

STUDENT AFFAIRS

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Student Affairs is responsible for the management and coordination of all co-curricular activities, non-academic support programs and services, student publications, and student life policies and procedures. The office is located on the third floor of Lumbee Hall. The mission of Student Affairs is to empower students to succeed, facilitate active learning, develop cultural appreciation, promote responsible citizenship, and ensure a robust campus experience for student engagement.

The Division of Student Affairs strives to transform students into engaged citizens. Core values are the underlying components of our work and the following beliefs form our shared identity and purpose in the Division of Student Affairs: We facilitate growth that empowers academic success, balance, and creative innovation; we provide excellence in student-centered programming; we maximize campus life experiences and promote student success through collaboration; and we value, establish, and embrace an inclusive community. The University strives to empower students to be successful by supporting and challenging students' exploration and development of their unique potential in a community of diversity and mutual respect by creating and contributing to opportunities for learning beyond and within the classroom.

Every effort is made to provide an environment which is pleasant and conducive to intellectual growth and well-being. Through the services and activities affiliated with campus life, the students at The University of North Carolina at Pembroke enhance their student development, personal growth, and academic success.

STUDENT AFFAIRS DEPARTMENTS

Student Affairs is responsible for the management and coordination of Housing and Residence Life, Counseling and Psychological Services, Student Health Services, Parent and Family Services, the Career Center, Office for Diversity and Inclusion, Community and Civic Engagement, the University Center and Programs department, Student Involvement and Leadership, Fraternity and Sorority Life, Campus Recreation, Student Conduct, Police and Public Safety, and Environmental Health and Safety.

STUDENT HOUSING AND RESIDENCE LIFE

Housing and Residence Life is an integral part of the educational program at UNCP. Campus housing is considered to be more than merely a place to sleep; it is "home" for many students. The University's aim is to provide housing that offers an environment conducive to studying and to provide an opportunity for each student to develop socially and academically. Especially mature, well-qualified students are employed as Resident Advisors. The RAs live within the residence halls and are available to provide information, assist with the transition to on-campus living, and assist with developing community.

Campus housing is located within walking distance of all campus facilities including classrooms, library, dining hall, snack bar, student center, bookstore, post office, and recreational facilities. A wide selection of campus recreational facilities and programs is available to all students. Students are encouraged to become involved in the different activities and student organizations on campus.

A Housing Agreement/Application must be completed by all students entering UNCP who request to live on campus. An application can be obtained from the web site at www.uncp.edu/housing or by contacting the office at The University of North Carolina at Pembroke, P.O. Box 1510, Pembroke, NC 28372-1510. This application and a \$150 deposit must be on file before a room assignment can be considered. All students moving into campus housing must have paid room and board fees before keys can be issued to rooms. Neither returning students nor new students will be guaranteed a specific roommate, a specific room, or a specific assignment.

Room and Board are available during both terms of the Summer Session.

COUNSELING AND PSYCHOLOGICAL SERVICES

The University of North Carolina at Pembroke believes that education includes the development of the whole person. At UNCP, Counseling and Psychological Services (CAPS) is central to the overall mission of the university. These services help students to achieve their educational goals, learn the process of problem solving, increase and enhance their capacity for satisfying interpersonal relationships, and make full use of their potential for continued growth beyond their educational experience. The mission of CAPS is to help students define and accomplish personal and academic goals while maintaining balance in their lives. These services are directed towards enhancing the skills which students bring with them to UNCP and encouraging the development of skills which will make students more successful both at UNCP and beyond.

The center offers confidential individual, couples, and group counseling; educational workshops; psychiatric evaluations and medication monitoring; and clinical/educational assessments. Licensed professionals provide counseling services for UNCP students without cost. Typical concerns addressed are depression, anxiety, disordered eating, family concerns, alcohol and drug issues, self-esteem, sexuality, and many more. Services are typically provided through walk-in and by appointment; when a crisis occurs, urgent care needs can be addressed immediately.

The clinical case manager works closely with many offices throughout campus to ensure a continuity of support for a student who may be struggling with psychological, intellectual, and social issues that affect overall quality of life. The case manager oversees the CARE team, which coordinates off-campus services and auxiliary services that a student might need such as shelter and food when a student is homeless and/or hungry. Anyone concerned about a student can make a CARE report at http://www.uncp.edu/sa/care_team.htm.

The Collegiate Recovery Community takes steps toward meeting the needs of students in recovery from drug or alcohol addictions. Opportunities for students to engage in fun, supportive, and sober activities have been made possible by support from the Stacie Mathewson Foundation & Transforming Youth Recovery.

The Sexual Misconduct Advocacy and Resource Team (SMART) is coordinated by a CAPS sexual assault advocate. The goal of the team is to serve as an on-campus resource/advocate for students who are victims of sexual violence, interpersonal violence, and gender-based hate crime. Information about the SMART committee can be found at <http://www.uncp.edu/caps/violence>.

STUDENT HEALTH SERVICES

The Student Health Services Center is staffed Sunday 5 p.m. - Friday 4 p.m. during the academic year. Available medical services include primary medicine, routine gynecologic examinations and contraceptive health education, confidential HIV testing, allergy injections, laboratory services, nursing services, minor injury treatment, and health education programs. A nurse practitioner is available during selected hours. Seriously ill students and emergencies are referred to local medical facilities as necessary. Students should be aware that student health fees do not cover off-campus treatment. A current, validated student ID card is required for all visits. All registered students taking six (6) or more credit hours are required to purchase the student injury and sickness insurance plan, with the following exceptions: distance education students and students who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage.

Medical History and Immunizations: N.C. Law requires that each student provide proof of immunizations. Any student who does not have the mandated immunizations and/or does not furnish the required medical statement within thirty (30) days of the first day of class will be withdrawn from classes. The University has no authority to waive these requirements and/or give extension on the thirty (30) day time limit. A medical history form, which includes the required immunization documentation, should be returned as part of the admission requirement prior to registration. This form must be completed by the student and on file with Student Health Services. The director and nurses on duty are available to assist students in completing the necessary immunizations. This law applies to all students except the following: students residing off campus and registering for any combination of

- a. Off-campus courses
- b. Evening courses

- c. Weekend courses
- d. No more than four traditional day credit hours in on-campus courses.

PARENT AND FAMILY SERVICES

The office of Parent and Family Services is located in the James B. Chavis University Center, Suite 219. Parent and Family Services strives to inform, educate, and collaborate with students, parents, and families to engage fully with the university community in support of their long-term success and affinity for UNCP. The University recognizes parents and families as natural allies and collaborates with them to enhance students' development throughout their time at UNCP. The office works with parents and families to help them understand the student experience, to support student learning both in and out of the classroom, and to empower students to take personal responsibility for their social and academic choices. The office also partners with New Student and Family Orientation to facilitate a successful transition to UNCP while supporting students and families throughout the year.

CAREER CENTER

The Career Center provides UNCP students and alumni with resources and opportunities that promote comprehensive career development, life-long learning, fulfilling lives, and engaged and responsible citizenship. Career counselors are available to assist students in deciding their major, assessing their skills and interests, exploring occupational information, writing résumés and cover letters, polishing interviewing skills, developing effective job search strategies, and successfully managing career transitions.

The Career Center web page maintains resources related to college majors, careers, employers, graduate schools, internships/co-ops, and the job market. Additionally, Web services are available for students to post résumés and references, view job listings, and network with employers.

Workshops are offered throughout the year on a wide range of career and professional development topics. The following events are scheduled annually: Professional and Career Development Institutes, Freshman Seminar presentations, Business Etiquette dinners, and career fairs. Representatives from business, industry, government, healthcare agencies, and public schools visit the Career Center during the fall and spring semesters to interview students and alumni for job and internship vacancies.

For more information, view the Career Center's website at www.uncp.edu/career or call to make an appointment. Office hours are 8:00 am - 5:00 pm, Monday - Friday.

OFFICE FOR DIVERSITY AND INCLUSION

The Office for Diversity and Inclusion (ODI) provides leadership and advocacy at The University of North Carolina at Pembroke to support cultural diversity and to prepare students to interact in a diverse world. ODI actualizes a dimension of the university's core value of diversity by empowering UNC Pembroke's diverse student populations and facilitating cross-cultural interactions through educational opportunities, programmatic initiatives for the university community, and adhering to the basis of respect and inclusion. ODI is in the business of ensuring that every UNCP student is equipped and linked to the right resources and services that the University and community at large have to offer. ODI is located on the first floor of historic Old Main, in the Multicultural Center, Room 128. Office hours are 8:00 am - 5:00 pm, Monday-Friday.

