

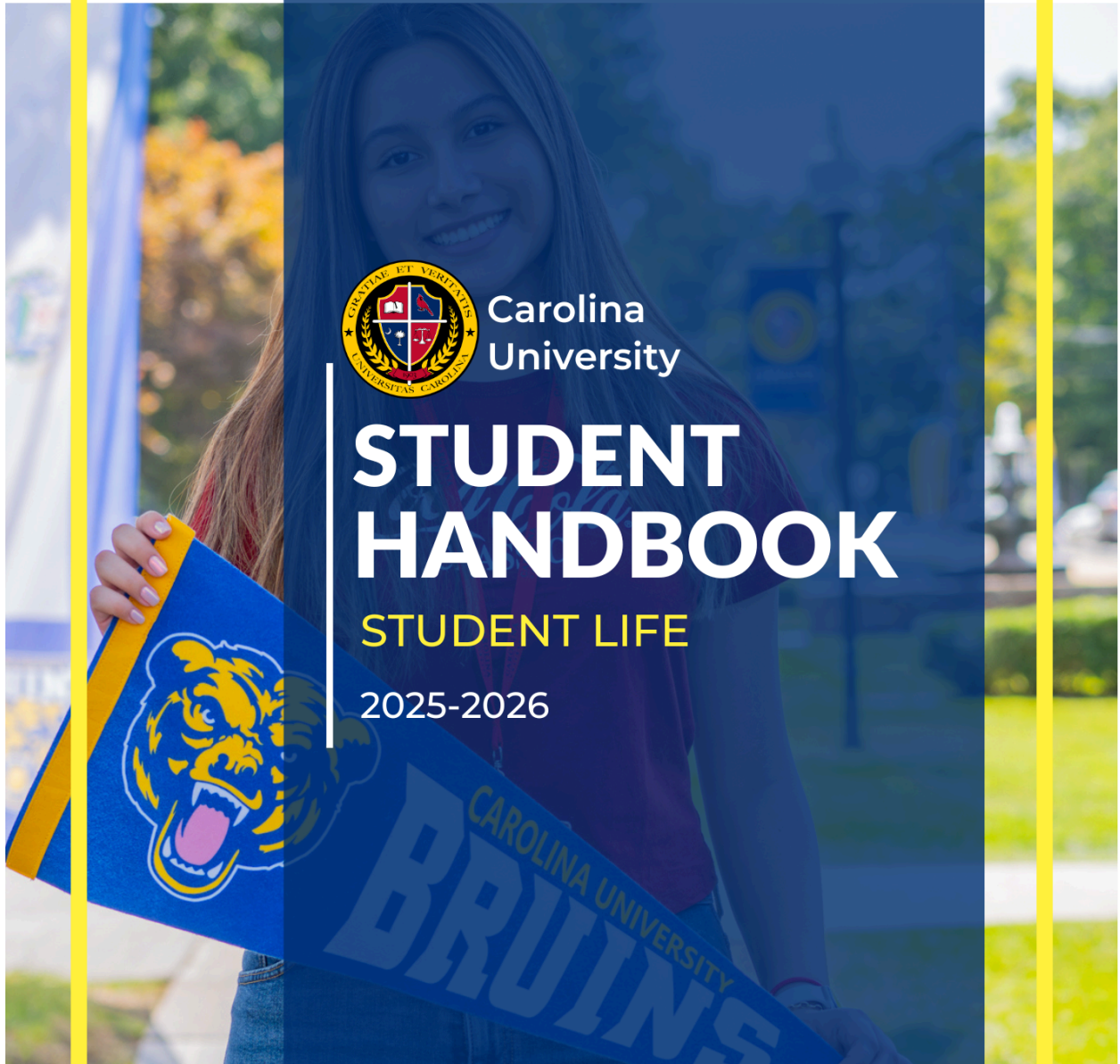


Carolina
University

STUDENT HANDBOOK

STUDENT LIFE

2025-2026



UNIVERSITY FACTS

Colors	Navy, Gold, Red
Mascot	Bruins (Baron)
Theme Verse	<u>Matthew 28:19-20</u> <i>"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."</i>
President	Dr. Heather Burkard
Founder	Dr. Charles Stevens
Founded	1945
Accrediting Agency	Transnational Association of Christian Colleges and Schools (TRACS)
Address	420 South Broad Street Winston-Salem, NC 27101
Telephone Number	336-448-4899 336-628-8303
Fax Number	336-714-7886
Web Address	www.carolinau.edu

UNIVERSITY MISSION STATEMENT

We are a Christ-centered University committed to student success.

UNIVERSITY VISION STATEMENT

We will grow in influence to become a globally recognized leader in Christ-centered, student-focused higher education.

UNIVERSITY STATEMENT OF FAITH

We Believe:

- That the Bible is the inspired Word of God and without error.
- That there is only one God who is eternally existent in three distinct persons: Father, Son, and Holy Spirit.
- In the deity and humanity of our Lord and Savior Jesus Christ, His virgin birth, sinless life, atoning death, bodily resurrection, ascension into heaven, and future return to the earth.
- In the fall of humanity that resulted in separation from God and the need for reconciliation and salvation.
- That Jesus Christ shed His blood and died as a substitutionary sacrifice for the sins of the world.

- That salvation is the free and everlasting gift from God received by personal faith in Jesus Christ alone, through God's grace alone, and that regeneration is entirely apart from religious activities or good works.
- In the bodily resurrection of the saved to live eternally with the Lord and the bodily resurrection and eternal damnation of the unsaved.

UNIVERSITY CODE OF CONDUCT

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

STUDENT HANDBOOK: STUDENT LIFE

Living in a community often means that there are certain rules, policies, and procedures that residents, commuters, and online students must be aware of and abide by. It is required that every CU student follows the policies and procedures of the Carolina University Student Handbook. Students are also responsible for and agree to abide by the information contained in this guide.

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STUDENT LIFE DEFINITIONS

MAIN CAMPUS STUDENT

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

ONLINE STUDENT

A student who is enrolled in a degree program at Carolina University and completes all or the majority of their coursework through an online platform. This student does not reside or commute to main campus.

RESIDENT STUDENT

A resident is a CU student who is living in one of the residential communities. All Main Campus Undergraduate students who are less than two years removed from high school graduation must be a resident student, living in campus housing. Exceptions will be considered for those students that live locally (within 30 miles of campus) with a parent or legal guardian only. A resident has agreed to the terms of the On-Campus Housing Contract and the policies in the Student Handbook outlined in this document.

COMMUTER STUDENT (MAIN CAMPUS) vs ONLINE STUDENT DEFINED

A commuter student is defined as a student who lives off-campus and does not reside in university housing. They are a MAIN campus student and attend a combination of in-person and online classes. An online student is defined as a student who is enrolled in an online program and only attends online classes. These definitions apply to both undergraduate and graduate students. All F-1 students are required to be MAIN campus students and must reside within a 30-mile radius of campus. Those participating in a CU Athletic Program are required to be MAIN campus students.

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. All residents with overnight guests must fill out the appropriate form 24-48 hours prior to guest arrival with the Resident Assistant of that hall and be approved by the Office of Campus Life.

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, adjacent campus parking, and walking spaces.

ONLINE COMMUNITY

The online community refers to the virtual learning and engagement environment for students who participate in courses and programs remotely. This includes all online classrooms, discussion boards, learning management systems, virtual meeting spaces, email communication, and any digital platforms officially used by Carolina University. Online community expectations apply to all forms of interaction and communication conducted through these platforms.

STUDENT SERVICES

PURPOSE

The purpose of the Student Services 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 and online 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.

STUDENT SERVICES DEPARTMENT

Vice President for Student Affairs

The Vice President for Student Affairs is the senior student services officer for Carolina University directly responsible for all areas of student life and community living.

Administrative Assistant for Student Affairs

The Administrative Assistant provides all administrative services necessary to the community life for each student. Identification cards, documentation, records, residential assignments, and organizational functions all exist in this office.

Director of Student Life

The Director of Student Life at Carolina University provides leadership and oversight for all aspects of student life, including student engagement, residence life, community standards, campus activities, and student support services.

Director of Athletics

They are responsible for the day-to-day oversight of the Athletic Department and all its functions.

Director of Health & Wellness

The Campus Nurse has direct responsibility for the health of all community members at Carolina University.

Director of Student Success

The Director of Student Success is responsible for designing, implementing, and assessing comprehensive strategies that foster student achievement across academic, personal, and professional domains. This role leads initiatives to enhance student retention, persistence, and timely degree completion.

Americans With Disabilities ACT (ADA) Coordinator

The ADA Coordinator is responsible for promoting an inclusive and accessible campus learning environment, ensuring that students with disabilities have equal opportunities to succeed academically and personally.

Title IX Coordinator

They are responsible for overseeing the University's compliance with Title IX, the federal law that prohibits sex-based discrimination in education. This includes addressing and responding to reports of sexual harassment, sexual assault, gender-based discrimination, and related misconduct.

Coordinator for Student Activities

The Coordinator for Student Activities collaborates with the Campus Activities Board, composed of students, to plan events for CU students to foster an environment that promotes community and fellowship.

