

STUDENT GUIDE

Campus Life Living and Learning



CAROLINA
UNIVERSITY

2022-2023

UNIVERSITY FACTS

Colors	Navy, Gold, Red
Mascot	Bruins (Baron)
Theme Verse	Col. 1:18 That in all things Christ might have the preeminence
President	Dr. Charles Petitt
Founder	Dr. Charles Stevens
Founded	1945
Accrediting Agency	Transnational Association of Christian Colleges and School (TRACS)
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Telephone Number	336-725-8344 800-937-5097
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UNIVERSITY MISSION STATEMENT

We are a Christ-centered University committed to educating aspiring leaders worldwide through exceptional teaching, scholarly research, creative innovation, and professional collaboration.

UNIVERSITY CODE OF CONDUCT

Trustees, faculty, staff and students are encouraged to love God, love their neighbors as themselves, and live virtuous lives.

STUDENT GUIDE: CAMPUS LIVING

Living in community often means that there are certain rules, policies, and procedures residents must be aware of and abide by. It is required that every resident follow the policies and procedures of the Student Guide. Students are also responsible for and agree to abide by the information contained in this guide.

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COVID-19 POLICIES AND DIRECTIVES

Due to COVID-19, Carolina University and Campus Life reserve the right to alter policies in the Student Guide at any time to keep residents and the campus community safe. Campus Life will notify all residents if changes are made to the Student Guide while the halls are open and occupied.

Disruptive behavior related to COVID-19 will not be tolerated and may result in Student Conduct administrative action and/or removal from the residence halls. Examples of disruptive behavior related to COVID-19 include, but are not limited to intentionally spreading the virus, failure to comply with directives from Campus Life staff, and failure to adhere to required safety precautions such as wearing a face covering at all times while in public spaces in the residence halls.

Campus Life reserves the right to reassign residents to a new residence hall space or quarantine location as deemed necessary by the University.

Due to COVID-19, some Student Guide policies are different this academic year. These policy changes include:

- Overnight visitors are not permitted.
- Residents may not bring guests to a room, suite, or apartment without prior approval from all roommates and suitemates of the room, suite, or apartment.
- Residents may only host one guest at a time to a room, suite, or apartment. No more than ten people may be in an apartment or suite at any time.
- Residents have the option to wear face coverings in all public indoor areas of the University. This includes, but is not limited to, lounges, front desks, hallways, classrooms, community kitchens, laundry rooms, and mail rooms. The only exception is for residents with an approved accommodation from the Office of Campus Life, or dining hall food service activities.
- Residents may not exceed the posted adjusted occupancy total for public areas in the residence halls.

Please refer to the Carolina University COVID-19 webpage for the latest updates:
https://my.carolinau.edu/ICS/COVID-19_Dashboard.jnz

CAMPUS LIFE DICTIONARY

MAIN CAMPUS STUDENT DEFINED

A student that resides on campus or commutes to campus for in-person classes.

COMMUTER STUDENT (MAIN CAMPUS) vs ONLINE STUDENT DEFINED

A student residing within a 30-miles radius of campus, will be considered local and designated as a Main Campus student, requiring in-person attendance. Outside the 30-mile radius, students are eligible to enroll as an Online student but can enroll as a Main Campus student if attending in-person class is their preference. All students participating in a CU Sports Program are required to be Main Campus students.

RESIDENTIAL COMMUNITY

A residential community is the physical building and any community spaces within each residence hall. The residential community includes all residence halls, campus buildings and adjacent campus parking and walking spaces.

RESIDENT

A resident is a CU student who is living in one of the residential communities. All Main Campus students that are less than three years removed from high school graduation, must be a resident student, living in campus housing. A resident has agreed to the terms of the On-Campus Housing Contract and the policies in the Student Guide, outlined in this document.

GUEST

A guest is someone who is visiting a resident in one of the residential communities. Guests are required to abide by all University and campus living and learning policies. Guests may include another student or resident who does not live in the residential community they are visiting, a non-CU person, and/or a family member.

RESIDENT HALL ASSISTANT (RA'S)

RA's are student leaders selected by staff administrators to live in the residence halls as leaders and University representatives. They are trained to provide service and leadership capacities on behalf of CU for health and safety. Each residence hall floor has a designated Resident Assistant assigned to assist the Campus Life staff in maintaining a proper living and learning environment.

TEAM LEADERS

The Team Leader (TL) is essential to the Office of Campus Life, specifically in supporting the Residents Assistants and growing in their personal leadership development. The TL works within the Office of Campus Life alongside their RA and it is a great opportunity to learn and grow from their current RA. The purpose of a TL's is to build the foundation for future RA's at Carolina University.

DEAN OF STUDENTS

The Dean of Students is the senior staff officer for Carolina University directly responsible for all areas of student life and community living.

COLLEGE NURSE

CU employs a College Nurse with an office located in Stevens Hall 102. The Nurse has direct responsibility for the health of all community members at CU.

CAMPUS LIFE ADMINISTRATIVE ASSISTANT (CLAA)

The Campus Life AA is located in Deeds Hall and provides all administrative services necessary to the community life of each student. Identification cards, documentation, records and organizational functions all exist in this office.

COORDINATOR FOR STUDENT ACTIVITIES

The Coordinators for Student Activities is a vital part of the CU recruitment/retention team and serve as the primary staff officer for Convocation scheduling, retention components, and student activities. They are supervised by the Dean of Students.

STUDENT ACTIVITY ASSISTANTS

Staff members currently serve as Student Activity Assistants. These duties are shared and intended to assist students with planned activities during the week and occasionally on weekends.

HOUSEKEEPING STAFF

The Housekeeping staff, consisting of current students, is assigned to a residential community to perform general maintenance repairs reported within that specific community. The Housekeeping staff is responsible for cleaning all nine campus buildings, daily.

RESIDENT BEHAVIOR

Community living is a unique experience that has its own rewards and challenges. Residents are expected to conduct themselves in a manner that regards the rights of other students, respects the safety of persons and property, follows all University, local, state, and federal laws, and does not interfere with any other student's academic pursuits.

The following are examples of conduct that may result in administrative action and/or disciplinary action through the Office of the Dean of Students. Please note that this list is not exhaustive:

- Interference with, failure to cooperate or comply with, or failure to provide identification to any CU administrator, faculty member, staff person, and/or student staff person.
- Violating University and/or residence hall policies and procedures.
- Providing false information or identification to a CU faculty or staff member.
- Aiding or encouraging others to violate University and/or residence hall policies.
- Being present in a room, suite, apartment or other residential environment where policies are being violated.

Campus Life reserves the right to enforce its On-Campus Housing Contract and may take administrative action in response to student behavior and choices. The administrative actions may include a change in housing assignment or cancellation of the On-Campus Housing Contract. In the event the On-Campus Housing Contract is canceled, the student will be held responsible for the financial terms of the housing contract. Furthermore, because these actions are contractual in nature, no formal appeals process exists to review the outcome of administrative action by Campus Life or the Office of the Dean of Students.

If residents have questions about policies and how they are implemented, they can schedule an appointment with their Residence Hall Assistant or other designated CU staff members. Please refer to the Student Code of Conduct included with this guide.

RESIDENCE HALL PROCEDURES: MOVE-IN/MOVE-OUT

Each residence hall has a standard procedure for checking in and out of rooms. While the process listed below is relatively standard, residents should understand that the process may vary slightly by residential community. It is the responsibility of each resident to be familiar with and follow the procedures of each residential community when checking into a room, moving to another room, or checking out of a room.

Move-In Procedures

Residents are required to check in with the Campus Life Administrative Assistant (CLAA) or Dean of Students and complete the appropriate documentation before occupying a

room. When checking into a new room, residents must inspect the furnishings and condition of their room. Residents should bring to the attention of a hall staff member any damages or missing items they notice on move-in day and make certain these notations are included in their room inventory. Failure to complete your room inspection will result in automatic approval of inspection status as indicated by staff. The condition of the room will be evaluated by staff when the resident is checking out, and the resident may be charged for any missing furniture and/or damages that were not the result of normal wear and tear.

Move-Out Procedures

Residents must vacate their rooms within 24 hours of their last final exam at the end of each semester, unless given permission in writing to stay by Campus Life staff.

When vacating a room, residents must fill out the appropriate check-out documentation with their Residence Hall Assistant (RA) or the CLAA and return their keys where applicable. Upon moving, residents will be held responsible for any damages or removal of furnishings that were made during their time in the room.

Roommates are equally responsible for the condition of their rooms. When damages occur, roommates will be charged proportionally for the cost of repairs, unless specific responsibility can be determined.

For the protection of the resident, it is important to follow proper move-out procedures and complete room inventories. It is the responsibility of each resident to schedule a walk through with a hall staff member to take an inventory of his/her room before moving out to prevent charges for damages that may occur after the room has been vacated. The RA will make a final inspection of each room. During the final inspection, charges may be assessed for damages.

Failure to check out with a staff member will result in an improper check-out charge plus a lost-key fee where applicable. If a resident does not return his/her room key, there may be a charge for re-coring the lock.

ROOM CHANGE REQUESTS

If you are considering a room change, please contact the Dean of Students or the CLAA to explore your options.

In the case of room changes, the student has 48 hours after being notified of the reassignment to vacate the old room and complete all check-out procedures. Residents who do not plan to return to the residence halls in the spring must go through proper check-out procedures at the end of the fall semester.

HOUSING CONTRACTS

If you have questions about your housing contract, please contact Campus Life at campuslife@carolinau.edu.

EXTENDED STAY REQUESTS

Graduating seniors needing to stay until commencement or persons with other extenuating circumstances needing to remain beyond the 24-hour period must receive permission in writing from a Campus Life staff member. Permission for an extended stay is granted on a case-by-case basis and is not guaranteed.

PERSONAL PROPERTY IN RESIDENT ROOMS

Residents are to remove all of their belongings when moving out. Residents may leave their possessions in their rooms between the fall and spring semesters, provided they are assigned to the same room and registered for classes for the spring semester.

Carolina University is not liable for the loss of personal property left in residential communities between semesters or during holiday breaks.

PERSONAL PROPERTY INSURANCE

Carolina University does not provide insurance coverage nor take liability for personal property losses or damages. Therefore, residents should obtain personal property insurance through agents of their choice.

ABANDONED PROPERTY

Any and all property of a resident left in his/her residential community room, or apartment or in any community space within the residential community, after the termination of occupancy for whatever reason, may be removed or otherwise disposed of by the University at the risk and expense of the resident. The University shall in no event be held responsible for any property left on the premises by the resident. The resident shall pay to the University, on demand, all expenses in such disposition, including a reasonable charge for storage and/or removal; still, the University shall not be under any obligation to provide or arrange for storage, and the student consents to the sale, removal, discarding or any other disposition of the property by the University.

REMOVAL FROM HOUSING

Residents may be removed from University housing for several reasons. These include, but are not limited to, the cancellation of the On-Campus Housing Contract for conduct outside of community standards, the removal from housing by Carolina University's Office of the Dean of Students, or suspension or expulsion from the University. Regardless of the reason for the termination of a resident's on-campus housing, the resident will be held financially responsible for the full term of the contract unless they meet the criteria listed on the On-Campus Housing Contract.

RESIDENCE HALL POLICIES: RESIDENTIAL FACILITIES

CARE OF FACILITIES

Damaging, Destroying, or Defacing Property

Residents are held responsible for the condition of their rooms and the common/public areas such as the hallways, lounges and study rooms. Any resident(s) causing damage will be billed for repairs. In addition to being charged for repairs, they may be subject to administrative action and/or disciplinary sanctions. When no one is willing to accept responsibility for damages caused in a shared area, all residents of a room and sometimes even those of a wing or floor may share in the cost of repairs.

Decoration Policies

Any decorating tools which damage surfaces (for example, carpet tape, duct tape, double stick tape, glue, nails, tacks, staples, etc.) are prohibited. Adhesive strips are suggested as a method for securing lightweight decorations to walls and doors in the residence halls as long as residents apply and remove the adhesive strips correctly. Affixing objects to the walls or other room surfaces may pose safety hazards. If a resident chooses to do so, he/she assumes the personal responsibility for any damage or injury the object may cause.

An individual room may not have more than 30% of the total wall space covered with décor such as, but not limited to, paper, posters, fabric, flags, or drapery. A maximum of one wall can be completely covered with removable vinyl wallpaper. Wall coverings cannot damage walls.

Residents should only use spring tension rods for window treatments.

Ceiling fans, other than those provided in select apartments, are not permitted. Similarly, antennas or anything attached to windows or outside of buildings are not allowed.

Residents may not paint the walls, ceilings, floor, or furniture in their assigned living space.

ROOM FURNITURE

Furniture that is provided in resident rooms and accounted for on a room inventory must remain in the room. Residents are subject to disciplinary action as well as a \$25 charge for the unauthorized movement of furnishings or equipment belonging to the residential community, including the dismantling of University-owned furniture, in addition to any necessary repair or replacement costs of moved furniture.

Residents may not construct loft beds or arrange furniture in a way that is supported by construction materials (e.g., cinder blocks, wood, bed risers) or other furniture.

Water-filled furniture is not permitted.

COMMUNITY SPACES

In the residential community, public areas such as hallways, lobbies, restrooms, lounges, study rooms, kitchens, laundry rooms, and activity rooms are provided for the use of the residents. Removal or relocation of any furniture or items can be considered theft and may be handled by a fine, a charge for replacement, and administrative and/or disciplinary action. Personal belongings should not be left unattended. Personal belongings left in these common community spaces will be deemed "Abandoned Property" and may be disposed of at the resident's expense and result in disciplinary action. Behaviors deemed inappropriate by Campus Life staff members will be addressed accordingly.

RESIDENCE HALL POLICIES: SAFETY AND SECURITY

HEALTH AND SAFETY INSPECTIONS

Campus Life staff will conduct health and safety inspections for all spaces in residence halls and apartments. Health and Safety checks will be conducted in residents' rooms each semester and will be announced at least 48 hours in advance. All inspections are conducted for the purpose of compliance with University health standards, safety standards, and policies.

PROPPING OR DISABLING DOORS

In order to ensure safety and security in our residential communities, propping or disabling exterior doors to residential communities is prohibited, as is propping or disabling interior doors that are part of the egress path to exit the building. These include, but are not limited to, wing doors and stairwell doors. Additionally, it is prohibited for a resident to allow someone they do not know or someone who does not live in the building and is not their guest to enter the building behind them. All guests should be escorted by the resident they are visiting at all times.

Residents in any suites/apartments are encouraged to lock and secure their interior door when they are not present. However, residents are encouraged to open or prop their interior door while they are present to build community within their apartment.

EXTENSION CORDS

Only power-strip/surge protectors with on/off switches are allowed, and they must be plugged directly into the wall outlet. Lamps with outlets are allowed. Extension cords and multi-plug outlet covers are not allowed on campus, including residence halls. Refrigerators, microwaves, and mini-fridges must be plugged directly into wall outlets.

SMOKE DETECTORS

Residents should not test the smoke detector; this will cause a response by Winston-Salem Police, Winston-Salem Fire Department, and University officials. Residents should not cover, dismantle, or otherwise tamper with residential community smoke detector equipment. If a resident believes there is a concern or problem with their smoke detector, they should report the problem through the online maintenance request system, facilities@carolinau.edu, to a residence hall staff member, or to the Office of the Dean of Students.

FIRE PREVENTION STRATEGIES

Items that are a potential fire hazard are prohibited in residential communities. This list includes but is not limited to:

- Candles (unless wicks are completely removed)
- Space heaters
- Halogen lamps
- Open flames such as matches, lighters, etc.
- Use or possession of incense
- Use or possession of fireworks or firecrackers
- Use or possession of combustible paints or liquids, including lighter fluid
- All types of grills.
- Doors that are over 50% covered with paper, posters, etc.
- Total walls that are more than 50% covered with paper, posters, etc.
- The use or possession of tobacco, e-cigarettes, hookahs, or any other item that emits smoke
- Mopeds, motorcycles, motor-scooters, or other gas combustible engines within the hall or apartment community
- Appliances with exposed heating elements, including but not limited to space heaters, heating lamps, toasters, griddles, waffle makers, George Foreman Grills, or camping burners/stoves, and electrical zappers for flies or insects
- Remote control devices, such as drones, which may trigger sprinklers

FIRE DRILLS

Campus Life will conduct fire drills in all residence halls each semester. Fire drills will not be announced ahead of time. All students are required to exit the building when the fire alarm sounds.

ROOM ENTRY

The University reserves the right to enter residence hall rooms and apartments to check general conditions, to perform custodial service, to make repairs, to clear a space for a new resident, to handle emergencies, to ensure compliance with University rules and regulations or if there is reason to believe that a health or fire hazard exists. Entry under the above conditions will not be used as a means to search a room for prohibited items.

Where there is a legitimate reason, however, University officials reserve the right to search a room with the consent of the occupying resident or with the written authorization of the President of the University or the Dean of Students. When possible, it is desirable for the resident to be present when a search is made. During official closedown periods, residence hall staff members will check all rooms prior to closing the building to ensure rooms are secured and proper closedown procedures have been followed.

