



2023-24 STUDENT HANDBOOK



Spring 2024



2023 - 2024
Student Handbook

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NORTH CAROLINA WESLEYAN UNIVERSITY STATEMENT OF PURPOSE	3
PURPOSE OF THE STUDENT HANDBOOK	3
WELCOME!.....	4
CAMPUS OFFICES AND STUDENT SERVICES	5
OFFICE OF CAREER DEVELOPMENT AND LEADERSHIP	10
EASTERN NORTH CAROLINA CENTER FOR BUSINESS & ENTREPRENEURSHIP.....	10
STUDENT AFFAIRS.....	11
CIVIL DISCOURSE AND STUDENT ASSEMBLY POLICY.....	12
CODE OF STUDENT CONDUCT.....	16
STUDENT CONDUCT PROCESS	27
STUDENT COMPLAINT PROCESS	43
EMERGENCY RESPONSE PLAN	45
HEALTH CENTER.....	46
COMMUNITY ENGAGEMENT	48
INTRAMURAL SPORTS & RECREATION	49
SPIRITUAL LIFE.....	51
RESIDENCE LIFE.....	52
RESIDENCE HALL POLICIES.....	57
CAMPUS SAFETY - ADMISSIONS	68
CAMPUS SECURITY	69
STUDENT ENGAGEMENT	73
STUDENT SUCCESS CENTER	83
COUNSELING AND ACCESSIBILITY SERVICES	86
INTERNATIONAL STUDENT SERVICES	87

NORTH CAROLINA WESLEYAN UNIVERSITY STATEMENT OF PURPOSE

North Carolina Wesleyan University (NCWU) prepares students for responsible participation in their communities, professional advancement, and life-long learning. The University provides degree programs and other educational opportunities for residential, commuting, and adult students. The liberal arts are the foundation of Wesleyan's curriculum for all undergraduate degree programs. Instruction emphasizes critical thinking, analytical reasoning, reading, and writing, speaking, making informed ethical decisions, and using the new information technologies. Students choose from a variety of majors, all of which help prepare students for rewarding personal lives, good citizenship, and productive careers.

The program in Rocky Mount for residential and commuting students emphasizes small classes and individual attention. It also provides strong student support services and encourages student development through co-curricular and extra-curricular activities. The Adult Degree Program is designed for students who wish to strengthen their academic background, enhance their professional knowledge and skills, and advance their careers. It is tailored to the learning styles and schedules of working adults.

The University has a special commitment to the Rocky Mount area and to eastern North Carolina. Through individual faculty, staff, and alumni activity, and through its educational and cultural programs, the University promotes the development of the region. The Wesleyan community includes students from diverse cultural and racial backgrounds. The University works to create an environment in which students, faculty, and staff come together in a dynamic learning community. It understands the increasing importance of a global perspective and of helping students learn to function effectively in a complex society.

Consistent with the motto of the University, "Wisdom and courage through Christian education," NC Wesleyan strives to provide students with a holistic education that enhances their growth spiritually, intellectually, socially, emotionally, and physically. While Wesleyan serves students of many religious backgrounds, NCWU embraces its heritage as a private liberal arts institution affiliated with the United Methodist Church and endeavors to offer Spiritual life and other programming reflective of that association.

PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook is an official publication of North Carolina Wesleyan University. It is designed to assist each member of our University community in realizing the importance of mutual responsibility and support for the policies, traditions, and future growth of North Carolina Wesleyan University. The Student Handbook is also intended to help new students become integrated into the Wesleyan community. It contains pertinent information and instructions regarding conduct in order that one may fully participate in and enjoy the curricular and extra-curricular environments of the University. Thus, it is our hope that the Student Handbook will give you guidance and direction as you chart a University career at North Carolina Wesleyan University. The University reserves the right to add, delete, or modify any of its policies or procedure for the betterment of the Wesleyan community. Policies may be amended anytime during the year. New and/or amended policies will be in effect for enforcement upon official notification by email to the student body.

WELCOME!

Students,

Welcome to Bishop Nation!

It is my privilege to welcome you to the community of scholars that is North Carolina Wesleyan University. A University is more than just buildings and grounds. It is what one feels and perceives. It is our collective goals and individual dreams. It is a community of mutual learners and educators seeking our purpose as we serve humanity.

We believe strongly in the power of YOU. In our world today, a University education must prepare you for more than just a career. It must prepare you to self-reflect, to view the world through the eyes of others, to think critically, to both lead and follow, and most importantly, to care. I believe in the power of a liberal arts education to prepare you for these tasks. North Carolina Wesleyan University stands ready to help you as you seek to find your calling in a personal, practical and purpose-driven way.

Our core values of knowledge and understanding, integrity and accountability, patience and respect, and kindness and empathy will guide your journey. This student handbook contains important information about University policies and services. These are designed to assist you and create an environment conducive to living and learning. Please take time to familiarize yourself with this document.

I look forward to partnering with you on your journey of self-discovery as you follow your dreams. Please don't hesitate to contact me if I can be of assistance.

Jason Modlin, Ed.D.
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CAMPUS OFFICES AND STUDENT SERVICES

CAMPUS WRITING CENTER

The Writing Center provides assistance with all forms of writing for coursework and professional development. Writing consultants are available for face-to-face consultations in our center located on the Rocky Mount campus (PEL 146) or online through our scheduling system, ncwu.mywconline.com. Many students find the collaboration and reflection of a consultation to be an important part of the writing process. Writing workshops are offered each semester on topics such as writing a resume and citing sources. Students can find video tutorials and handouts answering common questions on our website, ncwu.edu/academics/library/writing-center/. Students may contact the Writing Center Director at MSursavage@ncwu.edu or by phone at (252) 985-5135.

CASHIER SERVICES

The Cashier's Office provides check cashing services, as well as student banking services for the students' convenience. Students may cash personal checks up to \$100 per week. Checks with second endorsement will not be accepted. There is a \$35 charge to the student for checks returned due to insufficient funds. A second returned check would result in another \$35 charge and the loss of check cashing privileges. For those students who work on campus, student paychecks are issued on the 10th of each month. The student will have to endorse the back of the check. This is an informal means by which students can deposit funds into an account maintained in the Cashier's Office. Students are informed of their account balance as transactions occur. Students do not receive checks which can be used off campus; the service operates more like an ATM. Most students find this an effective way to handle their money without the complication and expense of maintaining a traditional checking account. It is also a way for students to avoid keeping large amounts of cash in their rooms. Interest is not paid on deposited funds. This service is only available during business hours. The Cashier's office is located in the Pearsall Classroom Building, Room 188.

Student Banking- Rules and Regulations

- No credit card transactions from students to obtain cash
- One transaction per day
- \$100.00 per week limit
- \$5.00 minimum withdrawal

UNIVERSITY STORE

The University Store provides required and recommended educational tools for your success at Wesleyan. These items include textbooks, study guides, resource materials, and general supplies. A variety of gift items, emblematic items, and clothing are also available. Visa, MasterCard, Discover, and American Express are also accepted.

STANDARD HOURS:

Monday – Friday 8:30 a.m. – 1:00 p.m. and 2:00 p.m. – 4:30 p.m.

Modified hours exist for special events, holidays and summer operations.

NETWORK AND COMPUTING POLICY

North Carolina Wesleyan University, hereinafter referred to as NCWU, maintains a private network with connectivity to the Internet, a public/global network. NCWU exercises limited control over the content of the Internet and subsequent transmissions into the private network. Those with valid NCWU network service accounts, hereinafter referred to as USERS, are expected to abide by all current and future policies/guidelines deemed necessary and prudent. These guidelines will be made publicly accessible, either through printed or electronic media. This policy is intended to do the following:

1. Preserve the utility and flexibility of the system
2. Protect the privacy and work of students, faculty, and staff
3. Preserve the right of NCWU to access global networks in order to facilitate the goals of the NCWU educational system

Network Connectivity

Users requiring network connectivity will request such from authorized Network Services personnel. Personal computer systems will be reviewed and audited before such network connectivity is granted. Only systems with compliant hardware and software will be granted connectivity. Hardware and Software in development stages may not be used without written notification to Information Systems department. Upon request of the IS Dept. personnel, hardware and software believed to be causing problems must be removed. Contact the IS Dept personnel for further clarification.

General Usage Policy

1. Faculty, staff, students and others with NCWU authorized accounts may use the available computing facilities, including transmissions of data for scholarly purposes, official NCWU business, and for personal purposes so long as such use:
 - Does not violate any law or University policy.
 - Does not involve significant use of University resources, direct costs, or substantial interference with the performance of University duties /work.
 - Does not result in commercial gain or private profit.
 - Does not bring discredit to the NCWU establishment.
2. All users are expected to preserve the integrity of the NCWU network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the users' responsibility to report any unauthorized use and protect their accounts from such use by changing their passwords periodically and using passwords which have the following requirements:
 - Passwords must be at least 8 characters long and must contain a combination (3 out of 4) of at least: 1 uppercase letter, 1 lowercase letter, 1 number, 1 special character.
 - You cannot reuse any of your last five (5) passwords.
3. Owners of an account are responsible for actions that occur from that account.
4. Any attempt to circumvent system security, guess other passwords, or in any manner gain unauthorized access to NCWU or Internet resources is prohibited.
5. Transferring copyrighted materials to or from any system or via the NCWU network without express consent of the owner may be a violation of Federal Law and is a felony

under State Law. Such violations will be subject to case-by-case review and may result in censure, removal of network access, or reported to pertinent authorities.

6. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is prohibited.
7. The use of NCWU network facilities for playing graphics-based interactive games is NOT permitted; unless written permission has been granted. Users must stop such activity on request from authorized staff.

Information Access and User Privacy

Electronic mail and other information passing over the University network, including information stored in user accounts and computers are considered to be private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

1. The University has reason to believe that an account or system has been breached and is being used by someone other than the authorized user.
2. The University has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site
3. The University has reason to believe than an account or system is being used in violation of University Policy, Federal or State Law.

Under these circumstances a Vice President of the University may authorize system support personnel to monitor the activities of a specified account or computer system and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of violation the account will be disabled and action taken with appropriate authorities.

Private Machines Connected to the University Network

It will become increasingly possible for computer systems owned by students, staff, or faculty to be attached directly to the NCWU Network via on-campus attachment or dial-in services. Of course, the owner of a personal machine may use that machine at his or her discretion, however, the use of the University network is subject to all of the policies stated in this document.

1. The owner of a machine connected to the NCWU network is responsible for the behavior of all users of that machine and for all network traffic to and from the machine. NCWU maintains no responsibility or liability for loss of data or hardware corruption on personal computer systems.
2. A private machine connected to the University network may not be used to provide network access to individuals who would not otherwise have access through official NCWU channels. The private machine may not be used to redirect data to other networks, nor may it serve in any way as an electronic gateway to non-University affiliated systems.
3. Private machines may not use the University network for commercial gain or profit.

4. Private machines may be used to support anonymous ftp, http, or gopher services when these services fall within the definition of scholarly use. Unless otherwise approved, in writing, provisions for interactive login services for non-University affiliated users is prohibited.
5. Should the University have reason to believe that a privately-owned system is using the network inappropriately, network traffic to and from that system will be monitored and, if justified, the system will be disconnected and appropriate punitive action will be taken.

STUDENT IDENTIFICATION CARDS

All students are required to obtain a photo student identification (ID) card through the Campus Security office in the Hardees Building. The ID card is a chip-enabled card which allows access to campus facilities, including all campus dining venues and Pearsall Library, as well as access to campus printers.

Inappropriately punching holes in the card will result in the need to purchase a replacement card. The initial card is provided at no cost. Lost ID cards should be reported immediately to Campus Security or the Student Affairs Office. Lost cards can be replaced for a fee of \$20. Replacement ID cards are available through the Student Affairs Office between 8:00 a.m. and 5:00 p.m.

The ID card is needed to cash checks on campus, pick up packages at the Post Office, to access the Dining Hall, and to gain access to the Taylor Recreation Center (fitness and sport courts). The ID card is issued during the student's first semester. If in the opinion of the Student Affairs staff, an identification card has become too worn due to normal use, the card will be replaced at no cost. Lost cards should be reported to the Student Affairs office. Attempting to obtain an ID card with false information or using someone else's ID card to gain access to campus services is a violation of University policy and is subject to disciplinary action.

FOOD SERVICE

The University requires all campus residents to participate in the meal plan, which is provided by Aramark Collegiate Hospitality. Commuter students, faculty, staff and visitors to campus are welcome to dine in the dining hall with cash/credit card or purchase a commuter or staff meal plan. These plans offer discounted prices and are available at any dining service cashier or dining hall office. Three meals a day are served Monday through Friday, with brunch and dinner being served on Saturday and Sunday.

The nutritional information for menu items is posted for each meal to help students make appropriate nutritional decisions and to meet individual needs. Resident students who are ill and unable to leave their rooms are provided a carryout meal upon request to Health Services or the student's Area Coordinator. Students requiring special diets for medical reasons should contact the General Manager of Dining Services to make the necessary arrangements.

Special events are also hosted by the University food service, including picnics, holiday theme meals, exam snacks, and specialty bars.

An identification card or credit/debit card payment is required for entrance to the dining hall during meal times. Meal Plan swipes require you bring your photo student ID: if you do not have it, you will be denied entry. Appropriate behavior is required in the dining hall. Shirts and

shoes are also required. Each student is responsible for cleaning up after themselves and returning all dishes, utensils, and cups to the dish-room area. All food must be consumed in the dining hall. No cups, plates or utensils are to be removed from the dining hall. Only one entry swipe per meal period is allowed.

More information about campus dining, including dining venues, hours of operation, and available meal plans may be found at www.ncwu.campusdish.com.

PEARSALL LIBRARY

Elizabeth Braswell Pearsall Library is a place on campus that provides print, media, and electronic resources to support both academic work and recreational needs. Friendly and knowledgeable library staff are eager to help students deal with technology and find the information that they need. The library offers comfortable study space for both independent and collaborative work and includes a flexible instruction lab, a media production lab, and the Writing Center. We have over 40 desktop computers plus laptops and MacBooks that you can use in the library or use in your classes or dorm room.

A. Hours

Library hours are posted on the library's website at ncwu.edu/academics/library/ and at the library entrance and are updated as appropriate.

B. Interlibrary Loan

The library offers free interlibrary loans. When a book or article is not available in the library, we can request it from another library for you. To request an interlibrary loan, talk to one of the library staff or fill out the [online form](#).

C. Library Assistance

Skilled library staff members are here to help you find information, use available resources, and deal with technology. Librarians can save you time and help you improve your grades by assuring you have the information you need to succeed. The library's desktop computers are available for students to do research, type papers, check email, etc. Laptop computers are available to use in the library or check out for use outside of the library. In-person reference assistance is available when the library is open except during late night hours. The library also helps by email at reference@ncwu.edu, and through an online chat link on the library website that is accessible almost 24/7.

D. Library Resources

Library collections include over 60,000 volumes and over 1,200 films. In addition, the library subscribes to online databases in all subject areas that provide access to over 237,000 electronic books; full-text articles from over 44,000 magazines, newspapers, and journals; and over 43,000 educational and feature films. Students can access these resources both on-campus and off-campus any time of the day or night via the library's website: <https://ncwu.edu/academics/library/>.

POST OFFICE

The Post Office is located in the Hardees Building and can be reached at 985-5175. Hours: 9:00 am -1:00 pm; 2:00 pm – 4:00 pm. Mail/packages for students should be addressed as follows: [Student Name], c/o NC Wesleyan University, 3400 N. Wesleyan Blvd., Rocky Mount, NC 27804

OFFICE OF CAREER DEVELOPMENT AND LEADERSHIP

The Office of Career Development and Leadership (OCDL) assists students' professional and leadership development while serving as a resource to students, faculty, and the business community. By emphasizing hands-on learning as an essential tool for full-time employment and developing a career path, programs and services help students realize their career goals and leadership growth. Specific services include career exploration/planning, creating job/internship search materials (resumes, etc.), and developing interview skills while assisting with identifying internship/career opportunities through career fairs and postings. Leadership development programming is also offered through the National Society of Leadership & Success and the Leadership Wesleyan program.

These program areas are directed by Tanisha Reed, Director of the Office of Career Development and Leadership, located in room 110 of the Hardee's Student Union. The OCDL partners with ActOne, Inc. to provide professional staff and additional job placement opportunities for students and the community.

EASTERN NORTH CAROLINA CENTER FOR BUSINESS & ENTREPRENEURSHIP

The Eastern North Carolina Center for Business and Entrepreneurship is located in the Gateway Technology Building, room 216.

We educate, motivate and empower Eastern NC's next generation of entrepreneurs. We help the local region create jobs and prosper while providing the community with entrepreneurial resources; business development, entrepreneurship, community engagement and lifelong learning. The Center is open to faculty, students, staff and the general public.

STUDENT AFFAIRS

Under the leadership of the Dean of Students, the Division of Student Affairs includes the areas of Residence Life & Housing, Student Conduct, Health Services, Counseling and Accessibility Services, Student Engagement, Intramural Sports and Recreation, International Student Services, and Spiritual Life.

Student Affairs Mission Statement

The Student Affairs department at North Carolina Wesleyan University exists to cultivate connections so that students can thrive. We provide a wide range of programs and services designed to enhance the ability of students to participate in and benefit from their University experience. From Spiritual life and living communities to student activities and personal wellness, the Student Affairs team seeks to develop a well-rounded and well-prepared student with necessary skills to succeed at NCWU and in life.

The fundamental role of Student Affairs is to support and enhance the University's educational mission. We seek to provide a living and learning environment that inspires personal and spiritual growth, promotes social awareness, and challenges students while supporting them in achieving their full potential as individuals, members of the Wesleyan family, and citizens in the global community. Our programs and services seek to promote intellectual and personal development, community responsibility, leadership growth, and civic responsibility.

CIVIL DISCOURSE AND STUDENT ASSEMBLY POLICY

North Carolina Wesleyan University encourages its students to be active global citizens. Global citizenship requires us to have an awareness of current affairs, different cultures, and issues of social justice at the local, state, national, and global level. The University recognizes that there will be times when members of its community will desire to bring greater awareness to a cause. As private citizens, students have a right to freedom of expression; as a North Carolina Wesleyan University student, students must adhere to the policies, values, and expectations of the University. Among the expectations of all students is to act with integrity and honor, embrace diversity, and treat each other with respect and civility. As we seek to learn from each other, the following guidelines and procedures are designed to ensure we maintain a safe, respectful, and civil atmosphere on campus while encouraging free speech activities.

As a United Methodist Affiliated Institution, North Carolina Wesleyan University adheres to the Methodist principle of “being open to people of all perspectives.” As such, North Carolina Wesleyan University provides an environment for members of the campus community to express their political, social, and cultural beliefs constructively while respecting the rights of others to do the same. While differences may create disagreement, mutual respect for differing opinions must be maintained throughout these discussions.

Civil Discourse

When opinions differ, the University encourages its community members to engage in civil discourse with one another. Civil discourse includes:

- a. Advocating for a position;
- b. Sharing opinions regarding beliefs;
- c. Listening to opposing views; and
- d. Asking questions that will help you have a better understanding of each differing opinion.

Discourse can be passionate but should always be civil. Discourse may occur in formal settings, such as classrooms and University sponsored events, or in informal settings, such as between friends in the dining hall. Civil discourse may also be used to address concerns which a community member has related to the University community. If a student has a concern related to the University, the first step is to address that concern with the appropriate University official. If the student is unsure of the University official to address, the Dean of Students should be contacted. The Dean of Students will seek to understand the issue, provide remediation, or make a referral for redress. The student may also follow the formal Student Complaint Policy as outlined in the Student Handbook.

Student Assembly & Free Speech Activities

Awareness is often the first step to addressing social issues. When a student or student organization wishes to bring awareness to a particular issue or concern, the University has established the following guidelines and procedures to ensure that the campus community remains safe and secure while allowing for free speech activities.

One of the fundamental responsibilities of the University is to protect the rights and freedoms

of all members of the University community and of invited speakers and guests. To that end, and as provided by law, reasonable time, place, and manner requirements are included in this policy. Participants in outdoor assemblies and those distributing/petitioning must abide by the requirements listed in this policy. Forums, assemblies, amplification, and petitioning activities may not interfere with University operations.

The University encourages contact with the University's Event/Logistical Coordinator at 252.985.5348 to secure space, equipment, utilities, or support for free speech activities. Nothing in this document, however, should be interpreted as limiting the right of expression as long as the expressive activities or related conduct do not violate any other applicable University policies.

The University supports the outdoor assembly of campus community members for free speech activities, including vigils, protests, demonstrations, and similar activities. Community members are reminded that outdoor spaces are also often used for University-sponsored events and activities.

1. Participants may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way of streets and sidewalks must be maintained.
2. Participants may not obstruct, disrupt, interrupt or attempt to physically force the cancellation of any event or activity sponsored by the University or by any users authorized to use University property.
3. Participants shall not engage in unlawful words or conduct toward any person.
4. Participants on University property may be required to provide picture identification and to provide evidence of qualification to a University official upon request. Evidence of qualification means a current and valid NCWU identification card, or accompaniment by a NCWU community member that is a representative of the group that issued the invitation.
5. No outdoor assembly, vigil, or outdoor event may be conducted within 50 feet of any building. In addition, assemblies may not take place on the Southern Bank Green or the University's front lawn (due to proximity to classroom spaces), within the confines of any campus recreation facility or athletic facility, or in areas adjacent to the President's residence. No outdoor assemblies may take place in areas immediately adjacent to residence halls between the hours of 9:00 p.m. to 9:00 a.m. Exceptions to this may be granted by the Office of the Dean of Students, and must be requested in writing at least three business days prior to the event.
6. Notification to the University: Notification to the University shall be made in the following instances:
 - Prior to an outdoor assembly reasonably expected to include a large crowd (more than 50 participants)
 - Prior to an outdoor assembly with the potential for violence
 - Prior to an outdoor assembly featuring an invited (non-campus affiliated) guest(s) speaker (see *Non-campus Affiliated Speakers* below)

The event organizers must notify the Director of Campus Safety in writing at least 3 business days prior to the event so the University may institute any necessary safety measures.