Dorm Supervisor

The Dorm Supervisor oversees student living and serves as the on-call person for residential needs under the direction and oversight of the Director of Student Life.

Campus Safety & Security Officer

The Campus Safety & Security Officer supervises the safety & security team as they maintain a safe environment for students, faculty, staff, and visitors.

Resident Assistants (RA)

Each residence hall floor has a Resident Assistant (RA) chosen by the Office of Campus Life. They are responsible for providing guidance in the residence halls, general assistance in residence living, oversight to ensure health and wellness, discipleship of all residents, and leadership in campus life and the CU community. They are a friendly source of information for students.

SPIRITUAL LIFE

CHAPEL

One of Carolina University's most distinctive features is Chapel, an integral component of the campus community since its establishment in the 1940's. Chapel has consistently served to uphold and advance the University's Christian mission, a commitment that endures to this day. Carolina University's fundamental values revolve around Christ and the preparation of our students for success.

Christian educators, pastors, and businessmen frequently serve as Chapel speakers, sharing insights from Scripture and providing guidance. Additionally, speakers from various professions, including business, politics, sports, servicemen, and vocational ministry, contribute their perspectives on living for Christ in their respective fields and offer commentary on pertinent societal issues. While some speakers share compelling personal testimonies or anecdotes, others discuss the opportunities and challenges of being a Christian within their professions. In this way, Chapel serves as a forum for the CU Community to explore what it means to follow Christ in a contemporary culture.

Carolina University celebrates the diversity of its student body, encompassing various backgrounds, Christian traditions, and denominations. Chapel is held weekly throughout the Fall and Spring semesters.

CHAPEL ATTENDANCE GUIDELINES

In support of the mission and purpose of Chapel and the University, students are expected to arrive on time and remain throughout the duration of Chapel. Chapel attendance is required and monitored for all Main Campus undergraduate residents, commuters, and all student-athletes. Those attending should demonstrate respect during sessions by refraining from talking, texting, sleeping, etc. No food or drink is permitted during Chapel services.

Each semester, all students receive information regarding Chapel attendance requirements. Any meeting or activity scheduled during Chapel must be approved by the Director of Student Life no less than 24 hours in advance.

Chapel services will be held at Salem Baptist Church every Friday from 10:45 a.m. to 11:30 a.m. There will be 10 sessions in the Fall and 10 sessions in the Spring. Students are allowed two Chapel absences per semester. When a student has missed three or more Chapels at the end of each semester, a fine of \$25 for each absence exceeding two will be applied to the student account. Students who arrive 10 minutes or later after Chapel starts will receive an absence. Students should make it a priority to attend Chapel every Friday.

HALL HUDDLES GUIDELINES

Hall Huddles are held six times a semester for each residential hall. At the beginning of each semester, the Office of Campus Life and Residential Assistants will communicate the Hall Huddle dates. Attendance is required for all resident students. Residents are allowed two absences for

the semester. When a resident student has missed two or more Hall Huddles at the end of each semester, a fine of \$25 per absence thereafter will be applied to the student account.

ACADEMIC LIFE

THE GEORGE M. MANUEL LIBRARY

The George M. Manuel Library is a great asset in the learning process. The Manuel Library offers 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/>.

ASHBURN CENTER FOR STUDENT SUCCESS (ACSS)

Academic success in higher education has been linked to student participation in learning tasks. At Carolina University, we focus on preparing our students to have the skills to take advantage of any future job opportunities that may arise. ACSS offers tutoring services, a writing center, time management and planning sessions, skill development, and much more.

TEXTBOOKS AND BOOKSTORE

The CU Bookstore is located at <https://bncvirtual.com/carolinau>. 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 bookstores 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 CANCELLATIONS AND ABSENT PROFESSOR GUIDELINES

In most cases, an announcement will be made, an email will be sent, or a notice will be posted on the classroom door when a professor finds it necessary to cancel a class. When a notification has not been received, then 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 should sign an attendance sheet, leave it with the Registrar, and may leave.

INCLEMENT WEATHER POLICY

The university's basic policy is that we do not close for inclement weather. We do so only in severe conditions (e.g., excessive snow or ice accumulations).

A decision will be made as early as possible, and an email with a weather update will be sent to your email address. When major changes occur, weather information will be emailed and texted out through the university mass communication system, Alert Media. The Vice President for Student Affairs is responsible for this decision and communication.

Anyone who concludes their travel is potentially unsafe has the option to stay at home. Commuting students who cannot travel will be excused.

UNIVERSITY WITHDRAWAL PROCEDURE

A student wishing to withdraw from the University must complete the Withdrawal Form found on the MyCU portal, under 'Students' and 'Handbooks and Forms.' 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/financial-services/tuition-fees/refunds>.

SOCIAL LIFE

CAMPUS ACTIVITIES

All events sponsored by Student Life are designed to enhance the college experience, foster community, and provide opportunities for personal growth, social interaction, and cultural enrichment. Students are encouraged to attend these events to build relationships outside of the classroom.

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, cross country, track & field, and eSports. Tryouts for these teams are open to all students who meet the academic requirements of the corresponding athletic association and are not on disciplinary action.

UNIVERSITY CLUBS AND ORGANIZATIONS

Carolina University encourages students to gather and build relationships. Students who join clubs and/or organizations gain many different opportunities, such as learning to work with a team, developing leadership and communication skills, expanding their resumes, and more. Students who share a passion for a common interest and would like to form a club and/or organization can apply for a Carolina University Club/Organization Charter through the Student Services Office.

A CU Club is defined as a group of students who are dedicated to particular interests and/or hobbies with a designated purpose.

A CU Organization is defined as a group of students directly tied to a department on campus and must be advised by a department member.

Student Services sponsors both clubs and organizations through a charter process. The following is how a student club and/or organization can start the process:

- A club and/or organization requires at least five current CU students. Two of these members must hold an executive position (President and Secretary)
- A Carolina University Club Advisor. This Advisor must be a Carolina University employee.
- One person in the club and/or organization must fill out a Carolina University Club/Organization Charter through the MyCU Portal.

Once the form is received by the Student Services Office, a meeting will be created with the members and advisor to discuss the application. If accepted, Carolina University charters are granted for an entire academic year. Each club and/or organization must reapply for a charter at the beginning of the academic year thereafter to remain active. The form must be turned in to the Student Services Office within 30 days of the start of the Semester. If a club and/or organization fails to reapply, the club/organization will be inactive for the academic year. Recognition allows organizations to apply for funding, advertise and recruit for their programs on campus, make room reservations, organize/hold events on campus, and participate in orientations.

Until the club and/or organization has been approved, the student(s) may not advertise or begin any kind of programming. This means that until you receive a confirmation from the Student Services Office, a club/organization can not post or hand out any flyers on campus or social media. All flyers must be approved by the Student Services Office before being put out to the public. A club/organization posting flyers on campus and/or social media without proper approval will be at risk of immediate cancellation of the marketed event and suspension of the organization.

For further information or questions concerning CU clubs or organizations, please contact the Director of Student Life.

DATING

In keeping with Carolina University's ethos, students must 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. Faculty/staff members are also encouraged to use discretion in this area. Any issues should be directed to the appropriate administrator.

GENERAL STUDENT GUIDELINES

ELECTRONIC MAIL (EMAIL)

All CU students are provided a University email and required to use this email for University business. Emails should not be used for private promotion and/or enterprise.

Students may access their CU email from any internet browser by locating the MyCU 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.

Your student CU email 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.

CAMPUS COMPUTER ACCESS

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 that 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.

INTERNET ACCESS

All internet users should remember they are entering a global community, and any actions taken will reflect on 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.

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, reflects 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, 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 Handbook if determined to be inappropriate. Even when using your personal social media accounts, your online presence and conduct should 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 Student Services to the Campus 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. The Campus Nurse is on call 24 hours a day when the University is in 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 Student Services 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. Any student seeking to be excused, must be approved by the Office of Campus Life or the Vice President for Student Affairs. If a student fails to attend a required event without the proper permission, appropriate action will be taken.

SOLICITING

Soliciting, peddling, and vending of all types are prohibited on campus unless permission is obtained from the Vice President for Student Affairs.

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 Student 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 is 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 adhere to the CU Drug Testing Policy, which is available in the Office of Campus Life and the Athletic Department.

PROPERTY DAMAGE

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

AMERICANS WITH DISABILITIES ACT (ADA) & SECTION 504

OFFICE OF ACCESSIBILITY & STUDENT INCLUSION SERVICES

The Office of Accessibility & Student Inclusion Services (OASIS) serves as a central resource on disability-related information, procedures and services for the university community and provides expertise in the development, implementation, and acquisition for best and promising disability-related university practices, procedures and resources. OASIS also partners with students with visible and invisible disabilities to identify barriers and implement plans for access. We foster an environment of equity and inclusion through collaboration with the campus community. To request services, please contact oasis@carolinau.edu.

DEFINITIONS

ACCOMMODATIONS are defined as any reasonable adjustment required for a student to have equal access to the university's programs and activities inside and outside of the classroom.

DISABILITY is a physical or mental impairment substantially limiting one or more major life activities.