Campus Life staff members or appropriate University officials reserve the right to confiscate items they deem to be offensive, harmful, or are a violation of Campus Life University policies. Following notification of such action, residents will have two weeks to arrange for alternate storage off-campus. Some items may be retained indefinitely if criminal or student conduct charges are pending. Following this time period, Campus Life may dispose of any and all confiscated property without financial liability.

RESIDENCE HALL POLICIES: STUDENT RESPONSIBILITIES

BATHROOMS

Community Bathrooms

It is each resident's responsibility to help keep the community bathrooms clean and usable for other residents between scheduled cleaning by Carolina University Housekeeping. Community bathrooms are cleaned daily on weekdays. Guests of the opposite gender may not use community bathrooms. Residents should report any concerns or problems with the community bathroom to a residence hall staff member or submit a work order to facilities@carolinau.edu. Toilet paper is provided in community bathrooms. Usage restrictions may apply due to COVID-19 safety protocols.

Suite/Private/Apartment Bathrooms

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility. Toilet paper and cleaning supplies are provided in connecting or private bathrooms.

BICYCLES

Bicycle racks are provided outside the residence halls. Residents may store their bicycles in their room with the agreement of their roommate(s). Residents may not store their bicycles in hallways, stairways, bathrooms, or community storage closets. It is prohibited for residents to secure their bicycles to handrails, benches, or trees. The University may remove at the owner's expense any bicycle improperly secured to anything other than a designated bike rack. Residents are encouraged to use a U-Lock to secure their bicycles to bike racks. Campus Life is not responsible for stolen bicycles.

EMAIL

Campus Life will communicate with each resident through their Carolina University email account. In accordance with Carolina University's IT policy, Carolina University may send official correspondence via email to faculty, staff, or students using the email address as assigned by Carolina University. Each faculty, staff, or student is personally responsible for checking his/her email on a regular basis for receipt of official University correspondence.

Residents will be held responsible for any and all communication sent to their Carolina University email account.

KEYS AND ACCESS

Policies Regarding Keys and ID Cards

The Campus Life Administrative Assistant will add access to a resident student's ID card for their assigned building and room when they move in. Where applicable, staff will also issue room keys. The student is responsible for the ID card and key and should carry both at all times. Residents should never leave their rooms unlocked. Residents may not loan their keys or student ID cards to another individual to use for any reason. Additionally, a resident may not give anyone access to the building and/or their room by any other means.

Residents are responsible for their keys at all times and must return them at time of check out. Failure to return any issued keys will result in a lock-change for the room or apartment for which the student will be billed.

Lockouts

If residents are locked out of their room, they should contact their designated RA. Residents may not duplicate University keys to tamper with locks.

Lost ID Cards

If a resident's ID card is lost, damaged, or does not perform needed functions as expected, the resident should take it to the Office of Campus Life. There is a \$25 fee to replace a lost or damaged card.

Lost Keys

Residents should immediately report to the residence hall staff if they have lost a key. A lost key will usually result in the lock being changed for the safety and security of the space. A lock change fee will be charged to the resident's student account.

PARKING

Residential and commuting students are required to register their vehicles by completing the online registration form available on the student portal. Once the form is completed and the permit issued, the student will receive an email notification from the CLAA indicating the permit is available in the Office of Campus Life. Parking permits cost \$150 for one school year.

QUIET HOURS

Courtesy Hours

All of our residential communities observe courtesy hours 24 hours per day. Noise should be maintained at a reasonable level at all times. Any actions that infringe on the rights of others to sleep or study will be addressed by the hall staff.

Speakers or other sound equipment may not be at a volume that disrupts the community.

Quiet Hours

Quiet hours have been established in all residential communities to ensure residents have the opportunity to exercise their primary rights to sleep and study in their own rooms and apartments. At a minimum, quiet hours are from 11:00 PM until 10:00 AM daily. Residents are responsible for knowing the quiet hours for their community.

During Quiet Hours, noise should be limited to a level that could not disturb the nearest neighbor's attempts to sleep or study. This standard will be upheld whether or not the neighbors are present.

Twenty-four hour quiet hours are observed during study days and finals for each semester. Beginning and ending dates will be posted in each residential hall.

ROOMMATE COMMUNICATION

Roommates and suitemates should arrange times to discuss one another's needs, expectations, and common courtesies in the living situation. Topics that might help roommates discuss would be their schedules, cleaning expectations, and guests.

ROOMMATE CONFLICT

Residents who are experiencing persistent conflicts with their roommate(s) are highly encouraged to discuss problems and concerns with their roommate(s). However, Campus Life staff and

Residence Hall staff are available for assistance if needed. We encourage residents to use the following steps when approaching a roommate conflict.

- Step 1:** Speak to the person causing the interference and courteously request the behavior be modified.
- Step 2:** If the request does not produce satisfactory results, contact a Campus Life staff for assistance.

TRASH

Residents are responsible for taking their own trash directly to the trash dumpster located near their residential community. Residents not complying will receive a conduct violation from the Office of the Dean of Students.

VISITATION PRIVILEGES

Guests are welcome in the public (lobby/lounge) areas of each residential community at any time for academic and social activities as long as they are with their resident. Guests should be escorted by the resident they are visiting at all times. Due to COVID-19, guests are not permitted in your assigned space without prior approval of roommates and/or suitemates. Residents may only host one guest at a time.

Campus Life provides the privilege for students to host guests of the opposite sex during specific times for collaborative study, spiritual enrichment, and social interaction. Guests must abide by the following guidelines:

- Same sex guests may not stay longer than three-nights per semester.
- Visitation times are posted in each residence hall. Midnight is the standard time for visitors to exit each room.
- A resident is responsible for the behavior of his/her guest and will be liable for any damages and/or held responsible for any policy infractions caused by the guest.
- A guest may not check out a key.
- Guests are not permitted to stay overnight in the residence halls before the first class-day, during finals, or after the last class-day of each semester.
- Guests must be escorted through the hallways as any other non-resident, non-staff member would be.
- Current residential students are welcome to visit from 11:00 a.m. to midnight.

Guests under the age of 18 are only permitted for specially approved University events. Written permission must be granted by the Assistant Deans of Students.

WINDOWS

Residents should ensure windows are closed and locked at all times for both the safety of the community and to prevent impairing the heating and cooling system of the residential facility. Students are prohibited from displaying any inappropriate or obscene material in their windows. Political material is permitted if it is not disruptive, inappropriate, or obscene.

PROHIBITED ITEMS AND BEHAVIORS

ALCOHOL AND OTHER DRUGS

Carolina University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or designer drug on or off the campus. This includes but is not limited to prescription medication without an appropriate prescription, and the storage and brewing of any alcoholic beverage.

Possession or use of any consumable hemp products on University property or non-University property, whether owned or controlled by the University, is not permitted. Products that are FDA

approved for use as food ingredients or cosmetics are permitted on University property. Hemp-derived products that are legally produced and/or sold in North Carolina, but not approved by the FDA for use as food ingredients or cosmetics, such as CBD oil, may be stored in privately owned or leased motor vehicles parked on a street, driveway or in a CU parking lot. The University prohibits the possession of such products by students in premises that it owns or controls.

It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus (which includes the resident halls) or at a University-related activity off campus, regardless of age. Anyone violating these policies is subject to administrative and/or disciplinary action. In addition, alcoholic beverage containers may not be used for decorative purposes, as well as paraphernalia (e.g. posters, signs, or rugs) are prohibited. Possession of these items may result in administrative and/or disciplinary action.

APPLIANCES

Residential spaces without individual kitchens are not equipped to cook full meals. Most electrical appliances will place strain on the wiring system, which creates a fire hazard. All appliances used in residence halls must be UL approved and should be properly maintained by the student. Fridges, microwaves, and mini-fridges must be plugged directly into wall outlets.

Residential Spaces Without Kitchens

For any residential spaces without kitchens, the following policies regarding kitchen appliances apply.

Allowed:

- Air popcorn poppers
- Hot pots
- Approved mini-fridge units
- Personal coffee pots (no larger than 12 cups) including a Keurig
- Electric kettles with automatic shut-off
- Refrigerators which use no more than 1.5 amps and are no more than 40 inches tall.
- Only two mini-fridge units are permitted in a room

Prohibited: Please note this is not an exhaustive list.

- Any appliance with an exposed heating element
- Space heaters
- Crockpots/rice cookers
- Deep freezers
- Deep fryers/Air fryers
- Electric skillet
- Griddles
- Hot plates
- Stand-alone microwaves
- Toasters (pop-up and ovens)

Residential Spaces with Kitchen

Residents living in the apartment with a full kitchen must adhere to the list of approved and prohibited items. This policy refers to units with full kitchens in Stevens Hall-Third Floor. (See the CLAA for this list.)

GAMBLING

Consistent with Carolina University's Student Code of Conduct, residents will not unlawfully conduct, organize, or participate in an activity involving a game of chance, including but not limited to gambling, casino, or sports wagering.

DISRUPTIVE BEHAVIOR

The following behavior is not permitted inside any residential community. This includes, but is not limited to:

- Athletic activities in the apartments, residence hall, or parking lot
- Roughhousing
- The use of any type of stick to strike a ball
- The use of any type of ball or Frisbee
- Pranks
- Riding bicycles or skateboards in the residence halls
- Shaving cream and powder fights
- Throwing, dropping, or handing objects from windows
- Water fights
- Water balloons
- Food or beverage items left in hallways.

HAMMOCKS

Hammocks may only be used in designated areas on campus. Hammocks may not be hung in residential rooms or outdoor structures of a residence hall not explicitly designated for hammock use.

MISUSE OF UNIVERSITY PROPERTY

Students should be aware of and refrain from the following misuses of University property:

- Tampering with any University property, including security and fire safety equipment. Such actions can result in a \$500 fine and removal from housing without a refund of the On-Campus Housing Contract fee.
- Hanging clothes, rugs, towels or other items from life safety equipment such as fire sprinklers, window openings, security bars, porch swings, shrubbery, or pipes.
- Unauthorized entry into secured or restricted areas or areas not open to the general public, including but not limited to vacant residential rooms within residence halls and storage areas.
- Dismantling door hinges in residential rooms. Tampering with hinges is a fire hazard and can result in fines or disciplinary action.

MOTORCYCLES, MOPEDS, AND HOVERBOARDS

Mopeds, motorcycles, gas combustible engines, and any type of flammable fuels are not permitted inside any residential community. Further, these vehicles are prohibited from parking on walkways or near doorways.

The use of hoverboards, self-propelled scooters, self-balancing scooters, and other similar lithium battery-powered transportation devices are not permitted inside any residential facility. Lithium battery-powered transportation devices may not be stored in any residential facility unless it is UL certified (UL-2272 standard).

OBSCENE MATERIAL

Obscene material, including but not limited to, pornographic literature, X-rated movies, posters depicting full or partial nudity, displays of profanity (verbal or written), and language or images that are offensive to others are prohibited from all on-campus residential communities. This standard also applies to obscene material on computers.

PETS

Pets are not permitted in any residential facility or on the complex grounds. Friends or relatives who visit will need to make other arrangements if their pets are with them. Harboring pets could result in administrative and/or disciplinary action. Residents who have been approved to have service animals on campus should be referred to the Office of Campus Life for regulations and approval.

SERVICE ANIMALS

Animals used by disabled individuals as service animals are not pets and may be allowed on Carolina University campus, in accordance with Section 504 of the Rehabilitation Act of 1973 ("Rehab Act"), the Americans with Disabilities Act of 1990 ("ADA"), and state law.

Service animals are defined as dogs that are individually trained to do work or perform specific tasks for individuals with disabilities. As of March 15, 2011, only dogs are recognized as service animals by the ADA titles II and III. Service dogs must be individually trained to work or perform tasks for people with disabilities, including, but not limited to, guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service dogs must wear a rabies tag. If an animal other than a dog is to be used as a service animal, the Dean of Students must approve the health requirements regarding that animal.

If a Main Campus student seeks reasonable accommodation for a service animal while attending CU, the student must contact the Office of Campus Life at least thirty (30) days in advance of when the accommodation is needed. NOTE: Main Campus student is defined as a student attending in-person classes.

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA and are not permitted on CU campus.

SEXUAL CONDUCT

Campus Living & Learning supports the Carolina University Policy on Sexual Conduct, which can be found in the CU Code of Conduct.

SOLICITATION, POSTING & STUDENT-RUN BUSINESSES

Soliciting in residential communities is restricted to protect residents from unwanted disturbances. Soliciting on the wings of the hall (residential areas) is strictly prohibited unless prior approval is obtained under the Campus Solicitation Policy. Residents should report all solicitors to the receptionist desk in Deeds Hall or Carolina University Department of Public Safety at 336-714-7996.

Campus organizations or individuals desiring to post notices or sell items in the residence hall lobbies must receive written permission from the Campus Life office as well as submit the related paperwork for approval.

Residents cannot use the residence halls to advertise, promote, or operate a business venture which may include but is not limited to renting out on-campus rooms using websites like Airbnb, running a daycare, food service operations, and/or direct sales business.

SMOKING

Consistent with Carolina University's Student Code of Conduct, the use of all tobacco products is banned on all property that is owned, operated, leased, occupied, or controlled by the University. Furthermore, tobacco, including but not limited to cigarettes, cigars, smokeless, dipping, pipes, or related paraphernalia is not permitted in residence halls. Violations of this policy may be addressed through administrative action and/or disciplinary action.

Electronic Cigarettes

The use or storage of electronic cigarettes (e-cigarettes/vaping) is not permitted in any residential community.

Hookahs

Consistent with Carolina University's Student Code of Conduct, hookahs, bonges, and water pipes are not permitted anywhere on campus, including residence halls.

THEFT OF STATE & LOCAL PROPERTY

Possession of stolen property is illegal and can result in administrative and/or disciplinary action and criminal charges. Traffic equipment, building signs, business signs, and dining hall cups, plates, and utensils, etc., are examples of stolen property not permitted in residential communities. Street signs, fire hydrants, and construction cones not purchased by the resident, as evidenced by bill of sale, are subject to removal and reporting to the Public Safety Department and the Dean of Students Office.

WEEKLY ROOM INSPECTIONS

RA's will complete weekly room inspections for his/her resident hall. A notification of when the inspection will occur will be communicated to each resident at an appropriate time to allow the resident time to clean and make preparations for the inspection. If a resident has a conflict with the scheduled inspection time, it is the responsibility of the resident to contact the RA to reschedule the inspection. Each resident must be present for the inspection or a \$15 fine will be charged to the student account. Should the room not meet the cleaning expectations, the resident student could receive a fine of \$30.

WEAPONS/EXPLOSIVES

Weapons are prohibited in the residence halls. This includes, but is not limited to:

- Air rifles
- BB guns
- Paintball guns
- Dart guns
- Blow guns
- All gun accessories and components (shell casings, bullets, scopes)
- Non-kitchen knives (kitchen knives need to be less than 5 ½ inches)
- Steel-tipped darts
- Nerf guns
- Pellet pistols
- Pepper spray
- Bows and arrows
- Shot guns
- Sling shots
- Stun guns
- Swords
- Water balloon catapults or launchers

Furthermore, explosives, including ammunition and fireworks, are not permitted on campus, including University operated student mailboxes. Possession or use of these items will result in administrative and/or disciplinary action. Students should consult the Student Code of Conduct for weapons prohibited on campus.

CHARGES FOR DAMAGES

The following table includes an example of the approximate charges for damages or repairs that must be made due to neglect or improper use by residents. Charges may increase or decrease dependent on the extent of the damage. This list is not exhaustive. Please direct any questions you may have to your hall staff.

General Charges	
Improper check-out	\$25
Rekey a lock/Lost Key/Did Not Return Key	\$45
Issue an ID replacement card	\$25
Return furnishing to designed room	\$25 per piece
Room Cleanliness	
Failure to be present during weekly inspection	\$15
Room not clean during weekly inspection	\$30
Room space not cleaned (dusting, mopping, or vacuuming needed)	\$25 per resident
• Excessive cleaning required	\$50 per resident
Apartment or suite-style bathroom	\$25 per resident
Apartment kitchen	\$25 per resident
• Excessive apartment kitchen clean	\$50 per resident
Carpet removal	\$50
Remove carpet tape	\$25
Remove stickers / double-sided tape	\$1 per sticker
Room Repairs	
Bed frame	Actual cost
Blinds	\$10 per slat + \$30 restring
Blind wand	\$15
Replace blinds	\$100
Ceiling tiles	\$5 per tile
Chair	Actual cost
Chest of drawers	Actual cost
Desk	Actual cost
Dismantling University furnishings	\$25 per piece
Door	
• Replace damaged or severely scarred door	Actual cost
• Cleaning of marker or other defacement	\$25 per side
Electrical outlets	Actual cost
Furniture refinishing due to carvings or other defacement	\$100
Floor	
• Repair/replace vinyl floor tile	\$25
• Repair/replace sheet vinyl	Actual cost
• Repair/replace ceramic tile	Actual cost
• Repair/replace carpet	Actual cost
Holes in wall	
• Nail holes	Varies
• Larger holes	\$25
• Paint chipped	Varies
• Paint entire wall	\$25
Light switch	
• Cover plate	\$5
• Replace switch	\$15
Mattress	
• Stained or defaced	\$25

• Replace standard twin size	\$120
• Replace extra-long twin size	\$130
• Replace full size	\$150
Overhead lights (NV / BV)	\$25
Overhead lights (all other)	\$10
Replace missing/broken fluorescent light bulb	\$10
Residential technology	
• Damaged phone/internet jack	\$35
• Damaged coaxial cable	\$35
• Jack missing	\$175
• Missing cover	\$50
• Missing back bracket	\$50
Sink	Actual cost
Sink light	\$50
Smoke detector (missing or damaged)	\$25
Towel rack	\$30
Tub/shower	Actual cost
Vanity	
• Sink	Actual cost
• Cabinet	Actual cost
• Light	Actual cost
• Mirror	Actual cost
Windows	Actual cost

CAMPUS LIFE

PURPOSE

The purpose of the Campus Life Department is to live up to its name – *to serve students*, and to help students with academic and co-curricular matters during their time at CU.

