or viewpoint of the speech or the possible reaction to that speech.
- 4.4 The University does not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. Responsible dissent carries with it sensitivity for the civil rights of others. When it deems necessary, the University will take steps to:
 - Protect the right of any individual or organization to demonstrate and publicly proclaim any view, regardless of content or viewpoint; and
 - Protect the freedom of speech, assembly, or movement of any individual or group that is the object of protest or demonstration. In that instance, the University shall use its best efforts to ensure public safety while allowing the activity to continue.
- 4.5 Consideration for approving the use of the space will include whether the requested space is suitable for the use, and any health and safety concerns that require special precautions or arrangements. Several factors will be considered for the proposed use including, but not limited to:
 - the purpose of the space;
 - the anticipated size, including the number of attendees;
 - noise likely to be generated;
 - the impact on University educational activities or other essential University processes;

- the impact on vehicular and pedestrian traffic;
- adequacy and suitability of accommodations provided in the requested location;
- compliance with applicable laws and University policies, regulations, and rules;
- potential risk to the health or safety of participants, observers, or others; and
- any other factors identified in section 4.5.

4.6 All uses of space must be conducted under the following conditions:

4.6.1 All activities are conducted so that campus pedestrian, bicycle, and automobile traffic are unimpeded and members of the university community not participating in the event may proceed with their normal activities.

4.6.2 The activity does not block or otherwise interfere with ingress and egress into, within, and out of University buildings.

4.6.3 The activity does not obstruct, disrupt, interrupt or attempt to force the cancellation of any University-sponsored event or activity, or by users authorized to use University Space.

4.6.4 The activity is conducted in an orderly and peaceful manner, and groups and individuals participating in the activity shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.

4.6.5 The activity does not disrupt or interfere with classes, meetings, ceremonies, scheduled activities, educational activities, and other essential University processes.

4.6.6 The activity does not interfere with or preclude a scheduled speaker from being heard.

4.6.7 All activities must be conducted without sound amplification equipment unless permission for amplification is obtained from the Responsible Administrator or their designees.

4.6.8 Banners, signs, or other materials may only be posted in designated areas.

4.6.9 The safety of members of the campus community, collectively and individually, must be protected at all times.

- 4.6.10 The activity shall not damage or alter University property or its grounds, including building interior and exteriors, lawns, shrubs, or trees.
 - 4.6.11 Groups and individuals participating in the activity must comply with all applicable University policies, regulations, and rules, and with applicable laws.
 - 4.6.12 Groups and individuals participating in the activity must comply with the directions of University officials when enforcing these provisions.
 - 4.6.13 Groups and individuals, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all spaces following their use, including the proper disposal of trash and recycling and the arrangement of additional services as needed. The groups and/or individuals will be billed for cleanup that they do not adequately complete themselves.
- 4.7 Only University Groups can reserve and use University Space for activities during University Reading Days and Final Examinations. All other groups or individuals are not allowed to reserve or use outdoor space for activities on these days.
- 4.8 Groups and individuals participating in the activities, whether sponsored or not, are accountable for compliance with the provisions of this policy. Violations of this policy may be grounds for disciplinary action. Individuals or groups who invite non-university participants may be held accountable for such participant's compliance with this policy. In addition, since non-university individuals or groups are not subject to the University's disciplinary procedures, their failure to comply with these provisions may result in appropriate action under State or Federal law, included but not limited to trespassing an individual or group from the campus; suspending access to certain facilities; and demanding compensation for damage to campus facilities and/or outdoor spaces.

5. PROCEDURE FOR UNIVERSITY SPACE USE

5.1 Advance Notice

- 5.1.1 Groups and individuals must reserve the use of space for their activity before the proposed time and date of the event (the "notice requirement").
 - a. For outdoor uses of University Space, the notice requirement is at least thirty (30) business days. Affiliated customer requests to

reserve space are to be submitted electronically via 25 Live online scheduling system. External customer request to reserve space are to be submitted via Reservation Request Form located on the University Event Center website.