EMOTIONAL SUPPORT ANIMAL (ESA) is identified as an animal providing emotional or other support to improve one or more identified symptoms or effects of a disability. Unlike Guide or Trained Assistance Animals, ESA Animals are not required to be trained to perform work or tasks and can include species other than dogs and miniature horses.

TRAINED SERVICE ANIMALS (TSA) are defined as animals that are trained to do work or perform a specific task as an accommodation for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a TSA must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

GUIDE ANIMALS (GA) are defined by the Office of Civil Rights as a dog, and in some cases, a miniature horse, trained to assist an individual in daily navigation. By law, a guide animal is permitted to accompany an individual in any location unless a specific safety or health issue is identified by campus authorities.

ACADEMIC ACCOMMODATIONS

Although Carolina University does not offer a formal learning disabilities program, the University does offer comprehensive support services to provide reasonable accommodations for students with learning disabilities and other handicap conditions. With appropriate documentation, the following services can be provided:

- Extended time on tests
- Individual test administration
- Oral administration of tests
- Preferential seating within classes
- Note-taking assistance
- Assistive technology
- Development of proactive strategies for disability management
- Other accommodations, as supported by appropriate documentation

Even without documentation, the following services are available to all students of the university:

- Individual or small group face-to-face tutoring
- Face-to-face and/or online writing assistance
- Individualized and/or classroom instruction in study skills, time management, and transition to campus life.

To receive academic accommodations, a student must do the following:

- Complete the 'Academic Accommodations on the MyCU portal
- Provide OASIS with documentation supporting their request.

Assistance can be arranged by scheduling an appointment with the Coordinator of Student Accessibility Services (OASIS@caroliniau.edu).

NON-ACADEMIC ACCOMMODATIONS

- Service Animals
- Emotional Support Animals
- Housing Accommodations
- Accessibility on Campus
- Dietary Needs
- Other accommodations as required by documentation

To receive campus accommodations, a student must do the following:

- Complete the 'Dietary Accommodations' or 'Residential/Campus Accommodations' on the MyCU portal
- Provide OASIS with documentation supporting their request.

Assistance can be arranged by scheduling an appointment with the Coordinator of Student Accessibility Services (OASIS@caroliniau.edu).

SERVICE ANIMALS

Animals used by people with disabilities as Service Animals are not pets and may be allowed on Carolina University's 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.

Under the ADA, state and local governments, businesses, and nonprofit organizations that serve the public generally must allow Service Animals to accompany people with disabilities in all areas of the facility where the public is allowed to go. Service Animals are permitted to accompany people with disabilities in all areas of CU's facilities, where members of the University community and the general public are allowed to go. In accordance with the ADA, CU does not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal.

If an individual's need for a Service Animal and/or the qualifications of the animal are not obvious, the owner/handler may be asked only the following:

- whether the animal is required because of the owner's/handler's disability
- what work or task(s) the animal has been individually trained to perform.

They may not be asked about the nature of their disability, nor for a demonstration of the task the Service Animal is trained to perform.

EMOTIONAL SUPPORT ANIMALS (ESA)

Emotional Support Animals are not automatically allowed to accompany persons with disabilities in any other public areas of CU other than campus housing as guide and trained assistance animals are allowed to do, but ESA may reside in campus housing, when it is necessary, so the person with a disability has an equal opportunity to use and enjoy campus housing, as required under the Federal Fair Housing Act.

Before an ESA can enter campus housing with a person with a disability, a request must be submitted to the Office of Campus Life, and approval must be granted by the Director of Student Life. Appropriate documentation from a licensed physician or mental health provider must be provided to the Office of Accessibility and Student Inclusion Services (OASIS) from a qualified psychiatrist, social worker, or other mental health professional to provide sufficient information for CU to determine:

- The individual qualifies as a person with a disability and has a physical or mental impairment that substantially limits one or more major life activities; and

- The Emotional Support Animal is necessary to provide emotional support or other assistance to alleviate one or more symptoms or effects of the disability.

To receive a special housing accommodation for an ESA, a student must do the following:

- Meet with OASIS
- Provide OASIS with documentation supporting their request for a special housing accommodation.
- Complete the request for 'Residential/Campus Accommodations' form.

If a student is approved for an ESA, they will be invited to a meeting to review and sign their ESA Memorandum of Agreement and bring the animal into their assigned on-campus housing unit.

- The memorandum is valid for one semester at a time. Updated documentation is required if the ESA is requested for additional semesters. Approval for an ESA can be rescinded if the responsibilities and guidelines in the memorandum are not followed.

ESA's will be approved if the animal is both necessary because of a student's disability and reasonable under the circumstances.

If a student with a disability needs to have an ESA accompany them to interior campus spaces, they must seek advance approval for reasonable accommodation for persons with disabilities. Students must request approval from OASIS. All such requests will be considered on a case-by-case basis consistent with applicable laws.

HEALTH & WELLNESS SERVICES

Maintaining good health is essential to academic success and overall student well-being. Physical, mental, and social wellness form the foundation for achieving both academic and personal goals. Prioritizing your health enhances your ability to focus, learn effectively, and fully engage in campus life.

Optimal physical health—including proper nutrition, regular exercise, and adequate sleep—supports cognitive function, improves concentration, and boosts energy levels needed to attend classes, complete assignments, and participate in activities. Conversely, poor health can lead to frequent absences, hinder academic performance, and cause challenges in staying current with coursework.

To help prevent illness and manage existing health conditions, students are encouraged to pursue regular medical check-ups, stay up to date with vaccinations, and seek preventive care as needed.

If you have questions about your health or need help accessing healthcare services, please contact Carolina University's Director of Health and Wellness (wellness@carolinau.edu). For medical emergencies or urgent situations, contact your local emergency services immediately.

STUDENT LIFE: 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 that 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 that 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 Registrar's Office, Carolina University, 420 South Broad Street, Winston-Salem, NC 27101.

NOTIFICATION OF FAMILY

The University recognizes parents' concern 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 the 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 Vice President for Student Affairs of the University.

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 action. Not every act that might be offensive to an individual or a group necessarily will be considered 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.

Sexual Conduct Policy

As a Christian university, we uphold a biblical standard of sexual purity. Students are expected to conduct themselves in a manner that honors God and reflects the values of the University. Sexual intimacy is reserved for the context of marriage between one man and one woman. All forms of sexual misconduct and any behavior that violates another person's dignity, privacy, or consent, are prohibited.

The University is committed to maintaining a safe, respectful, and Christ-centered environment for all students. Sexual misconduct (including sexual harassment, assault, exploitation, voyeurism, or any non-consensual sexual behavior) is strictly prohibited and will not be tolerated. Such behavior violates both biblical principles and University policy, as well as potentially State and Federal law. The University provides support for those affected and ensures that all reports are handled with care, confidentiality, and due process in accordance with Title IX and institutional values.

HARASSMENTS/DISCRIMINATION GRIEVANCE PROCEDURE

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 Vice President for Student Affairs of the University. Students should adhere to the following guidelines when filing a grievance:

- The Title IX Coordinator will provide the official reporting form. This form must be submitted within ten business days after the initial meeting with the Title IX Coordinator.
- Within five business days after receiving the official grievance form, 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.
- Within 20 business days of the receipt of the official grievance form, the Title IX Coordinator will notify the student of the Committee's findings and recommendations.
- 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 three business days following notification of the findings and recommendations of the Grievance Committee. Written notification is submitted to the Title IX Coordinator. The Vice President for Student Affairs and Title IX Coordinator will appoint a three-person Appeals Committee. This notification document should include:
 - Reason for dissatisfaction.

- Any further evidence the student believes is relevant.
 - Any policy, right, etc., the student believes is still being overlooked.
 - State the outcome, action, or solution that is sought.
- 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. Procedures for filing a complaint can be found on the MyCU Portal.

Academic Complaint

The Student Academic Complaint Form is typically completed when a student feels that they have been treated unfairly or that there has been an issue with their academic experience. The form can be found on the MyCU portal under 'Students.'

Grade Appeal

The Grade Appeal Form is a formal document used by students to request a review or change of a final grade they believe was assigned unfairly or in error. The form can be found on the MyCU portal under 'Students.'

Non-Academic Grievance

The Student Non-Academic Grievance form is used when a student(s) believes they've been treated unfairly or experienced a problem outside of academic matters. This form can be found on the MyCU portal, on the 'Student Services tab.'

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.

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.

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 Campus Security per the following procedure:

- To report a crime currently taking place, call 336-714-7912.
- To report a crime that has already occurred, notify the Vice President for Student Affairs as soon as possible. Also, notify Campus Security or the Director of Student Life 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 Director of Student Life. If the public fire department has been called, make certain someone is available and visible to direct the firefighters to the place of need.

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 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 Safety and Security Department is accountable for observing and reporting violations. When Campus Security personnel are on duty, they are active in protecting the campus from intruders. The Campus Security will respond to any security needs at night. CU students, faculty, and staff may reach security guards to request an escort by dialing 336-714-7912.