The goal is to create a campus environment that is a positive experience for every student who studies at Carolina University. We embrace a student-centric culture of service that is respectful and designed to produce positive outcomes.

CAMPUS LIFE DEPARTMENT

Dean of Students

The Dean of Students is responsible for the oversight of the residence halls, food services, and housekeeping employees, student activities, and student discipline on the CU campus.

College Nurse

The Nurse has direct responsibility for the health of all community members at CU.

Campus Life Administrative Assistant

The Campus Life Administrative Assistant supports daily operations in the Office of Campus Life, assists the Dean of Students in oversight, and serves as the information hub for staff and students.

Coordinator for Student Activities

The Coordinator for Student Activities is a vital part of the CU recruitment/retention team and serve as the primary staff officers for Convocation scheduling, retention components, and student activities, and is supervised by the Dean of Students.

Residents Assistants

Each residence hall floor has a Resident Assistant (RA) chosen by the Office of Campus Life. The RA's serve as employees of the Office of Campus Life. They are responsible for providing guidance in the residence halls, general assistance in residence living, oversight to ensure healthy cleanliness, and leadership in campus life and CU community. They are a friendly source of information for students.

Team Leaders

The Team Leader (TL) is essential to the Office of Campus Life, specifically in supporting the Residents Assistants and growing in their personal leadership development. The TL works within the Office of Campus Life alongside their RA and it is a great opportunity to learn and grow from their current RA. The purpose of a TL's is to build the foundation for future RA's at Carolina University.

BUSINESS DAY DEFINED

A business day is a full day and refers to Monday through Friday, 8:00am to 5:00pm. Example: If an offense occurs at 9:00am Tuesday, within three business days would end on Friday at 5:00pm.

CAFETERIA

Meals for resident students are included in the required room and board fee. Fees for room and board may not be separated. Effective Fall 2022, all Commuter students will be charged for a Commuter Meal Plan. This includes five-meals per week per semester (Fall/Spring). To help

accommodate student schedules, the Cafeteria will now offer continual service which means they will be opened lunch through dinner.

LOST AND FOUND

Items left unclaimed on campus will be collected and turned into the Campus Life Department. Items may be claimed during regular business hours.

SPIRITUAL LIFE

CONVOCATION PROGRAMS

The purpose of Convocation is to enhance personal, professional, intellectual, and social growth as we explore current issues, wrestle with complex problems, learn leadership skills, and think through the big questions. Expect a variety of subjects, speakers, performances, and presentations. Students will engage with dynamic leaders from across the spectrum.

CONVOCATION ATTENDANCE GUIDELINES

Convocation program attendance is required and monitored for all Main Campus, residents, commuters and athletes. Each semester, all students receive information regarding Convocation attendance requirements. Those attending should demonstrate respect during sessions by refraining from talking, texting, sleeping, etc. Any meeting or activity scheduled during Convocation must be approved by the Dean of Students no less than 24 hours in advance. All full-time main campus students are required to participate Convocation each week. No food or drink is permitted during Convocation services.

This year Convocation services will be held at Christ Moravian Church every Friday, 10:45-11:30 a.m. There will be 10 sessions in the Fall; 10 sessions in the Spring. Students are allowed one Convocation absence in Session 1 and one in Session 2. When a student has missed three or more Convocations at the end of each semester, a fine of \$25 for each absence will be applied to the student account.

HALL HUDDLES GUIDELINES

Hall Huddles are conducted bi-monthly for each residential hall. At the beginning of each semester, the RA will coordinate the best time for his/her Hall Huddle. Attendance is required for all resident students. Residents are allowed one absence in Session 1 and one absence in Session 2. When a resident student has missed three or more Hall Huddles at the end of each semester, a fine of \$25 per absence will be applied to the student account.

ACADEMIC LIFE

ACADEMIC ASSISTANCE PROGRAM

The Academic Assistance Program is designed to meet the needs of first-year, degree-seeking students whose ACT scores and/or high school grades do not meet the criteria for general admission. This program consists of a prescribed set of courses selected to develop the skills needed to succeed at CU. The hours are limited, but the student's progress will be monitored.

THE GEORGE M. MANUEL LIBRARY

The George M. Manuel Library is a great asset in the learning process. The Manuel Library offers solid in-house and online collections along with numerous helpful services to meet the needs of every student. For complete information and access to the resources and services, go to the Library's website: <https://library.carolinau.edu/> .

EXAMINATIONS

All tests must be taken at the time and place specified. Exceptions other than sickness must be cleared with the professor beforehand. Make-up tests, if allowed by the professor, must be taken within one week of return to class. Arrangements for the time and place to make up the test must be made with each professor.

TEXTBOOKS AND BOOKSTORE

The CU Bookstore is located at mbsdirect.net. The bookstore provides a complete list of classes and required textbooks. Students must use the CU Bookstore for all textbook voucher purchases. Students may also purchase textbooks from other book stores or online sources.

CLASSROOM BEVERAGES AND FOOD

Students are allowed to have covered beverages in the classrooms. Food in the classroom is up to the preference of the professor.

CLASS CANCELATIONS AND ABSENT PROFESSOR RESPECT GUIDELINES

In most cases, an announcement will be made or a notice will be posted on the classroom door when a professor finds it necessary to cancel a class. If the professor is not present in the class after five minutes, one student should check with the Registrar's Office for any available information. If the professor has left instructions, those instructions must be followed. If there are no instructions, the class must wait for the professor for 15 minutes from the beginning of class (time stated on the printed schedule). If at the end of 15 minutes the professor has not come to class or left instructions, the class may leave. The class should sign an attendance sheet and leave it with the Registrar.

INCLEMENT WEATHER POLICY

The basic policy of the University is that we do not close for inclement weather. We do so only in cases of severe conditions (Example: excessive accumulations of snow or ice).

A decision will be made as early as possible and recorded on the CU Phone System (Dial 336-725-8344, #5; 336-747-1100; or extension 1100). An email including a weather update will be sent to your email address. When major changes occur, weather information will also be posted on the web. When necessary, closings will be announced on appropriate radio and television stations. The Assistant Dean of Students for Campus Life is responsible for this decision and communication.

If classes are held, faculty members should make every effort to meet with their students. Staff members are expected to report to work as soon as possible. Anyone who concludes their travel is potentially unsafe has the option to stay at home. Commuting students who cannot travel will be excused.

ONLINE STUDENT IDENTIFICATION

Online student identification is based on course syllabus policy statements, student affirmation on every assignment and examination, chat room participation, telephone interviews, institutional email addresses, password protected course, and portal access. The University policies of privacy and integrity find their rationale in federal law and must be complied with.

ONLINE WITHDRAWAL PROCEDURE

A student wishing to withdraw from the University must complete the Withdrawal Form found on the student portal. Failure to withdraw correctly can have significant financial and academic penalties.

If students' attitudes or conduct do not conform to their pledge, the University reserves the right to request withdrawal. The same holds true if students demonstrate they are unsuited to the work of the University because of their inability to maintain a satisfactory grade point average.

Grades are recorded as Withdrew Passing or Failing as of the day of withdrawal. Financial obligations are also computed as of that date. Refund information for withdrawals is found in the annual Schedule of Fees at <https://carolinau.edu/>. Online students will remain active for up to three semesters after taking their last class. Re-application is necessary for any online student who has been out for three semesters or more.

ATTENDANCE AND PUNCTUALITY POLICY

In general, regular attendance is necessary for the student to receive full benefit from the University experience; therefore, absences should be taken seriously.

Face-to-Face Classroom and Online Live Streamed Synchronous Course

With the understanding students have the choice to utilize the live classroom and/or the online integrated synchronous classroom, the following attendance policies apply to both approaches simultaneously.

Student Absence Management

- a) Absences, for any reason, count toward the Maximum Total Number of Absences allowed.
- b) In 080-099, 100, and 200 level courses that are scheduled over the length of a normal semester, students will receive a two-point reduction in the final grade for each absence beyond the following (or equivalent clock hours):
 - 1 absence in a class meeting 1 time per week
 - 2 absences in a class meeting 2 times per week
 - 3 absences in a class meeting 3 times per week
 - 4 absences in a class meeting 4 times per week
- c) In 300 and 400 level courses, all absences will follow the make-up work policies listed below.
- d) If a student exceeds the Maximum Total Number of Absences allowed in any course, the student automatically fails the course.

Maximum Total Number of Absences allowed for ANY reason:

- 3 absences in a class meeting 1 time per week
- 7 absences in a class meeting 2 times per week
- 11 absences in a class meeting 3 times per week
- 14 absences in a class meeting 4 times per week
- 1 day (8 hours) in a one-week (5-day) module

Tardy, Early Departure, and/or Partial Attendance

- a) When a student is late to class three times and/or departs early three times, this will count as one absence.
- b) Students who miss more than 25% of a single class meeting will be counted absent for the entire class.

Inclement Weather Absences

- a) Absences due to inclement weather closing or delays are not counted into the maximum total number of absences.
- b) Weather absences are determined based on the University's Inclement Weather Policy.

Make-Up Work Policy

The University sees the following absences as immediately available for make-up work:

- a) Absences that occur because a student is taking part in a CU sponsored event;

- On a weekly basis, the Coach, Staff Advisor, or Faculty Advisor will send the faculty a list of all students who will be absent that week; the list will include student names, dates and times of absence(s), and the nature of the absence.
 - Prior to each absence, students who will be absent are expected to contact each of their professors to inform them of their absence and request assignments and their due dates to ensure full credit.
 - Students must complete all work assigned on days missed, according to the specifications of the professor. Students should make every effort to complete assignments early, if possible.
- b) Illnesses
 - c) Funerals
 - d) Selected school-sponsored class trips or projects that meet divisional or degree requirements.
 - e) Other situations the Academic Council Committee collectively deems as having merit or basis.
 - f) All other course make-up work policies will be included in the course syllabus.

Professor's Responsibility

- a) Professors must take roll every class period and make the attendance record promptly available to the students via the student portal.
- b) The professor's policy on make-up work for absences not covered above and tardiness must be included in the syllabus.
- c) Professors are encouraged to include attendance incentives in their syllabus.

Student's Responsibility

- a) Students, especially those involved in CU athletic or ministry teams are expected to inform professors prior to a scheduled absence and make arrangements for work to be made up at the professor's discretion to ensure full credit.
- b) Upon an unexpected absence from class, the student should contact the professor immediately to discuss make-up work.
- c) Students should keep track of their absences in each class, and resolve any discrepancies with the professor's posted record of attendance as soon as possible.
- d) Students should not wait until the end of the semester to deal with any concerns about absences.

Appeals Process for Attendance Policies

- a) Appeals regarding a professor's decision concerning make-up work are to be directed in writing to the Dean, or faculty chair of the appropriate school.
- b) In extreme circumstances a student may appeal the Maximum Total Number of Absences in writing to the Registrar's Office with documentation for every absence.

Online Asynchronous Course Check-In and Participation Policy

1. Enrolled online students must check-in to courses, continue with assigned work or officially withdraw.
2. Failure to check-in will result in administrative withdrawal from the course.
3. Ongoing participation will be based on the student fulfilling the weekly requirements of a course.
4. Students who withdraw after the check-in period may receive a grade of "WP" or "WF."
5. Students who check-in to a course and fail to maintain ongoing participation but do not officially withdraw will receive a grade of "F."

ACADEMIC INTEGRITY AND MISCONDUCT

DEFINITION OF ACADEMIC INTEGRITY

Academic integrity is honest and responsible scholarship, research, information collection, and presentation. The University expects students to submit assignments that are original to them and properly cites and references from other people's ideas using the prescribed style guide. Students at CU are expected to follow the letter and the spirit of academic integrity in all assignments. The foundation of University success is academic integrity. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career. If a student is uncertain about an issue of academic honesty, he/she should consult the faculty member to resolve questions prior to the submission of the academic exercise.

Maintaining your academic integrity involves:

- Creating and expressing your own ideas in course work;
- Acknowledging all sources of information including verbal, written, digital, graphic;
- Completing assignments independently or acknowledging collaboration;
- Accurately reporting results when conducting your own research or with respect to labs;
- Honesty during examinations.

FORMS OF ACADEMIC MISCONDUCT

The following is a list of common issues students struggle with in the pursuit of academic integrity. This list, although extensive, should not be considered exhaustive in definition or example.

Academic Technology Misuse

Academic technology misuse is the unauthorized use of technology/software to complete an assignment.

- Example of misuse is the unauthorized use of a digital Greek or Hebrew lexicon in a timed examination.

Cheating

Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

- Examples of cheating include completing an examination while looking at another student's examination, using external aids (i.e., books, notes, calculators, conversation with others) unless specifically allowed in advance by the faculty member, and/or having others conduct research or prepare work for you without advance authorization from the faculty member. This includes, but is not limited to the services of commercial or black-market term paper companies.

Complicity

Complicity is intentionally or knowingly helping or attempting to help another to commit an act of academic misconduct or dishonesty. Collaboration and sharing of information are characteristics of academic communities. These become violations when they involve dishonesty.

- Examples of complicity include knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the materials to be tested before the scheduled exercise; collaborating on academic work knowing the collaboration has not been approved and will not be reported; taking an examination or test for another student, or signing another's name on an academic exercise.

Fabrication or Invention

Fabrication is the intentional invention and unauthorized alteration of any information or citation in an academic exercise.

- Examples of fabricated or invented information would be to analyze one sample in an experiment and then invent data based on that single experiment for several more required analyses or a student taking a quotation from a book review and then indicating the quotation was obtained from the book itself.

Falsification

Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record.

- Falsification of institutional records includes altering or forging any document and/or record, including identification material issued or used by the University.

Forgery

Forgery is defined as the act to initiate or counterfeit documents, signatures, and the like.

Multiple Submissions

Multiple submissions are the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of all classes for which the student submits the work.

- Examples of multiple submissions include submitting the same paper for credit in more than one course without all faculty members' permission and making revisions in a credit paper or report (including oral presentations) and submitting it again as if it were new work.

Plagiarism

Plagiarism is the use of another person's distinctive ideas or works without acknowledgment. All researchers are expected to acknowledge the use of another author's words by using quotation marks around those words in the text of a paper accompanied by appropriate citations. The failure occurs in oral, written, or media projects submitted for academic credit or some other benefit.

- Examples of plagiarism include (but is not limited to), the following:
 - Word-for-word copying of another person's ideas or words.
 - The mosaic (interspersing of one's own words here and there while, in essence, copying another's work).
 - The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).
 - Submission of another's work as one's own.
 - Having another person write or correct a paper.
 - Buying or procuring a ready-made paper from a research paper "service" on the internet or from another such service.
 - Neglecting quotation marks on material that is otherwise acknowledged.
 - Fabrication of references (inventing or counterfeiting sources).

Sabotage

Sabotage is acting to prevent others from completing their work.

- Hiding, stealing or destroying library or reference materials, computer programs, or willfully disrupting the experiments of others.
- Stealing or destroying another student's notes or materials or having such materials in one's possession without the owner's permission.
- Tampering in any way with University software.

CONSEQUENCES OF ACADEMIC MISCONDUCT

Basis of Consequences

1. Academic Misconduct is seen to be at least dishonest and as severe as a theft.
2. Stealing may involve ideas, information, wording, or phraseology.
3. Academic dishonesty cheats the student of valuable learning experiences.

Penalties of Academic Misconduct

1. When academic integrity is brought into question:
 - a) It must be referred to the Academic Integrity Committee.
 - b) The committee will review the allegation by interviewing both the faculty members and students involved.
2. If the committee determines the allegation to be a case of misconduct, one or more of the following penalties could be instituted:
 - a) A written warning of reprimand.
 - b) Resubmission of assignment with or without a grade reduction.
 - c) A zero (0) will be given for the assignment/test/paper/etc., in which the offense occurs.
 - d) The student(s) will receive a failing grade in the course.
 - e) The student(s) will be recommended to the Dean of Students for expulsion from the University.
3. Academic misconduct offenses are permanently recorded and filed in the Academic Office but only accessible by the Academic Integrity Committee and authorized members of the Campus Life Department.
4. The consequences of academic misconduct may apply to the whole of a student's academic career at CU and not just one course in the semester.

SOCIAL LIFE

SOCIAL ACTIVITIES

All events sponsored by student organizations are for students' social and cultural development, therefore, students are encouraged to attend. Over the years, CU students have developed a reputation for treating guests and new people on campus with Christian grace. It is the tradition of CU to be friendly. Many social activities are sources of memorable campus fellowship. Most are just plain fun. Get involved!