7. Sales, solicitation, merchandising: This policy prohibits the sale of products or food, the exchange of goods, contractual arrangements, or services, or the barter or trade of merchandise or material by any unaffiliated person or group. Outside commercial

activities are prohibited. The Office of the Dean of Students may authorize, in writing, exceptions to this provision based on written requests received at least three business days prior to the event or activity.

8. When using spaces that can be reserved, the group who has reserved the space has priority over any other group. When using space that cannot be reserved, the first group to provide notification to the University's Event/Logistical Coordinator at 252.985.5348 as required above has priority to use it.
9. Those who participate in an outdoor assembly are responsible for any clean-up and/or damages associated with the event.

Note: If the issue or concern being addressed relates to the University, students are asked to first address the issue or concern with the appropriate staff member. Please see the above section on Civil Discourse for more information.

Assembly Restrictions and Student Responsibilities

The top concern for any assembly or demonstration is that the assembly is peaceful and does not unduly disrupt the functions of the University. To ensure this, the following restrictions are placed on student assemblies:

1. Sound amplification that does not violate the University's Code of Student Conduct or other policies is allowed with the following reasonable time, place and manner requirements:
 - Times: Amplified sound is allowed between the hours of 11:00am-9:00pm Sunday-Saturday. Amplified sound during this period may not exceed 85 decibels.
 - Locations: Amplified sound is allowed in the following locations only:
 - Hartness Student Center lawn (at least 50 feet away from building)
 - Fire Pit
 - Manner: Electrically amplified sound requiring use of the University's electricity must be approved in advance. Requests should be made via email to the Director of Student Engagement at least three (3) business days in advance.
 - Electrically amplified sound must adhere to University policy and local noise ordinances.
 - Commercial advertising using amplified sound is prohibited.
 - Amplified sound which encourages violence, is obscene, or is defamatory is prohibited.
2. Petitioning - Any member or affiliated student organization of the University community may petition in any exterior campus space that is permissible for outdoor assembly as noted above. Materials must be designed for informational (not commercial) purposes. All provisions of this policy related to outdoor assemblies also apply to petitioning and distribution activities. The University does not assume responsibility for the content of the materials. The University community member or organization is responsible for all cleanup and recycling of materials.
3. Public Forums - If the assembly is to take place on public property, the member or affiliated student organization seeking to assemble/petition must seek any and all proper permits from the appropriate government agencies.

Non-Campus Affiliated Speakers/Guests

Any speaker or guest not affiliated with the University seeking access to campus in any official capacity must receive sponsorship from a current and recognized student organization, Greek organization, current staff or faculty member, or academic department. All non-campus affiliated speakers/guests must be approved by the University Administration. The term “speaker” refers to any individual or group coming to campus for the purpose of communicating at an assembly. The term “guest” refers to any individual or group coming to campus for the purpose of petitioning or participating in an assembly. A written request (via email) must be made to the Office of the Dean of Students no later than ten business days prior to the scheduled event. The request should include:

- a. The campus community member or organization sponsoring the speaker or guest;
- b. The speaker’s name and affiliated organization(s);
- c. If applicable, how much is being spent to accommodate the speaker;
- d. The time, date, and location of the speaker (proper reservation of campus space must still occur); and,
- e. A brief description of the content of the speech/presentation.

The University Administration, via the Dean of Students, will respond to requests within two business days to approve the request, seek additional information, or deny the request. The sponsoring individual/organization takes full responsibility for the actions of their sponsored speaker or guest.

Publications/Social Media Posts

Students may use their voice through social media and other publications to express their views and bring awareness of a cause to others. The University encourages students to use the guidelines established in the civil discourse section. Social media is a powerful tool and can have both positive and negative consequences. The University does not regularly monitor the social media posts or publications of its students. However, if the University is made aware of content which could be a violation of the Student Code of Conduct or employment policies, the University will take appropriate action through existing processes designed to address violations.

CODE OF STUDENT CONDUCT

In conjunction with our mission, North Carolina Wesleyan University has formulated this Code of Student Conduct. NC Wesleyan University believes that its role is to offer educational opportunities in a positive atmosphere, with such opportunities to include the personal growth and development of students. Therefore, our community promotes the development of responsible social attitudes. NC Wesleyan University students are expected to become familiar with and adhere to the University Code of Student Conduct and Residence Hall standards. Students are responsible for their actions, and those who violate the Code of Student Conduct will be subject to the student conduct process.

Membership in the NC Wesleyan University community is a privilege that should be respected. Students accepting the offer of admission to NC Wesleyan University assume the obligation of conducting themselves in a manner compatible with the University as an educational institution and agree to abide by all published policies governing the student body and all laws of the State of North Carolina. Minimal policies are necessary to ensure respect for basic individual rights and the welfare of the community. NC Wesleyan University acknowledges and respects the rights of each student. The University is not a sanctuary from the law and violations of local, state, and federal law committed at NC Wesleyan University will result in student conduct action by the University as well as action by law enforcement agencies.

Scope and Jurisdiction

This North Carolina Wesleyan University Code of Student Conduct applies to all students enrolled in any educational program at NC Wesleyan University (see *student* definition). The North Carolina Wesleyan University Code of Student Conduct applies to conduct that occurs on any property owned, leased, rented or used by the University, at University-sponsored activities whether on or off-Campus, and to any off-campus conduct that adversely affects the University community or the pursuit of its objectives. This includes violations of local, state, or federal laws which could take place off-campus but could have a negative impact on the University community. The Dean of Students or designee shall determine, in his/her sole discretion, on a case by case basis, whether conduct occurring off-campus potentially adversely affects the University community or the pursuit of its educational mission sufficiently to invoke the Code of Student Conduct. Each student is responsible for her/his conduct from the time of acceptance for admission through the actual awarding of the degree, including conduct occurring before classes begin or after classes end, throughout the entire academic year, and including periods between terms of actual enrollment. (see *Definitions – Student*)

Honor Pledge

The University community believes the ideals of honor, trust, and equal treatment are essential to the learning environment that enhances character development, promotes academic integrity, and commits to fair and respectful treatment of all people. To this end, every student is asked to take the following pledge:

“I pledge to conduct myself as an honorable member of the Bishop community. I will submit only academic work that is my own and will acknowledge the academic work of others. I will respect all members of the community and comply with University policies. As a member of this community, I pledge to uphold the core values of integrity and accountability in my actions and hold others accountable to these values.”

NC WESLEYAN UNIVERSITY CODE OF STUDENT CONDUCT

All students are expected to:

- Act with integrity in all aspects of campus life.
- Act responsibly and take accountability for their actions.
- Aim for excellence inside and outside the classroom.
- Give care to one another, in both word and deed.
- Embrace diversity and seek to learn from those with differing values and beliefs.

The Code shall apply to a student's conduct even if the student withdraws or graduates from the University while the disciplinary matter is pending.

Definitions

Below are definitions to select words and phrases found in the Code of Student Conduct and the Student Conduct Process:

1. Appellate Officer/Body - any person or persons authorized to consider an appeal
2. University – NC Wesleyan University
3. University Official/Employee – all persons employed by the University or employed by an authorized University vendor (e.g. Foodservice staff).
4. University Community – all persons (Faculty, Staff, Students, Administrators) and the surrounding town and residents.
5. University Premises – all land, buildings, facilities and property owned or controlled by the University, including property not owned by the University but where a University-sanctioned event is occurring.
6. Complainant – an individual who has experienced an alleged violation of the Code of Student Conduct or who makes a complaint on behalf of another.
7. Conduct Officer/Body – any person(s) authorized by this document or the Dean of Students to determine whether a student has violated the Code of Student Conduct and to recommend or assign sanctions. (i.e. trained administrators, University Conduct Board).
8. Conduct Status – a status assigned to a student found responsible for violating a policy.
9. Conduct Conference – a meeting held with a conduct body to review evidence and decide the outcome of a complaint.
10. Consent – words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon activity.
11. Area Coordinator - full-time, live-in professional staff member responsible for assisting residential students in achieving success in all aspects of campus life and is responsible for the overall operation of the residence halls. The AC has the initial responsibility for the maintenance of a respectful and safe learning community within the residence halls and across the campus.
12. Educational Sanction – a required action issued as a result of being found responsible for violating a policy with the intent for student learning and growth.
13. Faculty Member - any person employed by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

14. Resident Advisor – student staff member that lives on each floor of the residence halls and is responsible for engaging students in the overall residential community, building relationships, and assisting in the educational process outside of the classroom for all students.
15. Respondent – an individual against whom a complaint of violating a policy in the Code of Student Conduct has been made.
16. Staff Member – any person employed by the University who is not a member of the faculty and has administrative or professional responsibilities.
17. Student – all persons enrolled and taking courses at NC Wesleyan University, both full-time and part-time. This includes persons against whom an allegation of policy violation is made but who withdraw prior to the completion of the Student Conduct Process, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance for admission but have not yet matriculated.
18. Code of Student Conduct – standards of conduct, policies, and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
19. Student Conduct Record – documentation of a student's alleged, pending, and resolved conduct violation(s) and sanction(s) that are maintained by the Office of Student Affairs for up to 5 years.
20. Dean of Students (DOS) – the staff member charged with oversight of the Student Conduct Process.

Student Rights and Responsibilities for Community Living

Every student must keep in mind that any individual's exercise of his/her rights must end when exercising those rights violates the rights of others. Students whose behavior violates the rights of other members of the University community will be subject to appropriate disciplinary action including, but not limited to, removal from campus.

STUDENT CONDUCT POLICIES

The policies listed here are offered as a guideline and are not inclusive. Violations of the Code of Student Conduct are cumulative – multiple offenses over a period of time or occurring within one incident may be considered a higher-level incident as indicated on each policy; the result may be a more severe status and sanction than would normally be imposed for a single violation.

Student Responsibility

Students may be held accountable for violations which occur in their presence and in which they fail to take the appropriate actions of reporting the violation and removing themselves from the situation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a University Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. Not participating in a visible policy violation does not absolve the student of responsibility for a violation of the Code.

Any student found responsible for violating one or more of the following policies is subject to

the outcomes listed in the **Student Conduct Process: Conference Outcomes section** below.

Conduct Levels

Conduct Levels (1, 2, or 3) are used as indicators on each Student Code of Conduct Policy to give a general idea of the severity associated with violating that policy and are used as a guidance tool in the student conduct process. Conduct Statuses and Educational Sanctions (see Conference Outcomes) each have a corresponding level. The conduct body may consider at what level they believe a violation occurred to help determine the appropriate conference outcomes. Level 3 is the most severe level of violation – students found responsible for level 3 violations should expect to receive a conduct status of suspension or expulsion. Additionally, cumulative level 1 and 2 violations may rise to level 3 in the conduct process.

1. Abuse

1.1 Conduct Process Abuse – This includes but is not limited to: Failure to obey the summons of a Conduct body; failure to comply with summons; falsification or misrepresentation of information before a Conduct Body; attempting to discourage an individual's proper participation in, or use of, the Conduct process; attempting to influence the impartiality of a member of the Conduct body. (Level 1 or 2)

1.2 Physical Abuse – This includes physical violence or attempted physical violence against another person; any action which endangers the physical safety of a person; any action which results in physical injury to a person; and/or fighting between two or more individuals. (Level 2 or 3)

1.3 Technology Abuse – This includes the misuses of University technology in violation of rules and regulations of the NC Wesleyan University Information Technology Department. This also includes tampering, interfering with, or damaging security and/or safety equipment (surveillance cameras, locks, etc.) (Level 1, 2, or 3)

1.4 Verbal Abuse - This includes profanity, harassment, or any conduct that is loud, abusive, or inappropriate and is perceived as detrimental to the health and safety of any person. This also includes the public use of profanity on University Premises (i.e. yelling profanity across the yard or from a window). (Level 1 or 2)

2. Alcoholic Beverages

2.1 Possession/Use – The possession, use, consumption, or distribution of alcoholic beverages or concentrates, including powdered alcohol, is prohibited by all students at any time, regardless of age, anywhere on the University premises. This includes possession of alcoholic beverages in one's room, on one's person, in personal belongings, in one's vehicle, or being in the presence of alcoholic beverages. This also includes possession of empty alcohol containers. Since it must be assumed that the alcohol was consumed on campus, empty containers are treated the same as full containers. (Level 1 or 2)

2.2 Intoxication – Intoxication as exhibited by behavior is prohibited. The influence of alcohol or controlled substances will not be considered a legitimate excuse for violation of other University policies and may result in a more severe sanction for such violation. (If any student

is in medical danger because of intoxication, seek medical attention immediately. Please review the *Medical Amnesty* policy.) (Level 1 or 2) (See *Appendix A* for the NC statute on alcohol.)

3. Communicating Threats – This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating, or is perceived as detrimental to the health and safety of any person. This includes communication in any form, including social media and other electronic communications. (Level 1, 2, 3)

4. Controlled Substances

4.1 Possession/Use – Any possession or use of controlled, prohibited, or illegal substances, or use of (or intent to use) substances for purposes or in manners not as directed or prescribed by a physician. This includes possession/use of controlled substances in one's room, on one's person, in personal belongings, in one's vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed; huffing, snorting, smoking or otherwise possessing or using legal substances not as intended; smokable hemp and/or other cannabis genus or species due to the presence of tetrahydrocannabinol (THC).

(If any student is in medical danger because of drug overdose or other use, seek medical attention immediately. Please review the *Medical Amnesty* policy.) (Level 3)

4.2 Paraphernalia Possession - In accordance with state law, drug-related devices (paraphernalia) are prohibited on University premises, including possession in one's room, on one's person, in personal belongings, or in one's vehicle. Paraphernalia may include, but is not limited to, marijuana/crack pipes, bongs, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, scales used for measuring controlled substances, and any apparatus, including vapes and vape cartridges, containing drug residue. (Level 1, 2, or 3)

4.3 Distribution/Intent to Distribute – any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by policy. This includes sharing of prescription medication. It also includes the aiding and abetting of the possession, sale or use of prohibited, controlled or illegal substances. (Level 3) (See *Appendix B* for NC Statute on Controlled Substances.)

4.4 Intoxication - Intoxication as exhibited by behavior is prohibited. The influence of alcohol or controlled substances will not be considered a legitimate excuse for violation of other University policies and may result in a more severe sanction for such violation. (If any student is in medical danger because of intoxication, seek medical attention immediately. Please review the *Medical Amnesty* policy.) (Level 1 or 2) (See *Appendix B* for NC Statute on Controlled Substances.)

5. Dishonest Acts – This includes but is not limited to plagiarism, cheating, or fraud not handled under the academic dishonesty policies in the University Catalog. (Refer to the University Catalog for a detailed description of these items.) Dishonest acts also refer to furnishing false information to a University Official/Employee, the alteration, forgery, or misuse

of an official University document, record, or form of identification, and tampering with elections conducted by official University organizations. (Level 1 or 2)

6. Disorderly or Disruptive Conduct – This includes any behavior which is disorderly, disruptive, or disturbs the peace. This includes lewd or indecent behavior; any obstruction or disruption of teaching, study, research, administration, conduct proceedings, other University activities, or other non-University activities on University premises. Disorderly/disruptive conduct includes, but is not limited to, excessive noise; public urination or defecation; horseplay, practical jokes, hiding from University officials, hall sports and general annoyances. (Level 1 or 2)

7. Encourage, Influence, or Support an Individual to Violate University Policy – This includes but is not limited to any action on the part of an individual to encourage or coerce another individual to violate a University policy, to include providing support in any way for the individual who violates policy before, during, or following the violation. This may also include any individual who is aware of but takes no action to address a real or potential policy violation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a University Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. (Level 1 or 2)

8. Failure to Comply

8.1 Failure to Comply with a University Official/Employee – This includes failure to comply with any reasonable request made by a University Official/Employee in the performance of his/her duties, and the failure to identify oneself/provide a valid University ID to a University Official/Employee when asked to do so. This also involves failing to comply with a summons from a conduct body (See Residence Life Policies – Identification Cards.) (Level 1 or 2)

8.2 Failure to Comply with Educational Sanction – This includes failure to comply with the terms of any educational sanction imposed in accordance with the Student Code of Conduct or Title IX Policy. Students must complete any and all sanctions assigned to them by the due date given. A student who does not complete any sanction by the due date and to the satisfaction of the conduct body or Dean of Students will be out of compliance and held “Responsible” for violation this policy. It is the responsibility of the student to notify the conduct body of any extenuating circumstances that would prohibit the completion of a sanction by the due date given. The Dean of Students or designee may take administrative action to either extend the sanction deadline or to impose a new sanction or conduct status, up to and including suspension. This action and new sanction(s) and/or status would be imposed without a new conduct conference and is not subject to appeal. (Level 1, 2, or 3)

9. Failure to Observe Vehicle Registration/Parking Regulations – This includes, but is not limited to, improper parking, driving in an unsafe manner, driving at an unsafe speed, failure to register vehicle, failure to maintain proper insurance, etc. Violations of traffic regulations may result in the revocation of parking privileges, subjecting the student’s vehicle to towing at the student’s expense. All vehicles operated by staff, faculty, and students that park on NCWU property must register their vehicles with the Campus Security Office. Traffic/Parking violations

are subject to citation – repetitive violations may result in the revocation of campus parking privileges. Vehicles parked in a fire zone will be immediately towed. (Level 1 or 2)

Appeals can be made to the Director of Campus Safety within 10 days of violation. After 10 days there is no appeal. His decision may be appealed to the Dean of Students, if desired, within 5 days of the communication of the appeal decision. The Dean of Students' decision is final. Unpaid tickets will be billed to a student's account. Vehicles may be towed for accumulating unpaid tickets. Repeated failure to abide by traffic and parking regulations may result in suspension of parking privileges and/or disciplinary action.

10. Fire and Safety

10.1 Arson – This includes starting or attempting to start a fire anywhere on University property, preventing or attempting to prevent the reporting of a fire, or preventing or attempting to prevent the extinguishing of a fire. (Level 3)

10.2 Creating a Safety, Health, or Fire Hazard – This includes, but is not limited to, actions resulting from pranks, improper disposal of trash, failure to evacuate during a fire alarm (either planned drill or otherwise), failure to maintain residence hall room in a sanitary manner, etc. (Level 1, 2, or 3)

10.3 Abuse of Fire and Safety Equipment – This includes the setting of false alarms, misuse of emergency exits, and tampering with fire equipment, extinguishers, and alarms. This also includes the tampering with, interference of, or damaging of security and safety equipment (smoke detectors, cameras, locks, etc.) (Level 1, 2, or 3)

10.4 Fireworks - Possession or Use – This includes the possession or use of any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation, including but not limited to firecrackers, bottle rockets, roman candles, M-80s, etc. (Level 2 or 3)

11. Gambling – Illegal gambling or wagering is prohibited on University property or at University-sponsored functions. (Level 1)

12. Gang Activity - This includes any activity which could lead University officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang-related and would materially interfere or substantially disrupt the University environment or activity and/or educational objectives. This may include: wearing apparel of a gang related nature (including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs); presenting a physical safety hazard to self, students, staff, faculty or other persons on the University campus; communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang; defacing University or personal property with gang-related graffiti, symbols, or slogans; and soliciting others for gang membership. (Level 2 or 3) (see *Appendix C* for NC Gang Activity law)

13. Harassment – This includes harassing, bullying, abusing or threatening another, or encouraging others to do so, by means other than the use or threatened use of physical force, including, but not limited to, face-to-face communication, phone call, text message, e-mail

communication, or social media outlets (ex: Facebook, Twitter, Snapchat, Instagram, etc.) that includes one or more of the following: speech or action that in and of itself inflicts injury or tends to incite a disruption, or causes substantial disruption, or reasonably causes fear of great harm, or that interferes with the educational environment or disrupts University programs; speech or actions that interfere with ingress and/or egress on campus; and speech or actions which are obscene. This includes harassment conducted via a third party(ies). (Level 2 or 3)

14. Hazing – This includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purposes of initiation, acceptance, admission into, affiliation with, or as a condition for the continued association in a group, organization, or team. The express or implied consent of the victim will not be a defense. (Level 2 or 3)

15. Residence Life Policy – Violation of any residence life policy as outlined in the Residence Life Policies section of the Student Handbook. (Level 1 or 2)

16. Retaliation – Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a complainant, respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of University's Code of Student Conduct, Title IX policy, or other University policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a complainant or respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressure, coercion to recant/withdraw a complaint, continued harassment, violence, or other forms of real or threatened harm to the complainant or others. (Level 2 or 3)

17. Smoking, Vaping, and Tobacco Use–The use of smoking, vaping, and tobacco products, including but not limited to the use of cigarettes, cigars, smokeless tobacco, pipes, vaporizing (vape) devices and their related components, and e-cigarettes is prohibited on University property at all times. This includes but is not limited to residence halls, parking lots, University vehicles at any time, personal vehicles while on University property, athletic fields, within any campus building, and on any property owned or controlled by the University. (Level 1)

18. Theft

18.1 Theft or Attempted Theft – This includes theft/attempted theft of property belonging to the University, a member of the University community, or a guest of the University or University community. Included in this policy is the removal of University property from its designated place (i.e. removal of lounge furniture to a student's room or removal of dinnerware from the dining hall) and the possession of stolen property. (Level 2 or 3)

18.2 Theft or Abuse of Information (Soft or Hard Copy) – This includes but is not limited to the unauthorized entry into a file to use, read, or change the contents or for any other purpose. (Level 1 or 2)