- b. For use of other University Space, the notice requirement is at least fifteen (15) business days. Affiliated customer requests to reserve space are to be submitted electronically via 25 Live online scheduling system. External customer request to reserve space are to be submitted via Reservation Request Form located on the University Event Center website.
- c. All events taking place outdoors, held in venues holding 500 people or more, and/or requiring tickets sales/distribution are considered Major Events. These events often require extensive logistical needs, including but not limited to staging, sound/light equipment, campus security, musical performance/theatrical productions, etc. All persons/organizations planning major events must complete and submit the notice requirement to the University Event Center no less than thirty (30) business days prior to the proposed event date. No exceptions.

5.1.2 The Responsible Administrator will confer and coordinate with University Police and other relevant University departments or units when appropriate, and the reservation may be issued for a later time and date if extra time is needed to plan the activity, arrange for adequate security or because the proposed time conflicts with use by another group. The University may waive the notice requirement for good cause shown.

5.2 Use Fee

5.2.1 A fee for use of the University Space may be charged, where allowed by State law and where there is a written use agreement. Written use agreements are required if the University is imposing a fee for use of the space, if the proposed use of the space involves charges, fees, or sales to participants, or if the proposed use creates a potential for damage to the space or injury to participants.

5.2.2 At the discretion of the Responsible Administrator, groups and individuals may be required to provide evidence of financial responsibility and insurance where functions appear to carry some risk

of damage to property, injury to persons, or substantial costs. The Risk Manager in the Chancellor's Office should be consulted to assist in this assessment.

5.3 Security Assessment

In order to provide a safe and secure environment for the campus community and visitors, security will be provided for the event as necessary, based on a security assessment by University Police. The security assessment will consider objective criteria including: the number of anticipated attendees, whether the proposed event involves an activity or structure that poses an inherent risk of injury or damage to university property, the location where the event is to be held, traffic control, whether the group intends to charge admission to the event, any prior incidents of injury or property damage during similar events at the University or other institutions, and the type of event. If University Police determines that security is required for the event the University, Student Organizations, Affiliated or Non-Affiliated/External Group, or individual shall be responsible for paying all costs for the security personnel and for other security measures including, but not limited to, barricades, metal detectors and parking control measures, as specified by the University Police Chief or designee.

5.4 Sponsorship

A Non-Affiliated/External Group or individual's use of space must be sponsored by a University Group, Student Organization Group, or a minimum of five Students or five faculty members. A University official or a student liaison from the sponsoring organization will be required to be present for the Non-Affiliated/External Group or individual's use from start to finish. The official or liaison may be required to make periodic checks with University Police prior to and during the use, and must provide a mobile phone number in case they need to be contacted during the use.

5.5 Compliance with Health Code Standards

Any food offered for sale or given away in connection with the use of the space must comply with all applicable health code standards.

5.6 Additional Requirements

Responsible Administrators may issue other rules for the use of University Space under their administrative control. Such rules must be consistent in all respects with this policy.

5.7 Unscheduled Outdoor Uses

5.7.1 Occasionally, events occur which demand immediate public outcry (“unscheduled use”). It is not the intent of the University to limit students’ and University employees’ right to assemble or protest when such events occur. Unscheduled uses may occur by University Groups, Student Groups, students, and University employees provided that the activity does not interfere with University activities as described in this Policy or any events or functions for which that the occupied space has been reserved in advance.

5.7.2 Although not required, to further the effectiveness of the unscheduled use, University Groups, Student Organization Groups, students, and University employees are encouraged to contact University Event Center and Campus Police to provide notification about the activity. Advance notification enables the University to help ensure that the activity does not conflict with a reserved or scheduled use, takes place in a constructive manner, the event is effective, to safeguard the participants’ safety, and to assist organizers in seeing that the activity does not disrupt the University’s educational activities and essential processes.