ATHLETICS

Intercollegiate sports are offered at Carolina University - women's volleyball, men's volleyball, women's basketball, men's basketball, men's soccer, women's soccer, men's baseball, women's softball, cheerleading, and eSports. Tryouts for these teams are open to all students who meet the academic requirements of the corresponding professional athletic association and are not on disciplinary probation.

STUDENT ORGANIZATIONS

There are several different organizations at CU. Students seeking positions as organization officers or as members of gospel teams or athletic teams must meet the qualifications designated in the Dean of Students.

Class Officers

Class officers are elected each year by the members of each prospective class to perform the duties of directing the class for the purpose of class meetings, class fundraisers, and assorted other activities. The incoming freshman class will elect officers during their first class meeting once the fall semester has ended.

University Clubs

Students who share a common interest can apply to form a club charter. A club requires at least ten students and a University employee willing to sponsor the club. Initial club charters are for two years initially with a five-year charter available upon renewal. See the Dean of Students for further details.

Student Government

Officers for the Student Government are elected by the student body as a whole. Additional representatives are appointed from each Class. The Student Government's members are responsible for planning social activities throughout the school year.

DATING

In keeping with Carolina University's ethos, students are required to maintain virtuous and legally appropriate interactions.

FACULTY/STAFF – STUDENT DATING

Dating relationships between faculty/staff and students are not permitted without expressed written administrative permission. Faculty and staff members must, in writing, seek permission from the University President. Additionally, faculty/staff members are encouraged to use discretion in this area. Any issues should be directed to the appropriate administrator.

GENERAL STUDENT GUIDELINES

DEEDS BULLETIN BOARD

Students should check the bulletin board in Deeds Hall daily for information such as ministry, job opportunities, housing information, and campus calendar.

COMPUTER SERVICES

As a service to all faculty, staff, and students, Carolina University provides computer access. With this privilege comes the responsibility to follow all guidelines. Students are assigned a username which enables them to use the my.carolinau.edu portal, which provides access to email, grades, coursework, and other resources. Sharing of usernames and passwords is not permitted. If an individual abuses ANY service or device managed by CU, the University reserves the right to withdraw the service privileges of that person. Students may also face additional disciplinary action.

ELECTRONIC MAIL (EMAIL)

All CU students are provided a University email and required to use this email for University business. Student email addresses are not to be considered permanent and are deleted within 30 days of the student withdrawing or graduating. Emails should not be used for private promotion and/or enterprise.

Students may access their CU email from any internet browser by locating the My CarolinaU link at the top of the University's website at carolinau.edu. Emails must be checked daily. All email sent from CU shows the name of the University in the domain name (@carolinau.edu), so each person should be careful what is written is both honoring to God and in harmony with the spirit of student life here at CU.

When sending an email, proper etiquette should be used. The content of the message and the person to whom it will be sent should be considered. Additionally, email occasionally may be wrongly delivered, or forwarded by the recipient, therefore someone other than the intended recipient may receive the message.

Email at CU is not entirely private. The Administration reserves the right to inspect email and email logs for the purpose of troubleshooting and for suspected abuse of email.

INTERNET ACCESS

All internet users should remember they are entering a global community and any actions taken will reflect upon the University. The University reserves the right to examine all data stored in the machines operating on the campus, whether University or personally owned. We reserve as a right and responsibility, the ability to check all network resources to ensure all users are complying with the law. It should be understood that all communications sent and received using CU's computer services must be in accordance with the standards of the University. Further, no one should use the campus network to perform any act that may be construed as illegal, unethical, or immoral (gaining unauthorized access to other systems on the network, downloading pornographic materials or materials unacceptable to CU standards, etc.). We also strongly condemn and prohibit the illegal distribution or receipt of software and media, commonly known as pirating.

LAPTOP COMPUTERS

Laptop computers are permissible in the classroom, but they should be used to take notes, make presentations, and complete other activities directly connected to the class in session. All other use of laptops in the classroom is prohibited.

RECORDING DEVICES

Audio and video recording devices (including computers) should never be activated during a class session without the professor's expressed permission.

ELECTRONIC DEVICE USAGE IN THE CLASSROOM

The use of electronic devices in the classroom, including cell phones, is left to the discretion of the professor. Misuse of such a device within the classroom could result in a disciplinary referral.

SOCIAL MEDIA: GUIDELINES FOR PERSONAL USE

All communication from members of the CU community, whether in-person or online, is to reflect the biblical principle that people are created in the image of God and should be treated with kindness, dignity, and respect. Interactions should be marked by honesty and grace, as we express our values through our love for one another.

In balancing our freedom of expression and responsibilities as a member of the CU community, faculty, staff, students and public representatives of the University are encouraged to refrain from posting or making public content that may be in conflict with CU heritage, educational mission, and values in email, social media, or other public forums (recognizing all online communication is considered public).

Students, faculty, and staff are responsible for the content published on social media, blogs, wikis, or any other form of user-generated content. While CU does not monitor personal content posted to social media sites, all posted content is subject to review and may result in disciplinary action per the Student Guide if determined to be inappropriate. Even when using your personal social media accounts, your online presence and conduct is to reflect the University's foundational ethos.

ENTERTAINMENT

Whether playing video games, watching movies and videos, listening to music, being online, etc., students should make wholesome content choices and demonstrate maturity and self-restraint.

FINANCES

Students are discouraged from opening charge accounts, purchasing articles on an installment plan, incurring unnecessary debts, or borrowing money from other students or local residents. Additionally, students should exercise extreme caution in giving out personal information.

HEALTH CARE / ILLNESS

Students requiring medical attention are referred by Campus Life to the College Nurse and to area physicians, clinics, or hospital emergency rooms. Resident students should report illnesses to their RA. RA's are available to help transport an ill student to a medical professional. Students that are bed bound must use their RA to help receive meals from the cafeteria. The College Nurse is on call 24 hours a day when the University is in residential session.

KEYS

Students without authorization are not permitted to have master keys or proximity cards with master access. Lock combinations, key codes, or proximity cards must never be shared or used for unauthorized purposes. A student who has a master key or proximity card without authorization will be disciplined. No student with a master key or proximity card may lend it to anyone else or use it for an unauthorized purpose. The holder of a CU master key must register that key in the Campus Life office.

LEGAL RESPONSIBILITY

CU students are required to obey the rules of society. Students are subject to all federal, state, and local laws. Accordingly, all laws (e.g., the use of any type of fireworks, use of illegal drugs, disturbing the peace, traffic codes, etc.) are supported by CU.

REQUIRED EVENTS

Required events are scheduled throughout the year for the purpose of fellowship, social, spiritual, and cultural development. All students are required to attend these events. No excuses will be granted for absence from a required event due to work. A doctor's note is required for an excused absence due to illness.

ATTENDANCE AT SPECIAL MEETINGS

Attendance at special meetings is compulsory and each session (speaker) missed will count as a discipline referral.

COMMENCEMENT

All main campus students are invited to attend Commencement.

SOLICITING

Soliciting, peddling, and vending of all types are prohibited on campus unless permission is obtained from the Dean of Students.

STUDENT CONDUCT

The University functions as a community of scholars joined together in the pursuit of knowledge, education, and community service. Personal responsibility is the driving force for students to dwell peacefully within the community. Students are expected to conduct themselves with honesty and integrity, and live flourishing lives of service to the community. At all times, students are expected to seek to be virtuous and comply with the CU Code of Conduct.

ALCOHOL AND DRUGS

Carolina University is a substance-free University and campus. Therefore, all use of alcohol, tobacco, e-cigarettes of any type, marijuana, or illegal drugs are prohibited on CU's campus. CU is committed to a healthy, safe and secure work and educational environment free from substance abuse.

Violations of the substance abuse policy will result in disciplinary action by the University as well as subjection to federal, state and local laws. Students suspected of violating the substance abuse policy may also be subjected to drug testing. All drug testing will be adherence to the CU Drug Testing Policy, which is available in the Office of Campus Life and the Athletic Department.

WEAPONS

Students cannot possess firearms, fireworks, knives larger than the legal pocket size limit, or weapons of any kind on campus.

PROPERTY DAMAGE

If a student is found to have damaged or defaced University property, fines equal to the amount necessary to restore the property will be levied and/or a discipline referral given. If warranted, the local authorities may be contacted.

DISCIPLINE SYSTEM

All disciplinary action, as described in this section, is for the purpose of requiring students to re-examine their lives and attitudes. This is in order for them to realize what is wrong and exercise the self-discipline necessary to adjust to acceptable attitudes, standards, and life at CU. Please refer to the Student Code of Conduct for non-academic disciplinary issues, actions, and subsequent appeals.

ACADEMIC APPEALS

An academic decision regarding grades, course attendance records, or other academic decisions may be appealed by the student. Appeals are typically granted when, and if, a sufficient reason for appeal is indicated. Below is the process of academic appeal at CU.

Step One: Professor

The starting point for any appeal is to direct the concern to the appropriate professor. The student should address the issue in a written appeal within one week of the infraction.

Step Two: School Dean

A student may appeal a decision made by a professor to the dean of the appropriate school. Upon written notification of the desire to appeal the professor's decision, the Dean will schedule a meeting with the student where the student will be given the opportunity to make an appeal.

Step Three: Academic Council

If the student wishes to appeal the decision of the Dean and/or the Academic Integrity Committee, he/she should submit a written appeal to the Academic Council through the Registrar. The student will be given notice of the time and place of the Council meeting in writing from the Registrar's office at which time the student will be heard in the case of the infraction. The student will be notified of the Academic Council's decision in writing. The Academic Council serves as the University's final committee of appeal for all academic appeals.

Carolina University is committed to a timely and fair resolution of all student complaints. It provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or non-academic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the Student or Academic Handbooks take precedence. Procedures for filing a complaint can be found in this Handbook and at <https://carolinau.edu/>. A complaint form for filing a formal complaint is available at <https://carolinau.edu/>.

STUDENTS SEEKING HELP BY SELF-DISCLOSURE

At times, students may wish to voluntarily seek help for a personal problem which involves the violation of a University standard. Because grace is so important to the Christian community, we have established the following guidelines, which apply when a student voluntarily confesses to an action of which the University has no other knowledge.

- A. Students may request counseling from a University counselor, a willing faculty member, or the Campus Life office.
- B. These individuals (faculty or staff) are neither obliged nor expected to share information about student's behavior with the Campus Life office.
- C. However, students should know in advance, there may be certain situations where the behavior involved poses such a threat to themselves, another person or the University that confidentiality may not be possible.
- D. The student must cease all involvement in the activity violating University standards. Failure to do so negates all assumptions of confidentiality and may result in student discipline.
- E. The student must take the necessary steps for restoration, as determined by the counselor or faculty member.
- F. If the Student Service office becomes aware of student misconduct via the student, the student's voluntary act of repentance and acts of restoration will be taken into account by the Dean of Students, if disciplinary steps are necessary, the Dean of Students may assign a penalty less severe than the penalty outlined in the Student Handbook. Any reduction in discipline must be approved by the Provost if academic; Chancellor if otherwise.
- G. Going to these offices/individuals does not void an investigation or discipline that may be ongoing or that may be discovered via information received through other channels.

STUDENT-TO-STUDENT ACCOUNTABILITY

For the welfare of the entire community, it is important each member acts responsibly. This entails a concern for all members of the body. When a student is aware that another student has violated CU regulations, that student should approach the offender in a spirit of humility and concern. The student should encourage the offender to report the matter to the proper CU authority.

It is the responsibility of both students to ensure the matter is resolved with CU. If the student who has committed the wrongdoing is unwilling to admit the infraction to CU authorities, the student who has expressed concern has the responsibility to discuss the matter with the Dean of Students.

RESTORATION AND DUE PROCESS

CU has clearly laid out the expectations for student conduct responsibilities. Students who step outside of these expectations, whether intentional or not, will be held accountable for their actions; however, the University will work to guide the student through the restoration process. When a student is discovered not following the University's expectations, a student will face a discipline system of due process that will allow the student to defend their actions and seek a process of appeal.

CAMPUS ATTIRE

Student attire should reflect the principles of modesty, professionalism, respect for fellow students, staff, faculty, and alumni, as well as personal dignity. We ask students' families to observe this dress code while on campus.

SEARCH AND SEIZURE

CU reserves the right to search students and their personal property for contraband, such as illegal drugs, alcoholic beverages, tobacco, firearms, fireworks, pornographic material, property of another, etc., in violation of the University's policies or state and federal laws. This includes the right to enter and search a student's room, including the furnishings and personal property therein. A reasonable effort will be made to have the student who is involved present. However, the search may be conducted whether or not the student who is involved, or their roommate, are present.

CU reserves the right to confiscate items or evidence where a rule or law has been broken. Students found in possession of items or evidence in violation of the University Student living and learning guide, or state and federal laws will be punished, and may be reported to local law enforcement. Violations can result in removal from housing immediately.

CAMPUS COMMUNITY AND SECURITY

NON-DISCRIMINATION POLICY

Carolina University admits students of any race, sex, color, handicap, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the institution. In accordance with its doctrinal position, the University does not discriminate on the basis of these categories in the admission of students and in the administration of its policies and procedures.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Each year, Carolina University is required to give notice of the various rights to students and to the parents of dependent students, as determined by law, pursuant to the Family Educational Rights and Privacy Act (FERPA). Students and such parents have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

- A. *Right to Inspect:* You have the right to review and inspect substantially all of your educational records maintained by or at this institution.
- B. *Right to Control Disclosures:* The provisions of FERPA permit the disclosure of only limited and basic information regarding students. With the exceptions of certain records which are excluded from the application of FERPA, it is the intent of this institution to restrict the disclosure of your educational records to only those instances when your prior written consent has been obtained.
- C. *Right to Request Amendment:* You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present evidence the record should be changed if this institution decides not to alter the education records according to your request.
- D. *Right to Complain to FERPA Office:* You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
- E. *Right to Obtain Policy:* You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Academic Records Office, Carolina University, 420 South Broad Street, Winston-Salem, NC 27101.

Information regarding FERPA can be found at:
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

NOTIFICATION OF FAMILY

The University recognizes the concern of parents for the welfare of their sons and daughters. However, access to education records by parents is limited to these circumstances: (a) the student is a dependent of his/her parents; or (b) the student has signed a form consenting to the release of his/her educational records. The University is permitted to notify parents concerning the following matters: (a) medical or psychiatric emergencies; (b) discontinuation, extended absence, or suspension/dismissal from the University; or (c) violation of a University drug or alcohol policy.

TITLE IX, HARASSMENT, DISCRIMINATION, OR OTHER GRIEVANCES:

Carolina University provides reasonable, prompt, and appropriate measures to students concerning harassment, discrimination, and other grievances. Students who believe they have been harassed or discriminated against have the right to file a grievance. CU will make every effort to resolve any complaints of harassment and discrimination, with due regard for fairness and the rights of both the complainant and alleged offender, and to conduct all proceedings in the most confidential manner possible.

In accordance with federal regulations to receive financial assistance, CU designates the Title IX Coordinator as responsible for overseeing compliance efforts and investigating any complaint of sexual harassment and discrimination. If the grievance is focused against the Title IX Coordinator, students should direct their complaint to the Chancellor of the University.

HAZING

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a post-secondary institution. Hazing includes, but is not limited to:

- Pressuring or coercing the student into violating state or federal law.
- Any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance.
- Other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
- Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Hazing is considered a serious violation and is a criminal offense. It is the policy of Carolina University that such activities are not promoted, nor allowed by any student, student group, or athletic team. Students who participate in activities determined to be hazing will be subject to discipline determined by the Dean of Students, although other legal ramifications may exist.

SEXUAL HARASSMENT

Sexual harassment means any actual, attempted, or alleged unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature of a person by another person, or persons acting in concert, which causes mental and/or physical injuries. Sexual harassment also includes the above conduct when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a condition of a person's employment, or a basis for employment decisions affecting a person;
- Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

The University regards such behavior, whether verbal or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions, including separation from the University. Likewise, acts of retaliation will be subject to the same degree of disciplinary actions. Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the University's standard of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights.

HARASSMENTS GRIEVANCE PROCEDURE

Grievance Resolution Procedure for Hazing, Sexual Harassment, Discrimination, or Other Grievances

If a student believes he/she has been harassed or discriminated against, or has other grievances, he/she must report the grievance to the Title IX Coordinator. If the grievance is focused against the Title IX Coordinator, the student should direct their complaint to the Chancellor of the University. Students should adhere to the following guidelines when filing a grievance:

1. Written grievances must be submitted within ten business days after the initial meeting with the Title IX Coordinator. Written grievances must be in writing and formatted as follows:
 - a) Give the date of the alleged act or decision you are disputing.
 - b) Briefly describe the alleged act or decision.
 - c) Explain the basis for your grievance.
 - d) State the University policy, individual rights, etc., which you believe has been overlooked.
 - e) Explain why you believe the act or decision being disputed is contrary to the policy, right, etc., you have stated.
 - f) Give the chronology in narrative form of all pertinent events leading up to and including the act or decision being disputed.
 - g) Describe informal attempts and discussions to resolve the conflict.
 - h) State exactly what outcome, action, or resolution you are seeking through this grievance petition.
 - i) Provide any additional information or documents you believe are relevant to your grievance.
2. Within five business days after receiving the written grievance, the complainant will be notified by the Title IX Coordinator of the day and time of the meeting with the Grievance Committee. Persons filing a complaint will be given the opportunity to present witnesses and other evidence. Additionally, the alleged offender(s) will be given the opportunity to present his/her own witnesses and evidence.
3. Within 20 business days of the receipt of the written grievance, the Title IX Coordinator will notify the student of the Committee findings and recommendations.
4. If the complainant is not satisfied with the decision of the Committee, the complainant may give written notification of dissatisfaction to an Appeals Committee within five business days following notification of the findings and recommendations of the Grievance Committee. Written notification is submitted to the Title IX Coordinator. The Chancellor and Title IX Coordinator will appoint a three-person Appeals Committee.

