

NC A&T State University

2013 – 2014

Student Handbook

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North Carolina Agricultural and Technical State University is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, color, creed, national origin, sex, religion, gender, age, disabling condition, veteran status, political affiliation, genetic information or sexual orientation and sexual identity.

I. ABOUT THE UNIVERSITY

Established in 1891, North Carolina Agricultural and Technical State University (A&T) is a public, historically black, land-grant institution. Throughout its history, A&T has maintained a rich tradition in academics, research and outreach. Today, the university's learner-centered community aims to develop and preserve intellectual capital through interdisciplinary learning, discovery, and engagement, and is committed to fulfilling its fundamental purposes through exemplary undergraduate and graduate instruction, scholarly and creative research, and effective public service and engagement. The university's vision is to be recognized as a preeminent land-grant university and the institution of choice for high-achieving students who are inspired by outstanding teaching and learning, civic engagement, transformative research, and creative scholarship to solve societal change.

With an enrollment of nearly 11,000 students and a workforce of more than 2,000, A&T is the largest historically black university in The University of North Carolina system and the second largest historically black university among the 77 institutions in the nation's land-grant system. A&T awards baccalaureate, master's and doctoral degrees. The academic programs are offered through the College of Arts and Sciences, College of Engineering, School of Agriculture and Environmental Sciences, School of Business and Economics, School of Education, School of Graduate Studies, School of Nursing, School of Technology, and Joint School of Nanoscience and Nanoengineering.

Over the years, A&T has adapted its curriculum and teaching methodologies to ensure that science, technology, engineering and mathematics (STEM) students – and those in other disciplines – receive an education that allows them to be competitive in a changing world. Students across the disciplines are afforded opportunities to work and study with renowned scholars, researchers and other professionals who serve on the faculty and are held in high esteem across the nation and abroad. A&T is among the top producers of African American engineers, agriculture graduates, and certified public accountants in the nation, and it is one of the top producers of African Americans with bachelor's degrees in journalism/mass communication and psychology.

A&T has advanced in the area of research, consistently ranking third in recent years in research funding among the 17 institutions that comprise the UNC system. The strength and potential of the research enterprise at A&T is demonstrated by the university's ability to sustain major programs in nanotechnology, biotechnology, computational science and engineering, energy and environment, information sciences and technology, leadership and community development, logistics and transportation systems, and

public health. Notably, the university is home to the prestigious National Science Foundation Engineering Research Center for Revolutionizing Biometallic Materials, which specializes in biomedical engineering and nano-bio applications research.

Upon graduating, the university's students join the 40,000-plus alumni of record who hold (or have held) positions of leadership in industries and communities around the world. Some of A&T's nationally known alumni include former North Carolina Supreme Court Justice Henry E. Frye '53; retired U.S. Congressman Edolphus Towns '56; author and retired Brig. Gen. Clara Adams-Ender '61; former NBA player/general manager Alvin A. "Al" Attles '60; NFL Hall of Famer Elvin Bethea '68; Greensboro Four/A&T Four members Ezell Blair Jr./Jibreel Khazan '63, Franklin E. McCain Sr. '63, Joseph A. McNeil '63 and the late David Richmond '10; Dudley Products founder Joe L. Dudley Sr. '62; civil rights activist Rev. Jesse L. Jackson Sr. '63; corporate executives Donna A. James '79 and Dmitri Stockton '86; former U.S. Rep. Jesse L. Jackson Jr. '87; and the late NASA astronaut, Dr. Ronald E. McNair '71.

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

II. [GOVERNANCE OF NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY](#)

N.C. A&T is a constituent institution of the UNC system. It functions under the jurisdiction of a 32-member Board of Governors elected by the North Carolina General Assembly. The president of the UNC system, and his or her staff, administer policies of the Board of Governors, constitute General Administration and are located in Chapel Hill, NC.

N.C. A&T's Board of Trustees consists of 13 members. The governor of the state appoints four members, the Board of Governors appoints eight and the Student Government Association (SGA) president serves as an ex-officio member. The Board of Trustees receives its authority by delegation from the Board of Governors.

The chancellor is the chief administrative officer of the university.

A. [Faculty-Student Committees](#)

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

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

B. [Individual Responsibility](#)

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

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

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

III. [STUDENT LIFE](#)

N.C. A&T recognizes the role that student organizations play toward development for self-actualization, involvement through cooperative interaction and enlargement of educational experiences for members of the university community. The university encourages extra-class activities by students through participation in a variety of campus organizations.

A. [OFFICE OF STUDENT DEVELOPMENT](#)

The Office of Student Development, a unit within the Division of Student Affairs at North Carolina Agricultural and Technical State University, takes pride in educating, training, mentoring and developing exceptional individuals who value service. In order to meet these goals, the Office of Student Development leads by example and strives to meet the challenges of an ever-changing global society.

This department provides and partners with the university and neighboring community in creating a co-curricular, leadership and community service learning opportunities that enhance undergraduate and graduate degree programs offered at North Carolina A&T State University. Those best practices are enhanced by activities that extend beyond the classroom in areas such as workshops, cultural events, professional development, travel, leadership development, community engagement and service learning. We are committed to support every student's goals and those established by our university -- through the Preeminence 2020 strategic plan -- which will encourage students to explore, discover and ultimately become renowned individuals dedicated to excellence.

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

1. [Leadership Development](#)

Mission

As a complement to the established mission of the Division of Student Affairs, the unit promotes leadership experiences and processes by which

individuals and organizations are empowered to work together synergistically toward a common goal or vision that will create change, transform institutions and, thus, improve their quality of life.

Goals/Objectives

- Providing opportunities for students to explore and address issues that affect them and their environments through social consciousness, leadership effectiveness, academic awareness, as well as membership development;
- Coordinating and facilitating workshops, seminars, programs, and conferences geared toward personal and professional growth, human relations and civility;
- Utilizing the entire Aggie community to develop our five C's of leadership: character, congruence, commitment, collaboration and citizenship in the student body;
- Creating a support mechanism, central location for resources and information, and development opportunities for various constituent groups and programs associated with leadership such as Leadership 101 series, and the Aggie Leadership Certification Program; and
- Fostering an environment where students share ideas freely and work collaboratively with faculty, staff and other students, while promoting themselves as ambassadors to the global community.

2. [Civic and Service Education \(CASE\)](#)

Mission

OSD, through CASE, has dedicated itself to fostering a just and humane society via community service and civic engagement. The program promotes service-learning as an integral aspect of education, fosters university engagement with the larger community, and supports collaborative leadership and appreciation of diversity.

Goal

To integrate the pedagogy of service learning into N.C. A&T's fundamental courses of university studies by developing an infrastructure built on the foundation of existing interdisciplinary initiatives in community

development. This will facilitate the institutionalization of service-learning and augment the university's role in meeting community-defined needs through university-community partnerships.

Objectives

Introduce an infrastructure for campus-based community service:

1. Introduce procedures and partnerships for communities and the campus to work together to solve key issues;
2. Encourage quality-focused service-learning programs;
3. Engage in positively impact community needs with sustainable focus;
4. Develop mutually beneficial relationships with community-based organizations;
5. Introduce scholarship opportunities for student leadership participation in service-learning programming.

3. [Religious and Spiritual Life Center](#)

Mission

To provide resources for the campus of North Carolina Agricultural and Technical State University that empowers one to allow their spiritual beliefs and values to cultivate positive actions and/or behavior.

Goal

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

Objectives

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

Additional Units and Services

Thurgood Marshall College Fund Campus Coordinator and Scholars

SGA Elections Committee

A&T Fellowship Gospel Choir

Graduate Student Advisory Council (Co-advisor with School of Graduate Studies)
Co-curricular transcripts
Service-learning Workshops/Forums
Student Publications: *Ayantee* Yearbook and Student Planners
Convocation and honors acknowledgements
Who's Who Among Students in American Universities and Colleges (for undergraduates)

4. [Student Publications](#)

The A&T Register – official student newspaper
The A&T Student Planner – student academic day planner
The Ayantee – student yearbook

The university participates and submits the names of students who qualify for listing in *Who's Who Among Students in American Colleges and Universities* and the *Dean's List*. Students selected for Who's Who must be seniors with 96 accumulated credit hours. Names are submitted to the Who's Who Committee, which makes final selections based on established criteria. A minimum 3.0 GPA is required for consideration and any student, staff or faculty member can nominate a candidate. Annually, the Registrar's office submits names of students who qualify for the *Dean's List*. A minimum GPA of 3.0 is required for recommendation to the *Dean's List* publication.

5. [Guidelines for Political Campaign Activity](#)

Introduction

UNC GA "GUIDELINES CONCERNING USE OF UNIVERSITY OF NORTH CAROLINA RESOURCES FOR POLITICAL CAMPAIGN ACTIVITIES":

http://www.northcarolina.edu/legal/policies/Guidelines_for_Political_Campaign_Activities.pdf

"Political campaign activities are permitted on the university campuses as long as they are sponsored or hosted by registered student organizations and all expenses related to the activity, if any, are borne by the candidate, political organizations or student organizations. University facilities may be rented for political events per campus policy on use of university premises and facilities. Such sponsored events may not be

subsidized or supported by the university. No campus shall endorse any particular party or candidate. University officials should refrain from activities that may be perceived as university support of a political campaign. UNC Policy Manual, Chapter 300.5.5 prohibits Chancellors and principal staff from being actively involved by endorsing any candidate or becoming identified with any candidate. Anyone can support a candidate on university property that has been designated as a free speech zone."

a. Student politics and participation in political activities:

- a.1. The university affirms the right of each student to engage in political activities provided that such participation does not divert his/her university studies. However, no student shall speak for or act or purport to act in the name of the university in any political activity.
- a.2. Students may freely engage and comment on political issues or public policy as individual citizens but shall refrain from purporting to represent the university or to be presenting the official position of the university.
- a.3. Students shall be at liberty to conduct their political business in such manners as they deem fit in accordance with the Student Government Association Constitution and university regulations. However, students shall not be entitled to invite or allow representatives of political parties to become involved in student politics. Specifically political party representatives shall not be allowed to interfere with or become involved in student politics.
- a.4. Recognized student organizations may advocate publicly a position on a political issue provided that the organization clearly identifies itself and makes it clear in any public statement that it does not represent or speak for the university.
- a.5. Members of political parties shall not participate in student political activities in any manner whatsoever.

b. Use of university facilities, premises and amenities for political activities

- b.1. Political parties shall be eligible to use university facilities to engage in partisan activities provided such facilities are reserved through the University Events Center.
- b.2. The use of the university name, letterhead or logo for partisan political purposes such as solicitation of funds or other contributions in support of a political party or candidate or the endorsement of candidates for public office shall be prohibited.
- b.3. Curricular and university sponsored forums on public issues aimed at

educating students with respect to political process shall be encouraged. The hosting of political parties or candidates for educational purposes shall be left to academic departments or the faculties under which such departments fall. Political education/awareness events that involve political campaigns must be non-partisan in nature. Invitations must be extended to all parties, i.e., Democrat, Republican and Independent etc.

b.4. No political party meeting, rally or other event shall be held or hosted on university premises without confirmation from the University Event Center. No premises or other part of the university shall be used as a political party freedom square, unless specified by the university.

b.5. Organized voter registration activities shall be conducted under the auspices of the Office for Student Development in the Division of Student Affairs.

c. Use of political property on university property

c.1. The use of political property and equipment such as motor vehicles in political activities shall not be permitted. In the event that any political party facility or equipment is found to be used on property owned by the university, the political party concerned shall be required to remove them immediately. Failure to comply, shall result in the university taking all necessary steps in its best interest.

c.2. Political party material such as posters, notices and banners may be displayed or distributed on campus in such manners designated by the university (see Advertisement Policy).

d. Review

d.1. This policy shall be subject to review at any time by the Chancellor or Vice Chancellor for Student Affairs as deemed necessary.

B. [OFFICE OF STUDENT ACTIVITIES \(OSA\)](#)

The Office of Student Activities is dedicated to helping the more than 150 recognized student organizations at North Carolina A&T State University and their members with training, information and support. In addition, OSA provides the means and resources for academic, cultural, political, social, and spiritual development of students, and coordinates efforts of campus organizations mainly through the Council of Presidents. OSA also plans and hosts many events for students throughout the year. OSA includes the following areas/departments:

1. Student Government Association
2. Clubs and Organizations/Council of Presidents
3. Campus Programming/ Student University Activities Board (SUAB)
4. Greek Life

1. [Student Government Association \(SGA\)](#)

SGA, as representative of the student community, must be committed to the goals of higher education in order to justify its existence.

To attain this purpose, SGA must assume the following responsibilities:

1. Create an atmosphere of freedom, allowing students to move beyond the limits of traditional interests, and to be creative and contributing individuals;
2. Aid in a meaningful interpretation of the concept of the university community. Effective communication between university community members is vital to understanding this concept;
3. Provide opportunities for each student to participate in activities that develop and realize potential; and
4. Create awareness of national and international affairs and their significance for individuals.

2. [Clubs and Organizations/Council of Presidents](#)

Council of Presidents (COP) serves as the governing body of registered and recognized student organizations at the university. The council is a participatory body comprised of the student organization presidents designed to serve as a liaison which assists, governs, and advocates for the registered and recognized student organizations on the campus of N.C. A&T and their respective memberships.

Included in the organization's purpose is to:

- Provide an assembly of student organization presidents for development and implementation of plans to keep campus organization life meaningful, wholesome, stimulating, productive, and active;
- Be involved in learning and training experiences designed to enrich leadership skills; and

- Represent the university whenever a cross-section of student organizations is invited to conference with N.C. A&T officials or visit another university. When appropriate, the council invites organizations from other colleges and universities to participate in campus activities
- Foster an environment where presidents' can share the opinions, concerns, and voice of their organization membership can be address, resolved or furthered.

Registration of Student Organizations

Registration is an annual process; once an organization is registered, renewals must be completed every year which permits the organization to operate during the two semesters comprising the academic year. Organizations are not permitted to operate during the summer. Any organization that promotes clandestine relationships or permits the violation of school regulations forfeits its privilege to function on the campus. Benefits associated with being a registered or recognized student organization include access to university facilities and resources at no cost, and the ability to advertise on campus. Groups are encouraged to register early to receive full benefits. **All organizations interested in being recognized by the university are expected to register by the first day of September** for the academic year via the respective organizational portal via ORGSYNC.

Advisors

Each organization must have at least one advisor, a N.C. A&T full-time faculty or staff member, who has been removed from being a student of the university for at least five years, and must be registered/approved by the OSA. Faculty and staff are not obligated to serve as advisors; it is a volunteer service. Those who willingly give the time necessary to guide the organizations as well as attend meetings and events; also accept the challenge and earn general and special appreciation of the university community. All advisors must attend Advisor's Training and complete the advisor contract before fulfilling their role.

Student Organizations and Activities

Neither North Carolina A&T State University, its departments, activities nor its student organizations discriminate against applicants, students or employees based on race, color, creed, national origin, sex, religion, gender, age, disabling

condition, veteran status, political affiliation, genetic information or sexual orientation and sexual identity. The university provides a well-balanced program of activities for moral, spiritual, cultural, and physical development of students. Various committees, departments and organizations of the university sponsor religious, cultural, social, and recreational activities. Outstanding artists, lecturers and dramatic productions are brought to campus through programs and projects sponsored by student organizations, and scheduled and coordinated by the Executive Director for Student Activities, with the cooperation and assistance of other service, administrative and academic units. No group has the right to interfere with or disrupt, either in part or whole, the orderly operation of the university or interfere with the rights of its students.

The Executive Director for Student Activities provides interpretation of the university's policies as they relate to the organizational community. All events must reflect the interest of the university community. Permission to use university facilities may be denied or revoked for non-compliance with guidelines and implementation procedures. (See Guidelines and Implementing Procedures for the Use of University Facilities in this Handbook).

Approximately 150 organizations are registered and approved on campus: national honor and drama societies; departmental, social and hometown clubs; Gospel Choir; student military; fraternities and sororities; residence councils; Student Union Advisory Board; and classes. Other university-sponsored organizations are the University Choir and Band and SGA.

Descriptions and membership requirements for all university recognized and registered student organizations are printed in the *Student Organizations Handbook*, which is available in the **Office of Student Activities, on the second floor of the Memorial Student Union.**

3. [Campus Programming/Student University Activities \(SUAB\)](#)

The Student University Activities Board is a part of the educational program of the university. As the center of the university community life, it serves as a laboratory for citizenship, training students in social responsibility and for leadership in democracy. The primary function is to provide cultural, social, and recreational programs; aiming to make activities a cooperative factor with study in education. In all its processes, it encourages self-directed

activity; giving maximum opportunity for self-realization and growth in individual social competency and group effectiveness. The goal of the Student University Activities Board is the development of a person at the intellectual and social levels. Through independent action, the student acquires a sense of responsibility and leadership.

The Student University Activities Board is the primary student organization responsible for planning and implementing student activities for the North Carolina A&T State University community.

These activities are designed to enhance the social, moral, intellectual, cultural and political life of the individual student. Through membership with the Student University Activities Board, the character of the student is intended to be broadened, for this organization is designed to help the student achieve a higher elevation on the ladder of life.

4. [GREEK LIFE](#)

Fraternities and sororities are an integral part of campus life at North Carolina A&T State University. They contribute significantly to the quality of student life in a number of ways:

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

Because these outcomes are parallel to several university objectives, N.C. A&T welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that the activities of fraternities and sororities conform to university expectations and fulfill the university mission, they will continue to enjoy all privileges and courtesies extended to them as Registered Student Organizations. Each of these chapters exists on campus as a courtesy to their respective national organizations. At all times, it is expected that the chapters conform to and assist with the upholding of all university policies and

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

General membership in a registered student organization (including fraternities and sororities) is limited to a student enrolled for at least six semester credit hours at N.C. A&T, not including hours at a consortium school. (For new membership intake requirements, see Academic Eligibility.)

C. [Standards Governing Fraternities, Sororities and Social Fellowship Organizations](#)

1. [National Fraternities and Sororities](#)

The registrar and Office of Greek Life must certify academic eligibility and attendance for membership.

2. [National Pan-Hellenic Council \(NPHC\)](#)

The NPHC is a coordinating organization with representatives that have chapters on this campus:

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

Purpose

NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. It is the mission of the NPHC to promote unanimity of thought and action as far as possible in the conduct of Greek letter

collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. The purpose of the NPHC on the campus of N.C. A&T SU is to do the following:

- a) Maintain a high level of Greek life and inter-fraternal relationship within the university.
- b) Encourage student leadership and personal development.
- c) Cooperate with university officials in the effort to maintain high social and scholastic standards throughout the university.
- d) Serve as a forum for the discussion of questions of mutual interest and concern to the university, fraternities and sororities. The NPHC has its adopted by-laws.

3. [Greek Lettered Council \(GLC\)](#)

The following national fraternities, -sororities and social fellowship organizations have chapters at N.C. A&T:

- Kappa Kappa Psi National Honorary Band Fraternity Inc.
- Alpha Phi Omega National Service Fraternity
- Phi Mu Alpha Sinfonia
- Tau Beta Sigma National Honorary Band Sorority Inc.
- Chi Eta Phi Sorority
- Swing Phi Swing Social Fellowship Inc.

GLC serves as the governing body of Non-Pan-Hellenic fraternities/sororities/ social fellowship organizations. The purpose of the GLC is to

- Act as the governing body of all recognized Non-Pan Hellenic fraternities/sororities/and social fellowships.
- Organize, standardize and regulate recruitment of new member activities;
- Promote positive inter-fraternity/sorority competition in scholarship, service, athletics and any other events that may be deemed advisable to better participants, sororities, fraternities, the university and the community;

- Encourage cooperation and harmony among member organizations;
- Provide education programs and services for member organizations; and
- Serve as the liaison between university authorities and member organizations in matters of common interest.

4. [Membership Intake Regulations](#)

Recruitment activities can only be scheduled during the period designated by the university and only by those organizations that are approved members of Greek Life as stipulated in this document. No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program and schedule are approved by the university.

It is required that all new membership intake activities be coordinated through the Office of Greek Life. The annual schedule for new membership intake procedures is available in room 108, Memorial Student Union. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized.

No organization may proceed with membership intake before written approval on each individual candidates' academic and judicial status has been received by the Office of Greek Life. If grade reports appear to be inaccurate, an individual candidate should contact the Registrar's Office; however, each candidate must be eligible at time of application.

Compliance with university minimum requirements for application eligibility does not guarantee that a student will be selected or voted on for membership into an organization.

5. [Membership Intake Restrictions](#)

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

- a) Complete a total of 12 credit hours during the academic semester prior to the intake semester. For those having been enrolled in a cooperative education experience, a letter of verification must be submitted to the Office of Greek Life prior to application for membership.
- b) Receive a cumulative grade point average of 2.5 during the academic semester prior to the intake semester.
- c) Be currently enrolled in a total of 12 credit hours during the academic semester in which intake is being held.
- d) Be in good judicial standing (meaning clear judicial record defined as not currently on probation, suspended or expelled; no case pending; or no history of major violations, i.e. drugs, assault, harassment or possession/use of a weapon) with the university per the Office of the Dean of Students.

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

- 6. [New Member Presentations](#)
 - a) All new member presentations must be approved by the Office of Greek Life and must take place on campus within the new member presentation period as designated by the university intake schedule and as approved at the time of petition hearings.
 - b) All new member presentations must receive written approval by the organization's chapter advisor and such approval must be submitted to the Office of Greek Life as designated by the university intake schedule.
 - c) There will be NO EXCEPTIONS to any other time periods or forms of expression (before, during, or after the intake period.)
 - d) No pre or post new membership presentation shows are allowed on or off campus.

7. University Policy on Hazing

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

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

Preamble:

Fraternities and sororities are an integral part of campus life at North Carolina A&T State University. They contribute significantly to the quality of student life in a number of ways:

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

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

as an **entity**. The university further recognizes that chapters are not, in fact, organizations of their own and those chapters represent the university as well as their said fraternity, sorority or social fellowship.

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

1. Criminal prosecution at the local, state and/or federal level for any individual, including but not limited to current and former students, accused of and found to be a participant in the commission of hazing.
2. University disciplinary action for individual students, up to and including probation, suspension and/or expulsion, through the Office of the Dean of Students.
3. Disciplinary Sanctions against the organization that shall be outlined as follows:

First Offense: 1-year Suspension, 1-year Disciplinary Probation, 1-year Social Probation

Second Offense: 2-year Suspension, 2-year Disciplinary Probation, 1-year Social Probation

Third Offense: Revocation of Chapter's Charter

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

University Definitions of Hazing:

The university stands against hazing of any kind and against any student or other individuals who shall commit such acts. We will aggressively pursue any and all violators of the hazing policy and shall be intolerant of any aberrant behavior

that threatens the well-being of our students. The university shall at all times remain an environment for academic achievement and success and shall not allow its students to be subjected to any types of behavior that interfere with the integrity of the academic process. For purposes of North Carolina Agricultural and Technical State University, **'HAZING'** shall be defined in the following manner and shall not be differentiated with respect to university findings:

Subtle Hazing: Behaviors that emphasize a power imbalance between new members/initiates and other members of the group or team and involves activities or attitudes that breach reasonable standards of mutual respect and place new members/initiates in a position of ridicule, embarrassment and/or humiliation. Examples include, but are not limited to the following:

- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/initiates to perform duties not assigned to other members
- Socially/Actually isolating new members/initiates
- Line-ups and drills/tests on meaningless information
- Name calling
- Requiring new members/initiates to address other members with titles, so as to suggest subordination, inferiority or second-class status
- Expecting certain items to always be in one's possession, or taking possession of one's items without asking or permission
- Expecting or requesting new members/initiates to be deprived of maintaining their normal class or study schedule

Harassment Hazing: Behaviors that cause emotional anguish or physical, mental or psychological discomfort in order to feel like part of the group. It can be viewed as confusing, frustrating and/or causing undue stress for new members/initiates, and **may lead to mental or psychological trauma**. Examples include, but are not limited to the following:

- Verbal abuse, including berating of individuals, new members/initiates
- Threats or implied threats

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

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

- Action that recklessly or intentionally endangers the physical safety of students
- Forced or coerced alcohol, or any other drug consumption
- Beating, paddling or other forms of assault or blunt-force trauma including striking with fists or any other objects
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication or over-consumption of food or other substance
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting or demanding or assignment of activities that would be illegal (e.g., shoplifting) or unlawful or might be morally offensive to new members/initiates
- Forced or required conduct that could embarrass or adversely affect the dignity of the individual
- The intentional creation of cleanup work or labor for new members/initiates by other members
- Bondage
- Abductions/kidnapping/holding against one's will
- Forced exposure to cold weather or extreme heat, regardless of appropriate protection
- Forced or required participation in physical activities such as calisthenics, exercises or other so-called games

Sanctions and Outcomes Upon Findings of Hazing

The severity of each offense shall be taken into account for purposes of levying sanctions against an organization found to have violated the University Hazing Policy. The university shall always have the right to sever its relationship with a national organization and its on-campus chapter in its sole discretion when considering the best interests of its students, staff and the university's mission. Final sanctions levied against an organization shall be managed by the Office of Greek Life and shall be dictated by its Disciplinary Status policy. Sanctions for organization's offenses include but are not limited to the following:

1. **Charter/Chapter Revocation:** Permanent removal of recognition of the organization by the university and its affiliation with the university.
 - a. **Charter/Chapter Restriction/Suspension:** A removal of recognition of the organization by the university, which shall be no less than one year and no more than two years. Under this sanction the chapter will not be recognized as a Registered Student Organization, cannot take part in the Intake Process, or hold any organization-sponsored events on campus.
 - b. **Disciplinary Probation:** A specified period during which the organization will not be recognized as a Registered Student Organization and must undergo extensive Anti-Hazing training and perform extensive community service.
 - c. **Social Probation:** A specified period during which the organization may register through the Office of Student Development, but may not take part in social activities or social fundraising events.
 - d. **Reprimand** - An official notice of censure.

IV. STUDENT CONDUCT REGULATIONS

A. Statement of Purpose

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

Through orientation activities and student-faculty interaction, the university encourages and promotes organized student life. Additionally, individual and group counseling are made available through Counseling Services, Student Health Center, Veterans and Disability Support Services and Special Services.

B. Statement of Policy

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

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

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

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

In exercising its disciplinary authority, the university is committed to the principle of equal treatment, including a like sanction for a like violation without regard to race, color, sex, religion, creed, national origin, age, disability, and marital or veteran status, political affiliation, sexual orientation or sexual identity.

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

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

Provisions of the Student Conduct Regulations are contractual covenants between the university and students. The university reserves the right to change procedures at any time within a student's term of enrollment. Such changes will be communicated to members of the university community through appropriate publications, including current revisions made to the web version of the student handbook. Each student is responsible for maintaining current knowledge of disciplinary rules and regulations at all times.

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

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

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

Instances of student misconduct may or may not constitute offenses against the larger community. The fact that a student is or has been prosecuted in criminal court for a violation of law does not preclude university jurisdiction over the misconduct. The university may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending, has been dismissed or the charges have been reduced. Governmental authorities are not precluded from taking action against students for on-campus violations of public laws.

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

There are two formal processes that govern student conduct regulations – Misconduct Prohibited by the University and the Academic Dishonesty Policy (see IV. for guidelines regarding violations). Ethical or professional standards may also be found in an academic department, school or college. All violations of misconduct prohibited by the university are reported to the Office of the Vice Chancellor for Student Affairs, which has the authority to delegate enforcement to certain persons and bodies for the purpose of implementing approved policies and procedures. By action of the UNC Board of Governors the chancellor has the ultimate authority in the regulation of student conduct.

