

2023-2024

# STUDENT HANDBOOK



# TABLE OF CONTENTS

Although most of this handbook applies to all students, some portions do not apply to Graduate School students. To visit the Graduate School's handbook, visit [uncp.edu/handbook](http://uncp.edu/handbook).

<b>Officers and Administration</b> .....	<b>5</b>
Chancellor's Office.....	5
Student Affairs.....	5
Academic Affairs.....	6
Finance and Administration.....	7
Advancement.....	7
<b>Message from the Chancellor</b> .....	<b>8</b>
<b>Message from the Vice Chancellor of Student Affairs</b> .....	<b>9</b>
<b>Message from the SGA President</b> .....	<b>10</b>
<b>Historical Sketch</b> .....	<b>11</b>
<b>Mission of the University</b> .....	<b>11</b>
Vision Statement .....	12
Core Values Statement .....	12
Institutional Distinctiveness Statement .....	12
<b>Division of Academic Affairs</b> .....	<b>12</b>
Academic and Military Outreach.....	12
Academic Honors.....	13
Graduation with Honors .....	13
Honors/Chancellor's List .....	13
Esther G. Maynor Honors College .....	13
Accessibility Resource Center.....	13
Financial Aid.....	13
Satisfactory Academic Progress (SAP) Policy for Financial Aid .....	14
General Information .....	14
Minimum Cumulative Grade Point Average (GPA).....	14
Minimum Credit Hour Completion Rate.....	15
Completion of a Degree or Program of Study within a Maximum Time Frame .....	15
Undergraduate SECOND-DEGREE Students.....	15
Grades.....	15
Withdrawals, Incompletes, Audited Coursework.....	15
Repeated Coursework.....	15
Regaining Eligibility for Financial Aid .....	16
Appeals Process .....	16
Loans.....	17
Refund Policy.....	17
Global Engagement and Study Abroad.....	18
Study Abroad .....	18
International and Exchange Students .....	18
Mary Livermore Library .....	18
Registrar .....	19
Academic Calendar .....	19
Class Schedule .....	19
Classification of Students .....	20
Academic Advisement.....	20
Grading and Academic Eligibility .....	20
Grading System .....	20
Auditing.....	21
Course Load .....	21
Safety and Health Policy .....	21
Policy Statement.....	21
Registration Procedures and Policies.....	22
Registration .....	22
Adding, Dropping and Withdrawing from Courses.....	22
Courses at Other Universities.....	23
Permission to Take a Course as a Visitor at Another University.....	23
Repetition of Courses.....	23
Grade Replacement Policy .....	23
Students Entering UNCP Prior to Fall 1994 .....	23
Students Entering UNCP IN Fall 1994 and Thereafter.....	24
Class Attendance Policies.....	25
Withdrawal from the University.....	25
Requirements for Baccalaureate Graduation.....	26
Commencement .....	27
University College .....	27
Quality Point Average and Academic Standing .....	28
Academic Standing .....	28
Progress Warning .....	29
Academic Probation.....	29
Academic Suspension.....	29
Academic Dismissal .....	29
Suspension Appeals after Completing Mandatory Suspension.....	29
<b>Division of Finance and Administration</b> .....	<b>30</b>

Bookstore .....	30
Return Policy.....	30
Textbook Usage Policy.....	31
Textbook Buyback.....	31
Check-Cashing Policy.....	31
UNCP Textbook Webpage .....	31
Braves (ID) Card.....	31
Dining Services.....	32
Flex Dollars .....	33
Dining Dollars.....	33
Braves Dollars.....	33
Inclement Weather .....	33
Dining Calendar and Hours of Operation.....	33
Division of Information Technology (DoIT).....	33
Passwords.....	33
Office 365 Collaboration Tools.....	33
Computer Labs.....	34
ResNet.....	34
WiFi Access .....	34
Canvas.....	34
BraveWeb.....	34
Help Desk .....	34
Student Printing.....	34
Cyber Security .....	35
Mail Services.....	35
Certified Mail.....	35
Return Receipt .....	35
Priority Mail .....	35
Insured Mail.....	35
Registered Mail .....	35
Express Mail.....	36
Federal Express (FedEx).....	36
Passports.....	36
Mail Services.....	36
Police and Public Safety .....	36
Motorist Assistance .....	36
Campus Escort Service.....	37
Emergency Telephone Service.....	37
Missing Residential Student Policy .....	37
Parking and Vehicle Registration.....	37
Reserved Parking .....	38
Traffic Violations .....	38
Traffic Appeals Board.....	38
<b>Division of Student Affairs.....</b>	<b>38</b>
Mission of the Division of Student Affairs .....	38
Vision Statement.....	38
Mission Statement.....	38
Student Affairs Departments .....	39
Campus Engagement & Leadership.....	39
New Student Organization Recognition.....	39
Fundraising Activities.....	39
Student Organizations.....	40
Fraternity & Sorority Life.....	40
Recognized Governing Boards and Affiliate Organizations .....	40
Joining a Fraternity or Sorority.....	41
Maintaining a Fraternity or Sorority .....	41
Establishing a Fraternity or Sorority .....	42
Fraternity and Sorority Risk Management Policy.....	42
Campus Recreation .....	43
CARE Team.....	44
Career Center.....	44
Community & Civic Engagement .....	45
Counseling & Psychological Services.....	45
Housing & Residence Life .....	45
On-Campus Housing Information .....	45
Freshmen and Sophomore Residency Requirement .....	46
General Guidelines.....	46
Room Assignments.....	47
Consolidation .....	48
Alcohol-Free Environment .....	48
Termination of Campus Housing by the University .....	48
Room Condition.....	48
University's Right to Entry .....	48
Health and Safety Regulations .....	49
Animals in Residential Communities .....	50
University Liability.....	50
University Regulations.....	50
Visitation Policy.....	50
General Guidelines and Procedures.....	50