That notification should include:

- a) Reason for dissatisfaction.
- b) Any further evidence the student believes is relevant.

- c) Any policy, right, etc., the student believes is still being overlooked.
 - d) State the outcome, action, or solution that is sought.
5. The University will take necessary steps to prevent the recurrence of any harassment or discrimination and correct the discriminatory effects on the complainant and others, if appropriate.

STUDENT COMPLAINT POLICIES AND PROCEDURES

Carolina University is committed to a timely and fair resolution of all student complaints. It provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or non-academic issues but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the Student or Academic Handbooks take precedence. Procedures for filing a complaint and the accompanying complaint form can be found at <https://carolinau.edu/>

General Principles

- Whenever possible and in a timely fashion, students should voice complaints informally with the faculty, staff, or other student(s) involved.
- If the complaint cannot be resolved informally, students are encouraged to follow the formal complaint process.
- There will be no adverse effect on or retaliation against a student voicing a complaint in good faith or against any person who in good faith provides information regarding a complaint.
- A complaint form for filing a formal complaint is available at <https://carolinau.edu/>.

BINDING MEDIATION

Submission to Mediation

Students agree to submit all disputes with the University to binding mediation. As appropriate, the mediator will be appointed by the President or his delegate, and all decisions rendered are final and binding.

MISSING PERSONS

In accordance with federal law, which requires an institution providing any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities. Carolina University has the following policy:

1. Students will be asked to provide an emergency contact name at the beginning of each fall semester, or spring semester if a new student. These names will be kept confidentially by the Campus Life Department and the Dean of Students.
2. A student may be deemed missing if it is reported to appropriate University personnel (Appropriate Dean, Resident Assistant, or Campus Security), and the student has been unreachable via personal contact, telephone, email, or other means of electronic communication for 24 hours or more.
3. Upon determining a resident student has been missing for 24 hours, the Dean of Students will contact the local law enforcement agency to file a missing person's report.
4. The Dean of Students will notify the emergency contact person designated by the student (this contact information will be registered confidentially).
5. If the missing student is under 18 years of age and not emancipated, Carolina University will (as required by law) notify a custodial parent or guardian within 24 hours when the

student is determined to be missing (if such person is different from the contact person designated by the student).

EMERGENCY PREPAREDNESS PLAN

In the event of an emergency, every precaution will be taken to protect the entire CU community and to inform individuals of imminent danger. Campus Security distributes the Emergency Preparedness Plan yearly to faculty, staff, and students. This document details lockdown and evacuation procedures and provides other information useful in addressing emergency situations. The Emergency Preparedness Plan is available under the staff and student portals.

SECURITY GUARDS

The security guards, who are often fellow students, have been instructed to protect property and personnel by observing and contacting the police. Students should give the guards respect and cooperation. Women may reach security guards to request an escort by dialing 336-714-7912.

REPORTING A CRIME

It is incumbent upon students to recognize the need to protect their own person and property as well as that of CU at all times. No one is expected to endanger personal life for the protection of property, but each one is expected to report any crime as quickly as possible. If the seriousness of the event is sufficient to merit emergency action, dial 911 and notify the police. After the police are notified, immediately contact Security per the following procedure:

1. To report a crime currently taking place, call 336-714-7912.
2. To report a crime that has already occurred, notify the Dean of Students as soon as possible. Also notify Security or the Dean of Students if a stranger is observed wandering around campus or in one of the residence halls. Consult the Emergency Preparedness Plan for more specific information on reporting a crime or the presence of weapons or drugs on campus.

REPORTING A FIRE

To report a fire that is an immediate danger to life and property, dial 911. If you are in the structure that is involved, engage the nearest fire alarm and evacuate the building. After emergency services have been notified, immediately contact Campus Security and the Dean of Students. If the public fire department has been called, make certain someone is available and visible to direct the firefighters to the place of need.

If people are trapped inside a burning building, they should avoid opening hot doors. A trapped person should immediately crawl to the nearest exit following the directions posted at each doorway.

CAMPUS ACCESS

Since public streets cross through the campus, non-CU people can walk through the campus at will. University personnel are not free to challenge the presence of such individuals on the public streets or sidewalks. However, CU personnel and students should be very alert to avoid accommodating any attempt by an unauthorized person to enter any buildings owned by CU.

CAMPUS LAW ENFORCEMENT

The Campus Security Department is accountable for observing and reporting violations. When Security personnel are on duty, they are active in protecting the campus from intruders. Campus Security can be reached at 336-714-7912. The Security guards will respond to any security need at night. Please follow the Campus Security policy.

CAMPUS MASS NOTIFICATION SYSTEM

In order to facilitate the most comprehensive system of notifying students of a campus emergency, each student who owns a text ready device is encouraged to submit their number to

Campus Security to be entered into a Mass Notification System. All numbers will be kept confidential and will not be distributed to any third party.

VEHICLE REGISTRATION

- A. A CU parking permit is required for every vehicle a student plans to bring on campus.
- B. Permits renew every July 1 and expire on June 30.
- C. Annual parking permits are \$150 per vehicle per year.
- D. Student vehicles can easily be registered online using the student and staff portals.
- E. Once the vehicle is registered, your student account will be billed and the permit can be picked up in the Campus Life office.
- F. A fine will be assessed for failure to display a CU parking permit.
- G. To ensure adequate parking facilities, each resident student may have only one vehicle on campus unless the second vehicle is a motorcycle.

CAMPUS VEHICLE GUIDELINES

- A. Having a vehicle on campus is a privilege, not a right. Students who are not willing to follow the policies regarding the use of his/her vehicle on campus may lose this privilege.
- B. Because the CU campus is interlaced with city streets, all local parking and driving laws must be observed in addition to CU guidelines.
- C. Traffic signs and signals, as well as directions from Security Officers, must be obeyed.
- D. All persons operating a motorized vehicle on any portion of the CU campus must be a properly licensed operator covered by adequate insurance, as specified by state law, with a current registration (tag) on the vehicle.
- E. Operating a motorized vehicle in any area other than a street intended for motor vehicles is prohibited. Students must not park in aisles, across entrances, or on sidewalks.
- F. Vehicles should be parked in areas that are designated for parking.
- G. Conditions created by special occasions (athletic events, concerts, graduations, or homecoming) may require the Security Department to impose parking and traffic limitations.
- H. From 7:00am to 6:00pm, Monday through Friday, resident students are requested to use their respective parking lots rather than parking on the street.
- I. During regular business hours, the front row of Deeds Hall parking is reserved for faculty and staff.
- J. The spaces in front of the Security building are designated for CU vehicles.
- K. Mechanical or repair work on vehicles is not allowed in CU parking lots, unless approved by the Dean of Students.
- L. Any vehicle on campus without a license plate may be towed off campus at the owner's expense.
- M. All accidents should be immediately reported to Campus Security and the Campus Life office.

TRAFFIC AND PARKING FINES

- A. All regulations are enforced 24 hours a day, 7 days a week, 365 days a year.
- B. Traffic fines will be levied on the student's University business account and are payable in the Business Office.
- C. All fines must be paid before school records and/or paper degrees will be issued.
- D. The vehicle owners are responsible for all fines issued against the parking permits of their vehicle.
- E. On the local streets interlaced on campus, a student could possibly be issued both a campus fine and a local law enforcement fine.
- F. Campus Security will contact local law enforcement for students refusing to follow the campus traffic guidelines on the local streets.
- G. Upon being issued the third violation for the same offense within any 12-month period, the fines are doubled.

Fines Listed

- Parking on the wrong side of the street \$10 Fine
- Parking more than 12 inches from the curb \$10 Fine
- Parking within 25 feet of an intersection \$10 Fine
- Parking driver's side to curb \$10 Fine
- Repairing vehicles on campus without permission of Campus Life \$10 Fine
- Reckless driving on campus or connected streets \$25 Fine
- Parking on campus without a current and properly displayed CU parking permit \$25 Fine+DMVSearchFee
- Parking large vehicles other than cars in front of the Security Building \$25 Fine
- Double Parking \$25 Fine
- Parking in a No Parking zone \$25 Fine
- Parking in reserved spaces during regular University business hours \$50 Fine
- Parking within 25 feet of a fire hydrant \$50 Fine
- Parking in handicapped spaces without handicap permit \$50 Fine

Inoperable vehicles on campus for more than 30 days will be towed at owner's expense.

Abandoned vehicles on campus for more than 30 days will be sold as salvage.

CAMPUS OWNED VEHICLES

Any student desiring to operate CU vehicles for any reason must meet insurance requirements and have approval from the Dean of Students. Applications for this approval are available from the Campus Life office. Only representatives of student organizations recognized as official by the Dean of Students may be permitted to use University vehicles. Such vehicles may be used for CU purposes only.

STUDENT CODE OF CONDUCT

Effective January 1, 2021
Applies to all Carolina University Students

GENERAL

GENERAL INFORMATION

Carolina University rules, regulations, and policies applicable to students are published in the Student Guide and other student-related publications. Because the Student Policies and Procedures and other student-related publications may be revised semester to semester, it is the responsibility of the student to obtain revisions from the Dean of Students office. Most of these publications can be found on the CU website, or a student may contact the Dean of Students office (336-714-7974) for assistance in obtaining copies of these publications with the latest revisions.

In all cases involving a potential violation of University rules, regulations, and policies or involving a potential violation of local, state, or federal laws or the laws of other countries, if applicable, the University reserves the right to proceed with its own disciplinary action independently of governmental charges or prosecution. The University has no obligation to await the outcome of governmental prosecution before taking on its own disciplinary action.

GENERAL EXPECTATIONS OF CAROLINA UNIVERSITY STUDENT AND APPLICABILITY OF CODE OF CONDUCT

Carolina University is governed by a Board of Trustees and is operated within the Christian-oriented aims and ideals of a Christ-centered University. We expect each CU student to conduct himself/herself in accordance with Christian principles as commonly perceived by those living a vibrant faith. Personal misconduct either on or off campus by anyone connected with CU detracts from the Christian witness CU strives to present to the world and hinders full accomplishment of the mission of the University.

Under the Student Code of Conduct, all CU students are expected to obey the laws of the United States, the State of North Carolina, and municipalities, or if studying abroad, the laws of other countries. Students are also expected to obey the rules, regulations, and policies established by Carolina University. These expectations apply to all persons taking courses at or through the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term at the University but who have a continuing relationship with the University or who have been notified of their acceptance for admissions will also be held to these standards.

Each student is responsible for learning about and adhering to the Carolina University Student Code of Conduct. The Division of Campus Life attempts to ensure the Student Code of Conduct is communicated to all students through various means. However, the student is responsible to the University for his/her conduct that violates University policies. This code and its procedures apply from the time a person is notified of his/her acceptance for admission to the University through his/her receipt of a diploma or other credentials. Moreover, should a student witness a violation of University policies on the part of other students, the student is responsible for reporting that violation to an appropriate University office (e.g., Judicial Affairs administrators, Office of Academic Affairs administrator, Campus Life staff, Campus Public Safety, etc.).

STANDARD OF PROOF USED IN ADMINISTRATIVE AND STUDENT CONDUCT BOARD HEARINGS

In Administrative and Student Conduct Board Hearings, the preponderance of the evidence standard of proof is used to determine whether the student has committed an act of misconduct. A finding of responsibility based on a preponderance of evidence means that based on all relevant evidence and reasonable inferences from that evidence, the greater weight of evidence indicates it was more likely than not the policy violation occurred.

RECORD OF ADMINISTRATIVE AND STUDENT CONDUCT BOARD HEARINGS

1. The tangible evidence presented at an Administrative or Student Conduct Board Hearing and the summary of the hearing constitutes the record of the hearing.
2. The Student Conduct officer in an Administrative Hearing or the Chair of a Student Conduct Board Hearing, or their designees, will arrange for the appropriate preservation of hearing records. If it is determined through a hearing that a student is responsible for a policy violation, hearing records will be kept in the student's conduct record file in accordance with University record retention procedures, unless otherwise provided by the terms of the sanction and/or the University makes a documented decision otherwise. If it is determined through a hearing a student is not responsible for a policy violation, hearing records will be retained in a separate file and will not become a part of the student's conduct record file. They will be marked CONFIDENTIAL and will not be disclosed, except as permitted by the Family Education Rights and Privacy Act (FERPA) and its implementing regulations or by a release authorization from the student, or as required by law; such records will be kept in a form and format as deemed appropriate by the University.

PROCEEDINGS OF HEARINGS SUBJECT TO FERPA

Documents related to Administrative Hearings or Student Conduct Board Hearings are subject to the provisions of the Family Education Rights and Privacy Act (FERPA) and its implementing regulations, which provide, among other things, that personally identifiable student education records may only be disclosed to third parties under certain circumstances. Members of the Student Conduct Board, including student members, are engaged in an administrative function for the University in their course of work on the Board and are required to respect the privacy expectations of students involved in Conduct Board-related matters. Conduct Board members who fail to do so may be removed from the Board by the Dean of Students and may also be subject to disciplinary action under the Student Code of Conduct.

RIGHT TO WITHHOLD TRANSCRIPT AND/OR BLOCK REGISTRATION

Carolina University may withhold the issuance of a transcript record and/or block the registration of any current or prior student if the student has certain outstanding obligations to the University. The student obligations may be financial or non-financial. Financial obligations include: parking services, fines, charges, student loan accounts, tuition and fees, room and board accounts, or any other financial obligation owed by the student to the University. Non-financial obligations include the University requirements of a student imposed by published written policy or other written requirements, including but not limited to, incomplete processing under the Student Code of Conduct or Honor Code Procedures. Release of the transcript and/or a registration block will be authorized only after a financial obligation to the University is paid in full or satisfactory arrangements are made to comply with other obligations.

TRANSCRIPT NOTATIONS

As required by the U.S. Department of Education Code, the University will place a notation on a student's transcript and place a hold on the student's registration and/or transcript if the student is ineligible to re-enroll at the University due to a Student Code of Conduct sanction of suspension or expulsion. Suppose the student withdraws from the University while a Student Code of Conduct notice to the student of an alleged violation is pending, and the alleged violation could result in a suspension or expulsion. In that case, the University will proceed to the final resolution with the Student Code of Conduct process despite the student's withdrawal.

On request by the student, the University may remove the notation from the academic transcript if (1) the student is eligible to reenroll, or (2) the University determines that good cause exists to remove the notation. Such requests should be directed to the Dean of Students in writing. The

removal of the notation from the academic transcript shall not require the University to modify the student's disciplinary records at the University.

SCOPE OF THE CAROLINA UNIVERSITY STUDENT CODE OF CONDUCT

Student Conduct Administration generally handles matters that fall under the Student Code of Conduct. Specifically, this is the Dean of Students.

Violation of the University's Sexual Based Harassment and Interpersonal Violence Policy are handled solely through procedures outlined in those policies and not through the procedures outlined in this Student Code of Conduct. However, where reported misconduct involves potential violations of the University's Civil Rights Policy and/or the Sexual Based Harassment and Interpersonal Violence Policy *and* the Student Code of Conduct, the University may choose (at its discretion) to investigate and adjudicate such potential Student Code of Conduct violations through the procedures provided for in the Civil Rights Policy and/or the Sexual Based Harassment and Interpersonal Violence Policy, and not through the procedures outlined in this Student Code of Conduct.

Academic violations are defined by and adjudicated under the Honor Code. Violations are directed to the Provost Office and decisions are made through Academic procedures.

In determining sanctions for violations of either the Student Code of Conduct or the Honor Code, the University may consider the totality of a student's misconduct at the University as defined by the Honor Code, the Student Code of Conduct, the Civil Rights Policy, the Sexual Based Harassment, and Interpersonal Violence Policy, and other applicable University policies.

MISCONDUCT DEFINED

As emphasized in the General Expectations of Carolina University Students section above, the University expects each student to conduct himself/herself in accordance with Christian principles as commonly perceived by a Christ-centered university. Personal misconduct either on or off campus by anyone connected with CU detracts from the Christian witness CU strives to present to the world and hinders full accomplishment of the mission of the University. As used in the Student Code of Conduct, the term misconduct refers to personal behavior on or off campus that: (1) interferes with CU pursuit of its education and/or Christian objectives, and/or reflects poorly on the University; (2) fails to exhibit due regard for or violates the rights of others; (3) shows disrespect for persons and/or property; (4) violates, attempts to violate, and/or is complicit in a violation of University rules, regulations, and/or policies; (5) violates, attempts to violate, and/or is complicit in a violation of local, state, or federal laws, or the laws of other countries, where applicable; (6) fails to comply with the directives of University personnel; and/or (7) fails to demonstrate honesty in communication with, or in representing information to, the University and its personnel.