Multicultural Center: The UNC Pembroke Multicultural Center seeks to promote the globalization of the campus by providing a means to increase awareness about other cultures and to help people from other cultures have positive contact with the campus. The Multicultural Center strives to reach the first of these goals by providing special events, exhibits, and workshops that provide a glimpse of understanding into other cultures. In order to meet the second goal, the Center serves as a resource for all UNCP students, faculty, and staff. The Center is also available for scheduled meetings of student, faculty, and staff groups.

OFFICE FOR COMMUNITY AND CIVIC ENGAGEMENT

The Office for Community and Civic Engagement (CCE) is located in Jacobs Hall, Suite K. The CCE office provides opportunities for students to develop their knowledge and understanding of community and civic responsibility through educational programs, co-curricular service opportu-

nities, and academic service-learning. The CCE staff advises students on volunteerism, community service, social justice, civic engagement, and responsible citizenship.

CCE provides an experiential learning approach to student development and active, responsible citizenship. The core curriculum provides education, awareness, and service opportunities for students to become actively engaged in social justice issues and civic responsibility. CCE builds and maintains partnerships with community agencies to provide students with these opportunities. In addition, the office hosts days of service, monthly service opportunities, and alternative break trips and works with the Division of Academic Affairs to develop academic service-learning opportunities. Service-learning is a teaching and learning strategy that enriches academic and life-long learning by engaging students in meaningful service to the community while gaining valuable knowledge and skills that integrate with course objectives. Students enrolled in service-learning courses are provided with opportunities to apply the concepts, skills, and information learned in the classroom to real world problems in the community.

Students may document their participation in civic development education and service opportunities via UNCP Serve, an online volunteer management system, to create a service transcript.

UNIVERSITY CENTER AND PROGRAMS

The University Center and Programs department includes the James B. Chavis University Center, the University Center Annex, and Pine Cottage. The University Center and Programs department is committed to facilitating the educational process by providing services, programs, activities, and facilities where students, faculty, staff, alumni, and guests can build community, create culture, and develop character.

The James B. Chavis University Center is the hub of campus activities and houses offices for Fraternity and Sorority Life, the Career Center, and Counseling and Psychological Services. Service areas within the University Center include a computer lab, an Information Station, the Dining Hall, World of Wings Cafe, the Hawk's Nest game room, student lounges, three conference rooms, and a meditation room.

The University Center Annex is the main programming venue on campus and includes three conference rooms and a multi-purpose assembly room with two dressing rooms and a catering kitchen. The Annex houses office for Student Involvement and Leadership, the Student Government Association, and the Pembroke Activities Council.

Pine Cottage, which opened in 2013, is a two-story facility with outdoor space located in a six-acre sanctuary on the northwest side of campus. The building and grounds serve multiple purposes as a Campus Garden, disc golf course, conference site, and more.

STUDENT INVOLVEMENT AND LEADERSHIP

The Office of Student Involvement and Leadership, located in the University Center Annex, is a major component of the Division of Student Affairs serving the university community. In particular, the office is responsible for developing the leadership capacity of students and supporting student organizations as integral members of the University community by serving as a leadership and organizational development clearinghouse.

The mission of the Office of Student Involvement and Leadership is to provide meaningful co- and extra-curricular developmental and educational opportunities for students in a highly personalized and student-centered educational environment in order to challenge students to embrace difference, adapt to change, think critically, communicate effectively, and become responsible citizens as outlined by the University's mission.

Guided by the University's Core Values, the Office of Student Involvement and Leadership is committed to enhancing the overall educational experience of students by providing students, at a variety of abilities and engagement levels, with appropriately designed opportunities to develop their leadership capacity and campus engagement in support of becoming life-long learners; involving students in the planning and implementation of co- and extra-curricular activities; and supporting positive educational outcomes including the ability to create, function in, and maintain a socially just, culturally engaged, civically involved, sustainable, and technologically advanced community.

FRATERNITY AND SORORITY LIFE

Involvement in Fraternity and Sorority Life is considered to be a premier leadership experience on the college campus today. Fraternity and Sorority Life provides an opportunity for lifetime membership in a fraternity or sorority committed to values-based leadership. The cornerstones of Fraternity and Sorority Life are academic excellence, leadership, community service and philanthropy, and brotherhood and sisterhood. Fraternity and Sorority membership provides resources for mentorship, and career services as well as personal and professional development. UNC Pembroke hosts a number of Fraternity and Sorority chapters designed to provide a great fit for students.

There are also many traditional programs that fraternity and sorority students participate in, such as Meet the Greeks, where interested students have an opportunity to meet all of our fraternities and sororities the first weeks of school; Homecoming Week, where our fraternity and sorority students show Hawk Pride through various friendly competitions and activities; Songfest, which is the fraternity and sorority community philanthropy event; Greek Week, which is a weeklong celebration of all of our social fraternities and sororities that demonstrates their unity and community spirit; the NPHC Step Show event that serves to give the 9 historically African American Fraternities and Sororities an opportunity to share with the campus community various cultural and diverse learning experiences through the art of African stepping; and numerous other events.

The purpose of the various Fraternity and Sorority Governing Boards is to provide self-governance to all Fraternity and Sorority organizations through decisions made by peers. The Fraternity and Sorority Governing Boards provide autonomy to all Greek chapters on campus. Leaders are selected by the Fraternity and Sorority Life Office or elected by peers to serve the Fraternity and Sorority community by creating policies and procedures in order to hold the Fraternity and Sorority community to a high standard.

CAMPUS RECREATION

The Department of Campus Recreation believes that leisure physical activity and enjoyment are vital to a person's total well-being. Based upon this belief, Campus Recreation provides a broad and diversified program of recreational activities for the University's students, faculty, and staff. Patrons have the opportunity to participate in over a dozen intramural activities, multiple club sports, group fitness activities, and trips associated with the Adventureships. Campus Recreation also provides access to non-organized avenues of recreation through the use of the Campbell Wellness Center, Aquatics Center, Auxiliary Gym, and Disc Golf Course. Through the many programs of the department, the goal is to provide patrons with the opportunity to develop lifetime recreational skills, gain an appreciation for healthy choices, and develop positive social interactions that lead to lifelong relationships.

STUDENT CONDUCT

The mission of Student Conduct is to administer a developmental and educational student discipline program that encourages accountability, critical reflection, and active decision making. Through programming, advisement, and interaction, Student Conduct seeks to increase awareness of University expectations of student behavior, encourage civility, and promote self-responsibility. Student Conduct believes in promoting an environment which encourages students to make positive and impactful choices for their personal and professional lives. The office continuously strives to provide a comprehensive student discipline program that encourages all students to develop into productive members of society.

POLICE AND PUBLIC SAFETY

The Police and Public Safety Department is a full-service law enforcement agency. UNCP Officers are trained professionals, certified by the North Carolina Justice and Standards Commission. These Officers are vested with all powers of arrest within the University Community and all property owned or leased by UNC Pembroke and that portion of any public road or highway passing through campus or adjoining the campus. The Police and Public Safety Department has mutual aid agreements with all municipal departments within Robeson County including the Sheriff's Department and NC Highway Patrol.

Motorist Assistance: Students, faculty, staff, and/or visitors on campus who find themselves in need of emergency vehicle service should call the University Police Department (910-521-6235) for assistance or contact the police via Emergency Call Boxes located on campus. Emergency supplies such as air tanks, jump boxes, gas cans, and devices for unlocking automobile doors are available.

Campus Escort Service: The University Police provide an escort service aimed at pedestrian safety on campus. To obtain an escort, a student should dial 521-6235.

Emergency Call Boxes: The University Police communications system allows the campus population the ability to contact officers directly 24 hours a day via telephone at 521-6235 or via Emergency Call Boxes. There are fifty (50) additional Emergency Call Boxes located at various sites on campus and within residence halls. These call boxes are easily identifiable by the “Emergency” markings, and outdoor boxes have blue strobe lights mounted on top. To use these devices, a caller must depress the call button, and the device connects directly to the University Police. Police Dispatchers are available to dispatch officers to calls for service 24 hours a day, 7 days a week.

There are multiple avenues available for the University community to report a crime or request services.

Phone: (910) 521-6235

In Person: The Police and Public Safety Department is located in the Auxiliary Services building on Faculty Row behind the UNCP bookstore, directly across from the Oak Hall dormitory.

Online: <http://studentaffairs.uncp.edu/police-public-safety/>

ENVIRONMENTAL HEALTH AND SAFETY

The Office of Environmental Health and Safety (EH&S) is dedicated to the protection of human life and our campus environment. EH&S acknowledges the close relationship between the environment, work, and human health and safety. The office is committed to preventing the loss of human potential caused by fatalities, injuries, illness, and disabilities on the job and in the campus community.

EH&S is also aware of the critical importance of the campus environment, protection of our buildings, and maintenance of a safe and healthy campus environment which is essential for productivity and excellence. The office provides many direct services to faculty, staff, and students and offers an array of training courses and related services.