Loss of Privileges.....	51
Days and Hours.....	51
ResNet.....	51
What is ResNet?.....	51
What Can Be Connected?.....	51
What Cannot Be Connected?.....	51
Student Support.....	51
Copyright Violations.....	51
Terms and Conditions.....	52
Student Conduct.....	52
Student Health Services.....	52
Insurance.....	52
Immunizations.....	52
Confidentiality.....	52
Student Inclusion & Diversity.....	53
James B. Chavis Student Center.....	53
Hawks Nest Game Room.....	53
Billiards Area.....	53
Bowling Lanes.....	53
ESports Arena.....	54
Governing Rules and Regulations for Game Room Usage.....	54
Information Station.....	54
Annex.....	54
Rules and Regulations of the James B. Chavis Student Center & Annex.....	54
General Building Guidelines.....	54
Property.....	54
Furnishings.....	55
Guests.....	55
Exhibits.....	55
Reservations.....	55
Advertisement Guidelines.....	55
ATM Access.....	56
<b>Graduate School.....</b>	<b>56</b>
<b>University Communications &amp; Marketing.....</b>	<b>56</b>
Givens Performing Arts Center.....	56
Print Services.....	56
<b>Campus Activities.....</b>	<b>56</b>
Cultural Programs.....	56
Department of Music.....	57
Homecoming 1887 Society.....	57
Campus Publications.....	57
The Pine Needle.....	57
The Aurochs.....	57
Student Handbook.....	57
Intercollegiate Athletics.....	57
Spirit Squad.....	58
The Arts.....	58
University Chorale.....	58
Vocal Jazz Ensemble.....	58
Musical Theatre.....	58
Pembroke Singers.....	58
Percussion Ensemble.....	58
Concert Band.....	59
Jazz Ensemble.....	59
Marching Band.....	59
Orchestra.....	59
Pep Band.....	59
Theatre.....	59
WNCP-TV.....	59
Student Government Association.....	59
<b>University Regulations and Policies.....</b>	<b>60</b>
Academic Honor Code Policy.....	60
Undergraduate Grade Appeal Process.....	60
Faculty Conciliator.....	61
Conduct Hearing Board (CHB).....	61
Adverse Weather and Emergency Closing Policy.....	62
Code of Conduct Regulation.....	62
PERSON OF CONCERN AND BEHAVIORAL THREAT ASSESSMENT POLICY.....	62
Free Speech Event Policy.....	62
North Carolina General Statute 18B-302: Alcohol.....	62
North Carolina General Statute 14-35: Hazing.....	63
Non-Discrimination Policy statement.....	63
Policy of the Board of Governors of the UNC Concerning Improper Relationships Between Students and Employees.....	63
Prohibited Conduct.....	64
Definition of Terms.....	64
Corrective Action.....	64
Policy Prohibiting Illegal Harassment and Discrimination.....	64
Introduction.....	64
Violations.....	65

To Report Violations.....	65
Specific Prohibitions Against Discrimination at UNCP .....	65
Safety and Health Policy .....	66
Policy Statement.....	66
Sexual Misconduct Policy.....	66
Smoking Policy .....	66
Student Grievance Policy .....	66
Student Involvement in University Policy .....	66
Student Rights and Responsibilities Regulation .....	67
Responsibility to Report Criminal Violations and/or Dispositions.....	67
UNCP Drug and Alcohol Policy .....	67
UNCP Tailgating Policies Involving Alcohol .....	67
UNCP Grievance Process for Students Denied Reasonable Accommodations or Subjected to Discrimination Because of a Disability .....	68
Overview .....	68
Inspection and Release of Student Records at UNC Pembroke .....	68

# OFFICERS AND ADMINISTRATION

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Chancellor

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## STUDENT AFFAIRS

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Vice Chancellor of Student Affairs

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## ADVANCEMENT

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UNCP Foundation Center



# MESSAGE FROM THE CHANCELLOR

Braves,

I am so glad you chose UNC Pembroke as your university. Let me begin by saying your success is important to us and drives all we do.

As you probably already know, UNCP is like no other. Founded in 1887 as the Croatan Normal School to educate North Carolina's American Indian population, the school has since greatly expanded its scope and mission. UNCP is recognized in multiple categories by the U.S. News and World Report's best college rankings, continuing to climb the charts each year. Today, UNCP is a thriving, comprehensive regional institution offering more than 150 pathways to a degree taught by world-class faculty.



Here, faculty and staff will know you by name. You will quickly get to know your professors, who will endeavor to help you achieve your goals. They care about your progress and will work alongside you, offering access to valuable resources for your success in the classroom. Should you need academic help, emotional support or financial assistance, we have teams of people ready to help. All you have to do is ask!

We want you to know you are a valued and respected individual in our BraveNation family. I encourage you to make the most of your time here. Engage in your academic journey and take advantage of opportunities to learn outside of the classroom through study abroad, research with faculty and service-learning projects. And importantly, immerse yourself in the campus-life experience through competitive intramural sports, theater and the arts, and 120-plus clubs and organizations, including an active student government association, among many others. With 16 Division II athletic programs, an on-campus performing arts center and programs like the Distinguished Speaker Series—whatever you're looking for, you'll find it at UNCP.

Your college experience should be unique to you. Find your path, define your success and do it with the support of a campus community. Let's make it a great year.

Go Braves!

Sincerely,

A handwritten signature in black ink, appearing to read "Robin Cummings". The signature is written in a cursive, flowing style. It is positioned above a thin horizontal line that extends to the left.

**Robin Gary Cummings, M.D.**  
Chancellor

# MESSAGE FROM THE VICE CHANCELLOR OF STUDENT AFFAIRS



BraveNation,

Welcome to The University of North Carolina at Pembroke! We are excited to have you as a part of our campus family. I encourage you to take advantage of the many opportunities and resources available to students on our campus.

The Division of Student Affairs places students first every day. We are committed to providing you with quality programs, activities, and services to enhance and enrich your academic experience. Intellectual, social, cultural, physical and emotional development opportunities are at every corner of your journey at UNC Pembroke. The departments within our division exist to support and facilitate your success through the Brave Experience.

We know that academics are your first priority. To complement the classroom experience and be a well-rounded individual, we encourage you to get involved in some of our many activities. From student government, clubs, fraternities, and sororities, and intramural sports to over 100 student organizations, student publications and community service—there is a place for you to get involved at UNC Pembroke. Our diverse co-curricular activities and programs provide personal and leadership development opportunities for every student.

Show your school spirit by supporting BraveNation in athletic events throughout the year. Take advantage of the Jones Athletic Center, which houses basketball courts, an aquatics center, racquetball courts and a well-equipped fitness center and F-45 studio. Visit the Chavis Student Center to meet friends for billiards, gaming or bowling. Stroll campus to take in the natural surroundings and get to know our local community. Volunteer, lead with SGA or other student organizations and make an impact.

Stay connected with campus happenings and things to do via BraveConnect, have immediate access to the university's safety announcements via our LiveSafe mobile app and always know our departments have an open door to all students.

Most of all, start your journey at UNC Pembroke knowing Student Affairs is here to make your experience one that will stimulate learning and build memories to last a lifetime. We are here to ensure your legacy at UNC Pembroke is the best it can possibly be.

We're glad you're here.

Sincerely,

A handwritten signature in black ink that reads "Jeffery Howard". The signature is written in a cursive, flowing style.

**Jeffery Howard, Ed.D.**

Vice Chancellor for Student Affairs

# MESSAGE FROM THE SGA PRESIDENT

Greetings BraveNation,

My name is Aspen Andersson, and I will serve as your 2023-2024 Student Body President. On behalf of the Student Government Association, it is with great honor and humility that I welcome you to the University of North Carolina at Pembroke. Thank you for joining us in BraveNation! We are so excited you have chosen UNCP as your next step in your path to success.

The Student Government Association (SGA) supports UNC Pembroke's Land Acknowledgement in "respectfully acknowledg[ing] that the lands within and surrounding present-day Robeson County are the traditional homeland and gathering places of many Indigenous peoples – notably the Lumbee." And SGA strives to ensure its policies and practices promote our shared responsibility "to safeguard these lands and to respect the sovereignty of the Lumbee Tribe of North Carolina."