Carolina University partners with the Winston-Salem Police Department to employ off-duty police officers who maintain a daily presence on campus through a floating schedule. These officers assist in monitoring campus activity, responding to incidents, and enhancing the overall safety and visibility of law enforcement on campus.

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 (Alert Media). All numbers will be kept confidential and will not be distributed to any third party. They will then be notified when there is a possible danger or threat to the CU Campus. The University encourages all members of the campus community to remain vigilant and report any suspicious activity or safety concerns immediately.

VEHICLE REGISTRATION-PARKING STICKER

- A CU parking permit is required for every vehicle a student plans to bring on campus.
- Permits renew every August 1 and expire on July 31.
- Annual parking permits are \$160 per vehicle per year.
- Student vehicles can easily be registered online using the student portal.
- Once the vehicle is registered, your student account will be billed, and the permit can be picked up at the Office of Campus Life.
- Parking stickers must be visible in vehicles at all times. A fine will be assessed for failure to properly display a CU parking permit.
- Vehicle may be towed at the owner's expense.

CAMPUS VEHICLE GUIDELINES

- 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.
- Because the CU campus is interlaced with city streets, all local parking and driving laws must be observed in addition to CU guidelines.
- Traffic signs and signals, as well as directions from Security Officers, must be obeyed.
- All persons operating a motorized vehicle on any portion of the CU campus must be properly licensed operators covered by adequate insurance, as specified by state law, with a current registration (tag) on the vehicle.

- 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.
- Vehicles should be parked in areas that are designated for parking.
- Conditions created by special occasions (athletic events, concerts, graduations, or homecoming) may require the Campus Security Department to impose parking and traffic limitations.
- Resident students are encouraged to park in their respective parking lots rather than parking on the street to discourage vehicle break-ins.
- The spaces in front of the Campus Security building are designated for CU vehicles.
- Mechanical or repair work on vehicles is not allowed in CU parking lots unless approved by the Vice President for Student Affairs.
- Any vehicle on campus without a license plate may be towed off campus at the owner's expense.
- All accidents should be immediately reported to Campus Security and the Office of Campus Life.

TRAFFIC AND PARKING FINES

- All regulations are enforced 24 hours a day, 7 days a week, 365 days a year.
- Traffic fines will be levied on the student's University business account and are payable in the Business Office.
- All fines must be paid before school records and/or paper degrees will be issued.
- The vehicle owners are responsible for all fines issued against the parking permits of their vehicle.
- On the local streets interlaced with campus, a student could possibly be issued both a campus fine and a local law enforcement fine.
- Campus Security will contact local law enforcement for students refusing to follow the campus traffic guidelines on the local streets.
- Fines may be increased for repeated violations.

Fines Listed

• Parking on the wrong side of the street	\$25 Fine
• Repairing vehicles on campus without the permission of Campus Life	\$50 Fine
• Reckless driving on campus or connected streets	\$50 Fine
• Double Parking (ex. parking outside the lines or blocking a driveway)	\$50 Fine
• Parking in a No Parking zone	\$50 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 a handicap permit	\$50 Fine

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

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

***Multiple fines for lack of a parking permit will result in the vehicle being towed.

RESIDENTIAL LIFE

Community living is a unique experience with 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.

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 an 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 Vice President for Student Affairs.

If residents have questions about policies and how they are implemented, they can schedule an appointment with their Residence Assistant or other designated CU staff members. Please refer to the Student Code of Conduct included in 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 resident's responsibility 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 Administrative Assistant for Student Affairs or Director of Student Life 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 ensure 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 2 days after the end of the semester unless given permission in writing to stay by the Office of Campus Life. Those students that withdraw from the university during the semester will have 2 days to properly move-out from the date of withdrawal.

When vacating a room, residents must fill out the appropriate check-out documentation with their Residence Assistant (RA) or the Administrative Assistant for Student Affairs 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. Failure to set the room back to its original condition will result in a fine.

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 their RA 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 or residential assistant will result in an improper check-out fine, 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.

DORM ROOM PLACEMENTS

Residence hall room assignments are made based on availability and institutional housing priorities. While students may indicate preferences for specific room types, buildings, or roommates, room requests are not guaranteed and are subject to space constraints and administrative considerations.

DORM ROOM PRICING

Room types vary in cost depending on features such as private bathrooms, recent renovations or single occupancy. These pricing differences are clearly posted on the Carolina University [website](#) and in certain materials sent by the Office of Campus Life. It is the responsibility of the student to review this information. Housing staff are not required to individually communicate price differences during the placement process.

By moving into a dorm room (or storing personal items), students acknowledge and accept the associated costs as listed. Any questions regarding pricing should be directed to the Office of Campus Life prior to move-in.

ROOM CHANGE REQUESTS

If you are considering a room change, please contact the Administrative Assistant for Student Affairs or the Director of Student Life to explore your options. Room changes are not guaranteed and will be taken into consideration on a case-by-case basis. Residents are not able to move to another room without proper approval from the Office of Campus Life.

In the case of room changes, the student has 2 days 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 the Office of 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 2-day window must receive written permission from the Office of Campus Life. Permission for an extended stay is granted on a case-by-case basis and is not guaranteed. Students may be responsible for their own food during this time.

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 (and if residing on-campus during the summer semester), provided they are assigned to the same room.

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 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 not be held responsible for any property left on the premises by the resident. The resident shall pay to the University 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 Vice President for Student Affairs, 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.

CAFETERIA

Meals for resident students are included in the required food and housing charges. Charges for food and housing may not be separated. To help accommodate student schedules, the Cafeteria offers continual service which means they are open from lunch thru dinner Monday-Friday during the Fall and Spring semesters. Semester meal plans start two days before the first day of classes that semester and end two days after the final day of the semester. The cafeteria will be closed on certain days throughout the semester in which students are responsible for their own meals during this time. These dates will be communicated out ahead of time. Between semesters, students will have access to cafeteria meals, but they will be required to pay for each meal out of pocket at that time.

Meal Plans are required for all residential students, and Commuter Meal Plans are required for all full-time, undergraduate, Main Campus commuter students (*please refer to the Student Life Dictionary for the definitions of students*). If a student has a medical or dietary concern, they must submit documentation on your MyCU portal through OASIS. All health concerns will be taken into consideration, however approval for being exempt from the meal plan is not guaranteed. The cafeteria is able to accommodate most medical and dietary concerns. The final decision will be communicated to the student.

To be considered for dietary accommodations, a student must do the following:

- Complete the 'Dietary Accommodations' form on the MyCU portal under OASIS
- Provide OASIS with documentation supporting their request.

Assistance can be arranged by scheduling an appointment with the Coordinator of Student Accessibility Services (OASIS@caroliniau.edu).

LOST AND FOUND

Items left unclaimed on campus will be collected and turned in to the Office of Campus Life. Items may be claimed during regular business hours.

CAMPUS ATTIRE

Student attire should uphold the values of modesty, professionalism, and respect for fellow students, staff, faculty, and alumni. To maintain a respectful and appropriate campus environment, we ask that students and their families adhere to this dress code by wearing attire that reflects personal dignity and self-respect. Pajamas, excessively revealing clothing, or outfits

inappropriate are not permitted at any CU function or event (ex. class, Chapel, cafeteria, athletic events, etc.).

RESIDENCE HALL POLICIES: RESIDENTIAL FACILITIES

CARE OF FACILITIES

Destroying, Damaging, or Defacing Property

Students who live in residential housing are responsible for destruction to those facilities, including individual student rooms, limited access areas, common rooms, and public areas in residence halls such as hallways, lounges, bathrooms, etc.

Destruction is defined as intentional damage to a residential or public area, or university property. Damage is defined as general wear and tear to a residential space as a result of living.

Any student or the guest of a student who destroys University property faces the possibility of sanctions including, but not limited to, restitution for destruction, fines, losing on-campus housing privileges, 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 shared suite and/or a floor may share in the cost of repairs.

Decoration Policies

Any decorating tools that damage surfaces (for example, carpet tape, duct tape, double stick tape, glue, nails, tacks, staples, stickers, 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 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. Wall coverings cannot damage walls or cover any light fixtures. Residents may not paint the walls, ceilings, floor, or furniture in their assigned living space. Residents should only use spring tension rods for curtains. Antennas or anything attached to windows or outside of buildings are not allowed.

All resident dorm decorations must align with the values and mission of our Christian university. As part of our commitment to fostering a Christ-centered community, decorations should reflect respect, integrity, and spiritual encouragement, avoiding content that contradicts our faith-based principles.

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 \$50 charge for the unauthorized removal 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 removed 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 resulting 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 throughout the semester. Health and Safety checks will also be conducted in residents' rooms weekly and are part of the Weekly Room Checks. All inspections are conducted to ensure compliance with university health standards, safety standards, and policies.

WEEKLY ROOM INSPECTIONS

RA's will complete weekly room inspections for his/her residence 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 prepare for the inspection. If a resident has a conflict with the scheduled inspection time, it is the resident's responsibility to contact the RA to reschedule the inspection. Each resident must be present for the inspection, or a \$25 fine will be charged to the student account. Should the room not meet the cleaning expectations, the resident student could receive a fine of \$50. It is the responsibility of the resident to inform the RA of any maintenance requirements for the room so a ticket can be submitted to Facilities.