19. Unauthorized Entry

19.1 Unauthorized Entry into University Facilities – This includes the use/entry of University facilities without proper prior approval from the appropriate University official. This

policy includes breaking into a University facility or using a door access card or hard key that does not belong to the student using said card or key. (Level 1, 2, or 3)

19.2 Unauthorized Entry into a Residence Hall Room – This includes entry, with or without force, into a residence hall room not assigned to the entering student and without the express permission of the student officially assigned to the room or by a University Official authorized to grant entry into the room. (Level 1, 2, or 3)

20. Unauthorized Possession, Duplication, or Use of University Keys or Student ID – This includes the possession of unauthorized keys (including possession of room keys/cards not issued to holder). Students are reminded that keys/ID cards are not to be given to anyone else for any reason. (Level 1, 2, or 3)

21. Vandalism – This includes the willful intent of destruction, defacement, or damage or attempted damage to property belonging to the University or any member of the University community or guest, including, but not limited to: defacing structures, bulletin boards, equipment and facilities; parking/driving on grass and sidewalks; tampering with or damaging vending machines; tampering with or damaging laundry units; grinding or rail sliding with skates or skateboards; littering; and removing window screens. (Level 1, 2, or 3)

22. Violation of any Federal, State, or Local Law – This includes any Federal, State, or Local law not specifically covered in the Code of Student Conduct or University policies. For violations that involve local, state, and/or federal law, conduct decisions and sanctions issued by NC Wesleyan University are separate and distinct from any legal action taken by the courts. As the NC Wesleyan University Conduct system operates under the guidelines of ‘clear and convincing evidence’ (see Conduct Procedure: Evidence), it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the NC Wesleyan University Conduct system. (Level 1, 2, or 3)

23. Weapons

23.1 Lethal Weapons Possession/Use – This includes the possession or use of weapons, including but not limited to explosives; firearms and/or ammunition; knives, to include bowie knives, switchblades, daggers, lock-blade knives, knives that can be opened with one hand, are spring-loaded, can be opened with a throwing action, or knives with an overall length of 4 or more inches when unfolded; martial arts weapons; bows and arrows; straight razors and box cutters; brass knuckles; any implement capable of inflicting serious bodily injury and used in like manner; or dangerous chemicals are prohibited on the University premises, including in one’s room, on one’s person, in personal belongings, or in one’s vehicle. Federal and state laws regarding weapons and firearms will be observed and enforced. (Level 3)

23.2 Non-Lethal Weapons – Possession/Use – This includes the possession or use of projectiles that may result in direct or indirect injury. This may include but is not limited to: slingshots of all types, water balloons, water guns, paintball guns, slingshots, air soft guns, TASERS, etc. Pepper spray/mace is permitted as a tool for safety. However, if used in an offensive manner/not in self-defense, it is considered a non-lethal weapon subject to this policy. (Level 2 or 3)

24. Spectator Behavior - This is inappropriate spectator/audience/participant conduct in/at University-sponsored or recognized events, including athletic contests, intramural contests, and student organization-sponsored events. Unacceptable behavior includes, but is not limited to: intimidating or harassing behavior, taunting, profanity, racial or ethnic comments, or abusive language and/or gestures directed at participants, officials or fans. Intoxicated individuals will not be permitted entry into events. Students who engage in these behaviors will be ejected from the event and may be subject to action under the Student Conduct Process. (Level 1 or 2)

Any student found responsible for violating one or more of the following policies is subject to the outcomes listed in the Student Conduct Process: Conference Outcomes section below.

Additional Policy Considerations

Residence Halls/Villas and Rooms

Students are responsible for all activities taking place in their assigned residence hall room/villa, whether they are present or not. They are responsible for any items found in their assigned residence hall room/villa, whether they are present or not. Also, a student who is a guest in another student's room/villa is responsible for the items present and activities that occur in the room/villa where they are present. Therefore, it is incumbent upon each student to be aware of his/her surroundings to ensure he/she is not a party to any violation.

Social Media

Social media sites can be effective tools for exchanging information. NC Wesleyan University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the N.C. State Constitution. However, any online behavior which is brought to the attention of any University official that violates the University's Code of Student Conduct may be addressed under the Code. Students should remember that any information or behavior exhibited or shared on social media sites could affect membership in clubs, organizations, and work study positions on campus, as well as internships and jobs outside of NC Wesleyan University.

Solicitation

Solicitation of employees and students on NC Wesleyan University premises by or on behalf of any business, club, society, or organization is strictly prohibited. This prohibition applies to employees, students, and those not affiliated with the University, and covers solicitation of any form, whether for membership, subscriptions, sales, or any payment of money. Students may not operate any business, licensed or otherwise, from any location on campus, including a residence hall room or vehicles. Limited exceptions may be granted by submitting a formal request stating the organization, contact person, reason for solicitation, and methods of solicitation employed to the Office of Student Affairs. Students should immediately report any solicitation to the Office of Student Affairs.

Student clubs and organizations may schedule programs involving fundraising with the consent of the Office of Student Engagement and must follow solicitation protocols as provided by that office.

STUDENT CONDUCT PROCESS

Mission

NC Wesleyan University is committed to creating a safe living and learning environment with an atmosphere of mutual respect where all students belong. It is expected that all members of the University community will act in a manner that is supportive of this end. As such, the mission of the University's student conduct process is to assist students with personal reflection, growth and learning which lead to their success. Recognizing that people do not always make the best decisions, the conduct process seeks to pair student advocacy with accountability. The purpose of the student conduct process is to educate, not punish. The University believes learning takes place throughout the campus and during every part of a student's life. If a student's behavior violates University policy, that experience provides an opportunity for the student to understand and accept the consequences for their actions, reflect on the decision-making process that led to those actions, and determine how they will learn and grow from the experience. The student conduct process facilitates this learning process.

It is the intent of the student conduct process to handle each violation of the Code of Student Conduct in an individual manner. The system is designed to treat each student fairly and consistently, while acknowledging that each situation is different and similar violations may require different outcomes.

Our mission is guided by the following principles and values:

- The University has high behavioral expectations for all members of the campus community which include acting in a manner that is considerate of other community members.
- Each member of the campus community is responsible for their decisions and must be accountable for the outcomes of those decisions (both positive and negative).
- All members of the campus community play an important role in the establishment of behavioral norms and expectations as well as ensuring accountability among members.
- Balancing the needs/interests of individuals with those of the greater community is important.
- The student conduct process, including policies and procedures, should balance the creation of a safe living and learning environment with the protection of individual rights and freedoms.
 - The student conduct process should seek to utilize educational and restorative components to assist students in self-reflection and learning outcomes.
- Students should be treated as individuals, considering personal, cultural, environmental, and other factors that might influence behavior.
- The student conduct process should be fair and impartial while recognizing that each situation and student is unique.
- All participants in the conduct process are expected to act with integrity and honesty.

- A student found responsible for a violation is not defined by this finding. It is not a character indictment to be found in violation of University policy.
- Personnel involved in the student conduct process should have the necessary skills and training to effectively carry out the mission.

Student Conduct Process

The student conduct process includes several phases and is directed out of the Office of the Dean of Students. The phases described below are general descriptions of a typical process and not inclusive of every case, as each case is unique. The typical phases in the process are:

- complaint is filed
- investigation is conducted
- notice of charges and summons issued for conduct conference to the respondent
- conduct conference is held with the appropriate conduct body, and
- notice of findings and conference outcomes is issued at the completion of the conference.

A case is considered closed when the respondent is found “not responsible” for all violations OR the respondent is found responsible for one or more violations and all educational sanctions have been completed.

Complaint/Filing a Report

Any member of the University community may file a complaint against a student for violations of the Code of Student Conduct. Complaints must be made in writing and submitted to the Dean of Students. A report created by Student Affairs staff (Resident Advisors, Area Coordinators) or Campus Security will be considered a complaint. Any complaint should be submitted as soon as possible after the event takes place.

Investigation

Upon receipt of the complaint, the Dean of Students or designee may investigate to determine if there is a reasonable suspicion of any violations of policy by the respondent(s). This may include questioning students, gathering statements, reviewing evidence, or interviewing witnesses. Campus Safety may also assist in investigations where appropriate. If it is determined there is a reasonable suspicion of a policy violation, the Dean of Students or designee will determine possible policy violations and assign the complaint to be heard by the most appropriate conduct body. If deemed appropriate, the Dean of Students may decide to use alternative measures to the conduct process to resolve complaints. (See Alternative Measures to the Conduct Process).

Notice of Charges and Conference

The respondent (the student alleged to have violated the code) will receive notification of the date and time for the student to meet with the conduct body for the conference. This notification will be sent at least 24 hours prior to the conference and will be communicated via campus email. Students are strongly encouraged to check their email daily.

NOTE: At the time of the conference, if a student is not enrolled (taking classes) in the University, conferences may still be conducted and students requested to participate. This includes when a student withdraws from the University prior to the completion of the Student Conduct Process. If a conference cannot be conducted or the Dean of Students decides to

defer the conference, the respondent's Student Conduct Record will reflect the pending conduct violation. The respondent will be required to have the case resolved through the Student Conduct process prior to readmission to the University. Additionally, this information may be communicated to other schools that the respondent is considering attending when records are requested and authorized to be released by the respondent.

Summary Resolution

Summary resolution occurs when the respondent accepts responsibility for all alleged violations and resultant conduct status and sanction(s) as determined by the Dean of Students or designee. This acceptance must be either in writing and signed by the student or received directly from the student's campus email account. The respondent would then have a meeting with the Conduct Officer for an educational conversation about the incident and discussion of the outcomes that would be assigned to the student.

Conduct Conference

There are two types of conduct conferences: an administrative conference and a University Honor Board conference (see Conduct Bodies and Conferences for descriptions). The conference will consist of the respondent, the complainant (if not an official incident report), the conduct body, and any relevant witnesses. Most often, the incident report initiated by a University official will stand as his/her statement and a complainant will not be present, but there may be other witnesses that the conduct body deems appropriate and relevant. Respondents will have an opportunity to make a statement to the conduct body and to question any witness. Questioning will be halted if it becomes abusive or repetitive. In complaints/incidents involving more than one respondent, the conduct body has discretion to determine if the conferences concerning each respondent will be conducted separately or jointly.

NOTE: The respondent may bypass the conference by accepting Summary Resolution.

When an organization reportedly violates conduct standards, the allegation(s) shall be investigated by the DOS or his/her designee. The President and Advisor of the organization will be notified of the allegation(s) and the investigation. The president of the organization shall act as the representative of the organization throughout the disciplinary process unless he/she designates this responsibility to another active member of the organization by notifying the DOS in writing. All subsequent references herein to 'respondent' with respect to this process shall be deemed to apply in the same manner and to the same extent to any accused student organization, proceeding through its representative.

Evidence

The standard of proof used by NC Wesleyan University for proving violations is by 'clear and convincing' evidence. This means that the evidence presented must prove that the contention (allegation) is substantially more likely to be true than that it is to be not true. A student's prior conduct record is not considered when determining responsibility. However, it is considered in determining educational sanctions and conduct status for students found responsible for a violation.

Notification of Findings and Conference Outcome

Respondents will receive written notification of the outcome of the conference and of educational sanctions and conduct status (if any). In addition to written notification, an in-person or phone meeting may take place to deliver the outcome.

Complainants or victims of a crime of violence or a non-forcible sex offense are allowed by law to request (in writing) and receive notification of a conference outcome for any conduct proceeding against a student who is the alleged perpetrator of such crime or offense. If the victim is deceased, this information will be provided, upon request, to the next of kin of the alleged victim.

Conduct Bodies and Hearings

A respondent who challenges an alleged violation will have one of two types of conferences. The type of conference the respondent has depends on the severity of the possible outcome if they are found responsible. The conduct body, which may be an individual or group of individuals, are trained in the conduct policies and process and believe in the educational value of the conduct process. Conferences are designed to determine what was more likely than not to happen during an incident as well as help those involved learn and grow from the incident.

Conduct bodies include professional Residence Life staff, the Dean of Students or designee, and the University Honor Board.

Administrative Conference

The administrative conference occurs when the respondent wishes to challenge one or more alleged violation(s) but is not facing suspension or expulsion (level 3) as a possible outcome if found responsible.

- The conduct body is typically a single University administrator who has been trained in the student conduct policies and process.
- The conduct body will conduct a conference to determine whether the respondent is responsible or not responsible.
- A respondent is not required to attend the conference, but is strongly encouraged to do so. If the respondent does not attend, the conference will be conducted in absentia and decisions will be based on all available information without the respondent's input. It is a respondent's responsibility to regularly check his/her campus email account, and therefore a respondent who misses a conference because they did not read their notice will not be excused for missing the conference.
- The conference is intended to be educational and may include a conversation on how the respondent is doing in classes, activities, in the residence halls, and life in general. Though these factors may not determine if the respondent is responsible, it will help the conduct body and respondent understand the full impact the incident has had on them and the community.
- The respondent will have the opportunity to discuss his/her perspective on the incident, accept or not accept responsibility for each alleged violation, and ask and answer questions about the incident.
- A respondent may present witnesses or statements from witnesses. If the respondent has witnesses, they should alert the conduct body no later than one (1) business day

before the conference and have the witnesses provide written statements to the conduct body prior to the conference. (see *Witnesses*)

- The respondent may have an advisor present during the conference. (see *Conduct Conference Advisor*)
- Following the conduct conference, the conduct body will decide if the respondent is responsible or not responsible for each violation. If responsible, the conduct body will assign appropriate outcomes. (see *Conference Outcome*)

University Honor Board Conference

The University Honor Board meets when the respondent wishes to challenge one or more alleged violation(s) AND the outcome for responsibility could result in suspension or expulsion (level 3) from the University. All University Honor Board conferences are recorded.

NOTE: When time constraints make convening the University Honor Board impractical (i.e. beginning and end of the semester, Summer Sessions, etc.), these cases will be heard by one or more trained administrator(s) selected by or including the Dean of Students. Cases that involve violations of the Title IX Policy will be addressed per the process outlined in the [Title IX Policy](#).

The following describes the University Honor Board:

- University Honor Board members are University students, faculty, and staff trained in the student conduct policies and process. Members are volunteers and will be selected by the Dean of Students. Each member is appointed for a one-year term and may be reappointed for subsequent years.
- When a University Honor Board conference is necessary, five (5) University Honor Board members will comprise the University Honor Board for that conference. These members are selected by the Dean of Students based on available members. At least two of the Honor Board members must be students.
- The Dean of Students will appoint one member to serve as the Chair for each conference. The Chair will fully participate in that conference with the additional responsibilities to conduct the conference, maintain order, and adhere to the student conduct process during the conference. The Chair will also call for and collect the votes of each member during the deliberation process.
- Each member of the University Honor Board in the conference will have one vote, including the Chair.
- Although consensus on all decisions is preferred, the decision of the University Honor Board shall be by majority vote.
- Members who believe they have a conflict of interest in a case they have been assigned to hear should notify the Dean of Students of that conflict in order to be replaced by another board member. A member who knows a respondent, complainant, or witness, or who may have general knowledge of the incident does not necessarily have a conflict of interest with the case. A member must decide if he or she is able to be fair and impartial when listening to the evidence of the case and deciding on responsibility.
- The Dean of Students will serve as the administrator for the conference. This person may be present during the conference and deliberations. Their role may include, but not limited to; setting up the conference space; directing witnesses when to enter the conference; maintaining recording equipment; answering questions which clarify

policies and procedures; and helping facilitate deliberations. The administrator does not have a vote nor do they share information with the board members which is known to him/her of the student or the case which was not presented during the conference for the purpose of deciding responsibility. The Dean of Students or designee will present evidence, both inculpatory and exculpatory, to the Board that was discovered in the investigation of the report. The administrator may share information on the respondent's conduct history, academic record, and other relevant information when/if deliberations on appropriate educational sanctions and conduct status is taking place.

The following is an example of the process during a University Honor Board conference. As each case is unique, each conference's process may differ:

1. The Chair calls the conference to order; reminds all persons of the confidentiality requirements; notes the day, date, and time of the conference; and informs participants that the conference is being recorded.
2. The Chair will introduce all participants, including the Dean of Students and any designees present.
3. The Chair will ask the respondent(s) if s/he has any challenge to the objectivity of any member of the University Honor Board. If so, the respondent must state the reason for the challenge. The board will then meet privately to consider the challenge and determine whether the member should be excused from the conference. *A respondent whose challenge is successful is, by action, waiving his/her right to an Honor Board Conference with the full five-member panel.*
4. The Chair will inquire if the respondent has read all reports associated with this case (the report is included in the Notice of Charges and Conference).
5. The Chair will state alleged violations of the Code of Conduct. Respondent will be asked to respond with one of three responses: responsible, not responsible, or no contest.
6. The Chair recognizes the complainant(s) (if present) and allows each complainant to make an opening statement (statements should be related to the incident).
7. The Chair recognizes the respondent and allows the respondent(s) to make an opening statement (statements should be related to the incident).
8. If the University issued the complaint (incident report), the University (Dean of Students or designee) will present evidence at this time.
9. The complainant will have an opportunity to respond to/comment on the evidence presented.
10. The respondent will have an opportunity to respond to/comment on the evidence presented.
11. The University Honor Board members will have an opportunity to ask questions of the complainant and respondent.
12. Witnesses, if any are brought into the conference individually to present their statements. The complainant(s), respondent(s), and University may present witnesses who have knowledge of the incident (see *Witnesses*). The University Honor Board members, the complainant(s), and respondent(s) may ask questions of each witness. Each witness is dismissed after questions are completed.
13. The respondent may respectfully ask questions of the complainant. The Chair reserves the right to rule on the admissibility of any question or to halt questioning that is irrelevant or abusive.

14. The complainant may respectfully ask questions of the respondent. The Chair reserves the right to rule on the admissibility of any question or to halt questioning that is irrelevant or abusive.
15. The complainant(s) may make a closing statement.
16. The respondent(s) may make a closing statement.
17. The University Honor Board members may ask any final questions of any participant.
18. The Chair will end the conference and the respondent(s), complainant(s), and advisors will be dismissed. The administrator will meet briefly with each respondent and complainant to set up a time to deliver the outcome.
19. The University Honor Board members will enter closed deliberations for its decision. The University Honor Board's deliberations are closed and deliberations are not recorded.

Findings/Conference Outcomes

A student found responsible for a violation of a policy will be assigned a conduct status and educational sanction(s) by the conduct officer/body. Additionally, notification of the outcome will be given to appropriate individuals as described below. Each student's case is decided based on its own merit and the conduct officer/body has the authority to adjust a status and/or sanction under extenuating circumstances.

For violations that involve local, state, and/or federal law, conduct decisions and outcomes issued by NC Wesleyan University are separate and distinct from any legal action taken by the courts. As the NC Wesleyan University Conduct system operates under the guidelines of 'clear and convincing' evidence (see Student Conduct Process: Evidence), it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the NC Wesleyan University student conduct process.

Conduct Status

The following are each considered a conduct status, from least severe (Written Warning) to most severe (Expulsion). A student found responsible for violating a policy will be placed on one of these statuses. A student may be placed on any status regardless of his/her previous conduct history, or lack thereof, and which is the most appropriate status in relation to the policy found responsible for violating. Being found responsible for a subsequent violation may result in being placed on a more severe status. A Conduct Status may be appealed in accordance with the Appeal process outlined in the Student Conduct Process section.

1. **Good Standing:** Students in good standing have no current conduct issues. This is the default standing of all entering students.
2. **Written Warning:** Written warnings are issued to warn students that further misconduct may result in more severe conduct status or higher-level educational sanctions. Since a student's conduct history is cumulative, a student who is on a Written Warning status and allegedly violates the Code of Student Conduct may have the violation handled as if it were a higher level than listed in the Code of Student Conduct (i.e. a second Level 1 alcohol possession violation may be handled as a Level 2 case). Written Warnings are in place for an indefinite amount of time. (Level 1)

3. **Conduct Probation:** Conduct probation may be issued for any violation of University policy. Conduct probation is for a specified period of time. Any violation that occurs during this probationary period will result in a more severe sanction up to and including separation from the University. (Level 2 or Level 3)
4. **Suspension/Deferred Suspension:** Suspension indicates a separation of a student from the University for a specified time, after which the student may apply for readmission to the University. The effective start and end date of the suspension is determined by the conduct body. The student will be eligible to apply for readmission and be re-enrolled after the end date. Applications for readmission are not guaranteed. If a suspension is put in place immediately, the student is typically given 24 hours to remove themselves and their belongings from campus housing, unless the Dean of Students or designee deems that the student's presence on campus during that time would be detrimental to the student or campus community. The student is expected to take care of financial and academic matters as well as personal belongings during that time. A suspension may also be deferred until a later date, typically the day after the last day of the current semester. The conduct body may determine that the student's conduct was severe enough to warrant a separation from the University, but there are mitigating circumstances to allow the student to continue being enrolled for the current semester. A student on Deferred Suspension may attend classes, activities, and events on campus (unless additional sanctions limiting participation are assigned by the conduct body). If a student is found responsible for violating University policy while on Deferred Suspension, he/she will be immediately suspended (or expelled, if decided by the conduct body) from the University. While on suspension, a student is considered *persona non grata* and may not be on NC Wesleyan University property or attend University-sanctioned events. A student not adhering to this *persona non grata* policy will face legal implications, including arrest. The student is considered *persona non grata* until he/she re-enrolls in the University. (see *Trespass - persona non grata*)
5. **Expulsion:** Expulsion is the permanent separation of the student from the University and its premises. It is the most severe status that the University imposes. An expulsion is effective immediately upon communication to the student. At the time of expulsion, the student is typically given 24 hours to remove themselves and their belongings from campus housing, unless the Dean of Students or designee deems that the student's presence on campus during that time would be detrimental to the student or campus community. The student is expected to take care of financial and academic matters as well as personal belongings during that time. An expelled student is considered *persona non grata* and no longer allowed to be on NC Wesleyan University property or attend events sponsored by the University. A student not adhering to this *persona non grata* policy will face legal implications, including arrest. The student is considered *persona non grata* until he/she re-enrolls in the University. (see *Trespass - persona non grata*)

Suspension/Expulsion at NC Wesleyan University: There are multiple reasons which could lead to a student being separated from NC Wesleyan University. If any of the following apply, a suspension or expulsion could occur:

- Being found responsible for a Level 3 violation;
- Being found responsible for multiple violations in one incident or over the course of several incidents; and/or,
- Failure to comply with an educational sanction by the due date.

