
EXHIBIT 6.4.C

Policies, Procedures, and Practices for Candidate Services – Counseling & Advising

Initial (BS)

Agriculture, Art, Birth-Kindergarten, Biology, Business, Chemistry, Comprehensive Social Studies, Elementary, English, Family and Consumer Sciences, Mathematics, & Music.

Initial & Advanced (MAT)

Biology, Birth-Kindergarten, Business, Chemistry, Comprehensive Social Studies, Elementary, English, Family and Consumer Sciences, Health and Physical Education, Mathematics, Special Education, and Technology.

Advanced (MS, MAED, MSA, JMSW)

MS - Agricultural Education
MS - Instructional Technology
MAED - Elementary Education
MAED - Reading Education
MSA – School Administration
MS - School Counseling*
MSW - Social Work**

*Accredited through CACREP

**In NCATE accreditation process at University of North Carolina at Greensboro since it's a joint program between NCA&T and UNCG.

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Dean's Cabinet

- Dr. Miriam Wagner, Interim Dean
- Dr. Larry Powers, Associate Dean for Graduate Programs & Assessment/Associate Professor
- Dr. Lorry Floyd, Associate Dean for Undergraduate Programs/Associate Professor
- Dr. Karen Guy, Assistant Dean/Assistant Professor
- Dr. Anthony Graham, Chairperson/Professor
- Dr. Patricia Whitfield, Interim Chairperson/Coordinator, Mental Health Counseling/Associate Professor
- Dr. Daniel Webb, Chairperson/Associate Professor
- Dr. Comfort Okpala, Interim Chairperson/Professor
- Dr. Muktha Jost, Interim Director, Digital Learning, Planning and Assessment/Professor

Academic Advisement

<http://www.ncat.edu/academics/schools-colleges1/sot/current-students/cspages/student-advisement.html>

Disability Support Services

Policies and Procedures

<http://www.ncat.edu/student-affairs/student-services/ovdss/disability/disability-policies-procedures.html>

Disability Support

<http://www.ncat.edu/student-affairs/student-services/ovdss/disability/>

Documentation and Guidelines

<http://www.ncat.edu/student-affairs/student-services/ovdss/disability/disability-guidelines-documentation.html>

Student Affairs

<http://www.ncat.edu/divisions/academic-affairs/bulletin/2012-2014/student-life/student-affairs.html>

Frequently Asked Questions

Q. What is Banner?

- A. Banner is an Ellucian HE software product used campus-wide to maintain and access all administrative data in Student, Alumni, Financial Aid, Finance, and Human Resources. There is only one Banner database but two distinct ways to view the data: Self Service Banner (SSB) and Internet Native Banner (INB).

Q. What is Internet Native Banner (INB)?

- A. Internet Native Banner (INB) is Banner Web application used by the University to access the Banner system for day-to-day business. INB is used to manage students, accounts receivable, financial aid, alumni/advancement, finance, and human resource information. Access to INB is restricted. Staff with a legitimate need to access confidential university data may be given access to INB, depending on their job responsibilities.

Q. How do I get access to Internet Native Banner (INB)?

- A. Access to Internet Native Banner (INB) is restricted to departmental users on a *need only* basis. The Module owners of the data must allow access to INB. If a supervisor determines that a user needs access to INB, an account request form must be completed and approved by Module owners for access. To request access to any of the following modules, please contact the listed office:

Banner Advancement	University Advancement Office at 334-7600
Banner Finance	Business and Finance Office at 334-7684
Banner Financial Aid	Financial Aid Office at 334-7973
Banner Human Resources	Human Resources Office at 334-7862
Banner Student	Registrar's Office at 334-7595

Q. What are the minimum system requirements for Banner (INB)?

- A. *Windows System Requirements:*
- Microsoft Windows XP with Service Pack 2 or Windows 7
 - 450 MHz processor or faster
 - 256 MB RAM
 - 100 MB free disk space (40 MB recommended)
 - Display resolution of 1024 x 768

If you are unsure about your PC requirements for Banner access, contact Aggie Tech Support (ATS) at 334-7195 for assistance.