C. [Definition of Student](#)

Persons covered under these Student Conduct Regulations are identified as students:

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

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

D. [Student Rights and Responsibilities](#)

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

Students have the right to:

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

Students have the responsibility of doing the following:

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

E. **Misconduct Prohibited by the University**

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

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

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

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

1. A first offense of possessing or carrying, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, powerful explosive as defined in North Carolina General Statute 14-284.1, bowie knife, dirk, dagger, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, on any property owned, used or operated by the university; (also see section on Firearms or Other weapons and university policy and procedures concerning weapons on campus)
2. Possession on campus of firearms, ammunition, explosives, fireworks, or other dangerous weapons; (also see section on Firearms or other weapons and university policy and procedures concerning weapons on campus)
3. Threats of violence directed toward an individual or group;
4. Sexual assault, molestation or sexual battery – defined as forcing or attempting to force another individual to engage in a sexual act without consent or the capacity of consent;
5. Felonies – the commission of an act that is classified under North Carolina General Statutes as a felony;
6. Hazing, harassment and/or intimidation – See definition of “hazing” herein. Generally defined as the intentional commission of an act, by an individual or group, of physically abusing or harassing another person or creating a situation which produces physical hurt or discomfort, severe emotional distress, embarrassment, or ridicule;
7. Threaten, coerce, harass, or intimidate another person or identifiable group of persons, in a manner that is in violation of a constitutionally valid university policy while on university premises or at university-sponsored activities based upon the person’s race, color, religion, national origin, gender, age, sexual orientation, sexual identity, creed, disability, veteran status or political affiliation;
8. Engaging in harassment leading to a hostile environment, which includes conduct meeting the following criteria: 1) directed toward a particular person or persons; 2) based upon the person’s race, color, religion, national origin, gender, age, sexual orientation, sexual identity, creed, disability, veteran status or political affiliation; 3) unwelcome; 4) severe or pervasive; 5) objectively offensive; and 6) so unreasonably interferes with the targeted persons’ employment,

- academic pursuits, or participation in university-sponsored activities as to effectively deny equal access to the university's resources and opportunities. However, this sub-section shall not be read to deprive an accused student of his/her First Amendment rights to free speech;
9. Obstruction or disruption of any university sponsored or co-sponsored athletic event, either on- or off-campus, or at any other authorized university activity;
 10. Obstruction, disruption or interference with teaching, research or the general operation of university business;
 11. Falsely reporting the presence of an unlawful explosive or incendiary device;
 12. Falsely reporting a fire or other emergency; falsely setting off a fire alarm;
 13. The illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver any controlled substance identified in any of Schedules I through VI, General Statutes 90-89 through 90-94. These include, but are not limited to, heroin, mescaline, opium, cocaine, amphetamines, methaqualone, marijuana, and Phenobarbital codeine;
 14. Possession of any controlled substance identified in any of Schedules I through VI, N.C. General Statutes 90-89 through 90-94, (including but not limited to marijuana, Phenobarbital, codeine, etc.)
 15. The usage (including but not limited to consumption, injection, smoking/inhalation etc.), manufacture, possession, or distribution of illegal drugs or significantly mind-altering substances, pharmaceutical and/or otherwise, (including salvia divinorium, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.); inappropriate/illegal use or distribution of any pharmaceutical product; being in the presence of others while the above mentioned drug use is occurring; or possession of drug paraphernalia, including but not limited to smoking pipes and bongs.
 16. Use of marijuana and/or possession of marijuana paraphernalia;
 17. Assault with a deadly weapon – defined as the intentional infliction of injury to another with the use of a weapon or dangerous object intentionally used as a weapon;

18. Assault and/or battery – defined as the use of physical force against another person that places the person in danger of or in apprehension of bodily harm;
19. Fighting;
20. Any act of arson;
21. Lewd, indecent or obscene conduct;
22. Trespassing – defined as the unlawful or unwarranted entrance to any university building or property or facility;
23. Unauthorized use of university property or facilities;
24. Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid university units;
25. Vandalism, malicious destruction, damage, misuse, or abuse of public or private property, including library materials;
26. Forgery, alteration or misuse of university documents, records or identification cards; furnishing false information to the university with intent to deceive or mislead;
27. Theft, larceny, shoplifting, embezzlement, or the unauthorized possession of the property of another;
28. Failure to comply with the official regulation or order of a duly designated authority, agency or agent of the university;
29. Knowingly furnishing false information to a judicial board or to a judicial hearing officer, or to any other university official;
30. Knowingly making, in public, a false oral statement with the intent to deceive and/or mislead or knowingly publishing and/or distributing a false written or printed statement with the intent to deceive and/or mislead;
31. Disorderly or disruptive conduct – defined as the intentional creation of a disturbance on university property or at university-sponsored events including, but not limited to, fighting, committing a nuisance, endangering one's own physical well-being, or disrupting, disturbing or interfering with the academic atmosphere of a living or learning environment or social activity;
32. Possession or misuse of alcoholic beverages or intoxicating liquors containing more than one-half of one percent (.5%) alcohol by volume by any student under the age of 21, or providing alcoholic beverages to any student under the age of 21 (see Policy on Alcohol Use);

33. Excessive or disruptive noise or the use of unapproved amplified sound that disrupts or disturbs normal functioning of the university, including residence life;
34. Unauthorized solicitation or fundraising of any type;
35. Commission of an act, or an attempt to commit an act at the university that would be in violation of a General Statutes of the State of North Carolina or any federal law;
36. Tampering with, or removing from its proper location, any fire extinguisher, hose or other fire or emergency equipment, except when done with a reasonable belief of real need for such equipment;
37. Intentionally delaying, obstructing or resisting a person who identifies himself/herself as a member of the faculty, administration, campus police or other law enforcement officer, fire person, or other university employee in the performance of his/her duty;
38. Violating the terms of probation or failure to comply with university-imposed sanctions, or failure to present himself/herself for adjudication of a charge;
39. Engaging in behavior on- or off-campus, which jeopardizes the integrity of the university (including misconduct in international settings) ;
40. Use of One Card by anyone other than the person to whom it was issued is illegal;
41. Being an accessory to the commission of misconduct;
42. Disruption in a residence hall, campus or classroom building through vandalism, excessive noise, practical jokes, and/or the flagrant violation of other rules and regulations established by a department or building representative;
43. Possession of pets of any kind in any university hall or property, with the exception of fish maintained in a ten gallon or less fish tank. This sub-section does not apply to service animals;
44. Failure to control the conduct of one's non-N.C. A&T guest(s), whose behavior violates provisions of conduct regulations, including use of abusive language;
45. Disruptive and destructive behavior in the dining facility, such as fighting, throwing food, damaging property, vandalism, abuse language, breaking in line, and leaving trays on tables and floors;

46. Theft or removal of equipment, utensils or trays from the dining facility and/or flagrant violations of rules and regulations established by food service administration;
47. Spamming, i.e. sending unauthorized mass mailings through university computers or servers, or any violation of university computer usage policies;
48. Engaging in criminal behavior on another campus;
49. Possession of/or giving a person any drug, narcotic, pill, or drink, which would render them unable to care for him/herself or incapable of making informed decisions;
50. Sexual exploitation including, but not limited to, prostituting another student, non-consensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as allowing others to surreptitiously watch you having consensual sex), engaging in voyeurism, knowingly transmitting a STD or HIV to another student, or plotting to engage others in sex acts without their knowledge or consent. (In addition, see the Zero Tolerance Policies on Drugs and Aggressive Behavior in the University Policy and Excepts section.)

F. **ACADEMIC DISHONESTY POLICY**

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

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

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

In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of "F" for the course, subject to review and endorsement by the chairperson and dean. Repeated offenses can lead to dismissal from the university.

Student Appeals on Academic Dishonesty

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

v. STUDENT CONDUCT PROCEDURES

A. Allegations of Misconduct and Filing of Charges

Any member of the university community may initiate a complaint (within six months of the date of the misconduct alleged in the complaint) against a student or student organization or is the victim of a crime for an alleged violation of the Student Conduct Regulations. He/she may submit a written report themselves or inform a faculty or staff member, or university police officer, who will submit a written report to the vice chancellor for students affairs or, in cases of academic dishonesty, to the provost/vice chancellor for academic affairs, or his/her designee. The person reporting the violation is expected to appear and present evidence at any resulting conduct proceeding(s). This requirement may be waived in exceptional cases where the identity of the person reporting the

violation needs to be protected. For allegations of sexual misconduct (including but not limited to rape, sexual assault, sexual harassment, and sexual violence), the university's Title IX coordinator and law enforcement will be notified of the complaint.

B. [Review by the Vice Chancellor for Student Affairs/Designee](#)

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

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

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

C. [Rights of the Accused](#)

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

1. Due process, including a fair and timely hearing;
2. The opportunity to secure full knowledge of the accusation(s), the opportunity to review any written evidence, the opportunity to question evidence presented, and the opportunity to obtain witnesses prior to the hearing. In cases alleging sexual violence, the complainant shall have the right to be visually screened from the accused student;
3. Receive notification at least five days prior to a hearing in order to prepare a defense;
4. Have a pre-hearing conference with the director of the office bringing the charges in order to preview evidence to be presented at the hearing, and to get answers to procedural questions. The pre-hearing will not be used to settle the issue of whether or not the violation was committed or to challenge any recommended sanctions.
5. Offer defense evidence and witnesses and cross examine the complainant and all witnesses except in cases where the accuser may be justifiably unable to appear for a hearing;
6. Seek counsel and have an adviser of student's choice present at the hearing.
7. Receive, in writing, the case disposition;
8. Appeal; and
9. Waive any of these rights. A guilty plea represents a waiver of all hearing rights of the accused.

D. [Rights of Persons Bringing Charges](#)

A student has the right to file criminal charges or seek civil action in court, in addition to any action taken by the university conduct system.

E. [Waiver of Rights to a Hearing](#)

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

In the case of Student Conduct Regulations or violations of organizations rules, regulations and/or policies after being informed of the charges and his or her rights, including the right to a hearing, a student or organization may decide to voluntarily waive this right and request that a resolution of the individual conduct charges be made by the dean of students, or in the case of student organizations the Office of Student Development, or the Greek Life Office for fraternities and sororities.

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

1. Meet with the Director of Student Conduct to discuss the charges; (in the case of violations by student organizations of the university and/or student organizational rules, regulations, and policies, the organization should meet with the Office of Student Development, or the Greek Life Office for fraternities and sororities.)
2. Accept responsibility for the charge(s) of misconduct under the Regulations;
3. Agree to accept the imposed sanction; and
4. Agree to a waiver of right to a hearing.

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

F. [Records](#)

1. Records shall be created for all reported cases of student misconduct;
2. Disciplinary records are confidential and shall not be released without a student's or organization's written consent, except to such persons functioning in their official university capacity on a need-to-know basis;
3. All disciplinary records are the property of the university. Violations of prohibited misconduct are maintained in the Office of the Dean of Students,

whereas violations of the Academic Dishonesty Policy are maintained in the Division of Academic Affairs. The university reserves the right to maintain records for any length of time, depending on the severity of infractions. Records of minor offenses are destroyed after **eight** years, while major offenses involving criminal charges or suspensions and expulsions can be maintained indefinitely;

4. A tape recording, property of the university, is made of every conduct board hearing and kept for one year before being erased. Neither the complainant nor the accused is allowed to make separate recordings of any type. Under no circumstances will a copy of the recording be released except in the case of an appeal of a conduct decision, wherein an attorney issues a court-ordered subpoena (see the section on Appellate Procedures: Filing Appeal and Timing).

G. [Referral to a Conduct Board](#)

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

1. [Administrative Hearing](#) – consists of the dean of students, or his/her designee, and two other student affairs administrators designated by the vice chancellor of student affairs and/or the dean of students.
2. [Student Conduct Council](#) – described under Article XIII of the SGA Constitution.
3. [University Conduct Tribunal](#) – consists of a pool of ten members evenly divided between students and faculty, and selected by the chancellor. The chairperson has faculty rank, presides over hearings and is a non-voting

member, except in the case of a tie vote. A majority of members, including the chairperson, must be present to constitute a quorum and decide any issue of fact or sanction.

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

The dean of students may require a student to participate in a mental health conduct conference when an alleged violation of the Student Conduct Regulations (misconduct prohibited by the university) has occurred in which a student demonstrates evidence of a physical and/or emotional condition, which would preclude an effective resolution of the situation through a student conduct hearing. Any student who participates in a mental health conduct conference is entitled to the same rights and has the same responsibilities as any other student who participates in any other conduct conference, hearing or appeal. All university judicial procedures and guidelines apply to mental health student conferences.

Once a determination is made by the dean of students to refer a student to a mental health conduct conference, the conference is scheduled with the student, director of counseling services, university psychiatrist, where applicable, and director of disability support services, all of whom serve as hearing officers. The dean of students presides over the conference.

Hearing Notification

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

1. A student or organization shall be informed of charges in writing, by mail or hand delivery by a university official and notified of the time, date and place to appear before a specific conduct board. In certain instances, a student may be notified of a hearing by telephone. Notifications for conduct hearings are delivered at least five days prior, except in certain cases when time is of the essence or extenuating circumstances prevail.

A student may choose to waive his/her right to a hearing by the method described under Waiver of Rights to a Hearing.

2. In the case of the Student Conduct Regulations, based on the type of charge(s) and information available, the vice chancellor for student affairs or dean of students may decide to have a pre-hearing conference, in which case the student would be notified by telephone or a hand-delivered letter.

VI. CONDUCT OF ALL HEARINGS AND APPEALS

All conduct hearings shall be conducted according to the following form:

1. Introductions;
2. Reading of regulatory statements that govern process and behavior during a hearing (see student handbook sections on Presence of Advisor and Observers at Hearings through Decision);
3. Reading of charge(s) and pleading thereto;
4. Presentation of incident by person bringing charges (complainant);
5. Presentation of incident by student or organization charged (accused);
6. Statement of witness(es) for complainant*;
7. Statement of witness(es) for accused*;
8. Questions by members of hearing body to any participant, to include witnesses; and
9. Opportunity for final statement by complainant and accused.

*Three material witnesses may offer evidential information relative to the incident, whereas there may also be three character witnesses or three signed written character letters. Character witnesses are used only for sanctioning purposes and not for finding of responsibility. (Complainant means the individual who lodges a complaint for violation of the Student Conduct Code)

A. Presence of Advisors and Observers at Hearings

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

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

I. PURPOSE

This Interpretive Guidance regards the participation of counsel and non-attorney advocates on behalf of students and Student Organizations in disciplinary proceedings.

II. DEFINITIONS

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

A. Accused of a Violation – Occurs when a designated university official brings a formal charge against a student or Student Organization to initiate a Disciplinary Procedure as described in paragraph V.A. and VI.A. of section 700.4.1. (entitled, “Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings”) located in the Appendix of this Student Handbook.

B. Disciplinary or Conduct Rules – The Code of Student Conduct of a constituent institution described in paragraph IV. of section 700.4.1. of the UNC Policy Manual.

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

D. Student Honor Court – A Disciplinary Procedure board or panel that is composed entirely of students who make the determination regarding whether a student or Student Organization has violated a UNC constituent institution’s Disciplinary or Conduct Rules.

E. Student Organization(s) – A student group that has been officially recognized or sponsored by a UNC constituent institution.

III. GUIDANCE

A. Background Information Regarding Disciplinary Procedures at UNC Constituent Institutions

Disciplinary Procedures at UNC constituent institutions are designed to address violations of Disciplinary or Conduct Rules in a manner that prioritizes student development and education. While Disciplinary Procedures may result in the imposition of sanctions in appropriate cases, the primary objectives of Disciplinary Procedures are to uphold honor, integrity, and personal responsibility and to promote student learning, safety, health, and wellbeing.

This emphasis upon student education and growth as the primary objectives of the Disciplinary Procedures distinguish these processes from criminal or civil legal proceedings. Consistent with these student learning and development objectives, Disciplinary Procedures at UNC constituent institutions remain non-adversarial; reflect community values, university policies, and Board of Governors standards; and provide for the respect and consideration of all participants.

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

In accordance with section 116-40.11, students and Student Organizations at UNC constituent institutions who have been Accused of a Violation of an institution's Disciplinary or Conduct Rules may be represented by a licensed attorney or a non-attorney advocate during any Disciplinary Procedure except when the violation:

1. Will be heard by a Student Honor Court, or
2. Is an allegation of academic dishonesty, as defined by the UNC constituent institution.

The right to have a licensed attorney or non-attorney advocate represent a student or Student Organization applies when a student or Student Organization was Accused of a Violation on or after August 23, 2013.

When scheduling Disciplinary Procedures, UNC constituent institutions will make reasonable efforts to accommodate a licensed attorney or non-attorney advocate; however, the availability of students or Student Organization members; witnesses; the designated administrator, panel members, or board

members assigned to the matter; and other necessary participants may take priority when determining the date and time for a Disciplinary Procedure.

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

In order for a licensed attorney or non-attorney advocate to represent a student or Student Organization in a Disciplinary Procedure, the student or Student Organization must provide the office of the UNC constituent institution that administers the Disciplinary Procedure with the three (3) documents described below. These three (3) documents must be submitted **no later than 3 days before the date of the hearing.**

1. Notice of Representation

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

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

2. FERPA Authorization

In order for a licensed attorney or a non-attorney advocate to represent a student or Student Organization during a Disciplinary Procedure or to speak with an official of a UNC constituent institution regarding the student or the members of a Student Organization, the student must complete and submit a written authorization that meets the requirements of a valid consent as specified by the Family Educational Rights and Privacy Act (FERPA).³ Even if a student executes a valid FERPA consent authorizing the licensed attorney or non-attorney advocate to receive information or documents regarding the student, N.C. A&T will at all times correspond directly with the student or Student Organization. It is the

student's or Student Organization's responsibility to communicate and share information with their licensed attorney or non-attorney advocate.

3. Certification by Licensed Attorney or Non-Attorney Advocate

Students or Student Organizations that plan to have a licensed attorney or non-attorney advocate represent them during a Disciplinary Procedure must submit a certification form signed by the licensed attorney or non-attorney advocate stating that the licensed attorney or non-attorney advocate has read in their entirety and understood the following documents:

1. The applicable Disciplinary or Conduct Rules;
2. Any additional rules, policies, or guidelines that a UNC constituent institution has enacted for its Disciplinary Procedure consistent with this Interpretive Guidance and
3. Section 700.4.1. of the UNC Policy Manual.

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

Consistent with this Interpretive Guidance and the rules, policies, or guidelines governing a UNC constituent institution's Disciplinary Procedure, licensed attorneys or non-attorney advocates may fully participate in Disciplinary Procedures only to the extent afforded to the student or Student Organization they represent. Additionally, licensed attorneys and non-attorney advocates may not delay, disrupt, or otherwise interfere with a Disciplinary Procedure.

An attorney or other individual representing the UNC constituent institution may participate in Disciplinary Procedures in which a licensed attorney or non-attorney advocate represents a student or a Student Organization.

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

B. [Evidence and Burden of Proof](#)

Rules of evidence and procedures may differ from proceedings before civil and criminal court judges. Unlike courts, university hearing officers engage in full discussion of charges and circumstances. Irrelevant or unduly repetitious

evidence shall be excluded by the chairperson. A decision is reached on the basis of the preponderance of evidence (more likely than not that the event occurred) with the burden of proof on the person bringing charges (complainant).

C. [Confidentiality of Deliberations](#)

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

D. [Deliberations](#)

Panel members will assemble and make a determination of the guilt or innocence of the accused, based solely on evidence presented at the hearing. If culpability of the accused is determined, the hearing panel will recommend appropriate sanction(s) to the hearing officer (chairperson).

E. [Decision](#)

The hearing officer makes decisions on sanctions except when the panel recommends expulsion or suspension. In cases where there is a violation of the Misconduct Prohibited by the university, and suspension is recommended, the hearing officer forwards panel recommendations to the vice chancellor for student affairs for review, evaluation and decision. In cases of academic dishonesty, and suspension is recommended, the college or school forwards the recommendation to the Office of the Provost/Vice Chancellor for Academic Affairs for review, evaluation and decision. Whenever expulsion is recommended regarding violation of any form of student conduct, the recommendation is forwarded to the chancellor for a decision.

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

F. [Decision Deferred](#)

In cases where a panel or hearing officer believes additional information is needed prior to decision or sanction, the case may be referred for assessment or

evaluation by internal or external agencies. In such cases, the final decision shall be deferred until the requested assessment or evaluative information can be obtained.

G. [Notice of Decision](#)

Within ten calendar days of the hearing date, the hearing officer will provide certified or hand-delivered written notification of the decision to the accused.

H. [Parental Notification](#)

Pursuant to the 1974 FERPA law, parents or guardians/sponsors are sent written notification, without a student's consent, regarding students under the age of 18 who are in violation of campus and/or state alcohol and drug policies or if there is an indication of imminent danger to one's well-being or that of the university community. (for further information on FERPA, visit www.ed.gov)

I. [Sanctions](#)

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

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

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

Failure of accused to appear at a Hearing

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

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

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

1. **Expulsion** permanently severs the relationship of a student with the university. With recommendation of a hearing panel, it will be imposed and can only be rescinded by the chancellor. This penalty will likely prevent a student's admission to any other institution of higher education;
2. **Indefinite suspension** severs the relationship of a student or organization with the university with no date established for the student or organization to return. A date at which time the student or organization may request reinstatement can be established or may be contingent on a student or organization fulfilling one or more stipulations (e.g., resolution of criminal matters pending in the courts, psychological evaluation);
3. **Interim suspension** calls for the immediate removal of a student or organization from the university when there is reasonable cause to believe that alleged misconduct is of such a serious nature that his/her or its continued presence at the university is potentially dangerous to the health and safety of the university community, its property or

educational mission. (In cases of violations of the Student Conduct Regulations, to invoke interim suspension, the vice chancellor for student affairs, or his/her designee, conducts a preliminary investigation and hearing with the student or organization, if possible. In cases of academic dishonesty, the provost/vice chancellor for academic affairs, or his/her designee, conducts an investigation. At that time, the student is informed of charges and given an opportunity to explain the circumstances.);

4. **Suspension** severs the relationship of a student or organization with the university for a finite period, the terminal date of which coincides with the official ending of an academic semester or summer session;
5. **Disciplinary probation** is a period of close scrutiny of a student or organization by the university during which his/her conduct is under review. Disciplinary probation is imposed for a specified period of time, the terminal date of which coincides with the official ending of an academic semester or summer session. Failure to meet probation requirements or further infractions of university policies may result in more severe sanctions, including suspension or expulsion from the university. Individuals on disciplinary probation are not eligible to hold office or membership in any student group or organization, and may not be eligible for certain employment positions or participation in other campus programs;
6. **Warning** is an official reprimand which, by formal written communication, gives official notice to a student or organization that any subsequent offense against the Student Conduct Regulations will likely result in more serious consequences. In cases involving violations of the Student Conduct Regulations, a copy of the letter is retained in files in the Division of Student Affairs or, in the case of academic dishonesty, with the provost/vice chancellor for academic affairs and will be available as evidence of relevant past behavior to hearing panels;
7. In addition to the above, any one or combination of the following may be recommended by a conduct hearing board and/or imposed by the vice chancellor for student affairs or dean of students in the Student Conduct Regulations or, in cases of academic dishonesty, the provost/vice chancellor for academic affairs:
 - a) requirement of participation in community service

- b) restitution, where applicable
- c) loss of campus housing
- d) official notice that conviction of any other violation of the Student Conduct Regulations will result in suspension
- e) prohibited from participating in organized groups or activities
- f) counseling
- g) conflict management training

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

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

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

VII. APPELLATE PROCEDURES

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

- **Vice Chancellor for Student Affairs** – hears all appeals of Misconduct Prohibited by the University;
- **University Conduct Tribunal** – hears all appeals involving academic dishonesty. The tribunal consists of a pool of ten members evenly divided between students and faculty, and selected by the chancellor. Chairperson of the tribunal is of faculty rank and presides over the hearing. He/she is a non-voting member, except in the case of a tie vote. A majority vote of the panel is required to

decide any issue of fact or sanction. A majority of tribunal members, including the chairperson, must be present to constitute a quorum;

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

A. [Basis for Appeal](#)

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

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

B. [Filing the Appeal and Timing](#)

A student or organization should provide a signed statement (**hard copy, not electronic**), clearly outlining specific grounds and all supporting facts on which an appeal is based. When a student group makes an appeal, the president or chief officer's signature will be required. In cases of violations of the Student Conduct Regulations, an appeal should be addressed and delivered to the vice chancellor for student affairs within one week (seven calendar days) after notification from the original hearing committee. **Appeals to the Board of Trustees concerning a decision from the chancellor (suspension or expulsion) must be submitted to the Chancellor's Office within one week (seven calendar days) after notification of the chancellor's decision.** Academic dishonesty appeals are made to the chairperson of the University Conduct Tribunal.

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

C. [Process of Appeal](#)

The vice chancellor for student affairs receives and reviews all initial appeals regarding violations of Misconduct Prohibited by the university. The University Conduct Tribunal receives all initial appeals of academic dishonesty. In cases which do not involve suspension or expulsion, the appeals process concludes with the vice chancellor for student affairs regarding misconduct prohibited by the university and, in cases of academic dishonesty violations, with the University Tribunal. The vice chancellor for student affairs, or chairperson of the tribunal, may call in appropriate parties necessary to assist in making a final decision.

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

The next level in the appeals process after the chancellor's decision is very limited. Where the sanction is suspension or expulsion, an appeal may be made to the Board of Trustees. When the sanction is expulsion, the final campus decision is appealable to the Board of Governors. A student may appeal the outcome of a hearing to these boards only on the grounds that procedural due process was violated, or that a material deviation from substantive and procedural standards adopted by the Board of Governors occurred.

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

VIII. [POLICIES & EXCERPTS FROM NORTH CAROLINA GENERAL STATUTES ON SPECIFIC CRIMES](#)

A. [Sexual Assault Policy Statement](#)

N.C. A&T will not tolerate affronts to basic human dignity in any form. Rape, sexual offenses and sexual assault, in general, represent such affronts. Moreover, these activities represent criminal violations of law, and allegations of such activities by students or employees of the university will be investigated fully. Individuals affiliated with the university, who are found guilty of committing these prohibited acts at locations on- or off-campus, will be subject to all available courses of disciplinary action, in addition to any and all penalties for violating state law.

The penalty for first-degree sexual offense and first-degree rape may be life imprisonment. For offenses in the second degree, the maximum penalty is 20 years imprisonment.

In North Carolina, rape is legally defined in the first and second degrees (N.C.G.S. 14-27.2 through 14-27.3). A person is guilty of rape in the first degree if the person engages in vaginal intercourse:

1. With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or
2. With another person by force and against the other person's will; and
 - a) Employs or displays a dangerous or deadly weapon, or an article which the other person reasonably believes to be a dangerous or deadly weapon;
 - b) Inflicts serious personal injury upon the victim or another person; or
 - c) Commits the offense aided and abetted by one or more other persons.

Any person who commits an offense defined in this section is guilty of a Class B1 felony.

A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person:

- a) By force and against the will of the other person; or
- b) Who is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

Any person who commits the offense defined in this section is guilty of a Class C felony.

Actual emission of semen is not required to constitute vaginal intercourse. Rape is defined as sexual penetration, no matter how slight.

Statutory rape also occurs:

- a) If the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person.
- b) If the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is more than four years but less than six years older than the person, except when the defendant is lawfully married to the person.

Each of these offenses is a felony.

The “force” necessary to convict for rape may be other than physical. It may be “constructive force,” such as fear, fright or coercion. Those who aid or abet a rape may be equally guilty of the crime. Forced sexual intercourse with a person who is physically helpless, as from overuse of alcohol, drugs, or chemicals, constitutes rape under North Carolina law.

“Acquaintance rape” and “date rape” are terms commonly used to describe forced intercourse by a person on another who he/she knows. However, a social relationship with an individual does not make “forced” sexual activity legal.

A sexual offense is a forced sexual act by a person of either gender where the act is against the will of the victim (N.C.G.S. 14-27.4 through 14-27.10). This crime may not involve intercourse, but does involve other sexual acts.

Sexual offenses/assaults include rape, attempted rape, corruption of a minor, sexual battery, attempted sexual battery, and public indecency. Sexual battery is defined as intentionally touching the victim's intimate parts (primary genital area, including but not limited to the groin, inner thigh, buttock, or breast) without or against the victim's consent. This touching is either directly on the body or on the clothing covering that body part. It is also sexual battery if the victim is forced to touch the intimate parts of the perpetrator.

Sexual assault occurs when the act is intentional and is committed either by a) physical force, violence, threat or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of drugs, chemicals, or alcohol; or d) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

The university supports the idea that all students and employees must be able to learn and work in an environment free of rape and sexual offenses (including assault and battery). Sexual assault is broadly defined to include oral, anal or vaginal penetration or touching of an unwilling party by any body part or object. This includes parties who are physically helpless, such as unconscious, asleep, unable to communicate their unwillingness, or to whom alcohol, narcotics, other drug, or chemical has/have been administered, rendering the person unable to give consent. Sexual assault does not include procedures done for bona fide medical purposes.

Moreover, the university views rape and sexual offenses/assault/battery as an extremely serious matter and will respond in accordance with the guidelines established herein and in policies for faculty and staff members. In each case, the potential for subsequent harm to the victim or community at large weigh heavily in sanctions for violators. University policies include sanctions as serious as expulsion.