Educational Sanctions

Educational sanctions that correspond to the three levels of student conduct violations at NC Wesleyan University include, but are not limited to:

- **Counseling Referral:** A counseling assessment may be required in an effort to help the student address issues he/she may be facing. The student may utilize counseling services available at NC Wesleyan University or, at the student's own expense, other licensed mental health care professionals. Proper release paperwork must be signed by the student to allow the Office of Student Affairs to verify the assessment has taken place. The counselor may recommend further sessions with the student and it is the choice of the student whether they continue with those services. (Level 1, 2, or 3)
- **Community Service:** Community service consistent with the violation may be assessed. (Level 1 or 2)
- **Educational Modules:** The University offers several educational modules that aim at educating students about certain topics, including conflict management, anger issues, and decision-making. (Level 1, 2, or 3)
- **Loss of Privileges:** A student may forfeit certain privileges for a specified amount of time due to a failure to properly utilize those privileges. Examples of privileges include but are not limited to: housing, visitation; parking; participating in campus activities, intramurals, athletic events; and utilizing campus facilities. (Level 2 or 3)
- **Restitution:** The student is required to make payments to the University or other persons, groups, or organizations for damages incurred as a result of an act of prohibited conduct. Any restitution assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid restitution is subject to collections as allowed by law. Students should note that financial aid cannot be used to pay restitution assessed due to a student conduct action. (Level 1, 2, or 3)
- **Restorative Justice:** A restorative justice experience will focus on restoring to the victim what was taken and/or repairing harm imposed on a community. The victim could be an entire community or specific students, staff or faculty. Examples of restorative justice include restorative justice circle (discussion between the student and victims), community service related to nature of the incident (up to 40 hours), presenting a program related to the nature of the incident, establishing a mentoring relationship with a faculty or staff member, or shadowing staff/faculty during specified activities. (Level 1, 2, or 3)
- **Written Reflection:** This sanction may be imposed on a student with an expectation that the student will take time to reflect on their choices and the consequences associated with those choices through written reflection. (Level 1, 2, or 3)

Notification

In the event a student is found responsible for violating a policy, the following people could be notified: Parents/Guardians (dependent students only), Academic Advisor, professional Residence Life staff (residential students only), and other need-to-know NC Wesleyan University faculty and staff. Notification is not considered a sanction and is not grounds for appeal as outlined in the Student Conduct Process.

Student's Rights in the Conduct Process

The following are rights each student has during the conduct process - they are neither inclusive nor absolute. In each case, the student is responsible for invoking each right and following the policies and procedures outlined. A student's failure to use one or all of these rights does not constitute a deviation of the student conduct process. These rights are designed to help the student through the process and assist the conduct officer/body and University in making the best decision in each case.

Accommodations

The conduct officer/body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the conference by providing separate facilities, and/or by permitting participation by telephone, skype, video conferencing, videotape, audio tape, written statement, or other means as determined appropriate in the judgment of the Dean of Students or designee. If a student participating in the conduct conference requires reasonable accommodations under the Americans with Disabilities Act, they should notify the Dean of Students in a reasonable timeframe after receiving notification of the conference date and time, and prior to the start of the conference. All attempts will be made to provide reasonable accommodations.

Appeal Process

Both the complainant and the respondent have the right to appeal any decision made by the conduct body. In order for an appeal to be considered, it must first meet one of the following criteria:

1. Information is now available that was not available at the time of the initial decision.
2. A procedural error occurred during the student conduct process which could have materially affected the finding. *Dissatisfaction with the outcome of the conference is not acceptable as the basis for an appeal.*

Appeals:

- Must be in writing and submitted via the respondent's campus email account to the Dean of Students.
- Students must file the written appeal within two (2) business days from the date of the decision (i.e. the decision was delivered on Thursday, the appeal must be received no later than the following Monday, assuming a normal business week).
- Appeals must state the criteria used for the basis of the appeal and provide relevant information and/or documentation to support the appeal.

For appeals of decisions made as a result of an administrative conference:

- The Dean of Students shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Dean of Students shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the Dean of Students will consider the appeal and deliver a decision within three (3) business days in writing via email to the student.
- In cases where the Dean of Students has a conflict of interest, the University Provost will review and consider, when applicable, the appeal.

For appeals of decisions made as a result of a University Honor Board conference:

- The Dean of Students shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Dean of Students shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the University Provost will consider the appeal and deliver a decision within three (3) business days in writing via email to the student.

Appeal Considerations

If an appeal has been determined to meet the criteria, it will be placed under consideration with the appropriate appellate officer. The appeal consideration will use the following guidelines:

- The appellate officer will have three (3) business days to consider and decide on the appeal.
- The appellate officer shall consider all documentation and information from all applicable sources in reaching their decision.
- The appellate officer will not re-hear the case, but will use available information to determine if the appeal has merit. They may request a meeting with any party that participated in the original hearing, including respondents, complainants, conduct conference personnel, witnesses, etc.
- Upon reaching a decision, the appellate officer shall notify the student and applicable offices of the decision via email within three (3) business days. The written notification shall include a clear rationale for the decision.
- The decision of the appellate officer is final.

The appellate officer, upon consideration of the appeal, may take any of the following actions:

1. Affirm the decision(s) and conduct status and/or sanction(s) of the initial conduct body in their entirety.
2. Affirm the decision(s) but amend the conduct status and/or sanction(s) imposed by the initial conduct body to a lesser conduct status or sanction(s).
3. Order a new hearing before the initial conduct body or a new conduct body with written notification to the new conduct body of the appellate officer's concern(s) leading to its decision, if it determines that the conduct conference procedure was not substantially followed and the error(s) egregiously violated the student's right to a fair and impartial conference.

4. Overturn the decision of the initial conduct body and remove the Conduct Status and/or sanctions imposed if it determines the new evidence that was not available at the time of the initial conference would exonerate the appellant.

The University President shall not participate in the conduct and appeal process except when, in her/his sole judgment, it is in the best interest of the University community.

Conduct Conference Advisor

Complainants and respondents are allowed to have a member of the faculty, staff, or an actively enrolled NC Wesleyan University student serve as an advisor during the conduct conference. The advisor cannot have another role during the conduct conference (i.e. respondent, complainant, or witness). During the conference, the advisor will be seated next to the complainant or respondent they are advising. The respondent/complainant and advisor may speak quietly to each other during the conference; however, the advisor may not ask questions to any other participants, including the conduct body, witnesses, other complainants, or other respondents. The advisor cannot speak for the respondent or complainant. Their primary role is to support the complainant or respondent. Parents/guardians and attorneys are not allowed to attend conduct conferences.

Witnesses

The complainant, the respondent, and the University may arrange for witnesses to present information at the conference. Witnesses must have pertinent, first-hand knowledge of the incident. As such, character witnesses are not allowed at any conference as they do not contribute to an understanding of the incident.

If the respondent or complainant has witnesses, they should:

- Provide the name and contact information for each witness and how they relate to the incident to the conduct body (Dean of Students for University Honor Board cases) at least one (1) business day prior to the conduct conference. The Conduct Body will try to arrange the attendance of witnesses who are members of the University community, if reasonably possible.
- Have each witness provide a written statement, either a signed handwritten letter or from their own campus email account. Statements should give a complete account of their knowledge of the incident. Statements should be submitted to the Conduct Officer/Body at least one (1) business day prior to the conduct conference.
- Ask each witness to be available from the start time of the conference through at least 30 minutes afterward for administrative conferences and one hour afterward for University Honor Board conferences. Students should not miss class to be a witness in a conference. During the conference, witnesses will provide information to and answer questions from the conduct body, and may be asked questions by the complainant and/or respondent, as deemed appropriate by the conduct officer/body.

The University may also arrange to have witnesses' present information at the conference. Faculty and staff may be asked to be a witness during a conference, but their obligations may not allow the time to attend the conference. Written statements will be accepted from faculty and staff in these cases. A staff member involved in the investigation of an incident may use the report they submitted as their witness statement.

Alternative Measures to the Student Conduct Process

The Office of Student Affairs recognizes that there may be incidents when, in the best interests of those involved and/or the community, the formal Student Conduct Process may not be appropriate or necessary but the behavior and decisions of those involved should be addressed in order for all to learn and grow from the incident. In these cases, the following options are available to the Office of Student Affairs to address these concerns.

Amnesty

Students are encouraged to exercise their ethical responsibility to assist others who are in need, especially in emergencies. The amnesty policy encourages students to seek immediate medical assistance for themselves or others whenever there is a concern about extreme intoxication, alcohol poisoning, drug overdose, and/or sexual misconduct that threatens someone's health and safety.

When a student requests medical assistance (for self or someone else) because that individual has consumed too much alcohol or drugs and/or is at risk for being a victim of sexual misconduct, neither student will be subject to Student Conduct proceedings for the consumption. Amnesty does not preclude Student Conduct proceedings for other violations of University policy, nor does it protect intoxicated students from actions taken by local, state, or federal authorities, except where students may be protected by law. Additionally, A student who reports sexual misconduct will not be subject to conduct proceedings for his/her own personal consumption or possession of alcohol at or near the time of the incident, provided that the consumption or possession did not place the health and/or safety of any other person at risk or violate additional University policies. When seeking immediate medical attention, contact 911, then contact Campus Security at (252) 406-7928. First responders will determine the next steps in aiding, and Campus Security will report the name of the student needing attention and any students witnessing the incident to the Dean of Students for any follow-up deemed necessary by the Dean of Students.

When deemed appropriate, the amnesty policy is an option, not a requirement, for students involved in the incident. If a student decides to accept this option, in lieu of the student conduct process and following the receipt of the report by the Dean of Students, the following procedures will be implemented:

- Any student in the incident will be required to meet with the Dean of Students or his/her designee to discuss the incident. The Student Affairs Office will contact the student to arrange the meeting.
- Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of Counseling Services or designee for an informal alcohol/drug assessment. The student must complete the assessment and any resulting treatment or educational recommendations by a deadline specified by the Dean of Students in consultation with the Director of Counseling Services or designee.
- The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or designee to communicate with the Dean of Students. This release will be limited as to protect the student's confidentiality as much as possible. The student will be asked to give permission for the Director of Counseling Services or designee to disclose whether or not the assessment and any resulting recommendations have been completed.

- The failure of a student to attend the meeting with the Dean of Students and/or complete the assessment or resulting treatment or educational recommendations from the Counseling Center may result in a referral to the Dean of Students for further action.

Educational Conversations/Restorative Justice

In some instances, typically in first-time low-level violations, the Dean of Students or designee may attempt to resolve complaints and alleged violations of the Code of Student Conduct through Educational Conversations or Restorative Justice practices. These initial attempts at resolving issues would not be considered sanctions, as they would happen before any official process in the conduct system. Participation from all involved parties would be voluntary. If a resolution is successful, involved students would not have any violations or sanctions placed in their Student Conduct Record. However, if the Dean of Students determines that a resolution was not achieved or all parties do not wish to participate, the Dean of Students reserves the right to resolve any complaints through the most appropriate method.

Summary Actions Taken by the University

At times, the University may have to take actions to mitigate risks to individuals and/or the community. These actions are not considered outcomes or sanctions. Their issuance is not to be used as evidence during any conduct conference to determine a student's responsibility for violating a policy. Because of the possible impact on a student's status and accessibility to University resources and activities, each action is considered carefully before being implemented.

Temporary Removal from Campus

At the sole discretion of the Dean of Students or designee and to help ensure the safety and well-being of the University Community, the University may impose Temporary Removal from Campus for a student who is suspected of (1) violating the Code of Student Conduct and (2) the student's presence is viewed as a threat to the University community, property, and/or disrupting normal University functions. Student Conduct proceedings shall be scheduled as soon as practical following the temporary removal from campus.

A temporary removal from campus:

- Becomes immediately effective without prior notice;
- Means that the student is persona non grata (see Trespass-persona non grata below) and not allowed to be on property owned or controlled by NC Wesleyan University at any time until the case has been resolved through the Student Conduct Process or the accusation has been dismissed upon investigation. Exceptions may be granted by authority of the Dean of Students. The student is permitted to return to campus for the purpose of participating in a student conduct conference;
- Means a student shall be ineligible to attend classes. The student may contact his/her instructors via email/telephone to request assignments during this period – granting the request is at the sole discretion of the instructor;
- Is not an outcome of the conduct process nor a conduct status. Due to the impact this action may have on a student's academic status, the student's instructors will be notified as well as other need-to-know staff. To ensure the student's wellbeing during the temporary removal from campus, the student's parent/guardian, if a dependent, will be contacted;

- Shall not be used as evidence in any conduct conference;
- Is in effect until the Dean of Students or designee communicates otherwise or the student has had a conduct conference on the related matter.

No Contact Order

The Dean of Students or designee may determine, either in her/his assessment of a situation or at the request of an individual, that two or more individuals should no longer have contact with each other in order to maintain a safe environment, promote civility, and for the general well-being for those individuals and/or the campus community. In those cases, a “No Contact Order” may be issued verbally and/or in writing between a student and other members of the NC Wesleyan University community, including others students, faculty, or staff.

A no contact order:

- Between students is always mutual, meaning both parties receive the same order.
- Between student(s) and faculty, staff or other nonstudents prohibits the student(s) from communicating with each other and with the specified faculty, staff or other non-student(s).
- Does not require agreement or prior notice to either or all parties.
- Can be issued prior to or as a result of a conduct conference, or entirely outside of a student conduct process for a specified or unlimited duration of time.
- Prohibits all forms of communication between designated students or from designated student(s) to specified faculty, staff, or nonstudent(s), direct or indirect, written, electronic (including all forms of social media) or through a third party (i.e. friends, family).
- Are not similar to court-imposed restraining orders and do not guarantee that designated parties will avoid sightings or passing interactions on the campus or in the local community.
- May restrict a student from parts of the campus provided that the restricted student would not have to engage in required academic activities in that part of campus (exceptions are handled on a case-by-case basis).
- Does not become part of a student’s conduct record unless the student violates the order as determined through the student conduct process.
- Is not considered an outcome nor a conduct status.
- May not be used as evidence during a conduct conference unless the alleged violation is failure to comply with the same “No Contact Order”.
- Is in effect until the Dean of Students or designee communicates otherwise. Students who are concerned about personal safety should contact Campus Security at 252-406-7928.

Trespassing (persona non grata)

As a private institution, NC Wesleyan University reserves the right to consider any individual persona non grata and issue a ‘no trespassing’ order to any person whose presence it deems undesirable. Subsequent trespassing on NC Wesleyan University premises will result in legal action. All University property is private property.

Any student who is on a conduct status of suspension or expulsion, or whose enrollment has been terminated by NC Wesleyan University for any student conduct or academic reason may

not be present on University premises or at a University-sponsored event at any time during the period of suspension/expulsion without prior written approval from the Dean of Students or designee.

Any student who has been removed from the residence halls may not visit the residence halls or vicinity while in commuter status. Students violating these policies will be issued a trespassing warning and will further jeopardize their standing with the University.

Parent/Guardian Involvement

The University understands and values the unique and special relationship that can exist between parents/guardians and their students. The University desires to foster free and open communication with parents/guardians. Developmental and legal issues guide the University as it relates to communication and involvement with parents/guardians and students in resolving conduct issues. Any student enrolled in the University, regardless of age, is no longer considered a minor from an educational standpoint. The Family Educational Rights and Privacy Act (FERPA) clarifies and limits the amount of information a University is allowed to share with anyone, including parents/guardians, regarding any student. Additional information regarding FERPA may be found at <https://ncwu.edu/consumer-information/>.

During the course of a students' University experience, there is always the possibility of an incident that requires intervention and decision-making by an appropriate University official. NC Wesleyan University encourages parents/guardians to communicate with their students about their University experience in a healthy way, while realizing that this communication could be different than when the student was in high school. NC Wesleyan University encourages parents/guardians to hold regular conversations on academic course work, involvement in clubs and organizations, relationships with friends and roommates, and the overall University experience. Additionally, NC Wesleyan University encourages parents/guardians to talk with their student about what information is expected to be shared and what information can be distributed to them by the University. Students may voluntarily choose to disclose their educational records to parents/guardians by completing a FERPA waiver, found at <https://ncwu.edu/campus-life/resources/registrar/>.

NC Wesleyan University encourages parents/guardians to contact the University with any questions or concerns.

Student Conduct Records

Student conduct records are maintained in the Office of Student Affairs. The provisions of the Family Educational Rights and Privacy Act govern accessibility to these records. Student Conduct records are personal and confidential. Students may inspect their records during normal working hours. University officials who have professional justification for such information may also inspect these records. Students should also be aware that institutions to which they may apply typically request a conduct report on potential students to help determine whether or not to admit that student. The University does not provide copies of video or audio recordings of conduct conferences for students.

STUDENT COMPLAINT PROCESS

North Carolina Wesleyan University is a community with a special mission and is composed of diverse individuals. As a higher educational institution, North Carolina Wesleyan University encourages growth and diversity in thought and appropriate communications. North Carolina Wesleyan University recognizes that issues (i.e. concerns, grievances, etc.) between students and faculty, staff, peers, and the University are possible. North Carolina Wesleyan University appreciates all individuals that voice issues, and it desires to provide an environment where all issues can be addressed.

In the event that a general or specific issue is submitted in writing by a student, it is the policy of North Carolina Wesleyan University to respond to the student in an appropriate and timely manner. It is also the policy of North Carolina Wesleyan University to provide an appeal procedure for all issues, concerns, and grievances.

North Carolina Wesleyan University assigns oversight for the listed area of responsibility to the individual designated below, and the designated individual is responsible for establishing written procedures which are to be published in appropriate documents.

1. Academic (non-grade related) – Provost/Vice President for Academic Affairs
2. A.D.A – Accessibility Services Coordinator
3. Sexual Harassment –Title IX Coordinator
4. Non-Academic – Dean of Students

Non-Academic Complaint Procedure

Step 1: It is assumed that most general and specific student complaints can be resolved informally through dialogue between the student and the appropriate University personnel. Students are requested to make their grievance known immediately upon discovery so that University personnel can respond in a timely manner.

Step 2: On occasion, a student's grievance may be unresolved through informal discussion with whom the complaint lies. When that happens, the student should submit the grievance, whether general or specific, in writing to the administrator who has jurisdiction over the department in which the incident occurred. This may be done by completing the [Student Complaint Form](#). The written grievance statement should include the following:

- a. The exact nature and details of the concern.
- b. The exact date, time, and place of the incident (if applicable).
- c. Names of all witnesses who have knowledge of the circumstances.
- d. All written documentation or evidence relevant to the concern.

The University Administrator receiving the written complaint will send a written response to the student within five (5) calendar days to acknowledge receipt of the complaint and provide the student with a projection of the time required to investigate the grievance and take whatever action is deemed appropriate. The administrator will then investigate the complaint making sure that as a part of their process they communicate with the faculty, staff or others involved in the complaint prior to completing their investigation.

The person responsible for investigating the complaint will attempt to resolve all general and specific complaints within 14 calendar days. If the grievance is with the University Administrator, the written complaint should be filed with the Administrator's Manager or the Provost/VP of Academic Affairs

Once the administrator completes their investigation, they shall report their findings to the student and all other persons involved in the complaint (e.g., faculty, staff, or other persons).

Step 3: When a grievance is not resolved to the student's satisfaction, he/she may submit a written appeal to the Dean of Students. The written appeal should include the following:

- a. A copy of the original written complaint.
- b. A copy of the initial decision.
- c. A detailed explanation of why the initial decision is unacceptable.

The Dean of Students will review the appeal and may wish to meet with the student at their discretion. The Dean of Students may communicate with the faculty, staff, or others involved prior to notifying the student of their findings and offer them the opportunity to supply input into the matter. The Dean of Students will respond to the student within 30 calendar days. When University Administrators need more than the allotted time to respond, the need will be communicated to the student, along with a reason for the need and the expected resolution date. The Dean of Students may assist the student in this process if the student is not sure how, or with whom, to file a grievance.

Process Summary:

Step 1: Directly discuss the issue with the appropriate individuals. If the grievance remains unresolved;

Step 2: File a written grievance with the individual who has jurisdiction over the department in which the grievance occurred. If the grievance remains unresolved;

Step 3: File a written appeal to the Dean of Students. The decision of the Dean of Students is final.

EMERGENCY RESPONSE PLAN

NCWU has a campus emergency notification system to warn the University community if a crisis, imminent danger or other urgent situation is present on or near the campus. If such a situation occurs, the campus-wide siren will be sounded, followed by broadcast messages on the campus computer system, voicemail and/or text messages to those individuals who have provided a cell phone number to the Campus Security Office. When the siren is heard, individuals should expect to receive a voicemail and/or text message on their cell phones and find information on the University website providing information about the emergency situation and how to respond.

Additionally, an Emergency Management Team comprised of individuals whose positions on campus or location in specific campus buildings, has been selected and trained to take specific action and provide additional information in the event of a campus-wide emergency.

To fully participate in the campus emergency notification system, members of the Wesleyan community are encouraged to provide a current cell phone number to the Campus Security Office in the Hardees Student Union. NCWU has incurred the cost of establishing and maintaining this system. The only cost to students, faculty and staff involves the possible cost of receiving a cell phone message, depending upon each individual's mobile phone pricing plan.

Students, faculty and staff who feel that a situation exists or may occur requiring the activation of the campus emergency notification system are strongly encouraged to contact Campus Security immediately at (252) 985-5273 or (252) 406-7928.