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.

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 prohibited on campus, including residence halls. mini-fridges and microwaves 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 Department, the 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 Campus Life.

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 red)
- 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 30% covered with paper, posters, etc.
- Total walls that are more than 30% 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 building community
- Appliances with exposed heating elements, including but not limited to space heaters, heating lamps, toasters, griddles, hot plates, 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 to check general conditions, perform custodial service, make repairs, clear a space for a new resident, handle emergencies, 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.

The Office of Campus Life, Facilities, RA's and/or University officials may enter assigned rooms for the following purposes: room inspection, maintenance, reasons of health and safety, and/or violations of university policy.

Campus Life staff members or appropriate University officials reserve the right to confiscate items they deem to be offensive, harmful, or a violation of Campus Life University policies. The University Officials may dispose of any and all confiscated property without financial liability.

RESIDENCE HALL POLICIES: STUDENT RESPONSIBILITIES

BATHROOMS

Suite and Private 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 is provided in connecting or private bathrooms.

Community Bathrooms

It is each resident's responsibility to help keep the community bathrooms clean and usable for other residents between scheduled cleanings by Carolina University Housekeeping. Community bathrooms are cleaned daily. 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.

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. Residents are prohibited from securing their bicycles to handrails, benches, or trees. The University may remove any bicycle improperly secured to anything other than a designated bike rack at the owner's expense. 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 assigned by Carolina University. Each faculty, staff, or student is personally responsible for checking his/her email regularly 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 Administrative Assistant for Student Affairs will add access to a resident student's ID card for their assigned building and room when they move in. 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 the time of checkout. Failure to return any issued keys will result in a lock change for the room for which the student will be billed.

Lockouts

If residents are locked out of their room after business hours, they should contact their designated RA or Campus Safety & Security. 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 Administrative Assistant for Student Affairs indicating the permit is available in the Office of Campus Life. Parking permits cost \$160 for one academic 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. Speakers or other sound equipment may not be at a volume that disrupts the community. Any actions that infringe on the rights of others to sleep or study will be addressed by the hall staff.

Quiet Hours

Quiet hours have been established in all residential communities to ensure residents can exercise their primary rights to sleep and study in their own rooms. At a minimum, quiet hours are from 10:00 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.

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) directly. However, Campus Life 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:** Go to the Resident Assistant or Residence Life Coordinator to discuss the behavior.
- Step 3:** If the request does not produce satisfactory results, contact the Administrative Assistant for Student Affairs for assistance on the next step.

TRASH

Residents are responsible for taking their trash directly to the trash dumpster located near their residential community. Residents not complying will receive a conduct violation from the Office of the Vice President for Student Affairs. This can include an individual fine or in some cases, an entire hall receiving a fine for dumping their trash in the bathroom, hallway, stairwells and/or laundry room trash bins.

WINDOWS

Residents should ensure windows are closed and locked at all times for the community's safety 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.

VISITOR POLICY

Guests are defined as non-CU residential students. Guests are welcome in each residential community's public (lobby/lounge) areas 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. Residents may only host one guest at a time.

Residential students who wish to host an overnight guest in the dormitories must obtain prior approval from the Office of Campus Life by completing the Overnight Visitor Form on the MyCU Portal. This form must be submitted at least 24 to 48 hours in advance of the intended stay.

In certain circumstances, Resident Assistants (RAs) may grant approval within the 24-hour window. Such approvals are considered on a case-by-case basis. In these instances, the resident must complete the appropriate form in coordination with the RA prior to the guest's arrival.

All overnight guests must adhere to university policies and community standards while on campus. Visitors are responsible for their own meals during their time on campus.

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. 10pm 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 must be escorted through the hallways as any other non-resident, non-staff member would be.
- Guests under the age of 18 are only permitted for specially approved University events. Written permission must be granted by the Vice President for Student Affairs.

Residents are permitted to have other students or guests of the opposite sex in their dorm room from 10:00 a.m. to 10:00 p.m. All opposite sex visitors must be off the dorm halls by 10:00 p.m. each night. Wellness Checks will take place often at 10:00 p.m. to ensure this policy is upheld. Wellness Checks are conducted randomly by the RA's to ensure all visitors of the opposite sex are off the hall. When a resident has a guest(s) of the opposite sex in their dorm room, the door to the room must be fully open the entire time the opposite sex guest(s) is in the room. Students are required to maintain virtuous and legally appropriate interactions, keeping in line with Carolina University's Christian ethos.

RESIDENTIAL HALL: 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, are not allowed on campus. The University prohibits the possession of such products by students on 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 Underwriters Laboratories (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 that 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
- Stand-alone microwaves

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 skillets
- Griddles
- Hot plates
- Toasters (pop-up and ovens)
- Rice Cookers

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 Administrative Assistant for Student Affairs 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 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. This includes covering smoke detectors. 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 safety equipment such as fire sprinklers, window openings, security bars, 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 a door hinge 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 is not permitted inside any residential facility. Lithium battery-powered transportation devices may not be stored in any residential facility unless they are 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 must 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 a service animal or emotional support animal should be referred to the Office of Campus Life for regulations and approval.

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 Campus Safety & Security at 336-714-7912.

Campus organizations or individuals desiring to post notices or sell items in the residence hall lobbies must receive written permission from the Office of Campus Life and 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, dipping, pipes, or related paraphernalia, is not permitted on campus or at any CU functions. 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 on campus or at any CU functions.

Hookahs

Consistent with Carolina University's Student Code of Conduct, hookahs, bongos, and water pipes are prohibited 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, 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 the bill of sale, are subject to removal and reporting to the Public Safety Department and the Office of the Vice President for Student Affairs.

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
- Pellet pistols
- Bows and arrows
- Shot guns
- Gel blaster guns
- Sling shots
- Stun guns
- Swords
- Water balloon catapults or launchers

Furthermore, explosives, including ammunition and fireworks, are not permitted on campus. Possession or use of these items will result in administrative and/or disciplinary action. Students cannot possess firearms, fireworks, knives larger than the legal pocket size limit, or weapons of any kind on campus.

CHARGES FOR DORMITORIES

The following table includes an example of the approximate charges for damages, repairs, or neglected dorm responsibilities that must be made by residents. Charges may increase or decrease depending on the extent of the damage. This list is not exhaustive. Please direct any questions you may have to the Office of Campus Life.

General Charges	
Improper check-out	\$50
Room left unclean after check-out	\$100 minimum
Improper check-out and room left unclean	\$150 minimum
Failure to vacate dorms by required date	\$150
Rekey a lock/Lost Key/Did Not Return Key	\$50
Issue an ID replacement card	\$25
Removing furniture from the room or not putting back to original setup	\$50
Room Cleanliness	
Failure to be present during weekly inspection	\$25
Room not clean during weekly inspection	\$50
• Excessive cleaning required	\$75 per resident
Room Repairs	
Any damage done to CU property	Actual cost (plus potential Fine)

ONLINE STUDENT LIFE

Carolina University's online student life offers a dynamic and engaging experience, even without the traditional campus setting. From thriving online student communities to resources for academic success and streams to athletic events, students can create a vibrant and enriching academic journey from the comfort of their own homes.

- Online students can access the Online Communities from their MyCU portal.
- The Ashburn Center for Student Success (ACSS) offers online tutoring, writing services, time management assistance, and much more. The ACSS can be found on <https://carolinau.edu/student-life/student-success>
- You can watch CU Bruin Athletics: <https://cubruins.com/sports/2023/8/16/watch-live.aspx>

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.

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 Vice President for Student Affairs.

RESTORATION

CU has clearly laid out the expectations for student conduct responsibilities. Students who step outside of these expectations, whether intentionally 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 found to be in violation of the University's expectations, they will engage in a fair and respectful conduct process that provides the opportunity to respond to the concerns, explain their actions, and, if applicable, request an appeal.

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, is 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 Student Handbook or state and federal laws will be punished and may be reported to local law enforcement. Violations can result in removal from housing immediately.

STUDENT CODE OF CONDUCT

Applies to all Carolina University Students

GENERAL INFORMATION

Carolina University rules, regulations, and policies applicable to students are published in the Student Handbook 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 Vice President for Student Affairs Office. Most of these publications can be found on the CU student portal, or a student may contact the Vice President for Student Affairs 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 the 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, or other municipalities. 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 Office of Student 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., Office of Student Life, Office of Academic Affairs, Campus Safety & Security, etc.).

STANDARD OF PROOF USED IN THE STUDENT CONDUCT REVIEW

In the student conduct review, 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 that the policy violation occurred.

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 the 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's 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.

Amnesty Policy

To promote student safety and encourage reporting, Carolina University may offer amnesty from disciplinary action to students who:

1. Report prohibited conduct in good faith as a complainant or witness
2. Seek help during a health or safety emergency, even if alcohol or drug use was involved

This includes amnesty for underage drinking, drug use, or certain recording violations disclosed during the report. While disciplinary sanctions may be waived, students may still be required to complete educational or supportive follow-up. Amnesty is not automatic and is granted at the University's discretion.