1. **Expulsion** permanently severs the relationship of the student with the University.
2. **Indefinite suspension** severs the relationship of the student with the university with no date established for the student to return.
3. **Interim suspension** calls for the immediate removal of a student from the university when there is reasonable cause to believe that the alleged misconduct is of such a serious nature that his or her continued presence at the university is dangerous to the health and safety of the university community, its property or the educational mission.
4. **Suspension** severs the relationship of the student with the university for a finite period, the terminal date of which coincides with the official ending of an academic semester or summer session.
5. **Probation** is a period of close scrutiny of a student by the university during which his or her conduct is under review.
6. **Warning** is an official reprimand, which by formal written communication, gives official notice to a student that any subsequent offense against the student conducts regulations will likely result in more serious consequences.
7. In addition to the above, any one or a combination of the following may be recommended by a judicial hearing board and/or imposed by the vice chancellor for student affairs or the dean of students.
 - (a) Requirement of participation in community service
 - (b) Restitution where applicable
 - (c) Exclusion from university residence halls or houses
 - (d) Official notice that conviction of any other violation of the **Student Conduct Regulations** could result in suspension from the university
 - (e) Prohibited from participating in organized groups or activities, and,
 - (f) Counseling if necessary

B. [Complaint Procedure](#)

These procedures cover cases involving sexual misconduct by student on student and students against non-students committed on university-owned property or university-leased property; at any university sanctioned function; or at the temporary or permanent local residence of a university student, faculty member, employee, or visitor.

Limited expansion of off-campus jurisdiction: The university reserves the right to consider the behavior of students off campus when it is determined that the off-campus behavior interferes with the university and its educational mission.

Any student who has been raped, sexually assaulted/battered, or been the victim of a sexual offense, may seek redress through the campus student judicial system if the accused is also an enrolled student at the university. (Note: All sexual offense cases (including those involving faculty/staff rape or sexual assault/battery/offense against a student) shall be reported to the University's Affirmative Action Officer/Title IX Coordinator and the University Police or Greensboro Police.)

Such redress may be in conjunction with or in place of pressing charges with criminal authorities or filing civil actions. Once the report is made and forwarded to the vice chancellor for student affairs, an investigation will be initiated. If the incident poses a significant threat to the campus community, an investigation will ensue without the consent of the victim.

Any student, faculty or staff member who believes he/she has been the victim of rape, sexual assault/battery or other sexual offense is encouraged to call the University Police Department (UPD) (336-334-7675). To assist victims of such violent, aggressive and hostile crimes, the police department requests that you do the following:

- In the call to the Police Department give as much detail as possible concerning your location, injuries and suspect information;
- Remain dressed in the same clothing. Important evidence linking the suspect to the crime can be found on clothing;
- Do not bathe or destroy any evidence;
- Seek medical treatment for your own protection and the collection of evidence; and
- Secure the area (dormitory room, vehicle, office, etc.), when possible, and do not let anyone interfere with evidence.

Rape and sexual assault can be physically and emotionally damaging; thus, university police have the victim's well-being as a primary concern and have been trained to treat the victim with respect, dignity and sensitivity. Counseling and Student Health Services professionals are available to help victims of sexual assault. These departments are especially well-prepared to assist individuals with their medical and/or emotional needs.

Sexual assault victims also have the option of calling the Greensboro Police Department (GPD) (373-1000). When filing a formal report with the GPD, the UPD should also be notified regarding the incident. University police cooperate fully with the GPD in the investigation of campus crimes and, therefore, will be very resourceful in the search for suspects in the campus setting. University police work in close coordination with the Division of Student Affairs and Counseling Services to provide assistance to victims of sexual assault.

At the student-victim's request, he/she will be assisted by campus authorities in notifying law enforcement authorities.

Any campus official receiving a complaint about rape or sexual assault, with reason to believe a criminal offense has occurred, shall notify the UPD and the University's Title IX Coordinator for necessary documentation and follow-up. Also, reports of rape or sexual assault made directly to the UPD will be coordinated with appropriate departments and administrators for action. However, the victim's identity and other information concerning the offense will be held in strict confidence by authorities. Information regarding the name or address of a victim will not be communicated, broadcast, printed, or published by the university without the consent of the victim, except as required by law, in connection with a police investigation or by direction of a lawful court order.

A student-victim may seek assistance in changing academic and living situations after an alleged rape or sexual assault/battery/offense, if such changes are reasonably available.

http://www.northcarolina.edu/aa_planning/Complaint_Statement.docx

C. **PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION IN CASES OF ALLEGED STUDENT TO STUDENT SEXUAL ASSAULT**

N.C. A&T adheres to the Campus Sexual Assault Victim's Bill of Rights, which is a part of the Higher Education Amendments of 1992, as outlined below:

1. The accuser and accused must have the same opportunity to have others present at campus judicial hearings;
2. Both parties shall be simultaneously informed of the outcome of a disciplinary proceeding;

NOTE: Compliance with this statement does not constitute a violation of FERPA. For purposes of this sentence, the outcome of a disciplinary proceeding means only the institution's final determination, with respect to an alleged offense and any sanction imposed against the accused.

Furthermore, if the accused is found guilty, the victim has the right to make a "victim impact statement" and to suggest an appropriate penalty.

A student enrolled in N.C. A&T, who is accused of rape or sexual assault/battery/offense, will be afforded procedural due process in adjudication of his/her case. This includes the right to presumption of innocent until proven guilty and the privilege against self-incrimination, notice of the allegations, and an opportunity to be heard. However, immediate suspension (prior to a hearing) of the accused will occur if the vice chancellor for student affairs concludes that the continued presence of the accused person at the university constitutes clear and present danger to the health or welfare of other members of the university community.

A conduct hearing will then be scheduled by the Office of the Dean of Students as expeditiously as possible.

D. **GUIDELINES REGARDING DISCIPLINARY PROCEDURES FOR SEXUAL ASSAULT**
Disciplinary proceedings (in compliance with 20 U.S.C. 1094(a)(26))

Victims are entitled to know about the results of proceedings involving alleged crimes of violence or non-forcible sex offenses when they request this information, in writing, from the university as defined by FERPA. Both the accused and accuser, upon written request, will be notified, in writing, of the results of a hearing involving alleged crimes of violence or non-forcible sex offenses. Victims of an alleged sexual assault will be provided with notification, in writing, of the final outcome of a disciplinary hearing against the alleged perpetrator, as required by the Campus Security Act (4/10).

1. A student accused of sexual misconduct will receive notice of a complaint and a copy of the complainant's written statement, if any, no less than ten days before scheduled to go before an administrative hearing panel;
2. The accused student will be advised that he/she is presumed innocent and is expected to cooperate in an investigation of the complaint;
3. Prior sexual history of either party is not admissible in a hearing, except testimony submitted by a party concerning his/her own sexual history. In addition, prior sexual history cannot be used for finding of responsibility; however, prior sexual history may be used in sanctioning;
4. Hearing procedures and sanctions are fully described in the student conduct section of the student handbook. The severity of an offense and the potential for subsequent harm to a victim/survivor, or the community at-large, weigh heavily in sanctioning actions taken in such cases.
5. A victim's/survivor's identity and all information surrounding a case are held in strict confidence by all hearing authorities and service providers under the guidelines of FERPA; however, the university cannot guarantee confidentiality.

E. [Sexual Harassment Policy](#)

The policy of N.C. A&T is that all employees and students, shall be free from sexual harassment from any university employee or fellow student in connection with any university relationship or activity. No academic or personnel decision will be made on the basis of granting or denying sexual favors. All employees and students are guaranteed the right to work and/or study in an environment free from sexual harassment (see Appendix – Sexual Harassment Policy).

F. [Firearms or Other Weapons \(Excerpts\)](#)

(North Carolina General Statute 14-269.2)

“It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive, as defined in General Statute 14-284.1., on educational property or to a curricular or extracurricular activity sponsored by a school. This subsection shall not apply to fireworks.”

“It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational

property or to a curricular or extracurricular activity sponsored by a school. However, this subsection does not apply to BB gun, stun gun, air rifle, or air pistol.”

“It shall be a Class I misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument, except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance, on educational property.

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

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

G. **University Policy and Procedures Concerning Weapons on Campus**

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

The following penalties apply to the particular offense described:

- Students who possess (openly or concealed) or use a gun, rifle, pistol, or other firearms (Class I felony – weapons) of any kind or powerful explosive (as defined in General Statute 14-284.1) on campus or at a campus-related activity sponsored by the university will be suspended from enrollment for a period of not less than one year. For a second offense, a student will be expelled.
- Students who possess (openly or concealed) or use any weapons as described above in General Statute 14-269.2 (Class I misdemeanor – weapons) will be suspended from enrollment for a minimum period of at least one semester. For a second offense, a student will be expelled.

Concealed Handgun Permit Exception

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

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

Currently, under G.S. 14-269.2, it is a Class I felony for any student or employee of A&T to knowingly possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school.

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

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

Frequently asked Questions

Q: Do I have to have a Concealed Carry Permit to store my gun in my vehicle?

A: Yes. You must possess a Concealed Carry Permit.

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

A: No. Those who possess a Concealed Carry Permit are not permitted to carry their gun on their person.

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

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

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

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

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

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

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

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

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

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

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

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

H. Policy on Alcohol Use

University policies concerning possession and consumption of alcoholic beverages do not contravene federal, state or municipal law regarding their purchase. A summary of certain sections of North Carolina state statutes and local ordinances on alcoholic use is included below:

1. [North Carolina Law](#)

North Carolina Alcoholic Beverage Control laws make it unlawful for any person under 21 years of age to purchase, possess or consume any alcoholic beverage. Below are excerpts from applicable statutes.

- A. It is unlawful for any person to aid or abet an underage person in the purchase, attempted purchase, and/or possession of alcoholic beverages (*General Statute 18B-302(c)*);
- B. It is unlawful for any person to knowingly sell or give alcoholic beverages to an underage person (*General Statute 18B-32(a)(1)*) and (a).
- C. It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain alcoholic beverages (*General Statute 18B-302(e)*).
- D. It is unlawful for any person to permit use of his/her driver's license, or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages (*General Statute 18B-302(f)*).
- E. It is unlawful for any person to consume any alcoholic beverage in or on any public street, right-of-way, sidewalk, alley, or property located inside or outside the Greensboro corporate limits (*Greensboro Code Sec. 4-13*).

2. [UNIVERSITY POLICIES ON ALCOHOL](#)

All usage of alcoholic beverages will conform to existing state, local and university laws and policies.

- 1. There will be no consumption of alcoholic beverages in a motor vehicle while on university property or streets;
- 2. There will be no public display of alcoholic beverages;
- 3. Consumption of alcoholic beverages is restricted to students' rooms in residence halls only for those students of legal age;
- 4. Anyone who drinks alcoholic beverages will be held accountable for his/her behavior. Irresponsible drinking will not be accepted as an excuse for irresponsible behavior. Such behavior will result in conduct action and/or notification to parent or guardian.

I. **UNIVERSITY DRUG POLICY**

N.C. A&T strives to provide an educational environment that enhances and supports the intellectual process. Academic communities, including students, faculty and staff, have the collective responsibility to ensure that the environment is conducive to healthy, intellectual growth. Illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Each member of the university family is reminded that, in addition to being subject to university regulations and sanctions regarding illegal drugs, and chemicals, they are also subject to state and national laws. This policy has been developed in accord with the UNC Policy on Illegal Drugs, adopted by the Board of Governors on January 15, 1988. It established the framework for programs designed to educate the campus community on the harmful effects of illegal substances and assist persons in their efforts to become rehabilitated. It also provided guidance for punishing violators.

1. **ZERO TOLERANCE FOR DRUGS POLICY**

Any student who is charged, as a first offense, with the use and/or is in possession of marijuana (or any other illegal drug or chemical) on campus will immediately lose campus housing privileges and will be required to appear at a hearing scheduled by the Office of the Dean of Students. For a first offense, in some instances, the dean of students may consider retention of housing privileges based upon “like sanction for like violation”.

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

a. **Trafficking Illegal Drugs**

- (i) For the illegal manufacture, sale, delivery, or possession, with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C.G.S. § 90-89 or Schedule II, N.C.G.S. § 90-90 (including, but not limited to, heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine, methaqualine), any student shall be expelled.

(ii) For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N. C. G. S. § § 90-91 through 90-94 (including, but not limited to marijuana, Phenobarbital, codeine) the minimum penalty shall be suspension from enrollment from enrollment or from employment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled.

b. Illegal Possession of Drugs

(i) For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N. C. G. S. § 90-89, or Schedule II, N. C. G. S. § 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent.

(ii) For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N. C. G. S. §§ 90-91 through 90-94, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the chancellor, or the chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment.

(iii) For second or other subsequent offenses involving illegal possession of controlled substances, progressively more severe penalties shall be imposed, including ultimately expulsion of students. A second

offense will result in immediate suspension from the University.

- (iv) Felony possession of marijuana (or any illegal drug or chemical) will result in immediate suspension from the University.

c. [Parental Notification\(2\)](#)

Pursuant to the 1974 FERPA law, parents or guardians/sponsors are sent written notification, without the student's consent' regarding students under the age of 18 who are in violation of campus and/or state alcohol and drug policies.

d. [Educational and Rehabilitation Programs](#)

The university shall establish and maintain a program of education designed to help all members of the university community avoid involvement with illegal drugs. This program shall emphasize these subjects:

1. The incompatibility of the use or sale of illegal drugs with the goals of the University.
2. The legal consequences of involvement with illegal drugs.
3. The medical implications of the use of illegal drugs.
4. The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

The university shall provide information about drug counseling and rehabilitative services (campus-based or community-based) available to students and employees. Persons who voluntarily avail themselves of these university services or programs are assured that applicable professional standards of confidentiality will be observed.

2. [**DRUG USE AND INELIGIBILITY FOR FEDERAL FINANCIAL AID**](#)

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

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

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

First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite

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

First Offense	2 years
Second Offense	Indefinite

J. **[CELL PHONE USAGE POLICY IN THE CLASSROOMS](#)**

Cell phone use inside classrooms during class periods is prohibited. Be advised that placing or receiving calls, as well as conversing on cell phones during class, shall be considered as disruptive behavior for students and may be subject to the **Policy on Disruptive Students in the Classroom.**

K. **[Endangering One's Own Physical Well-Being](#)**

Students who endanger their own physical well-being, or disrupt the campus community, including threatening or attempting suicide, may be issued an interim suspension from residence halls and/or the university. To be considered for reinstatement to residence halls and/or the university, students may be required to provide the Office of the Dean of Students with a psychiatric evaluation form completed and signed by a licensed mental health professional

indicating that a student is not a threat to himself/herself or the campus community. Additionally, parents, legal guardians and/or students are advised that threatening and/or attempting suicide is a violation of the Misconduct Prohibited by the University and may result in disciplinary action.

L. **DISRUPTIVE CONDUCT POLICY**

N.C. A&T has long honored the right of free discussion and expression, peaceful picketing and demonstrations, and the right to petition and peaceful assembly. Without question, these rights are a part of the fabric of the university, and they must remain secure. However, in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the university to deal with any such disruption, destruction or interference expediently, without regard to gender, race, color, religion, creed, age, disability, national origin, veteran status, political affiliation, sexual orientation, or sexual identity.

Any member of the university community who attempts to obstruct or disrupt normal operations or functions of the university, engage or incite others to engage individual or collective conduct, which destroys or significantly damages any university property, or which impairs or threatens impairment of the physical well-being of any member of the university community, of which, because of its violent, forceful, threatening, or intimidating nature, or because it restrains freedom of lawful movement or otherwise prevents any member of the university community from conducting his/her normal activities, shall be subject to prompt and appropriate disciplinary action, which may include suspension or expulsion from the university.

The following illustrations of disruptive conduct are not intended to be exclusive:

1. Occupation of any university building, or part thereof, with the intent to deprive others of its normal use;
2. Blocking the entrance or exit of any university building or corridor or room therein, with intent to deprive others of lawful use;
3. Setting fire to or by any other means of destroying or substantially damaging any university building or property, or the property of others on university premises;

4. Any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any university building or on any university campus;
5. Prevention of, or attempt to prevent by physical act, attending, convening, continuation, or orderly conduct of any class or activity, or any lawful meeting or assembly in any university building or on any university campus; and
6. Blocking normal pedestrian or vehicular traffic on or into any university campus.

M. **Policy on Disruptive Students in the Classroom**

During instances when students exhibit disruptive behavior in the classroom, a faculty member should attempt to defuse the student's anger and/or resolve the problem while maintaining a tone of calmness and professional objectivity. If the situation appears to be escalating out of control, the faculty member should go to, or request that another student in the class contact campus security, or go to the nearest administrative office to contact campus security for assistance in bringing the matter under control. If a student's behavior has been unreasonable or inappropriate (e.g., use of profanity, threatened the faculty member or another student, etc.), the faculty member may request that the student be administratively withdrawn from the course. This action is consistent with the Policy on Disruptive Behavior in the Classroom (see Appendix D).

Any student who is involved in classroom disruption is subject to receive penalties resulting from the Policy on Disruptive Students in the Classroom and may also be charged with disciplinary violation of the Misconduct Prohibited by the University.

N. **ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY**

Aggressive behavior includes, but is not limited to the following:

- Intimidation/harassment
- Gang-like activity, including hand gestures, color coding, etc.
- Graffiti or destruction of campus property
- Threatening language

1. Any student who is charged with aggressive behavior, as a first offense, will immediately lose campus housing privileges and be scheduled to go before a campus conduct board.
2. A second offense will result in immediate suspension from the university.
3. The university has jurisdiction over all behavioral infractions that occur in facilities or on property regardless of whether or not a student is prosecuted in a criminal court. Criminal and university charges are totally independent of each other.

O. **MISSING PERSONS POLICY**

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

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

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

Housing & Residence Life Missing Person Protocol

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

- University Police Department (UPD)
- Dean of Students
- Vice Chancellor for Student Affairs

- Director of Housing & Residence Life

Residents 18 Years and Older

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

Residents Younger than 18 Years Old (or not emancipated)

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

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

- Once a student is determined to be missing, Housing and Residence Life will contact the University Police who will follow their own investigation procedures.
- Notify your confidential emergency contact (custodial parent or guardian if you are less than 18 years old) within 24 hours after the student is determined missing.

P. **STUDENT COMPLAINT POLICY**

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

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

Step 2: If a student receives no response, or an unsatisfactory response from a department and/or supervisor, the student may complete the Student Complaint form, which is available online or in the Office of Student Services, and submit it to the Office of the Vice Chancellor for Student Affairs.

Step 3: The administrative support associate in the Office of the Vice Chancellor for Student Affairs keys the Student Complaint form into the Student Complaint log before forwarding the completed form to the assistant vice chancellor for student affairs/Auxiliary & Enrollment Services.

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

Step 5: The assistant vice chancellor for student affairs forwards the complaint to the academic dean or unit supervisor with oversight of the area from which the issue arose for resolution.

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

Step 7: The assistant vice chancellor for student affairs documents resolution in the Student Complaint log.

Step 8: Upon resolution, the complaint form is returned to the Office of the Vice Chancellor for Student Affairs, which forwards the decision to the student and all parties involved.

NOTE: Academic departments have an understood practice in referring student complaints from faculty to the department chair and, if necessary, to deans for final resolution. The provost concurs with this practice. If the Division of Student Affairs is the first point of contact for a

student with a general complain, a student is advised to resolve the issue at an formal level by discussing the concern with the other party identified as causing or contributing to the grievance (another student, volunteer, faculty member, and/or administrator), or their supervisor. If the student is unable to resolve the concern at the informal level, he/she may file a formal, written complaint with the Office of the Vice Chancellor for Student Affairs.

Q. **[EXCERPT FROM THE UNIVERSITY AIDS POLICY](#)**

It is the policy of N.C. A&T that persons infected with the AIDS virus (whether active AIDS (HTLV-III), AIDS-related Complex (ARC) or zero positive to virus) will not be excluded from enrollment or employment, or restricted in the access to university services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of members of the university community. For additional information and guidelines on handling HIV cases and/or AIDS education programs, contact the Sebastian Health Center.

R. **[SOCIAL MEDIA](#)**

Aggie Guide to Social Media

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

In general, North Carolina A&T State University reserves the right to remove from social media platforms any comments that are deemed discriminatory against protected classes (such as, racist or sexist comments), abusive, profane, violent, obscene, spam, that advocate illegal activity, contain falsehoods or are wildly off-topic, duplicative, or that libel, incite, threaten or make ad hominem attacks on students, employees, guests or other individuals. We are also cautious about comments that are personal attacks against public figures and particularly against members of the N.C. A&T community. We also do not permit messages selling products or promoting commercial, political or other ventures unless we deem them related to the university, its members or its operation.

The Official University Social Media Accounts

The official university social media accounts appear on the homepage and are managed by The Office of University Relations. Departments and/or Division

accounts should have the name of the division/department followed by @ncatsu. (ex: UniversityRelations@ncatsu).

Maintain Privacy & Confidentiality

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

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

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

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

Protect Yourself

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

Approval

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

IX. POLICY STATEMENT ON THE USE OF UNIVERSITY FACILITIES/PROPERTY

It is the policy of the university to provide equal opportunity for all qualified persons in its educational programs and activities. The university does not discriminate on the basis of race, creed, color, religious affiliation, sex, national origin, age, or handicap. The university's academic activities, however, severely limit the number of outside activities that can be accommodated in existing facilities. Therefore, use of university buildings and/or property is prohibited unless prior clearance and arrangements have been made. The university makes every effort to schedule activities, which are academically or culturally related to the work of its departments and formally registered student organizations, i.e. affiliated and non-affiliated groups. N.C. A&T's buildings and allied facilities are available to responsible groups when use is determined to be beneficial to citizens of the State of North Carolina, the university and its faculty, staff and students, and when it will not interfere with or be detrimental to ongoing educational programs.

Events sponsored by affiliated and non-affiliated groups are scheduled and coordinated by the University Event Center and approved by the vice chancellor for student affairs, with the cooperation and assistance of other service, administrative and academic units. No sponsoring group has the right to interfere with or disrupt, either in part or whole, the orderly operation of the university or to interfere with the rights of students.

Permission to use university facilities may be denied or revoked for non-compliance with guidelines and procedures. Moreover, any use of university facilities not specifically authorized in this policy may lead to sanctions up to and including criminal prosecution (see Appendix A – Guidelines and Implementing Procedures for the Use of University Facilities).

X. AGGIE ONECARD ELIGIBILITY

All N.C. A&T students, faculty and staff are eligible for Aggie OneCard ID. Consultants, temporary/part-time employees and contractors requiring building access are eligible as requested by the department heads.

OneCard Initial fees

OneCard fees are \$12.50 per semester or \$25 per year for students.

Replacement fees

Cardholders must report lost or stolen OneCard ID as soon as possible to OneCard Office, located at Rm 215 Memorial Student Union, (336) 334-7114, or to University Police Department. Replacements for stolen cards are waived if accompanied by a police report. There are no fees for replacing stolen and damaged cards due to wear and tear. There is a \$25 replacement fee for lost or damaged card due to negligence.

Deposits

Account deposits can be made online through ManageMyID.com, over the phone or in person at OneCard Office. A minimum deposit of \$5 is required for processing telephone and OneCard office deposits.

Student Refunds

Student refunds are only processed upon graduation or withdrawal from N.C. A&T, unused funds will be refunded upon request through OneCard office by completing a closure form. Account information and funds are verified and checks are sent to the students based on the address that is provided on the closure form. No cash refunds will be issued.

Abandoned accounts

Unclaimed balances and abandoned accounts are subject to NC Escheat law. At the end of each semester, all students who have withdrawn or graduated from the university with remaining balances greater than \$50 on their OneCard account will be notified and refund checks will be sent to the last known address. Checks that are not cashed after 90 days will be considered an abandoned account and will be turned over to N.C. State.

Confiscated Cards

Aggie OneCards may be confiscated for the following reasons:

1. Fraudulent and unauthorized use
2. Student suspension, withdrawals
3. Employee termination
4. Aggie OneCard which were previously renewed or reported lost/stolen.
5. Expired cards which were renewed.

ID cards confiscated for fraudulent use will be returned and signed out to the students. The student names and Banner ID will be sent to the Office of Student Affairs for possible disciplinary actions.

XI. VOTER REGISTRATION

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

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

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

Acceptable use of university services for students, employees, consultants, vendors, guests, and/or alumni is governed by IT policies, standards, and guidelines. IT policies, standards, and guidelines protect the integrity, reliability, availability, and confidentiality of university services. University services include but are not limited to computer systems, networks, software, hardware, and data in both electronic and printed format. Acceptable use is defined as behavior compliant with federal, state, the University of North Carolina system, and institutional laws, regulations, standards, and guidelines.

Peer-to-Peer (P2P) policy outlines the acceptable use of P2P applications and downloading and/or distributing copyrighted material illegally. The Higher Education Opportunity Act (HEOA) includes a provision directly related to the Digital Millennium Copyright Act (DMCA) which legally protects a copyright holder's digital content from unauthorized use. Illegally sharing and/or reproducing copyrighted material such as music, videos, documents, software, photos, and games is considered copyright infringement. All IT policies including the P2P policy are located at the website <http://www.ncat.edu/divisions/doiit/policy/index.html>

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

XIII. ACADEMIC INFORMATION AND REGULATIONS

NOTE: The Provost's Office is in the process of revising many current policies and issuing new ones, such as limiting the number of times a course may be repeated and limiting the number of course withdrawals. Some of these are not completed as of the time of printing this handbook. It is each student's responsibility to check for these new policies and understand their impact upon the student. To the extent that the new policies/amendments vary from the information in this section, the new policies/amendments shall control. They may be found at:

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Minor%20Fields%20of%20Undergraduate%20Study.pdf> under Academic Affairs.

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

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

A. ADVANCEMENT PLACEMENT

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

B. **PROGRAM OF STUDY**

A student should refer to the requirements of his/her respective department or school about his/her program of study and confer with his/her advisor whenever problems arise. The student is expected to follow the program outlined as closely as possible. This is very important during the first two years when he or she is satisfying basic degree requirements and prerequisites for advanced work.

C. **DECLARATION OF MAJOR**

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

DECLARATION OF A MINOR

Effective Fall 2010, students who have completed a minimum of 24 semester hours with a minimum GPA of 2.00 may elect to declare a minor. Any student wishing to declare a minor should do so in consultation with his or her academic advisor in the major field of study prior to consultation with an advisor in the minor field of study. To declare a minor, a student must have the approval of the department chairperson and dean of the minor field of study as well as the department chair and dean of the major field of study. The declaration or change of a minor must be completed in the Office of the Registrar. An academic minor consists of at least 18 credits in an area apart from the major concentration of the student's baccalaureate degree program; a minimum of 12 of the 18 minor credits must be in courses at the 200-level or above; and a student may have no more than two minors regardless of the student's major. The minor will be printed on the official transcript, but not on the diploma.

D. **REGISTRATION**

Registration is time designated each semester to allow the student and his or her advisor to review the student's records and plan a course of study for the next semester.

The student should discuss academic problems with their advisor during this time. Registration helps to ensure that the courses requested on the registered schedule will be available to the student the following semester.

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

E. **OFFICIAL REGISTRATION**

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

F. **LATE REGISTRATION**

Students who register for classes during the late registration period, as published in the university calendar, will be assessed a late registration fee of \$50.00. This fee is not assessed to students who registered prior to the late registration period and who are making schedule adjustments.

G. **CANCELLATION OF COURSE REGISTRATION**

Please see the attached policy on cancellation of course registration.

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Cancellation%20of%20Course%20Registration.pdf>

H. **ADD AND DROP PERIOD**

Please see the attached policy on add and drop period.

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Add%20and%20Drop%20Period.pdf>

I. **COURSE AUDIT**

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

J. **COURSE LOAD**

According to Administrative Memorandum – Number 345, all full-time undergraduate students are expected to comply with the Board’s 1993 Plan to Improve Graduation Rates by enrolling in an average of at least 15 semester hours per term in order to graduate in four years. Since the majority of North Carolina Agricultural and Technical State University’s academic programs require 124 semester hours, to complete a degree program in 8 semesters requires students to complete an average of 16 hours per semester or complete 32 semester hours in an academic year.

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

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

K. **DOUBLE MAJOR**

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

L. **PREREQUISITES**

A course which is designated as a prerequisite to another course indicates that the prerequisite is required before taking the next course.

Credit may be granted to indicate acceptable performance in the prerequisite course content by successful completion of standardized tests under the College Level Examination Program (CLEP) or successfully passing an examination adopted or prepared by the department granting the credit.

M. **REPETITION OF COURSES**

Effective fall 2012, a student who has received a passing grade of “D” or better in a course may not repeat that course. Students may repeat a course in which they earned a grade of “D” if it is a prerequisite course requiring a minimum grade of “C”, or if a minimum grade of “C” is a requirement in the student’s declared major. Students who do not receive a passing grade in a course may repeat that course. For courses repeated subsequent to the effective date of this policy, during a student’s academic career at the University a maximum of five (5) courses may be repeated.