UNC Pembroke was founded on March 7, 1887, as a school dedicated to training Native American teachers. Today, UNCP is the only 4-year public institution in the nation founded by Native Americans for Native Americans. As a Historically Minority Serving Institution and North Carolina's only "Historically American Indian University," UNCP is one of the most ethnically diverse universities in the South. By encouraging students to excel at high levels and pursue a multitude of academically and socially invigorating opportunities, UNC Pembroke fosters individual growth and the cultivation of knowledge and intentional one-on-one relationships with staff, faculty, and administrators.

The Student Government Association "exists to champion the concerns and rights of the student body," and it is our goal to connect with students (like you!) and to ensure your voice is heard and acted upon accordingly. SGA aims to create positive change on and off campus and to advocate for students in a variety of capacities, including our weekly, public senate meetings, forums with administrators and departments on campus, town halls, and legislation. As your Student Body President, my role is to aid in bridging the gap between the student body, administrators, and the Pembroke community. One way I do this is by serving as a voting member on the UNCP Board of Trustees. You too can be a part of this change by joining SGA and choosing to serve your peers and the community.

Aside from SGA, UNCP offers a plethora of opportunities to get involved on and off campus. You can connect with over 200 community partners for various volunteer opportunities and join any of over 100 organizations. Along with the wide range of opportunities to get involved, UNCP offers a range of free resources to students, including writing support, career counseling, mental health counseling, tutoring, and many more. I strongly encourage you to take advantage of these resources during your time at UNCP, and never hesitate to ask SGA for help. At UNCP, you will find your community, and you will always have a strong support system on campus. While you are a student first and should focus on your academics, remember to always prioritize your mental and physical health.

Thank you for taking the time to get acquainted with the Student Government Association. I hope to see you at some of our meetings and events this upcoming year! Remember, wherever you are in your journey and wherever you want to go, "you can get there from here."

In service,

A handwritten signature in black ink that reads "Aspen Andersson".

Aspen Andersson  
Student Body President

## HISTORICAL SKETCH

On March 7, 1887, the General Assembly of North Carolina passed a bill establishing a normal (teacher education) school for the education of the Indians of Robeson County. The law, passed in response to a petition from the Indian people of the area, established a Board of Trustees and appropriated five hundred dollars to be used for salaries. It was left to the Indians of Robeson County to finance the purchase of land and the construction of a building.

The first building was a two-story wooden structure located on one acre about a mile west of the university's present location. The Croatan Normal School opened in the spring of 1888 with fifteen students. The first diploma was awarded in 1905. The school was moved to the university's present location in 1909, on the west side of the Town of Pembroke. In 1911, the General Assembly changed the name of the school to Indian Normal School of Robeson County, and in 1913 the name was changed to the Cherokee Indian Normal School of Robeson County. In 1923, a brick building with classrooms, offices and an auditorium was completed. This building, which became known as Old Main, still stands on the campus and is listed on the National Register of Historic Sites.

Before 1926, instruction had been at the elementary and high school levels. That year the Board of Trustees added a two-year normal (teacher education) program beyond high school, and elementary instruction was phased out. The first ten diplomas in the normal program were awarded in 1928. In the early 1930s the school began phasing in the first two years of a college curriculum. By 1939, a four-year curriculum was in place, and the first college Bachelor of Arts degrees were awarded in 1940. In recognition of this, the General Assembly changed the name to Pembroke State College for Indians the next year. The scope of the institution was widened in 1943 when Bachelor of Science degrees were added. Then in 1945, enrollment was opened to all federally recognized Indian groups, not just the Indians of Robeson County.

A few years later, in 1949, the name of the college was shortened to Pembroke State College. Until 1953, this was the only state-supported, four-year college for Indians in the U.S. In 1953, the Board of Trustees approved the admission of white students, with some restrictions on the number admitted. Then, following the U.S. Supreme Court's school desegregation decision, the board opened the college to all qualified applicants, without regard to race, in 1954. In 1969, the General Assembly changed the name to Pembroke State University, and the school was designated as a regional university to provide undergraduate and graduate programs of instruction to serve the needs of this region and the state.

The university became one of the seventeen constituent institutions of the University of North Carolina System in 1972. The Board of Governors of the University of North Carolina approved the addition of the first master's degree programs, in professional education, at Pembroke State University in 1978. Since then, other graduate programs have been added along with additional baccalaureate degree programs. In 1996, the General Assembly approved the university's request to change the name from Pembroke State University to The University of North Carolina at Pembroke.

In 2018, the university established a new College of Health Sciences, its first new college in decades, and experienced record enrollment in the fall semester.

## MISSION OF THE UNIVERSITY

Founded in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke now serves a distinctly diverse student body and encourages inclusion and appreciation for the values of all people. UNC Pembroke exists to promote excellence in teaching and learning, in bachelor's, master's and professional doctoral degrees, in an environment of free inquiry, interdisciplinary collaboration and rigorous intellectual standards.

Our diversity and our commitment to personalized teaching uniquely prepares our students for rewarding careers, postgraduate education, leadership roles and fulfilling lives. We cultivate an international perspective, rooted in our service to and appreciation of our multi-ethnic regional society, which prepares citizens for engagement in global society. Students are encouraged to participate in activities that develop their intellectual curiosity and mold them into responsible stewards of the world.

UNCP faculty and staff are dedicated to active student learning, engaged scholarship, high academic standards, creative activity and public service. We celebrate our heritage as we enhance the intellectual, cultural, economic and social life of the region.

UNC Pembroke is changing lives through education.

## **VISION STATEMENT**

The University of North Carolina at Pembroke will challenge students to embrace difference and adapt to change, think critically, communicate effectively and become responsible citizens. Working from a strong foundation in the liberal arts, we will increase opportunities to infuse our curriculum with interdisciplinary innovation while promoting undergraduate and graduate research as well as international opportunities.

## **CORE VALUES STATEMENT**

The faculty and staff of UNC Pembroke are guided by the following set of core values: (1) the commitment to serving the local region; (2) the creation, exploration, evaluation and articulation of ideas; (3) the value of a liberal arts foundation as the basis of self-realization and lifelong learning; (4) the importance of honor and integrity to learning and leadership as we educate students to be stewards of the world; (5) the appreciation of the American Indian history of the university and local community; (6) the appreciation of diversity and respect for the dignity and worth of every individual; (7) the commitment to prepare graduate and undergraduate students to succeed in an ever-changing and increasingly technological global environment; (8) the accessibility of education which leads to the enhancement of the economy and culture in the region; and (9) the maintenance of a sustainable, safe, healthful, attractive and accessible campus.