Community Standards and Conduct Expectations

Whether part of the Residential Community or the Online Community, all Carolina University students are expected to uphold the University's standards of conduct, integrity, and respect. The Student Code of Conduct applies equally to both environments, including online interactions, communications, and participation in virtual classrooms or university-sponsored platforms.

Misconduct in either community—physical or digital—may result in disciplinary action in accordance with University policies.

Examples of Misconduct

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. All Student Conduct Codes are applicable to all students for the duration of the academic year, including breaks (*such as, but not limited to, Thanksgiving, Winter, and Spring*), even if not residing on campus during these breaks.

ADMINISTRATIVE

The following are prohibited:

1.1 Non-Compliance: Failure to comply with the request of a campus official or representative.

1.2 Abuse of Judicial Process: Behaviors, active or passive, intended to impede the judicial process, including failure to respond to a faculty, staff or administrator's request for a meeting, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc.

1.3 Misrepresentation: Misrepresentation of oneself, or an organization, to be an agent of CU.

1.4 Forgery: Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials.

1.5 Knowing Presence Contribution: Behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation.

1.6 Lying: The misrepresentation of information to a university official, members of the community, or the community as a whole, for the benefit of yourself or an associate(s).

1.7 Illegal Internet Use: Engaging in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder.

1.8 Unlawful Activity: Participating in any activity, knowingly or unknowingly, that violates federal, state, or local laws or authorities while enrolled or residing at CU. (*University officials may disclose student information to law enforcement agencies when such disclosure is permitted or required by law, including circumstances involving safety, criminal investigations, or compliance with federal regulations.*)

1.9 Not Checking carolinau.edu Email: CU provides all students a "carolinau.edu" e-mail address. All students are responsible for checking this email frequently. This email address is the primary way

CU disseminates important information in a timely manner. Not checking your CU email may be considered non-compliance.

PROPERTY, FACILITIES, & GROUNDS

The following are prohibited:

2.1 Theft: Theft or possession of property owned or managed by CU or a member of the community. This includes theft associated with pranks.

2.2 Unauthorized Use: Unauthorized entry into, use of, or misuse of property in the possession of, or owned by CU or a member of the campus community.

2.3 Vandalism and Damage: Unauthorized alteration or damage of any public or private property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, water damage due to water balloons, etc.

2.4 Unauthorized Motorized Vehicles: No motorized, recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, the following types: Go-carts, go-peds, mini-bikes, self-balancing scooters ("*hoverboards*"), or any motorized vehicle or bike not licensed for use on public streets.

2.5 Improper Bicycle Storage: Parking or locking bicycles in non-designated areas. This includes railings, stairways, light poles, etc.

2.6 Postings and Solicitation: Posting fliers, posters, advertisements, etc., without CU departmental sponsorship or Student Affairs approval. Non-departmental postings must be approved and stamped by Student Affairs. Solicitation of goods or service on campus property must have written permission from the Student Affairs Office.

2.7 Animals: Pets or other animals that do not provide a service to an individual with a disability are prohibited in all indoor campus spaces. Service dogs must always be harnessed and under control as specified by the Americans with Disabilities Act. Service animals may access any building on campus; however, approved Emotional Support Animals are only permitted in residence hall rooms (*contact the Office of Campus Life*). Non-approved animals will be removed from the Residence Halls at the owner's expense.

SAFETY & SECURITY

The following are prohibited:

3.1 Failure to Evacuate: Failure to evacuate a campus building immediately upon the sound of an alarm or to follow specific prescribed procedures or the on-site directives of a campus representative.

3.2 Breaching Security Systems: Interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc. This also includes leaving keys in the door locks, stuffing the door-latch with any material to prevent the door from locking, etc.

3.3 Misuse or Tampering with Emergency Equipment: Illegitimately engaging alarm pull stations, discharging fire extinguishers, disengaging smoke detectors, or covering smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to CU sanctions and criminal charges.

3.4 Flammable Agents: Unauthorized use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, or other combustible fuel for operation.

3.5 Burning Objects: Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or near campus buildings.

3.6 Possessing Weapons: Possession or use of an explosive, dangerous chemical or harmful weapon on campus property or at a CU function. The term “harmful weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known to injure an individual. This includes any blades over five inches, switchblades, guns, bows, arrows, martial art weapons, etc.

**Recreational devices including air guns (pellet, BB, paintball), dangerous sporting equipment, water balloon launchers, firecrackers, fireworks, etc. are not allowed.*

**Items that portray weapons including model guns, display swords, etc. are not allowed.*

**Self-defense items such as pepper sprays are allowed on campus in that the item is only displayed in a self-defense scenario. Displaying these items in a non-threatening scenario is prohibited.*

3.7 Throwing Objects from Structures: Unauthorized throwing, propelling, dropping or otherwise causing objects or substances (*including but not limited to: water balloons, furniture, trash, food and plants*) to fall from windows.

SOCIAL/COMMUNITY LIFE

The following are prohibited:

4.1 Cheating: Cheating and plagiarism, in which the work of another is passed as one’s own or unapproved methods are employed to complete an assignment. Refer to the “Academic Integrity” section of the University Catalog for more information.

4.2 Smoking: Use of lighted or powered smoking products on campus or at official university events, including but not limited to cigarettes, cigars, chew, snuff, hookah, pipes, vapes, and electronic cigarettes, is prohibited.

4.3 On Campus Alcohol Use: Possession or consumption of alcoholic beverages or non-alcoholic beer on campus or at CU sponsored events is prohibited.

**Due to the potential appearance of alcohol use, students are prohibited from collecting or storing empty alcohol containers on campus for recycling, decorative, or any other purposes (ex. Shot glasses, beer cans, beer bongs, etc.*

4.4 Underage Drinking: Possession or consumption by persons under the age of 21 years at any time.

4.5 Underage Alcohol Distribution: Providing or purchasing alcohol for the consumption of persons under the age of 21 years.

4.6 Hosting Disruptive Gatherings: Hosting a party or event where underage drinking, illegal drugs, disturbing the peace, or other illegal activity occurs.

4.7 Participating in Disruptive Gatherings: Attending a party or event where underage drinking, illegal drugs, disturbing the peace, or other illegal activity occurs.

4.8 Intoxication/Drunkenness: Any behaviors that indicate intoxication or drunkenness on campus.

4.9 Drugs: Possession, distribution, or use of restricted drugs. This includes but is not limited to marijuana (*recreational or medical*), the misuse of prescription drugs, drug paraphernalia, and other intoxicants.

4.10 Sexual Misconduct, Assault and Harassment: Any acts of sexual misconduct as described in the "Sexual Conduct Policy" section of the Student Handbook.

4.11 Inappropriate Displays of Affection: Casually sleeping or lying with members of the opposite sex, lying, or sleeping intimately with members of the same sex, or public affection that might be deemed inappropriate.

4.12 Pornography: Possession, display, distribution or use of pornographic materials, images, sounds and video.

4.13 Inappropriate Entertainment: Entertainment (*e.g. music, videos, television, etc.*) played in public and/or common areas of the campus that contain levels of violence, profanity, and sex that would be found offensive and/or in conflict with community standards.

4.14 Profanity and Obscenity: Possession, distributions, or use of language or images that are considered vulgar, coarse, crude, or indecent.

4.15 Fighting, Violence, or Self-Inflicted Harm: Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening, intimidating, or abusive actions and/or language whether acted upon or not.

4.16 Hazing: Any act of hazing, whether voluntary or involuntary, whereby an activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is embarrassed or ridiculed, an illegal act is intended or enacted, etc.

4.17 Harassment: Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet message, etc. Continued harassment might be considered "stalking," and may be subject to criminal charges.

4.18 Gambling: Activities or games of chance that involve the exchange of money or representation of money.

4.19 Inappropriate Dress: Failure to observe basic principles of modesty and appropriateness in the choice of clothing selected to be worn in various locations and circumstances. Clothing that promotes alcohol/drug use or is sexually suggestive in nature is prohibited. Faculty and staff are authorized to make judgments regarding what constitutes "inappropriate dress" on a case-by-case basis and address as needed.

4.20 Offensive Internet Postings: Any internet posting that violates an HIU policy may result in disciplinary action. Also, any posting that displays policy violations may result in disciplinary action of all persons involved or observed.

RESIDENCE LIFE CODE OF CONDUCT

All students, including resident students are responsible for adherence to the community standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the Student Handbook. Housing privileges may be revoked for dorm only residents who demonstrate an inability to comply with the CU Student Handbook.

The following policies are written for the residents of CU's residence halls and any of their guests. All items listed in the Student Code of Conduct apply to CU residents.

ADMINISTRATIVE

The following are prohibited:

5.1 Unauthorized Early Check In: Moving into the residence hall prior to your designated move in time per the Housing Contract.

5.2 Unauthorized Late Check Out: Failure to move out of the residence hall before designated move out time per the Housing Contract.

5.3 Unauthorized Room Changes: Changing rooms or roommates without the written approval of the Office of Campus Life.

5.4 Academic Credit Requirement: Students may reside in the residence hall without taking academic credits. However, they will still be responsible for paying the full Food & Housing cost. The student must first obtain written approval from the Director of Student Life prior to living in the residence hall without being enrolled in academic credits.