Welcome to Counseling Services

Counseling Services, an [International Association of Counseling Services](#) (IACS) accredited unit in the [Division of Student Affairs](#), offers a variety of services to help all currently enrolled North Carolina A&T State University students address challenges and difficulties they may face. Our services are designed to help students understand themselves better, create and maintain healthy relationships, improve their academic performance and make satisfying career and life choices. We are dedicated to helping our students by providing brief counseling from a wide spectrum of services. Those include [individual](#) and [group](#) counseling, [outreach](#) and [consultation](#), [training and supervision](#), teaching, [psychological testing](#), and research. If more intensive or specialized care is needed, we will assist with making referrals to healthcare providers in the community.

Diversity Statement

Counseling Services of North Carolina A&T State University has made a strong commitment to meeting the needs of culturally diverse people. As a staff, we are addressing issues of diversity in our clinical work, training, programming and consultation, and staff development. Cultural diversity in this context includes people of diverse racial, ethnic, and cultural backgrounds, gender, socioeconomic class, sexual/affectional orientation, mental and physical abilities, religious and spiritual beliefs. In this definition we acknowledge those groups of people and cultures across a wide range of human differences that have traditionally and historically been underrepresented, underserved and discriminated against in our society. Individuals with disabilities are encouraged to attend all counseling sponsored events. If you are a person with a disability who requires an accommodation in order to participate in any of these programs, please contact Counseling Services at 334-7727 in advance to discuss your needs.

On-line Training for Staff and Faculty

At-Risk, a free on-line training, is available to North Carolina A&T State University staff and faculty to help identify persons experiencing emotional/psychological distress. The interactive training provides information how to broach the subject of professional counseling and make a referral.

Services Provided

Counseling Services' staff recognizes that preferences of counseling style and modality may vary. As such, personal, academic, and career counseling are offered in individual and small group formats. Testing services also are offered. Workshops on counseling-related topics are also available to NC A&T student groups and faculty (clubs, fraternities/sororities, academic departments, etc.). Faculty and staff also may refer to Counseling Services staff for consultation for guidance on how to help a student in distress.

More detailed information on services, as well as how to access them, is available by following the appropriate links below.

For Students

[Personal Counseling](#)

[Group Counseling](#)

[Academic Counseling](#)

[Career Counseling](#)

[Testing](#)

[Workshops](#)

For Faculty and Staff

[Consultation](#)

[Workshops](#)

For Potential Interns & Practicum Students

[Internship/Practicum at Counseling Services](#)

Academic Advising

What is Academic Advising?

Academic Advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. It fosters and encourages intellectual and personal development, academic success, and promotes lifelong learning. Academic Advising provides an opportunity to build relationships for the purpose of gaining assistance in planning your educational career, while maximizing the benefits of education. Through this collaborative educational process, you and your advisor partner in planning academic, personal, and career goals.

Benefits of Advising

As a result of Academic Advising, you will be able to:

- Utilize and access university academic and student support services and resources.
- Develop an educational plan that outlines and leads to timely completion of your educational goals.
- Understand academic and administrative policies and procedures.
- Develop vital critical thinking and independent decision-making skills to make and accept responsibility for academic decisions.
- Evaluate personal interests and abilities leading to the discovery of realistic academic and professional goals.

Finding My Advisor

Advisors for Undeclared students are located in the Center for Academic Excellence (3rd Floor Academic Classroom Building). If unsure who your Academic Advisor is stop by 322 Academic Classroom Building for assistance.

If you have declared a major, a Faculty Advisor will be assigned to you through your major department. If you are having difficulty identifying, reaching or communicating with your Faculty Advisor, contact the department chairperson of your major.