No single undergraduate course may be repeated more than two (2) times to include withdrawals (Ws), for a maximum of three (3) attempts. All grades received will be recorded on the student’s permanent academic record. For repeats of courses subsequent to the effective date of this policy, any undergraduate student who has exhausted their three (3) attempts and has not passed a required course in their major field of study must receive the written approval of the School or College Dean to continue in the major or initiate the change of major process. Students may seek grade forgiveness for repeated courses. Only the initial repeat attempt of a single course will be excluded from GPA calculations. On the third attempt, the two most recent grades will be used in computing the GPA. Under the grade repeat policy, the student must submit a completed course repeat form to the Office of the Registrar indicating which courses should be considered for grade forgiveness. The course repeat form must be submitted no later than the last day of the final examination period during the semester in which the course is repeated. Financial aid implications for repeated courses should be discussed with the Office of Financial Aid. All grades earned by the student are included in his/her official academic record and will appear on his/her transcript.

N. **CORE REQUIREMENTS OF THE UNIVERSITY**

The university has approved principles of flexibility in course offerings that can be taken to satisfy core requirements. Areas in the core and minimum semester hour requirements are found in the *University Bulletin*.

O. **COURSE CREDIT BY EXAMINATION**

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or prepared by the department granting the credit. The student receives the grade "CE" and regular credit for the number of hours involved. However, the credit hours are excluded in computing the student's grade point average.

Credit may also be granted for the successful completion of standardized tests under the College Level Examination Program (CLEP) as approved for specific courses by University departments. There is no maximum amount of credit that a student may earn, but a student must complete a minimum of three semesters as a full-time student in residence at the University. Fees for CLEP and other standardized examinations are determined externally, rather than by the University. These credits are treated as transfer credits. Questions about the program may be addressed to the Director of Admissions or the Director of Counseling Services.

P. **GRADING SYSTEM**

A	Excellent	4
B	Good	3
C	Average	2
D	Below Average, but passing	1
F	Failure	0
U	Unsatisfactory	
I	Incomplete	
IP	In Progress	
CE	Credit by exam	
AP	Advanced Placement	
S	Satisfactory	
AU	Audit	
W	Withdrawal	
P	Passing	

Q. **ACADEMIC RETENTION**

The normal load for an undergraduate student is 16 credit hours per semester. The minimum load for a full-time undergraduate student is 12 credit hours per semester. A student is expected to make normal progress toward a degree.

Normal progress means completion of 16 or more hours each semester with a 2.0 GPA or higher for a full-time student.

R. **ACADEMIC WITHDRAWAL**

Please see the attached policies on withdrawals.

- Withdrawal from an individual course:
<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Withdrawal%20from%20An%20Individual%20Course.pdf>
- Withdrawal from the University:
<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Withdrawal%20from%20the%20University1.pdf>
- Retroactive Withdrawal from the University:
<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Retroactive%20Withdrawal%20from%20the%20University.pdf>

If Withdrawal is Within the Following

<u>Week(s) of Official Registration Date</u>	<u>Percentage of Credit</u>
1 week	90%
2 weeks	80%
3 weeks	60%
4 weeks	50%
5 weeks	20%
After 5 weeks	No refund

Board refund is pro-rated for remaining days in the semester based on the Monday following withdrawal. There are no room refunds since students are responsible for their entire semester's room charge, as stated in the housing contract.

Duplicate Issue of Service Cards

Duplicate ID/meal card (lost, misplaced or stolen

Validate bill and replacement fee \$20

The university does not honor contracts, charges or purchases made by students or student organizations in the name of the university unless it has been approved by an advisor, the Office of the Vice Chancellor for Student Affairs and

the Business Office. All purchases of supplies and equipment for operation of the university are handled through the Business office.

S. **CLASS ATTENDANCE POLICY**

1. **Class Attendance**

The university is committed to the principle that regular and punctual class attendance is essential to the students' optimum scholastic achievement. An absence, excused or unexcused, does not relieve the student of any course requirement. ***Attendance is required and punctuality is expected!*** A student is responsible for all the work, including tests and written work, of all class meetings.

Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks.

Please see the attached policy on student religious observance.

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Student%20Religious%20Observance.pdf>

2. **Instructors' Responsibilities**

Description of attendance requirements should be stated in the course syllabus and announced in class, particularly at the beginning of each term. If class attendance is to affect a student's course grade, then a statement to that effect must be a part of the course syllabus distributed to each student.

Instructors will keep attendance records in all classes. Each instructor has the right to prescribe procedures as to how and when attendance will be taken.

3. **Students' Responsibilities**

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

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

4. [Policy on Make-up of Required Course Work](#)

The administration, faculty and staff recognize that there are circumstances and events which require students to miss classes and any required course work which may be performed or due on the day of the absence. Also, they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work.

The following definitions apply, with respect to this policy:

- a) Required course work – will be used in determination of final grades, e.g. exams, announced quizzes and required papers, essays and assignments;
- b) Instructor – person responsible for the course, and providing instruction and evaluation;
- c) Permissible reasons for requesting make-up of required work – sickness (verification needed) or death of a relative (immediate family); participation in approved university-related activities; acting in the capacity of a university representative (band, choir, sports-related travel, etc.); extraordinary circumstances (court appearance, family emergency, etc.); signed statement required. NOTE: Other reasons for requesting make-up of required course work are not acceptable.

INSTRUCTORS SHOULD SCHEDULE MAKE UP WORK AT A TIME THAT IS COVENIENT TO BOTH THE INSTRUCTOR AND THE STUDENT

- d) Documentation – verification of sickness requires the signed statement of a physician or a duly authorized staff member of the

health center; verification of death requires a signed statement from a minister or funeral director; verification of participation in university-related activities requires a signed statement from the Office of the Vice Chancellor for Academic Affairs; and verification of other reasonable circumstances – court appearance, family emergency, etc. – require a signed statement from an appropriate official (e.g., court official, parent or guardian).

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

1. A student may petition an instructor to make up required course work whenever the student has a permissible reason;
2. Students will be required to present documentation, which verifies absence for a permissible reason;
3. Whenever possible, a student should consult with an instructor prior to an absence, which may involve failure to do required course work. Arrangements for make-up should be discussed and agreed on at that time;
4. A student must petition for makeup of required course work on the first day that he/she returns to class;
5. If permission is granted to make up required course work, the instructor and student should agree on an acceptable date for accomplishing the task;
6. Failure to comply with the fourth item above may result in denial to make up required course work.

T. **GENERAL REQUIREMENTS FOR GRADUATION**

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

1. Choose a specific curriculum leading in one of the schools and complete the requirements of the curriculum;
2. Complete a minimum of 124 semester hours, excluding deficiency courses and remedial work, for a bachelor's degree;
3. Complete the core requirements in English, Mathematics, Natural and Social Sciences, Humanities, and Health or Physical Education for a bachelor's degree;

4. Earn an average of two grade points for every semester hour undertaken, including hours passed or failed. After completing the credit hours required for graduation, a student deficient in grade points must take additional courses approved by his/ her academic dean. A student should obtain an average of 2.0 or more in his/her major field;
5. Complete a minimum of three semesters as a full-time student in residence. This requirement includes the two semesters prior to the period when the student completes his/her requirements for graduation. At least one-half of the credits in a student's major field must be earned at the university. Exception to either of these provisions may be made on the recommendation of the chairperson of the student's major department, with approval of the dean;
6. Clear all academic conditions by the end of the semester preceding graduation;
7. Pay all university bills and fees; and
8. Submit an application for graduation to the Office of the Registrar prior to the established deadline, as published in the University Calendar.

U. **GRADUATION WITH HONORS**

Please see the attached policy on academic honors.

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Undergraduate%20Academic%20Honors.pdf>

V. **COMMENCEMENT PARTICIPATION**

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

- Have completed degree requirements the semester/session prior to the upcoming commencement ceremony in which they plan to participate; or
- Be enrolled in the courses and/or academic activity necessary to complete degree requirements in the semester for which they plan to participate in the respective commencement.

In either scenario, all students must submit an application to the Registrar's office for graduation prior to the commencement deadline for either May or

December. A student must be “cleared” by the Registrar’s office to be approved to participate in commencement activities.

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

W. **GRADUATION UNDER A GIVEN CATALOGUE**

The University Bulletin is the official document that describes the policies, academic programs and requirements for students attending North Carolina Agricultural and Technical State University. Students are responsible for knowing and adhering to the policies and requirements that affect them. A student’s effective bulletin for graduation requirements is the bulletin in effect when the student first entered the university. This is provided that the courses are being offered. Moreover, the student must complete these requirements within six years. In addition, he or she may graduate under a bulletin published while he or she is a student. If a student elects to meet the requirements of a bulletin other than the one in force at the time of his or her original admission, he or she must meet all requirements of the bulletin he or she elects.

X. **STUDENT READMISSION**

Please see attached policies on readmission.

➤ **Readmission of Former and Academically Suspended or Academically Dismissed Undergraduate Students**

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Readmission%20of%20Former%20and%20Academically%20Suspended%20Students.pdf>

➤ **Five Year Readmission and Forgiveness Policy:**

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/Five%20Year%20Readmission%20and%20Forgiveness.pdf>

Y. **RELEASE OF STUDENT INFORMATION**

The University ensures students access to their official academic records but prohibits the release of personally identifiable information, other than “directory

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

"Directory information" includes: Student's name, address, E-mail address, telephone number, date and place of birth, school, major, dates of attendance, degree(s) received, honors received, institution(s) attended prior to admission to North Carolina Agricultural and Technical State University, past and present participation in officially recognized sports and activities, and physical factors. Public Law 93-380 further provides that any student may, upon written request, restrict the printing of such personal information relating to himself or herself as is usually included in campus directories. A student who desires to have "directory information" withheld must submit a written request to the Office of

the Registrar prior to the end of the add/drop period for the semester in which he or she is enrolled.

XIV. STUDENT SERVICES AND PROGRAMS

The Division of Student Affairs is organized for the purpose of providing programs and services that complement the academic mission of the university. Accordingly, very definite efforts are made:

1. To help students become better acquainted with themselves and various problems confronting them;
2. To help students develop the ability to make satisfactory choices and adjustments;
3. To aid students in making desirable adjustments in group relationships;
4. To provide cultural and social experiences which help students develop an appreciation for the best in their cultures; and
5. To promote the physical, mental, moral, and spiritual development of students.

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

A. OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students seeks to promote ethical conduct and responsible behavior by educating students on expected standards of behavior. This office further assists students to consider, in advance, the consequences of behavioral infractions and to accept responsibility for their actions. Student training in conflict management is offered upon request to the SGA Executive Board, Student Judiciary Council, Student Senate, and other student groups/organizations. Training modules include conflict management and resolution, leadership development, governance, and student conduct regulations. Through these concerted efforts, the goal is for students to become campus stewards and global citizens. The dean of students assists the Office of the Vice Chancellor for Students Affairs in the overall administration of the Student Affairs division, which includes student services, student life and student development for undergraduate and graduate students. The office strives to

promote campus safety and harmony by maintaining an environment consistent with educational purposes and operations of the university. The dean of students is primarily responsible for day-to-day administration of the university student disciplinary process and supervises and supports program services of the following administrative units:

- International Students and Scholars
- Veterans and Disability Support Services
- Multicultural Student Center
- Student Conduct

The Office of the Dean of Students serves in an advocacy role to improve student life through cooperation and collaboration with students, faculty, administration, and staff.

B. **COUNSELING SERVICES**

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

Following is a list of services available through Counseling Services:

1. Personal counseling in individual and group sessions
2. Academic and career/vocational counseling and assessments.
3. Outreach counseling programs and activities, Life Skills and Personal Growth Programs
4. Graduate student internship training laboratory for psychology, social work, and counseling.

5. Individual test administration and interpretation covering the areas of intelligence, aptitude, personality, interest and achievement, as well as other areas required by special needs.
6. College Level Examination Program (CLEP) for course credit by examination, National League of Nursing (NLN), Psychological Assessments for Learning Disabilities (LD) and Attention-Deficit / Hyperactivity Disorder (ADHD), and Department Screening Assessments.
7. Information is provided for: Praxis Teachers' Examination, Graduate Management Admissions Test (GMAT), Graduate Record Exam (GRE), and Medical College Admissions Test (MCAT).
8. Exit interviews for students withdrawing from the University for psychological or medical reasons.
9. Official University Excuses
10. Referrals (University and Community Resources).

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

C. **HEALTH SERVICES**

The Sebastian Health Center at North Carolina A&T State University is committed to providing the highest quality primary health care, counseling and health and wellness education through trust-based, caring, accessible and affordable services. All activities and programs of the Health Center operate to assure a nonjudgmental environment with sensitivity to all individuals including those with disabilities and those representing diverse cultural, racial, religious, groups. A professional staff of doctors and nurses collectively balance the very latest in technology and treatment with the highest respect and personal concern for the university community.

1. **Medical Services** – The university maintains a Medical Director of Health Services. University Physicians are in attendance in the Health Center daily--morning and evening, Monday -Friday, 8 a.m. – 5 p.m. The Health Center is closed weekends and holidays. The Health Center provides an

after hour healthlink/nurse based telephone triage, Monday through Friday, 9 p.m. to 8 a.m. and 24 hours on Saturdays and Sundays and state observed holidays.

2. [Nursing Services](#) – Registered nurses are under the direction of a Nurse Supervisor daily 8 a.m. – 9 p.m. to treat and evaluate students' health needs and answer any questions pertaining to health and wellness concerns. The Health Center provides an after hour healthlink/ nurse based telephone triage, Monday through Friday, 9 p.m. to 8 a.m., and 24 hours on Saturdays and Sundays and state observed holidays.
3. [Laboratory Services](#) – A Certified Laboratory Medical Technologist is on duty daily, 5 days a week, Monday-Friday from 8 a.m. – 6 p.m. to perform various laboratory tests as ordered by the physicians.
4. [Follow-up and Consultation Services](#) – Follow-up services are given through the Health Center and referrals to specialist and various community agencies are made upon recommendations of the University Physicians.
5. [Physical Examinations](#) – A physical examination is recommended for all new students. Special Student Groups are given complete physical examinations at the Student Health Center prior to participation in any organized team sport. These groups usually include, but not limited to, athletes, nursing students, student teachers and advanced ROTC cadets. An entrance medical history form is required prior to participation in these activities.
6. [Medical Records](#) – The Medical Records department is opened 5 days a week, Monday through Friday, from 8:30 a.m. – 6:00 p.m. All students are required to have immunizations and provide documented proof of the required immunizations before registering for classes as specified by the North Carolina State Immunization Law. (Please see the Report of Medical History Form included in the Admissions packet).
7. [Pharmacy Services](#) – Available 5 days a week, Monday – Friday, from 8:00 a.m. – 6:00 p.m. Over-the-counter medications are available upon request.

8. [Health Education](#) – A qualified Health Educator is available from 8:00a.m.-5:00p.m. daily to provide educational counseling, disseminate educational materials and information to students in the residential halls, classrooms or in the Health Center.
9. [Form of Payment](#) - The Health Center accepts N.C. A&T Student Health Insurance (Blue Cross Blue Shield) cash, check, Aggie one card, visa and master card.
10. [Business Office Hours](#) – The business office is open 5 days a week, Monday through Friday from 8:00 a.m. – 5:00 p.m.

D. **[HOUSING AND RESIDENCE LIFE](#)**

The Department of Housing and Residence Life has total housing capacity of approximately 3,900. To live in campus housing, a person must be currently enrolled as a full-time N.C. A&T student.

1. [Application for Rooms](#)
Students must complete an online housing application at www.ncat.edu/housing during the designated application period. A non-refundable fee of \$150 must accompany the application.

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

2. [Residence Hall Staffing](#)
A management team manages each residence hall. The purpose of the team is to assist students with concerns which include, but are not limited to, safety, comfort, maintenance, roommate and personal issues, programming, etc. The management team consists of the hall director, graduate assistant and a number of responsible students known as resident assistants (RAs). The hall director is chief administrator of the residence hall. Graduate assistants are graduate students who live and work in residence halls. RAs are upper class students who live in a residence hall/facility. Each floor of a residence hall usually has one or

more RAs, who live on a floor with students and are available to assist with emergencies.

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

3. [Leadership Opportunities](#) (Residence Hall Council/Association)
Each residence hall has a Residence Hall Council. Combined, the councils constitute the Residence Hall Association. Students are elected president, vice president, secretary, treasurer, etc. to lead the councils. Every student resident of a hall/facility is a member of a Residence Hall Council. The Residence Hall Councils and Association provide excellent opportunities for students to meet each other work together and enhance their organization and leadership skills.
4. [Residence Hall Policies](#)
Students living in residence halls are expected to govern themselves according to normal and acceptable behavior. Successful group living requires respect for members of the community; therefore, standards are necessary. The management team clearly communicates standards, which will be enforced, to the residents of respective halls/facilities.

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

5. [Not Permitted in Halls](#)
 1. Pets/animals other than tropical fish in tanks not to exceed five gallons;

2. Refrigerators, aside from those provided, unless allowed for documented medical reasons. In such cases, refrigerators should be no larger than four cubic feet internal dimensions and a maximum of 280 watts per room; and
 3. Guns, knives (except safe utensils for cutting food) and other lethal weapons.
 4. Fireworks, hot plates, heat producing devices (hot plates, George Foreman grills, popcorn poppers, etc.), candles, plug-ins
6. [Prohibited Behavior](#) (Includes but is not limited to)
1. Use of illegal drugs, as defined by chapter 90 of the North Carolina Statute and other acts which violate federal, state or local laws;
 2. Throwing, bouncing and/or otherwise playing ball in residence halls/facilities;
 3. Horseplay, including climbing out of windows and/or onto roofs, for any reason;
 4. Riding bikes, skateboards, shopping carts or any other conveyance in halls or breezeways;
 5. Public nudity, except in residence hall rooms (during non-visitation hours) and restroom shower areas;
 6. Indecent exposure;
 7. Unsanitary acts (see Sanitary Conditions in Residence Halls in the manual on Student Conduct Proceeding Processes);
 8. Intimate sexual activity in residence halls and/or on the premises thereof;
 9. Any act that could threaten the safety and/or well-being of members of the residence hall community
 10. Parties
 11. Underage drinking
 12. Guests and other non-residents staying overnight.
 13. Solicitation
 14. Illegal entry

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

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

We encourage students to read their Housing Contract and Guide to Living on Campus (located on the Housing and Residence Life website www.ncat.edu/housing).

7. [Suspension and/or Termination of Campus Housing Privileges](#)

The Executive Director of Housing and Residence Life, Associate Director for Residence Hall Student Behavior, Dean of Students, Vice Chancellor for Student Affairs, and the Chancellor have the authority to terminate any residence hall or facility contract (on an interim basis) prior to the proceeding process, depending on the severity and/or sensitivity of an offense. The Executive Director or Associate Director for Residence Hall Student Behavior may immediately suspend a student's housing privileges pending the convening of a judicial hearing.

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

8. [RESIDENCE HALL VISITATION – Policies, Procedures and Guidelines](#)

Policies, procedures and guidelines regarding visitation:

- a. [VISITATION](#) – the company of a member of the opposite or same sex during the specified time period allotted in which a guest may visit in a residence hall.
- b. [HONOR SYSTEM](#) – the confidence and high opinion of the campus community toward students in the belief that they will remain responsible in maintaining university standards for their own behavior.

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

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

c. PROCEDURES

- When approved by proper vote, visitation may begin in all residence halls on the first Thursday following the beginning of classes in each semester and summer school, or shortly thereafter;
- Visitation may be approved by a 2/3 affirmative vote of hall residents. Voting shall be by secret ballot and supervised by hall staff. When not approved as stated herein, visitation will not be held in a particular residence hall/facility;
- The visitation policy may be reconsidered at a meeting of residents of a hall/facility if a petition is signed by one-tenth of attendees. The policy may be changed by a 2/3 vote provided a majority of hall residents are present and vote at the meeting.

d. GUIDELINES

- Visitation hours are as follows:

Monday-Friday 4 p.m. – midnight

Saturday & Sunday noon – midnight

Summer School

Sunday-Saturday 4 p.m. – midnight

- Each participant is limited to two guests; Exceptions may be accorded, in special cases, by the residence hall supervisor;
- The university reserves the right to reject, at any time, the visitation policy when flagrant and repeated violations occur;
- Each participating resident shall sign in/out guest(s) of the opposite sex. Same sex visitation shall be directed

under the honor system for entertaining guests in residence halls/facilities;

- Any guest(s) found in residence halls/facilities after visitation hours will be subject to disciplinary action or charged for trespassing;
- Each guest shall enter and leave by the front door of the residence hall. While in the hall, guests should be accompanied by the resident student;
- The resident host or hostess is responsible for the action(s) of the guest(s), except in instances determined to be beyond their control. If a situation occurs beyond their control, the host/hostess is responsible for reporting it immediately to a member of the hall's management team;
- In male residence halls, at least one restroom should be designated for females or women;
- In female residence halls, at least one restroom should be designated for males or men;
- Visitation schedules should be prominently displayed in appropriate areas of participating halls;
- Halls not allowing co-ed visitation should prominently display signs that read "**No Visitation**";
- The presence of guest(s) must not result in unreasonable inconvenience or annoyance to the roommate or other residents.

Repeated policy violations will result in the loss of visitation privileges. Guests visiting in residence halls should have and, upon request, produce proper identification (i.e., an official document that contains a guest's first and last name and a visible photograph/picture).

e. [LOSS OF PRIVILEGES](#)

Visitation is not a right, but rather a privilege that may be suspended at any time for policy violations by a residence hall director or, administratively, in the Department of Housing and Residence Life.

9. [Institutional/Residence Hall Withdrawal and/or Refund](#)

EARLY CANCELLATION PENALTIES: after April 9 (for continuing students) and May 28 (for new students), cancellations are subject to fees listed below. **Students who submit a housing application and \$150 application fee are subject to the cancellation penalty – whether an assignment has been made or not.** Merely returning residence hall keys to hall staff, or any statements by staff contrary to the contractual agreement, shall not constitute termination of the contractual and financial obligation. All cancellation requests must be made, in writing, to the Housing Assignments office , and if approved after the cancellation date, are subject to pro-rated daily room charges and ***cancellation fees are as follows:***

- None for students who are on the wait list and have NOT been confirmed for a space;
- **Fall Semester**
April 9 (continuing students) or **May 28** (new students) - \$500
April 22 – 50% of housing charges for the REMAINDER OF THE FULL LENGTH of the contract (50% of lowest housing rate if a room has not been assigned)

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

Spring Semester (spring admits only)

December 1 (all students) - \$500

January 2 – 50% of housing charges for the REMAINDER OF THE FULL LENGTH of the contract

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

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

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

University withdrawal – It is never appropriate to move out of housing or leave the university without completing the withdrawal process including being formally released and checked out of housing. Merely returning residence hall keys to hall staff or any statements by staff contrary to the contractual agreement, does not constitute termination of contractual and/or financial obligation. **Unauthorized leave will be billed for the entire academic year.** Inquire in the Housing office in Aggie Village, Building 2, for greater detail.

10. [Smoking Policy](#)

Residence halls operate under a “no smoking” policy, which will be strictly enforced.

The university has a **Zero Tolerance Policy for Drugs** (see the section on university policies and excerpts in this handbook).

In addition, the Department of Housing and Residence Life has a **No Tolerance Policy for Marijuana**. Included is a no tolerance policy for the

smell of marijuana in residence hall rooms. The No Tolerance Policy for Marijuana will be strictly enforced.

E. **INTERNATIONAL STUDENTS AND SCHOLARS OFFICE**

The International Students and Scholars Office (ISSO) coordinates programs and services for non-immigrants and immigrants enrolled at North Carolina A&T State University. International students and scholars represent cultures and languages from over 37 countries. Assistance is offered with admissions and registration processes, pre-arrival and arrival, housing, insurance, immigration matters, on campus work authorization, orientation and adjustment to the university and the community. The office also collaborates with the Office of International Programs, the Multicultural Student Center and other departments to provide programs and activities that enhance exposure to cultural, social and personal development for non-immigrant students.

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

The International Students and Scholars Office is located in Room 208 Murphy Hall. The building is located at the corner of Nocho Street and S.G. Thomas Drive, near the Williams Cafeteria Complex. Please call (336) 334-7551 or e-mail: isso@ncat.edu for additional information. Information specific to the United States Citizenship and Immigration Services (USCIS) and the United States Department of State (DoS) are available at www.uscis.gov and www.state.gov .

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

All international (foreign-born) students are required to verify their immigration/residency status as part of the admission/registration process by providing acceptable documentation to the International Students and Scholars Office. Non-immigrants are also responsible for notifying both the United States Citizenship and Immigration Services (USCIS) and the ISSO (room 208 Murphy Hall) of any change in

immigration status and/or address. Please visit ISSO website at <http://www.ncat.edu/student-affairs/student-services/isso/index.html> or contact staff at (336) 334-7551.

Foreign-born students with immigrant status applying to attend or continue in attendance at the university are also required to provide documentation of permanent residency, U.S. naturalization, asylum, refugee status and/or resident alien status before enrolling and/or continuing at the university. ***Undocumented students may be eligible to attend based on legislation provided through the North Carolina State Legislature.***

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

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

2. [Enrollment Eligibility](#)

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

(2.0 undergraduate/3.0 graduate and 3.4 Ph.D.). F-1 students do not have to enroll full-time during the summer sessions. With the exception of summer terms, enrollment must be consecutive throughout the completion of the degree program. All questions and requests regarding enrollment requirements must be discussed with ISSO staff and must have ISSO approval **BEFORE** changes are implemented.

3. [Employment Eligibility and Benefits \(F-1/J-1\)](#)

F-1 non-immigrants are eligible to work up to 20 hours per week on-campus. Work affiliated with assistantships, tuition and fees, stipends, or combinations of the same are considered to meet this privilege. No additional work for financial compensation can be accepted. In some cases, students may not spend the full 20-hour “physical presence” maximum allowed by USCIS; however, the rate of compensation provided by the department/ program is binding to the 20-hour privilege. Prior to accepting on-campus work and compensation, non-immigrants must apply for and receive a social security number. Non-immigrants cannot be paid until a social security card is issued and documented by the university. In addition, all students and scholars receiving income within the U.S. must file state and federal income taxes.

F-1 non- immigrants are not eligible to work off-campus without approval from USCIS. F-2 and H-4 non-immigrants are not eligible to work at North Carolina A&T State University without USCIS approval including the issuance of the Employment Authorization Document (EAD).

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

4. [Insurance Requirements](#)

USCIS requires that all non-immigrant students and scholars on F and J visas, as well as their dependents residing in the U.S., maintain comprehensive health and accident insurance coverage that includes repatriation and medical evacuation. In addition, the policy must have specific levels of coverage to ensure that it is adequate to provide for medical costs in the U.S. International students should not purchase

insurance policies prior to arrival, unless coverage is for the specified period from home country departure to enrollment in a new policy at the university. Costs change from year to year; however, payments should be made at the beginning of each semester as billed by the university.

5. [International Students and Scholars Activities](#)

ISSO advises ISA and assists with programming for the organization. ISA is a dedicated group of students representing international students throughout the world. Meaningful activities and programs supporting the acculturation of international students, scholars and their families are planned each semester. Foreign nationals are encouraged to participate in annual university festivities and activities that promote cultural awareness and discussion. ISA also promotes multicultural understanding by participating in a variety of activities in the Greensboro community.

F. [UNIVERSITY EVENT CENTER](#)

The University Event Center serves as the center through which all on-campus activities will be scheduled and executed. The Center services students, student organizations, faculty, staff administrators and university divisions and offices as well as the outside community in assisting with the events include lectures, receptions, performances, press conferences, concerts, speakers, conferences athletic events and any other activities that are scheduled.

The purpose of the Center is to assist in the selection of venues, securing catering and audio/visual services, set-up and breakdown, floor-plan design, security and marketing. The Center will operate to ensure that each and every event that takes place on university grounds will be executed efficiently and within the given timeframe. For more information on the University Event Center or to schedule an event, please contact the office at 336-285-2580 or email at uec@ncat.edu.

The University Event Center policies and procedures are as follows:

1. The University Event Center Reservation Request must be completed and submitted to the University Event Center **TEN (10) WORKING DAYS** prior to any event in order to ensure timely

processing, confirmation of availability, and any costs associated with the production of the event.

2. All events taking place outdoors, held in venues holding 500 people or more, and/or requiring ticket sales are considered **MAJOR EVENTS**. These events often time require extensive logistical needs, including but not limited to staging and sound/light equipment, campus security, furniture displacement, musical performance/theatrical productions, etc. All persons/organizations planning **major events** must complete and submit the University Event Center Reservation Request to the University Event Center NO less than **THIRTY (30) DAYS** prior to the proposed event date. **NO EXCEPTIONS!!!**
3. All major events soliciting payment for admission and/or offering FREE admission require ticketed admission and must be coordinated through the University Ticket Office via the University Event Center.
4. Compliance with all university building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request or reserve space.
5. Cancellation/Change of any event must be received by the University Event Center through written completion of the University Event Center Event Cancellation/Change form no later than **SEVENTY-TWO (72) HOURS** prior to the event. Failure to properly cancel a reservation will result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and/or full charge of all preparation costs for such event.
6. Publicity concerning on-campus events/activities should not begin before the organization or the requester has received written confirmation of the reservation from the University Event Center. **THE REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST**. Any written/online materials to be used for the marketing of on-campus events must first receive *stamped*

approval from the Office of Student Development. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space.