6. RESERVING CAMPUS LOCATIONS

All campus locations require contacting other University units and departments, in addition to the University Event Center, to reserve use of the space. The University Event Center will maintain a listing of these locations, including the designated officials responsible for the locations, and coordinate the reservation process.

6.1 RESERVING SPACE FOR SPECIFIC CAMPUS LOCATIONS

Specific campus buildings and areas have been identified for organizational programming and leisure activities. These spaces and areas will be assigned to affiliated and non-affiliated groups that receive appropriate authorization for conducting activities on campus.

In order for coordination to be effective, timely and user-friendly, all requests to use an identified space must be submitted to and executed by the University Event Center. Assignment of these areas and spaces will be made with careful and due consideration of the impact that the proposed activities will have on other ongoing functions of the university.

- a. Unless otherwise indicated, all campus locations may be reserved by contacting The University Event Center.

Main Line: (336) 285-2580 Email: UEC@ncat.edu

- b. Residence Hall Areas

Space use sponsored by residence hall councils, the Residence Hall Association, Student Groups, and students may be held in residence hall areas by contacting the Executive Director for Housing and Residence Life. Reservation times for such events will be determined by Housing and Residence Life administration.

Main Office: (336) 334-7708

- c. Alumni Foundation Event Center

Groups desiring to use space at the Alumni Foundation Event Center should reserve space by contacting the AFEC Marketing & Client Relations Consultant Director. (336)- 433-5566

- d. Special Events on Greensboro City Streets

In the event that a University or Student Group is sponsoring an outdoor use involving the city streets of Greensboro, the University or Student Group must secure appropriate documentation from the City of Greensboro and provide it to the University Event Center.

- e. Private Departmental Conference Rooms and Computer

Labs

Groups desiring to use private departmental conference rooms or computer labs should reserve the space by contacting the College Dean or designated building representative to receive approval.

f. Student Center Short Term Vending

Groups desiring to use the Student Center for short term vending should reserve space by contacting the University Event Center/ Student Center

Main Line: 336-334-7571 or 336-285-2580 Email:
uec@ncat.edu or stu-center@ncat.edu.

7. TERMINATION OF USE

7.1 The University reserves the right to terminate any use of space that fails to comply with this policy.

7.2 If a decision is made to terminate the use of space, the group, or sponsoring organization or individual, utilizing the space is responsible for making sure that any amplification stops, an announcement is made asking the crowd to disperse, or other action is taken to end the event.

Date policy is effective: upon approval and applies to all notices of use first

reported thereafter Approved by the Board of Trustees

First approved: as an Interim Policy by the Chancellor
August 22, 2017 By the Board of Trustees
September 15, 2017

Revised:

C. Unlawful Harassment and Discrimination

See Interim [University Policy 207, Sexual Harassment, Discrimination, and Misconduct.](#)

D. ADA/504 Grievance Procedures

Complaints alleging violations of the ADA or Section 504 of the Rehabilitation Act of 1973 should be addressed to the Director of Employee Relations/Affirmative Action Officer of Human Resources or to the Director of Accessibility Resources. Complaints will be addressed through the "[Unlawful Harassment and Discrimination](#)" policy.

E. UNC Policy (700.4.1) on Minimum Substantive and Procedural Standards

The purpose of this policy is to establish legally supportable, fair, effective and efficient procedures for student disciplinary proceedings. The minimum standards for these proceedings are set out below. These minimum standards exceed the requirements of due process and therefore complying with requirements will also result in providing due process.

I. Elements of Policy

The two kinds of standards that must be followed are procedural standards and substantive standards.

II. Procedural

The procedural standards require notice and an opportunity for a hearing. The formality of these provisions will vary depending on the seriousness of the offense (see sections V and VI below).

III. Substantive

Substantive standards require that the decision reached be neither arbitrary nor capricious. Generally this means that there is some evidence to support the decision reached.