As noted in the Scope of Carolina University Student Code of Conduct, violations of the University's Civil Rights Policy or the University's Sexual Based Harassment and Interpersonal Violence Policy are handled separately through procedures outlined in those policies, not through the procedures in this Student Code of Conduct.

In order to encourage complainants and witnesses to make reports of conduct prohibited under the Sexual Based Harassment and Interpersonal Violence Policy, the University will not pursue disciplinary action against a student who makes a good faith report to the University as a complainant or a witness to an incident of prohibited conduct (including reports of conduct prohibited under the Sexual Based Harassment and Interpersonal Violence Policy for a violation by the student of the Student Code of Conduct for conduct occurring at or near the time of the incident). This approach will

apply regardless of the location at which the incident occurred or the outcome of the investigation. This includes amnesty for disclosure of personal consumption of alcohol or other drugs (underage or illegal), or audio/video recording of information that does not constitute sexual exploitation and provides relevant information in such cases, which would otherwise be a violation of this Student Code of Conduct. Similarly, the University will not pursue disciplinary action against students (complainants, respondents or witnesses in cases falling within the scope of the Sexual Based Harassment and Interpersonal Violence Policy for conduct in violation of the Sexual Conduct Policy). Under no circumstances will a complainant or witness who makes a report of sexual assault or other prohibited conduct, or a respondent who participates in an investigation, be charged with violating the Sexual Conduct Policy.

Amnesty under the Student Code of Conduct: CU students are expected to exercise active care and concern for one another and contact appropriate authorities in the event of any health or safety emergency, even if violations of the University's alcohol policy and/or controlled substances policy may have occurred in connection with such an emergency. In these cases, amnesty is offered under this Student Code of Conduct for disclosure of such information.

The following examples of misconduct *are not exclusive or all-inclusive* but are intended to provide some examples of the types of behavior that may result in disciplinary action under the Student Code of Conduct. These examples constitute a statement of University policy, and such examples fall within one or more types of misconduct referenced in the definition of misconduct above.

- A. Expression that is inappropriate in the setting of Carolina University and in opposition to the Christian ideals it strives to uphold.
- B. Physical assault or abuse, harassment, threats, or threatening behavior directed (by any means, including electronic means) toward a member of the CU faculty, staff, or student body, or a third party in circumstances deemed by the University to require action under this Student Code of Conduct.
- C. Obstruction or disruption of teaching, research, administration, public service, or other activity or function of the University.
- D. Any discriminatory practice as defined by the University's Sexual Harassment Policy. As described in more detail in the Sexual Harassment Policy (the language of which controls over this summary), CU is committed to maintaining an environment in which all students are treated with respect and dignity, equal opportunities are promoted, and discriminatory practices, including unlawful discrimination, are prohibited. CU does not tolerate harassment or unlawful discrimination against students because of age, color, disability, genetic information, national origin, pregnancy, race, religion, sex, veteran status, or any other characteristic protected under applicable federal, State of North Carolina, or local law except as otherwise provided under the State Civil Rights Policy. CU also prohibits retaliation against any student who makes a good faith report under the Sexual Harassment Policy. Discrimination, harassment, and intimidation can be through any communication means including social media posts, verbal comments, and handwritten messages. Again, these prohibitions are stated in more detail in the Sexual Harassment Policy.
- E. Hazing, as defined by the University's Statement on Hazing.
- F. Use or possession of firearms, explosives, fireworks, projectile type weapons (e.g., arrows, darts, throwing knives, spears, javelins), or weapons on campus without the approval of the Dean of Students in consultation with the President of the University. For the purposes of this code, the University will use the definitions of weapons provided in the North Carolina Penal Code. North Carolina acknowledges under law, a student who holds a valid concealed handgun license may store a concealed firearm in a locked, privately owned or leased motor vehicle parked on a street or driveway or in a public parking lot or parking garage; the

- University prohibits the possession on premises that it owns or controls to the fullest extent permitted by North Carolina.
- G. Violation of the University's Classroom Conduct Policy.
 - H. Violation of the University's Information Technology Policies & Guidelines or its Intellectual Property Policy.
 - I. Interference with, failure to cooperate or comply with, or failure to provide identification to any CU administrator, faculty member, or staff person.
 - J. Intoxication or impairment by alcohol or an unlawful controlled substance or another dangerous drug such as a controlled substance analogue (designer drug).
 - K. Disruptive or disorderly behavior.
 - L. Lewd or indecent behavior.
 - M. Promotion, use or possession, or being under the influence of an alcoholic beverage on campus or at a University-related activity. A *university-related activity* is any activity sponsored by the University or by any organization recognized by the University. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization, funded by CU, supervised and sponsored by CU
 - N. Unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) or drug paraphernalia. Additionally, it is a violation of University policy to ingest substances that are on the federal schedule of controlled substances under the Controlled Substances Act, Title 21 United States Code (USC) <https://deadiversion.usdoj.gov/>, regardless of where the student was at the time of ingestion. Any type of hookah, bong, electronic cigarettes, or vaporizers is prohibited on the campus.
 - O. Possession or use of any consumable hemp-products on University property or non-campus property owned or controlled by the University. (Note: Products that are FDA approved for use as food ingredients or cosmetics are permitted on University property. Hemp-derived products that are legally produced and/or sold in North Carolina, but not approved by the FDA for use as food ingredients or cosmetics, such as CBD oil, may be stored in privately owned or leased motor vehicles parked on a street or driveway or in a public parking lot. The University prohibits the possession of such products by students in premises it owns or controls.)
 - P. Intentionally taking, damaging, or destroying property; or attempting to take, damage, or destroy property without the effective consent of the owner.
 - Q. Failure to abide by an administrative order or directive issued by the University or University personnel, unless such failure is being handled at the University's discretion through another University process.
 - R. Unauthorized entry, or attempted unauthorized entry, into or occupation of University facilities.
 - S. Falsification, alteration, fabrication, or misuse of a university or government form, document, record, or identification card.
 - T. Participation in student organizations not approved by the University.

- U. Contemptuous or disrespectful behavior.
- V. Unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to, casino or sports wagering.
- W. Conduct that is prohibited by the University's Sexual Conduct Policy.
- X. Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or other life safety equipment; tampering with or pulling under false pretenses a fire alarm; or propping stairwell fire doors open or disabling locking mechanism on exit doors. Fines may be assessed for the misuse of fire or other life safety equipment.
- Y. Audio and/or video recording or causing to be recorded a member of the University's governing board, an administrator, faculty, or staff member during the course of their University duties without the recorded person's knowledge and permission. The term "recorded" includes the capturing, transferring, or streaming of audio and/or video.
- Z. Possession of pornographic material on CU property or accessing pornographic material through the University owned or contracted technology systems.
- AA. Complicity in any misconduct prohibited by University policies (meaning any act that knowingly aids, facilitates, promotes, or encourages the commission of prohibited conduct by another person).

SANCTIONS FOR MISCONDUCT

A student who is found to have engaged in misconduct is subject to one or more of the following sanctions or other sanctions deemed appropriate by the sanctioning officer or sanctioning panel (sanctions may be combined at the discretion of the sanctioning officer or panel). Relevant information about an individual's disciplinary record at the University remains on the student's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required or permitted by law. The Dean of Students is informed when a sanction of suspension or expulsion is imposed.

Warning:

A formal admonition, which appears in an individual's disciplinary record at the University.

Disciplinary Probation:

A more serious admonition which may be assigned for a definite period of time. Findings of misconduct resulted in disciplinary probation may be considered in determining subsequent sanctions, even if the probation period has ended. *Any future violation may be grounds for more severe sanctions, including suspension, suspension with conditions, or in especially serious cases, expulsion from the University.*

Restitution:

The requirement to reimburse or otherwise compensate another and/or the University for damage or loss of property resulting from a student's misconduct. Common assessment or group billing may be made to students in a residence hall for damages occurring in common areas shared by groups of residents (determinations about whether and to what extent restitution will occur are made by the University's residence life administrators, not through the procedures provided in the Student Code of Conduct).

Residential or Other Facilities Restrictions or Removal:

Restrictions or removal from residence halls or other campus facilities as designed in the written notification. The campus residential life contract fee will not be refunded to a student who is evicted from the residence halls.

Withholding of Degree:

In cases involving seniors or graduate students in their final semester, the University may withhold a student's CU degree for a specified period of time. This penalty is imposed instead of suspension at the end of senior year or final year of graduate study when all other degree requirements have been met. The sanction of withholding a degree may also occur if an expulsion-level offense occurs after all other degree requirements have been met, but before the degree is conferred.

Suspension:

Student status at the University may be terminated for a specified period of time.

Suspension with Conditions:

Student status at the University may be terminated for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the officer or panel applying this penalty, have been fulfilled. These conditions may include, but are not limited to, restitution of damages and formal apology.

Expulsion:

This is permanent termination of student status at the University, without any opportunity for readmission. Relevant information remains in the student's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required or permitted by law.

Additional Outcomes:

The following examples are not exclusive or all-inclusive but are intended to provide some examples of the types of outcomes that may accompany the preceding sanctions, as appropriate:

Community Service:

Community Service up to 10 hours per week may be added to disciplinary probation for a portion or duration of the probationary period or following a warning.

Restriction of Access to Space, Resources, and Activities:

When appropriate, restrictions may be placed on access to space and/or resources or on participation in activities to limit opportunities for contact between parties.

Educational Programs:

In addition to any of the sanctions listed above, a student may be required to participate in educational programs.

No Contact Directives:

No contact directives may be imposed as an administrative matter (but not necessarily a sanction) when the University determines doing so is in the best interests of an affected individual or individuals and/or the best interests of the University.

The fact these additional outcomes are listed here as examples does not limit the University's ability to issue interim or administrative measures such as restriction of access to space, resources and activities, and/or no contact directives at its discretion even where no Student Code of Conduct or other policy violation has been investigated or charged, and/or where no policy violation has been found.

AUTHORITY AND RESPONSIBILITY FOR STUDENT CODE OF CONDUCT VIOLATIONS

DEAN OF STUDENTS

The Dean of Students is responsible for overall coordination of rules and regulations regarding student discipline for misconduct covered by this Student Code of Conduct. The Dean of Students may assign a designee to act in his/her stead.

STUDENT CONDUCT BOARD

Panels of the Student Conduct Board are responsible for hearing the evidence relating to charges of student misconduct brought before them, rendering a decision based on the evidence presented, and imposing sanctions, should the student be found responsible for the alleged act(s) of misconduct. Panels to hear individual cases will be drawn from the Student Conduct Board membership as provided below.

Student Conduct Board Membership: Student Conduct Board members shall be appointed each year as needed, as described below:

Faculty Members

- a. A Student Conduct Board chair appointed from the faculty by the Chancellor.
- b. Two Student Conduct Board members appointed from the faculty or staff by the Chancellor.
- c. All Faculty members appointed by the Chancellor's office, are done in consultation with the Provost.

Student Members

Student members appointed by the Student Body President, or the Dean of Students (when SGA President is absent).

Staff Members

Staff members appointed by the Dean of Students.

HEARING PANELS AND ROLE OF CHAIR

The Student Conduct Board Hearing Panel will be composed of four-five members, two of whom will be either faculty or staff. One faculty or staff will be the Chair of the Student Conduct Board Hearing Panel. The chair will preside over the Student Conduct hearing and will not vote except in the case of a tie. If a panel would be fewer than three members (including the chair) because of recusals, scheduling conflicts, or other issues, the University will ordinarily reschedule the hearing so that a larger panel can hear the case, unless the student requests the hearing proceed on the originally-scheduled date with a panel of fewer than three members.

As the presiding officer in charge of the hearing, the chair has broad discretion. The chair will exercise control over the conduct of all persons participating in the hearing and direct the initial questioning to the Student Conduct Officer, the student, and any witnesses. The chair will facilitate the hearing in such a way as to enable the panel members to decide whether or not an act of misconduct has been committed. In so doing, the chair may exclude irrelevant, immaterial, and unduly repetitious information. Upon the conclusion of the hearing, the chair will lead the Student Conduct Board Hearing Panel in the decision about the alleged misconduct and will provide documentation of the finding of the hearing as well as any sanctions. Further details about the chair's role are provided in the Purpose and Procedures for the Student Code of Conduct.

INTERIM MEASURES

Upon receipt of a report of an alleged violation of this Student Code of Conduct, Student Conduct Administration personnel will determine whether interim measures are needed to preserve the educational or working experience of one or more other community members, protect any individual during an investigation, address safety concerns for the broader University community, maintain the integrity of the investigative and/or resolution process, and/or deter retaliation. Examples of interim measures may include but are not limited to a reassignment of class schedule; reassignment of University housing; restriction on a student's access to classrooms, space, and/or resources; no contact directives; or suspension or expulsion of the student. An interim measure is provisional because it is subject to being vacated if such action is deemed appropriate following a hearing and any appeal of the finding and/or sanction.

- A. The determination of whether to impose measures will be made by the Dean of Students (if the student has only a student relationship with the University). If the student also has an employment relationship with the University, an appropriate administrator with jurisdiction over the student's area of employment will also be consulted. In appropriate cases, the Dean of Students will coordinate with members of the University's faculty or staff.
- B. A student may be suspended from enrollment or employment (with or without pay) or placed on a leave of absence on an interim basis when the University has received information which indicates the continued presence on campus of the student will likely have a serious effect on the physical, mental, or emotional health, safety, or well-being of another person. When physical safety is seriously threatened; or when the ability of the University to carry out its operation is threatened or impaired; or where Campus Life personnel conclude other interim measures are not feasible to address any concerns, a student may be suspended.
- C. The decision to impose an interim suspension or leave of absence may be made at any point in the process.
- D. Violation of conditions imposed as interim measures may result in the initiation of additional disciplinary proceedings.
- E. There is no appeal of an interim measure.
- F. The University is confident the Dean of Students can fairly and justly separate his/her decisions regarding the experiences of matters in which interim measures are deemed necessary. The merits of a case after a fuller record is developed through a hearing, and therefore the Dean may decide both the question of interim measures and any post-hearing appeal will not be considered a material procedural error or ground for objecting to the decision-making or appeal process.

The Dean of Students will prepare and send to the student a written notice of any interim measures and the basis for the interim measures.

PURPOSE AND PROCEDURES FOR THE STUDENT CODE OF CONDUCT

The Student Code of Conduct establishes the standards by which students are to conduct themselves. In the event a student is alleged to have engaged in behavior that is inconsistent with one or more standards summarized in the Student Code of Conduct, the alleged code violation(s) will be investigated and adjudicated through the procedures outlined in this Purpose and Procedures for the Student Code of Conduct section of this Student Guide. In the Purpose and Procedures for the Student Code of Conduct,

references to *the student*, refers to the student who is charged with a Student Code of Conduct violation unless the context requires or indicated otherwise.

The procedures in this Purpose and Procedures for the Student Code of Conduct will be carried out by the Dean of Students or other Student Conduct officers, as designated at the discretion of the Dean of Students; any reference in this code to the Dean of Students or a Student Conduct officer is intended to include the designees of either, to allow the University reasonable flexibility in staffing regarding student conduct matters.

DEFINITION OF BUSINESS DAYS

The term *business days* as used throughout these procedures means days when the University's offices are open for business.

REPORT OF ALLEGED MISCONDUCT

Alleged misconduct covered by the Student Code of Conduct may be reported in the following ways:

- Notify the Dean of Students office: campuslife@carolinau.edu, 336-714-7974
- An online report through the website
- Contact the Public Safety for criminal conduct

The Dean of Students will consider the information provided. Based on that information or any other information he/she believes is necessary at the pre-charge stage, determine whether a Student Code of Conduct proceeding should be initiated.

TYPE I CASES: INITIAL MEETINGS, CHARGE PROCEDURES, AND CONDUCT HEARINGS

Definition of Type I Case

The procedures outlined in this section apply to Type I cases. Type I procedures are initiated when it appears based on the information about the alleged misconduct and the student's disciplinary history that is available at the time the Notice of Charge is communicated to the student, that the student could face a sanction or sanctions less than suspension or expulsion if found responsible for the alleged misconduct. If at any time based on additional information it is determined the student could face suspension or expulsion for the alleged misconduct, the Associate Dean of Student for Campus Life will re-designate the case as a Type II case. The case will proceed as practically as possible from that point forward as a Type II case, as outlined in Purpose and Procedures for the Student Code of Conduct. Variations in procedure in cases re-designated as Type II cases, which can be determined at the discretion of the Dean of Students, will not invalidate the outcome of such cases or constitute a material procedural error that substantially impacted the outcome of the process.

Notice of Charge in Type I Cases

If the Dean of Students determines the University should initiate a Type I case proceeding under the Student Code of Conduct, the Dean of Students will prepare and send the student a written notice of the alleged misconduct. The notice will generally include:

- a. the Student Code of Conduct section implicated by the alleged misconduct;
- b. a summary of the behavior allegedly violated the Student Code of Conduct; and
- c. notice the student has the responsibility, within three business days, to schedule a time for an Initial Meeting/Conduct Hearing with the Dean of Students or another designated Student Conduct officer.