7. The University Event Center may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall university mission and goal.
8. The University Event Center reserves the right to assign University Police coverage to any event deemed as a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police coverage. Please contact the University Police Department at (336) 334-7128 for security related price estimates.
9. All Staff-Affiliated and Community events are subject to payment at the time of booking. **Staff-Affiliated** includes all personal events hosted by current University Employees (this does not include students participating in on-campus internships or work-study programs). Discounts vary based on space, and in some cases may not apply. **Community** includes all students, alumni, and off-campus organizations/customers. Full payment is required at time of booking for all Staff-Affiliated and Community space requests totaling \$250.00 and under. All space requests exceeding this amount require a deposit of \$250.00, with the remaining balance due two weeks prior to the event.
10. Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly “Cook Outs”, require a university issued Burn Permit. Burn Permits may be obtained from the Office of Environmental Health and Safety, after the event has been confirmed by the University Events Center. All safety requirements as issued by the Office of Environmental Health and Safety must be enforced at all times. The University Event Center, University Police Administration, and

the Office of Environmental Health and Safety reserve the right to reassign or cancel confirmed reservations if, due to unforeseen or uncontrollable circumstances, the event poses a safety risk.

11. Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the University Event Center. The University Events Center is not responsible for rental equipment.

G. [Multicultural Student Center](#)

The primary mission of the Multicultural Student Center at North Carolina Agricultural and Technical State University is to promote a broad understanding, appreciation and value of campus-wide and global diversity. The Center provides leadership in promoting campus-wide awareness of multicultural, diversity and human relations related issues, through education, training, community service, and programming.

The *MSC* is located in Murphy Hall (suite 204) and is part of the Division of Student Affairs to support the educational, cultural, social and intellectual growth of the campus community about individual differences and global issues. The center supports the institutions goal to ensure that the entire campus community regardless of your individual difference is a safe and welcoming environment. It serves to support the university mission to protect, educate and inform the community that North Carolina A&T State University does not discriminate based on – ethnicity, race, and country of origin, sexual orientation, gender, physical ability or religion. The center will assist with the coordination and planning of special events to build awareness of and celebrate building community. All students, faculty, staff and the administration are protected as a valued member of this community. In addition, we assist the institution in developing shared goals and creating a sense of common community that serves all constituents fairly and equitably.

The *MSC* supports individual expression of all multicultural groups while promoting collective experiences within the A&T community. The *MSC* maintains an open-door policy encouraging students and student organizations to seek us

out for support. Students who are interested in promoting campus-wide multicultural, sensitivity and diversity initiatives are welcomed to work with the Center. Collaboration is the hallmark of the *MSC*.

The *Multicultural Student Center* is open from 8 a.m. – 5 p.m. and is staffed by the Director, Office Manager, Student Staff Support and volunteer *MSC* Student Ambassadors.

H. [Memorial Student Union](#)

The Memorial Student Union functions as the “Community Center” for the university and its Constituency by providing a diversity of services, activities and amenities. The Union serves as the headquarters for the Student Government Association, SUAB, Campus Ministry, Greek Life, Honda Campus All Star Challenge (Quiz Bowl Team), Aggie Escort Shuttle Service, Aggie Sit-In (food court), Aggie C-Store, University Event Center, “Aggie Underground” (recreation area), the Commuter Center and the Aggie OneCard.

Additionally, the Memorial Union offers room accommodations and setup services for events that vary from small group meetings to large banquets, a variety of workshops and displays, comfortable lounge areas with wireless internet, computer lab with internet access, an Information Center, an outdoor courtyard, Wells Fargo ATM service and a fax/copier corner. The Campus Recreation Center is a satellite facility under the Union’s organizational structure that provides the latest cardiovascular and strengthening equipment. The Union provides employment opportunities for over 60 students during the school year.

A primary goal of the Memorial Union is to promote an involved community through the various services, amenities and programs that are made available to the campus. The Union’s location in the heart of the north campus provides an excellent co-curricular community for students, faculty members, alumni and guest served by the university.

I. [Office of Career Services](#)

The mission of the Office of Career Services (OCS) is to provide centralized, comprehensive and progressive interdisciplinary programs, services and resources to prepare students for the achievement of successful personal and professional career development to meet the needs of a global society.

All students are encouraged to register with the OCS and actively take advantage of the services offered. Its centralized, comprehensive and progressive programs, services and resources are tailored to serve as a gateway for enhancement of the skills necessary to keep Aggies competitive in the workplace.

The OCS is available to students 24/7, either by visiting the office in Murphy Hall, suite 101, or online at <http://www.ncat.edu/careerservices>.

1. [Student Eligibility](#)

Individuals who are formally enrolled in a degree-granting program at N. C. A&T or who are N.C. A&T graduates are eligible to use the facilities, programs and services of the Office of Career Services (OCS).

2. [Truth-in-Disclosure](#)

Falsification of data submitted to OCS will result in the loss of the privilege to use the Office of Career Services, including interviewing and registration privileges. It is the student's/alumnus' responsibility to review registration information for accuracy and completeness prior to submission to the Office of Career Services. Falsification of data is a serious offense, and this policy will be enforced (reference N.C. A&T Student Handbook).

3. [Student Employment Programs](#)

a. [Cooperative Education](#)

Cooperative Education (Co-op) is a supervised, counseling-centered program that offers students the opportunity to alternate periods of academic study with periods of work closely related to their major field of study. The combination of academic study and work produces an overall learning experience that gives greater meaning to students' studies and more direction to career development.

This program is non-compulsory; however, the university urges students to gain work experiences either through internships or cooperative education assignments prior to graduation. The

program is student oriented, and centralized out of the Office of Career Services (OCS).

Who can participate? Any undergraduate and graduate students seeking a degree at North Carolina A&T State University (N.C. A&T) can participate. Participants must establish and maintain at least a 2.0 overall grade point average. Freshmen must complete their first academic year prior to the first work assignment. Transfer students must complete one semester.

Students must be registered with the Office of Career Services (OCS).

b. [Part-time Employment](#)

Opportunities are posted as received in the OCS. Jobs represent local and regional assignments for students who are interested in supplemental income during the school year. Students are responsible for making appropriate contacts and following through with prospective employers.

c. [Summer Internships](#)

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

d. [On-campus Recruitment](#)

Students/graduates registered with the OCS and who meet employer interview criteria are eligible to interview or receive resume referral for permanent, internship and co-op job opportunities. Employers represent local, state, national, and international arenas.

N.C. A&T observes October 1 – November 30 as the official on-campus recruiting period for the fall semester. During the spring semester, interviews can be scheduled between late January and

mid-April. There is no recruiting May through September or during the month of December. The OCS publishes an online recruiting bulletin on the first of each recruiting month.

Awareness Programs/Career Fairs

In addition to the recruitment function, the OCS is actively involved in exposing students to career opportunities and professionals in various career fields. This is accomplished through annual career awareness programs, employer-sponsored workshops and information sessions. Annual programs include the following:

- Career Awareness Program – held in September to give students an opportunity to network with approximately 200 companies/agencies relevant to skill sets in demand and employment opportunities available (permanent, summer, co-op). It is open to all majors and classifications;
- Graduate & Professional School Career Day – held during the fall semester and allows students to learn about post-graduate programs, application information, as well as scholarship and financial assistance offered at various graduate, law and medical schools. Graduate and professional schools participate from across the U.S.;
- Healthcare Career Fair – provides an opportunity for students to increase their awareness of the types and availability of careers in health services;
- Education/Arts & Sciences Expo – held during the spring semester and is specifically designed to assist education and other majors interested in working in the K-12 or administrative settings of schools across the country;
- Spring Career Fair – held during the spring semester and gives students the opportunity to discuss summer intern and co-op opportunities with participating employers.

Services Provided to Students

The OCS hosts workshops, seminars, counseling sessions, classroom presentations, and information sessions on a regular basis.

- Online AggieLink Account
- Access to sign up for on-campus interviews online
- Access to summer internship, co-op, full-time, and part-time off-campus positions
- Access to InterviewStream, the leading practice interview system that allows job seekers the opportunity to see and hear themselves online.
- 24/7 Career Counselor
- Cooperative Education Information Packet
- Free copies of Career Development Guide and magazines
- Average Salary Offers and Cost of Living Index
- Job Search Handbook for Education Majors
- Listing of on-campus interview schedules and information sessions
- Career Days (Healthcare, Graduate & Professional), Education/Arts & Sciences Expo (EASE), Fall and Spring Career Fairs
- Resume referrals
- Scholarship information
- Online Services (24/7 Counselor, Videos, Interviewing Bulletins, job opportunities and career-related resources)
- The Competitive Edge Newsletter
- Employer resource materials
- Other career-related resources

Workshops, Seminars and Individual Counseling on:

- Career planning
- Resume writing
- Interviewing Techniques (mock interviews and videotaping of interviews)
- Dressing for success

- Self-directed job search techniques
- Communication skills
- Cover letters
- What to do with your major
- Financial planning
- Transition from school to work
- Navigating career fairs
- Applying to graduate school
- Evaluating salary offers
- How to apply for summer internships and co-ops
- Employer panels
- Career development conference
- Phone interview access

Frequently Asked Questions

- ✓ Does a student have to be registered with the OCS to attend a career fair? (Answer: **No**)
- ✓ How early should I start using Career Services? (Answer: **Freshman Year**)
- ✓ Is a summer internship or co-op experience important? (Answer: **Yes**)
- ✓ If my major is not engineering or business, can Career Services assist me? (Answer: **Yes**)
- ✓ Does a student have to be registered with OCS to participate in on-campus interviews? (Answer: **Yes**)

The OSC is available to students 24/7, either by visiting the office in Murphy Hall, Suite 101, or online

<http://www.ncat.edu/careerservices>.

The gateway to success begins with the OCS.

J. [Ronald E. McNair Post-Baccalaureate Achievement Program](#)

The Ronald E. McNair Post-Baccalaureate Achievement Program is designed to prepare academically talented low-income, first generation college students and students from groups underrepresented in graduate education for doctoral

study. The Program is multidisciplinary with a research and instructional foundation that provides students an opportunity to conduct meaningful undergraduate research under the guidance of faculty mentors in preparation for graduate study.

The Program consists of an Academic Year Component and a Summer Research Component. The Academic Year Component provides exposure to academic programs and cultural enrichment events, academic support services and utilizes seminars/workshops to acquaint students with the graduate admission process, entrance examinations, basic concepts of research, interpersonal and professional presentation skills and how to obtain financial assistance.

The Summer Research Program consists of instruction in research methods, GRE Test Preparation, scholarly research and research related activities. Selected participants are involved with a faculty mentor in major research for 10-weeks from May – July. Summer Research participants are awarded a stipend and tuition and room and board if needed during the research period.

K. [Veteran and Disability Support Services](#)

The Office of Veteran and Disability Support Services (OVDSS), located on the ground floor of Murphy Hall, was established to assist veterans, eligible dependents and students with disabilities in the areas of registration, certification, accommodations, assessment, and adjustment to university life.

1. [Veterans and Veteran Dependents](#)

The office is responsible for certifying eligible veterans and dependents for their educational benefits. It serves as the liaison between the Department of Veteran Affairs and the student using their educational benefits. For detailed information about VA Educational benefits, contact the University Certifying Official in Murphy Hall, Suite 01. ****This office does not handle the North Carolina Veteran Scholarship and/or the Tuition Assistance Program.***

2. [Disability Support Services](#)

The office identifies and makes arrangements necessary for academic accommodations for all students with document disabilities. OVDSS also

assist in making other programs, services, and activities accessible to persons with disabilities. Those who wish to receive accommodations and/or adjustments MUST register with this office. All information pertaining to a student's disability is kept confidential, assuring compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

L. [Upward Bound](#)

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

Upward Bound serves 124 high school students from three target high schools: T. Wingate Andrews, James B. Dudley and Ben L. Smith and has operated at N.C. A&T since 1966. This program has effectively promoted the college enrollment of numerous students. It has also routinely served as a valuable source for work experiences for upper-class college students who have demonstrated outstanding scholarship, leadership and character.

M. [Campus Recreation](#)

Mission Statement

The goal of Campus Recreation is to provide a broad and diversified program of sports and activities that meet the needs and interests of the entire campus community. These activities are organized and administered in a manner that is intended to provide a recreational break from academic pursuits, improve physical health, and develop skills and interests that contribute to healthy lifestyles. The greatest opportunity lies in fostering personal growth through

competition, self-testing, and teamwork that is found in participating in recreational sports.

Intramural Sports

The mission of Intramural Sports is to provide students, faculty and staff the opportunity to participate in recreation and sports programs, as well as access to recreational facilities. Intramural Sports programs may be competitive or non-competitive, organized or informal to meet the diverse needs and interests of participants.

Sports leagues currently available during the school year include men's and women's basketball, flag football, volleyball, kickball, and soccer. In addition, softball, swimming, weightlifting, tennis, racquetball, aerobics, horseshoes, walking club, and open gym are also available.

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

N. [TRiO Support Services Program](#)

Through a grant competition, funds are awarded to institutions of higher education to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. Student Support Services (SSS) projects also may provide grant aid to current SSS participants who are receiving Federal Pell Grants (# 84.063). The goal of SSS is to increase the college retention and graduation rates of its participants. TRiO programs across the country currently serve nearly 850,000 students from middle school through post-graduate study across America; provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRiO programs provide direct support services for students, and relevant training for directors and staff. TRiO Student Support Services (SSS) is one of the seven TRiO programs, which have been in existence since the 1960's. Their goal is help students to overcome class, social, academic, and cultural barriers to higher education.

TRiO Student Support Services provides services that are designed to:

- Enhance the overall college experience of eligible students at no cost to program participants.
- Serve as a resource for eligible students to ensure that they are achieving at their highest level.
- Increase college retention and graduation rates for first-generation, low-income, and disabled students.
- Foster an institution climate supportive of the success of low-income students, first-generation students, and individuals with disabilities.
- Ensure that each student in our program graduates and goes on to pursue post-secondary educational opportunities.
- Education or counseling services designed to improve the financial and economic literacy and assist students in applying for admission to graduate and professional programs.

Services offered include

- Instruction in basic study skills
- Academic, personal counseling
- Financial Literacy
- Informational Workshops
- Cultural Activities
- Assistance in securing admission and financial aid for enrollment in graduate and Professional programs
- Information about career options
- Supplemental Instructions/GRE Prep/Tutorial Services
- Living Learning Communities
- Grant Aid
- Summer Bridge

The Student Support Services program serves eligible and enrolled students who want to make the most of their education while attending North Carolina Agricultural and Technical State University. Our staff is aware of the many obstacles that can hinder performance in college. SSS staff works one-on-one

and with small groups to guide students toward the successful completion of their course of study while monitoring student academic progress and providing assistance needed for success. Please stop by 212 Murphy Hall or call (336) 334-7982 to inquire about eligibility.

XV. [STUDENT FINANCIAL AID](#)

The primary purpose of the Office of Student Financial Aid is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid is money awarded to assist students and parents in paying for the cost of an education. Students apply for need based and some non-need based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students should complete the FAFSA www.fafsa.ed.gov immediately after January 1st. There is no processing fee and all students are encouraged to complete the form. North Carolina A&T State University's school code is **002905**. The University's priority filing deadline is March 1st. Students who miss the deadline may still complete the FAFSA.

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

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

A student enrolled as a "Special Student" is not eligible for Federal and State financial aid. Students who have earned a Bachelor's Degree are generally only eligible for loans.

A. [Types of Available Funds](#)

The Office of Financial Aid administers four types of financial aid programs – grants (federal and state), scholarships, work, and loans. Grants and

scholarships are considered “gifts” and do not have to be repaid. Work assistance must be earned and loans must be repaid.

1. [Grants](#)

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

- Federal Pell Grant – Eligibility is determined by the student’s Expected Family Contributions, (EFC) cost of attendance and enrollment status.
- Federal Supplemental Educational Opportunity Grant – FSEOG is awarded to needy students who are Pell eligible with a “0” EFC.
- Need-Based Grant – student must be enrolled at least half time and eligibility is based on a calculation of need.
- Native American Grant – Funds available for North Carolina Native American students with one of the recognized tribal card.
- Pennsylvania, the District of Columbia, Rhodes Island and Vermont offer grants to their residents who meet their state’s eligibility criteria.

2. [Scholarships](#)

The majority of scholarships at North Carolina A&T State University are awarded through the academic departments. Students are strongly urged to contact their academic department for scholarship information. Students receiving an outside scholarship should forward a copy of the award notice to the Office of Student Financial Aid. All scholarships are included in the student’s award and may cause an adjustment to the current award package. Scholarship checks should be made payable to North Carolina A&T State University and mailed to the Treasurer’s Office. Additional scholarship information may be found on the web.

Students are encouraged to search for scholarships using the internet; through civic organizations; parents’ employers and churches. It is our recommendation that students not use companies who charge a fee to locate scholarships.

3. [Federal Work Study](#)

Federal Work-Study Program provides jobs to undergraduate and graduate students with financial need. Work-Study allows the students the opportunity to earn part of their educational expenses and to gain valuable work experience.

4. [Loans](#)

Loans are repaid with interest. The Office of Student Financial Aid participates in the Federal Direct Student Loan, Federal Perkins Loan and the Federal Direct PLUS Loan programs. Alternative loans should be used as a last option.

B. [Satisfactory Academic Progress](#)

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

Undergraduate students are considered to be maintaining Satisfactory Academic Progress if they meet all of the following criteria:

- Earn 67% of total attempted hours;
- Not exceed 186 attempted hours; and
- Meet the cumulative grade point average (gpa) requirement as outlined in the University's Bulletin.

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

Enrollment Status

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

Undergraduate enrollment status are:

Full-Time	12 or more hours
Three Quarter Time	9 - 11 hours
Half-Time	6 - 8 hours

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

C. [Class Attendance](#)

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

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

D. [Repeated Coursework](#)

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

E. [Withdrawal and Return of Title IV Funds](#)

Students receiving federal financial assistance who completely withdraw from all classes or fail to receive a passing grade in all courses during a semester will be subject to the Return of Title IV funds policy. Federal regulations require the Office of Student Financial Aid to determine the amount of Title IV assistance that the student earned as of the date the student withdrew from the University or stop attending class(es). The Office of Student Financial Aid is required to determine if students attended classes through the 60% of the semester.

Withdrawing from the University or class(es) may have a serious impact upon the student’s financial aid award. Awards may be adjusted if federal or state financial assistance is received and the student does not complete all of the coursework or withdrew from the University. The student may be required to repay some or all of the funds disbursed.

Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid award and no financial aid

repayment is required unless the student's receives all "F", "U", and "W". If a grade of an "I" reverts to an "F" at a later date resulting in the student having all "F's", the Return of Title IV calculations will be conducted.

Withdrawal may also impact the ability to receive financial aid for the next semester or year.

XVI. [POSTAL SERVICES](#)

The University Mail Center is located in the lower level of Brown Hall on Laurel Street. The Mail Center operates similar to the USPS. Postage stamps are sold but services such as the purchases of Postal money orders or cashing checks are not rendered.

The Mail Center offers centralized mailboxes for students assigned to Residence Halls. Mail is placed directly into mailboxes assigned to each student. An annual non-refundable key deposit of \$25.00 (which is included in your tuition) is required.

A. [Regulations for Student Box Holders](#)

1. Key Issue Dates - During the Fall and Spring Semester, the students have approximately three weeks after the start of the semester to secure mailbox keys. The actual dates for issuing keys will be set each semester. Exceptions are made in the schedule for issuing keys to transfer students and late arrivals due to medical reasons. During each summer session, the students have one week from the start of summer school to secure mailbox keys. The actual dates for issuing keys will be set each session, and exceptions in the schedule for issuing keys are made for late arrivals due to medical reasons only.
2. **One student per box, no sharing boxes with other students.** Mail addressed to anyone other than the box holder will be marked "RETURN TO SENDER."
3. Notify all correspondents of correct mailing address. For fast delivery make sure mail is addressed as follows:
 - a. Your name
 - b. #
 - c. N.C. A&T State University
 - d. Greensboro, NC 27411

ii. **Failure to include box number and zip code will cause serious delays in delivery of mail.**

4. **DO NOT DUPLICATE BOX KEY;** Your key is a very personal and private possession. **DO NOT GIVE YOUR KEY TO ANYONE.** If your key is lost or stolen, please report it to the Mail Center immediately. A replacement key must be secured within three (3) days. The cost is \$25.00 non-refundable fee.
5. You must have your key in order to obtain your mail. We do not check boxes.

Packages

Sending a Package:

Make sure package is properly wrapped and addressed. The Mail Center staff will gladly offer packaging advice.

The Mail Center does not handle packages that exceed 70lbs. It is the United States Postal Service policy that prohibits this action.

Receiving a Package:

Students will be notified via their university's email address for packages that require a signature (i.e. FedEx, UPS, Express, Certified, etc.). Students must present their One Card ID to receive these packages.

Packages must be picked up within 10 business days upon arrival.

The Center will be open Monday - Friday from 8 a.m. to 5 p.m. The hours of window service (to receive special mail and packages, etc.) will be Monday – Friday from 9 a.m. to 5 p.m. Closed On The Weekends.

XVII. VEHICLE REGISTRATION

Regulations governing traffic, parking and vehicle registration have been revised and approved by N.C. A&T's Board of Trustees. Regulations became an integral part of motor vehicle laws of the state. They are applicable to all operators of motor vehicles utilizing campus streets, service drives or parking areas. Copies of current rules and regulations are available in the Parking Services office.

Residential students may register one vehicle and keep it on campus. Commuter students may register and operate a vehicle on campus and park in designated areas.

Vehicles parking on campus must display a valid parking permit. Official categories for parking permits are indicated below:

R Permit – applies to full- and part-time faculty and staff members. Vehicles may be parked in spaces specifically for reserved titles, numbers and service vehicles.

FS Permit – applies to full- and part-time: 1) faculty, 2) university employees who fill permanently established positions and 3) employees of the food services contractor who would be eligible under item (4) if they worked directly for the university. Vehicles may be parked in any marked space not otherwise specifically designated.

RS Permit – applies to eligible residential students. Vehicles must be parked in student/general parking lots between 7:30 a.m. – 5 p.m.

CS Permit – applies to all commuting students. Vehicles may be parked in student/general parking lots only.

ES Permit – applies to evening students who begin classes after 5 p.m.

EF Permit – applies to evening faculty and staff who begin work after 5 p.m.

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

MC Permit – applies to motorcycles. Vehicles may be parked in general lots designated by an individual's association with the university.

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

Vehicle permits expire August 31. Do not abuse the parking privilege. Watch for No Parking designations in various campus locations. Lack of convenient space is not a valid excuse for violations. Towing and immobilization is in effect on campus.

XVIII. UNIVERSITY POLICE DEPARTMENT

The UPD is responsible for administering a program designed to provide protection of life, property and safe movement of traffic on campus.

Police personnel are full-time commissioned and non-commissioned law enforcement officers who possess authority to enforce federal, state and local laws, including the rules and regulations of the university.

The Police Communications office is located at 406 Laurel Street/Ward Hall and operates 24 hours daily. The office handles all calls for police and emergency services.

The Police Administration is located at 406 Laurel Street/Ward Hall and handles all administrative functions of the UPD. Services of the department include:

- Crime Prevention
- Fingerprinting
- Security Assessments
- Engraving Program
- Residence Hall/Academic Building Security
- Ride-Along Program
- Investigative Program
- 24-hour Police Assistance

University Police Telephone Numbers:

- | | |
|-----------------------------|----------|
| • Emergency | 334-7675 |
| • Non-emergency | 334-7192 |
| • Chief of Police | 334-7128 |
| • Administration | 334-7128 |
| • Investigations | 334-7144 |
| • Substation (Aggie Suites) | 256-2412 |

- Anonymous/Confidential

334-7879

XIX. [PARTIAL CAMPUS DIRECTORY](#)

Chancellor 334-7940
Chancellor's Suite, Dowdy Building – 4th floor

Vice Chancellors
Academic Affairs 334-7965
Dowdy Building – 315

Business & Finance 334-7587
Dowdy Building – 205

Human Resources 334-7862
1020 East Wendover Avenue

Legal Affairs 334-7592
422 Dowdy Building

Research & Economic Development 334-7314
Fort IRC Building – 428

Student Affairs 334-7696
Murphy Hall – 100

University Advancement 334-7654
Dowdy Building – 408

Deans
College of Arts & Sciences 334-7806
General Classroom Building-A-411

College of Engineering 334-7589
McNair Hall – 651

Joint School of Nanoscience and Nanoengineering 2901 East Lee Street, Suite 2200	217-5133
School of Agriculture & Environmental Services B. C. Webb Hall – 111	334-7979
School of Business & Economics Craig Hall – 401	334-7632
School of Education Proctor Hall– 380	334-7757
School of Graduate Studies Gibbs Hall – 120	334-7920
School of Nursing Noble Hall – 115	334-7751
School of Technology Smith Hall – 2004	334-7567
A. Useful Information	
Absences and Excuses (see your instructor)	334-7727
*Call the number provided for University Excuses	
Academic Advisement	334-7855
Admissions, B. C. Webb Building (basement)	334-7946
Air Force ROTC, Campbell Hall 122	334-7707
Army ROTC, Campbell Hall – 103	334-7588
Band, Jazz Ensemble, Frazier Hall – 116	285-2020
Band, Marching, 1120 East Bessemer Avenue	334-7776
Bands, University, 1120 East Bessemer Avenue	334-7776
Bookstore, Brown Hall	334-7593
Career Services, Murphy Hall – 101	334-7755
Center for Academic Excellence-NACB 3 rd Floor	334-7855
Co-op Education, Murphy Hall – 101	334-7755
Computer Center, Fort IRC Building – lower level	334-7856
Counseling Services, Murphy Hall – 108	334-7727

Disability Support Services, Murphy Hall – 01	334-7765
Facilities Coordination, University Event Center	285-2580
Financial Aid, Dowdy Building – 100	334-7973
Gospel Choir, Murphy Hall-103	334-7792
Greek Life, Student Union – 108	285-2546
Health Center, Sebastian	334-7880
Housing and Residence Life, Aggie Village	285-4337
Immunization, Student Health Center	334-7880
Internships	334-7755
International Students & Scholars, Murphy Hall – 208	334-7551
Intramural Sports, Recreation Center	285-4230
Information Center, Dowdy Building	334-7500
Library, Bluford	285-4151
Loans, Financial Aid, 100 Dowdy Building	334-7973
Lost ID Card, One Card Center, Student Union-215	334-7114
Mail Center, Brown Hall	334-7544
Multicultural Student Center, 204 Murphy Hall	334-7800
Newspaper, <i>The A&T Register</i> , A-328 GCB	334-7700
Personal Problems & Difficulty Adjusting to the University	334-7727
Physical Plant, Dehughley Building	285-4530
Police (Emergency Line)	334-7675
Radio Station, WNAA-FM, 90.1, Crosby Hall – 302	334-7936
Registrar, Dowdy Building – 107	334-7595
Ron McNair Program, Murphy Hall – 212	334-7109
Student Activities, Student Union	285-2545
Student Development, Murphy Hall – 104	334-7792
Student Government Association, Memorial Union – 213	334-7820
Student Organizations, 104 Murphy Hall	334-7792
Student Support Services Program, Murphy Hall – 212	334-7982
Student Union, Administrative Suite 100	334-7571
Study Abroad, A-16 C.H. Moore Building	334-7104
Summer Internships, Murphy Hall – 101	334-7755
Summer School, Wendover Avenue – 1020	334-7810
Theater, Paul Robeson, Crosby Hall	334-7582
Ticket Sales, Brown Hall	334-7749
Traffic, Parking & Vehicle Registration, Parking Deck	285-2027
University Concert Choir, Dudley Building - 011	334-7179

Upward Bound Program, Wendover Avenue – 1020	334-7659
Veterans Services, Murphy Hall – 005	334-7765
Withdrawal from the University, Murphy Hall – 109	334-7727
Yearbook Staff, Memorial Union – 217	334-7889

B. [Academic Advisement](#)

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

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

C. [Academic Tutoring Services](#)

- Business courses (Math 101, 102, 111, 112) For students majoring in the
School of Business & Economics
Merrick Hall-305
Learning Resources Lab, Merrick Hall – 305
- Center for Academic Excellence
New Academic Classroom Building 3rd Floor
- Chemistry courses (106, 107, Organic 1)
Barnes Hall, Room 123
- Mathematics courses
General Classroom Building A-309
- Physics courses
Martena Hall – 318

XX. [APPENDICES](#)

A. [Guidelines and Implementing Procedures for the Use of University Facilities](#)

It is the policy of the university to provide equal opportunities for all qualified persons in its educational programs and activities. The university does not discriminate on the basis of race, creed, color, religious affiliation, sex, national origin, age, or disability. Academic activities, however, severely limit the number of non-academic activities, which can be accommodated in existing facilities. Therefore, the use of university buildings and/or property is prohibited unless prior clearance and arrangements have been made.