Student Roles & Responsibilities

- Know who your Academic Advisor is and how to contact them.
- Seek advisement early in the semester. Being proactive is the KEY to academic success.
- Understand your Academic Advisor's role and how they can help you.
- Familiarize yourself with the requirements of your major by obtaining a copy of the curriculum guide and maintaining an accurate record of your successful completion of courses.
- Schedule appointments, and meet with your Academic Advisor for at least three sessions throughout the semester. Arrive on time and bring any questions.
- Notify your Academic Advisor of any recent, changes in your profile information (address, telephone number, email, etc.)
- Know your current cumulative grade point average (GPA) and your current amount of earned credit hours.
- Keep up with important dates and deadlines on the academic calendar and CAE website.
- Utilize university email as an official form of communication. This may be the only source of immediate contact that faculty/staff have for you.
- Know that your advisor is an advocate for you and is available to help you throughout the entire semester.
- Prepare your schedule based on your curriculum guide before meeting with your advisor during early registration.
- Keep all notes, forms and paperwork for advising sessions.

Advisor Roles & Responsibilities

- Help you explore possible fields of study.
- Answer questions about specific major requirements.
- Review curriculum guides and coursework with you for possible majors and areas of interest.
- Discuss your academic progress since your previous visit and your plans until the next visit.
- Inform you of academic support opportunities if you are struggling in one or more courses.
- Suggest academic enrichment such as undergraduate research and internships.

BANNER FAQ

as of 5/30/13

Q. When I go to the Banner URL, it prompts me to download and install some Java Runtime Environment software. Is this okay?

- A. Yes. The first time you access Banner, you may be prompted to install Java. This should only happen once per computer. If so, follow the prompts; accept any licensing agreements that may come up during the installation, and select "Run" where offered. If asked to verify the digital signature, check the box stating, "Always trust content from this publisher" before proceeding. Once installed, please log in to Banner.

Q. How do I change my Banner (INB) password?

- A. To change your Banner INB password, go to the form *GUAPSWD*. Enter your current and new passwords in the appropriate fields. Your new password must be at least an 8 character alphanumeric password containing a minimum of 4 letters and 2 numbers.

Q. I have a Banner (INB) Account, but I forgot my password, what do I do?

- A. Send an email to itsecure@ncat.edu with subject titled "PASSWORD RESET Request". Include your banner username, telephone number, department, and a statement requesting that your password be reset.

Q. I'm locked out of Banner (INB), what should I do?

- A. Send an email to itsecure@ncat.edu with subject titled "Account Locked. PASSWORD RESET Request". Include your banner username, telephone number, department, and a statement that you're locked out of Banner and need to have your password reset.

Q. I'm in a Banner form and my screen freezes, what should I do?

- A. Hold the *Ctrl* and *Alt* keys while pressing the *Delete* key. When the *Windows Task Manager* screen appears, make sure the Banner database is highlighted then press *End Task*.

Q. When I log into Internet Native Banner (INB) and receive a message notifying me that my password will expire in a specific number of days for Internet Native Banner (INB), what should I do?

- A. You should change your password immediately. Waiting may cause you to have problems running jobs through Job Submission as well as being locked out of Banner.

BANNER FAQ

as of 5/30/13

Q. I am getting the following message "*The application's digital signature cannot be verified. Do you want to run the application?*" What do I do?

- A. This is normal. But you can keep it from recurring by checking "*Always trust content from this publisher*" before clicking "Run".

Q. Banner INB is missing the toolbar. The menu bar appears but none of the basic toolbar buttons. How do I fix this?

- A. This is usually the result of clicking "Yes" when a java security message is displayed when logging into INB asking the user if the browser should disable or block parts of the program that do not have a security signature. Clicking "No" indicates that the program is trusted and Java runs as is. Clearing the java cache and answering "No" to this security warning should fix the issue.

If the user does not want to see this message when logging into INB the Java security options can be adjusted in the Java Control Panel.

Steps to remove the message:

1. Open the Java Control Panel by going to the **Start Menu > Control Panel > Java Control Panel**.
2. Click on the **Advanced** tab.
3. Click on "**Security**".
4. Click on "**Mixed Code (sandbox vs. trusted) security verification**".
5. Choose the following option:

Enable - hide warning and run with protections:

This will hide the warning message and cause Java to act every time as though you had clicked "No".