STUDENT LIFE

The UNCP community encourages participation in a variety of campus clubs, organizations, governance, and other activities. Most departments have clubs for their majors. With over 90 student organizations on campus, there are plenty of opportunities for students to get involved. The websites of all recognized student organizations are available at www.uncp.edu/leadership.

Student Government Association

The mission of the Student Government Association (SGA) is to champion the concerns of the student body and to ensure that the rights of the students are upheld.

All students attending UNCP automatically become members of the Student Government Association. Student Government functions through its elected representatives and is advised by the Student Involvement and Leadership staff. Officers of the Student Government are elected by the student body each spring according to the constitution and bylaws of the organization. Although discipline is the legal responsibility of the administration, the principle of Student Government is fully supported by the administration and faculty.

The Legislative Branch of the Student Government Association, the Student Senate, functions as the policy-making body of the SGA. The Senate recommends policies and regulations necessary and proper to promote the general welfare of the student body. The President of the Senate is the Vice President of the Student Government Association.

Pembroke Activities Council (PAC)

The Pembroke Activities Council (PAC) is the student programming organization on campus. PAC works cooperatively with the Office of Student Involvement and Leadership to provide enter-

tainment, activities, and special events such as comedians, singers, bands, movies, and other special events.

Honorary Organizations

Outstanding students at UNC Pembroke may become members of the Alpha Chi National Honor Society and of many other national honor societies that are active within the UNCP community.

Co-curricular and Service Activities

The UNCP community encourages students to share their talents by becoming involved in co-curricular activities at the University, which complement the academic programs. Co-curricular activities include AWARE (peer leadership), University Marshals, Student Ambassadors, University Band, Pep Band, Chamber Singers, Concert Choir, Jazz Choir, Jazz Ensemble, Gospel Choir, WNCN-Television, *The Indianhead* (yearbook), *The Pine Needle* (student newspaper), *The Aurochs* (literary magazine), University Theatre, and many others.

Religious Organizations

UNC Pembroke religious organizations provide opportunities for spiritual enrichment, social activities, and religious service. They seek to integrate spiritual values, intellectual pursuits, and personal development.

Miss UNCP and Mr. and Miss Homecoming

The University of North Carolina at Pembroke Scholarship Pageant, a tradition since 1953, is held on campus each year. The Miss UNCP Pageant honors the personal commitment and talent of outstanding UNCP women in support of their continuing education. Miss UNCP is selected by a panel of judges.

Selected each fall by popular vote of the student body, the Homecoming Court consists of the Homecoming King and Queen and Mister and Miss Freshman, Sophomore, Junior, and Senior.

Miss UNCP and the Homecoming Court represent the University at various functions, including parades and local pageants.

Cultural Programs

There are many opportunities for cultural enrichment at UNCP. The University Theatre produces two mainstage plays each year, plus numerous studio theatre productions.

The Department of Music provides a significant number of programs throughout the academic year including the Moore Hall Recital Series, a UNCP Ensemble Series, as well as student and faculty recitals. The Moore Hall Series involves three to four programs each semester featuring solo artists, chamber groups, instrumental and vocal jazz ensembles, and even small operatic/musical theatre productions. These performing artists are known throughout the state, region, and beyond. The Ensemble Series involves an array of varied performances by the Concert Choir, Pembroke Chamber Singers, University Band, University Jazz Choir, University Jazz Ensemble, UNCP Orchestra, Guitar Ensemble, etc. These ensembles are open to all students regardless of major.

Student Publications

The Office of Student Affairs provides administrative oversight for the major student publications including the newspaper, yearbook, literary magazine, and student handbook.

The *Indianhead*, published annually at the end of the spring semester, is the student-published yearbook of The University of North Carolina at Pembroke. Its staff strives to provide an accurate, permanent account of the year's activities and events associated with all aspects of student life at UNCP.

The Pine Needle is a bi-weekly student-published campus newspaper at UNCP. It records the weekly activities associated with the student body and the greater University community. Through its news, sports coverage, etc., the staff keeps the University community well-informed of what is happening at The University of North Carolina at Pembroke and also covers issues of regional and national concern.

The Aurochs is the annual student-published literary magazine of The University of North Carolina at Pembroke. It features original poetry, fiction, creative nonfiction, photography, and artwork

created and submitted by UNCP students.

The *Student Handbook* is an annual online publication from the Student Affairs Office designed to familiarize the student body with the purpose of the University, the rules and regulations that govern the student body, and, in general, answer the many questions that students have.

STUDENT SERVICES

INTERCOLLEGIATE ATHLETICS

The University of North Carolina at Pembroke excels in athletics in both men's and women's competition. Recognition is achieved through competition in the Peach Belt Athletic Conference, and the National Collegiate Athletic Association (NCAA Division II). Eight men's sports and eight women's sports give UNC Pembroke recognition at the local, state, and national levels. Men's varsity sports are sponsored in baseball, basketball, cross country, football, golf, soccer, track and field, and wrestling while women's sports include basketball, softball, volleyball, cross country, track and field, tennis, golf, and soccer. In addition to varsity sports, the Athletics Department also provides support to the Spirit Program (cheer and dance).

The purposes of the intercollegiate athletic program at The University of North Carolina at Pembroke are to promote the roles of athletics in support of the stated mission of the University and to promote the education and development of students through participation in intercollegiate athletics. Such participation is seen as a direct contributor to "education as a lifelong experience," an experience which enhances and enriches the social and physical lives of students. The athletic program encourages broad student involvement and is committed to protecting and developing the physical and educational welfare of the student-athletes who participate as players as well as the students who participate as spectators.

Student-athletes are expected to strive toward becoming effective, contributing members of society, to be positive role models both on campus and in the university community, and to carry out their academic responsibilities as they follow a normal progression toward meeting requirements for a degree.

The Peach Belt Conference begins its twenty-second year as an all-sports conference this fall. In 1991, the conference held championships in men's and women's basketball, but now conducts championships in thirteen sports. As a conference, the Peach Belt has been very successful at the national level with twenty-three National Championships. UNC Pembroke has been very competitive in the Peach Belt Conference. UNC Pembroke's history is steeped with a very rich tradition, while the University's programs have seen success at the conference level and have advanced to compete at the national level.

Athletic grants-in-aid, as established by the NCAA, are offered in all of UNCP's intercollegiate sports programs for both men and women upon recommendation of the head coach and approval of the Director of Athletics.

SODEXO FOOD SERVICE

Dining is available to anyone who can present either cash or a BRAVES ONE Card. It is designed as an all-you-care-to-eat program with various food formats; however, meal plan participants are not permitted to attend one dining period, leave, and return to eat again during the same dining period. Once you enter, you have unlimited access to food items. More information on the various meal plans can be obtained from the cafeteria.

Students residing in a residence hall are required to purchase one of three meal plans (19, 14, or 10 meals). Nineteen meals are served each week in the Dining Hall, and anyone selecting the 19-meal plan can eat 19 meals each week. The 14-meal plan allows a student to eat any 14 of the 19 meals served each week, and the account includes \$75 of Bonus Money for discretionary purchases. The 10-meal plan allows a student to eat any 10 of the 19 meals served each week, and the account includes \$125 of Bonus Money for discretionary purchases.

Bonus Money is a declining balance account that allows meal plan participants to make purchases at the World of Wings Café and to buy meals for friends or family in UNCP's Dining Hall by

paying a “guest rate.” Bonus Money can also be used at Starbucks, located in the D. F. Lowry Building. Bonus Money does not carry forward from semester to semester.

All Resident Diner meal plans are valid seven days a week in accordance with the University Dining Calendar. A valid UNCP BRAVES ONE Card that is appropriately marked is required to be presented at each meal. BRAVES ONE Cards are nontransferable and can only be presented by the owner. If a customer misplaces or loses his/her meal card, the Dining Service should be contacted immediately. If the original card is not recovered, the student must pay a nonrefundable fee for a new card. These cards, as well as replacements, can be obtained from the BRAVES ONE Card Office, Auxiliary Services Building, Monday through Friday, 9:00 AM - 4:00 PM.

As well as accepting the BRAVES ONE Card, Sodexo now accepts Visa, MasterCard, and Discover at Bert's.

PARKING AND VEHICLE REGISTRATION

Each motor vehicle, including two-wheeled vehicles, driven or parked on campus by students, faculty, or staff must be registered with the Traffic Office and must display a valid parking permit. Fees are established annually and appropriate notification is provided.

North Carolina Senate Bill 627 requires all students to submit proof of motor vehicle insurance prior to purchasing a parking permit. In order to comply with this legislation, students must provide the following: 1) Name of Insurance Company; 2) Policy Number of Insured; and 3) Certification that the insurance meets the minimum needs established by North Carolina: \$30,000 for bodily injury to one person, \$60,000 for bodily injury to two persons or more, \$25,000 for property damage.