HEALTH CENTER

The Health Center offers a comprehensive approach to health and well-being through education, consultation, and referrals. Health programs and events are designed to assist students in developing life- styles based on sound emotional, physical, spiritual, and social activities. The Health Center hours are 9:00 a.m. to 4:00 p.m. Monday through Friday during the academic school year. Walk-in visits are accepted on a first come, first serve basis. A Physician Assistant will be available in the Campus Health Center Monday through Friday, during the academic school year. Services provided by the Physician Assistant are free of cost to the students. Health Center hours will be posted on the NCWU web page under Health Center.

There are several urgent care centers in the area that can provide medical intervention after hours. Additional information on locations of urgent care centers is available at ncwu.edu. Emergency assistance is available at the local hospital, CALL – 911.

A. STATE IMMUNIZATION REGULATIONS

The state of North Carolina requires that all students entering University must provide a record of immunization. The record must document 3 childhood DPT (diphtheria, pertussis, and tetanus) shots, Tetanus booster given within the last ten years, 3 Hepatitis B shots (not required if born before July 1, 1994), 2 MMR (measles, mumps, rubella), 3 polio vaccines, and one varicella vaccine. A TB skin test or proof of BCG vaccine is required for international students with appropriate follow up documentation on positive results. North Carolina law dictates that all students provide proof of completed immunization requirements prior to the start of classes. If the required documentation is not provided within THIRTY DAYS from the start of classes, the student will be suspended until immunization requirements are met. Any questions about immunization requirements should be directed to the Health Center at 985-5186. The Nash County Health Department offers MMR and Tetanus vaccine shots to new freshmen. The phone number for Nash County Health Department is 446-2700.

B. MENINGOCOCCAL VACCINE

NCWU Health Center will have available information regarding the meningococcal vaccine. The information will cover the disease, benefits of the vaccine, risks of the vaccine, and where to obtain the vaccine.

Purpose: The information provided to each student will assist the student and/or their parents to make an informed decision regarding receiving the vaccine. Also, the student will know where and how to obtain the vaccine.

C. STUDENT INSURANCE

The University provides basic accident insurance to all full-time students enrolled at NCWU. All full-time students are required to have sickness and major medical insurance. The required sickness insurance endorsed by NCWU can be waived upon proof of other equal medical insurance coverage. Students who already have insurance coverage must complete the [online waiver process](#) or you will be automatically enrolled in the

University insurance plan and charges will be added to your student account. No insurance refunds will be given after the waiver deadline.

D. SELF-SERVICE PHARMACY – OTC

A self-serve pharmacy is located in the hallway just inside the Health Center. Items available at the self-serve pharmacy are free of charge and include the following over-the-counter medications and supplies: Tylenol, Pepto-Bismol, Triple Antibiotic Ointment, Band-Aids, cold medicine, Benadryl, and throat lozenges.

COMMUNITY ENGAGEMENT

Established in fall 2009 to encourage Wesleyan students, faculty, and staff to engage with the Rocky Mount community in “Service Beyond the Serpentine Wall,” the Community Engagement program coordinates campus-wide and small-group service project as well as individual volunteer opportunities. One of these is the annual Martin Luther King, Jr. Day of Service where students are encouraged to use this holiday as a “day on, not a day off.” Other projects have included blood drives, days of building with Habitat for Humanity, fundraising for Relay for Life and the American Red Cross, and supporting relief efforts for natural disasters in the U.S. and abroad. Students and other members of the campus community are encouraged to bring their ideas for these and other service projects to the Director of Student Engagement for assistance with implementation as an individual, small group, sports team, or student organization. By engaging the campus in service opportunities, the Community Engagement program aims to raise awareness of community needs and inspire others to become active leaders in working towards solutions in Rocky Mount and beyond.

INTRAMURAL SPORTS & RECREATION

The Department of Intramural Sports & Recreation (IMSR) provides recreational and wellness programs for North Carolina Wesleyan students, faculty, and staff. The department strives to be recreation leaders that connect, engage, and enhance the NC Wesleyan experience while fostering a sense of community by offering quality and inclusive recreation programs, services, and facilities that encourage healthy, active, lifestyles with a commitment to education, leadership, and student success. From quality facilities and a dynamic intramurals program to group fitness classes, the department has something for everyone.

Programs and Services

A. Facilities

Completed in 2004 as part of a \$2 million renovation project, the Taylor Recreation Center includes a fitness center that offers over 3,000 square feet of cardio and weight training equipment. The TRC also includes a gymnasium used for a variety of departmental and campus wide activities including intramurals, drop-in basketball/volleyball, group fitness classes, club sports practices, and special events. If it's physical, the Taylor Recreation Center has it. This is your very own on-campus health club and primary location for all recreational experiences at North Carolina Wesleyan University.

Taylor Recreation Center General Use Policy

The Taylor Recreation Center is a controlled access facility. Only authorized users (NC Wesleyan students, faculty/staff, and approved guests) are allowed entry. The IMSR staff reserves the right to prohibit participation from those not having proper identification.

Responsibility for general supervision of the building, gymnasium, and fitness area rests with the staff members and supervisors directly in charge of the activity or area. Students provide primary supervision for the facility and act with the full authority of a full-time employee. Harassment or disregard of the directions provided by the staff will not be tolerated. Profane or indecent language is discouraged. Such language which is directed at employees or deemed offensive to other users will not be allowed.

- Appropriate attire is necessary to gain access to the Taylor Recreation Center. Shirts and shoes are required to be worn in all activity areas. Clothing that sends profane, inflammatory or bigoted messages is discouraged.
- Closed-toe shoes with non-marking soles are required to enter and/or use free-weight equipment area. Only closed-toe athletic shoes with non-marking soles are allowed on cardio equipment.
- The possession or use of alcohol or illegal drugs is not permitted. The use of tobacco products, including smokeless tobacco is not permitted in the building.
- Food is prohibited inside activity areas and should be disposed before entrance into an area. This includes all spectators for intramural activities. Beverages are permitted in the activity areas only if contained in a sealable bottle.
- The use of skateboards, roller skates and rollerblades are prohibited. Bicycles are not permitted in the building without prior approval.
- No animals except guide dogs are permitted in the building.

- The Taylor Recreation Center is not responsible for lost, stolen, or damaged items. Valuables, book bags or other personal articles will not be held for participants at the TRC front desk. Items should be stored in the provided cubbies.
- Members are responsible for the conduct of their guests and must remain with their guests at all times when in the facility.
- All participants are asked to immediately report any injury or facility/equipment irregularity to staff members on duty.

The above policies and procedures are put in place for the safety and well-being of our patrons. Failure to adhere to them will result in removal from the facility. In addition, our staff is always open to user opinions and ideas. Questions or comments should be expressed to the director or a facility manager at the front desk.

B. Fitness & Wellness

Fitness and Wellness provides a variety of group aerobic classes (including Zumba, belly dancing, cardio funk, and kickboxing), fitness/nutrition workshops, and fitness incentive programs. All classes and workshops are taught by highly qualified instructors. To participate, you need only show up at the designated time. Spaces are limited so make sure you come early to enjoy the fun. To see class descriptions and a class schedule, simply check the bulletin board in the TRC or the department's website.

C. Intramural Sports

The Intramural Sports program offers a fun and unique recreational opportunity to the NC Wesleyan community. The program organizes and coordinates leagues, tournaments, and events in a variety of sports and activities. Some of these include basketball (4-on-4 and 5-on-5), flag football (7-on-7 and 4-on-4), volleyball (indoor and outdoor), billiards, indoor soccer, ping pong, and dodge ball. Men's, Women's, and Co-Recreational leagues are available in all team sports. Everyone can find an activity to fit their ability.

D. Staff

The IMSR work atmosphere is full of excitement. Our student employee positions provide practical work experience in a variety of areas including facility supervision, customer service, activity supervision, and intramural officiating. These positions offer opportunities to enhance both your leadership and management skills, as well as, be a part of the biggest and best team on campus. We are always looking for candidates filled with enthusiasm that possess a commitment to excellence!

Come on by, give us a try, and explore the endless opportunities for recreation right here on campus. All this information and much more can be found on the department's web-site at ncwu.edu/campus-life/live-eat-play/play/intramural-sports-recreation/

SPIRITUAL LIFE

North Carolina Wesleyan University is committed to the spiritual as well as intellectual, physical, and social growth of its students. The goal of campus Spiritual life is to provide an atmosphere of genuine care and close personal relationships. This is central to the idea of the Christian community and is conducive to spiritual growth. While Wesleyan is affiliated with the United Methodist Church, it is open to all persons, regardless of their religious beliefs. There are numerous Spiritual Life opportunities and services provided to assist students in their spiritual journey. These activities provide students the occasion to explore questions of faith, develop personal relationships through fellowship activities, express one's faith through song or service, or to join with other members of the Wesleyan community in worship. Student Ministries meet at various locations across campus every night of the week.

For a full list and brief descriptions of active Spiritual Life groups that currently serve the Wesleyan community, visit ncwu.edu/campus-life/spiritual-life/student-orgs/.

Additionally, the baseball and football teams each have their own chaplains, who provide pregame messages and weekly Bible studies. The chaplains also attend several of the games each season.

In keeping with our status as an inclusive institution, students who are interested in establishing a new campus ministry are asked to contact Elliott Smith at esmith@ncwu.edu.

RESIDENCE LIFE

Residential living is an important part of the overall educational experience at North Carolina Wesleyan. The Residence Life staff strives to provide a quality living environment which enhances student engagement and learning. Such growth comes through active participation in hall activities which allow students to become more aware and respectful of the rights and responsibilities of community living and ultimately educate students on being good citizens.

A. Residential Living and Staff

The University has eight residence halls on campus as well as an off-campus townhome community. Petteway, Roberson, Pash, Collins, Boddie, Jin, Bradley, and Taylor Halls are located on the main campus. The Villas at Wesleyan townhomes are located across from the back of campus on Calloway Drive. Petteway, Collins, Roberson, and Pash house approximately 120 students each in double rooms. Boddie, Jin, Bradley and Taylor Halls house approximately 40 students each in single rooms. The Villas at Wesleyan house 80 students in a combination of single and double rooms. All of these communities are supervised by a team of professional live-in staff members and trained undergraduate paraprofessional staff members. All residence halls are drug, alcohol and tobacco-free. In an effort to provide a safe environment for all students, the University maintains the right to search the student's room and its contents, as well as any vehicle a student brings to campus for health and safety violations, including violations of the Student Code of Conduct.

Professional live-in staff members include Area Coordinators who are supervised by a live-in Director of Residence Life. These professionals carry leadership roles for the overall department while also supervising the Resident Advisors (undergraduate paraprofessional staff members) and Desk Attendants (Federal Work Study student employees), facilitating physical and programmatic needs for the living and learning environment, and assisting with conduct meetings. They each have an office adjacent to the first-floor lobbies in the building where they live (Collins, Roberson, and Petteway Hall, respectively). Throughout the remainder of this section these staff members will be referred to as ACs.

These professionals share supervision of the Resident Advisors (undergraduate paraprofessional staff members), aid in facilitating the living and learning environment, assist in conduct meetings and perform a variety of administrative tasks. The Resident Advisors (RAs) are students who have been carefully selected and trained to work directly with students. RAs assist students in adjusting to University life and navigating the variety of campus resources available, mediate roommate concerns, inform students about campus policies and events, plan educational and social programs and provide a general sense of order to the floor communities by enforcing the Residence Hall Policies. RAs are on duty in the residence halls from 8:00 p.m. - 8:00 a.m. In addition to having RAs on duty each night and throughout weekends, Residence Life also provides professional duty coverage to serve as backup to the RAs as well as to be available to assist students or Security as needed.

The Residence Life program is part of Student Affairs and is coordinated by the Dean of Students. The Dean directly supervises the Director of Residence life. Together, the Dean and Director provide leadership to the Residence Life department and serve as liaisons with custodial and maintenance personnel, ensure proper health and safety standards of the halls, oversee the residence hall conduct system and direct the administrative functions of room

selection and community/individual damage billing processes. The Dean and Director both have offices within the Student Affairs Office (Suite 111) in the Hardee's Building, which is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

B. Freedom and Responsibility

Each resident has the freedom and responsibility to determine his/her own personal schedule under certain conditions and limitations.

1. Personal schedules should not encroach upon the rights of other residents.
2. As a courtesy, each resident should notify (for emergency purposes only) his/her roommate, AC, or RA when he/she plans to remain out of the hall overnight or over the weekend. This notification may be made via a roommate or another resident.

C. Residency Requirements & Housing Contract

In order to have the full educational experience while attending Wesleyan, all full-time students must live in the residence halls and maintain a residential meal plan unless they meet at least **one** of the following criteria:

1. Have at least 60 credit hours and a minimum 2.75 GPA;
2. are married (copy of marriage certificate required);
3. are residing with a parent or guardian within 50 miles of the main campus;
4. are 22 years of age or older (or will be by Aug. 31st of the relevant academic year); or
5. are considered an independent student by the Office of Financial Aid.

In order for students to be eligible to move off campus, they must satisfy one of the above requirements and contact the Director of Residence Life during the announced housing application period in the spring term. They will be issued a housing requirement waiver to be completed and approved. Students should not sign a lease until they receive the email indicating their request to live off campus has been approved. Having signed a lease is not a qualification to be approved. A student would then be responsible for the campus housing charges and the lease, or would need to break the off-campus lease. These would be at the expense of the student.

Late requests made after the end of the announced period are unlikely to be considered. Any student who submits a Housing Application requesting campus housing but later seeks to be approved to live off campus instead is unlikely to be approved as NCWU's occupancy planning is based on the number of campus housing applications received. The Housing Application serves as the binding Housing Contract for the entire academic year once it is submitted. Requests to live off campus after a student has moved in will not be considered (this includes requests to move off campus in the middle of the academic year for the spring semester).

Traditional program students admitted to NCWU for the first time or those being readmitted must complete a housing application OR request permission to waive the housing requirement (live off campus). Decisions are made typically in June and July, for the fall semester, and November and December for the spring semester.

Once a student has received permission to live off campus, this permission is granted for duration of their continuous enrollment at the University. If a student leaves NC Wesleyan and is later re-admitted, they must apply again for permission to live off campus.

Graduate Housing

North Carolina Wesleyan has limited campus housing options for graduate students offered on a case-by-case basis. Options for fall housing will be offered no earlier than July 15th. Location of residence options will vary by term.

The Director of Residence Life will coordinate and communicate all move-in and move-out dates based on housing term. Housing will be available during all breaks during the academic year for graduate students; graduate students are not required to move out during extended breaks—including winter break between terms. Students cannot leave items in the graduate housing assignment over the summer if they are not actively working or enrolled in classes, even if they are returning for the fall semester. Students must commit to a housing agreement on a semester-long basis. Should a student not meet academic eligibility requirements between A and B sub-terms resulting in suspension or expulsion, the student must vacate campus housing and will still be responsible for the financial obligation of a semester-long housing contract.

All campus living expectations/policies apply, including those found in the Student Handbook and Terms and Conditions of Residence Hall Living (both documents found on the University's website).

D. Enrollment & Attendance Requirements

Campus housing is only available to full-time students. If a resident falls below full-time status (<12 credit hrs.), he/she must submit the Full-Time Status Waiver Request Form to a member of the Residence Life professional staff within 48 hours of this change to appeal for permission to remain in the residence halls. Residents with less than 12 credit hours who have discipline issues may be required to move off campus.

Students living in the residence halls are also expected to regularly attend all classes they are enrolled in. Frequently, names of those failing to attend are brought to the attention of the Residence Life staff by concerned faculty members and academic advisors. In these situations, the Residence Life staff makes every attempt to meet with students and assist them with any personal or institutional issues that may be negatively impacting their attendance (directly or by providing resources/referrals). When resident students continue a longstanding pattern of class absence, their case is referred to Dean of Students (or) Director of Residence Life for further evaluation. Each case is unique and is considered individually but, typically, students that are found to have missed more than 25% of their class meetings may be removed from housing. (Official University-excused absences for athletic participation, and other purposes will be taken into consideration.)

E. Occupancy Requirements

Students assigned to a room are expected to occupy their assigned space at least 50% of the time. If staff finds that a student is not meeting this expectation, NC Wesleyan has the right to require the resident to move out without a refund of charges.

F. Housing Applications

Students enrolled in the traditional program must submit a completed housing application. The application inquiries into the resident's preferences so that appropriate accommodations and roommate matches can be made. The housing application also serves as the housing contract

in that once a student signs and submits this, they are contractually bound to all charges and policies related to Residence Life for the academic year specified on the form.

G. Room Assignments

Returning residents may reserve a room for the next year by completing the housing application and participating in the room selection process by the announced deadline/individual appointment time assigned (typically, in late March/early April). While there is no guarantee that such requests will be granted, they will be honored whenever possible. Returning residents are eligible to sign up for Pash, Collins, Boddie, Bradley, Jin, or Taylor. They can also compete for space in the Villas at Wesleyan townhomes during that community's group application process which is offered annually in March.

Requests for a particular roommate can be made, through the roommate request process on the housing page on the student portal. Roommates will be assigned to returning residents based upon mutual requests. All rooms are offered on a first-come, first-served basis during the room selection process. New residents are assigned to rooms based on the date that the enrollment deposit and housing application are received. New students who have applied for housing and paid their deposit may request a particular roommate through the roommate request process on the housing page. Note that this request can only be honored if both students have mutually indicated this request and submitted each of their housing applications. Typically, new students are randomly assigned based upon the personal information/lifestyle preferences indicated on the housing application. New students will first be assigned to Roberson and Petteway Halls but may also be assigned to other buildings if capacity has been exceeded in those buildings.

Due to the fluctuations in the residential population, the University reserves the right to change the composition of its various residence halls. The format of the residence halls (i.e. all freshmen, upperclassmen, all female) will remain the same as the previous year unless it is necessary for the University to make modifications to accommodate more students and/or a significant change in a particular residential population. Every effort will be made to accommodate a resident's request to move if the school needs to change the format of the halls. Additionally, the University reserves the right to change individual room placements as needed and contract with off-campus partners (hotels, etc.) when student demand for housing has exceeded the capacity of the residence halls.

H. Single/Private Rooms

Boddie, Bradley, Jin and Taylor Halls are configured as single rooms. Returning students should request rooms in these halls on the Housing Application and submit them during the room selection process; students with the highest academic seniority and grade point averages will be given first opportunity to reserve these rooms. A limited number of single rooms will be held out of the room selection process for anticipated new transfer students that have deposited by March 1st and are expected to transfer in 60 or more credit hours. Additional single room assignments will be made during the summer and any other time a single room becomes available

Single occupants in double rooms will be assigned roommates as needed. This process is known as room consolidation. Students changing their residential status (double to single) must confirm their acceptance of the additional charges in writing prior to approval of the

change. Depending on when the resident makes the change, the additional charge will be prorated. The prorated rate is based on:

- 100% charge between the 1st & 4th week of the residence halls being open
- 75% charge between the 5th & 8th week
- 50% charge between 9th & 12th week

All single rooms, including medical singles, are billed at a higher rate on students' accounts.

I. Housing Contract

Students' signature on the housing application serves as their acknowledgement of and agreement to all fees and policies related to Residence Life as outlined in the Student Handbook and the [Terms and Conditions of Residence Hall Living](#). This contract is binding until the end of the spring semester (Academic Year). The contract may be shortened if the resident is in an academic program that ends before the contract expires.

J. Breach of Housing Contract

The University's refund policy can be found in the University Catalog. This policy also applies to housing charges. If the student officially moves in, but he/she decides to break the contract during the semester by withdrawing from NCWU, the appropriate Area Coordinator must be notified and the resident must officially go through the check-out process.

1. It is the responsibility of the residents to inform the Area Coordinator if they are not returning for the next semester or term. It is also their responsibility to arrange for a check-out time with his/her RA or Area Coordinator and properly check out.
2. If a resident moves out of his/her room without proper notification at any time or does not return to his/her room for the spring semester and has not contacted Residence Life to claim the room, staff will attempt to contact the resident. An email will be sent to the resident's official University email account and a courtesy call will be made to the resident's permanent home address. The purpose is to check on the well-being of the resident and determine if he/she will be returning to the residence hall. If the resident cannot be reached the resident will continue to be charged until he/she officially checks out of the room.
3. If the University needs the room and the resident has failed to officially checkout, the housing staff will make another effort to contact the resident. If the resident fails to officially checkout and claim his/her personal belongings within 7 working days, the items will be donated to charity. There will be a minimum \$50 charge for this service.
4. Once the resident has officially checked out or his/her items have been stored, no additional room charges will be assessed to the resident (except those as mandated by the University's refund policy). The exception to this is if there are room and/or common area damages. These damage charges will be placed on the student's account.

RESIDENCE HALL POLICIES

The physical condition of the residence halls is a joint responsibility of the students and the staff. Both the residents and staff have a basic responsibility to see that rooms are maintained in a reasonable state of preservation and good repair in order that future residents may live in an area free of damage or inconvenience. This responsibility results in University inspections for health and safety issues. These hall inspections may be announced or unannounced and will occur periodically throughout the year. Minimum standards and regulations are necessary and vital to the operation of any community. All rights are associated with responsibilities, which cannot be ignored. The following policies serve as guidelines for expected standards of student conduct.

1. Check-In Procedure

To check-in properly to the residence halls, students should report to the office of the professional Residence Life staff member responsible for the residence hall to which they are assigned. Students should only check in during the designated check-in dates and times found in the Room Assignment email sent to them by Residence Life. Residents will be required to complete an inventory checklist with a Residence Life staff member for their assigned room. A Room Condition Report form must be signed indicating the condition and inventory of the room. This also acknowledges receipt of room key. This same form will be used at check-out.