Q. I am unable to Print in Banner INB after I upgraded Java, why?

- A. Banner users that have installed a newer version of JAVA sometimes can't print from Banner. After upgrading Java you may need to do the following to allow Banner to print:
1. Open the Java Control Panel by going to the **Start Menu > Control Panel > Java Control Panel**.
 2. In the Java Control Panel, on the General tab click the "**Settings**" button under the Temporary Internet Files heading.
 3. Click the button "**Delete Files**" to delete temporary files.
 4. Also **un-check** the box by "Keep temporary files on my computer."
 5. Re-launch your web browser (IE/Firefox) and check to see if everything is working fine.

Q. Sometimes my Banner forms window disappears. Why is this happening?

- A. Two possible reasons:
- 1) Don't close the blank browser window with the title "Banner Internet Native"
 - 2) For Windows, make sure under Tools: Internet Options: Advanced that "Reuse windows for launching shortcuts" is un-checked

Q. Does Internet Native Banner (INB) time out inactive users?

- A. Yes, after 60 minutes of idle time. When the session is disconnected, you will see an FRM-92102 error. You must close your Banner window, start a new session, and log in again. If your session times out and you did not finish your transaction, your transaction will be incomplete.

Q. Who do I contact with Banner issues?

- A. Contact Aggie Tech Support (ATS) at 334-7195 or by email at helpdesk@ncat.edu. You will need to provide the following information:
- Your contact information: name, email address, office number, department
 - The Banner Username that is experiencing the problem
 - Name of process(es) or form(s) with problems
 - Any error messages or numbers that appeared in the dialog boxes or on the Banner Status Bar
 - What were you attempting to do that triggered the error?
 - Are any coworkers experiencing the same problem?
 - Urgency level: 1-Critical (down), 2-Can work around it temporarily, or 3-Low importance

ATS will log a service ticket and refer ticket to appropriate personnel.

Q. How do I get my printer setup for Banner job submission?

- A. A request can be made via your area tech support person directly to the Aggie Tech Support (ATS) at 334-7195 or by email at helpdesk@ncat.edu. The Help Desk will need the following information about the printer:
- IP Address of printer
 - Printer name
 - HP Printer Model
 - Location of Printer

ATS will log a service ticket and refer ticket to appropriate personnel.

Q. What is Self-Service Banner (SSB)?

- A. Self-Service Banner (SSB) is also called Aggie Access and is used by Students, Faculty and Staff to manage their personal information.

Q. What information do I need to login to Self-Service Banner (SSB)?

- A. You will need your Banner Identification Number (950#) and your 6 digit Personal Identification Number (PIN). The first time that you login you will be prompted to reset your PIN. Do not give your PIN to anyone else. Policy prohibits access to the system by anyone other than the authorized user.

Q. How safe is my Banner ID and password?

- A. The only way anybody can get access to your data through SSB is by entering your Banner ID number as well as the password known only to you. This is why you should set your password to something that is known only to you. Please treat your password as you would your PIN number for your ATM card, for instance.

Q. How many login attempts do I get before my SSB account is locked/disabled and what do I do if my account is locked/disabled?

- A. You have 3 login attempts before your SSB account gets locked/disabled. Please call the ATS Helpdesk at (336) 334-7195 in order to have your account unlocked/enabled.

Q. I forgot my Banner PIN. What should I do?

- A. If you forgot your 6 digit PIN you must use the FORGOT PIN feature. On the Banner Self-Service login page, enter your Banner ID number and then click the "*Forgot PIN*" button. You will be asked to answer your security question. If you correctly answer your security question, you can reset your six-digit PIN. You MUST enter your Banner ID number before clicking the "*forgot PIN*" button.

In the event that your account becomes disabled because of too many failed attempts or you can't remember the answer to your security question, please contact the ATS Helpdesk at (336) 334-7195 for further instruction.

BANNER FAQ

as of 5/30/13

Q. I forgot my PIN and now my account is disabled. What do I do?

A. For Students:

- Contact the ATS Helpdesk at (336) 334-7195 or the Registrar's Office at (336) 334-7595.

For Employees:

- Contact the Human Resources Office at (336) 334-7862.