## **INSTITUTIONAL DISTINCTIVENESS STATEMENT**

The University of North Carolina at Pembroke distinguishes itself from peer institutions by offering an affordable, highly personalized, student-centered education to diverse students. Founded in 1887 as an American Indian institution to serve the Lumbee people, UNCP is now comprised of students, faculty and staff who possess differing attributes based on race, ethnicity, gender, sexual orientation, disability status, national origin, age, political affiliation, religion and other characteristics. Diversity grounds intellectual pursuits and provides us with opportunities for discovery and ways to integrate all individuals and groups into the larger community, respecting and valuing their uniqueness while simultaneously advancing the university's historical tradition. UNC Pembroke thus prepares its students for life and leadership within a diverse society.

## **DIVISION OF ACADEMIC AFFAIRS**

### **ACADEMIC AND MILITARY OUTREACH**

The UNCP Academic and Military Outreach (AMO) team is comprised of qualified full-time staff dedicated to providing exemplary student services support for all military-affiliated learners. AMO assists military-affiliated students in processing Department of Defense (DoD) tuition assistance funding, state specific military tuition assistance for National Guard service members, and Department of Veterans Affairs (VA) education benefits at UNCP. AMO team members aid the campus community in addressing veteran-specific concerns. AMO is located on the second floor of Hickory Hall North in the Rally Point Veterans Resource Center.

In addition to housing the AMO administrative support offices, Rally Point offers a flexible multi-use space for studying and meetings, a computer lab with free printing capabilities, and a lounge for military affiliated students. Students can access Rally Point Monday through Friday from 8:00 am to 5:00 pm. For more information on AMO and the Rally Point Veterans Resource Center call 910.775.4438 or email [veterans@uncp.edu](mailto:veterans@uncp.edu).

AMO further supports military-affiliated students through the UNCP Fort Liberty campus located at the Liberty Training and Education Center. This campus offers flexible online and off campus learning options serving as a one-stop shop for service members, military family members, and DoD civilians on Fort Liberty. All individuals with access to Fort Liberty can

utilize the UNCP Fort Liberty Campus regardless of military affiliation. For more information on the UNCP Fort Liberty Campus call 910.775.4788 or email [veterans@uncp.edu](mailto:veterans@uncp.edu).

## **ACADEMIC HONORS**

### **GRADUATION WITH HONORS**

Graduating seniors may be considered for honors if they have earned a Quality Point Average (QPA) of at least 3.4 for 45 semester hours of coursework in residence at UNCP. All coursework attempted (including quality hours from other institutions and repeated hours) will be included in the calculation of the cumulative QPA for determining the particular honors designation awarded. Students who attain a cumulative QPA of 3.85 or higher are graduated summa cum laude. Those who achieve a minimum cumulative QPA of 3.7 are graduated magna cum laude and students who's cumulative QPA is at least 3.4 are graduated cum laude. Students who achieve the hours and the QPA requirement at the beginning of the last semester of their senior year will be recognized at commencement. The final assessment is done after graduation and honors are pending for all students until this is completed. The honors designation will appear on the student's diploma and transcript.

### **HONORS/CHANCELLOR'S LIST**

Students are eligible for Honors List if they achieve a minimum semester quality point average of 3.2 while passing at least 12 semester hours of coursework, of which none must be pass/fail.

Students are eligible for Chancellor's List if they achieve a minimum semester quality point average of 3.7 while passing at least 12 semester hours of coursework, of which none must be pass/fail.

### **ESTHER G. MAYNOR HONORS COLLEGE**

Graduating members of the Maynor Honors College must obtain a 3.4 cumulative GPA and successfully complete the honors curriculum. Honors College graduates are recognized at Commencement, have a distinctive Maynor Honors College graduation medallion added to their academic regalia, and are awarded a specialized diploma. Final academic transcripts also note Honors College status.

## **ACCESSIBILITY RESOURCE CENTER**

The Accessibility Resource Center (ARC) is designed to assist students covered under Section 504 of the Rehabilitation Act and the ADA. Anyone desiring assistance is requested to contact ARC, located in Joseph B. Oxendine Administrative Building, Suite 110. Operating hours are Monday-Friday, 8 a.m.-5 p.m. Appointments during regular business hours are requested and can be made by calling 910.521.6695. After-hours appointments may be made on an as-needed basis.

The Accessibility Resource Center will: (1) provide guidelines for documenting disabilities; (2) discern eligibility for services; (3) determine reasonable accommodations; and (4) facilitate appropriate accommodations. Contact the Accessibility Resource Center for additional information.

## **FINANCIAL AID**

The primary role of the Financial Aid Office, located on the second floor of Lumbee Hall, is to provide financial assistance as well as financial counseling to students requesting these services.

This office coordinates a variety of state, federal, private and institutionally funded aid programs, each with different regulations and requirements. While most of these programs require students to demonstrate financial need, there are loan funds available to help students and parents which are not need-based. All students requesting consideration for any type of financial aid, including loans, must apply each year. The application, Free Application for Federal Student Aid, should be completed online at [studentaid.gov](http://studentaid.gov).

Students should list UNCP's school code which is 002954. Students and parents can sign the form electronically by registering for a FSA ID at [fsaid.ed.gov/npas/index.htm](http://fsaid.ed.gov/npas/index.htm). The application should be submitted by March 1 to allow time for processing so awards can be made before fall registration.

To be eligible for financial assistance, a student must have a high school diploma or GED; be enrolled as a regular student in an eligible program; be a U.S. citizen or eligible non-citizen; generally, have a social security number; make satisfactory academic progress and not be in default on any federal loan or owe a refund on a federal grant. Information about the various financial aid programs at UNCP can be found online at [uncp.edu/fa](http://uncp.edu/fa).

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID**

### **GENERAL INFORMATION**

The federal financial aid programs at UNCP are authorized under Title IV of the Higher Education Act of 1965, as amended. The Act states that a student must maintain satisfactory academic progress in the course of study s/he is pursuing, according to the standards and practices of the institution at which the student is in attendance. The federal Title IV programs include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Federal Stafford Loans (subsidized and unsubsidized), Federal Perkins Loans and Federal PLUS loans. For purposes of consistency and equity among all students, UNCP applies the following standards to all students receiving federal Title IV aid and all students receiving any other financial aid, including institutionally and state funded sources.

All students (full time, part time, graduate and undergraduate) who wish to qualify for financial aid while attending UNCP must meet certain standards of Satisfactory Academic Progress (SAP). These standards include a minimum cumulative grade point average (GPA), a minimum credit hour completion rate and the completion of a degree or program of study within a maximum number of credit hours.

For purposes of determining satisfactory academic progress status and eligibility for financial aid, a student's academic record is evaluated at the end of each Spring semester and at the time s/he applies for financial aid. If a student has a break in enrollment or is suspended or dismissed, then his/her SAP will be reviewed upon the student's return to UNCP. This evaluation will include a student's entire academic record at UNCP and will compare the student's academic record to the standards of Satisfactory Academic Progress. These standards are applied to all semesters or terms during which the student was enrolled, regardless of whether the student received financial aid for those prior terms of enrollment.