2. Check-Out Procedure

When moving out of the residence hall, the resident should first set up a check-out time with their Resident Advisor or Area Coordinator, then move all personal property from the room and clean it for inspection. The resident should then meet the Resident Assistant or Area Coordinator at the agreed upon time in order to have the room inspected for damages and/or shortage. Keys will also be returned to Residence Life at this meeting. Until the check-out procedure has been properly completed, charges will continue to accumulate and the resident is still responsible for the condition of his/her room and payment of his/her room and board. Room fees (if refundable per the University's refund policy) will be prorated by the date of checkout. The following check-out procedure must be followed in order for the resident to be cleared from the hall:

1. Set up a meeting time
2. All personal effects should be removed from the room. The University is not responsible for any property left in a room once the student has moved
3. Clean and vacuum/sweep room
4. All trash must be bagged and placed in designated trash areas.
5. Clean sink and bathroom where applicable
6. All furniture must be in room (in original arrangement)
7. Have room checked by the Area Coordinator or Resident Advisor (by appointment only)
8. Complete and sign paperwork
9. Turn in key(s)

3. Community Damage

The cost to repair or replace damaged or missing property in a residence hall is charged to the responsible resident/s. If it cannot be determined who is responsible, the floor or hall is charged collectively for the damages or thefts. The University will divide the cost of the

damage/vandalism/ theft/etc. by the number of students on the floor or building if the damage is in a common area (lobby, bathroom, hallway, etc.). This cost plus a \$25.00 administrative processing fee will be billed to each resident. Room and common area damage will be assessed at the time of the incident or at check-out. Please remember that residents are accountable for their guests. Residents are expected to act responsibly and are held accountable for their behavior. Each student is held responsible for maintaining the quality of the physical environment of the residence halls and campus, and for holding accountable those who fail to do so.

4. Early Check-In

Students are expected to check-in during the designated times. Students must make requests to check-in early to the Director of Residence Life. If approved, there will be a \$50 fee per day charged for this request.

5. Key Policy

Security of the entire residential community and resident's belongings depends on each resident keeping his/her key safe and following other Hall policies. Residents will be issued a room/front door key during check-in. Some students may be issued additional keys/electronic key fobs for specified handicapped entries and other special situations. The room key must also be used for bathroom door access. All issued keys and fobs are the property of the University. Duplication, possession of a duplicate, or providing unauthorized persons with an original or duplicate of University keys is prohibited.

Students who lose a room or other access key will be charged then-current replacement and re-core fees as appropriate.

It is considered a violation of the Code of Student Conduct and Standards for residents to give their key(s) for use by their roommate who has lost their key/key card, an unescorted student or visitor.

Any lost key charges must be paid up front in order for a replacement key and/or fob to be issued. When loss occurs, students must notify a professional Residence Life staff member immediately in order to ensure the security of the building and/or room is maintained. When a room key is lost the door core and room keys will also have to be replaced.

All keys issued must be returned to an RA or Area Coordinator at check-out. If keys are not returned, residents will be charged appropriately. Students who lock themselves out of their room and need assistance can call their Area Coordinator's office, M-F between 10 a.m. and 4 p.m. Before or after these hours, or if the Area Coordinator is not available at that time, students are to contact Security at (252) 406-7928. Students are given two free lockouts per semester, after that, they are charged \$10.00 per call. Students' accounts will be billed and they will be notified appropriately.

6. Late Check-Out

Students are expected to check-out during the designated times. Students must make requests to check-out late to the Director of Residence Life. If approved, there will be a \$50 fee per day for this request.

7. Loft Policy

Petteway and Collins Halls have beds that allow for lofting. A limited number of lofting kits are available for this purpose on a first-come, first-serve basis and must be requested through the Residence Life department. Lofting kits will be installed by the University and cannot be tampered with for safety reasons. Applications are made available by the residence life office at the start of each semester. Students must complete an application and liability waiver.

Lofts are not permitted in Pash, Roberson, Jin, Boddie, Bradley, and Taylor Halls for safety reasons.

Email ResLife@ncwu.edu with questions.

8. Mandatory Hall Meetings

The Office of Residence Life will conduct Mandatory Meetings as needed during the academic year. The time and location for these meetings will be announced in advance to residents. All residents are expected to attend these meetings. Each resident will be held accountable for the information provided at the meetings.

9. Room Changes

All residents must remain in their assigned rooms with their assigned roommate for the first two weeks of each semester. After this time, residents may request a room change by meeting with his/her Area Coordinator. Any unauthorized room changes will result in a charge of \$100 to each party involved, and each party may be required to move back to their original assignment. Room changes are not guaranteed and must be approved by the Area Coordinator.

10. Room Decoration Policy

Adding a personal and decorative touch to the room is acceptable and encouraged as long as it is done in good taste and does not damage University property or furnishings. Each resident will be responsible for returning his/her room to its original condition before checking out. Residents will be charged for any damage incurred or any cost associated with not returning the room to its original condition. Installation of equipment that requires using nails or screws on University property is prohibited. Residents must be prepared to pay for touch up work or the painting of an entire room, depending upon the decision of the facilities staff. LED light strips, double-sided tape, fluorescent stars, wall decals, etc. can have the same effect and therefore are not permitted. Students are only allowed to use tapes/adhesives that are advertised as 100% removable and non-harmful to surfaces.

11. Furniture

Students are welcome to bring extra furnishings into their rooms to make themselves more comfortable; however, the structural design of NCWU residence halls prohibits installation of excessively heavy items such as waterbeds. Over-door hangers can damage veneer on the doors. If over-door hangers are used, residents should make certain the hangers are padded enough so that the door finish will not be harmed. If such damage occurs, the resident will be billed for the necessary repair or replacement. Nothing may be installed on the roof of any residence hall or outside of the windows.

All University furniture must remain in the room at all times. If room furniture is moved out of a room and moved to a common area, the resident/s will be requested to return the item(s) to the

room. Failure to return the furniture will result in a \$10 per day fee until the furniture is returned. University furniture assigned to the resident's room at check-in will be required to be in the room at check-out. The University will not remove or store assigned furniture. Students will be charged full replacement cost for any furniture missing at the time of check-out. Lobby furniture is not to be removed from the lobby for any reason. If residents move lobby furniture around the room for an event, they are expected to return it to its original position.

12. Appliances

Students are allowed to have a microwave (maximum 700 watts) and a refrigerator (maximum 4.4 cu ft) per room. Roommates are strongly encouraged to communicate about plans for bringing these items.

Students are allowed to bring a television but note that to be compatible with our cable services, all sets must be digital with a QAM tuner installed. Most name brand digital flat screens have this but students are advised to verify this with the manufacturer before making a purchase.

Please note the following appliances are not allowed:

- Any item with an exposed heating element. This includes toasters, toaster ovens, deep fat fryers, hot plates, indoor or outdoor grills, traditional coffee pots, halogen lamps, space heaters, etc. (Keurig and similar styled pots without an exposed heating element are allowed.)
- Any appliance using over 1,500 watts of power
- Computer routers

A comprehensive list of allowed and prohibited items may be found [here](#).

13. Personal Possessions

NCWU is not liable for personal possessions brought into the residence halls. Students are encouraged to purchase personal property insurance to cover these items. Further, all personal possessions must be kept within bedrooms as items left in any public spaces will be discarded (including bathrooms, hallways, lobbies, etc.).

14. Storage

Due to limited space and liability, NCWU does not provide storage for the personal property of students. Residents may store personal belongings in their rooms during times of occupancy, but may not store any personal belongings in common areas. Abandoned property in residence halls will be donated to charity after 7 days.

15. Bicycles

Bicycles must be parked on the provided bicycle racks as they are not allowed inside any buildings. Students are strongly encouraged to secure bicycles with the use of a U-style lock. Students must remove their bikes during the move-out process as any left behind will be removed and disposed of at the conclusion of the academic year.

16. Prohibited Items

A comprehensive list of allowed and prohibited items in residence hall rooms may be found [here](#).

Since extension cords are not allowed, students are encouraged to use multi-plug power strips that have a surge protector feature. These are permitted so long as no more than 2 appliances are plugged into any one electrical outlet. In many rooms students will find a surge protector with at least a 6' cord may be needed.

17. Privacy and Room Entry

NCWU respects the right of privacy for students while fulfilling its responsibility to maintain the physical space and ensure standards that are acceptable for the institution. The right to privacy carries certain responsibilities, including the obligation to refrain from actions that disturb or intrude on the privacy of others and actions that are illegal or violate University policy. The Dean of Students or the Director of Campus Safety or their designee may authorize entry to and search of a student's room when such entry is deemed justified. Legally, University officials may enter residence hall rooms for necessary maintenance, response to requests for service, announced or unannounced health and safety inspections, or to enforce University policy. Such entries are made in the presence of the resident(s) whenever possible. Officials conducting a room search to address potential violations of University policy will give notice of their identity and purpose and will provide students with a written justification for the search upon request. During a room search or inspection, if an item is found to be in violation of the school policy, a more thorough search can be conducted. A resident may be directed to open a locked drawer or personal storage container (i.e. foot locker, suitcase). Contraband and other items that are in violation of the Code of Student Conduct will be removed from the room and placed into an evidence locker with Campus Security, and students found responsible for the items will be sanctioned.

Whenever a University staff member enters a room when the student cannot be located, a standard note will be left or message will be sent to their NCWU email account to inform the resident that his/her room was entered. The message will give justification for the entry and include the date/time of entry and name(s) of official(s) who entered. Unless responding to a student request for service, Facilities or IT staff completing maintenance work in rooms where the resident is of the opposite sex of the technician will be accompanied by another staff member. Except in emergency situations, facilities and IT staff will only enter rooms for service between the hours of 9:00am-4:00pm. Any third-party contractors/vendors (e.g. exterminators, etc.) working in student rooms will be escorted by a member of the University's facilities or IT team, as appropriate.

18. Visitation and Guests

Guests are defined as:

- Any non-student visitor
- Any student who does not live in the specific residence hall/Villa in which they are visiting
- Any student who does not live on the specific floor of a co-ed residence hall in which they are visiting

Visitation for all guests is allowed in residence hall rooms/Villa rooms within these established hours:

- Sunday through Thursday 9:00 am – 12:00 midnight
- Friday and Saturday 9:00 am – 2:00 am

Visitation for **NCWU student guests only** is allowed in residence hall lobbies within these established hours*:

- Sunday through Thursday: 12:00 midnight - 9:00 am
- Friday and Saturday: 2:00 am - 9:00 am

*Visitation is not allowed in Villas during these hours.

In order to host a guest, roommates/Villa mates must agree to have visitors present in their room/Villa. Residents of the same sex who live in the same building/Villa may visit each other after visitation hours. Each student is allowed to have no more than two guests in their room/four guests in their Villa at any given time. Visitors are not allowed to occupy the room/Villa of his/her host when the host is not in the room.

All visitors to the residence halls must sign in and out at the registration log of each residence hall lobby. Identification must be shown of all visitors from 8:00 p.m. to midnight, Sunday through Thursday, and 8:00 p.m. to 2:00 a.m., Friday and Saturday. During these times, visiting residents must show their Wesleyan ID cards to the RA/Desk Attendant on duty. Visitors must leave an identification card/driver's license with the RA/Desk Attendant during these evening hours. The identification cards will be returned upon check-out. Visitors will not be permitted into a residence hall without identification.

Student hosts are responsible for their guest at all times. Code of Conduct violations committed by the guest may be assigned to the student host and addressed under the Student Conduct Process.

19. Overnight Guests

The following policies/procedures apply:

Students intending to host a guest overnight must first obtain their roommate's/Villa mate's approval and then complete the appropriate paperwork with their Area Coordinator by no later than 3:00 pm on the Thursday before the requested date of visit. Requests must be made during the Area Coordinator's office hours, Monday-Friday. Note that this process will also require students to have their roommate/Villa mates sign their request form to indicate they agree with this request. All residents of the Villa unit must sign in agreement for guests staying overnight at their Villas.

- Only guests of the same sex as the host and age 16 or older will be approved.
- Guests will not be approved to stay for more than 2 consecutive night per visit or 10 total nights for the entire semester.
- Overnight guests will be approved for Friday and Saturday nights only.

Student hosts are responsible for their guest at all times. Code of Conduct violations committed by the guest may be assigned to the student host and addressed under the Student Conduct Process.

20. Minors

Children under the age of sixteen (16) may visit only between 10:00 a.m. and 10:00 p.m. As with other guests, children are not permitted to be left unescorted in the residence halls.

21. Escort Policy

Residents are expected to escort their visitors at all times. Guests should be met at the building entrance and be escorted by their host to his/her room as well as to any other locations within the building during the visit (including the bathroom, vending machines, other resident rooms, etc.). All guests are expected to be escorted out of the building regardless of the hour. If a resident (host or guest) does not comply, he/she will be subject to disciplinary action. Please note that guests are to use the guest restrooms located on the first floor of each building. There are to be no males in a female floor's bathroom and no females in a male floor's bathroom. Restrooms on female floors in co-ed residence halls must remain locked at all times. Tampering with the locking mechanism will result in a disciplinary action, including a minimum \$25 fine for the first infraction. The fine will double for each violation, thereafter. Residents on these floors can receive a community fine if there are continual violations and the responsible individual cannot be determined.

22. Consideration and Study Hours

All residents are expected to observe "Consideration Hours" 24 hours a day, 7 days a week. This means that music, television and voices should be kept at an acceptable level that does not disturb other residents at all times. Residents should be able to sleep AND study in the residence halls at any time throughout the day and evening.

1. Campus-wide "Study Hours" are from 9:00 p.m. to 8:00 a.m. Sunday through Thursday and 12:00 midnight to 8:00 a.m. Friday and Saturday. Each hall may lengthen its study hours if voted on and approved by a majority of residents.
2. During exams, study hours will be enforced 24 hours a day, seven days a week. This begins at 8:00 p.m. on the last day of classes. During study hours residents must keep all noise to a minimum and nothing should be heard outside of the student's room.
3. During study hours, avoid noise caused by groups of people in hallways, stairways, or in front of the residence halls.

23. Maintenance

In order for the maintenance and residence life staff to promptly complete repairs and maintain an accurate record of work completed, all repair and maintenance work must be properly requested. For residents, the process of requesting maintenance or repair service begins with contacting your Resident Advisor or Area Coordinator to report the work required.

24. Tobacco

NCWU is a tobacco-free campus. As such, tobacco use, distribution, possession or sale is not permitted anywhere on campus, including the residence halls. The term "tobacco" includes any product, object or device including but not limited to cigarettes, cigars, pipes, electronic cigarettes, cigars as well as smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to: dip, chew, snuff or snus, in any form. Clove, bidi, kretek or any such similar substance is also prohibited. Refer to the University's Tobacco Policy for additional information. Inhalable CBD products, excluding smokable hemp, shall be handled under this policy whether obtained by prescription, over the counter or by other legal means or not. *All students are cautioned that because packaging states a product is legal or is CBD based does not necessarily mean that is a true statement.*

25. Room Condition Report

Each student must verify and sign a Room Condition Report form upon check-in to residence halls. Students should note and list any damages or defects in the room. Any damages not listed on the inventory form that are noted at check-out will be assessed to the students' accounts. Roommates will split the cost unless one of the residents takes responsibility.

26. Residence Hall Closings

The only time during the academic year that the residence halls close is winter break. During this closing, all residents will be required to leave campus within 24 hours of their last exam. Students are reminded of this closing through postings in each hall and emails sent to students' NCWU accounts prior to closing. Students are responsible for providing their own transportation and lodging during this time. If a student does not leave by the last day specified prior to the hall closing, a \$50.00 fine will be assessed to the student for each day they are in the halls past closing date.

27. Solicitation

To protect students, no solicitation is permitted in the residence halls. Use of public areas on campus and University facilities to include residence hall rooms for operation of business or enterprise is strictly prohibited.

28. Pets

Pets are allowed only in designated pet-friendly housing (*see Pet-Friendly Housing Policy*)

29. Chemical Hazards

For the safety of our community as well as to remain compliant with environmental laws, no chemical substances are allowed in student rooms unless the substance has been registered with the Area Coordinator. Exemptions to this include standard household cleaning products and detergents. Students must notify their Area Coordinator of any chemical product's full name and manufacturer immediately upon bringing this into their room so that the relevant safety information can be logged into the appropriate residence hall's Material Safety Data Sheet (MSDS) notebook in case of an emergency.

30. Fireworks, Firearms and Weapons

Possession of any firearms, including air rifles or BB guns, explosives, fireworks, or any other weapon is not permitted on campus and is a violation of North Carolina law. Students who violate this policy may face criminal charges in addition to any sanctions imposed through the campus judicial system. This applies to all members of the campus community, including those holding a concealed-carry permit. Please refer to the Code of Student Conduct for additional policy information.

31. Fire Safety and Equipment

Fire safety equipment is to be used in the case of an emergency. Tampering and/or misuse of this equipment can result in civil charges and disciplinary action, including but not limited to replacement cost and fines. Room smoke detectors are wired to the main fire system and will set off the entire system if tampered with. Covering the detector will result in severe sanctions, when applicable.

Open flames, appliances with exposed heating elements, and other items known to be fire hazards are not allowed in residence halls or on porches. Specific prohibited items include candles, incense, propane stoves, gas or charcoal grills, electric frying pans, open coils, hot plates, sandwich makers, oil lamps, halogen lamps, lava lamps, wax warmers, electric or kerosene heaters, deep fat cookers, George Foreman grills, crock pots, blenders, toasters or toaster ovens, halogen lamps, and extension cords. The only exception to this is that crock pots can be used within residence hall kitchens.

A comprehensive list of allowed and prohibited items in residence hall rooms may be found [here](#).

In case of the need to evacuate or have emergency personnel enter the building, bathrooms, hallways, and stairwells must be kept clear of personal belongings and any other objects that create a hazard (i.e. shoes, clothing, furniture, wastebaskets, etc.).

32. Fire Alarms

If the fire alarm is activated in the residence halls, students should be aware of the following information:

1. Fire extinguishers are available on each floor and should be used immediately if necessary and only if it is safe to do so.
2. Students should call Security at 252-406-7928.
3. All Resident Advisors and Area Coordinators present will begin to evacuate the building. ALL STUDENTS ARE EXPECTED TO EVACUATE.
4. Security will turn the alarm off after responding to the situation. Students may return to their rooms when prompted. Area Coordinators and/or Security Officers reserve the right to enter a room to verify that residents have vacated the building. Failure to evacuate during a fire alarm will result in disciplinary action.

33. Evacuation Procedure

In case of fire, bomb threat, or other factor requiring evacuation of the residence halls, all residents should follow the following procedures:

1. Close window, turn off lights, leave room, close and lock door.
2. Wear shoes.
3. Check room immediately to the left to make sure occupants have made their exit.
4. Proceed to the nearest exit. Exit quickly, but do not run.
5. Evacuate to the following locations: Collins and Pash Halls- parking lot behind Pash Hall. Petteway and Roberson Halls- parking lot behind Roberson Hall. Boddie, Jin, Bradley, and Taylor Halls- parking lot in front of Jin and Boddie Halls.
6. Re-enter building only when authorized personnel (Area Coordinator/Security) have given the signal that it is safe to re-enter the building. Failure to evacuate, when necessary, could result in serious personal injury and disciplinary action.

34. Door Alarms

The doors at each end of the first floor in Petteway, Roberson, Pash, and Collins, and back doors in Boddie, Jin, Bradley, and Taylor Halls are emergency exits only. Alarms sound if a door is opened. Opening an emergency door when not in use for emergency evacuation will result in disciplinary action.

35. Extermination

The campus engages a contract exterminator to spray the residence halls regularly. Residents will be notified in advance of the exterminator's arrival. The exterminator will be escorted by a Residence Life staff member or Security at all times if individual room entry is required.

36. Computer Access

Each residence hall room is equipped with a computer port for each resident and wireless internet access. Note that computer routers are not allowed as they slow down the campus network.

37. Laundry Service

Laundry units are available in each residence hall and Villa unit and are free for students. Students must follow instructions provided at the laundry unit for use. This includes use of an app to access the units. Students can also report service request for units not working properly through the app.

Please be respectful to others wishing to use the laundry machines and remove your belongings promptly after the end of each the cycle. Please report problems to the laundry vendor via the laundry app.

Residents should not remove clothes belonging to others from the units. Report unattended laundry to the Resident Advisor. The University is not responsible for lost, stolen, or damaged articles.

38. Vending Machines

Each hall has a soda and snack machine. These machines are not the property of the University. Tampering with these machines is prohibited and will result in judicial action and may result in action by local authorities. Report problems with vending machines to the Residence Life staff immediately. Refunds should be obtained from the Business Office as soon after the incident as possible. Refunds will not be given at a later date for accumulated total losses over an extended time period.

39. Cable Television

One basic cable television line is provided in each room. To be compatible with our cable services, all sets must be digital with a QAM tuner installed. Most name brand digital flat screens have this but students are advised to verify this with the manufacturer before making a purchase. To report and troubleshoot any service issues, students must contact Suddenlink at (866) 229-8750 (choose option 1 – video). After reporting to Suddenlink, students are asked to also email helpdesk@ncwu.edu so that the NCWU Information Systems team can log and monitor resolution of the issue.

40. Alcoholic Beverages

Behavior which interferes with the rights of any other member of the campus community, especially other residents, and which is precipitated by or includes the use of alcoholic

beverages, will result in disciplinary action. This includes, but is not limited to, loud parties, disorderly conduct, disturbing the peace, public drunkenness, rude conduct toward University employees, hosting parties and serving alcohol to minors (under 21 years of age). Alcoholic containers open or not, are not permitted in the University's alcohol-free buildings. Open alcohol containers are not permitted in hallways, lobbies, stairways, or parking lots. Any containers that were originally sold with alcohol contents are not permitted in any residence hall. The following are examples of acceptable collection items that are usually associated with alcohol: shot glasses, beer steins, champagne glasses, and mugs. Empty alcohol container collections are not permitted in any residence hall. Questionable or unusual items will be left to the discretion of the building's Area Coordinator. It is the responsibility of each resident in the residence halls to avoid being in the presence of alcohol or the use of alcohol. Residents are also responsible for the actions and behavior of their guest(s).