All students, faculty, and staff members are subject to traffic rules and regulations. It is each individual's responsibility to obtain a copy of the Traffic Rules and Regulations when registering a vehicle. These regulations are strictly enforced by the campus police. Fines must be paid before any records will be released from the University. Conviction of a violation of the traffic laws while operating a vehicle on campus has the same effect on your driver's license as a conviction for the same offense on the public highways. The speed limit on campus is 20 mph and is enforced.

It is a privilege and not a right for a person to keep or operate a motor vehicle on campus. Each student, faculty, or staff member must agree to comply with the traffic rules and regulations before keeping or operating a vehicle at The University of North Carolina at Pembroke. The University reserves the right to withdraw motor vehicle privileges from any person at any time.

All parking fines are due to be paid within fifteen (15) days of the issuance date, unless they are appealed within those fifteen days. If appealed, payment of assessments will not become due until notification of the Traffic Appeal Board to the person being assessed of its decision not to reverse the citation, at which time payment must be made within fifteen (15) days. Information regarding the Traffic Appeal Board is contained in the Traffic Rules and Regulations Handbook.

Reserved Parking: The University of North Carolina at Pembroke has set aside reserved parking spaces located throughout campus for which Faculty/Staff only may apply when submitting a faculty/staff permit application. These reserved spaces are issued on a yearly basis (August 31 until August 31 of the following year) and are issued on a first request, first issued basis. The permits can be purchased at a cost of \$350.00. **Any vehicle not properly registered for reserved parking areas will be subject to towing.**

Preferred Parking for Qualifying Low-Emitting (LEV), Fuel-Efficient (FEV), and Alternative Fuel (AFV) Vehicles: To support UNCP's sustainability goals and offer an incentive to reduce the campus's carbon footprint, owners of qualifying LEVs, FEVs, and AFVs will be allowed to park in specially marked spaces near the entrance of some buildings on campus. This initiative will be introduced at the Health Sciences Building, a Leadership in Energy and Environmental Design (LEED) Silver-certified building, and progress throughout campus, starting with all parking lots associated with LEED-certified buildings.

To park in one of these preferred spaces, a UNCP LEV decal is required. There is no additional fee for the LEV decal; however, one must purchase or have already purchased a current UNCP parking permit. Proof of vehicle registration, type of transmission (automatic or manual), and size of engine for the vehicle are required to verify qualification and receive a free LEV decal. Parking in one

of these spaces without the decal will result in a ticket.

To see if a vehicle qualifies, students and employees can visit the Sustainability Office's website at: <http://www.uncp.edu/aboutuncp/administration/departments/sustainability-office>. Electric vehicle charging stations will be incorporated into a percentage of these spaces as funding permits and demand increases. For questions about this initiative, contact Jay Blauser, Sustainability Director, jay.blauser@uncp.edu or 910.521.6509.

Traffic Violations: Violations of traffic laws on the campus of the University (excluding parking violations) are violations of the motor vehicle laws of the State of North Carolina. All moving violations are processed through the state court system. After a citation has been issued, the matter is in the court system and cannot be resolved at the University. Conviction for a violation of the traffic law while operating a vehicle on the campus has the same effect on the driver's license as a conviction for the same offense on the public highway. The speed limit on campus is 20 MPH on all public streets and 10 MPH in parking areas and is enforced.

Traffic Appeals Board: The Traffic Appeals Board is appointed each year by the Chancellor. The board consists of two students, one faculty member, and one staff member. The Board has the authority to review violations to determine whether or not a violation has been properly established. The Board has the authority to void or reduce any citation when a violation of the Campus Traffic Regulations is not shown but does not act as a substitution for public authority when it applies.

The Traffic Office can be reached weekdays at 910-521-6795, or contact the University Police at 910-521-6235.

STUDENT RIGHTS AND RESPONSIBILITIES

1. Student Rights and Responsibilities

1.1 Students attend UNCP as a voluntary act and accept substantial benefits which the State of North Carolina provides. In taking such action, and accepting the benefits which accrue, students must accept the rules and regulations that have been developed pursuant to law.

1.2 Upon enrollment, a student receives no sanctuary from obedience to law. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. In addition to the federal, state, and local laws that pertain to all citizens, a student must accept the institutional rules and regulations necessary to accomplish the purposes for which the institution was established. The student does not, however, lose constitutional or legal rights by an act of voluntary enrollment. The University of North Carolina Policy Manual (700.4.1) specifically refers to the important right of a fair hearing and due process. Federal and state statutes and court cases have established certain student rights which are not to be infringed upon, except in situations which are themselves outlined in law and court procedures. Among these are:

1.2.a No student may be denied access to university facilities or programs on the basis of race, color, national origin, religion, sex, age, sexual orientation, disability, or because of the individual's honorable service in the Armed Services of the United States.

1.2.b No student may be denied the protection of the First Amendment of the Constitution of the United States and Article I of the Constitution of the State of North Carolina, which refer to freedom of speech, freedom of religion, freedom of the press, and freedom to assemble peacefully.

1.2.c No student may be denied the continuance of his/her education for disciplinary reasons without being afforded the right to due process.

2. Additional Rights Recognized by UNCP

2.1 The right to read and study free from undue interference in one's room. (Unreasonable noise and other distractions inhibit the exercise of this right.)

2.2 The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities during the period that the residence halls are open, the right to a clean environment in which to live. (Optimum physical conditions are essential, as they support, reinforce, and provide positive conditions in which to learn and live.)

2.3 The right to redress of grievances. If the academic and residence hall communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising

this right, the student further holds the right to be free from fear or intimidation, physical and/or emotional harm, and without imposition of sanctions apart from the due process.

2.4 The right to personal privacy. All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.

2.5 The right to host guests. All students should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above stated rights of the host's roommates and of other residents.

CODE OF CONDUCT

1. Code of Conduct

1.1 Any student whose **conduct on or off campus** becomes unsatisfactory and is determined to have a detrimental impact on the mission of the University will be subject to appropriate action through the Student Conduct Office. No student will be permitted to graduate or officially withdraw from the University while disciplinary action is pending against him or her. 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. All students must report, in writing, any federal, state, or local criminal charges and/or dispositions of criminal charges to the Office of Student Conduct.

1.2 According to the By-Laws of the Board of Trustees of The University of North Carolina at Pembroke (POL 01.05.01), ratified in March of 1968, the administration of the University is responsible for all phases of student discipline. The administration holds that a student enrolling in the University assumes an obligation to conduct himself/herself in a manner compatible with the University's function as an educational institution. Further, the Board of Trustees has directed the administration to take appropriate disciplinary action against students and student organizations that are found to be in violation of the University's Student Code of Conduct.

1.3 A UNCP student shall refrain from engaging in behaviors that violate the Student Code of Conduct listed below, which reflect conduct unbecoming of a student at The University of North Carolina at Pembroke:

2. Violating the Academic Honor Code (See Academic Honor Code in the Academic Policies section of the catalog for definitions of terms in 2.1-2.5)

2.1 Cheating

2.2 Plagiarism

2.3 Fabrication and Falsification

2.4 Abuse of Academic Materials

2.5 Complicity in Academic Dishonesty

3. Providing False Information

3.1 Furnishing false information to the University with intent to deceive

3.2 Withholding, with knowledge, information from the University

4. Fraud

4.1 Forging, altering, defrauding, or misusing documents, charge cards or money, checks, records, and ID cards of an individual or the University

4.2 No student shall misrepresent himself/herself in, or with regard to, any transaction with the University, whether oral, written, or by other means

5. Failure to Comply with an Official Request

5.1 Refusing to comply with any lawful order of a clearly identifiable University official acting in the performance of his/her duties in the enforcement of University policies (residence staff members are considered University officials when acting in an official capacity)

6. Failure to Present Identification

6.1 Failure to present his/her ID when requested to do so by a University official;

7. Failure to Discharge University Obligations

7.1 Neglecting to discharge all obligations to the University prior to the close of each semester;

8. Computing Appropriate Use Policy

8.1 Violating the UNCP appropriate use policy for computers, networks, and federal copyright law (See Division of Information Technology Policy 0103 Appropriate Use Policy)

9. Disruptive and Disorderly Conduct

9.1 No student shall engage in conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community

10. Setting of Fire and Fire Hazards

10.1 No student shall start a fire or create a fire hazard on University-owned or operated property or properties off campus. (Willful damage to property by fire shall be prosecuted as arson when appropriate.)