Q. Is there an inactivity time limit on Self-Service Banner (SSB)?

A. Yes. For your protection, if your SSB session is inactive for more than 20 minutes, your session will be terminated.

Q. I was able to log into Self-Service Banner (SSB), but I have questions about information on my account. Who do I contact?

A. For questions regarding:

- Transcripts, grades, registration
 - Contact *Registrar's Office* at (336) 334-7595
- Loans, work study, scholarships
 - Contact *Financial Aid Office* at (336) 334-7973
- Payments, refunds, checks
 - Contact *Treasurer's Office* at (336) 334-7721
- Timesheet, benefits and deductions, leave balances
 - Contact *Human Resources Office* at (336) 334-7862

Q. What are the Self-Service Banner (SSB) System Requirements?

A. Most campus users will be using Self-Service Banner. For those with the appropriate access, SSB will run on most computers with access to the Internet and a web browser (see recommendations below).

Q. What browser should I use to access Banner?

A. *Recommended browsers (for Banner INB and SSB)*

- Internet Explorer 7.0, 8.0 9.0
- Firefox 1.0, 2.0, 3.0, 3.5, 3.6 also 20 and under
- Chrome 25 and under

*At this time IE9 is not recommended for use with Banner because it is not currently supported by Ellucian or Oracle.

9. Any group or organization using North Carolina Agricultural and Technical State University facilities shall indemnify and save the Trustee Board, the individual members thereof, and any other employees, free and without harm, from any loss or damage, liability, or expense that may arise during, be caused in any way by, such occupancy or use of institutional property. A bond may be required at the discretion of the University to offset any damages and related costs, which might arise by reason of, said use of University facilities.

COST OF SUPPORT ACTIVITIES FUND (COSA)

The purpose of the COSA Fund is to assist registered student organizations in the sponsoring of on-campus activities and events. This fund is available to support housekeeping, security, and the physical plant labor necessary for authorized programming. However, this fund is established to support those student organizations that do not otherwise receive funds or an operating budget from the University.

1. The COSA fund will be administered by the Director of the Memorial Union.
2. The COSA fund will provide a maximum of six hours of support for authorized activities during the academic year.
3. COSA funds will be available for the support cost of a variety of activities including but not limited to: fashion shows, talent shows, block parties, gym jams, jazz cafés, poetry readings, apollo nights, lecturers, forums, gospel shows, pool parties, etc.
4. When COSA funds are used to support events that involve admission charges and/or ticket sales, these activities should be coordinated with the University Ticket Office. Ten percent (10%) of the profits from ticket sales and admissions will be applied to the COSA fund.

Appendix B

SEXUAL HARASSMENT POLICY

The policy of North Carolina Agricultural and Technical State University is that all employees and students, regardless of race, color, religion, sex or national origin, shall be free from sexual harassment from any University employee in connection with any University relationship or activity. No academic or personnel decisions shall be made on the basis of a granting or denial of sexual favors. All employees and students are guaranteed the right to work and/or study in an environment free from sexual harassment.

Sexual harassment is defined as deliberate, unsolicited and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications, which has or may have direct employment or academic consequences resulting from the acceptance or rejection of such conduct.

Verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- (a) Submission to such conduct is made either explicitly a term or condition of an individual's employment, academic or student status, or student status, or
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic or other institutional decisions affecting such individual, or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an

individual's work performance, academic activities or student experience or creating an intimidating, hostile or offensive working, academic or student life environment [adapted from 29 CFR 1604.11(a)].

GRIEVANCE AND ADMINISTRATIVE PROCEDURES

Affirmation Action Committee

The committee, which hears complaints regarding sexual harassment, shall be the Affirmative Action Committee. The names, titles, addresses, and telephone numbers of the employees designated to coordinate the University's compliance with regard to sexual harassment and other Title IX matters are:

Mr. Robert Ussery
Assistant Vice Chancellor for Institutional Research Planning
North Carolina A&T State University
Dowdy Building, 3rd Floor
Greensboro, North Carolina 27411

1. Structure - The North Carolina Agricultural and Technical State University Affirmative Action committee shall consist of women and men faculty members and minority representation. The Chairperson and all members shall be appointed by the Chancellor.
2. Function - The Affirmative Action Committee is authorized to hear, mediate and advise with respect to the adjustment of grievances related to sexual harassment filed by any member of the University community, which requires a formal hearing.
3. The Chairperson as necessary shall call meetings. A quorum shall consist of at least 50 percent of the members.