Please refer to the Code of Student Conduct for additional policy information.

41. Controlled Substances

The possession or use of illegal drugs is not permitted on campus or in any of the buildings. If you violate this regulation or your behavior is affected by the use of drugs, you will be subject to disciplinary action.

Please refer to the Code of Student Conduct for additional policy information.

42. Gambling

In the State of North Carolina, illegal gambling is classified as a Class 2 misdemeanor. This refers to any person or organization that operates any game of chance or any person who plays at or bets on any game of chance at which any money, property or other thing of value is bet, whether the same be in stake or not. If any student is found guilty of gambling on campus, they will be subject to immediate disciplinary action to include the involvement of local authorities.

43. Residence Hall Safety

It is the responsibility of every resident and staff member to ensure the safety of our residents and the belongings of the students and the institution. Leaving doors propped open and/or allowing strangers or unescorted individuals into the building compromises everyone's safety. Residents who breach residence hall safety will face disciplinary action. Campus Security can be reached at 252- 406-7928 (mobile phone). Fire, Rescue, and Police can be reached by dialing 911. The non-emergency Rocky Mount Police Department number is (252) 972-1450.

CAMPUS SAFETY - ADMISSIONS

While the University desires to assist all eligible person the opportunity to attend NCWU in their pursuit of higher education, an individual's personal conduct can preclude that opportunity. NCWU will conduct a criminal background check on all applicants for admission. Applicants with charges OR convictions for crimes other than traffic citations may be denied admission or have their admission opportunity delayed until such charges have been appropriately disposed of in a court of law. Students are expected to answer honestly during their admission process and must declare any pending criminal charges, not just convictions, and must disclose all driving offenses and all pending charges.

1. Falsifying information on the application is grounds for denial of admission.
2. Applicants who are charged with any crime other than a traffic citation after the time of application are required to notify the Office of Admissions within 48 hours of receiving notice of the charge(s).
3. Accepted or admitted students who, at any time since their admittance, are charged with any crime other than a traffic citation are required to notify the Dean of Students within 48 hours of receiving notice of the charge(s).
4. The applicant or admitted student must notify, in writing, the department indicated above within 48 hours of the final disposition in any such case.

The University reserves the right to delay or deny admission to any student whose charges could be an indicator of behavior that endangers others or is not in standing with the present code of student conduct. The Office of Admissions or the Director of Campus Security may request a written explanation of any charges before making a final decision. Any decision by this body is not appealable except to dispute the charges or final disposition of the Court.

The University reserves the right to remove from campus housing or disenroll any student whose charges the Dean of Students and the Department of Campus Security believes could be an indicator of behavior that endangers others or is not in standing with the present code of student conduct. The Dean of Students or the Director of Campus Safety may ask for a written explanation as to any charges before making a final decision. Any decision made in regards to a current student shall follow the conduct process as detailed in the Student Handbook, including the right to appear before the University Honor Board and the right to appeal.

Failure for a returning student or a current student to abide by the standards set out in sections 3 or 4 above are grounds for action under the Student Code of Conduct.

The University, in its intent to act in the best interest of the University and the safety of the overall student body, may consider evidence and presumed facts in any criminal matter prior to any criminal proceedings or final court disposition. The University shall not be bound by any court decision in the criminal charges of any applicant for admission or current or returning student, unless this policy is found unlawful or unconditional by a State or Federal court of competent jurisdiction.

CAMPUS SECURITY

The Department of Campus Security (252) 406-7928 has three basic areas of responsibility – Security, Safety and Parking.

Statement of Responsibility for Accidents

The University assumes no responsibility or liability for accidents or injuries incurred by anyone on University property. A particular area where caution should be used is the water fountain at the front entrance of the campus. Damage to the electrical wiring in and around the fountain could cause serious injury. The sharp edges of the water jets inside the fountain could also be a source of injury.

Security

The Campus Security Office is located in the Hardees Student Building. Security is responsible for the enforcement of campus policies, traffic regulations, and emergency assistance. Any security-related incidents should be reported to Security as soon as possible. Campus security is the responsibility of the Director of Campus Safety. The office of the Director of Campus Safety is in the Hardees Student Building, room C across from the Bookstore. His number phone number is 252-985-5585.

A further explanation of the policies of NC Wesleyan University and the associated policy statements may be located at WWW.NCWU.EDU/SECURITY

A. Reporting of Emergencies or Criminal Acts

Any emergency or criminal act should be immediately reported to the appropriate University official. At Rocky Mount, including the Wesleyan Inn, to: the Security Office, Resident Life Staff, the Director of Campus Safety or the Student Affairs Office. Students' at all non-Rocky Mount campus locations should report incidents to the director or instructor of that location. ANY LIFE THREATENING EMERGENCY or CRIME IN PROGRESS should first be reported to 911. The University has placed 911 call towers throughout the main campus. They are colored Wesleyan Blue with the words "EMERGENCY" located on their side. There is a lit blue light on the top of each tower for quick location of these units. All members of the NCWU campus are notified by email each semester of the locations of the towers and the proper use of these for notifying 911 Emergency Operators of any emergency. Emergency and important phone numbers are posted throughout the University. Security or the University official will respond immediately to all calls for assistance. Matters requiring a continuing investigation are conducted by the Director of Campus Safety or the Student Affairs Office. As necessary, the University will call upon local law enforcement for further assistance. All serious misdemeanor crimes and all felony crimes will be reported to Rocky Mount Police Department unless the victim in the matter does not wish that they be notified. In any criminal matter any person may call local authorities as well as the above campus personnel to report any criminal or suspicious activity.

All crimes and suspicious activity may be reported to:

Campus Security 252-406-7928, Room 109 - Hardees Building (24 hrs. a day)
Director of Campus Safety - 252-985-5585, Office D - Hardees Building
Dean of Students – 252-985-5404, Suite 111, Hardees Building
Director for Residence Life - 252-985-5564, Suite 111, Hardees Building
Area Coordinator – 252-985-5115, 1st Floor Petteway Hall
Area Coordinator – 252-985-5288, 1st Floor Roberson Hall

B. Jurisdiction

The Rocky Mount campus including the Wesleyan Inn are patrolled twenty-four hours a day by contract security personnel from United States Security Services (USSA).

These personnel do not possess the powers of arrest. They do however are authorized to detain any subject under North Carolina State Statutes for certain circumstances. Contract security for the NCWU location at Goldsboro is provided by Sentry Security Services, Inc., 229 E. Walnut Street Goldsboro, NC 27533 (919) 736-7289. Contract security for the NCWU location at Durham, NC is Security Contracting Inc. (SCI), 421 Fayetteville Street, Suite 1100, Raleigh, NC 27601
Phone: (919)799-26777 www.SCI-US.org

During periods when traditional class are in session Rocky Mount Police Officers are hired during the evening hours. These hours are often expanded during special events like home coming and school authorized dances. These Officers have the full powers of arrest as granted by the State of North Carolina. Often times our campuses and ASPIRE programs are visited or attended by Sheriffs, State Troopers, Probation and Parole Officers and City Police Officers. In most circumstances each of these individuals maintains the power of arrest through their office even when out of uniform and or off duty.

C. Security Programs

Programs about security and related issues are offered throughout the academic year in the residence halls, orientation, speakers and forums and specifically through monthly “Bishop Safety Tips” from the Security Directors Office. During the first few weeks of each semester all members of the Wesleyan Family are strongly encouraged to watch video clips and emails sent from the Director of Campus Safety on campus safety, responding to incidents on campus, and use of the campus emergency response system “Blackboard Alert”, and the use of the 911 Emergency Call Towers located throughout campus.

D. Safety

Safety must be supported by individual interest, care, and involvement by all members of the academic community. Individuals take a great deal of responsibility in personal safety with the decisions they make. Specific information on campus crime statistics, crime prevention, personal safety, and other related topics are available at the Security Office. Members of the University community should report suspicious persons or activities to the Security Office at 406-7928 immediately. All life threatening emergencies should be reported to 911 and then to the Security Office. The University assumes no responsibilities or liability for lost or damaged items. Students are advised to determine if their possessions are covered by their parents’ homeowners insurance and, if not, to invest in adequate personal property (renter’s) insurance. In addition, the University assumes no responsibility or liability for accidents and injuries by anyone on University property. Special caution should be used around the fountain at the front entrance of the campus. Damage to electrical wiring in or around the fountain may cause serious injury. Students have a major responsibility to use good judgment and are

responsible for their actions. Repeated violations of policy requiring intervention on the part of Security may require a conference with the Dean of Students of Designee. Repeated failures to abide by campus policies may result in a student being suspended from the residence halls or, in extreme cases, being suspended or expelled from the University. In case of family emergency, security and/or the Student Affairs Office are available to assist in contracting students.

1. Escort Service Escorts are provided upon request from 5:00 p.m.-8:00 a.m. for persons walking to and from facilities and parking lots.
2. Lost and Found A lost and found is maintained during the academic year. All property found should be turned in to the security office. Property not claimed will be disposed of at the end of each semester.

E. Parking

Security is responsible for enforcement of campus parking and safety regulations.

1. All vehicles operated by staff, faculty and students that park on NCWU property must register their vehicles with the Security Office.
2. All vehicles on University property must be currently licensed and insured. Vehicles that do not meet this requirement may be ordered removed, and those not removed may be towed at the expense of the owner, and the owner is subject to any and all cost including storage fees. Campus Security shall attempt to notify the owner via their registration address or campus registry before such action is taken.
3. Parking permits/decals may be picked up at the Security office or Student Affairs Office in Hardees Building. It is the student's responsibility to pick up his or her parking permit.
4. Decals must be displayed on vehicles. Place the permit in the lower left-hand corner of your rear window.
5. Decals may not be obstructed, obscured defaced or altered from their original format. If so they will be considered invalid.
6. Security offers limited assistance to students, faculty, staff, and visitors with vehicle problems. For those in need of technical service, Security will assist in locating sources for those requesting service. However, all business arrangements for outside services are between the party requesting the service and the providers of the service.
7. Parking violations occurring on campus are investigated by Security and persons involved will be charged appropriately and fined.
8. All Students are advised that any vehicle registered with, or in the control of said student and brought onto the premise of NCWU or any premises under the control or lease of NCWU agree in advance and as a condition to bring any vehicle onto the property or lease of NCWU that NC Wesleyan University Officials and Security Officers may make reasonable warrantless searches in emergencies or to enforce appropriate regulations that further the educational mission of the institution including suspected violations of state law and or violations of the Student Handbook / Code of Conduct. Such entry and/or checks/searches are made in the presence of the student(s) whenever possible. If the student(s) cannot be located, the person authorized to enter should be accompanied by another University employee or a student witness. Except in certain emergency situations, officials conducting a warrantless search will give notice of their identity and purpose.

Parking Rules and Regulations

- Parking is prohibited where indicated by sign or yellow, red or blue painted curb.
- Valid parking spaces are marked with white lines.
- Parking in reserved spaces is prohibited.
- Parking in two spaces, on the grass, or paved sidewalks is prohibited.
- Unpaid tickets may result in towing of the vehicle.
- All costs incurred by towing are the responsibility of the individual.
- Ticketing for permits occurs 8:00 a.m.-6:00 p.m.
- No parking zones, yellow curbs, and reserved spaces are ticketed at all times.
- Parking in handicap spaces may result in towing of the vehicle and the issuance of a North Carolina Criminal Charge by local authorities.
- Violations result in a \$10 fine, except for \$15 for not having a valid permit, \$25 for speeding, and \$100 for parking in a handicapped space.
- Appeals can be made to the Director of Campus Safety within 10 days of violation. After 10 days there is no appeal. His decision may be appealed to the Dean of Students, if desired, within 5 days. The Dean of Students decision is final.
- Unpaid tickets will be billed to a student's account. Remember that vehicles may be towed for accumulating unpaid tickets. Repeated failure to abide by University policy may result in suspension of parking privileges and/or disciplinary action. Please refer all questions or concerns about University Parking Policy to the Director of Campus Safety (Hardees Building)

Students are reminded that Tyler Drive is considered a state road and is subject to all North Carolina traffic laws.

Security Tips and Reminders

- Keep doors locked at all times.
- Do not keep large sums of money on campus.
- Do not leave laundry unattended.
- Report suspicious individuals or unescorted guests.
- Never prop any doors open. Keep track of keys.
- Do not leave money or valuables in plain view.
- Record serial numbers of all belongings and credit cards. Photograph belongings.
- Memorize and destroy long distance phone access code.
- Memorize personal ID numbers for bank and credit cards.
- Keep bicycles or mopeds locked at all times.
- Keep cars locked at all times.
- Do not store valuables in the car or trunk. Always be aware of the surroundings.
- Place valuable items (i.e., laptops, game system consoles and other electronic items) on homeowner's insurance policy.

The above security tips are just a few suggestions which, when followed, should help provide a reasonably safe campus. Please refer any questions, comments, or concerns to the Director of Campus Safety.

STUDENT ENGAGEMENT

The goal of the Office of Student Engagement is to enhance the experience of the University student through social, educational, and cultural events and programs. These out-of-class learning experiences reinforce classroom lessons and help to develop well-rounded students with rewarding social lives, strengthened leadership skills, and the desire to make a difference on campus and in the community. Student Engagement reflects the diverse interests of our student community by promoting events and programs that are chosen by students. During your University career, you are encouraged to get involved and make the most of your experience. The Office of Student Engagement (OSE) staff members are available to help student leaders operate successfully and responsibly within the framework of the University's mission and policies. They serve as a resource to all students in finding the right student organization to join, creating an organization, and/or realizing a vision for programs.

Hartness Student Center

The Hartness Student Center is the focal point for Student Engagement on campus. It houses the Student Government Association office (SGA), Student Entertainment & Activities Team office (SEAT), the Director of Student Engagement (DSE), the Cheer & Dance Coach, ROTC, Game Room, The Fortress Esports Arena, and the Foodlab. The Hartness Center is opened Monday-Thursday from Noon to 11:00 p.m., Fridays till 10:00 PM, Saturdays 3:00 p.m. to 9:00 p.m., and Sundays 5:00 p.m. to 11:00 p.m.

Recharge Center

The Recharge Center is a large, multi-purpose, open room with several different spaces for students to congregate. The Recharge Center houses pool tables and ping-pong tables, a recharge station complete with four T.V.s charging ports, and seating for large groups. Along the east wall, there is a nook called "The Cove" with tables for playing card or board games, seating area, and eighty-inch T.V. The Second-floor houses the officers for Student Leadership groups as well as additional lounge spaces. Students, faculty/staff, or student groups can reserve the Recharge Center or individual lounge spaces for public or private events by contacting the D.S.A.

Recharge Room Hours:

5:00 p.m. – 11:00 p.m. Sundays

Noon – 11:00 p.m. Mondays thru Thursdays

Noon – 10:00 p.m. Friday

3:00 p.m. – 9:00 p.m. Saturdays

Recharge Center Rules:

1. Smoking, use of tobacco, alcohol, or any illegal substance are prohibited in the building.
2. Do not sit on, lean, stand on, or move any game tables.
3. Do not move any furniture unless prior authorization has been granted by the D.S.A.
4. Do not prop pool sticks on walls, tables, etc. Lie them down when not in use.
5. Please clean up after yourself.

6. You must present and leave your school I.D. in order to check out equipment. You are responsible for the equipment while you have it checked out, and are liable for any damages that occur to the equipment while it is checked out under your I.D. card.
7. Abuse and/or damage to the facility or equipment may result in charges and/or loss of future Hartness Center privileges.
8. If you damage equipment, your I.D. will not be returned until an incident report has been filed

Hartness Lounge And Study Area

The Hartness Center has private and semi-private lounges that are open for general use and can also be reserved by students, faculty/staff, and student groups. Lounge One is a classroom-style area with tables, a projector and whiteboard. Also on the first floor is a computer lab for student use. The second and third floors contain semi-private lounges with a gaming unit. Lounge two is a semi private room with a 75" TV, couches, table and chairs, and a built in XBOX One. The Hartness has its own login account that is accessible for all students with new release periodically downloaded. Lounge 3 is on the second floor and overlooks the Multi-Purpose Game room. It is also equipped with a TV, couches, and a gaming station as well.

Any questions about the Hartness Student Center may be directed to the D.S.A. at 252-454-1682.

Student Organizations & Greek Life

Student and Greek Organizations exist not only to allow students with common interests to gather but also to help student leaders develop as well-rounded individuals with skills that translate into various workplace environments. The O.S.A. works with student leaders in planning and executing social, educational, cultural programs through the medium of our Student Organizations. This model allows students to be driving force behind the development and implementation of the majority of our campus programming. The O.S.A. seeks to empower and guide student leaders for success by providing guidance and feedback while being held accountable to campus processes and procedures. Through this circular and continual process, we refer to as "Learn, Develop, and Engage," students leaders identify and grow their strengths through honest self-reflection and diligent practice.

ORGANIZATIONAL PRIVILEGES AND RESPONSIBILITIES

Freedom of Student and Greek Organizations

Freedom of action is granted to a registered student and Greek organization and implies the responsibility for developing the directions, scope, and character of the organization in promoting the total education program of the University. This freedom of action is limited only by the stated purpose of the organization, by the University and the society. The aim of the University is not to establish a complete set of rules or regulations to control student organizational activities, but to keep such regulations to the minimum, found necessary, by past experiences. Within the spirit of this philosophy, it is expected that student and Greek organizations should not assume that it rightfully may engage in any activity that is not explicitly restricted by the regulations.

In planning new activities, student and Greek organizations should consult first with their faculty/staff advisor(s), and if there is doubt as to the appropriateness of the activity, the organization should consult with the DSA well in advance so that equitable decisions may be reached through cooperative discussions.

Privileges

By registering not only is the student and Greek organization recognized by the University but it receives the following benefits:

1. The opportunity to apply for funding with SGA (allocations each semester)
2. Ability to fundraise and advertise on campus
3. Ability to reserve facilities (programs, meetings, etc.)
4. Participate in recruitment efforts such as Rock the Mount where the organization can recruit new members
5. Opportunity to establish a presence on the NCWU website
6. Invitations to participate in numerous campus events including Homecoming and community celebrations
7. Resources to assist with constitutional development, parliamentary procedure, programming and more.
8. Opportunities to attend leadership-training workshops
9. Opportunities to attend conferences

Responsibilities

Membership in a registered student and Greek organization must be open to any North Carolina Wesleyan student who shall comply with:

1. Compliance with Campus Policies: Student organizations may be subject to disciplinary actions if the group is found guilty of the following:
 - Hazing
 - Disorderly conduct or social misconduct
 - Interference with the orderly academic and/or administrative, disciplinary process of the University, its activities, or the rights and freedoms of other member of the University community
 - Violation of North Carolina Wesleyan rules, regulations, and policies
 - Violation of Federal, State, or Local Laws
2. Campus Leaders
Students holding organization offices are expected to uphold the requirements of the North Carolina Wesleyan University Conduct Code. Should a violation occur, the DSA or designee and the organization's faculty advisor shall review the circumstances of the incident and advise the organization of the recommended action. Recommended action may range from verbal admonition to removal of the students from office, and may include referral to the North Carolina Wesleyan University judicial system.
3. Liability
 - a. Organization officers, members, and, advisers, may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury on and off campus. All people involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the consumption of alcohol and the use of vehicles

- and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.
- b. Organizations sponsoring recreational activities or off-campus trips of any kind are required to complete and submit the Travel Packet prior to the off-campus trip. Organizations can receive the travel packet from the D.S.A.
- 4. Annual Registration Process
 - a. All Student and Greek Organizations are required to be registered each year with the DSA.
 - b. Registration includes submitting the registration form and a copy of the organization's current constitution (if there have been any changes to last year's constitution).
- 5. All student and Greek organizations are required to complete three community service project per semester

STUDENT ORGANIZATION and GREEK LIFE POLICIES

All rules and regulations set forth in this Student Handbook pertain to student organizations, Greek organizations, as well as individual students.

EVENT POLICIES AND PLANNING

All events must be approved by the University. The DSA is available to assist organizations and individuals with planning events. The organization is responsible for arranging and paying for security, set-ups, breakdowns, supplies, etc. The organization is also responsible for the behavior of the students' guests. If you need any help event planning or have any question, please come to the DSA's office in the Hartness Student Center. Many organizations receive funds from the Student Government Association. In order to conduct special projects, however, it is sometimes necessary to hold fundraisers. Organizations must obtain approval from the DSA to have fundraisers, on or off-campus. If there are duplications of requests, priority will be given to the organization with the earliest submission date.

In planning new activities, organizations should consult first with their faculty/staff advisor(s), and if there is doubt as to the appropriateness of the activity, the organization should consult with the DSA well in advance so that equitable decisions may be reached through cooperative discussions.

Event Policies

- A. Responsibility for monitoring NCWU policies and procedures rests with the host NCWU student organization. Host organization is responsible for enforcing the alcohol policy and federal, state, and local laws (regardless of whether or not security is present) at hosted functions and has the right and responsibility to ask persons in violation of policies to leave the premises. Representatives of host organization will be held accountable by NCWU for actions of members and/or guests at open functions.
- B. It is the responsibility of the host to meet with the DSA and Director of Campus Safety when planning functions involving large numbers of NCWU students and/or non-students. The Director of Campus Safety will determine the number of security/police officers to monitor disorderly conduct of persons present at the function and to monitor the adherence of local, county, state, and federal laws.
- C. The security/police officers will have the authority to close down an open event if the host does not abide by his/her directive to adhere to local, county, state, and federal laws.