PROPERTY, FACILITIES, & GROUNDS

The following are prohibited:

6.1 Room Alterations: Substantial or significant changes to the room, including rewiring, tinting windows, painting, wallpapering, drilling, or nailing into the wall, etc. Failure to return the room to its original layout upon move out may result in a fine.

6.2 Unkempt Rooms: Residents are responsible for cleaning their own rooms and bathrooms. Weekly room inspections occur throughout the semester to ensure maintenance and safety. Rooms that are deemed excessively dirty will be required to clean up the mess and may result in a fine or sanction.

6.3 Misuse of Common Areas: Lobbies, lounges, student center, and hallways are the mutual responsibility of the community. Abuse of these areas could result in loss of privileges, sanctions, and fines.

6.4 Damaging the Rooms: Any damages the resident or her/his guest may cause beyond reasonable wear and tear will be charged to the resident.

6.5 Cooking: Cooking of any kind is not permitted in Residence Hall rooms. Prohibited appliances include: Heated Coil Space Heaters, microwave and toaster type ovens, hot plates, electric woks, "non-auto-shut off" coffee pots, popcorn poppers, cooking grills (e.g., *George Foreman model*), rice cooker, air fryer, crockpot, Instapot, etc. The only cooking-ware permitted to be used are approved induction-style pans and pots.

**Small refrigerators (about 4 cubic feet) are permitted with a maximum of one per resident.*

6.6 Pets: Residents are not allowed to keep pets on campus. This includes feeding or temporarily watching animals on campus. Pet care paraphernalia is not permitted on campus unless the individual is approved by the Housing office for a service or comfort animal. Exceptions for service and emotional support animals to stay in the residence halls must be approved by the Vice President for Student Affairs prior to admission on campus. Unauthorized pets may be removed from campus

and placed with a local animal shelter or boarding facility at the owner's expense. Damage charges, including cleaning fees, may be assessed as appropriate.

6.7 Improper Use of Furniture: No University furnishings shall be moved out of a room at any time without the approval of the Director of Student Life. If furniture or arrangement of furniture in the room is deemed unsafe by the Director of Student Life, the resident will be required to move or remove the unsafe furniture. Also, no CU common area furnishing may be moved into a room.

SAFETY & SECURITY

The following are prohibited:

7.1 Unauthorized Use of Keys or Locks: Possession of a key not assigned to you. Knowingly transferring or aiding in the transfer keys. Obstructing a lock to allow access without a key. Failure to report lost or stolen key.

**Please report all lost or stolen keys to the Office of Campus Life so that we can change your keys as soon as possible. The resident will be charged before receiving a replacement key.*

7.2 Unauthorized Use of ID Card: Possession of an ID card not assigned to you. Knowingly transferring or aiding them in the transfer of ID cards. Failure to report a lost or broken ID card.

**Please report a lost or stolen ID card to the Office of Campus Life so that we can deactivate your ID card as soon as possible.*

7.3 Unauthorized Entry: Not locking your door whenever the room is left unoccupied. Propping the entry door of the residence hall open to allow others to enter without scanning an ID card.

7.4 Childcare/Babysitting: Students may not provide childcare, babysit, or host a youth group activity in the residence hall. This policy is meant for the safety of minors, the protection of our learning community, and the minimization of liability.

7.5 Not Registering a Guest: Guests of the same sex are allowed to stay overnight. Guests must be registered with the Office of Campus life 24 to 48 hours in advance. Residential students that host guests on campus without written approval will be subject to the CU Code of Conduct. No individual is allowed to be a guest on campus for more than three nights per semester without special approval by the Director of Student Life. Residents are responsible for the behavior of their guests. Guests should be hosted at all times and not left alone in the residence hall without supervision. Keys and ID cards are not to be loaned to a guest at any time. Any resident hosting an individual that is restricted or prohibited from the Residence Halls is subject to disciplinary action.

LIVING IN COMMUNITY

The following are prohibited:

8.1 Excessive Noise: To promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. "Quiet Hours" are from 10:00pm to 10:00am each day of the week.

8.2 Offensive Decorations: Any décor that violates the Student Code of Conduct. Additionally, students may not affix paper, foil, signs, and such to any part of the windows.

8.3 Breaking Visitation Hours: Members of the opposite sex and those in relationship are asked to observe the following visitation guidelines put into place to create a positive learning environment in the residence hall:

- Guests of the opposite sex and those in relationship are NOT allowed in rooms from 10:00pm to 10:00 am
- To remain above reproach, students are expected to keep their door completely open while entertaining guests of the opposite sex.
- Visitation policies include family members, regardless of age.

8.5 Inappropriate Dress: Hallways and common areas within the residence halls are always considered public spaces, and students should dress accordingly - nakedness, underwear, and immodest sleepwear are prohibited in residence hall public spaces.

8.6 Misuse of Internet: Wireless internet is provided throughout the residence halls. Students may not set up their own wireless routers or internet system. Students may not run any item that interferes with the effectiveness of the internet.

Administrative Discretion

Carolina University reserves the right to address any behavior, whether or not explicitly mentioned, that is inconsistent with the values, policies, or mission of the University. Any conduct that a University official deems detrimental to the campus community, disruptive to the learning environment, or contrary to the standards of Christian character and integrity may be subject to disciplinary review and appropriate sanctions.

REPORT OF ALLEGED MISCONDUCT

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

- Complete the form "Report of Misconduct" on the MyCU portal
- Contact the Office of Student Services 336-448-4899
- Contact Campus Security at 336-714-7912

CODE OF CONDUCT VIOLATIONS

The Vice President for Student Affairs serves as the Chief Student Conduct Officer at CU and may appoint a designee in Student Affairs (*ex. Director of Student Life*) to assist in the enforcement and resolution of violations to the Codes of Conduct.

Each incident is reviewed on a case-by-case basis, with consideration to

1. the severity of the violation,
2. the context of the incident,
3. a history of prior misconduct,
4. the responsiveness of the accused to confrontation, and
5. the degree to which the individual displays genuine remorse and repentance.

PROCEDURE

To be very clear in what a student may expect when/if he/she has violated the Student Conduct Code or CU policy, we have outlined the normal procedures for the investigation:

1. The violation(s) occur(s).
2. Information is reported to a university official which is passed to the Student Affairs designee.

3. The information is assessed to make sure a certain threshold of evidence (*credibility of the information*) deems an investigation.
4. All students believed to be directly or indirectly involved in the violation may be called in by the designee to give any information regarding the incident (*Parents, character witnesses, or attorneys representing the student are specifically prohibited from attending any portion of this meeting*).
5. Any information given to the designee during this process is used to bring more clarity to the events surrounding the violation(s).
6. Once the designee believes it has the best possible picture of the events of the violation(s), the designee will determine the best course of action for the benefit of the student(s) involved and possible sanctions.
7. Sanctions, if any, determined by the designee will be communicated to the applicable students. Student sanctions are not announced to other students or outside entities, unless the situation deems it necessary, at which the sanctioned student will be informed.
8. A student may choose to appeal the original decision. Please see the section entitled "Right of Appeal" for the appeals process.

Our goal is to follow procedures defined by federal, state, and local laws and policies. When laws and policies change during the school year, we are obligated to adjust our procedure.

Please note that these procedures listed are for violations for policies outlined in the CU Student Handbook. Violations of academic policies may be included in these procedures. However, a separate interview and disciplinary process may be conducted by the Provost or her/his designee.

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. 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.

Verbal Warning:

An informal caution for minor misconduct or a first-time infraction. It serves as an immediate reminder of the expected behavior and is communicated directly to the individual. This will appear in an individual's disciplinary record at the University.

Written Warning:

A formal notice issued for a more serious or repeated infraction. It is a documented communication that outlines the specific misconduct, the expectations for future behavior, and the potential consequences of further violations. This will appear in an individual's disciplinary record at the University.

Probation:

A formal status imposed on a student who has violated the student code of conduct. During this probationary period, the student remains enrolled but is required to adhere to specific behavior expectations. This sanction also includes a **\$200 Fine** that will be charged to the student's account. 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.

Fines:

Fines may be imposed as a disciplinary sanction for violations of University policies. The amount of fines are determined at the discretion of the appropriate University official and are assessed on a case-by-case basis, taking into account the nature and severity of the misconduct. Fines are intended to promote accountability and may be accompanied by other sanctions as deemed appropriate.

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 a 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/Reduction of Extra-curricular Activities or Financial Assistance:

When appropriate, restrictions or reductions may be placed on participation in extracurricular activities and/or limit University financial assistance.

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.

RIGHT OF APPEAL

A student found, through the designated Student Conduct Officer, to have committed misconduct may appeal such a finding to the Vice President for Student Affairs. A student is afforded the option to:

1. Appeal the finding of responsibility, and/or
2. The sanction(s) imposed

Upon receipt of an appeal, the Vice President for Student Affairs will decide whether the appeal will be considered:

1. by the Vice President for Student Affairs or
2. by an Appeal Committee composed of three individuals (one faculty member, one staff member, and one student). The faculty member will chair this appeal committee.