11. Fire Safety Equipment

11.1 Misusing, tampering with, or disturbing without proper cause any fire prevention and control equipment

12. Classroom Behavior

12.1 Disrupting classroom activity and/or other University functions by operating cell phones, pagers, beepers, etc., in classrooms, libraries, and labs

13. Obstructing or Disrupting Teaching, Research, or other University Activities

13.1 Obstructing or disrupting teaching, research, or other University activities on University premises; the handling of disruptive behavior in the classroom is left to the discretion of the individual faculty member. However, it is suggested that the faculty member make clear to the class in the syllabus or at an early class meeting that any behaviors that disrupt the teaching and/or educational process will not be tolerated. If a student displays such behavior, the faculty member should deal with it early and directly by speaking to the student. If it continues to be a problem the faculty member should ask the student to leave the classroom or speak with the student at the end of class and provide written documentation immediately to the department chair, dean, and Associate Vice Chancellor for Academic Affairs. Additionally, a written summary statement should be mailed to the student before the next class meeting outlining the conditions under which the student may return to the class, if allowed to do so, or notifying the student that the faculty member, in consultation with the department chair and dean, is recommending to Academic Affairs that the student be administratively withdrawn from the class. The Associate Vice Chancellor for Academic Affairs will ask the student for a written summary of class events. After reviewing materials submitted and conversation(s), the Associate Vice Chancellor for Academic Affairs will make a determination concerning the request for an academic withdrawal. The decision of the Associate Vice Chancellor is final.

14. Threatening Another

14.1 By means other than the use or threatened use of physical force, harassing or threatening another in a manner or through such behavior that a reasonable person would find threatening

15. Harassment

15.1 Harassing another student by using objectively offensive speech or behavior of a biased or prejudiced nature related to one's race, color, creed, national origin, sex, religion, handicap, or age, if such speech and/or behavior is so severe and pervasive as to effectively prevent the other student from obtaining an education or to create an objectively hostile educational environment;

16. Electronic Devices

16.1 Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking a picture of another person in a gym, locker room, or restroom.

17. Endangering the Health and/or Safety of Any Person (including one's self)

17.1 No student shall take any action that creates a danger to any person's health or safety or personal well-being.

18. Assault

18.1 No student shall cause physical harm or threaten to cause physical harm to another person; this includes, but is not limited to, the following: any unwanted and unlawful touching or attempted unwanted and unlawful touching. Physical assaults may result in suspension from the University.

19. Stalking

19.1 The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

19.1.a. fear for his or her safety or the safety of others; or,

19.1.b. suffer substantial emotional distress.

19.2 No student shall engage in conduct that may cause a person to fear for his/her safety due to a pattern of behavior that is unwanted and/or an emotional/mental disruption of his/her daily life. Such acts may include, but are not limited to, following another person, telephone calls, e-mail messages, meeting at classes or places of residence, and written and electronic notes or letters. An alleged violation of this policy will be charged as a “hate crime” under the Violence against Women Reauthorization Act of 2013.

20. Dating Violence

20.1 The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

20.1.a. the length of the relationship

20.1.b. the type of relationship

20.1.c. the frequency of interaction between the persons involved in the relationship.

20.2 No student shall engage in conduct which causes harm or may cause harm to a dating partner (as defined above). This includes, but is not limited to, any unwanted and unlawful touching or attempted unwanted and unlawful touching. An alleged violation of this policy will be charged as a “hate crime” under the Violence against Women Reauthorization Act of 2013.

21. Domestic Violence

21.1 The term “domestic violence” includes:

21.1.a. felony or misdemeanor crimes of violence committed by a current or former spouse of the victim,

21.1.b. by a person with whom the victim shares a child in common,

21.1.c. by a person who is cohabiting with or has cohabited with the victim as a spouse,

21.1.d. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or,

21.1.e. by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family domestic violence laws of the jurisdiction.

21.2 No student shall engage in conduct which causes harm or may cause harm to a domestic partner (as defined above). This includes, but is not limited to, any unwanted and unlawful touching or attempted unwanted and unlawful touching. An alleged violation of this policy will be charged as a “hate crime” under the Violence against Women Reauthorization Act of 2013.

22. Unauthorized Entry/Trespassing

22.1 Unauthorized entry or presence in or upon or use of any University premises or property (including but not limited to roofs, storage facilities, crawl spaces, mechanical rooms and out buildings) or student property (i.e., automobiles, lockers, or residences) or unauthorized possession, duplication, loan, or use of keys to any university premises or property

23. Offensive or Disruptive Speech/Conduct

23.1 Engaging in objectively offensive or disruptive speech or conduct directed toward a member of or visitor to the University community; if such language or conduct is obscene or so severe and pervasive as to constitute legally prohibited harassment in that it effectively prevents an individual from obtaining an education or creates an objectively hostile educational or work environment

24. Abuse of Student Conduct System

24.1 Failure to obey the notice from a Campus Judicial Board or University official to appear for a meeting or hearing as part of the Student Conduct system

24.2 Falsification, distortion, or misrepresentation of information before a Campus Judicial Board or University Hearing Official

24.3 Disruption or interference with the orderly conduct of a Campus Judicial Board or Administrative Hearing proceeding

24.4 Institution of a student conduct code proceeding in bad faith

24.5 Attempting to discourage an individual’s proper participation in, or use of, the student conduct system

24.6 Attempting to influence the impartiality of a member of a Campus Judicial Board or

Administrative Hearing Officer prior to, and/or during the course of, the Campus Judicial Board or Administrative Hearing proceeding

24.7 Harassment (verbal or physical) and/or intimidation of a member of a Campus Judicial Board or Administrative Hearing Officer prior to, during, and/or after a student conduct code proceeding

24.8 Failure to comply with the sanction(s) imposed under the Student Code

24.9 Influencing or attempting to influence another person to commit an abuse of the student conduct code system

25. Violating Policies Governing Residence Life

25.1 See Section VII of the Student Handbook—Student Housing

26. Bicycles, Skates, Skateboards, and Scooters

26.1 Rollerskating/blading, skateboarding, scooter riding and the riding of bicycles is prohibited in University buildings.

26.2 Rollerskating/blading, skateboarding, scooter and bicycle riding as a means of transportation is only permitted on walkways and ramps when the operator does not create a hazard to themselves or others.

26.3 Performing jumps or other stunts (“hot-dogging”) is strictly prohibited on campus.

26.4 Rollerskating/blading and skateboarding by visitors is prohibited.

26.5 Skateboarders and rollerskaters/bladers may not be towed by bicycles or other vehicles.

27. Vandalism and Damage to Property

27.1 Vandalizing, destroying maliciously, damaging, or misusing public or private properties, including library materials

28. Littering

28.1 All litter must be placed in a proper receptacle: no individual may scatter, spill, or place or cause to be blown, scattered, spilled, or placed or otherwise dispose of any litter upon any public or private property

29. Stealing or Attempting to Steal

29.1 Stealing or attempting to steal, aiding or abetting, receiving stolen property, selling stolen property, or embezzling the property of another person or the University

30. Alcohol and Drugs

30.1 Being intoxicated in public, displaying, driving under the influence, illegally possessing or using alcoholic beverages or liquors, or providing alcohol to students under legal age, found visibly overcome by alcohol, driving while under the influence of alcohol

30.2 Participation in behaviors/games/devices which are consistent with rapid consumption, including but not limited to: beer funnels/bongs, keg stands, shot-gunning/chugging, Flip Cup, Circle of Death, Beer Pong, or Quarters

30.3 Kegs are not permitted on campus. Students may not possess kegs, or any other common source containers of alcohol such as “party balls”, or use any item such as a bathtub, trash can or similar container to hold alcohol

30.4 Illegally manufacturing, selling, using, or possessing narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other known drugs and/or chemicals;

30.5 Buying, selling, possessing, or using any kind of drug paraphernalia or counterfeit drugs (see POL 04.25.01—Drug and Alcohol Policy of The University of North Carolina at Pembroke)

31. Hazing

31.1 Participating in hazing or illegal harassment of UNCP students (see Hazing in Student Handbook Section V—Administrative Policies)

32. Weapons, Explosives, and Dangerous Chemicals

32.1 No student shall possess or use firearms, explosive devices, or weapons of any kind on University property or at an event sponsored or supervised by the University or any recognized University organization. Such weapons may include, but are not limited to, guns, BB guns, air pistols, rifles, knives, martial arts devices, and bows.

33. Sexual Harassment

33.1 Sexual harassment of any member of the University community (see Sexual Harassment Policy in Student Handbook Section V—Administrative Policies)

34. Sexual Assault

34.1 Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent (see Sexual Assault Policy in Student Handbook Section V—Administrative Policies)

35. Sexual Misconduct

35.1 Any attempted or actual act of non-consensual or forcible sexual touching, this would include, but is not limited to: fondling, kissing, groping, attempted intercourse (whether oral, anal, or genital), or attempted penetration with a digit or any other object

36. Sexual Exploitation

36.1 Taking nonconsensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit or advantage anyone other than the one being exploited: and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostituting another student, nonconsensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as letting friends surreptitiously watch you have consensual sex or unauthorized distribution of photos or other materials of a sexual nature), engaging in voyeurism, and inducing incapacitation with the intent to rape or sexually assault another person or with the intent to create opportunity for a third party to rape or sexually assault another person.