Students who fail to meet one or more of the SAP standards at the time their progress is reviewed are not eligible for financial aid, including summer terms. The Office of Financial Aid will notify students of their failure to meet the standards of SAP. Each student is responsible for knowing his/her own status, whether or not s/he receives this notification. Students may view their SAP status via BraveWeb or by contacting the Office of Financial Aid.

### **MINIMUM CUMULATIVE GRADE POINT AVERAGE (GPA)**

Undergraduate students' cumulative grade point average (GPA) must meet the University standards of a 2.0 for all attempted hours.

Graduate students must maintain a cumulative GPA based upon the number of credits attempted as follows:

Number of Attempted Credits	Minimum Cumulative GPA
0-9.999	2.0
10-20.999	2.4
21-27.999	2.7
28 - Above	3.0

Financial aid eligibility will be canceled immediately for any student who is academically suspended or academically dismissed. Students remain ineligible for financial aid during the dismissal or suspension period.

### **MINIMUM CREDIT HOUR COMPLETION RATE**

All students must earn a minimum of two-thirds or 67% of the credit hours that they have attempted including transfer hours. To determine a student's credit hour completion rate, divide the total earned credit hours by the total number of credit hours attempted at UNCP.

*Example:* The student below has earned 82 credit hours at UNCP and transferred in 62 earned hours for a total of 144 earned credit hours. This student has attempted 109 hours at UNCP and transferred in 62 attempted hours for a total of 171 attempted credit hours. Divide 144 (earned credit hours) by 171 (attempted credit hours). This student's credit hour completion rate is 84%.

	<b>Attempted Hours</b>	<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>
UNCP	109	82	82	90	202.90	2.254
Transfer	62	62	62	0	0	.000
Degree	171	144	144	90	202.90	2.254

### **COMPLETION OF A DEGREE OR PROGRAM OF STUDY WITHIN A MAXIMUM TIME FRAME**

Each student has a maximum time frame during which s/he can receive financial aid. To remain eligible for financial aid at UNCP, undergraduate and graduate students must complete their degree program requirements within 150 percent of the published length of their degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received, or whether or not the coursework was successfully completed. As we perform our annual review of each student's Satisfactory Academic Progress, if it is mathematically impossible to graduate within 150% of the academic program length, students are ineligible for financial aid.

As an example, if an undergraduate degree program requires 120 semester credit hours to complete, then a student is eligible for financial aid during the first 180 attempted credit hours. ( $120 \times 150\% = 180$  maximum attempted credit hours for financial aid eligibility).

A student's academic load is determined at the end of the drop/add period each semester. If a student reduces his/her course load below the minimum, the Office of Financial Aid must be notified and some aid funds may have to be repaid. The student is responsible for notifying the OFA if a reduction occurs or is contemplated.

### **UNDERGRADUATE SECOND-DEGREE STUDENTS**

A student working toward a second or subsequent baccalaureate degree is expected to make the same satisfactory progress and enroll for the same minimum course load when receiving financial aid as that stated above. The number of hours is not reset based on completion of a prior Undergraduate degree.

### **GRADES**

To earn hours at UNCP, a student must receive a grade of A, B, C, D, or P including + or -. All other grades including F, I, W, AU, NR or T do not earn hours.

### **WITHDRAWALS, INCOMPLETES, AUDITED COURSEWORK**

Withdrawals and incompletes are considered attempted but not earned hours. These grades are not included in the GPA calculation, but they are included in both the minimum credit hour completion rate and maximum timeframe calculations. Therefore, withdrawing from classes after the drop/add period or receiving incomplete grades will negatively affect the student's ability to maintain satisfactory academic progress.

Audited courses are not considered as attempted nor earned credits. Financial aid is not awarded for audited courses.

### **REPEATED COURSEWORK**

If a student repeats a course, both the original course and the repeated course will count toward attempted and earned credit hours. Both attempts will also count in the GPA calculation in accordance with the University's Repetition of Coursework policy. Students should be aware that financial aid may not cover all repeated courses.



Most financial aid programs will cover only one repeat of a previously passed course. Students considering repeating a previously passed course are strongly encouraged to consult with the Office of Financial Aid regarding repeated coursework.

### **REGAINING ELIGIBILITY FOR FINANCIAL AID**

Students who have failed to meet one or more of the SAP requirements are not eligible for financial aid. However, financial aid eligibility may be regained if:

- The student raises his/her cumulative GPA to the minimum standard as defined in this Satisfactory Academic Progress Policy requirements through hours earned at UNCP within the student's program of study (without financial aid);
- And/or, the student's credit hour completion rate has been brought up to the standard as defined in this Satisfactory Academic Progress Policy requirements by successfully completing coursework within the program of study at UNCP (without financial aid).
- And/or, the student appeals his Satisfactory Academic Progress following the appeals process and receives an approval from the departmental or committee level.

### **APPEALS PROCESS**

Students who do not meet satisfactory academic standards will be subject to a strict monitoring policy and appeals process with the intention of moving the students toward academic progress and graduation. Student grades will be reviewed at the completion of the spring semester to determine eligibility for the following academic year unless the student has a break in enrollment or is suspended/dismissed, then SAP will be reviewed at that time.

The monitoring policy and appeals process is as follows:

**Financial Aid Probation** - If a student does not meet satisfactory academic progress, s/he will be denied his/her financial aid. The student will be allowed to appeal this decision by submitting an appeal which must include

1. An attached academic plan that, if followed, will ensure that the student is able to meet this SAP policy by a specific point in time. A staff member from the Center for Student Success will meet with the student to complete the *Financial Aid Academic Progress Improvement Plan* that outlines how tutoring or other support services provided by the University will be used to help assure academic improvement in the future, and will report on the student's compliance with the plan at the end of the probationary semester(s).
2. A detailed description of the extenuating circumstances that occurred during the time frame in which the student failed to meet this policy.
3. All necessary documentation to support the existence of the circumstances described in #2 and what steps are being taken to resolve the situation.

Events/circumstances that merit an appeal include, but are not limited to:

- Personal or family emergency
- Death or extended illness of an immediate family member which results in greater family responsibilities for the student
- Unanticipated, serious medical difficulty (excluding chronic conditions - students are responsible for properly balancing school work with known chronic conditions)
- Serious psychological difficulty

### **Documentation Required:**

Documentation must be provided with your appeal for it to be considered by the Committee. Examples of documentation include, but not limited to, the following:

- Grade Reports that show academic progress
- Email documentation from faculty, staff or administration that documents your situation

- Letters from SHS (Student Health Services), CAPS (Counseling and Psychological Services), PCP (Primary Care Physician) and/or CARE Team: These do not need to explain your issue but they can confirm the situation that required you to request an appeal.
- Correspondence from Housing and Residence Life staff that document your situation
- Police Reports and/or Landlord Reports
- Work Schedules and/or Letters from Employers explaining the situation
- Students on Max Time Frame (150%) need to provide an educational plan from their advisor indicating:
  - Anticipated Graduation Date
  - How many credits student needs to complete degree
- Any documentation that will explain why you are not making Satisfactory Academic Progress

The appeals and all attached documentation will be reviewed by a committee. If a student's appeal is approved, s/he is subject to the probation requirements as follows:

The Center for Student Success will advise the student about which category the student is required to adhere to,

A. GPA requirement:

- No earned grades below a C (including a C-)
- No incompletes (grades of I)

B. Completion Rate requirement (Pace Requirement):

- No withdrawals (grades of W)
- No incompletes (grades of I)

Students seeking to reestablish eligibility for financial aid by submitting an appeal remain ineligible for financial aid or deferment of payment until the appeals process is complete and a decision has been determined by the department or SAP committee. Students should be prepared to pay tuition, fees and other educational expenses until s/he has been approved to receive financial aid.