- D. All outdoor events must comply with time specified in approved noise permit. The DSA, Security, or designee must be contacted to request a noise permit and the completed form is to be submitted three weeks prior to the event.
- E. Requests for the approval to use on campus facilities or notification of social functions must be submitted in writing to the DSA at least two weeks in advance. Receipt of notification is not acceptance by NCWU of responsibilities for conduct of the organization or its members. In the event of the cancellation, the sponsoring organization must notify the DSA.
- F. By agreement with other area Universitys/universities, students from other institutions who cause problems at these events will be reported to the appropriate officer at their home University/university. Each University/university is expected to follow up on these reports.
- G. An organization sponsoring late night/afterhours event may be required to attend periodic meetings held to review this policy and the organization's responsibilities pursuant to this policy.
- H. Events requiring ticket sales will require coordination with the Dunn Center Box Office. All other campus ticket outlets should be approved by the DSA.

Event Marketing/Advertising

1. See Organization Posting Policies below for policies regarding posting flyers on campus.
2. The DSA will place events on the online campus calendar when the event is approved.
3. Student organizations can send an announcement to the DSA the week prior to the event, and the DSA will include the announcement on Monday's weekly email of events which goes out to all students, staff, and faculty.
4. Organizations are encouraged to post approved event information on the "campus wall/feed" of the NC Wes app.
5. Side-walk Chalking is permitted ONLY if it is removable and there are no obscene drawings or language. Any violation of this policy will result in a fine and possible loss of University recognition of the organization.
6. Fliers on cars are NOT permitted.

Posting Policy

The DSA must approve posting of student organization information. Off campus organizations and event postings must be approved by the DSA and may only be placed in the designated posting areas. The respective Area Directors must approve any posting inside the residence halls.

Posting can occur only in the specified areas listed below. This posting policy applies only to public areas. Individual doors and department boards are under individual supervision. Posting on exit and hallway doors, walls, and glass is not permitted (unless designated above).

Anything found on these surfaces will be removed, and the organization will be charged for damages and/or replacement. Postings must be removed within 24 hours following the event. Those who post materials are responsible for its removal.

Fliers and signs are NOT allowed on painted surfaces, including bathroom stalls. Anything found on painted surfaces will be removed and the organization will be charged a fine for repainting the surface. Do not use tape on paper-covered surfaces/bulletin boards. The tape will tear the paper when items are removed.

Do not cover up other flyers. Do not use thumbtacks, push pins, or staples on wood surfaces/frames.

General Posting Areas:

1. Administration Building – Bulletin boards near the Student Success Center, the Registrar/Cashier's Office, Science Wing
2. Hardee's Building – Poster bar facing the Blue & Gold Café, bulletin board beside ladies' restroom
3. Hartness Student Center- Bulletin Board in Hallway
4. Residence Halls - Place copies in Area Coordinator boxes in Student Affairs Office
5. Outside on Campus- Kiosks (three-sided bulletin board) in front of Braswell Administration and Pearsall Classrooms
6. Taylor Recreation Center (Must have approval of Director of Intramural Sports & Recreation)
7. Pearson Hall Library – On the glass wall entrance to the left
8. Rocks between Hardee's and Gravelly and outside the Library – These rocks can be painted to promote campus organizations. Organizations must sign up with the D.S.A. for permission to paint the rocks.

Notice of Non-Discrimination

NCWU is committed to creating a campus environment that is not only understanding but also appreciative of its multicultural and diverse populations. The Student Affairs Office and NCWU affirm their commitment to a policy of non-discrimination on the basis of race, creed, color, gender*, national or ethnic origin, religion, age, physical ability, sexual orientation, or veteran status. The Student Affairs Office strongly encourages full and fair participation of all student activities. Individuals, student organizations, the Student Affairs Office, and NCWU must continue to strive actively to build an institution of higher learning in which opportunities are realized and accessible to all.

*Exclusion based on gender is applicable only to Greek-lettered organizations within the national structures of the National Interfraternity Conference, National Pan-Hellenic Council, and the National Pan-Hellenic Council, and/or organizations that have an equal but opposite opportunity, based on the Title IX Education Amendment of 1972 (Title 20 Education, U.S. Code 1988, Chapter 38, Section 1681).

Alcohol and Drug Policy

- A. The possession, sale, use, and/or consumption of alcoholic beverages are not allowed during an official NCWU student organization event, or in any situation sponsored or endorsed by the NCWU student organization, or at any event an observer would associate with the NCWU student organization. The NCWU student organization must be in compliance with any and all applicable laws of the state, country, city, and policies of NCWU.
- B. The possession, sale, and/or use of any illegal drugs, items that violate the University's Drug Possession and Use Policy or any controlled substances at any sponsored event or any event that an observer would associate with the NCWU student organization, are strictly prohibited.
- C. No NCWU student organization may co-sponsor an event with a distributor of alcohol, charitable organization working with a vendor serving alcohol, or tavern (tavern defined as an establishment generating more than half of annual gross sales to

alcohol), where alcohol is given away, sold, or otherwise provided to those present. No member of a NCWU student organization will permit, tolerate, encourage, or participate in “drinking games.”

Hazing Policy

Hazing is any action taken or situation created, intentionally or unintentionally, on or off campus, which could reasonably be expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of NCWU rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of NCWU, as well as local, state, or national laws will supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total University community.

Activities considered to be hazing will include one or both of the following elements:

1. Coercion, either overt or covert
2. Production of mental discomfort in either the participants or spectators. Such activities suggested by a group member of a group to new trial members will be considered covert coercion even if the activity is said to be “voluntary.”

Several specific actions or practices that are considered to be hazing are:

Paddling in any form, physical or psychological shocks, performances producing excessive fatigue, physical exhaustion, or physical injury, performances that are hazardous or dangerous in any way, tasks of personal servitude, physical disfigurement (temporary or permanent), wearing or displaying of improper apparel or other articles in public, any morally degrading or humiliating games or other activities, loud noises or other activities which disturb the community, activities or actions that require or include theft, forcing or requiring the drinking of alcohol or any other substances, forcing or requiring the eating of food or any other substance, treeing, line-ups, road trips, scavenger hunts, permitting less than six (6) continuous hours of sleep per night, conducting activities which do not allow adequate time for study, nudity at any time, forcing or requiring the violation of NCWU, Federal, State, or local law

Implementation

Each and every organization has the responsibility of informing its members, both old and new, of any important NCWU policies, including hazing. All NCWU organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

The Office of Student Affairs will assist in the proper implementation of these policies.

Complaints and charges of violations will be investigated and, if substantiated, appropriate actions will be taken. It is possible for either individuals or organizations to be held responsible in the event that these policies are violated. Violations may result in University disciplinary action and/or legal actions through the courts. NCWU disciplinary action may include the withdrawal of NCWU recognition from offending organizations through a due process hearing. NOTE: These policies apply to interest groups, pledges, associate members classes, and generally any activities associated with any student organization recognized by the University.

STATE OF NORTH CAROLINA HAZING STATUTE

14-35 Hazing

It shall be unlawful for any student in any University or school in this State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: “to annoy a person by playing abusive or ridiculous tricks upon him/her, to frighten, scold, beat or harass him/her, to subject him/her to personal indignity.” Any violation of this section shall constitute a Class 2 misdemeanor. (1913, c. 169, ss. 5, 6.; C.S., s. 4217; 1969, c. 1224, s. 1; 1993, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14 (c).) 14-36 Expulsion from school; duty of faculty to expel.

Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to any punishment imposed by the court, be expelled from the University or school he is attending. The faculty or governing board of any University or school charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender and a failure to do so shall be a Class 21 misdemeanor. (1913, c. 169, ss. 5,6; C.S., s. 4218; 1993, c. 539, s. 20; 1994, Ex. Sess., c. 24, s. 14(c).)

Disciplinary Measures for Student Organizations

Upon finding a student or student organization guilty of committing an offense, the appropriate University official or judicial body may apply one or more disciplinary measures within the restrictions provided in state rules and procedures. The severity of the punishment shall be consistent with the nature of the offense.

1. Revocation of Recognition: permanent severance of the student organization's relationship with the University.
2. Probated Revocation of Recognition: notice that further major violation(s) of University policy shall result in revocation of recognition.
3. Suspension of Recognition: severance of the student organization's recognition by the University for a specific period of time.
4. Probated Suspension: notice that further violation(s) of University policy shall result in suspension
5. Disciplinary Probation: notice to the student organization that further disciplinary violation(s) may result in suspension; this disciplinary may also include one or more of the following: placing the student organization under social behavioral restrictions; making restitution to the student(s), student organization(s), or University body whose property right have been violated; and performing community service in support of a University program or project.
 - a. Restriction: exclusion from participating in or sponsoring social or recreational activities or privileges available to recognize student organization or to NCWU students, or from holding office in recognized student organization.
 - b. Restitution: reimbursement for damage or destruction of property, as determined and stipulated by the University
 - c. Community Service: assignment to work a specific number of hours on a University related program or project.

STARTING A NEW CLUB

Each year, as new students arrive on campus, new interests appear as well. Students with a common interest are encouraged to contact the Office of Student Engagement for information on starting a club.

The procedures for starting new student organizations are outlined below.

1. First, a group of five or more full-time students must commit to the process. Four of these students must be willing to take on the role of an executive officer in the organization: President, Vice President, Treasurer, and Secretary.
2. The student organization must find a faculty or staff advisor to fulfill the advisor duties for the organization.
3. Group must obtain a Student Organization Recognition packet from the DSA. This packet includes a Student Organization Registration form, a skeleton constitution, and statements regarding hazing, alcohol policies, affirmative action statement, and other policies that the group and advisor must agree to follow and sign.
4. Once all forms are filled out and the constitution for the new group has been written, the students must return the packet to the DSA.
5. The DSA will grant recognition status once the packet is complete and the organization's President has met with the DSA.

Active Student Organizations

Recognized student organizations are a vital part of student life at North Carolina Wesleyan University. Clubs and organizations offer learning and social outlets that complement academic pursuits. These organizations encourage students to engage their various interests and at the same time, offer social activities for the community. To sign up for existing organization or the get more information, attend Rock the Mount in August. Rock the Mount is a showcase of organizations with members on hand to answer questions and provide opportunities for involvement.

For a full list and brief descriptions of active student organizations that currently serve the Wesleyan community, visit ncwu.edu/campus-life/student-activities/.

Active Greeks on Campus

Active Greeks on campus are a vital part of student life at North Carolina Wesleyan University. Greek Life offers learning and social outlets that complement academic pursuits. These organizations encourage students to engage their various interests and at the same time, offer social activities for the community. To sign up for existing organization or the get more information, attend Rock the Mount and Greek Week in August. Rock the Mount is a showcase of organizations with members on hand to answer questions and provide opportunities for involvement. During Greek week the different Greeks on campus sponsor events on campus promoting their various fraternal organizations.

For a full list and brief descriptions of active Greeks that currently serve the Wesleyan community, visit ncwu.edu/campus-life/student-activities/.

Other Opportunities for Involvement

STUDENT ENTERTAINMENT & ACTIVITIES TEAM (SEAT)

SEAT is a team comprised of students who select, plan, and implement activities and entertainment with both social and educational dimensions. These events vary and may include comedians, novelty acts, concerts, trips, dances, homecoming week, spring fling week, and much more. All students are encouraged to play an active role in S.E.A.T. It is a great way to meet other students and learn skills outside of the classroom. Whether it is program planning, publications and promotions, or helping with the events, S.E.A.T. provides fellowship and helps foster a spirit of community. If you are interested in becoming a member of S.E.A.T. or applying for an executive council position, please contact Elliott Smith, Director of Student Engagement, at esmith@ncwu.edu.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is responsible for addressing student concerns, allocating funds, and supervising the Association's committees. Officers of the SGA are elected by the students each year to conduct student government business. Students who are not elected to executive positions may also participate in a variety of ways. Every student is encouraged to become active in student government through participating in elections, attending meetings, becoming involved in committees, and by contributing ideas and concerns through their elected representatives.

SGA EXECUTIVE BOARD

The Executive Board includes four student officers elected by their peers. Executive positions include President, Vice President, Treasurer, Secretary, and Parliamentarian.

STUDENT SUCCESS CENTER

The Student Success Center serves the campus community by providing a full range of programs and services designed to empower and connect Wesleyan students with the resources needed to enhance their academic and personal development.

New Student Orientation

At NC Wesleyan, New Student Orientation is called WesWay! WesWay assists students in making the transition to University and teaches the Wesleyan way of life. WesWay is a three-part experience: WesWay 101, WesWay Day, and WesWay Weekend.

- 1) The Course: WesWay 101 is an online course that students take in the weeks leading up to the start of classes. The course has videos and PowerPoints and prepares students for their WesWay Day.
- 2) The Day: WesWay Day occurs over the summer. It is the day that students come to campus and meet staff and faculty, along with new Bishop friends! Students are able to handle any University business and familiarize themselves with the campus. Wesleyan offers multiple WesWay Days and students can sign up for the day they prefer.
- 3) The Weekend: WesWay Weekend is the big orientation event in August when new students check in, move in, attend informative sessions and have a blast with fun activities on campus!

First-Year Advising

All first-year students are assigned to an academic advisor in the Student Success Center for their first year. Advisors assist students in clarifying their goals and values as well as understanding the nature and purpose of higher education. In addition, advisors help students to:

1. Understand the University's general education requirements
2. Prepare fall and spring term registration
3. Fulfill University requirements
4. Search for majors and careers that are a good fit
5. Utilize available resources to reach goals
6. Set short- and long-term academic goals

The advising process involves planning an educational program consistent with the student's interests and abilities while providing accurate information about educational options, requirements, policies, and procedures. After the first year, students will transition to a faculty advisor in their chosen major.

First Year Experience

North Carolina Wesleyan University believes in the potential of each student to be successful at Wesleyan and the days ahead. The First Year Experience program strives to inspire new students to maximize their potential by providing support and resources that assist them in their transition to University and the Wesleyan community. The First Year Experience program consists of a one credit course for

first-year students and unique programming throughout the year to bolster student success and engagement.

COL 103 Wesleyan Transition

COL 103 is a one-credit seminar course that assists first-year students in their University transition and helps to further orient them to the NC Wesleyan University environment. All first-year students are enrolled in COL 103 the first semester, which is instructed by their assigned academic advisor. The course emphasizes student success, engagement, and exploration, and encourages students in academic and personal development.

First Year Mentors

First Year Mentors are a team of dedicated and constructive student leaders that are passionate about NC Wesleyan University and believe in every student's success. From the beginnings at New Student Orientation and throughout the fall semester, First Year Mentors help new students connect with the Wesleyan community. They serve as mentors and role models to first-year students, and attend an assigned COL 103 course section to be accessible and provide insight as a mentor.

First Year Programming

The First Year Experience program provides interactive academic and enhancement workshops throughout the year to address specific needs of first-year students.

Academic Support

The Student Success Center provides services to assist students in achieving overall academic success. This is done by providing programs and resources that encourage students to become active and responsible learners. These programs and resources include Supplemental Instruction (SI) and Tutoring. Details on these programs are below. Tutoring schedules will be emailed to one's campus email address throughout every semester. To request a tutor at an unscheduled time, please use this link: <https://ncwu.edu/request-a-tutor/>.

These programs and resources include:

Supplemental Instruction (SI)

SI is an academic assistance program that targets historically difficult courses. The program aims to help students improve their understanding of course material and improve their grades. The program offers assistance in targeted classes by providing a trained peer SI leader to assist with the subject matter. Three times each week, SI leaders conduct regularly scheduled, out-of-class, study sessions that focus on specific course content and learning skills in an attempt to integrate what to learn with how to learn.

Tutoring

To promote academic success on campus, peer and professional tutorial services are offered at no cost to the students. Requesting a tutor is easily done, either online or at the Student Success Center. After requesting a tutor, expect to hear back from him/her to set up an appointment within 2 days.

Academic Intervention

The Student Success Center serves as the hub for early intervention services. NC Wesleyan uses an early alert system through my.ncwu.edu. Through this system, faculty and staff can create early alerts for students who are facing academic, social, and/or emotional challenges. Once an alert is received, the Coordinator of Academic Intervention notifies appropriate professionals on campus so that the student can be helped quickly.

COUNSELING AND ACCESSIBILITY SERVICES

The Office of Counseling & Accessibility Services is designed to complement the University's academic mission by assisting students with their personal and educational development through individual and group counseling, consultation, accessibility services, educational outreach, and referral in order to maximize students' capacity for continued emotional growth and academic success.

The North Carolina Wesleyan University Counseling Center is located in the Wellness Center in the Spruill Building. We provide students with professional, confidential counseling services and outreach to help them cope with issues that may hinder academic success. The Counseling Center respects the rights of those persons seeking assistance and makes reasonable efforts to ensure that our services are used appropriately. Our services are primarily short term in nature. We assist with general mental health concerns and do not offer intensive therapy or psychiatric services. We observe a best practice protocol by making appropriate referrals to other helping professionals and community agencies for issues beyond our scope of practice. We adhere to the ACA code of ethics. We commit to prioritize social justice with anti-racism and anti-discriminatory approaches that include a nurturing, supportive community, cultural humility, accountability, compassion, and evidence-based quality of care. Exceptions to confidentiality include (a) your written authorization for the counselor to disclose information to someone else, (b) it is determined that you are a danger to yourself or others, (c) a court of law orders the counselor to disclose information, (d) you have been sanctioned by the University for a conduct issue and your compliance must be verified.

Counseling services are available to all students enrolled at North Carolina Wesleyan University. Sessions are 50 minutes and by appointment only. You may email MDWalker@ncwu.edu to request an appointment. Office hours are Monday through Friday from 9:00 am to 5:00 pm. Virtual appointments are available upon request. Walk-in hours are Fridays from 1 to 3 pm., however there may be a wait. Walk-in sessions will be limited to 20 minutes. Therapy is hard work and an individual's therapeutic outcome depends on their desire, dedication, effort and motivation. It is our goal to be as accessible to students as possible. It may become necessary to limit the number of sessions for an individual student who repeatedly cancels, reschedules, or fails to fully engage or show up for appointments. Please notify the counseling center at least 24 hours prior to your appointment if you are unable to keep your appointment. In the event you have a mental health emergency and need immediate assistance, dial the National Crisis Line at 988. Campus Safety can be reached at 252-985-5585.

The purpose of Accessibility Services is to provide equal access opportunities, including the establishment and coordination of academic accommodations, auxiliary aids, and programs to qualified students in accordance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The office of Accessibility Services exercises a good faith effort to coordinate accommodations to enable students with disabilities to maximize their educational potential. To request accommodations, send an email to accessibility@ncwu.edu. You may also find additional information about Accessibility Services at [Counseling & Accessibility Services | NCWU \(ncwu.edu\)](https://www.ncwu.edu/counseling-accessibility).

INTERNATIONAL STUDENT SERVICES

International Student Services (ISS) provides a broad range of support services and programming for international students from the time they are admitted until they graduate and beyond. ISS collaborates with other departments on campus to best assist our international students in academic and cultural adjustments. ISS staff serve as Designated School Officials for the Student and Exchange Visitor Program and U.S. Citizenship and Immigration Services. Each class, freshman through seniors and beyond, have an international advisor to equip and support them through their complete international life cycle.

Immigration Services

ISS staff serve as Principal Designated School Officials (PDSO) and Designated School Officials (DSO) for the Student and Exchange Visitor Program (SEVP). ISS staff members provide guidance and advising to F-1 nonimmigrant students on status and regulations, including but not limited to, Curriculum Practical Training, travel, Optional Practical Training and university policies. The DSO's are responsible for all communication with government agencies involving the SEVP, CBP, USCIS, and Homeland Security and monitors each student's status. Maintaining status is the student's responsibility, but ISS assists with guidance on how to best support this for them.

International Student Programming

ISS offers a variety of programs to assist international students in feeling "at home" on campus, make American friends and experience American culture, at NCWU and in the Rocky Mount community. New international students receive extended first year experience programming that includes a "Worldwide Welcome" orientation program, as well as an international student peer mentor known as a "Worldwide Welcome Leader." Through campus and community partnerships, new international students are connected in the first week to local services for banking needs and immunizations, if necessary. All incoming new international students arriving in the fall or spring semesters have communication with our Coordinator concerning flight information and next steps when they arrive to campus. ISS aids students with official documents, obtaining a North Carolina driver's license and a social security card. ISS offers many opportunities for students to engage in cross cultural exchanges with local businesses and organizations, K - 12 schools, service projects, and campus volunteers through coordinated events and activities offered exclusively for international students in cooperation with the Office of Student Engagement. Area churches provide support and volunteers for many of the ISS events and activities. Students establish meaningful relationships with families in the Rocky Mount area through this connection. Our International Bishop Association (IBA) and the Breaking Bread program intentionally connect F-1 students with American Bishops and families. The department of ISS and the Bishop community provide our international students with a true home away from home, Bishop family experience.

APPENDICES

Appendix A – North Carolina Alcohol Law (partial):

§ 18B-300. Purchase, possession and consumption of malt beverages and unfortified wine.

- (a) Generally. - Except as otherwise provided in this Chapter, the purchase, consumption, and possession of malt beverages and unfortified wine by individuals 21 years old and older for their own use is permitted without restriction.

Appendix B – North Carolina Drug Law (partial):

§ 90-95. Violations; penalties.

- (a) Except as authorized by this Article, it is unlawful for any person:
 - (1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
 - (2) To create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;
 - (3) To possess a controlled substance.

Appendix C – North Carolina Criminal Gang Law (partial):

§ 14-50.16A. Criminal gang activity.

Criminal gang. - Any ongoing organization, association, or group of three or more persons, whether formal or informal, that (i) has as one of its primary activities the commission of criminal or delinquent acts and (ii) shares a common name, identification, signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics, including common activities, customs, or behaviors. The term shall not include three or more persons associated in fact, whether formal or informal, who are not engaged in criminal gang activity.

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