37. Other Sexual Offenses

37.1 Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others

38. Hate Crimes

38.1 No student shall threaten, coerce, harass, or intimidate another person or identifiable group of persons, in a manner that is unlawful or 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, sexual orientation, gender-identity, creed, disability, veteran status (The UNC Policy Manual 700.4.2), dating violence, domestic violence, or stalking (Violence against Women Reauthorization Act of 2013).

38.2 No student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria:

38.2.a Directed toward a particular person or persons;

38.2.b Based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status;

38.2.c Unwelcome;

38.2.d Severe or pervasive;

38.2.e Objectively offensive; and

38.2.f So unreasonably interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the University's resources and opportunities.

39. Gambling

39.1 Gambling is prohibited on University property.

40. University Policies

40.1 No student shall take any action, which violates any published University policies or procedures. This includes the violation of any University published policy, rule, or regulation in hard copy or available electronically on the University Web site

41. Free Speech

41.1 The University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The University has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. (The UNC Policy Manual 700.4.2)

42. Knowingly Acting as an Accessory to:

42.1 Any act that assists another in violating any University policy or regulation

42.2 Being present while the offense is committed and advising, instigating, or encouraging the act, or

42.3 Facilitating in the committing of an offense in any way

43. Responsibility for Guests

43.1 Any violation of the Code of Conduct by one's non-University of North Carolina at Pembroke guest. "Guest" is defined as any non-student present on University premises at the invitation and/or hosting of a UNCP student.

44. Violation of Federal, State, or Local Law

44.1 Any act committed by a student on or off campus that is a violation of federal, state or local law

45. Student Organizational Behavior

45.1 Any student organization found to have violated the Code of Conduct or any Greek letter organization found to have violated the Code of Conduct or the Fraternal Information & Programming Group (FIPG) Risk Management Policy will be subject to sanctioning through the university judicial process.

RESPONSIBILITY TO REPORT CRIMINAL VIOLATIONS AND/OR DISPOSITIONS

During a student's period of enrollment at The University of North Carolina at Pembroke, should he or she be subject to any criminal charge and/or any disposition of a criminal charge, he or she must immediately notify the Office of Student Conduct in writing regarding the nature of the charge/offense and the disposition of the charge if applicable. A student does not have to notify the Office of Student Conduct regarding traffic-related misdemeanors unless the traffic-related misdemeanor involves alcohol or drugs (e.g., students are not required to report a speeding ticket, but they are required to report a Driving Under the Influence (DUI) ticket or Driving While Intoxicated (DWI) ticket).

UNIVERSITY JUDICIAL SYSTEM

Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such a manner and to such extent as may be deemed necessary and expedient. In the discharge of the Chancellor's duty with respect to the matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against the student, and the right to such advice and assistance in the individual's defense as may be allowable under the regulations of the University approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President of the University of North Carolina to review the proceedings.

Every student shall be bound by the Honor Code and the University Code of Conduct. The Code of Conduct shall prohibit actions and behaviors that are clearly inconsistent with the University's expectation for membership in this community. The University Code of Conduct is located on the Internet at the following address: www.uncp.edu/sa/handbook and is published in the Student Handbook, the University Catalog, and the Faculty Handbook. All adjudicatory power of the Student Body shall be vested in a system of hearing boards with recognition that ultimate responsibility must conform with the By-Laws of the University as established by the Board of Trustees.

STUDENT DISCIPLINE RECORDS

The University maintains for every student who has received any discipline sanctions a written discipline record. The file shall include the nature of the offense, the penalty assessed, and any other pertinent information.

Student Conduct discipline files are housed in the Office of Student Affairs for eight years and are then forwarded to the Registrar's Office unless the sanction is suspension or expulsion. Suspension and expulsion files are kept in the Student Affairs Office indefinitely. Students suspended or expelled

for disciplinary infractions will be entered into the Suspension/Expulsion database at UNC General Administration and will be available to all UNC campuses.

Academic Honor Code violations resulting in conviction will be kept in the Student Affairs Office for ten years. Pertinent information involving these cases will be transferred to the Registrar's Office immediately after verdict.

Student discipline records are confidential in accordance with federal and state laws. The contents of the student's discipline record may not be revealed to anyone not associated with campus discipline except upon written request of the student or a court-ordered subpoena.

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE DRUG AND ALCOHOL POLICY

1. Introduction

1.1 This policy is adopted by the Board of Trustees of The University of North Carolina at Pembroke in conformity with the direction of the Board of Governors of The University of North Carolina. It is applicable to all students, faculty members, administrators, and other employees. This policy is also intended to comply with the requirements of the Drug-Free Schools and Campuses regulations of the U.S. Department of Education.

1.2 The University of North Carolina at Pembroke (the "University" or "UNCP") is dedicated to providing a work, study, and recreational environment that does not include illegal drugs, abuse of prescription medications, or excessive use of alcohol. All students, staff, faculty, and guests are viewed by the University as individually responsible and legally accountable for their actions. The illegal possession, sale or use of drugs, including alcohol, adversely affects the academic community. Toward that end, the University notifies in writing, the parents of students under the age of 21 of such offenses.

1.3 In addition, students should be aware that the UNCP Student Code of Conduct extends to any student whose **conduct on or off campus** becomes unsatisfactory and is determined to have a detrimental impact on the mission of the University. Students whose behavior off campus requires the involvement of law enforcement or other authorities may be subject to appropriate judicial sanctions from the university. This behavior includes being intoxicated in public, displaying, driving under the influence, or illegally possessing or using alcohol, or providing alcohol to students under legal age. Manufacturing, selling, using, or possessing narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other known drugs and/or chemicals is included in this code, as is buying, selling, possessing, or using any kind of drug paraphernalia or counterfeit drugs.

1.4 The University has developed drug education, prevention, and intervention programs. Members of the University community are encouraged to become familiar with the programs and are invited to take advantage of the services provided.

1.5 The Chancellor has designated Counseling and Psychological Services (CAPS) as the coordinating agency of drug education. With that designation, CAPS is the office, under the supervision of the Director, responsible for overseeing all programs and changes related to this policy.

2. Alcohol/Drug Education Programs

2.1 The University has established and maintains a program of education designed to help all members of the University community avoid involvement with illegal drugs. This educational program emphasizes these subjects:

- 2.1.a** The incompatibility of the use or sale of illegal drugs with the goals of the University;
- 2.1.b** The legal consequences of involvement with illegal drugs;
- 2.1.c** The medical implications of the use of illegal drugs; and
- 2.1.d** The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

2.2 Committee on Substance Abuse Prevention (CSAP)

2.2.1 The CSAP is a comprehensive and interdisciplinary team of campus and community professionals as well as students that provides informed guidance and advises the University community with coordinated drug-related education, prevention, and intervention services. The term "drugs" includes both legal drugs (i.e., alcohol, prescription medications, over-the-counter medications, nicotine, caffeine, etc.) and illegal drugs as covered by the Controlled Substance Act (N.C.G.S. 90-88 et. seq.). CSAP defines

itself as an advisory board for the prevention, intervention, and education policies and activities concerning the use and/or abuse of tobacco, alcohol, and other drugs. A staff member of Counseling and Psychological Services serves as chairperson of CSAP. CSAP activities encourage individuals to:

- 2.2.1.a Value and maintain sound health.
- 2.2.1.a Respect state/federal laws and University regulations.
- 2.2.1.a Recognize and resist pressure to use drugs.
- 2.2.1.a Promote drug-free activities.
- 2.2.1.a Promote the use of rehabilitation resources.
- 2.2.1.a Recognize the incompatibility of drug abuse and achievement of personal goals.

2.3 Educational Activities and Counseling Services

2.3.1 Division of Student Affairs provides the following:

- 2.3.1.a Annual notification to all enrolled students of the consequences of drug use and/or abuse.
- 2.3.1.b Administration of an annual, anonymous, freshman *wellness* survey.
- 2.3.1.c Educational programs in a variety of formats.
- 2.3.1.d A multimedia library on drug related topics.
- 2.3.1.e Alternative programming promoting drug-free fun.
- 2.3.1.f Living/Learning programs in the residence halls.
- 2.3.1.g Observance of National Collegiate Alcohol Awareness Week.
- 2.3.1.h Peer-educators to encourage informed choices concerning alcohol consumption and to discourage the use of illegal drugs.
- 2.3.1.i Twelve-step meeting schedules, e.g., AA, NA, etc.
- 2.3.1.j Referral information for students.
- 2.3.1.k Drug assessment and/or counseling for students.
- 2.3.1.l Support groups and drug awareness workshops.
- 2.3.1.m Drug education and assessment for student violators of this Drug Policy.
- 2.3.1.n A biennial review of the drug and alcohol prevention program to:
 - 2.3.1.n.1 determine its effectiveness and implement changes to the program if they are needed, and
 - 2.3.1.n.2 ensure that the disciplinary sanctions are consistently enforced. (Appendix 1)

2.3.2 Division of Academic Affairs provides the following:

- 2.3.2.a Alcohol/drug modules in all Freshman Seminar classes.
- 2.3.2.b Academic credit courses in drug abuse prevention and chemical dependency.
- 2.3.2.c Academic credit courses in wellness and fitness.
- 2.3.2.d A Wellness Committee to promote healthy choices.