If a student's appeal is not approved, that student will not be eligible for financial aid. A student whose appeal has been denied cannot appeal again unless there are material changes in his/her academic record. Material changes to an academic record may include, but are not limited to, processing grade replacements, clearing an incomplete, successfully attending another institution and transferring the credit back to UNCP, or attending a semester at UNCP at the student's own expenses and meeting all three of the SAP standards.

### **Now Good Appeals**

Students who take classes out of pocket or transfers in hours from other institutions can submit a Now Good Appeal if they are now in good financial aid standing. Students must be meeting both the undergraduate or graduate GPA requirements and 67% completion rate (Pace) to be eligible to submit this type of appeal. These appeals are usually submitted when the Financial Aid Office is between SAP processes.

### **Change of Majors**

All hours attempted regardless of major changes will be included in the SAP calculation.

### **LOANS**

Undergraduate students must be enrolled for at least six (6) semester hours in order to be eligible for a Direct Stafford Loan. Graduate students must be enrolled for at least 4.5 semester hours. All students must submit the FAFSA form in order to be considered for a loan.

### **REFUND POLICY**

View the Refund Policy online: [uncp.edu/pr/pol-075502-student-refund-policy](http://uncp.edu/pr/pol-075502-student-refund-policy).

## **GLOBAL ENGAGEMENT AND STUDY ABROAD**

### **STUDY ABROAD**

As a part of Global Engagement, the Study Abroad Office is the central resource for students interested in adding an increasingly important international dimension to their studies and resume.

The skills acquired from participating in an international experience are necessary for success in today's global economy. Programs, many of which are in English, are available in exciting locations throughout the globe.

The Study Abroad Office guides students in selecting the most appropriate destination, obtaining course transfer approval, coordinating financial aid, and obtaining travel documents. The Study Abroad Office prepares students for living and studying overseas and is the point of contact and support while assisting with re-entry into the US and completing credit transfer. A wealth of opportunities in all majors and interests exist and are surprisingly affordable.

For more information, stop by Global Engagement, call 910.775.4095, or email [oge@uncp.edu](mailto:oge@uncp.edu). Interested students are encouraged to visit the [study abroad page](#) from the Global Engagement and Study Abroad website.

### **INTERNATIONAL AND EXCHANGE STUDENTS**

Office of Global Engagement (OGE) ensures that international students at UNCP are guided through the new student orientation process. In addition, OGE maintains students' immigration status, prepares pre-arrival plans, and facilitates on-campus student services. Most importantly, OGE assists international students in understanding and complying with the U.S. Department of Homeland Security (DHS) immigration regulations and in completing required documentation during their stay at UNCP.

U.S. regulations require international students to keep UNCP informed about any changes to their academic status or immigration status. Regular communication allows OGE to update records in a timely fashion.

Unfamiliarity, misunderstanding, and legitimate cultural differences do not excuse an international student from adhering to UNCP's policies of academic integrity and student conduct. As international students with F-1 or J-1 student status, their priority is full-time study. Therefore, all students in F-1 or J-1 student status are required to be enrolled full-time and make sufficient progress in their degree programs. Immigration regulations do not require international students to enroll in the summer session if they are full-time students in the Fall and continue their enrollment in the Spring. Students may choose to study, return home, or work on campus (or off-campus if eligible and if authorized in advance) in the summer. F-1 and J-1 students are eligible to work on campus if they hold a halftime teaching/research assistantship. For guidelines on eligibility and work restrictions, please visit OGE's [employment webpage](#).

### **MARY LIVERMORE LIBRARY**

The motto of the Livermore Library is "Enhancing Education Through Research." Serving the students, faculty and greater Pembroke community, the Livermore Library is building the university library of the future. Foundational of library services is the Integrated Library System of Ex Libris connecting worldwide communities of university libraries. Using Alma as the backbone, we also provide Primo, a one-stop meta-search tool for simultaneously searching the library holdings and all our information database providers, library patrons can access a wealth of information. Leganto is our powerful tool which connects the library system to the classroom and the university's learning management system, Canvas.

The Livermore Library maintains a collection of 765,000 print volumes and 140,000 items in the streaming and physical media collection. The special collections and archives provide key documents on the history of the university, the region, and the Lumbee Tribe. We are also home to the collected papers of longtime Congressman Charlie Rose. The library subscribes to many databases and information access points, providing users with access to full-text journals, papers from scholarly societies, national and regional newspapers, and other sources. Overall library users have immediate access to numerous items. As part of the UNC System, students have borrowing privileges at the other constituent university libraries. Materials from other libraries outside the UNC System may also be requested through Inter-Library Loan.

The first floor provides users with the main reading room along with collaborative huddle spaces for group projects, seating, portable white boards and the ease for refreshments and meals at Café 641. The second floor offers a newly updated student computer lab, numerous study rooms, collaborative groups space and individual study carrels for focused studying. The dedicated desks for Patron Services and Research Services provide professional librarians and staff to immediately assist with reference and research questions. Librarians teach our regular undergraduate and graduate program research courses as well as provide specialized instruction for individual courses.

Both on-campus and online students can access all the resources of the library 24 hours a day. Online students can chat with our librarians during regular library hours (see the library webpage for current hours). Students can call Patron Services at 910.521.6516 or Research Services at 910.521.6656.

Students with questions can also receive an answer within 24 hours by emailing at [refdesk@uncp.edu](mailto:refdesk@uncp.edu).

## REGISTRAR

The registrar assists students in meeting their educational goals; maintaining accurate, permanent, confidential records and administering University policies and procedures. They help with registration, advising, transcripts, drop/add, withdrawing, readmitting, enrollment verification, graduation, grade appeals, transfer credits, overloads, probation/suspension, and Academic Policies and Procedures.

## ACADEMIC CALENDAR

UNC Pembroke reserves the right to make any necessary changes in the academic calendars. Dates for housing, room assignments and residence life can be obtained by visiting the Housing and Residence Life website. Dates for tuition, drop for nonpayment and other related business policies may be obtained by visiting the website for the Financial Academic Calendar.

[Click here](#) to navigate to both undergraduate and graduate official academic calendars.