The university makes every effort to schedule activities that are academically or culturally related to the work of its departments and formally registered student organizations, i.e. affiliated and non-affiliated groups. It is the intention of the university to support and accommodate student-oriented functions, giving preference to events approved by and/or sponsored through academic or student affairs that comply with facilities guidelines set forth in the student handbook. Buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of the State of North Carolina and/or N.C. A&T, its faculty, staff, and students, and when it will not interfere with or be detrimental to the ongoing educational program of the university.

Events sponsored by affiliated and non-affiliated groups are scheduled and coordinated by the University Events Center and approved by the vice chancellor for student affairs, with the cooperation and assistance of other service, administrative and academic units on campus. No sponsoring group has the right to interfere with or disrupt, either in part or whole, the orderly operation of the university or the rights of its students.

Permission to use university facilities may be denied or revoked for non-compliance with the guidelines and implementing procedures for using university facilities. Moreover, any use of university facilities not specifically authorized in this policy may lead to sanctions up to and including criminal prosecution.

1. [Facilities Guidelines](#)

University contact – Office of the University Event Center (285-2580) serves as the clearinghouse for coordinating, scheduling, communicating with heads of appropriate support units, and obtaining concurrence in arrangements.

- Each building representative and/or area coordinator will be asked to identify the room space or special areas of campus that will be made available each semester to the university scheduler of facilities for programming social, cultural and recreational activities. These spaces and areas will be assigned to affiliated and non-affiliated groups that receive appropriate authorization for conducting activities on campus. In order for coordination to be effective, timely and user-friendly, all requests to use an identified space (from faculty or staff members, students, administrators, or non-affiliated requestors) must be submitted to and handled by the university scheduler. Assignment of these areas and spaces will be made with careful and due consideration of the impact that the proposed activities will have on other ongoing functions of the university;
- Priorities in Reservation of Space – N.C. A&T attempts to provide facilities for both affiliated and non-affiliated groups. However, the university has an obligation to provide space for affiliated groups. Demand for space by these groups take priority;
- Affiliated Groups – Any group established under the authority of the chancellor, or by his delegation of such authority, to administrators, faculty or staff. All student organizations must be officially registered with the Office of the Executive Director for Student Development in order to use university facilities. All activities must be planned in accordance with the overall objective of the organization, the philosophy of the university and conform to university guidelines;
- Non-affiliated Groups – Any group that does not fit criteria stated for affiliated groups. Such groups seeking to use university facilities shall be required to comply with university regulations. Additionally, these groups shall be informed about regulations regarding substance abuse, alcoholic beverages, equipment use,

food service, and security measures by the university scheduler of facilities.

2. [Space Reservation and Approval \(Part I\)](#)

- The university scheduler of facilities seeks to respond to all legitimate requests for non-academic programming space on a first come, first serve basis, in a timely manner;
- The facility reservation request form must be completed, with signatures of the authorized representative for the sponsoring organization and advisor. The completed form must be submitted to the Office of the University Scheduler of Facilities two weeks prior to any/all activities;
- Sponsoring organizations should not assume the request to hold an event has been approved until written confirmation has been received from the university scheduler of facilities. Both affiliated and non-affiliated groups must check with the Office of the University Scheduler for approval documentation before releasing announcements concerning an event on campus. Also, a copy of the written confirmation form should be kept on site as proof of authorization to use university facilities;
- When not in use for regularly scheduled academic purposes, designated classrooms, lounge areas, meeting rooms, and auditoriums of most university buildings are available to students and student organizations for social, cultural and/or recreational programming. Requests to use Corbett Gymnasium for social, cultural or recreational programming will be considered on a case-by-case basis. However, when scheduling conflicts arise, academic and athletic activities take precedence over cultural/social events for both affiliated and non-affiliated groups;

3. [Space Reservation and Approval \(Part II\)](#)

- Affiliated groups desiring to sponsor dances/discos are permitted the use of available space in Corbett and Moore gymnasiums or Memorial Union ballroom. For safety reasons, dances/discos will not be scheduled on campus following an evening home game in Corbett Sports Center. Additionally, dance/disco activities will not be scheduled for Friday and Saturday of the same weekend;

- Non-affiliated groups desiring to sponsor activities on university property will be required to submit their requests, in writing, to the vice chancellor for student affairs. Such requests should be submitted 15 or more workdays prior to the anticipated date of the event. When such requests receive approval, a written contract will be developed between the university and non-affiliated groups that outline requirements for all applicable facility rental fees and/or payments for support services cost, and other university regulations. These contracts must be finalized at least ten days prior to the proposed event date;
- In order to avoid undue interference with ongoing instructional activities of the university, start-up time for social, recreational or cultural activities in the Holland Bowl area will be set at 4 p.m. Monday-Friday. Also, a strict limit will be imposed on the use of amplified sound, to begin at 6 p.m.;
- Sponsoring organizations should not assume that a requested event is approved until all signatures have been obtained on the application form and formal approval is provided. Affiliated and non-affiliated groups must check with the Office of the University Scheduler of Facilities before announcements are made regarding an activity being considered for approval;
- Facilities available to students for recreational use are as follows: Corbett and Moore gymnasiums, and Memorial Union. Facilities available for recreational use have schedules posted at each location for evenings, as well as Saturday and Sunday afternoons. All students utilizing facilities must have appropriate identification. In Corbett Center, recreational usage is limited to the swimming pool, racquetball courts and, on one occasion during the academic year, intramural basketball games on regulation courts;
- Only one step show per semester may be scheduled in Corbett Sports Center on the lower level floor. It is preferable that shows be coordinated with homecoming and spring activities;
- Vending/fundraising on campus is prohibited unless specific permission is granted by the vice chancellor for student affairs;
- The university scheduler of facilities shall designate rental charges based on appropriate guidelines and process requests for supportive

services required for any/all events sponsored by non-affiliated groups;

- Non-affiliated groups must submit a formal letter of request for use of facilities to the Office of the Vice Chancellor for Student Affairs 15 workdays prior to use. A letter of approval/disapproval will be forwarded to the requestor through the Office of the University Scheduler of Facilities;
- Affiliated or non-affiliated groups that receive approval to use campus facilities, but determine the space or facility is no longer needed, should cancel the reservation(s) by submitting appropriate written documentation to the Office of the University Scheduler of Facilities. A minimum three-day advance cancellation notice is required; otherwise, some cost associated with preparation of the space for a proposed event may still be charged to the organization;
- An appropriate set-up request document must accompany the official university facilities request form;
- Charges will be levied for services, equipment and the willful or malicious destruction or defacement of any/all facilities while in use by affiliated or non-affiliated groups;
- Requests to use university facilities are processed on a first come, first serve basis. As written document is received in the Office of the University Scheduler of Facilities, official date/time of receipt stamp is affixed to the document. The data is used to determine priority among requests when all other applicable regulations governing use of facilities have been met;
- When requests are received for the same space from different groups, the university reserves the right to give requests from an affiliated group priority over requests from a non-affiliated group;
- The university prohibits the drinking of alcoholic beverages and other substance abuse. Being under the influence of alcoholic beverages and other illegal substances is considered a breach of conduct, and students who violate these standards are subject to disciplinary action;
- Unreasonable sound levels produced by electrical amplification or any other means that interfere with academic, administrative or cultural activities and reasonable expectations for study or rest, will not be permitted;

- Affiliated and non-affiliated groups seeking approval to use university facilities will receive information on facility use, along with a checklist of university-supplied items from the Office of the University Scheduler of Facilities;
- The Office of the University Scheduler of Facilities will coordinate requests for use of facilities, maintain a master schedule and disseminate information about any/all events to appropriate university personnel.

4. [Implementing Procedures](#)

- University facilities are available to affiliated and non-affiliated groups. All approved events shall end before or at 1 a.m. promptly, except for certain approved SGA special events;
- Advisors of sponsoring organizations and non-affiliated groups must be present for all approved events;
- At least five members of the sponsoring organization must be on-site during and after any/all dances and discos;
- Affiliated and non-affiliated groups shall exercise reasonable concern for the upkeep of university property by removing all items and debris that result from the conduct of their direct activity. All groups will be apprised of the requirements for good building and/or space management by receipt of a checklist, with required before and after event inspections of facilities;
- If an exception is discovered during an inspection, it shall be the responsibility of the director of physical plant to disseminate information regarding repair or excess clean-up costs to appropriate university personnel. No exceptions will be granted for impromptu requests.

5. [Security Policy for Campus Safety](#)

- UPD shall be responsible for administering a program designed to provide protection of life, property and safe movement of traffic on campus;
- UPD personnel consists of full-time, trained law enforcement officers who possess authority to enforce federal, state and local laws, as well as university rules and regulations;

- The university police director and the chief of police shall determine the need for police protection of any/all events, and have the option of requiring additional officers when circumstances warrant;
- The Office of Risk Management and Safety, and/or university police may cancel any program when it is determined that continuance poses a threat to the safety and well-being of participants and/or property damage;
- A building representative, campus police and other university officials shall be responsible for verifying proper use of facilities.

6. [Distribution of Pamphlets and Written Materials, and Posting Notices](#)

- In order to ensure timeliness and appropriateness of information to be distributed to the university community, groups must clear all materials with the Office of Student Development. As a minimum requirement, all materials must include program title, date and sponsoring organization (see publication on Banner & Flyer guidelines for other requirements). Upon approval, group members are required to distribute materials in designated areas only. Memorial Union shall serve as a primary facility for persons wishing to distribute printed materials;
- The university does not assume any obligation or responsibility for the content of materials distributed without proper approvals. Further, the university reminds all individuals and groups that distribute materials to be aware of laws related to defamation of character, obscenity, fair labor practice, and other applicable laws;
- All publicity and/or advertising displayed on bulletin boards must conform to university publicity regulations (see brochure on Banners, Posters & Flyers – available in the Office of Student Development). Notices or advertisements may not be posted on bulletin boards in lobbies of residence halls without prior approval from the director of housing and residence life or in Memorial Union without approval from the director.

7. [Solicitation of Charitable Contributions](#)

Affiliated and non-affiliated groups desiring to solicit funds on campus must secure prior approval from the vice chancellor for student affairs. Unauthorized solicitation of funds or fundraising is prohibited.

8. [Contractual Agreements](#)

The following procedures will be used by student organizations when engaging in contractual agreements with individuals or agencies:

- The contractual agreement must be finalized at least ten days prior to the proposed event. Some agreements may require four-to-six weeks, i.e. homecoming, African-American History Month and other special events;
- The president, or designee, of an organization shall review the proposed contractual agreement with the advisor to an organization;
- The advisor forwards the contract to the vice chancellor for student affairs in Murphy Hall, suite 100, for review and/or recommendation;
- If applicable, the vice chancellor for student affairs forwards the contract to the assistant vice chancellor for business services for review and/or recommendation;
- The contract is forwarded to the Office of Legal Affairs for review and/or modification(s). If approved, the contract is sent to the vice chancellor for business and finance for signature. The university contract policy is located on the Web site under the Division of Business and Finance;
- Facility charges may be waived for hosting special programs and activities consistent with the university's mission, as determined and approved by the vice chancellor for student affairs;
- **Organizations and/or presidents who enter into contractual agreements without the knowledge and approval of the university may be personally liable for payment of said bill and all related expenses or causes of actions that result;**
- **Students may not bargain, lease, sell, or buy any property or service in the name of the university without appropriate written permission;**
- **Any group or organization using N.C. A&T facilities shall indemnify and save the Board of Trustees, individual members thereof and any other employee, free and without**

harm, from any loss, damage, liability, or expense that may arise during, or be caused in any way by, occupancy or use of institutional property. A bond may be required at the discretion of the university to offset damages and related costs which might arise by reason of said use of university facilities.

9. [Cost of Support Activities Fund \(COSA\)](#)

The purpose of the COSA Fund is to assist registered student organizations in sponsoring on-campus activities and events. This fund is available to support housekeeping, security, physical plant personnel, technical services, and other related logistics costs associated with coordinating an on-campus and/or student activity. This fund, however, exists primarily to support those student organizations that do not otherwise receive an operating budget from the university. Failure to adhere to the following guidelines may result in loss of future COSA funding, loss of event revenue and/or organization probation or suspension.

COSA FUND GUIDELINES AND POLICIES

- All student organizations must be registered with the Student Activities and Campus Involvement (OSA) and in 'good-standing'.
- The COSA Fund will grant a maximum of six (6) hours of support for costs including university personnel (physical plant, ticket office, security and student union), security, audio/visual services, staging, equipment and other like services.
- COSA Fund grants may be used to support a variety of student activities, including but not limited to fashion shows, talent shows, block parties, concerts, gym jams, poetry slams, jazz cafes, lectures, workshops, forums, pool parties, and other such activities.
- If a planned event is for revenue-generating purposes, including, but not limited to registration fees, ticket sales, and admissions fees, an application for Fundraising & Soliciting MUST be completed, filed, and approved by the Office for Student Development (OSD) COSA Fund grants will be awarded.

- **ALL** monies and/or tickets consigned out to the organization (most likely through the advisor) through the Ticket Office or OSA, should be returned the next business day following an event for reconciliation.
- Funds awarded for most ticketed events or events involving admission charges or other sources of revenue-generation, will fall under the Return on Investment (ROI) percentage rule. The ROI is a floating percentage range depending on the amount of revenue collected. The percentage range is 10% for revenue \$1000 or less, 15% for revenue amounts between \$1001 and \$2000 and 20% for revenue amounts \$2001 and higher. All ticketed events must use NUMBERED tickets, procured either from the University Ticket Office or Student Activities (OSA). The beginning and ending number for tickets to be sold **MUST** be recorded, as well as the total amount of tickets sold for the event.
- The Ticket Office will remit to the OSA a ticket sales report, and the appropriate percentage of the gross revenue from ticket sales will remain in the COSA fund, but only up to the amount awarded through the COSA grant. The remaining revenue will be distributed to the student organization within THIRTY DAYS of receipt of the ticket sales report.
- All student organizations receiving funds from a revenue-generating event **MUST** have a current direct deposit form on file in the OSA before any disbursements will be made to the organization. Failure to complete an up-to-date form may result in delayed payment. If an organization fails to complete the form by the end of the semester that the event has taken place, the all revenue from the sponsored event shall revert to the COSA Fund.
- The COSA Fund **MAY NOT** be used by any one student organization more than one time per semester. COSA funds are not available during summer session. Organizations that co-sponsor an event with at least one other organization may be eligible for one (1) additional opportunity to utilize COSA funding assistance per semester. The maximum amount to be awarded to an organization for the academic term is **\$2,500** (TWO THOUSAND FIVE HUNDRED DOLLARS).
- If COSA funds are awarded the Office of Student Activities and Campus Involvement must be listed as a co-sponsor of the scheduled event.

- All applications for funding assistance through COSA must be submitted at least **30 days** in advance of the scheduled event.
- COSA Funds **WILL NOT** cover the cost of a DJ or FOOD.

If you wish to submit an application for COSA Funding Assistance, please complete the form located here <https://orgsync.com/57119/forms/63785>

B. [Sexual Harassment Policy](#)

(Below is the policy in effect at the time of printing of this Handbook. If the Sexual Harassment Policy is amended after the Handbook printing, the sexual harassment policy in effect at the time of the last alleged violation shall be used.)

All employees and students shall be free from sexual harassment from any university employee, student or contractor in connection with any relationship or activity. No academic or personnel decision(s) shall be made on the basis of granting or denying sexual favors. All employees and students have the right to work and/or study in an environment free from sexual harassment.

The university shall take steps to assure that all students and employees are aware of the policy and that sexual harassment will not be condoned; it will be met with swift and appropriate discipline. Furthermore, all employees and students will be made aware of their right to raise the issue of harassment, free from retaliation or reprisal and of procedures for filing a complaint.

Definitions

Sexual harassment is defined as deliberate, unsolicited and unwelcome verbal, non-verbal and/or physical conduct of a sexual nature:

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

experience or of creating an intimidating, hostile or offensive working, academic or student life environment.

1. [Grievance and Administrative Procedures](#)

Employees designated to coordinate the university's compliance with regard to sexual harassment are the affirmative action officer and the vice chancellor for human resources. Employees or students with a concern about sexual harassment may contact either individual to discuss options for handling the situation, including filing a complaint.

Employees or students may also contact their department head or other appropriate university administrator for assistance. Supervisors or university administrators must promptly contact the affirmative action officer when notified of a concern involving sexual harassment using the information below:

Sylvia C. Anderson
Director of Employee Relations/Affirmative Action Officer
Division of Human Resources
1020 East Wendover Avenue
Greensboro, NC 27411
(336) 334-7862

The affirmative action officer is responsible for receiving and processing any and all complaints of alleged sexual harassment. Any member of the university community including, but not limited to, prospective students, employees, prospective employees, and persons entitled to the services of the university may file a complaint. Complaints may be formal or informal, and may be made known either orally or in writing. Informal complaints may be made orally to the affirmative action officer, whereas formal complaints shall be filed on the sexual harassment complaint form available from the Division of Human Resources or the Web site at <http://www.ncat.edu/hr/>.

SPA employees may choose to file a grievance either under the Unlawful Workplace Harassment Policy or the SPA Mediation and Grievance Policy and Procedure (both can be found at <http://www.ncat.edu/hr/> then clicking Employee Relations) or proceed under the internal sexual

harassment complaint procedure. Use of the Workplace Harassment Prevention Policy is a required procedure for SPA complainants who want to maintain their appeal rights to the State Personnel Commission. To use this procedure, SPA employees must submit a written complaint to Human Resources within 30 calendar days of the alleged harassment.

Alternatively, all of the above listed policies allow an employee who chooses to bypass the university's internal procedures to appeal directly to the Office of Administration Hearings within 30 days' notice of the alleged discriminatory action.

All employees and students retain the option of taking a complaint directly to the Equal Employment Opportunity Commission.

Investigation of Sexual Harassment Complaints

The affirmative action officer has five business days in which to resolve a complaint informally through confidential discussion. Should facts warrant, the affirmative action officer may extend the time for informal resolution for five business days by notifying all parties.

If, at the end of five business days (or ten business days in the case of extension), the affirmative action officer has been unable to reach an informal resolution of the complaint, the complainant shall have the option of filing a formal complaint with the Affirmative Action Committee.

Depending on the circumstances, and even when concerns have been raised through the informal process, the university may initiate a formal complaint into concerns involving alleged harassment in the absence of a written complaint.

2. [Process](#)

a. [Internal Grievance Procedures](#)

The complainant shall complete a sexual harassment complaint form and submit it, signed, to the Division of Human Resources. The form can be obtained from Human Resources at the number

listed in the policy. A written complaint should detail the nature of the complaint and the person(s) against whom the grievance is directed. Formal complaints must be filed within 30 calendar days of the alleged harassment. Occasionally, extenuating circumstances may exist that delay a complainant from bringing forth a complaint within 30 calendar days; reasons for such a delay in reporting must be shared with the affirmative action officer who, at his/her sole discretion, may extend the time limit.

The affirmative action officer shall forward the complaint, in three business days, to the Affirmative Action Committee for recommended action.

b. [Affirmative Action Committee](#)

The Affirmative Action Committee is authorized to review, investigate and advise, with respect to the adjustment of complaints related to sexual harassment filed by any member of the university community. Committee members and the chair are appointed by the chancellor and shall be broadly representative of the university community.

The Affirmative Action Committee is authorized to meet with the complainant, accused and any witnesses in order to determine the facts regarding an allegation. Meetings with parties to the complaint should be conducted individually and should not take the form of a hearing. These meetings may be done by the committee as a whole or by members designated by the chair.

An accurate record of all meetings and interviews shall be made by the secretary of the committee. Records shall be made available, under supervision of the affirmative action officer, to all parties to the complaint and maintained for a minimum of three years or for as long as any of the parties are associated with the university.

The Affirmative Action Committee shall complete its review within 30 days of receiving the complaint. Upon completion of its

review, the committee shall make a report to the vice chancellor administratively responsible for the accused in five business days. The report shall consist of a summary of findings, including a statement of the charges and evidence presented, recommendation of the committee, and reasons therefore.

In the event the Affirmative Action Committee determines that discriminatory conduct, in the form of sexual harassment, has taken place, it will be the responsibility of the committee to make recommendations to the vice chancellor for appropriate redress for the complainant and disciplinary action for the offenders. Contingent upon the nature of the offense, remedial action may range from a formal reprimand to termination of employment or expulsion. Recommendations shall be included in the committee's report to the vice chancellor, who shall have authority for implementing recommendations for remedial action.

Vice Chancellor's Decision

Final authority for implementation of a recommendation for corrective action is made by the vice chancellor for human resources. He/she may accept, reject or modify the decision of the Affirmative Action Committee. The vice chancellor has 15 calendar days in which to decide the matter. Parties will be mailed notice of the vice chancellor's decision within 20 calendar days following receipt of the report. The decision of the vice chancellor is the final step in the informal complaint review process. The vice chancellor issues the final decision in a formal complaint.

c. Appeal

A complainant who is dissatisfied with the decision of the vice chancellor may file a grievance under the appropriate procedure, provided the filing is done in accordance with time frames established in the relevant procedure. The time period for filing a grievance under the appropriate procedure begins to run upon the complainant's receipt of written notice of the final decision. A record of the Affirmative Action Committee's review and

recommendation(s), and the decision of the respective vice chancellor become part of any such grievance.

C. [ADA/504 Grievance Procedures](#)

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

Director of Employee Relations/Affirmative Action Officer
Division of Human Resources
1020 East Wendover Avenue
Greensboro, NC 27411
(336) 334-7862

- A complaint should be filed, in writing, and contain the name and address of the person filing it, along with a brief description of the alleged violation of regulations;
- A complaint should be filed within ten working days after the alleged violation (processing of allegations of discrimination, which occurred before the grievance procedure was in place, will be considered on a case-by-case basis);
- An investigation, as may be appropriate, shall follow a filing of complaint. A hearing body of the committee on University 504/ADA shall conduct the investigation. Rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Recommendation(s) for resolution shall be made to the appropriate person within 30 days of the complaint filed;
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the vice chancellor for student affairs to the complainant no later than 45 days after its filing;

- The ADA coordinator shall maintain files and records relating to the complaints filed;
- The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. A request for reconsideration should be made within five working days to the chancellor;
- The right of a person to an equitable resolution of a complaint filed shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of the grievance procedure is not a prerequisite to the pursuit of other remedies;
- The rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the university complies with ADA and implementing regulations.

D. [UNC Policy \(700.4.1\) on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings](#)

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

I. Elements of Policy

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

II. Procedural

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

III. Substantive

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

IV. Code of Student Conduct

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

V. Requirements for Minor Violations

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

A. Procedural Requirements:

1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of conduct only by a designated university official with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.

2. If a charge is to be pursued, it is then referred to a hearing official or body. The student must be notified in writing of the alleged violation(s), the referral and the hearing date. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date. A committee member or the hearing official who has a conflict with, bias about or interest in the case should recuse himself. If the committee member or the hearing official refuses to recuse himself, a designated university official shall make the recusal decision.

3. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with Section IV, above. The waiver and acceptance must be in writing and signed by the student.

4. If a hearing is held, it may occur as a meeting between the hearing committee/official and the student. It will be a closed meeting. The institution shall assure that students have the capability to present their evidence and defenses at the meeting or hearing. Witness testimony and documents may be received from both the designated university official and the student, who will both be present during all of the evidentiary presentation. At the end of the hearing, the committee/official will determine whether the designated university official has shown by a preponderance of the evidence that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing or meeting. The committee/official will also determine the appropriate sanction within the ranges specified in the definitions in Section IV, above.

5. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed forty-five (45) calendar days after the date of the hearing. The final administrative decision must be transmitted to the student in writing within ten (10) calendar days of the date the decision is made, and it must contain a brief summary of the evidence upon which the decision is based.

6. Appeal rights must be specified in the decision letter. At least one level of administrative appeal must be permitted and the time in which to appeal and the permitted grounds for the appeal must be articulated. Further appellate opportunities shall be governed by the *Code* [502 D(3)] of the University of North Carolina.

B. Substantive Requirements: In each case there must be sufficient evidence supporting the decision and the sanction.

VI. Serious Violations

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

A. Procedural Requirements:

1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of student conduct only by a designated university official

with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.

2. Written notice to the student must be provided if a decision is made to issue a formal charge against the student. The notice should specify the offense(s) charged the possible sanctions, and a brief recitation of the factual allegations supporting the charge. For all charged offenses which could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.

3. A formal charge is then referred to a hearing official or body. The student must be notified in writing of the referral. This notice may include a hearing date. The hearing date may not be scheduled for at least ten (10) calendar days after the student receives notice of the referral, unless the student agrees to an earlier hearing date. Reasonable extensions of time for either party to prepare for the hearing should be allowed.

4. If a hearing date is not set in the notice of the charge, written notice of the hearing date must be sent to be received by the student not less than five (5) calendar days before the proceeding is scheduled for hearing.

5. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with Section IV, above. The designated university official must determine that the waiver and acceptance is voluntary and that the charge and sanction have factual support. The waiver and acceptance must be in writing and signed by the student and the designated university official.

6. Prior to the hearing, the student must be given the opportunity to review any written evidence that will be used at the hearing and to obtain a list of witnesses.

7. A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, a designated university official will make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five (5) calendar days. If necessary, a substituted committee member or hearing official will be appointed.

8. The institution shall assure that students have the capability to present their evidence and defenses at the hearings. The method for assuring this capability may vary depending on the nature of the case and on the nature of the representation of the institution or the charging party. Each institution must have a policy delineating the participation or prohibition of attorneys and non-attorney advocates. Representation or assistance by attorneys or non-attorney advocates at the hearing is neither required nor encouraged.

9. The hearing will be closed to the public, unless a constituent institution's policy provides otherwise.

10. A transcript or other verbatim record of the hearing (but not of the deliberations) will be prepared. The institution will be responsible for the costs of this record.

11. At the hearing, a designated university official must present sufficient witness and/or documentary evidence to establish the violation. The student must be given an opportunity to question this evidence, either by direct questions or inquiries transmitted through the committee or hearing official.

12. The student must be given the opportunity to present any witness or documentary evidence that he offers, provided that the evidence is relevant to the charge or other evidence presented and does not otherwise infringe the rights of other students.

13. At the conclusion of the evidence, the committee/official will determine whether the charging official has shown by a preponderance of the evidence or by such higher standard as the institution may adopt, that the student committed the offense charged.

This determination must be based solely on the evidence presented at the hearing. The committee or official will also determine the appropriate sanction within the ranges specified in accordance with Section IV, above.

14. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed forty-five (45) calendar days after the hearing is completed. The final administrative decision must be transmitted in writing to the student within ten (10) calendar days of

the date the decision is made and must contain a brief summary of the evidence upon which the decision is based.

15. A vice chancellor or his delegate must make the final administrative determination in all suspension cases. The delegation may be to a student committee or a student/employee committee.

16. The Chancellor or a vice chancellor must make the final administrative decision in all expulsion cases.

17. Appeal rights must be specified in the final decision letter. At least one level of institutional appeal must be permitted, and the time limits in which to appeal and the permitted grounds for appeal must be articulated.

18. Further appeals shall be governed by the *Code* of the University of North Carolina.

- B. Substantive Requirements: In each case there must be sufficient evidence supporting the decision and the sanction.

VII. Special Cases

A. If the formal charge is also the subject of pending criminal charges, the institution must, at a minimum, allow an attorney advisor to accompany the student to the hearing.

B. Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents to such a proceeding.

C. In cases of alleged sexual misconduct, both parties are entitled to the same opportunities to have others present during a disciplinary proceeding. (**NOTE:** The term "sexual misconduct" includes sexual assault, sexual battery, sexual coercion, rape, stalking, sexual violence and other forms of sexual misconduct. Furthermore, "both parties" refers specifically to the individual who claims to have been the victim of the sexual misconduct and the student who is alleged to have engaged in sexual misconduct.)

D. Victims of crimes of violence must be notified of the results of the disciplinary proceeding of the alleged assailant. "Results" means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion

that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed.

E. When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.

VIII. Regulations

The President, after consultation with the campuses, shall promulgate regulations to implement this policy. The regulations shall define key terms to be used in student disciplinary policies, including “ Academic Dishonesty” and “Student Honor Court.”