IV. Code of Student Conduct

Each constituent institution must adopt a code of student conduct that: (A) Is applicable to all students; (B) Defines what conduct is prohibited; and (C) Specifies the types of sanctions that may be imposed for each category of prohibited conduct. Ranges of violations and ranges of sanctions are permissible. Progressive sanctions for multiple violations are also legitimate. A periodic review of the code should be undertaken to ensure it remains in compliance with applicable laws, policies and regulations.

V. Requirements for Minor Violations

A minor violation is one for which the possible sanctions are less than suspension and expulsion.

A. Procedural Requirements:

1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of conduct only by a designated university official with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.
2. If a charge is to be pursued, it is then referred to a hearing official or body. The student must be notified in writing of the alleged violation(s), the referral and the hearing date. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date. A committee member or the hearing official who has a conflict with, bias about or interest in the case should recuse himself. If the committee member or the hearing official refuses to recuse himself, a designated university official shall make the recusal decision.
3. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with Section IV, above. The waiver and acceptance must be in writing and signed by the student.
4. If a hearing is held, it may occur as a meeting between the hearing committee/official and the student. It will be a closed meeting. The institution shall assure that students have the capability to present their evidence and defenses at the meeting or hearing. Witness testimony and documents may be received from both the designated university official and the student, who will both be present during all of the evidentiary presentation. At the end of the hearing, the committee/official will determine whether the designated university official has shown by a preponderance of the evidence that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing or meeting. The committee/official will also determine the appropriate sanction within the ranges specified in the definitions in Section IV, above.

5. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed 45 calendar days after the date of the hearing. The final administrative decision must be transmitted to the student in writing within 10 calendar days of the date the decision is made, and it must contain a brief summary of the evidence upon which the decision is based.
6. Appeal rights must be specified in the decision letter. At least one level of administrative appeal must be permitted and the time in which to appeal and the permitted grounds for the appeal must be articulated. Further appellate opportunities shall be governed by Section 502 D (3), of *The Code of the University of North Carolina*.

B. Substantive Requirements:

In each case, there must be sufficient evidence supporting the decision and the sanction.

VI. Serious Violations

A serious violation is one for which the possible sanctions include suspension or expulsion.

A. Procedural Requirements:

1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of student conduct only by a designated university official with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding, accusing a student of a violation of the code of student conduct, should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.
2. Written notice to the student must be provided if a decision is made to issue a formal charge against the student. The notice should specify the offense(s) charged, the possible sanctions, and a brief recitation of the factual allegations supporting the charge. For all charged offenses which could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.
3. A formal charge is then referred to a hearing official or body. The student must be notified, in writing, of the referral. This notice may include a hearing

date. The hearing date may not be scheduled for at least 10 calendar days after the student receives notice of the referral, unless the student agrees to an earlier hearing date. Reasonable extensions of time for either party to prepare for the hearing should be allowed.

4. If a hearing date is not set in the notice of the charge, written notice of the hearing date must be sent to be received by the student not less than five calendar days before the proceeding is scheduled for hearing.
5. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with section IV above. The designated university official must determine that the waiver and acceptance is voluntary and that the charge and sanction have factual support. The waiver and acceptance must be in writing and signed by the student and the designated university official.
6. Prior to the hearing, the student must be given the opportunity to review any written evidence that will be used at the hearing and to obtain a list of witnesses.
7. A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, a designated university official will make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five (5) calendar days. If necessary, a substituted committee member or hearing official will be appointed.
8. The institution shall assure that students have the capability to present their evidence and defenses at the hearings. The method for assuring this capability may vary depending on the nature of the case and on the nature of the representation of the institution or the charging party. Each institution must have a policy delineating the participation or prohibition of attorneys and non-attorney advocates. Representation or assistance by attorneys or non-attorney advocates at the hearing is neither required nor encouraged.
9. The hearing will be closed to the public, unless a constituent institution's policy provides otherwise.
10. A transcript or other verbatim record of the hearing (but not of the deliberations) will be prepared. The institution will be responsible for the costs of this record.