2.3.3 Division of Finance and Administration provides the following.

- 2.3.3.a An Employee Assistance Program (EAP) which includes consultation, assessment, and referral.
- 2.3.3.b Annual written notification of all employees of this Drug Policy, the consequences of drug use/abuse, and available resources, including EAP, for counseling and rehabilitation.

3. Institutional Policy on Drugs and Alcohol

3.1 Individuals who suspect they may have a drug or alcohol problem are encouraged to seek help through CAPS or EAP before the problem affects their academic performance, work performance or conduct. Anyone reporting to class/work under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on the job may be suspended or dismissed without warning. In addition to disciplinary action by the University, violation of the University's drug-free policy may be cause for criminal prosecution by government or law enforcement agencies.

3.2 The illegal possession, sale, or use of drugs, including alcohol, will not be tolerated at the University. Violation will result in sanctions which may include dismissal from employment and the termination of student status (suspension or expulsion). The University may impose sanctions if it is proven by a *preponderance of evidence* that a violation has occurred. Students, faculty and staff are subject to federal, state, and local laws as well as University rules and regulations. Members of the University community are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Although the University reserves the right to impose more severe sanctions for any violation of its Drug and

Alcohol Policy as circumstances may warrant, the minimum penalties that may be imposed for particular offenses are set out herein below.

3.3 Alcohol Possession and/or Consumption Regulations for UNCP Students and Employees

3.3.1 Programs exist on campus to assist persons of legal age in making informed choices concerning alcohol.

3.3.2 Students of legal age are permitted to possess and consume beer, unfortified wine, fortified wine, spirituous liquor, and mixed beverages only within the confines of their residence hall rooms. Caffeinated alcoholic beverages (CABs, e.g., Four Loko, MoonShort, Joose) are prohibited on campus.

3.3.3 Students aged 21 years and older are permitted to possess and consume alcohol while tailgating in designated areas or parking lots prior to UNCP football games.

3.3.4 Student possession and/or consumption of any alcoholic beverage is prohibited at any location except as indicated in Section 3.3.2 and 3.3.3 of this Drug Policy.

3.3.5 Student fees cannot be used to purchase alcohol.

3.3.6 Kegs are not permitted on campus. Students are not to possess kegs, or any other common source containers of alcohol such as “party balls,” or use any item such as bathtubs, trash cans, or similar container to hold alcohol. Beer funnels or other alcohol paraphernalia used for rapid consumption is not permitted anywhere on campus. Students are not allowed to construct or own a table used for the purpose of “beer pong” on campus. Kegs, or any other rapid alcohol consumption paraphernalia brought onto campus, will be seized as contraband by the Campus Police and the contents destroyed. Kegs may be retrieved with proof of ownership when the student is prepared to remove them from campus. The Chancellor of The University of North Carolina at Pembroke reserves the right to approve the use of alcoholic beverages (including kegs or beer) at special functions, provided appropriate permits are obtained from the North Carolina Alcoholic Beverage Control Commission.

3.3.7 In an effort to create sanctions for the violations to the University alcohol and drug policy that reflect UNCP’s commitment to reduce underage and high-risk drinking and adherence to N.C. General Statute § 18B-302, the following will be enforced on a case-to-case basis. Minimum sanctions against students for underage consumption or possession/public display of alcohol:

3.3.7.a 1st Offense - Offenders will participate in a drug education and/or counseling program at their cost (currently \$100), and parental notification of offenses.

3.3.7.b 2nd Offense - Offenders will participate in additional drug counseling and assessment and follow all counseling recommendations; offenders will pay the fee for this program (currently \$100); conduct probation for a term to be determined by the judicial process and parental notification of offenses;

3.3.7.c 3rd Offense - Suspension from the University for a period of at least one semester.

3.3.8 Sanctions for consumption, public display, or excessive use of alcohol (See Section 3.5) by students 21 and older that require the involvement of campus police or the student affairs office shall be determined on a case-to-case basis, but may include:

3.3.8.a 1st Offense - Offenders will participate in a drug education and/or counseling program at their cost (currently \$100)

3.3.8.b 2nd Offense - Offenders will participate in additional drug counseling and assessment and follow all counseling recommendations. Offenders will pay the fee for this program (Currently \$100) and be placed on Conduct Probation for a term to be determined by the judicial process.

3.3.8.c 3rd Offense - Suspension from the University for a period of at least one semester.

3.3.9 It is against the law for anyone to sell or give any alcoholic beverage to a person under twenty-one (21) years of age or to aid or abet such a person in selling, purchasing or possessing any alcoholic beverage. Any person under 21 years old who aids or abets an underage person in violating this law may be fined \$500, imprisoned for 6 months, or both. Any person 21 years or older who aids or abets an underage person to violate this law may be fined \$2000, imprisoned for 2 years, or both. (General Statute 18B-302) It is the policy of the University to cooperate with local law enforcement who may be investigating incidents where violations of this law have been committed on and off campus. Minimum sanctions for students over 21 who provide alcohol to minors:

3.3.9.a Offenders will participate in a drug education and/or counseling program at their cost (currently \$100). This program will focus on alcohol laws, responsible service

practices, and social host liability laws.

3.3.9.b Conduct probation for a term to be determined by the judicial process.

3.3.9.c A second offense of this violation will mean suspension from the University for a period of at least one semester.

3.3.10 Campus mandatory drug education/counseling must be completed within forty (40) business days of the initial referral; if not, the student must complete an approved off-campus drug education/counseling program at his/her expense BEFORE being permitted to register for future classes or graduate. Failure to keep campus drug education/counseling appointments will result in a \$25 fee for each missed appointment.

3.3.11 Guests in violation of this Drug and Alcohol Policy shall be required to leave campus and could face additional sanctions, including arrest and criminal charges. Students who have guests on campus are responsible for their guests at all times and will be held accountable for their guest's actions.

3.3.12 Penalties for employees who violate any applicable laws or University policies regarding illegal possession or use of alcohol or provision of alcohol to persons under 21 years of age will be determined on a case-by-case basis and will cover the entire range of penalties available to the University as an employer, including but not limited to suspension and discharge from employment.

3.4 Social Host Liability Law

3.4.1 In addition to the substantial criminal penalties for furnishing alcohol to an underage person and/or helping an underage person obtain alcohol, individuals and student groups serving alcohol to friends or guests should be aware that if:

3.4.1.a A person serves an alcoholic beverage to someone whom the server knew, or should have known, was under the influence of alcohol, and

3.4.1.b The server knew that person would shortly thereafter drive an automobile; a jury could conclude, some injury could result from the negligent conduct. This means that, if someone is injured by a drunk driver and sues the person(s) who served the driver alcohol, a jury might find that the server(s) were partly responsible for the injuries and order the server(s) to pay substantial damages to the injured person or his/her estate. Significant personal consequences could result to the host or provider of the alcohol. The above information is not intended as legal advice. If uncertain about this issue, contact a private attorney.

3.5 Excessive and/or Harmful Use of Alcohol

3.5.1 Substance abuse, especially alcohol abuse, is a significant problem on university campuses. The University strives to create a healthy academic and social environment that states high-risk or underage drinking will not be tolerated. Excessive and/or harmful use of alcohol is any abuse of alcoholic beverages, as determined on a case-by-case basis by the Director of Student Conduct. Examples of excessive and/or harmful use of alcohol include, but are not limited to:

3.5.1.a Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, or other medical problems.

3.5.1.b Use of alcohol in association with inappropriate behavior.

3.5.1.c A pattern of episodes of alcohol related violations of the Student Code of Conduct.

3.5.1.d A single episode of intoxication in which the Director of Student Conduct or his/her designee believes that the level of alcohol consumption posed a risk to the student's health or well-being. Students who fall under this category of policy violation may be referred to the Emergency Health and Safety committee if their behavior is deemed a safety risk. (Section V, Administrative Policies of the Student Handbook)

3.6 Illegal Possession of Drugs and/or Paraphernalia by UNCP Students, Staff, and Faculty

3.6.1 Illegal drugs and drug usage definition: 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 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 bongs.