E. [N. C. A&T Policy on Disruptive Behavior in the Classroom](#)

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

1. [Binding Procedures for Instructors](#)

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

- A student should be notified, in writing, at the next class attended that the instructor is proposing to drop the student from the course for disruption of the class, and the instructor should provide the student with written instructions regarding the time and place for a meeting with the instructor. A copy of written notification must be sent to the instructor’s department head at the same time;
- A time limit of five working days, Monday-Friday, from the time written notification is given for the student’s opportunity to be heard by the instructor;

- The date of notification establishes whether the withdrawn student will be given a “W” or “F”. “W” is appropriate before the eight-week drop date and either “W” or “F” is appropriate after that date, at the instructor’s discretion;
- The student may be suspended from class until the instructor takes final action to withdraw the student from class or allow the student to continue in the class. The final decision is the instructor’s;
- Either party in the resolution of the dispute may invite one other person from the university community to be present as an observer.

2. [Student Right to Appeal](#)

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

F. [Freshman Parking Policy](#)

Freshman will not be allowed to have vehicles in the first semester enrolled at North Carolina Agricultural and Technical State University. Freshman will be eligible to bring vehicles in the second semester if they have achieved a 3.2 grade point average during the first term. All students will be eligible to bring vehicles in the second year enrolled upon completion of 30 credit hours (sophomore status).

Policy adopted December 14, 2005

G. [Student Government Association Constitution](#)

1. [Administrative Grant of Power to the SGA](#)

The Chancellor of N.C. A&T, with the consent of the Board of Trustees having confidence in the ability, character and judgment of students and, believing that participation by them in the affairs of the university community will be mutually helpful and valuable, has given authority to them to organize the SGA and to adopt a constitution and by-laws. Through structures provided by the university, and subject to policies established by responsible boards and officials of the university, students

assist the faculty and administrative officers in the development of programs and policies in matters affecting academic questions, student discipline and the general welfare of the N.C. A&T community.

2. [Purpose of the SGA](#)

Aims of higher education are to aid an individual in realizing his/her potential for becoming an effective member of society. The means to this end are independence of thought, and awareness and participation in various academic pursuits. The individual is the center of learning; therefore, these aims have meaning only insofar as they relate to the individual. Whatever is done in the educational community must be evaluated in terms of the effect on the student and his/her learning process. SGA, as representative of the student community, must be committed to the goals of higher education in order to justify its existence.

To attain this purpose, SGA must assume the following responsibilities:

5. Create an atmosphere of freedom, allowing students to move beyond the limits of traditional interests, and to be creative and contributing individuals;
6. Aid in a meaningful interpretation of the concept of the university community. Effective communication between university community members is vital to understanding this concept;
7. Provide opportunities for each student to participate in activities that develop and realize potential; and
8. Create awareness of national and international affairs and their significance for individuals.

3. [Brief Historical Overview of the SGA Constitution](#)

The present SGA is an outgrowth of the Student Council of N.C. A&T, which was restructured on September 30, 1935 from an earlier organization of the same name.

Purpose of the earlier constitution was to develop among students a spirit of cooperation to afford development through self-expression, self-

control and leadership, and to create a high degree of cooperation between faculty and students in matters of constructive welfare. The SGA constitution was restructured and approved by the Board of Trustees in 1968, 1988, 1996, and 2008.

Constitution

Preamble

We, the students of N.C. A&T, in order to promote general welfare and interest of students, and encourage responsibility in all fields of human endeavor, do establish the following SGA Constitution:

Article I – Name

The name of this organization shall be the SGA of N.C. A&T.

Article II – Purpose

The SGA shall be the official student organization to act in the common interest of the student body to:

- Promote unity, political interest, awareness, and school spirit within the university family;
- Provide opportunities for student participation in the university's decision-making process;
- Aid in the development of self-direction for students; and
- Serve as a liaison between university administration and the student body.

Article III – Membership

All students, without regard to gender, race, color, religion, creed, age, disability, or nationality, veteran status, political affiliation, sexual orientation, or sexual identity by virtue of their registration at N.C. A&T, are members of SGA and shall be subject to the constitution.

Article IV – Finance

Section 1.

SGA shall have as its source of operational costs, allocation of a portion of student activity fees designated by the University Student Allocation Fee Committee (USAFC), composed of faculty, staff and students and appointed by the Chancellor of the University.

Section 2.

With the exception of specified stipends for the executive board, components of the budget will be developed by members of the executive board contingent upon approval by the Student Senate and the Vice Chancellor for Student Affairs. Funds come from the allocation made to the SGA by the USAFC.

Section 3.

A stipend of \$350 per month will be paid to the SGA president, Mr. A&T and Miss A&T for the period of May 1st of the election year through April of the following year. A stipend of \$250 will be paid to other executive board members for the period of September 1st through April. In addition to stipends, the SGA president, Mr. A&T and Miss A&T will be provided with free room and board for both the fall and spring semesters, and are required to live on campus.

Section 4.

The budget for coronation expenses must have prior approval from the SGA Executive Board and Vice Chancellor for Student Affairs.

Section 5.

Tuition and board for both summer sessions will be the responsibility of the SGA president, Mr. A&T and Miss A&T, except that on-campus housing will be made available if they are required to be on campus for planning purposes. Summer stipends will only be paid if they are on campus during summer months.

Section 6.

Candidates for SGA offices shall adhere to the following campaign finance limitations:

SGA president - \$850

Mr. A&T - \$850

Miss A&T - \$850

All other executive branch offices - \$350

All legislative and judicial branch offices - \$250

Run-off elections – 25% of primary campaign maximum

Each candidate for any SGA office must keep accurate records of all campaign receipts and expenditures. Failure to file accurate financial disclosure statements by deadlines listed in this section, or falsification of financial statements, shall disqualify a candidate.

Receipts must be provided for all campaign expenditures. All expenses in excess of one dollar shall be included in candidate disclosure statements.

Contributions to a candidate by individuals or organizations are allowed, but all contributions must be documented in a financial disclosure statement. Student organizations receiving student fee allotments may not contribute funds or in-kind donations to any candidate or campaign. Candidate financial records must list identifying information (name, item, etc.) and amounts of each contribution and expenditure.

Contributions and expenditures of non-monetary assets or in-kind efforts must be listed and appraised at their fair market value, as determined by the Elections Committee. Each financial disclosure statement must have all expenditure receipts attached. All expenses must be included in the financial disclosure report.

Campaign materials promoting more than one candidate must be accounted for and divided equally among the financial disclosures of each candidate mentioned by name in the materials. All campaign materials distributed by and/or paid for by an endorser

of a candidate must be included in the candidate's campaign expenditures.

The Elections Committee shall provide standardized campaign financial disclosure statements. Each candidate's financial records shall be available for public inspection with 24 hours after disclosure statements are submitted.

Financial disclosure statements shall be filed with the Elections Committee in the Student Development office, or another location designated by the Elections Committee, by the following times: 1) 4:30 p.m. on the first day of campaigning; 2) 4:30 p.m. on the Friday preceding SGA elections and 3) 4:30 p.m. on the last day of any general, run-off or special SGA election.

Article V – Executive Branch

Section 1.

Identification – SGA officers are president, vice presidents of internal and external affairs, secretary, attorney general, treasurer, Miss A&T, and Mr. A&T. They constitute the executive branch.

Section 2.

Purpose – The executive branch is empowered to enforce all approved bills and policies of SGA.

Section 3.

Executive responsibilities – SGA executive branch shall constitute a temporary quorum during the period the senate is not in session.

Section 4.

Elections – SGA officers listed in Section 1. (above) shall be elected annually by a majority vote (50% + 1) using secret ballots.

Section 5.

SGA general elections shall be held during the spring semester on the fourth Wednesday in March or on another date designated by the Vice Chancellor for Student Affairs. Candidates for SGA officers; senators; sophomore, junior and senior class officers; student judiciary council; editor-in-chief of the N.C. A&T Register; and proposed referenda to the constitution shall take place by secret ballot at this time.

Election to SGA office requires a simple majority of votes cast for any elected office. In the event no candidate for an elective office secures a simple majority of votes during a general election, a special election between the two candidates receiving the highest number of votes shall be held by secret ballot within one week of the general election at a time and in a manner prescribed by the Vice Chancellor for Student Affairs.

Section 6.

Mr. and Miss A&T forum criteria – The forum shall be held at least three days prior to, or the Sunday before, general elections and must include, but are not limited to, the following:

- Introduction – candidates will be introduced, and state their platform and goals while wearing business attire;
- Talent showcase;
- Finale – students will answer one impromptu question while wearing formal attire.

Section 7.

Elections Committee – A special election shall be held during the second week of the fall semester to fill SGA vacancies left from general elections held in the spring. Candidates for SGA vacancies, as well as Freshman Class officers and proposed referenda are to be on secret ballot at that time.

Section 8.

The student body, in regular spring semester elections, shall elect an Elections Committee. The chairperson shall be the person receiving the highest number of votes. Elections Committee membership shall prevent a student from being a candidate for SGA office.

Section 9.

Membership Requirement for Elections Committee – Every student voted as an Elections Committee member in the fall and spring semesters of his/her term shall be in good standing. Completion of at least one semester grading period at N.C. A&T, having successfully completed at least 12 semester hours with a minimum cumulative average of 2.75 or higher; and must have completed 80% of their attempted hours at the time of submission of one's application, and

Section 10.

Elections Committee duties – Distributing and accepting nomination applications for all candidates; annualizing senator membership formula using previous fall semester enrollment figures; securing academic eligibility for all candidates through the Office of the Vice Chancellor for Student Affairs; and monitoring the campaign financial disclosure policy pursuant to Article IV, Section 6. The Elections Committee shall consist of eight members who administer all SGA elections.

- a. No Election Committee members shall be, in any manner, affiliated with the campaign of any candidate participating in the election;
- b. The Elections Committee shall update the student population formula (Article IX, Section 3.) during the fall semester of the term;
- c. The Elections Committee shall be responsible for advertising availability of SGA applications and elections;
- d. The Elections Committee shall be responsible for planning, organizing and implementing a forum for individuals interested in running for a SGA position;

- e. The Elections Committee shall establish and maintain protocol and procedure guidelines in order to conduct committee business.

Section 11.

Implementation – Electronic voting shall be used in conducting all campus elections.

- a. Each voter, upon presentation of proper credentials and/or identification, shall be permitted to vote;
- b. Only election officials and voters shall be allowed at polling places (if applicable);
- c. The boundaries of each polling place shall be designated and clearly marked (if applicable);
- d. At such time as student on-line computer voting for campus elections is used exclusively, then the above sub-sections cease to be applicable.
- e. Results of the election shall be given to the chairperson of the Elections Committee, who shall reveal them only at the designated time.

Section 12.

Term of Office – All officers shall serve for one academic year, beginning and ending at midnight on SGA inaugural dates.

Section 13.

Unexpired Term – In case of an unexpired term of the SGA president, the vice president for internal affairs shall assume that office. The student senate shall fill the office of president, should the president, who has ascended to that office from the vice presidency for internal affairs, also vacate the office.

Section 14.

In case of an unexpired term of vice presidents for internal and external affairs, secretary, treasurer, or attorney general, a fall

special election shall be held to fill the vacancy.

Section 15.

In case of an unexpired term of the parliamentarian, the vacancy shall be filled by appointment of the SGA president.

Section 16.

Privileges – All members of the SGA executive branch may attend, without charge, all SGA functions upon presentation of a non transferable pass, authorized by the Office of the Vice Chancellor for Student Affairs.

Section 17.

Inauguration – Shall take place for all SGA members after the last Board of Trustees meeting and no later than the first week in May.

Article VI – Qualifications for SGA Officers

Section 1.

- a. A student candidate for any SGA office must, at the end of the spring semester have completed 60 semester hours, 48 of which must have been completed at N.C. A&T;
- b. A SGA officer, at the time of his/her election, must have a minimum cumulative average of 2.75 or higher; and must have completed 80% of their attempted hours at the time of submission of one's application, and maintain this average while in office. Failure to do so will result in removal from office;
- c. An officer must not have been convicted of any major violations of university regulations and must not be on disciplinary probation;
- d. An officer must be enrolled as a full time student;
- e. An officer may serve a maximum of two terms by special permission of the Vice Chancellor for Student Affairs;

- f. President – At the time of election, he/she must have served 20 academic weeks in good standing in an elected office, defined by the constitution as part of the legislative, executive, and judicial branches of SGA, served as a ex-officio member of the executive branch as class president for 20 academic weeks in good standing or secure signatures of one-third of the university’s fall student head count, considered members as defined by the constitution;
- g. Vice President of Internal Affairs – At the time of election, he/she must have served 20 academic weeks in good standing in an elected office, defined by the constitution as part of the legislative or executive branches of SGA, served as a ex-officio member of the executive branch as class president for 20 academic weeks in good standing or secure signatures of one-third of the university’s fall student head count, considered members as defined by the constitution;
- h. Attorney General – At the time of election, he/she must have served 20 academic weeks in good standing in an elected office, defined by the constitution as part of the judicial branch of the SGA, or secure signatures of one-third of the university’s fall student head count, considered members as defined by the constitution;
- i. Miss A&T – Must be a rising senior, having completed at least 90 semester hours at the end of the spring semester and must reside on campus during the period of her reign;
- j. Mr. A&T – Must be a rising senior, having completed at least 90 semester hours at the end of the spring semester and must reside on campus during the period of his reign;
- k. Editor-in-Chief – At the time of election, he/she must be a rising junior or senior with a must have a minimum cumulative average of 2.75 or higher; and must have completed 80% of their attempted hours at the time of submission of one’s application, and maintain this average while in office. Failure to do so will result in removal from office; have at least one year of service with the A&T

Register; and possess demonstrable skills in editing, layout and design. The Newspaper Advisory Committee will select two qualified students to submit their names to the Elections Committee, for placement on the ballot for spring election. Students chosen by the Newspaper Advisory Committee will campaign for the editor-in-chief position following the Elections Committee's implementation workshop, as defined by protocol and procedures.

The Newspaper Advisory Committee shall consist of a chairman of the School of Journalism or a designated member of the journalism faculty, an alumnus of the Department of Journalism and Mass Communication and/or student media, an administrative/professional member of the Student Affairs division, selected by the vice chancellor, student newspaper advisor, Dean of School of Business and Economics or a designated member of the business faculty, director of university communications or a designated member of that unit, a student-at-large selected by the News Advisory Board, a student representative selected by SGA and the vice chancellor for student affairs, and a student member from the *A&T Register* staff, who is not the editor-in-chief.

Section 2.

Duties and Responsibilities – Executive power shall be vested in the SGA president, who shall have assistance from the vice presidents of internal and external affairs, secretary, treasurer, attorney general, Miss A&T and Mr. A&T. These executive SGA officers shall be elected by and from the student body.

President – Performs duties of the chief executive officer. He/she shall:

- a. Serve as the official representative of the student body in dealing with students from other universities, faculty and administration, and other matters as required;

- b. Appoint the parliamentarian, whose purpose is to assist the president in interpreting the newly revised edition of Robert's Rules of Order; shall be an ex-officio member of the executive branch;
- c. Preside at all meetings of the executive branch;
- d. Recommend to the legislature, except as otherwise provided in the by-laws, the appointment of committee chairpersons and members;
- e. Establish subsidiaries deemed necessary and proper to aid him/her in performing duties; issue orders to the standing committees and require written reports from them; call and preside at student body meetings; sign purchase requests and travel forms; develop a budget for the Finance Committee; make periodic state-of-the campus addresses to the student body; address the student senate, provided he/she notifies the speaker of the senate in advance; make recommendations to the student senate to enforce/administer laws enacted by the student senate; and be an ex-officio member of all committees except the Nominating and Elections Committees; and present a state-of-the-campus address to the student senate at its first session each semester;
- f. Serve as ex-officio member of the Board of Trustees and on other university committees to which he/she is appointed;
- g. Serve as chairperson and member of the executive branch;
- h. Maintain established office hours; attend key home sporting events and classics; be available, upon request, for special events as coordinated by the SGA advisor; speak to campus and community groups, when requested; be familiar with basic university policies and procedures, and knowledgeable of university history, including the Alma Mater song;
- i. Help with implementing programs and activities such as Black History Month, Homecoming, spring activities, etc.; and

- j. Hold a full student body meeting each month during the academic year except the last week of both semesters.

Vice President of Internal Affairs

- a. Elected by and from the student body and assist the president;
- b. Perform duties of the president in his/her absence or incapacity; ascend to the presidency should the office become vacant (vice presidency remains vacant pending an election). The student senate shall fill the president's position should a president who ascended from the vice presidency also vacate the presidency;
- c. Serve as speaker of the student senate and as a non-voting, ex-officio member of all senatorial committees except the Nominating and Elections Committees; administer oath of office to senators; and receive resignations of senators who are no longer able to meet requirements;
- d. Direct officers, as necessary, in performing the duties and responsibilities of their respective offices;
- e. Forward all legislative acts to the president within three days of passage;
- f. Serve as a member of the executive branch; maintain established office hours; attend key home sporting events and classics; is available, upon request, for special events as coordinated by the SGA advisor; speak to campus and community groups, when requested; is familiar with basic university policies and procedures, and is knowledgeable of university history, including the Alma Mater song;
- g. Help implement programs and activities such as Black History Month, homecoming, spring activities, etc.; and
- h. Serve as a member of the executive branch.

Vice President of External Affairs

- a. Elected by and from the student body and assist the president;
- b. Responsible for SGA public relations;

- c. Work with campus and community organizations to get students involved in community affairs;
- d. Responsible for directing and assisting in all research projects initiated by SGA;
- e. Responsible for corresponding with all local, state and national organizations in which SGA has membership;
- f. Maintain established office hours; attend key home sporting events and classics; is available, upon request, for special events as coordinated by the SGA advisor; speak to campus and community groups, when requested; is familiar with basic university policies and procedures, and is knowledgeable of university history, including the Alma Mater song;
- g. Help implement programs and activities such as Black History Month, homecoming, spring activities, etc.; and
- h. Is a member of the executive branch.

Secretary

- a. Responsible for clerical duties and general office management; take minutes at all meetings and disseminate them to interested individuals, upon request;
- b. Is a member of the executive branch;
- c. Help implement programs and activities such as Black History Month, homecoming, spring activities, etc.; and
- d. Maintain established office hours, attend key home sporting events and classics; is available, upon request, for special events as coordinated by the SGA advisor; speak to campus and community groups, when requested; is familiar with basic university policies and procedures, and is knowledgeable of university history, including the Alma Mater song.

Treasurer

- a. Distribute all monies appropriated by the student senate, in conjunction with the president;

- b. Maintain up-to-date and accurate accounting records, which should be available for review, upon request, by the Finance Committee;
- c. Sign all purchase requisitions, travel forms and other documents pertaining to finance;
- d. Help implement programs and activities such as Black History Month, homecoming, spring activities, etc.;
- e. Serve as ex-officio member of the Student Senate Finance Committee and attend all scheduled Finance Committee meetings;
- f. Provide monthly written reports to SGA on financial transactions, showing amounts expended and on hand, with supporting evidence of authorization;
- g. Maintain established office hours, attend key home sporting events and classics; is available, upon request, for special events as coordinated by the SGA advisor; speak to campus and community groups, when requested; is familiar with basic university policies and procedures, and is knowledgeable of university history, including the Alma Mater song.
- h. Is a member of the executive branch.

Attorney General (AG)

The AG shall assist and represent the president in the performance of his/her duties, as defined by the president and review evidence against any offender of the constitution. Offenders include individuals, groups or organizations under the auspices of the constitution.

- a. Preside over alleged infractions of residence hall regulations and receive said information from the dean of students;
- b. Receive charges against an accused student at every level of the student court system and preside over all cases before any student court;
- c. Receive information pertaining to alleged infractions from the Office of the Dean of Students, which makes formal

- charges against the accused student and issues a charge letter within 30 days of a reported violation, and conduct additional investigations, if necessary;
- d. Receive notification of pending cases from the Offices of the Vice Chancellor for Student Affairs/ Dean of Students and provide written notification of a case decision to the dean of students and vice chancellor for student affairs upon termination;
 - e. Request any student knowledge, with knowledge of or evidence in a case, to serve as a material witness and/or submit evidence. Failure to comply with the AG's request can result in a student appearing before the appropriate student court;
 - f. May hear simultaneous cases involving two or more students upon the his/her discretion and with the consent of accused students;
 - g. Hold a session to educate students about the judicial process and their rights and responsibilities;
 - h. Maintain established office hours, attend key home sporting events and classics; is available, upon request, for special events as coordinated by the SGA advisor; speak to campus and community groups, when requested; is familiar with basic university policies and procedures, and is knowledgeable of university history, including the Alma Mater song;
 - i. Help implement program and activities such as Black History Month, Homecoming, spring activities, etc.; and
 - j. Is a member of the executive branch.

Miss A&T

- a. Serve as the official female representative of the student body;
- b. Is familiar with basic university policies and procedures, and knowledgeable of Miss A&T and university history, including the alma mater song;
- c. Speak to campus and community groups, when requested;

- d. Prepare for speeches and pageant competitions, and provide to advisor for review;
- e. Maintain established office hours and attend key home sporting events and classics;
- f. Reserve the right to conduct coronation planning and execution with advisory council, as necessary, and communicate plans and budget progress to the executive board at meetings leading up to coronation;
- g. Provide written and accurate itemized expense reports, i.e. receipts and/or travel reimbursement for coronation, pageants, classics, and other mandated university events funded by SGA;
- h. Available, upon request, for special events coordinated by the advisor;
- i. Delegate class queens, elected by the student body, to serve as meeting representatives in Miss A&T's absence;
- j. Accessible to the following committees including, but not limited to, Founder's Day, Lyceum, University Observance, Honors Convocation, and Homecoming;
- k. Is the mistress of ceremony, as reigning queen, for the Miss A&T forum;
- l. Help implement programs and activities such as Black History Month, Homecoming, spring activities, etc.; and
- m. Is a member of the executive branch.

Mr. A&T

- a. Serve as the official male representative of the student body;
- b. Is familiar with basic university policies and procedures, and knowledgeable of university history, including the alma mater;
- c. Speak to campus and community groups, when requested;
- d. Prepare for speeches and competitions, and provide to adviser for review;
- e. Attend key home sporting events and classics;

- f. Reserve the right to conduct coronation planning, in accordance with budgetary guidelines, with Miss A&T, SGA director and the Ad Hoc Coronation Committee;
- g. Provide written and accurate itemized expense reports, i.e. receipts and/or travel reimbursement for coronation, competitions, classics, and other mandated university events funded by SGA to the executive board;
- h. Available, upon request, for special events coordinated by the advisor;
- i. Delegate class kings, elected by the student body, to serve as meeting representatives in Mr. A&T's absence;
- j. Accessible to the following committees including, but not limited to, Founder's Day, Lyceum, University Observance, Honors Convocation, and Homecoming;
- k. Is the master of ceremony, as reigning king, for the Mr. A&T forum;
- l. Is a member of the executive branch;
- m. Initiate and carry out at least two community service programs each semester separate from Miss A&T.

Section 3. – Qualifications for Class Officers

Office eligibility in the **Freshman Class** (president, vice president, Miss Freshman, secretary, and treasurer) requires that a student must be classified as a freshman before and during his/her term, duly registered at N.C. A&T, have not been convicted of any major violations of university regulations, and must not be on disciplinary probation.

Eligibility for office in the **Sophomore Class** (president, vice president, Miss Sophomore, secretary, and treasurer) requires that a student must have completed 30 semester hours at the end of the spring semester, must have a minimum cumulative average of 2.75 or higher; and must have completed 80% of their attempted hours at the time of submission of one's application, and maintain this average while in office, must not have been

convicted of any major violations of university regulations, and must not be on disciplinary probation.

Eligibility for office in the **Junior Class** (president, vice president, Miss Junior, secretary, and treasurer) requires that a student must have a minimum cumulative average of 2.75 or higher; and must have completed 80% of their attempted hours at the time of submission of one's application, and maintain this average while in office, must be duly registered at N.C. A&T, must not have been convicted of any major violations of university regulations, and must not be on disciplinary probation. At least 60 semester hours must be completed at the end of the spring semester.

Office eligibility in the **Senior Class** (president, vice president, Miss Senior, secretary, and treasurer) requires that a student must be a rising senior, having completed 90 semester hours at the end of the spring semester, must have a minimum cumulative average of 2.75 or higher; and must have completed 80% of their attempted hours at the time of submission of one's application, and maintain this average while in office, must be duly registered at N.C. A&T, not have been convicted of any major violations of university regulations, and must not be on disciplinary probation.

Section 4.-Duties and Responsibilities

Class Presidents (senior, junior, sophomore and freshman)

- a. Elected by the student body of his/her class;
- b. Preside at all meetings of the class and class officers;
- c. Represent the class in dealings with faculty, administration, and other matters;
- d. Implement programs and activities of interest to the class, and submit a schedule of events to class advisor no later than the third week of each semester, except the Freshman Class (no later than the last week in September);
- e. Hold at least one meeting each month and provide a minimum 72 hours notice;

- f. Hold membership in the Class Officers Association; Senior Class president serves as chairperson;
- g. Serve as ex-officio members of the executive branch;
- h. Attend Class Officers Association meetings.

Class Vice Presidents (senior, junior, sophomore and freshman)

- a. Elected by the student body of his/her class; assist the class president;
- b. Perform duties of the class president in the event of his/her absence or incapacity; ascend to the class presidency in the event of president's absence or incapacity; ascend to the class presidency should the position become vacant, in which the class vice presidency shall remain vacant pending an election;
- c. Help implement programs and activities; and
- d. Hold membership in the Class Officers Association.

Class Secretaries (senior, junior, sophomore and freshman)

- a. Elected by the student body of his/her class; assist the class president;
- b. Responsible for clerical duties of the class; take minutes at all meetings of the class and class officers;
- c. Submit all meeting minutes to class advisers within 36 hours;
- d. Help implement programs and activities;
- e. Hold membership in the Class Officers Association;
- f. Attend Class Officers Association meetings;
- g. Secretary of Class Officers Association appointed by Class Officers Association chairperson.

Class Treasurers (senior, junior, sophomore and freshman)

- a. Elected by the student body of his/her class; assist the class president;
- b. Maintain up-to-date and accurate accounting records, which should be available for review upon request;

- c. Responsible for implementing all fundraising activities, as approved by the university;
- d. Sign all purchase requisitions, travel forms and documents pertaining to finance;
- e. Provide monthly written reports to the class on financial transactions of his/her office showing amounts expended and on hand, with supporting evidence of authorization;
- f. Submit financial report to SGA treasurer or Financial Committee;
- g. Help implement programs and activities;
- h. Hold membership in the Class Officers Association;
- i. Attend Class Officers Association meetings.

Class Queens (senior, junior, sophomore and freshman)

- a. Serve as official female class representative;
- b. Elected by the student body of her class; assist the class president;
- c. Responsible for implementing class community service projects;
- d. Help implement programs and activities;
- e. Participate in all activities and special events deemed necessary by Miss A&T or the class;
- f. Serve as meeting representative in the absence of Miss A&T, upon request;
- g. Hold membership in the Class Officers Association;
- h. Attend Class Officers Association meetings.

Class Kings (senior, junior, sophomore and freshman)

- a. Serve as official male class representative;
- b. Elected by the student body of his class; assist the class president;
- c. Responsible for implementing class community service projects;
- d. Help implement programs and activities;

- e. Participate in all activities and special events deemed necessary by Mr. A&T or the class;
- f. Serve as meeting representative in the absence of Mr. A&T, upon request;
- g. Hold membership in the Class Officers Association;
- h. Attend Class Officers Association meetings.

Section 5. – Class Officers Association (COA)

COA serves as the governing body of senior, junior, sophomore and freshman class officers. The purpose of the association is to:

- a. Promote unity, political interest, awareness, and school spirit within classes;
- b. Provide opportunities for student participation in decisions that affect the class;
- c. Aid in development of student self-direction; and
- d. Serve as liaison between SGA and classes.

COA is the official council that acts in the common interest of class officers. Membership in COA include all elected officers of the senior, junior, sophomore, and freshman classes, who are subject to the SGA Constitution.

COA meetings must be held at least once a month.

Unseating the COA chairperson requires a 3/4 vote of COA membership. The position of COA chairperson shall ascend to the junior class presidency.

Section 6. – SGA Advisor Duties and Responsibilities

SGA advisor(s), primary and financial, are appointed by the Vice Chancellor for Student Affairs and serve in an advisory capacity to the SGA. The primary advisor considers, for approval, all recommendations from SGA to the Vice Chancellor for Student Affairs and advises the three branches of SGA and class officers. The financial advisor is responsible for all monies handled by SGA, including receipts and travel advances.

Article VII – Meetings

Section 1.

The SGA executive branch holds a minimum of one scheduled meeting every two weeks, beginning the first week in September, and other meetings as necessary. At least 24 hour notification should be given for all meetings. Copies of meeting minutes and all actions taken by major bodies of committees shall be forwarded to the vice chancellor for student affairs.

Section 2. – Quorum

A quorum of the Executive Committee shall consist of at least one half of the board.

Section 3. – Voting

Favorable vote shall be a plurality, unless otherwise designated in the constitution or ordered by the association.