11. At the hearing, a designated university official must present sufficient witness and/or documentary evidence to establish the violation. The student must be given an opportunity to question this evidence, either by direct questions or inquiries transmitted through the committee or hearing official.
 12. The student must be given the opportunity to present any witness or documentary evidence that the student offers, provided that the evidence is relevant to the charge or other evidence presented and does not otherwise infringe the rights of other students.
 13. At the conclusion of the evidence, the committee/official will determine whether the charging official has shown by a preponderance of the evidence or by such higher standard as the institution may adopt, that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing. The committee or official will also determine the appropriate sanction within the ranges specified in accordance with Section IV above.
 14. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed 45 calendar days after the hearing is completed. The final administrative decision must be transmitted, in writing, to the student within 10 calendar days of the date the decision is made and must contain a brief summary of the evidence upon which the decision is based.
 15. A vice chancellor or the vice chancellor's delegate must make the final administrative determination in all suspension cases. The delegation may be to a student committee or a student/employee committee.
 16. The chancellor or a vice chancellor must make the final administrative decision in all expulsion cases.
 17. Appeal rights must be specified in the final decision letter. At least one level of institutional appeal must be permitted, and the time limits in which to appeal and the permitted grounds for appeal must be articulated.
 18. Further appeals shall be governed by *The Code of the University of North Carolina*.
- B. Substantive Requirements:
In each case there must be sufficient evidence supporting the decision and the sanction.

VII. Special Cases

- A. If the formal charge is also the subject of pending criminal charges, the institution must, at a minimum, allow an attorney-advisor to accompany the student to the hearing.
- B. Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents to such a proceeding.
- C. In cases of alleged sexual misconduct, both parties are entitled to the same opportunities to have others present during a disciplinary proceeding. (**NOTE:** The term “sexual misconduct” includes sexual assault, sexual battery, sexual coercion, rape, stalking, sexual violence, and other forms of sexual misconduct. Furthermore, “both parties” refers specifically to the individual who claims to have been the victim of the sexual misconduct and the student who is alleged to have engaged in sexual misconduct.)
- D. Victims of crimes of violence must be notified of the results of the disciplinary proceeding of the alleged assailant. “Results” means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed. (**NOTE:** The disciplinary records of high school students at the North Carolina School of Science and Mathematics described in sections VII.C. and D. of this policy may not be disclosed without appropriate consent. [CFR 99.31 (a) (13)])
- E. When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.

VIII. Other Matters

- A. Effective Date
The requirements of this policy shall be effective on the date of its adoption by the Board of Governors and shall apply to all disciplinary proceedings initiated on or after August 1, 2018.
- B. Relation to Federal and State Laws
The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines

This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

F. **N. C. A&T Procedure on Disruptive Behavior in the Classroom**

An instructor may withdraw a student from a course for behavior that is deemed to be disruptive to the class. The grade assigned will be “W” if the behavior occurs before the deadline for dropping a course without academic penalty; the instructor has the option of giving a “W” or “F” if the behavior occurs after the deadline.

1. Binding Procedures for Instructors

The instructor must provide an opportunity for a student to be heard. In providing the opportunity, an instructor must follow the procedure described below:

- A student should be notified, in writing, before the next class attended that the instructor is proposing to drop the student from the course for disruption of the class, and the instructor should provide the student with written instructions regarding the time and place for a meeting with the instructor. A copy of written notification must be sent to the instructor’s department head at the same time;
- A time limit of five working days, Monday-Friday, from the time written notification is given for the student’s opportunity to be heard by the instructor;
- The date of notification establishes whether the withdrawn student will be given a “W” or “F.” “W” is appropriate before the eight-week drop date and either “W” or “F” is appropriate after that date, at the instructor’s discretion;
- The student may be suspended from class until the instructor takes final action to withdraw the student from class or allow the student to continue in the class. The final decision is the instructor’s;
- Either party in the resolution of the dispute may invite one other person from the university community to be present as an observer.