Definition of Terms

A claimant shall be defined as the person or persons filing the complaint of sexual harassment. The person or persons charged with sexual harassment shall be referred to herein as the "charged". Together they shall be referred to as "Parties".

Process

All claimants shall utilize the internal grievance process described herein; however, this does not foreclose the option of claimant taking a grievance directly to the Equal Employment Opportunity Commission.

1. Internal Grievance Procedures

The Affirmative Action Officer shall be responsible for receiving and processing any and all complaints of alleged sexual harassment. Any member of the University community (including, but not limited to students, prospective students, employees, prospective employees and persons entitled to the services of the University) may file a complaint. Complaints may be formal or informal and may be made known either orally or in writing. Informal complaints may

be made orally to the Affirmative Action Officer, whereas formal complaints shall be filed on the Sexual Harassment Complaint Form. The initial investigation may lead to one of several steps.

- (a) The Affirmative Action Officer shall have five (5) business days within which to resolve the complaint informally through confidential mediation. Should the facts warrant, the Affirmative Action Officer might extend the time for informal resolution for five (5) business days by notifying all parties.
- (b) If, at the end of five (5) business days (or ten (10) business days in cases of extension), the Affirmative Action Officer has been unable to reach an informal resolution of the complaint, the Complainant shall have the option of filing a formal complaint with the Affirmative Action Committee of the University. The formal complaint process shall be as follows:
 - 1) Complete the Sexual Harassment Complaint Form in triplicate;
 - 2) Submit two (2) copies to the Affirmative Action Office of this University. The written complaint shall set forth in detail the nature of grievance and the person(s) against whom the grievance is directed.
 - c) The Affirmative Action Officer shall forward the complaint to the Affirmative Action Committee for recommended action within three (3) business days. The Affirmative Action committee shall schedule a hearing no more than thirty (30) business days after receipt of a complaint and shall convene a hearing within forty-five (45) business days of receipt of a complaint.

2. Rules of Procedures for Affirmative Action Committee Grievance Hearings

The Affirmative Action Committee Hearings are for the purpose of advising and fact-finding. The hearings shall be conducted in such a manner as to do substantial justice and shall not be unduly restricted by the rules of procedure or evidence.

- (a) The Chairperson of the Affirmative Action Committee shall fix a calendar of the hearings in a sexual harassment grievance proceeding after consultation with the parties. Herein "parties" include only the person or persons charging the sexual harassment discrimination and the person or persons so charged.
- (b) The hearings shall be confidential and private; unless otherwise agreed upon by both parties.
- (c) The charges and the evidence shall be presented by the complaint or a representative. This person may be an advisor or legal counsel and may be a member of the University community or an individual from outside the University. The claimant shall assume all cost(s) for his/her representation. Conversely, any defendant also has the right to be represented by legal counsel or any advisor.
- (d) The Committee may address questions to any party to the proceedings or to any witness called by parties or by the Committee. Either party may request the privilege of presenting witnesses, subject to the right of cross-examination by other parties.

The Chairperson may limit the number of witnesses to be heard. Each party is held responsible for notifying his/her witnesses of the date, time and place of the hearings; however, the Chairperson must be notified in writing one week prior to the hearing date of the names and addresses of all witnesses who will testify.

- (e) The Committee may also request the production of records of other exhibits.
- (f) An accurate record of all proceedings shall be made by the secretary for the Affirmative Action Committee. This record shall be made available under the supervision of the Affirmative Action Officer to all parties to the hearing. Records shall be maintained for a minimum of three years and not longer than five years.
- (g) At the end of the hearing, The Committee will make its recommendation in executive session.
- (h) The Affirmative Action Committee shall make a report to the Chancellor within five (5) business days. The report shall consist of:
 - (1) A report of the hearing, including a statement of the charges and the evidence presented; and
 - (2) The recommendation of the Committee and reasons therefore.