To ensure the 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 (*this form can be found on the CU Student Portal under the Student Services section or in the Appendix A of the Student Handbook*). A request for appeal **must be submitted within three business days of delivery of notice of sanctions imposed** (*delivery must be in writing*). The appeal must be delivered to the Vice President for Student Affairs office using the Student Appeal Form in Appendix D.

Appeal of Finding Responsibility

The grounds for appeal of a finding of responsibility are:

1. The decision was unreasonable or not based on the facts (arbitrary or capricious), or
2. A significant mistake occurred in the conduct review process that affected the outcome

If the person(s) reviewing the appeal determines that one or both appeal grounds have been met, they may take appropriate action. This could include overturning the original decision, sending the case back for a new review, or taking another action they believe is appropriate.

If the reviewer finds that neither appeal ground has been met, the original finding of responsibility will stand, and the University's decision will be considered 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 person(s) will review the information provided in the appeal and may request further information and/or a meeting with the student, the designated Student Conduct Officer, or any individual involved in the interview and disciplinary process. They will then decide to:

- a. let the sanction(s) stand;
- b. modify the sanction(s) or impose different sanction(s), or
- c. suspend the sanctions

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

The appeal process is not to rehear the case and render a second judgment, but to determine if the interview and disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the outcome.

BUSINESS DAY DEFINED

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

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 schedules; 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 conduct review and any appeal of the finding and/or sanction.

- A. The determination of whether to impose measures will be made by the Vice President for Student Affairs (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 Vice President for Student Affairs 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 that 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 when 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 Vice President for Student Affairs 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 conduct review, and therefore, the Vice President for Student Affairs may decide both the question of interim measures and any post-conduct review appeal will not be considered a material procedural error or ground for objecting to the decision-making or appeal process.

The Vice President for Student Affairs will prepare and send to the student a written notice of any interim measures and the basis for the interim measures.



APPENDIX A:

STUDENT APPEAL FORM

STUDENT NAME: STUDENT ID: DATE:	TYPE OF APPEAL: PLEASE INDICATE THE NATURE OF YOUR APPEAL (CHECK ALL THAT APPLY): <input type="checkbox"/> APPEAL OF THE FINDING OF RESPONSIBILITY <input type="checkbox"/> APPEAL OF THE SANCTION IMPOSED
1. EXPLANATION FOR APPEALING THE FINDING OF RESPONSIBILITY (<i>PLEASE CLEARLY EXPLAIN WHY YOU ARE CONTESTING THE FINDING OF RESPONSIBILITY. PROVIDE ANY RELEVANT CONTEXT OR SUPPORTING INFORMATION.</i>)	
2. EXPLANATION FOR APPEALING THE SANCTION IMPOSED (<i>IF YOU ARE APPEALING THE SANCTION, EXPLAIN WHY YOU BELIEVE IT IS INAPPROPRIATE OR UNFAIR. INCLUDE RELEVANT DETAILS OR SUPPORTING EVIDENCE.</i>)	
<p>BY SIGNING BELOW, I AFFIRM THAT THE INFORMATION PROVIDED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.</p> <p>STUDENT SIGNATURE: DATE SUBMITTED:</p>	

IMPORTANT NOTICE: This form must be submitted to the Office of the Vice President for Student Affairs within three (3) business days of receiving the outcome of the disciplinary meeting. Appeals submitted after this deadline will not be considered.



APPENDIX B:

STUDENT APPEAL DETERMINATION

I. STUDENT AND APPEAL INFORMATION

STUDENT NAME: _____
 STUDENT ID: _____
 DATE OF APPEAL SUBMISSION: _____
 DATE OF APPEAL REVIEW: _____
 CONDUCT OFFICER INVOLVED: _____

II. TYPE OF APPEAL SUBMITTED

- ☐ APPEAL OF FINDING OF RESPONSIBILITY
☐ APPEAL OF SANCTION(S) IMPOSED
☐ BOTH

III. APPEAL REVIEWED BY

- ☐ VICE PRESIDENT FOR STUDENT AFFAIRS
☐ APPEAL COMMITTEE (ONE FACULTY, ONE STAFF, ONE STUDENT)
 FACULTY CHAIR NAME: _____

IV. EVALUATION OF APPEAL GROUNDS

- ☐ THE DECISION WAS UNREASONABLE OR NOT BASED ON THE FACTS (ARBITRARY OR CAPRICIOUS)
☐ A SIGNIFICANT MISTAKE OCCURRED IN THE CONDUCT REVIEW PROCESS THAT AFFECTED THE OUTCOME
☐ THE SANCTION(S) IMPOSED WERE NOT APPROPRIATE FOR THE VIOLATION
☐ APPEAL GROUNDS NOT MET

V. DETERMINATION AND ACTION TAKEN

- ☐ APPEAL DENIED – ORIGINAL DECISION AND SANCTION(S) UPHELD
☐ APPEAL GRANTED – ACTION TAKEN (CHECK ALL THAT APPLY):
☐ FINDING OF RESPONSIBILITY OVERTURNED
☐ SANCTION(S) MODIFIED OR REPLACED
☐ CASE REFERRED BACK FOR A NEW CONDUCT REVIEW
☐ SANCTIONS SUSPENDED

DETAILS OF MODIFICATIONS OR ACTIONS TAKEN:

VI. RATIONALE FOR DETERMINATION

PROVIDE A SUMMARY OF THE COMMITTEE'S OR REVIEWER'S RATIONALE FOR THE FINAL DECISION:

VII. CERTIFICATION AND SIGNATURES

FINAL DECISION ISSUED BY: _____

TITLE/ROLE: _____ DATE: _____

ADDITIONAL COMMITTEE MEMBERS (IF APPLICABLE):

MEMBER 1 NAME: _____

SIGNATURE: _____ DATE: _____

MEMBER 2 NAME: _____

SIGNATURE: _____ DATE: _____



APPENDIX C:

STUDENT HANDBOOK ACKNOWLEDGEMENT & SIGNATURE PAGE

I ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND UNDERSTAND THE **CAROLINA UNIVERSITY STUDENT HANDBOOK** FOR THE **2025–2026** ACADEMIC YEAR. I UNDERSTAND THAT I AM RESPONSIBLE FOR ABIDING BY THE POLICIES, RULES, AND EXPECTATIONS OUTLINED THEREIN. As a **RESIDENTIAL, COMMUTER, OR ONLINE STUDENT**, I AGREE TO UPHOLD THE VALUES AND STANDARDS OF **CAROLINA UNIVERSITY** AND UNDERSTAND HOW THESE POLICIES APPLY TO MY SPECIFIC STUDENT CONTEXT.

PLEASE INITIAL NEXT TO EACH STATEMENT TO INDICATE YOUR UNDERSTANDING AND AGREEMENT:

_____ I UNDERSTAND AND WILL UPHOLD THE **CAROLINA UNIVERSITY CODE OF CONDUCT AND CHRISTIAN VALUES**.

_____ I UNDERSTAND COMMUNITY EXPECTATIONS FOR **RESIDENTIAL, COMMUTER, AND ONLINE STUDENTS**.

_____ I HAVE REVIEWED THE POLICIES ON PROHIBITED ITEMS, SUBSTANCE USE, AND GENERAL STUDENT BEHAVIOR.

_____ I UNDERSTAND THE **CHAPEL AND HALL HUDDLE ATTENDANCE POLICIES (AS APPLICABLE TO MY STUDENT TYPE)**.

_____ I UNDERSTAND ACADEMIC INTEGRITY EXPECTATIONS AND CONDUCT FOR BOTH IN-PERSON AND ONLINE LEARNING ENVIRONMENTS.

_____ I HAVE READ AND UNDERSTAND THE **TITLE IX** POLICY, HARASSMENT AND DISCRIMINATION REPORTING PROCEDURES.

_____ I AM AWARE OF THE APPEAL PROCESS FOR CONDUCT DECISIONS AND HOW TO SUBMIT AN APPEAL PROPERLY.

_____ I UNDERSTAND MY RESPONSIBILITIES IN EMERGENCIES AND CAMPUS SAFETY (INCLUDING DIGITAL SAFETY FOR ONLINE STUDENTS).

_____ I AGREE TO CHECK MY **CU** EMAIL REGULARLY FOR OFFICIAL UNIVERSITY COMMUNICATIONS.

_____ I AM FAMILIAR WITH STUDENT SERVICES AND HOW TO SEEK HELP THROUGH THE **STUDENT AFFAIRS OFFICE**.

_____ I UNDERSTAND EXPECTATIONS AROUND DRESS CODE, EVENT ATTENDANCE, AND PUBLIC BEHAVIOR (ON AND OFF CAMPUS).

_____ I UNDERSTAND AND WILL FOLLOW POLICIES FOR VEHICLE REGISTRATION, PARKING, AND TRAFFIC IF APPLICABLE.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I AM ACCOUNTABLE FOR ADHERING TO THE CAROLINA UNIVERSITY STUDENT HANDBOOK.

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____

DATE: _____

STUDENT TYPE (CHECK ONE): ☐ **RESIDENTIAL** ☐ **COMMUTER** ☐ **ONLINE**