2. Student Right to Appeal

If a student wishes to appeal an instructor’s decision to withdraw from class, he/she should follow the academic appeal procedures outlined in the section on grades in the undergraduate bulletin.

G. Freshmen Parking Procedure

Freshmen will not be allowed to have vehicles in the first semester enrolled at N.C. A&T; however, they will be eligible to bring vehicles in the second semester if they have achieved a 3.2 grade point average during the first term. All students will be eligible to bring vehicles in the second year enrolled upon completion of 30 credit hours (sophomore status).

H. Improper Relationships between Students and Employees

ADMINISTRATIVE POLICY

Statement of Policy

This policy applies to all employees.

The University does not condone amorous relationships between students and employees. Members of the University community should avoid such liaisons, which can harm affected students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two types of situations, University prohibition and punishment of amorous relationships is deemed necessary: (1) when the employee is responsible for evaluating or supervising the affected student; (2) when the student is a minor as defined by North Carolina law.

It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship or to whom he or she is related by blood, law or marriage. It is misconduct, subject to disciplinary action, for a University employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years.

Definition of Terms

- a. "Amorous relationship." An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union or (b) engage in a romantic partnering or courtship that may or may not have been consummated sexually.

b. "Related by blood, law or marriage" means:

- i.** Parent and child
- ii.** Brothers and sisters
- iii.** Grandparent and grandchild
- iv.** Aunt and/or uncle and niece and/or nephew
- v.** First cousins
- vi.** Step-parent and step-child
- vii.** Step-brothers and step-sisters
- viii.** Half-brothers and half-sisters
- ix.** Husband and wife
- x.** Parents-in-law and children-in-law
- xi.** Brothers-in-law and sisters-in-law
- xii.** Guardian and ward
- xiii.** People living in the same household, who share a relationship comparable to immediate family members,

c. "Evaluate or supervise" means:

- i.** To assess, determine or influence (1) one's academic performance, progress, or potential or
(2) one's entitlement to or eligibility for any institutionally conferred right, benefit or opportunity, or
- ii.** To oversee, manage or direct one's academic or other institutionally prescribed activities.

d. "Direct Supervisory Relationship" shall be interpreted to include any situation where the supervisor effectively controls the terms and conditions of the relative's employment, including promotion opportunities, rates of compensation, work assignments and evaluation of performance. The following types of relationships would violate the restriction against "direct supervision":

- Department Chair and member of the instructional staff of the same department
- Member of instructional or research faculty and his or her teaching assistant
- Dean of a college and a Chair of a department within the college
- Chancellor and Vice Chancellor

Corrective Action

Violations of the provisions of this policy on Improper Relationships shall be addressed in accordance with remedial measures prescribed by the University, up to and including discharge; if disciplinary action is brought against an affected employee, it shall be conducted in accordance with existing institutional policies and procedures prescribed for prosecuting

misconduct charges against members of the class of employment of which the affected employee is a member.

Anyone who believes this policy is being violated should report the concern to the supervisor of the alleged violator, to a higher level supervisor in A&T's administration, to the Title IX Coordinator in the Office of Legal Affairs, the Office of the Vice Chancellor for Student Affairs, or to A&T's Office of Internal Auditor's anonymous hotline, at 877-507-7313.

I. Repeal of Other Policies

This policy repeals Secs. 6.21 through 6.21.2, of The Faculty Handbook's Chapter VI, the policy "Employment of Related Persons" currently on the Human Resources policy webpage (January 9, 2008), and any other policy on this topic that is not posted on the A&T "Approved Policies" website.

Date revised policy is effective: upon approval

Approved by the Chancellor

First approved: Prior to February
21, 2007 Revised: April 8,
2011

July 20, 2018

N.C. A&T does not discriminate against any person on the basis of age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact Samuel Richardson, Interim Title IX Coordinator, Office of Legal Affairs at srichardson@ncat.edu.

N.C. A&T is an AA/EEO- and ADA-compliant institution. Printed with non-state funds.