The written notice will be sent to the student at his/her CarolinaU email account and will constitute full and adequate notice. As stated in University Policy, each CU student is personally responsible for checking his/her CU email on a regular and recurring basis for receipt of official University correspondence. The University reserves the right to use other forms of communication (local or home mailing address) as deemed necessary. Students are to provide an updated mailing address to the Office of the Registrar. Failure to receive University notices because of an incorrect address provided by the student will not relieve the student of responsibility for responding to the notice.

Initial Meeting/Conduct Hearing in Type I Cases

Only the Student Conduct officer and the student may be present at an initial Meeting/Conduct Hearing unless the Dean of Students determines it would be helpful to have another University staff member present. At an Initial Meeting/Conduct Hearing, the Dean of Students and the student will discuss the alleged code violation and adjudication process for the case. Based on information the student may wish to share at the Initial Meeting/Conduct Hearing, the CU staff member may amend or dismiss the charge(s). During this Initial Meeting/Conduct Hearing, the staff member will provide the student with a Student Conduct Charge Consideration Form that will outline the procedural options. These options will include:

- a. the option to take three business days (known as a consideration period) to consider whether to discuss the matter substantively with the CU staff member and whether to admit or deny the charge(s).
- b. the option to admit responsibility for the charge(s) or revised charge(s), in which case the initial meeting will become a conduct hearing, and no further hearing will be held and sanctions will be imposed by the Dean of Students; or
- c. the option to deny responsibility for the charge(s) or revised charge(s), in which case the procedures for either an Administrative Hearing or Student Conduct Board Hearing, as described in Purpose and Procedures for the Student Code of Conduct, will be initiated.

A student who fails to attend an Initial Meeting/Conduct Hearing with the CU staff member, fails to communicate with the staff member to schedule such a meeting within three business days following notice of the charge, and/or fails to return the Student Conduct Charge Consideration Form within three business days within the consideration period (three business days) to the staff member without just reason (as determined by the Associate Dean) for failing to do so waives the opportunity for an Initial Meeting/Conduct Hearing and any future hearing. In such cases, the CU staff member may find the student responsible for the alleged act of misconduct and impose a sanction or sanctions as outlined in the Sanctions for Misconduct section of this Student Code of Conduct.

Procedures Applicable To Admitted Charges In Type I Cases

If the student chooses to admit responsibility for the alleged misconduct outlined in the Notice of Charge or any revision to the charge, the Dean of Students will impose appropriate sanctions. In determining appropriate sanctions, the Dean of Students may review and consider the student's academic and disciplinary records. Other factors may be considered but are not limited to the student's attitude regarding the misconduct, the nature and gravity of the misconduct, and any mitigating or aggravating circumstances.

If a student admits responsibility through the process outlined here, he or she cannot appeal the finding of responsibility, but he/she may appeal the sanction(s) through the process outlined in Article VII, Section E of this Student Code of Conduct.

Finality of Sanctions

Unless otherwise determined at the University's discretion, sanctions are effective immediately, even if an appeal is filed.

Procedures Applicable to Denied Charges and Notice of Hearing in Type I Cases

If the student denies the charge, the CU staff member will ask the student whether he/she wishes for the matter to proceed to an Administrative Hearing or a hearing before a Student Conduct Board Hearing Panel. The Dean of Students will consider the student's indicated preference and will ultimately decide at his/her discretion whether the hearing will be an Administrative Hearing or a hearing before a Student Conduct Board Hearing Panel. The student will be informed of that decision in the Notice of Hearing. Unless postponed in accordance with the procedures outlined below, the hearing will usually be conducted within 21 business days after the student's official recorded denial of the charge or within a reasonable amount of time if that 21-day period would fall during a University holiday, break between semesters, during the summer months, or during a period when a CU staff member or a Student Conduct Board Hearing Panel is not available. The Notice of Hearing can be via email.

The Notice of Hearing will generally include:

- a. a summary of the behavior allegedly violating University policies,
- b. the names and/or description of the witnesses whom the CU staff member anticipates asking to testify at the hearing and a brief summary of the subject matter on which such witnesses are expected to testify, and
- c. a brief description of any other anticipated evidence that will be considered at the hearing.

If the CU staff member receives additional potentially relevant information after a Notice of Charge is issued, but before a hearing is held, the Student Conduct officer will determine if the charge should be amended, and the case will proceed accordingly.

Witnesses and evidence need to be presented at the hearing if a party wants the witnesses' testimony and the evidence to be considered. The student must attempt to bring to the hearing to testify in person their witnesses who have firsthand knowledge of the facts and circumstances surrounding the alleged act of misconduct. When a witness cannot be present at the hearing, the student may present to the CU staff member (in Administrative Hearings) or the Chair of the Student Conduct Board Hearing Panel a signed, notarized written statement from the absent witness. Reports and statements submitted by University personnel are not required to be notarized when the information is created, gathered, and/or shared within the official scope of their responsibilities. Because the absent witness cannot be questioned, this type of evidence will generally be given less weight. If written or other documentary evidence will be relied upon in whole or in part to establish a violation, the student will be given an opportunity to examine such evidence prior to the hearing. The student should contact the Dean of Students with a request to review such evidence no less than 48 hours in advance of the hearing so a time can be scheduled for the review. Such evidence will be made available at the Judicial Affairs office (Dean of Students).

Waiver of Hearing

A student who fails to attend an initial meeting with the CU staff member, fails to communicate with the CU staff member to schedule such a meeting within three business days following notice of the charge, and/or fails to return the Student Conduct Charge Consideration Form within the consideration period (three business days) to the Dean of Students office without just reason (as determined by the Dean of Students) for failing to do so waives the opportunity for an initial meeting and any future hearing. In such cases,

the CU staff member may find the student responsible for the alleged act of misconduct and impose a sanction or sanctions as outlined in Section IV of this Student Code of Conduct.

TYPE II CASES: INITIAL MEETINGS, CHARGE PROCEDURES, AND CONDUCT HEARINGS

Definition of Type II Case

The procedures outlined in this section apply to Type II cases. Type II procedures are initiated when it appears, based on the information about the alleged misconduct and the student's disciplinary history that is available at the time the Notice of Charge is communicated to the student, the student could face a sanction of suspension or expulsion if found responsible for the alleged misconduct. If the Dean of Students has re-designated a Type I case as a Type II case as described above in the Purpose and Procedures for the Student Code of Conduct, the case will proceed as practically as possible from that point forward as a Type II case. Variations in procedure in cases re-designated as Type II cases, which can be determined at the discretion of the Dean of Students.

The Dean of Students will not invalidate the outcome of such cases or constitute a material procedural error that substantially impacted the outcome of the process.

If at some point in the process the CU staff member determines it would be more appropriate to handle a matter as a Type I case, he/she will re-designate the case accordingly. Variations in procedure in cases re-designated as Type I cases, which can be determined at the discretion of the Dean of Students, will not invalidate the outcome of such cases or constitute a material procedural error that substantially impacted the outcome of the process.

Pursuant to U.S. Department of Education Code, if the student withdraws from the University while a Student Code of Conduct notice of a Type II case is pending, the University will proceed to final resolution of the Student Code of Conduct process despite the student's withdrawal. If the student is found responsible and a sanction of expulsion or suspension is imposed, a notation the student is ineligible to enroll will be placed on the student's transcript.

Notice of Charge in Type II Cases

If the Dean of Students determines that the University should initiate a Type II case proceeding under the Student Code of Conduct, the Dean of Students will prepare and send the student a written notice of the alleged misconduct. The notice will generally include:

- a. the Student Code of Conduct section implicated by the alleged misconduct;
- b. a summary of the behavior allegedly violating the Student Code of Conduct; and
- c. notice the student has the responsibility, within three business days to schedule a time for an initial meeting with the Dean of Students or another designated Student Conduct officer.

The written notice will be sent to the student at his/her CU email account and will constitute full and adequate notice. As stated in University policy, each student is personally responsible for checking his/her CU email on a regular and recurring basis for receipt of official University correspondence. The University reserves the right to use other forms of communication (local or home mailing address) as deemed necessary. Students are to provide an updated mailing address to the Office of the Registrar. Failure to receive University notices because of an incorrect address provided by the student will not relieve the student of responsibility for responding to the notice.

Initial Meeting in Type II Cases

Only the CU staff member and the student may be present at an initial meeting in Type II cases unless the Dean of Students determines it would be helpful to have another University staff member present. At the initial meeting, a CU staff member will review the charges and related evidence that is available to the staffer at the time of the meeting. The student will not be asked to share his/her perspective on the charges or information at the initial meeting. The student will be provided with a period of five business days to consider whether to accept responsibility for the misconduct outlined in the Notice of Charge. This is known as the consideration period. At the initial meeting, the CU staff member will provide the student a Student Conduct Charge Consideration Form that will outline the procedural options discussed below, and on which the student can document his/her related choices.

The student must return the Student Conduct Charge Consideration Form to the Office of the Dean of Students no later than the end of the five business days period.

A student who fails to attend an initial meeting with the CU staff member, fails to communicate with the Dean of Students office to schedule such a meeting within three business days following notice of the charge, and/or fails to return the Student Conduct Charge Consideration Form within the consideration period (five business days) to the Dean of Students office without just reason (as determined by the Dean of Students) for failing to do so, waives the opportunity for an initial meeting and any future hearing. In such cases, the Dean of Students may find the student responsible for the alleged act of misconduct and impose a sanction or sanctions as outlined in the Sanctions for Misconduct section of this Student Code of Conduct.

Procedures Applicable to Admitted Charges in Type II Cases

If during the consideration period the student chooses to admit responsibility for the misconduct outlined in the Notice of Charge and indicates on the Student Conduct Charge Consideration Form, the Dean of Students will send notice to the student they must contact the Dean of Students office to schedule a sanctioning meeting within three business days. If the student fails to contact the Dean of Students office to schedule this meeting within three business days, the student waives the right to a sanctioning meeting, and sanctions will be imposed as outlined below.

Students who schedule a meeting will have the option to request whether they want the sanction(s) to be determined by either the Dean of Students or a Panel of the Student Conduct Board. If no preference is indicated, the University will decide. At the sanctioning meeting with either the Dean of Students or the Panel, the student will be given the opportunity to share his/her perspective on the admitted misconduct and to offer information about mitigating circumstances if they choose to do so. The sanctioning officer or panel will impose appropriate sanctions against a student who admits to being responsible for an act of misconduct. In determining appropriate sanctions, the student's academic and disciplinary records will be considered. Other factors that may be considered, include, but are not limited to, the student's attitude regarding the misconduct, the nature and gravity of the misconduct, and any mitigating or aggravating circumstances. An email notifying the student of the sanction(s) will be sent to the student after the sanctioning officer or panel has had sufficient time to review the evidence.

If a student admits responsibility through the process outlined here, they may not appeal the finding of responsibility, but they may appeal the sanction(s) through the process outlined in the Purpose and Procedures for the Student Code of Conduction section of this Student Code of Conduct.

Procedures Applicable to Denied Charges and Notice of Hearing in Type II Cases

If during the consideration period the student chooses to deny responsibility for the misconduct outlined in the Notice of Charge and indicates on the Student Conduct Charge Consideration Form, the student should indicate whether he/she wishes for the matter to proceed to an Administrative Hearing or a hearing before a Student Conduct Board Hearing Panel. The Associate Dean of Student for Campus Life will consider the student's indicated preference, and will ultimately decide at his/her discretion whether the hearing will be an Administrative Hearing or a hearing before a Student Conduct Board Hearing Panel. The student will be informed of that decision in the Notice of Hearing. Unless postponed in accordance with the procedures outlined below, the hearing will usually be conducted within 21 business days after the student's official recorded denial of the charge or within a reasonable amount of time if that 21-day period would fall during a University holiday, break between semesters, during the summer months, or during a period when the Dean of Students or a Student Conduct Board Hearing Panel is not available.

The Notice of Hearing will generally include:

- a. a summary of the behavior allegedly violating University policies,
- b. the names and/or descriptions of witnesses who the Student Conduct officer anticipates asking to testify at the hearing and a brief summary of the subject matter on which such witnesses are expected to testify, and
- c. a brief description of any other anticipated evidence that will be considered at the hearing.

If the Dean of Students receives additional potentially relevant information after a Notice of Charge is issued, but before a hearing is held, the Dean of Students will determine if the charge should be amended and the case will proceed accordingly.

Witnesses and evidence need to be presented at the hearing if a party wants the witnesses' testimony and the evidence to be considered. The student must attempt to bring to the hearing to testify in person their witnesses who have firsthand knowledge of the facts and circumstances surrounding the alleged act or misconduct. When a witness cannot be present at the hearing, the student may present to the Dean of Students (in Administrative Hearings) or the Chair of the Student Conduct Board Hearing Panel a signed, notarized written statement from the absent witness. Reports and statements submitted by University personnel are not required to be notarized when the information is created, gathered, and/or shared within the official scope of their responsibilities. Because the absent witness cannot be questioned, this type of evidence will generally be given less weight. If written or other documentary evidence will be relied upon in whole or in part to establish a violation, the student will be given an opportunity to examine such evidence prior to the hearing. The student should contact the Dean of Students office with a request to review such evidence no less than 48 hours in advance of the hearing so a time can be scheduled for the review. Such evidence will be made available at the Judicial Affairs office.

Waiver of Hearing

A student who fails to attend an initial meeting with the Dean of Students, fails to communicate with the Dean of Students to schedule such a meeting within three business days following notice of the charge, and/or fails to return the Student Conduct Charge Consideration Form within the consideration period (five business days) to the Dean of Students without just reason (as determined by the Dean of Students) for failing to do so waives the opportunity for an initial meeting and any future hearing. In such cases, the Dean of Students may find the student responsible for the alleged act of misconduct and impose a sanction(s) as outlined in Section IV of this Student Code of Conduct.

PROCEDURES APPLICABLE TO ADMINISTRATIVE HEARINGS

Administrative Hearings are conducted by a single Campus Life officer, rather than a Student Conduct Board Hearing Panel, in cases in which the Dean of Students decides the case should be handled through an Administrative Hearing.

Hearing Purpose

A hearing is designed to be a facilitated discussion to allow the student the opportunity to address the charge(s) of misconduct and explain his/her conduct given the circumstances surrounding the alleged incident.

Hearing Date

Except as provided in Paragraph 6 of this Section C, an Administrative Hearing will usually be conducted within 21 business days after the student's official recorded denial of the charge or within a reasonable amount of time if that 21-day period would fall during a University holiday, break between semesters, during the summer months, or during a period when a Campus Life officer is not available.

Who May Attend

Only the CU staff member and the student may attend an Administrative Hearing unless the Dean of Students determines it would be helpful to have another University staff member present. Witnesses may be present only while giving testimony. Attorneys representing the student and character witnesses are specifically prohibited from attending any portion of the hearing.

Hearing Process

The Dean of Students will exercise control over the conduct of all persons participating in an Administrative Hearing and will question the student and the witnesses. The Dean of Students will act as a hearing officer by developing the evidence necessary to decide whether or not the student is responsible for committing an act of misconduct. In doing so, the Dean of Students may exclude irrelevant, immaterial, and unduly repetitious information. The Dean of Students may call a recess if he/she feels a break is needed due to the length of time the hearing has proceeded or other reasons at the discretion of the Dean of Students.

The student will have the opportunity to provide verbal or written facts and circumstances regarding the alleged violation(s).

At the hearing, the student should present to the Dean of Students any evidence, verbal or written facts and circumstances regarding the alleged violation(s) that are pertinent to the charge or shed light on the facts and circumstances surrounding it. The Dean of Students officer will determine what evidence will be received and how much weight will be given to evidence that is received.

It is important for the student to offer all of his/her evidence at the time of the hearing. Once the hearing is concluded, the Dean of Students will not consider additional evidence or testimony, unless the Dean of Students determines it is necessary to reopen the hearing.

Witnesses and evidence need to be presented at the hearing if the student wants the witnesses' testimony and the evidence to be considered. The student must attempt to bring to the hearing to testify in person witnesses who have firsthand knowledge of the facts and circumstances surrounding the alleged act of misconduct. When a witness cannot be present at the hearing, the student may present to the Dean of Students a

signed, notarized written statement from the absent witness. Because the absent witness cannot be questioned, this type of evidence will generally be given less weight. The student should give the Student Conduct officer three business days' notice (or less if deemed acceptable in the discretion of the Student Conduct officer) of those witnesses they anticipate having at the hearing. If the Dean of Students determines other witnesses should also be at the hearing, the Dean of Students will give advance notice of that to the student as provided above, and will arrange for the presence of such witnesses at the hearing.

Questioning

In addition to the Dean of Students, the student may question the witnesses.

Failure to Appear

If the student fails to appear at the hearing on the date and at the time and place specified in the notice, the Dean of Students may make a decision based on the evidence available and presented during the hearing.

In the event the student becomes aware he/she is unable to appear at the hearing on the date specified in the notice, he/she should notify the Dean of Students office of the reasons that prevent his/her attendance as scheduled (this notification must be given at least 24 hours in advance of when the hearing is scheduled to occur). If the Dean of Students determines good cause exists for the student not appearing at the scheduled hearing, the Dean of Students will set a new date and time for the hearing.