Final authority for the implementation of recommendation for corrective action shall be with the Chancellor. He/She may accept, reject or modify the decision of the Affirmative Action Committee and the Affirmative Action Officer. The Chancellor shall have fifteen (15) business days within which to decide the appeal. Parties shall be mailed notice of the Chancellor's decision within twenty (20) business days following receipt of the report. The decision of the Chancellor shall be final.

3. Appeal

Should grounds there under exist, the claimant may appeal the Chancellor's decision in the manner provided by Chapter 100.1, Section 502D (3) of THE CODE: BOARD OF GOVERNORS, THE UNIVERSITY OF NORTH CAROLINA.". A claimant claiming under this section must file a written notice of appeal with the Board of Trustees within ten (10) business days after receiving notification of the Chancellor's decision. This appeal shall be transmitted through the Chancellor and be addressed to the Chairperson of the Board. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of hearings held by the Grievance Committee (Affirmative Action Committee), but it may, in its discretion, hear such other evidence as it deems necessary.

The Board of Trustees' decision shall be made within one hundred twenty (120) business days after the Chancellor has received the employee's request for an appeal to the Trustees. However, if the claimant fails to comply with the schedule established for perfecting and processing the appeal, and thereby precludes a decision within one-hundred twenty (120) business days, the Board in its discretion may elect to dismiss the appeal. The decision shall be final except that the claimant may file a written petition for review with the Board of Governors if

he/she alleges that one or more specified provisions of The Code of University of North Carolina have been violated.

A claimant dissatisfied with a decision of the Board of trustees must file written notice of appeal with the Board of Governors by submitting such notice to the President, within ten (10) business days after the date of the decision of the Board of Trustees. If the Board of Governor's agrees to consider the appeal, it will do so on a schedule established by the President, subject to any instruction received from the committee of the Board, which has jurisdiction of the subject matter of the grievance. The Board will issue its decision within ninety (90) business days after the receipt of the notice of appeal, provided that if the employee fails to comply with the schedule established for perfecting and processing the appeal, and thereby precludes a decision within ninety (90) days, the Board in its discretion may extend the period for decision or it may dismiss the appeal.

REMEDIAL ACTION

In an effort to prevent and/or eliminate sexual harassment at this institution, steps shall be taken to assure that all students and University employees are aware of the existing policy. Steps shall also be taken to assure all students and University employees that sexual harassment will not be condoned and will be met with swift and appropriate discipline. The victim will be protected from reprisals. Furthermore, all students and University employees will be made aware of their right to raise the issue of harassment and of the procedures for filing a complaint.

In the event that the Affirmative Action Committee determines that discriminatory conduct, in the form of sexual harassment, has taken place, it will be the responsibility of the Committee to make recommendations to the Chancellor for appropriate redress for the victim and disciplinary action for the offender. Contingent upon the nature of the offense, reprisal may range from a formal reprimand to termination of employment. These recommendations shall be included in the Committee's report to the Chancellor. The Chancellor will have final authority for implementing recommendation for remedial action.

Appendix C

ADA/504 GRIEVANCE PROCEDURES

The University has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: **Director of Veteran and Disability Support Services, 005 Murphy Hall, North Carolina A&T State University, Greensboro, NC 27411, 334-7765**, who has been designated to coordinate ADA compliance efforts.

1. A complaint shall be filed in writing and contain the name and address of the person filing it along with a brief description of the alleged violation of the regulations.
2. A complaint should be filed within **ten (10) working days** after the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. A hearing

Mandatory MAT Teacher Education Orientation Session

October 6, 2011
4:30 – 5:30 pm
160 Proctor Hall

Agenda



Welcome and Introductions

Dr. Loury Floyd



Admission to University and Teacher Education

Dr. Loury Floyd



Professional Core

Dr. Loury Floyd



Phase I and II Electronic Evidences

Dr. Loury Floyd



TaskStream®

Dr. Loury Floyd



Center for Internships and Study Abroad

Dr. Karen Guy



Licensure

Ms. Lori Jackson