Article VIII – Impeachment of Officers and Others

Section 1. – Impeachment and Restoration of Privileges

Any member of the executive, legislative or judicial branch, who is found guilty of violating the SGA constitution or the University Standard of Conduct or established procedures, or is guilty of constantly neglecting or failing to discharge his/her duties, may be removed from office by 3/4 vote of the senate after findings have been presented by a committee composed of three senate members and none from any other branches. The senate shall appoint the committee.

Article IX – Legislative Branch (Student Senate)

Section 1. – Purpose

The student senate is the legislative branch of SGA and the law-making body of representatives elected by the student body.

Section 2. – Officers

Officers of the student senate are speaker pro tempore, clerk, sergeant-at-arms (elected by the senate from among its members for a one-year term with eligibility to run for re-election for a second term), and parliamentarian (appointed by the speaker pro tempore from among senate members). All senate officers are elected by a majority vote of the senate at the first regular session and serve until successors have been elected.

- a. SGA vice president for internal affairs serves as speaker of the student senate, presides at senate sessions and has general supervision of the senate. The speaker is not considered a member of the senate, but facilitates senate business according to adopted rules, announces results of all votes and refers all bills to the proper senate committee before sending them to the president for his/her signature. He/she appoints members of all senate standing committees, the chairperson and members of special senate committees, unless otherwise provided, and serves as a non-voting ex-officio member of all senatorial committees. The speaker may call for roll attendance or on any senator to perform duties of the chair for a single session, and may require written reports from senate officers and committee chairpersons;
- b. Speaker pro tempore performs duties of the speaker in the event of absence or incapacity;
- c. The clerk records all senate proceedings, including roll call and is responsible for senate records and correspondence;
- d. Sergeant-at-arms assists the speaker in preserving appropriate order during senate sessions;
- e. The parliamentarian, upon request, assists the speaker in the interpretation of the SGA constitution and newly revised Robert's Rules of Order, and is an ex-officio member of the Rules Committee.

Section 3. – Membership

The student senate is elected in general elections held on the fourth Wednesday in March of each academic year. Members of the student senate are appointed upon membership in their

respective schools or colleges. Each district (school/college) shall have a minimum of three senators and, thereafter, additional senators will be based on the percentage, respective to the student population, in each district. The formula is $3 + (\% (24) - 3)$ is the minimum number of senators each school or college will have regardless of percentages; the percentage is derived by dividing the number of students in each district by the total student population.

Districts (schools/colleges)

College of Arts & Sciences
School of Business & Economics
School of Education
College of Engineering
School of Technology
School of Agriculture & Environmental Science
School of Nursing
School of Graduate Studies

Example:

Student numbers for fall 2003, when the formula was initiated ...

College of Arts & Sciences – 2307
School of Business & Economics – 1415
School of Education – 852
College of Engineering – 1699
School of Technology – 1096
School of Agriculture & Environment Science – 672
School of Nursing – 480
School of Graduate Studies

NOTE: Graduate students were included in the counts above but, per fall 2007, is a separate representation (see the eight schools and colleges listed above as the acceptable standard).

Fall 2003 numbers totaled 10,030 students. In order to reach percentages, divide each school or college's number of students by 10,030:

College of Arts & Sciences - .23
School of Business & Economics - .14
School of Education - .08
College of Engineering - .17
School of Technology - .11
School of Agriculture & Environmental Sciences-.06
School of Nursing - .05
School of Graduate Studies

Plug each decimal into the formula; the number of senators for each district will be:

College of Arts & Sciences – $3 + (.23)(24) = 9$ senators
School of Business & Economics = 7 senators
School of Education = 5 senators
College of Engineering = 7 senators
School of Technology = 6 senators
School of Agriculture & Environmental Sciences = 4
School of Nursing = 4 senators
School of Graduate Studies

Section 4. – Qualifications

Every student senator, during the fall and spring semesters of his/her term, must be in good standing, a resident of the district which he/she represents and have a cumulative GPA of 2.5 or higher.

Section 5. – Term of Office

Term of office for a senator shall be one academic year, beginning and ending at midnight of SGA inaugural dates. A senator is eligible for re-election to a second one-year term. No senator

shall serve more than two one-year terms. In case of an unexpired term, the vacancy shall be filled by senate election. Voluntary resignations shall be delivered, in writing, to the speaker.

In a petition citing a senator for non-performance of duty, the speaker shall immediately appoint a special committee of five senators, not more than one of whom shall sign the petition, to hear witnesses in closed hearings and present, no later than two regular sessions from appointment, a motion to unseat the senator, citing the alleged offense(s) along with a report of the committee's findings. The speaker shall declare a vacancy to be filled by the fall semester election.

Section 6. – Resignation

A senator is considered to have resigned immediately upon becoming ineligible under provisions of the constitution; he/she may resign at any time for due cause.

Section 7. – Powers

The student senate shall have power to appropriate funds:

- To all agencies of the SGA;
- To extra-curricular activities it deems compatible with the general welfare of the student body, provided that all funds appropriated for use, but not expended during the current academic year, revert to the SGA fund balance.

The Student Senate shall have power:

- a. To approve or reject all appointments made by the SGA president, by a majority vote, except where otherwise designated. Student senate may specify minor appointments it deems proper, which shall not require approval;
- b. To establish procedures for execution of business;
- c. To make laws governing SGA elections;

- d. To require reports from standing committees and all organizations receiving appropriations from the senate.

Section 8. – Seating

- The senate shall judge election returns and qualifications of its members; a 2/3 senate vote provides the power to refuse to seat a senator;
- Speaker shall administer the oath to each senator:

I (name), do solemnly promise to fulfill the duties to which I am obligated as a duly elected (appointed) senator. I promise to uphold the constitution of N.C. A&T's SGA to the best of my ability. I will accurately represent the students of my district and ensure that they are informed of the current happenings of the SGA. I will commit myself to attend regularly scheduled senate sessions and committee meetings, as I do my part to contribute to the ___th(st) legislative assembly.

Section 9. – Attendance

Full and prompt attendance at regular and special sessions of the senate and its committees is required of each senator, except that each senator is permitted one unexcused absence and three excused absences for a total of four absences during each academic year. To obtain excused status for an absence, a senator must submit written correspondence explaining why she/she could not attend a meeting no later than 30 minutes immediately following the session. Each senator is permitted a total of two absences from standing committee meetings during each academic year. Any member of a committee must also submit a letter, within 24 hours following the committee meeting, to the chairperson or designee explaining his/her absence. If a member fails to adhere, refer to Article IX, Section 15. for consequences.

Section 10. – Regular Sessions

The senate shall meet the second and fourth Wednesday of each month during the academic year, except during the first week of the fall semester and the last two weeks of both semesters, and any session which falls during recesses.

Section 11. – Special Sessions

The speaker shall call special sessions of the senate when he/she deems it necessary or upon receipt of a petition signed by 15 senators. Due notice of special sessions is provided in person or by mail, messenger service, or by electronic mail (e-mail). Oral or written notice is to be delivered at least 24 hours before special sessions commence or via announcement by the speaker at a regular or special session.

Section 12. – Length of Session

Any regular or special session of the student senate should move directly to the introduction of new business and announcements no later than one hour and a half after the session convenes and terminates no more than three hours from starting time.

Section 13. – Attendance at Sessions Following Spring Elections

- a. The senate shall meet in one assembly per calendar year starting with the spring semester and continuing through the spring semester of the ensuing academic year. Assemblies shall be numbered consecutively with the first legislature organized in 1968 being designated as the first legislative assembly;
- b. All incoming senators shall be required to attend the session immediately following their election;
- c. The clerk shall, in writing, certify to the Rules Committee chairperson at the adjournment of each session that a senator was absent if the senator did not answer to every roll call and if the senator failed to present himself/herself to the clerk to be counted present;
- d. Chairperson of the Rules Committee shall, in writing, certify to the clerk that an absence of a senator has been excused if the absent senator presents a written excuse no later than 30

minutes following the beginning of the session at which the Senator was absent;

- e. An absence shall be presumed to be unexcused unless the Rules Committee accepts an excuse.

Section 14. – Quorum

A quorum shall consist of a majority of senators.

Section 15. – Unseating

If the Rules Committee determines that a senator has accumulated two unexcused or five total absences from senate sessions, the chairperson shall require him/her to be present at the next committee meeting. If the senator cannot point out a mistake in the consideration of his/her absences, he/she will automatically be unseated at the end of the next senate session unless the senate sustains the appeal, which may be made at that meeting. If the Rules Committee determines that a senator has accumulated a total of three absences from meetings of a standing committee at the end of the next senate session, he/she will be unseated at the conclusion of that session unless the senate sustains the appeal, which may be made at that meeting.

Section 16. – Order of Business

The order of business for the senate is as follows:

- a. Call to order
- b. Roll call
- c. Reading of minutes
- d. Receipt of petitions, memorials, messages, and papers
- e. Reports of standing committees
- f. Reports of special committees
- g. Unfinished business
- h. New business
- i. Announcements of committee meetings for the following week
- j. Adjournment

Section 17. – Voting

- a. All voting shall be by voice except where otherwise provided. Use of secret ballot shall be prohibited in the student senate;
- b. Upon call for a division of the senate, the speaker shall call for ayes and nays to stand and announce the number of votes cast for and against the motion;
- c. An unopposed candidate for senate office or committee chairmanship may be declared elected if no dissenting vote is heard to a motion to accept him/her by acclamation.

Section 18. – Rules of Order

- a. The official rules, handbook or guide of the senate shall be newly revised Robert’s Rules of Order and each succeeding revision, provided that it is not in conflict with the SGA constitution;
- b. The senate may extend privileges of the floor to a speaker or to any other person by a majority vote.

Section 19. – Introduction of Bills

All bills shall be typed and introduced in duplicate as follows: one set each to the speaker and clerk. All provisions following enacting or resolving clause shall be double-spaced, with each line numbered.

Section 20. – Consideration of Bills

- a. The speaker shall refer each bill to an appropriate standing committee following its introduction;
- b. Money bills amounting to more than \$500 must be presented to the senate for approval;
- c. Bills that originate in standing committees may be considered in the session at which they are reported, provided that they have been prepared and made available to senators at least 24 hours before the beginning of the session at which they are to be considered;
- d. A simple majority of voting senators, if a quorum is present, shall enact bills into law; however, amendments to the SGA

constitution and by-laws of the student senate must receive a 2/3 vote;

- e. A 2/3 vote of senators, if a quorum is present, shall have the power to enact a bill into law over a presidential veto as provided for in the constitution.

Section 21. – Distribution of Bills

The clerk, upon receipt of legislation, resolutions or proposals from the chairperson of the Rules and Regulations Committee, shall notify the following persons via mail, e-mail, facsimile, or any other form of written correspondence within 24 hours before the session at which the bill is to be considered, except bills which originate in standing committees: senators, president, vice president for internal affairs, attorney general of the student body, and other organizations and/or individuals who may be affected by the bill.

Section 22. – Presidential Appointments

All appointments to executive and judicial offices made by the president of SGA shall be ratified by a majority of voting senators except where otherwise designated.

Section 23. – Review

The student body shall have the power to call for a ballot on any act of the student senate provided a petition calling for the ballot and specifying, in writing, the proposed action shall be signed by 10% of the SGA. The SGA president shall, if he/she determines the petition to be in good order, and within the limitations of the constitution, direct the Elections Committee to conduct an election on the bill not less than six or more than fifteen days after he/she receives the petition. Public notice of elections shall be given no less than four days before it takes place. A majority of votes cast at the election shall be sufficient to pass the bill.

Section 24.

Copies of minutes of all senate sessions and committee meetings, actions taken and/or bills introduced or passed, shall be

forwarded to the vice chancellor for student affairs within 36 hours after meetings end.

Senate Committees

Section 25. – Standing Committees

Senate standing committees are: Finance, Judicial and Review, Rules, Ways and Means, Campus Life, and Academic Affairs.

Section 26. – Ad Hoc Committees

May be formed as needed to serve temporary functions.

Section 27.

All committee members shall serve for one academic year.

Section 28.

The full senate shall elect members of all senate committees.

Section 29.

Chairpersons of all committees, except Nominating and Finance, shall be elected from among the membership of respective committees.

Section 30.

- a. Chairpersons of all standing committees shall submit an annual written report to the SGA. Special committee chairpersons shall submit a written report upon completion of the activity;
- b. It shall be the duty of each committee chairperson to call meetings, procure copies of bills referred to the committee no later than the second regular session before meetings at legislative sessions, report absences from committee sessions to the chairperson of the Rules Committee, and submit a written report of his/her committee's actions at the last regular session of the senate.

Section 31. – Committee Meetings

- a. Notice of a committee meeting may consist of the establishment and announcement of a regular time and place. It must be given by messenger service, mail or orally 24 hours before the meeting is to be held. All notices shall state the day, hour and place of meeting;
- b. A quorum shall consist of a majority of the senators who comprise the committee.

Section 32. – Power and Duties of Standing Committees

Standing committees shall have the power to consider legislation referred to or by them in their special areas of concern. Whenever they deem proper, unless the student senate, by suspension of the rules or a discharge petition signed by a majority of the student senate and presented to the speaker of the senate before the sessions begin, shall take a bill from committees before it is reported.

Section 33. – Student Senate Finance Committee

The full senate shall elect the chairperson of the Finance Committee. Duties include:

- a. Consideration and/or development of all bills that pertain to financial matters;
- b. Developing and reporting the proposed annual budget to the student senate for approval.

Section 34. – Judicial Committee

It shall be the duty of the Judicial Committee to consider and review bills that pertain to the judicial and electoral systems. It shall also review positions of the SGA executive board and senate to ensure that all duties are being fulfilled properly.

Section 35. – Rules Committee

It shall be the duty of the Rules Committee to: 1) consider and Report all bills pertaining to the student senate constitution; 2) Originate amendments to the student senate constitution; 3)

prepare and administer a test of parliamentary procedures to all new senators, and assist them in passing within two weeks of their official seating; 4) review absences of student senate or committee meetings; and 5) correct and approve minutes of each student senate meeting within two weeks. The student senate clerk shall submit a copy of minutes at the next committee meeting.

Section 36. – Ways and Means Committee

It shall be the duty of the committee to consider and report all bills that do not pertain to matters for which specific standing and special committees have been established, and to originate or amend such bills falling within its jurisdiction as it may desire. All reports to the senate by individuals and SGA committees shall be submitted to Ways and Means to see that the reports are received and reported to the senate and, where appropriate, conveyed to other standing committees.

Section 37. – Campus Life Committee

It shall be the duty of Campus Life to ensure that the concept of the university community is realized, and to investigate and find plausible solutions for student concerns pertaining, but not limited, to food services, residence life and safety.

Section 38. – Academic Affairs Committee

It shall be the duty of the committee to meet with their deans, respectively, to investigate student concerns, ensure that their peers receive superior education by expressing effective communication between members of the university community, and meet with faculty to ensure that the classroom environment, as well as academic excellence, continues to grow.

Section 39. – Committee Size

For efficiency, each committee shall exceed no more than five members except Academic Affairs and Campus Life. The Academic Affairs Committee has two representatives from each district so that no person is overburdened. Since Campus Life

encompasses numerous departments, it is critical to give this committee more members so that added pressure is not on one individual.

Committee Membership

Finance – 5

Ways and Means – 5

Rules and Regulations – 5

Judicial and Review – 5

Campus Life – 9

Academic Affairs* - 16

*Two representatives from each district.

Article X – Parliamentary Authority

The rules contained in the current edition of newly revised Robert's Rules of Order shall govern the SGA in all applicable cases and where they are not inconsistent with the constitution and any special rules of order that the SGA may adopt.

Article XI – Amending the Constitution and Administrative Sanction

Section 1.

The constitution can be amended at any regular meeting of the senate by a 2/3 vote, provided that the amendment has been submitted, in writing, no less than 24 hours before the meeting.

Section 2.

All action taken by the senate must be presented for review and approval to the Vice Chancellor for Student Affairs, who submits the action to the Chancellor for ratification.

Article XII – Ratification of the Constitution

Section 1.

The constitution becomes effective immediately after it has been approved by 2/3 of duly elected senators and the vice chancellor

for student affairs, chancellor and the Board of Trustees, in that order.

Section 2.

Upon ratification, the constitution becomes operative and supersedes all previous versions and/or SGA by-laws.

Article XIII – Judicial Branch

Section 1. – Student Courts Power

- a. SGA’s judicial power shall be vested in the Student Conduct Council and a conduct system composed of a Student Supreme Council. These courts are supervised by the AG. There shall be a faculty advisor appointed from the Office of the Dean of Students to serve the court in an advisory capacity at all student court hearings. The student court system shall encompass cases of discipline with residence halls. The AG shall appoint a clerk of the judicial system to record hearings, which must be taped, and handle correspondence;
- b. The Office of the Dean of Students shall make formal charges against an accused student; and
- c. The AG, or his/her agent, shall act as a prosecutor in all cases before any student court.

Section 2. – Student Conduct Council

- Membership – The Student Conduct Council is comprised of 11 members elected by the student body. The chairperson is the one who receives the highest number of votes. A quorum consists of a majority of members present at a hearing;
- Jurisdiction – The Student Conduct Council has original jurisdiction in cases that involve student behavior and infractions of major social rules and university regulations standards governing student conduct. Cases are limited to infractions within residence halls;
- Penalties – The Student Conduct Council may recommend to the vice chancellor for student affairs/dean of students the imposition of penalties consisting of a warning, reprimand,

probation, or suspension of any of the sanctions listed in the student conduct section of the student handbook;

- Appeals – Any decision of the Student Conduct Council may be appealed to the Student Supreme Council, in writing, setting forth specific areas of disagreement with the decision of the council. The appeal must be submitted within seven calendar days of the announcement of the council, excluding weekends, holidays and university observances. Reasons for appeal are limited to violation of due process or submission of new evidence.

Section 3. – Student Supreme Council

- Membership – The Student Supreme Council is composed of ten members appointed by the SGA president from a list of names of no less than 15 students submitted by the senate. The SGA president shall appoint the Student Supreme Council chairperson from its membership;
- Jurisdiction – The Student Supreme Council hears appeals from the Student Conduct Council and has the authority to rule on individual appeals;
- Appeals – Appeals of Student Supreme Council decisions may be made to the vice chancellor for student affairs/dean of students (see Section 2.d. for timeline). The Student Supreme Council is the final arbiter of appeals made from the lower student council on the basis of procedural errors.

Section 4. – Meetings (Quorum)

A quorum for student courts at each meeting shall be one-half of court members.

Section 5. – Meetings (Voting)

A 2/3 vote of the court hearing cases shall be required to convict an accused student. All other votes shall be by simple majority, with the exception that a 2/3 vote shall be required to recommend suspension of a convicted student.

Student Hearing Procedure

The procedure, herein specified, shall be used in all hearings or courts of original jurisdiction in the student conduct system.

Information, Investigation and Notification

Section 6.

All information pertaining to alleged violations of residence hall regulations should be submitted by residence hall staff to the vice chancellor for student affairs/dean of students, who shall make it available to the AG.

Section 7. – Notification of a hearing shall be served by the Office of the Dean of Students to the accused student within 30 days after report of the violation. Reasonable extensions of this time are permissible.

Section 8.

The Office of the Dean of Students serves notification of hearing , which must be facilitated in person and requires a signature of receipt. The notification of hearing specifies: 1) the nature of the offense and 2) the time and place of the hearing (must be reasonable). The notification of hearing shall be signed by the dean of students and served at least five days before the hearing.

Section 9.

The Office of the Dean of Students informs the accused student, in writing, of: 1) charges against him/her that explain particulars, 2) penalties involved, 3) right to have assigned counsel or one of their choosing, 4) right to have material witnesses and procurement of evidence, 5) right to have as many as three character witnesses and have as many as three statements read at the hearing attesting to their character, 6) right to request disqualification, for valid reasons, 7) right to request a reasonable postponement of hearing, and 8) right to face an accuser, upon request (if possible).

Hearing Conference

Section 10.

An accused student may request, in writing, no more than once, a postponement of his/her hearing due to extenuating circumstances. Extensions shall be granted at the discretion of the AG, except that the Conduct Council may, at the time of hearing, grant an extension if it deems one necessary.

Section 11.

An accused student may waive any guaranteed rights provided that he/she does so in writing (see section on Waiver of Rights to a Hearing).

Section 12.

The AG, or his/her agent, may ask questions relevant to a case to be heard in the Office of the Dean of Students.

The Council

Section 13.

Student councils shall be composed of the designated number of duly elected or appointed members, including a chairperson.

Section 14.

A 2/3 vote of the court hearing a case shall be required to convict an accused student. All other votes shall be by simple majority, with the exception that a 2/3 vote shall be required to suspend a convicted student.

Public Hearings

Section 15.

An accused student has the right to a closed hearing, at which persons not involved in the proceedings will not be allowed.

The Convening

Chairperson calls the council to order.

Charge, Plea, Postponement, and Termination

Section 16.

The charge shall be stated by the council's chairperson in the presence of an accused student who: 1) pleads guilty; 2) pleads not guilty; 3) enters an indefinite plea (allegations of wrongful conduct are neither admitted nor denied; a plea is appropriate when actions of the accused are technically within the ambit of prescribed conduct but, due to existing circumstances, does not rise to the dignity of a breach; examples are emergencies, accidents, confusion, and lack of knowledge) and makes a subsequent explanation; and 4) moves for postponement of a hearing.

Section 17.

If an accused student enters an indefinite plea, he/she shall make a subsequent explanation of the reason for this action.

Section 18.

An accused student may move to postpone a hearing on the following grounds:

- Student is not charged with commission of a specific offense;
- Student has not been fully informed of charge particulars and is unable to defend himself/herself;
- Preliminary conference was not granted or properly conducted;
- Any other reason judged valid by the council having jurisdiction.

Section 19.

The council having jurisdiction shall decide on all issues that arise from a motion to postponement of a hearing.

Section 20.

Conditions in Section 18. (first three bullet points) can be corrected by the AG, or his/her agent, and a new hearing may be scheduled.

Change of Council Composition

Section 21.

An accused student may apply for a change in the membership of the council on the grounds that a fair and impartial hearing cannot be had by reasons of interest or prejudice of a member(s) of the council. The request must be substantiated.

Section 22.

The council acts upon such applications.

Section 23.

A council member may disqualify himself/herself from a trial on grounds that a fair and impartial hearing cannot be had because of reasons of interest or prejudice.

Continuance

The council, upon application of the AG, or his/her agent, accused student or the council, on its own motion, may grant a postponement of the hearing on grounds of absence of a material witness or evidence, or other valid reasons affecting the ability of the court to proceed.

Witnesses

Section 24.

Before giving testimony, each witness is required to recite the following; I (name), do solemnly swear or affirm that my testimony shall be accurate to the best of my knowledge as a responsible member of N.C. A&T or participant in this court.

Section 25.

An accused student shall call witnesses to testify on his/her behalf, after which the AG, or his/her agent, calls witnesses to testify for the university.

Section 26.

Witnesses are normally heard in the following order: 1) character witnesses for the accused, 2) material witnesses for the student body, and 3) material witnesses for the accused.

Section 27.

Character witnesses may be called by the accused to testify only to his/her character and reputation. Character statements shall serve the same purpose.

Section 28.

Material witnesses may either be persons who possess direct knowledge of the case being heard or persons who have technical or other so-called expert information, which is relevant to the case being heard or to the accused student. Testimony of material witnesses shall be limited to first-hand information, substantial opinions and testimony relevant to the case being heard or to the accused.

Section 29.

Any witness may enter pieces of evidence. The council shall accept such evidence if it deals with first-hand information, substantial opinions or relevant facts. Signed, sworn statements by witnesses unable to be present at a hearing shall be considered evidence. This secondary evidence will be allowed only in cases where mitigating circumstances prevent witnesses from appearing at the trial.

Section 30.

Witnesses may be questioned by 1) the AG, or his/her agent, 2) the accused or 3) any member of the council.

Section 31.

Any student with knowledge of a case is obligated to serve as a material witness on the call of the AG, or his/her agent, or the accused. Any student who possesses material that either the AG, or his/her agent, or the accused requests as evidence, is obligated

to render it to the council. The AG may recommend that any such student be charged by the Office of the Dean of Students for refusing to accept responsibility.

Conduct of Hearings

Section 32.

All matters involving student cases shall be closed and brief summaries released by the council chairperson to the Office of the Dean of Students. A summary shall include no more than the nature of the offense, verdict and the sentence; however, the accused may release information concerning a case at his/her discretion.

Section 33.

Cases involving two or more accused students may be heard jointly at the discretion of the AG, except that the council, at the time of the hearing, may decide against this procedure and hear the cases separately. The accused must also consent to be heard with others, even if it is related to the same incident.

Section 34.

The AG, or his/her agent, represents the student body in a trial and presents all pertinent facts and evidence uncovered in an investigation of the case being heard.

Section 35.

It is the court's responsibility to control all proceedings during a hearing, and to limit the introduction of evidence and examinations of counsels to relevant and material matters.

Section 36.

The accused may remain in the council room during any period of testimony, which includes all council proceedings, with the exception of deliberations on the verdict and the sentence.

Section 37.

The clerk shall record all oral proceedings before the council and place other pertinent evidence in the record as directed by the council.

Section 38.

All conduct hearings shall be conducted according to the following form:

- Introductions;
- Reading of regulatory statements that govern process and behavior during a hearing (see student handbook sections on “presence of adviser and observers at hearing” through “decision”);
- Reading of charge(s) and plea(s);
- Presentation of case by person bringing charges (complainant);
- Presentation of case by student charged (accused);
- Testimony of witness(es) for complainant;
- Testimony of witness(es) for accused;
- Questions by members of hearing body to any participant, to include witnesses;
- Opportunity for final statement by complainant and accused;
- Hearing chairperson retains discretion to limit the number of witnesses.

Council Deliberations

Section 39.

After hearing testimony, the council room is cleared and the council is left alone;

Section 40.

Council chairperson leads deliberations. The council determines guilt or innocence of the accused based solely on evidence presented at the hearing. A decision is reached based on the preponderance of evidence with the burden of proof on the person bringing the charges.

Section 41.

A 2/3 vote of the council hearing a case shall be required to find the accused guilty. All other votes shall be by simple majority, with the exception that a 2/3 vote shall be required to recommend suspension of a student found guilty.

Section 42.

The verdict may be: 1) guilty, 2) not guilty or 3) guilty to a portion of the charge or a lesser charge.

Section 43.

If the accused is found guilty, the council shall deliberate on sanctions.

Section 44.

Sanctions shall be imposed by a 2/3 vote.

Presentation of Verdict and Penalty

Section 45.

The council shall submit, in writing, to the Office of the Dean of Students, their findings and recommendations (see Section 32.) Within ten calendar days of the decision date, the Office of the Dean of Students will provide certified or hand-delivered, written notification of the decision to the accused.

H. [Improper Relationships Between Students and Employees](#)

issued:

Authority Board of Trustees
Title Improper Relationships Between Students and Employees
Responsible Office Human Resources
Subject Improper Relationships
Applies to Faculty, Staff and Students

History: First

Additional

References: The UNC Policy Manual, Chapter 300.4.1, Improper Relationships Between Students and Employees

Related Policies: Sexual Harassment Policy, Nepotism Policy for EPA Employees, Nepotism Policy for SPA Employees

1. POLICY STATEMENT

The University does not condone amorous relationships between students and employees. Members of the University community should avoid such liaisons, which can harm affected students and damage the integrity of the academic enterprise.

Amorous relationships between students and employees are strictly prohibited when the employee is responsible for evaluating or supervising the affected student or when the student is a minor, as defined by North Carolina law. Both the fact and the appearance of any exploitation must be avoided. The relative difference in power – actual or perceived– in working relationships must be recognized by faculty and staff and not be employed to anyone’s advantage or disadvantage.

It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship.

It is misconduct, subject to disciplinary action, for a University employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years.

2. DEFINITIONS

An **“Amorous relationship”** exists when two persons, as consenting partners, without the benefit of marriage, have a sexual union or engage in a romantic partnering or courtship that may or may not have been consummated sexually.

“Evaluate or supervise” means to assess, determine or influence one’s academic performance, progress or potential or one’s entitlement to or eligibility for any institutionally conferred right, benefit or opportunity or to oversee, manage or direct one’s academic or other institutionally prescribed activities.

3. CORRECTIVE ACTION

Violations of this policy shall be treated as misconduct subject to disciplinary action up to and including dismissal and addressed according to the applicable policies for prosecuting misconduct charges against members of the class of employment of which the affected employee is a member.

4. POLICY DISSEMINATION

This policy is available on the website; included in the Faculty Handbook; and available from the Office of Human Resources, Student Affairs or Legal Counsel.

Approved and Signed by the Vice Chancellor for Human Resources and Chancellor on January 10, 2008.

North Carolina Agricultural and Technical State University is an AA/EEO and ADA compliant institution.

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