Finding of the Dean of Students

After the hearing, the Dean of Students will excuse the student. The Dean of Students will review the evidence and determine, based on the preponderance of the evidence standard of proof, whether or not the evidence supports the allegation the student committed the act of misconduct.

Summary Report

The Dean of Students will prepare a written summary of the Administrative Hearing, including his/her finding as to whether the student is or is not responsible for the alleged misconduct.

Hearing Outcomes

The Dean of Students will provide notice of the hearing outcome to the student.

- a. Finding of Not Responsible:
If the student is found not responsible, the charge(s) will be dismissed in accordance with Article I, Section D, Paragraph 2.
- b. Finding of Responsible:
If the student is found responsible for any misconduct, the Dean of Students will determine the appropriate sanction(s).

In determining what sanctions to impose, the Dean of Students may review and consider the student's academic and disciplinary records. Other factors may be considered, including, but not limited to, the student's attitude regarding the misconduct, the nature and gravity of the misconduct, and any mitigating or aggravating circumstances.

Referral to the Student Conduct Board

If in the course of reviewing a case or conducting an Administrative Hearing, the Dean of Students determines it would be more appropriate to handle the case through the Student

Conduct Board process, he/she may refer the case to the Student Conduct Board. If a case is referred to the Student Conduct Board, the procedure outlined in the Purpose and Procedures for the Student Code of Conduct section will apply.

Finality of Sanctions

Unless otherwise determined at the University's discretion, sanctions are effective immediately, even if an appeal is filed.

PROCEDURES APPLICABLE TO STUDENT CONDUCT BOARD HEARINGS

Hearing Purpose

A hearing is designed to be a facilitated discussion to allow the student the opportunity to address the charge(s) of misconduct and explain his/her conduct given the circumstances surrounding the alleged incident.

Hearing Panel

The Student Conduct Board hearing Panel, in each case, shall be composed of four-five members as previously defined in the Authority and Responsibility for Student Code of Conduct Violations section of this Student Guide.

Disqualification

A member of the hearing Panel will disqualify himself/herself if he or she feels that, in reaching a decision as to whether or not a student is responsible for committing an act of misconduct, he/she cannot decide the matter without bias or prejudice. The hearing may proceed even if any Hearing Panel member has removed himself/herself from the hearing. If a panel would be fewer than three members (including the chair) because of recusals, scheduling conflicts, or other issues, the University will ordinarily reschedule the hearing so a larger panel can hear the case, unless the student requests the hearing proceed on the originally-scheduled date with a panel of fewer than three members.

Board Rules

The Student Conduct Board Hearing Panel will, acting through the chair, make such procedural decisions as are, in the Hearing Panel's discretion, necessary for the efficient and fair gathering of information relevant to the case before the Board. The chair may decide to recess a hearing if the chair feels a break is needed due to the length of time the hearing has proceeded or due to some other reason at the discretion of the chair.

Hearing Date

Except as provided in Paragraph 10 of this Section D, Student Conduct Board hearings will usually be conducted within 21 business days after the student's official recorded denial of the charge or within a reasonable amount of time if that 21-day period would fall during a University holiday, break between semesters, during the summer months, or finals or if another time period is determined to be appropriate by the University, with notice to the student.

Who May Attend

Only members of the Student Conduct Board assigned to the hearing, the student, and the Student Conduct officer may attend the full hearing unless the Dean of Students determines it would be helpful to have another University staff member present. Witnesses may be present only while giving testimony. No other individuals, including attorneys for students or character witnesses, will be allowed to attend any portion of the hearing.

The Hearing Process

The chair will direct the initial questioning to the Dean of Students who will inform the Hearing Panel about the verbal or written facts and circumstances regarding the alleged Student Code of Conduct violation(s). The student will have the opportunity to provide verbal or written facts and circumstances regarding the alleged violation(s). The chair will provide the opportunity for witnesses, as defined below, to be heard.

In order to clarify issues, resolve inconsistencies or conflicts in testimony, or to ascertain facts, each member of the Hearing Panel may ask questions of any person appearing before the Hearing Panel.

It is important for the Dean of Students and the student to offer all of the evidence pertinent to the alleged violation they wish to be considered by the Hearing Panel at the time of the hearing. Once the hearing is concluded, the Hearing Panel will not consider additional evidence or testimony regarding the alleged violation, unless the chair determines it is necessary to reopen the hearing.

Witnesses and evidence need to be presented at the hearing if the student wants the witnesses' testimony and the evidence to be considered. The student must attempt to bring to the hearing to testify in person their witnesses who have firsthand knowledge of the facts and circumstances surrounding the alleged act of misconduct. When a witness cannot be present at the hearing, the student may present to the chair a signed, notarized written statement from the absent witness. Because the absent witness cannot be questioned, this type of evidence will generally be given less weight. The student is to give the Dean of Students three business days' notice (or less if deemed acceptable in the discretion of the Dean of Students) of those witnesses they anticipate having at the hearing.

The Dean of Students may present, as permitted by the chair, information about past adjudicated misconduct cases involving the student, if such information may show a pattern of behavior has bearing on the case being heard.

Questioning

In addition to members of the Hearing Panel, the Dean of Students and the student may question any witness directly. In the event the student and/or the Dean of Students have questions of one another, questioning may be permitted and facilitated at the discretion of the chair.

Failure to Appear

If the student fails to appear at the hearing on the date and at the time and place specified in the notice, the Chair of the Hearing Panel may make a decision based on the evidence available and presented during the hearing. If either the Dean of Students or the student is unable to appear before the Hearing Panel on the date specified in the notice, he/she should notify the Chair of the Hearing Panel of the reasons that prevent his/her attendance as scheduled (this notification must be given at least 24 hours in advance of when the hearing is scheduled to occur). If the Chair of the Hearing Panel determines good cause exists for the individual not appearing at the scheduled hearing, the Dean of Students will set a new date and time for the hearing.

Finding of the Student Conduct Board Hearing Panel

After the hearing, the chair will excuse the student and the Dean of Students from the hearing. The Student Conduct Board Hearing Panel will discuss the information, and the chair will facilitate the deliberation. The preponderance of the evidence standard of proof will be used to reach a decision by majority vote of the panel. If the panel determines additional information is needed, the chair may decide to reopen the hearing.

Summary Report

Once a decision regarding responsibility and any sanctions is reached, the Chair of the Student Conduct Board Hearing Panel will prepare a written summary that describes the information that supported the finding and describes any sanction(s). The summary will be reviewed by the Hearing Panel members and signed by the chair.

Hearing Outcomes

The Chair of the Student Conduct Board Hearing Panel will provide notice of the finding regarding responsibility, and any sanctions if applicable, to the student.

- a. If the student is found not responsible for the alleged misconduct, he/she will be notified.
- b. If the student is found responsible for some or all of the alleged misconduct, the Hearing Panel will deliberate regarding sanctions, as provided below.

In determining what sanctions to impose, the Hearing Panel may review and consider the student's academic and disciplinary records. Other factors may be considered, including but not limited to, the student's attitude regarding the misconduct, the nature and gravity of the misconduct, and any mitigating or aggravating circumstances.

Finality of Sanctions

Unless otherwise determined at the University's discretion, sanctions are effective immediately, even if an appeal is filed.

APPEAL PROCESS

A student found, through either an Administrative Hearing or a Student Conduct Board Hearing, to have committed misconduct may appeal such a finding to the Dean of Students. A student is afforded the option to appeal: 1) the finding of responsibility; and/or 2) the sanction(s) imposed. Upon receipt of an appeal, the Dean of Students will decide whether the appeal will be considered: 1) by the Dean of Students; 2) by an individual designated by the Dean of Students, or 3) by an appeal committee composed of three individuals (one faculty member, one Campus Life staff member, and one student). To ensure processing and tracking of an appeal, students are required to use the Appeal Form when submitting an appeal so that all necessary elements for the appeal are included. A request for appeal **must be submitted within five business days of delivery of notice of a hearing outcome or notice of sanctions imposed**. Requests are to be filed in the Dean of Students office.

Appeal of Finding Responsibility

The grounds for appeal of a finding of responsibility are: 1) the finding was arbitrary or capricious; or 2) there was a material procedural error that substantially impacted the outcome of the hearing.

If the appellate decision-maker agrees either ground or both grounds for appeal have been satisfied, the decision-maker can nullify the finding, send the matter back for a new hearing, or take other action as deemed appropriate at the discretion of the decision-maker. If the decision-maker does not agree either ground of appeal has been satisfied, the decision-maker will affirm the finding of responsibility, and the University's decision in the matter will be final.

Appeal of the Sanction(s) Imposed

If the student believes the sanction(s) imposed are not appropriate for the violation, he/she may file an appeal.

The appellate decision-maker will review the information provided in the appeal and other information as determined at the decision-maker's discretion and decide to:

- a. let the sanctions stand;
- b. modify the sanctions or impose different sanctions; or
- c. suspend the sanctions

The decision of the designated decision-maker regarding an appeal of sanctions constitutes the University's final decision on the matter.

PROCEDURES FOR IMPOSITION OF INTERIM MEASURES PRIOR TO A HEARING

Imposition of Interim Measures Prior to a Hearing

The University may, subject to a subsequent request for a hearing, impose interim measures as explained in Article VI, including, but not limited to, interim suspension or provisional expulsion, if:

- a. The Dean of Students receives confirmation from law enforcement officials a criminal process has been initiated against a student for an offense constituting a felony or a Class A misdemeanor; including, but not limited to, unlawful use, possession, purchase, distribution, sale, or manufacture of a controlled substance, designer drug, or drug paraphernalia, and after consultation with the Chancellor a joint decision is made that an interim sanction should be imposed, or
- b. In the judgment of the Dean of Students, the student's continued presence on the campus might:
 - i. create a danger of physical or mental harm to the student or another person;
 - ii. disrupt an educational and/or administrative process of the University; or
 - iii. otherwise be so disruptive and/or inappropriate an interim measure is in the best interest of the University and/or members of the University community.

In this context, suspensions are considered interim and expulsions are considered provisional because they are subject to being vacated, and the student is subject to having the interim student status changed, if such action is deemed appropriate following a hearing and any appeal of the finding and/or sanction.

Notice

The Dean of Students will prepare and send the student a written notice of any interim measures imposed and the basis for them. This notice will be combined with the notice of the charge required by the Purpose and Procedures for the Student Code of Conduct section of this Student Guide.

CAROLINA UNIVERSITY COMMUNITY COMPACT

2022 - 2023

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Honor, Truth, Grace

Carolina University is a community dedicated to scholarship, leadership, and service to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to uphold these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity.

To uphold the CU Code: ***Honor, Truth, and Grace***

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors, and
- I will act if the Code is compromised.

STUDENTS' OBLIGATION TO ACT WITH RESPECT TO THE CAROLINA UNIVERSITY COMPACT:

The CarolinaU Community Compact (CCC) stresses the commitment students share with all members of the community to enhance the climate for honesty, fairness, respect, and accountability at Carolina University. Students affirm the commitment to foster this climate by signing a pledge that includes taking constructive action if they witness or know about behaviors they perceive to be inconsistent with the CCC, which may include violation of University policies. Although there are no disciplinary sanctions associated with the failure to act, students are nonetheless expected to take action to do something as a responsibility of membership in the CarolinaU community.

The University recognizes it is not always easy to act in these situations, but several alternatives are available to suit a student's level of comfort and confidence. These alternatives are not mutually exclusive.

- Speaking directly with the individual exhibiting the behavior, both to gain clarity about the situation and to inform the individual about the concern.
- Publicly calling attention to the behavior as it is occurring.
- For incidents involving social behaviors, alerting residence hall, Campus Life, or other University staff. The information provided will give staff an opportunity to address the matter informally or through appropriate formal channels.
- For cases involving academic integrity, alerting the instructor cheating may be occurring in the course. This alert can be in any form, including anonymous notification, and the reporting student will not be identified. The information provided will allow the faculty member to consider corrective measures, in consultation with the Office of the Dean of Students, and to address the topic with the class or suspect student(s). Academic integrity is under the authority of the faculty and student cases are reviewed and adjudicated through Academic procedures.
- Directly alerting staff in the Office of Campus Life (336-714-7974, campuslife@carolinau.edu) who will confer with the faculty member involved, if an academic issue, or with the reporting student(s), strategizing next steps. Maintaining the confidentiality of the source is possible, but may limit the extent of action that can be taken.

THE CONTEXT OF THE COMMUNITY COMPACT AT CAROLINA UNIVERSITY

The honor code at CU is named the **Community Compact** because community is at the center of our conception of what it means to act honorably. Community entails a sense of connectedness to others and their welfare, feeling a part of Carolina University every day and being responsible for its continued improvement. Community refers as well to a feeling of connection to the city in which we are located. It positions the counterbalancing of group benefit with individual needs and wants, and a CU identity with the many personal identities based on demographics and interest. The kind of environment we strive to achieve is one in which civility (but not docility) reigns; an environment in which ideas are promulgated, and changed, in a stimulating give and take; an environment in which learning (whether from peers, faculty, administrators, or others in the CU and broader communities) is accomplished with openness, honesty, and respect.

Citizens of the CU Community commit to acting with purpose, civility, and intention, both with personal decision-making and with interactions with each member of this community. Choosing to be a citizen of the CU Community means acknowledging the value of each member, participating in active reflection and asking the question, “How do my actions impact others?”

The honor code at CU is named the Community Compact because it expresses our institution’s core values and a concomitant set of expectations for behavior. Because behavior is derivative of fundamental values, the standard applies off campus as well as on. The principles it articulates, while lofty in one sense, are firmly grounded in individual decisions made on the ground every day about every aspect of undergraduate life, in academic and co-curricular activities alike: in the class, residence halls, the Triad, off-campus apartment complexes, Miami Beach, London, Peking, Brazil, and wherever else students may go. In addition, the standard asks students not only to reflect their own behavior, as important as that is, but that they also act to encourage the integrity of their peers. By inspiring and supporting each other, students can shape their environment so it reflects the ideals expressed in the CU Community Compact.

The Compact, therefore, expresses our goals for undergraduate and graduate education in the broadest sense and is foundational to our Christian ethos and educational life at CU. It is followed by an equally important pledge students sign as members of the community. A pledge that is a statement of faith and trust.

Carolina University seeks to engage all students in its tradition of honor, a tradition that defines the institution and helps to guide students during their college careers and beyond. The students here today, who are the beneficiaries of the efforts of those who preceded them, have an extraordinarily important role to play in perpetuating and strengthening this tradition. We welcome and count on your involvement.

A STATEMENT OF PRINCIPLES

The Carolina Community Compact expresses a standard for behavior and a set of expectations of students who claim membership in CU’s learning community. All incoming students, upon admittance to CU, are required to sign a pledge to adhere to these values and to conduct themselves in accordance with these values throughout their studies at CU. Likewise, upon completion of each academic assignment, students may be asked to reaffirm their commitment to the CU Community Compact by signing a statement indicating they have adhered to the CU Community Compact in completing the assignment.

The CU Community Compact is a statement of principles. The specific CU policies, or rules and regulations of the University, define the conduct for which students can be held accountable.

2022 – 2023 SIGNATURE PAGE

I acknowledge that I have read the Student Guide of Carolina University pertaining to the 2022-2023 school year. As a student of Carolina University, I agree to follow and abide by the written/verbal guidelines of Carolina University.

Also, by signing below, I give Carolina University the absolute and irrevocable right and permission, with respect to the photographs, film, or tape (including audio) Carolina University has taken of me during my studies at Carolina University to use the same for illustration, promotion, advertising, trade, commercial, or other business purposes. I agree to abide by my pledge to the “Carolina Community Compact” included in this Student Guide.

I understand my failure to follow the rules and regulations, as stated in the Student Guide can result in my dismissal from Carolina University.

Printed Name of Student

Date

Signature of Student

Date



#1: NOTICE OF CHARGE

Student Name:

Date of Incident:

Summary of Charges/Incident Account:

Please report to the Dean of Students office in the next three (3) days.

Name:

Title:

Date:



**#2: STUDENT CONDUCT CHARGE
CONSIDERATION FORM**

DATE OF TIME OF CHARGE:	NAME OF STUDENT:
DESCRIPTION OF CONDUCT:	
VIOLATION CITATION:	
THREE OPTIONS FOR THE STUDENT: a. b. c.	
STUDENT SELECTS OPTION:	
MEETING/CONDUCT HEARING DATE:	

This form must be returned to the Dean of Students office within five (5) days of the date.

STAFF OFFICER

(Reference Student Guide, Pg.41)

DATE



#3: NOTICE OF HEARING

Name of Student:
Date of Incident:

Summary of Behavior:

Witness for Hearing:
1.
2.
3.

Other Evidence:

Hearing Date:	Hearing Time:	Location:

Name of CU Staff Officer: _____



#4: STUDENT APPEAL FORM

STUDENT NAME:	DATE:
REASON FOR APPEAL	
SANCTION OR ADJUDICATION BEING APPEALED:	
PERSON APPEALING:	DATE SUBMITTED:

NOTE: This Appeal must be filed in the Dean of Students Office within five (5) business days from the notice of the Hearing outcome to be valid.