## CLASS SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m.-8:50 a.m.	8:00 a.m.-9:15 a.m.	8:00 a.m.-8:50 a.m.	8:00 a.m.-9:15 a.m.	8:00 a.m.-8:50 a.m.
9:05 a.m.-9:55 a.m.	9:30 a.m.-10:45 a.m.	9:05 a.m.-9:55 a.m.	9:30 a.m.-10:45 a.m.	9:05 a.m.-9:55 a.m.
10:10 a.m.-11:00 a.m.	11:00 a.m.-12:15 p.m.	10:10 a.m.-11:00 a.m.	11:00 a.m.-12:15 p.m.	10:10 a.m.-11:00 a.m.
11:15 a.m.-12:05 p.m.	12:30 p.m.-1:45 p.m.	11:15 a.m.-12:05 p.m.	12:30 p.m.-1:45 p.m.	11:15 a.m.-12:05 p.m.
12:20 p.m.-1:10 p.m.	2:00 p.m.-3:15 p.m.	12:20 p.m.-1:10 p.m.	2:00 p.m.-3:15 p.m.	12:20 p.m.-1:10 p.m.
1:25 p.m.-2:15 p.m.	3:30 p.m.-4:45 p.m.	1:25 p.m.-2:15 p.m.	3:30 p.m.-4:45 p.m.	1:25 p.m.-2:15 p.m.
2:30 p.m.-3:20 p.m.		2:30 p.m.-3:20 p.m.		2:30 p.m.-3:20 p.m.
3:35 p.m.-4:25 p.m.		3:35 p.m.-4:25 p.m.		3:35 p.m.-4:25 p.m.

5:00 p.m.-5:50 p.m.	5:00 p.m.-6:15 p.m.	5:00 p.m.-5:50 p.m.	5:00 p.m.-6:15 p.m.	5:00 p.m.-5:50 p.m.
6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.	6:30 p.m.-9:30 p.m.

Classes that meet on Monday and Friday follow the Tuesday and Thursday schedule.

Classes meeting three days per week, meet for 50 minutes each session.

Classes meeting twice per week meet for 75 minutes each session.

Evening classes that meet one day a week Monday through Friday, meet for three hours.

Abbreviations used to designate days are as follows:

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday.

## CLASSIFICATION OF STUDENTS

Regular students at The University of North Carolina at Pembroke are classified according to the number of semester hours they have earned in keeping with the following table:

Less than 30 hours—Freshman

30 to 59 hours—Sophomore

60 to 89 hours—Junior

90 hours to graduation—Senior

## ACADEMIC ADVISEMENT

The university has an academic advising system to assist students in their respective academic programs. Each student is assigned to a faculty member who helps the student plan a program and maintains a record of progress during his or her college career. Although the advisor will guide the student in academic matters, the final responsibility for meeting all academic program requirements rests with the student.

The academic advisor may refer a student to other offices for further services in counseling, career planning and placement, tutoring and skills development.

## GRADING AND ACADEMIC ELIGIBILITY

### GRADING SYSTEM

Grade reports are viewed online by all students. A BraveWeb user ID and password must be maintained by all students.

A letter grade and plus-minus system for evaluating academic performance is used for evaluating all undergraduate students. Each letter grade has a quality point value for each semester hour it represents. The hours and quality points are used in determining a student's quality point average for a semester's work and in averaging grades for all work completed to find a student's cumulative quality point average.

Academic eligibility for a student shall be determined by current regulations.

The letter grades and quality points represented by each, as of January 1, 1989, are as follows:

A = 4.0	C+ = 2.3	F = 0.0
A- = 3.7	C = 2.0	P = 0.0
B+ = 3.3	C- = 1.7	I = 0.0
B = 3.0	D+ = 1.3	T = 0.0
B- = 2.7	D = 1.0	W or WX = 0.0
	D- = 0.7	AU = 0.0

The P grade is earned in designated courses and carries semester hours credit. However, the hours are not counted in quality hours. Quality hours are the hours used in figuring quality point averages.

The I, or incomplete grade, is given when a student is unable to complete required work because of an unavoidable circumstance such as illness. It is not to be given to enable a student to do additional work to improve a grade. An incomplete must be removed within one semester (excluding summer term) or it will automatically be converted to a grade of F by the university registrar. In the determination of quality hours and quality point averages, an I is counted as an F until it is removed.

The T grade pending is given only for University Honors College courses until the thesis or project is completed.

The W or WX grade is assigned when a student withdraws from a course during the designated drop period.

Audited classes are listed on the permanent record. They are designated by the letters AU. The AUs and Ws will be listed as attempted hours, but not as quality hours for figuring quality point averages.

### **AUDITING**

All persons, whether regularly enrolled in the university or not, who desire to audit a course must secure the permission of the instructor and the Office for Academic Affairs. The fee charged for auditing a course will be the same as if the course were taken for credit. The decision to audit must be made by the late registration date. No audits may be added after this date.

For non-matriculating students, a copy of the receipt of payment from the Cashier's Office must be filed with the instructor at the beginning of the course. Students who are regularly enrolled at the university must file a copy of the permission letter from the Office for Academic Affairs with the instructor at the beginning of the course.

### **COURSE LOAD**

Students are expected to enroll in at least 15-16 semester hours credit per term so that it is possible for them to graduate in four (4) years (eight semesters).

Full-time students must carry at least 12 semester hours each semester. The maximum load is 18 semester hours except as follows: students who are on the Honors List may take up to 19 semester hours; students who are on the Chancellor's List may take up to 21 semester hours; summer session students may carry no more than 3 semester hours during Maymester, no more than 7 semester hours during summer I, and no more than 7 semester hours during Summer II.

The number of semester hours required to graduate from UNCP is between 120 and 128 in accordance with specific program degree requirements. If a student's major requires more than 120 semester hours, the student must take (and pass) more than fifteen (15) semester hours for each of the eight (8) semesters. Students must work with their advisors and their major departments to ensure that they follow the scheduling sequence of required courses for their majors.

All coursework counts toward a student's course load whether the student is enrolled for credit or as an audit at this or another institution.

## **SAFETY AND HEALTH POLICY**

### **POLICY STATEMENT**

It is the policy of The University of North Carolina at Pembroke, to provide a safe and healthful environment; free from recognized hazards, which may cause serious injury to students, employees and visitors. This is accomplished by maintaining a comprehensive safety, health and environmental program, which involves all members of the university community. Our goals are to develop a safety consciousness among students, employees and others engaged in work for UNC Pembroke to reduce accidents, minimize potential liabilities and promote environmental stewardship.

The University of North Carolina at Pembroke will conduct all of its activities in compliance with applicable environmental health standards, codes, regulations and laws. Each and every person at the university understands

safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

The University of North Carolina at Pembroke believes its most valuable resource is the people who teach, learn and work at this institution, and will do all that is reasonable to protect them. The primary purpose of the Office of Environmental Health and Safety is to conduct safety inspections; identify and correct unsafe conditions; conduct safety training; provide consultative services to management on safety issues; prepare reports as required by state and federal agencies; investigate accidents to determine cause and take corrective action (risk management); and maintain a safe working and living environment for all students, employees and visitors.