3.6.2 For a first offense involving the illegal possession or use of any controlled substance identified in Schedule I, N.C. General Statutes § 90-89, or Schedule II, N.C. General Statute § 90-90, (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone) the minimum penalty shall be suspension from enrollment and from employment for a period of at least one semester or its equivalent. Employees subject to the State Personnel Act are governed by regulations of the State Personnel Commission. Minimum penalties for this offense exceed the maximum period of suspension without pay that is permitted by the State Personnel Commission regulations, so the penalty for a first offense for employees subject to the State Personnel Act is discharge from employment.

3.6.3 Students who receive an offense involving the illegal possession or use of any controlled substance identified in Schedules III through VI, N.C. General Statutes § 90-91 through 90-94, (including, but not limited to, marijuana, rohypnol, phenobarbital, codeine) and/or the possession of drug paraphernalia, the minimum penalty shall be:

3.6.3.a 1st Offense - Conduct Probation, for a period to be determined on a case-by-case basis and mandatory participation in a drug education and assessment program (currently \$100 for students) and parental notification. This does not preclude criminal action from being initiated.

3.6.3.b 2nd Offense – For a second or other subsequent offenses involving illegal possession of controlled substances identified in Schedules III-IV, progressively more severe penalties shall be imposed; for students, the minimum penalty cannot be less than be suspension for a period of at least a semester; more severe penalties may be imposed, including expulsion. To be readmitted after a suspension, the student (at his/her own expense) must submit documentation of completed drug education and assessment at least equivalent to that which would have been received at the university, multiple negative drug tests over a period of time and meet such other conditions as the University may require. This does not preclude criminal action from being initiated.

3.6.4 Campus mandatory drug education/counseling for students must be completed within 40 business days of the initial referral; if not, the student must complete an approved off-campus drug education/counseling program at his/her expense BEFORE being permitted to register for future classes, transfer, or graduate. Failure to keep campus drug education/counseling appointments will result in a \$25 fee for each missed appointment. This fee applies to all referred offenders from campus police, student affairs, and athletics.

3.6.5 For second or other subsequent offenses involving controlled substances, progressively more severe penalties shall be imposed; for students, the minimum penalty cannot be less than suspension for a progressively longer term; more severe penalties may be imposed, including expulsion of students and discharge of employees. To be readmitted after a suspension, the student (at his/her own expense) must submit documentation of multiple negative drug tests over a period of time and meet such other conditions as the University may require.

3.6.6 Section 483 (r)(1) of the Federal Higher Education Amendments of 1998 states: “A student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance SHALL NOT BE ELIGIBLE TO RECEIVE ANY GRANT, LOAN, OR WORK ASSISTANCE under this title during the period beginning on the date of such conviction” and lasting for one year, two years, or indefinitely, depending on the offense.

3.6.7 Penalties for employees who violate any applicable laws or university policies regarding illegal possession or use of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, rohypnol, phenobarbital, codeine) and/or the possession of drug paraphernalia will be determined on a case-by-case basis and will cover the entire range of penalties available to the university as an employer, including but not limited to, probation, suspension, and discharge from employment. If an unexpired balance of the prescribed period of probation for an employee subject to the State Personnel Act exceeds the maximum period of suspension without pay permitted by the State Personnel Commission regulations, that employee shall be discharged.

3.7 Trafficking in Illegal Drugs by UNCP Students, Staff, and Faculty

3.7.1 For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sale or deliver, any controlled substance identified in Schedule I, N.C. General Statutes 90-89 or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide,

opium, cocaine, amphetamine, methaqualone) any student shall be expelled and any employee shall be terminated.

3.7.2 For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sale or deliver, any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, rohypnol, phenobarbital, codeine) the minimum penalty shall be suspension from enrollment or employment for a period of at least one semester or its equivalent. Employees subject to the State Personnel Act are governed by regulations of the State Personnel Commission. Minimum penalties for this offense exceed the maximum period of suspension without pay that is permitted by the State Personnel Commission regulations, so the penalty for a first offense for employees subject to the State Personnel Act is discharge from employment.

3.7.3 For a second offense, any student shall be expelled and any employee shall be terminated.

3.8 Abuse of Prescription and/or Over-the-counter Medications

3.8.1 The abuse of legal medications can lead to serious health complications for the user. Abuse of some medications can also lead the individual to exhibit behavior which is dangerous to self and others. The University strongly supports efforts of individuals to change maladaptive behavior and offers services through both the Counseling & Testing Center, the Student Health Services, and EAP. Continued abuse and disruptive behavior may result in disciplinary action.

3.9 Hazing by UNCP Students and Student Groups

3.9.1 The N.C. General Statute § 14-35 defines hazing 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.”

3.9.2 Hazing violations involving drugs and/or alcohol will be required to participate in the campus mandatory drug education/counseling program as well as incur all costs associated with the program.

3.10 Suspension Pending Final Disposition

3.10.1 A student, faculty member, administrator, or other employee charged with a violation of this policy may be suspended from enrollment and employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor or his/her designee concludes that the person’s continued presence would constitute a clear and immediate danger to the health or welfare of any member of the University community. When a suspension is imposed, an appropriate hearing of the charges against the person suspended shall be held as promptly as possible.

3.11 Process for Imposition of Penalties

3.11.1 Students, faculty, and staff are subject to all local, state, and federal laws relating to drug use and possession. Action on the part of the University is based upon its right to carry out its appropriate mission and is not designed to be merely punitive. University action is not dependent upon and does not preclude criminal or civil action in the courts.

3.11.2 Penalties will be imposed by the University in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by Section 502 D(3) and Section 603 of *The Code*; by the Board of Governors policies applicable to other employees exempt from the State Personnel Act; and by regulations of the State Personnel Commission. Faculty should refer to section 4, page 63, “Due Process Before Discharge or the Imposition of Serious Sanctions for Tenure Track Faculty” and section 11, page 201, in the Faculty Handbook. Students should refer to the Student Government Association Constitution in the Student Handbook, Volume III, “The Adjudication Boards.” SPA employees should refer to the State Personnel Manual, Section 7, “Discipline, Appeals, and Grievances” and UNCP’s “SPA Employee Grievance and Appeal Policy.” EPA employees should refer to the UNCP handbook for EPA employees, “Personnel Policies for Employees Exempt from the State Personnel Act , UNCP,” Section IV.

3.12 Policy Implementation and Reporting

3.12 .1 All drug and alcohol violations on the UNCP campus are reported via the Crime Awareness and Campus Security Act [20 USC 1092 (f)] (CACSA), required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report is compiled in accordance with the guidelines set forth in U.S. Department of Education, Office of Postsecondary Education, The Handbook for Campus Crime Reporting, Washington, DC, 2005 and is completed by Campus Police.

4. Health Risks of Psychoactive Drugs

4.1 All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term chronic use. Some, but not all, related health risks are listed below.

4.1.1 Alcohol: (medically classified as a depressant) Central nervous system depression, impaired judgment, liver damage, malnutrition, pancreatitis, lowered immunities, and severe birth defects in babies whose mothers used alcohol during pregnancy. An overdose may result in a coma and death.

4.1.2 Cocaine: Anxiety, insomnia, paranoia, perforation of the nasal septum, seizures, cardiac arrest.

4.1.3 Depressants: (e.g., Librium, Xanax, Valium) Central nervous system depression, staggering gait, visual disturbances, lethargy, dizziness, and nausea or death.

4.1.4 Hallucinogens: (e.g., LSD, PCP, and hallucinogenic mushrooms) Visual distortions, increased heart rate and blood pressure, psychotic episodes, panic disorders, and flashbacks.

4.1.5 Inhalants: Nausea, headaches and perceptual distortions. Permanent damage to bone marrow, lungs, liver and kidneys and a risk of lung or cardiac arrest with initial or repeated use.

4.1.6 Marijuana: Increased heart rate, lowered body temperature, impaired coordination, appetite stimulation, weakened immune system, increased risk of throat/lung cancer, and speech/memory/learning distortions. Long term use may result in short term memory loss, amotivational syndrome, and reproductive system abnormalities.

4.1.7 Narcotics: (e.g., codeine, heroin, morphine) Shallow breathing, reduced sex drive, apathy, anxiety, mood swings, nausea, and respiratory depression. An overdose may induce a coma, convulsions, respiratory arrest or death.

4.1.8 Rohypnol: (flunitrazepam, commonly called the *date rape* drug) Drowsiness, impaired motor skills, and inability to recall events. Combined with alcohol or other drugs may lead to respiratory depression, aspiration, and death.

4.1.9 Stimulants: (amphetamines) Anxiety, agitation, malnutrition, irregular heartbeat, chronic sleeplessness, and amphetamine psychosis.

9. Applicable Forms

9.1 Committee on Substance Abuse Prevention (CSAP) Biennial Review Form.