## **REGISTRATION PROCEDURES AND POLICIES**

### **REGISTRATION**

Each student must complete registration online. No student is considered to be officially registered until the student has completed registration as outlined below. Students who fail to complete registration as prescribed and those who miss the first class attendance may have their names dropped from the class rolls. If these students subsequently request to register, they must follow registration procedures just as if they had not started registration before.

The advisor's role is to assist the student in planning a suitable academic program. However, the students are responsible for following all academic regulations that are applicable to their course of study. This includes general education requirements, prerequisites and major/minor requirements. Students are individually responsible for all course registrations and for completing the requirements for graduation. The Office of the Registrar will drop students who register for courses without following departmental or university regulations. Each student must register online prior to the first day of class. After the drop-add period, undergraduate students must register in person in the Office of the Registrar. Graduate students should contact the Graduate School to request to register after the drop-add period.

The university has a two-phase registration system: the early registration phase and the regular registration phase. Students currently enrolled at The University of North Carolina at Pembroke may complete their registration by: (1) consulting with their advisor during the designated early registration period, (2) registering for the approved course work online, and (3) paying tuition and fees to the Cashier's Office or through the student's online account center on BraveWeb.

Students entering UNCP for the first time or returning after an absence of two semesters (one year) or more may complete their registration by: (1) consulting with their advisor during the designated registration period and preparing their class schedule for the semester, (2) registering for the approved coursework online, and (3) paying tuition and fees at the Cashier's Office or through the student's online account center in BraveWeb.

### **ADDING, DROPPING AND WITHDRAWING FROM COURSES**

After a student has completed registration, the only way the student's schedule can be changed is through the drop/add procedure. To add a course, a student must obtain a LATE Course Add Form from an academic department, complete the form, have it approved by their advisor, obtain the signature of the gaining professor and present the form to the Office of the Registrar.

A student may withdraw from a course after the drop/add period through the last day to withdraw from a class (see academic calendar for dates). Students can withdraw from classes through the BraveWeb self-service registration portal. If accepted, the student will receive a W grade. Students will have the option of withdrawing from a maximum of 16 semester hours of coursework. These limits apply only to the fall and spring semester courses. The Registrar's Office will notify the student's advisor and course instructor after the withdrawal is complete.

The associate vice chancellor for Enrollment may approve withdrawal from a course or courses at any time without academic penalty if serious extenuating circumstances, such as serious illness, exist. Unsatisfactory academic performance does not by itself constitute an extenuating circumstance. As soon as possible, the student petitioning to

withdraw from a course due to extenuating circumstances must meet with the associate vice chancellor for Enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's 16-hour career withdrawal limit.

Approved requests receive a grade of WX. In addition, the following conditions apply:

1. A WX will be recorded on the transcript.
2. The course(s) will count as attempted hours.
3. The course(s) will not count in GPA calculation.
4. The course(s) is subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the provost or designee whose decision will be final.

## **COURSES AT OTHER UNIVERSITIES**

### ***PERMISSION TO TAKE A COURSE AS A VISITOR AT ANOTHER UNIVERSITY***

Students\* who wish to enroll in courses at other institutions to apply toward a degree at UNCP must adhere to the following policies:

- Have written approval from their UNCP advisor.
- Have written approval from their advisor or UNCP department chair if the course is part of their major curriculum.
- Have written approval from the UNCP registrar.
- Be in good social standing.
- Have an official transcript submitted to the UNCP Office of the Registrar immediately upon completion of the course.
- Courses accepted for transfer credit will be evaluated in terms of UNCP's academic policies, curriculum and the student's proposed program at UNCP. Fractional credit will not be granted for partial completion of any course.
- Credit hours will transfer for courses in which the student earns a "C" or better. Grades earned at other institutions are not used to compute UNCP's quality point average.
- Permission will not be granted to repeat a course at another institution. Students may elect to repeat any course if both the original course and the repeat course are taken at UNCP.

## **REPETITION OF COURSES**

A student who wishes to repeat a course must adhere to the following policies:

- The original course and the repeat course must be taken at UNCP.
- The course being repeated must be the same course taken previously; no substitutions are allowed.
- Students may repeat a course twice. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
- All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).
- A student will receive credit (earned hours) for a course one time and the most recent grade will be used in meeting graduation requirements.
- All entries remain a part of the student's permanent record.

## **GRADE REPLACEMENT POLICY**

### ***STUDENTS ENTERING UNCP PRIOR TO FALL 1994***

Note: Visit the UNCP website for Repetition of Course Work Policies prior to Fall 2018

1. A student must follow all regulations regarding repetition of course work.
2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.



3. The semester hours and quality points in courses repeated are counted only once, and the highest grade and the quality points corresponding to the highest grade are used in computing the quality point average and meeting graduation requirements.
4. Students will have the option of replacing a maximum of 16 credit hours with improved grades earned by repeating courses.
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

Transfer or Readmission Hours Accepted as of Fall 1994	Maximum Hours for Replacement
0-59 hours	16
60 or more hours	13
Candidate for Second Bachelor's degree	13

7. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.
8. Decisions for course grade replacement are irrevocable.
9. All entries remain a part of the student's permanent record.

**STUDENTS ENTERING UNCP IN FALL 1994 AND THEREAFTER**

Beginning with the fall semester of 1994, undergraduate students who enter UNCP and who wish to replace a course grade must adhere to the following policies:

- A student must follow all regulations regarding repetition of coursework.
- Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.
- The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.
- Students entering UNCP as freshmen from fall 1994 through spring 2013 will have the option of replacing a maximum of 15 credit hours with improved grades earned by repeating courses. Students entering UNCP as freshmen beginning in fall 2013 will have the option of replacing a maximum of 12 credit hours with improved grades earned by repeating courses. No student is eligible for more than 15 hours of replacement credit regardless of entry date.
- The credit hours associated with each repeated course will count toward the cumulative replacement hours.
- Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

Transfer Hours Accepted as of Fall 1994	Maximum Withdrawal Hours
0-23	15 or 12 (based on entry date)
24-51	12
52-89	9

90 or more hours	6
Candidate for Second Bachelor's Degree	6

The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office. Decisions for course grade replacement are irrevocable. All entries remain a part of the student's permanent record.

### CLASS ATTENDANCE POLICIES

Regular class attendance is important to the educational experience and to the academic integrity of the university curriculum. Students are expected to attend every class beginning with the first session, and regularly after that. Students who fail to attend the first class session may be dropped from the course. Once dropped, it is the student's responsibility to seek reinstatement in the course if the student wishes to remain registered. Reinstatement is at the instructor's discretion. A student is responsible for all the work, including tests and written work, of all class meetings. The university reserves the right to administratively withdraw students who have never attended classes for the semester.

For all general education classes, instructors will keep attendance records. If a student misses three consecutive class meetings, or misses more classes than the instructor deems advisable, the instructor will notify the Center for Student Success (administrator of the Early Alert program) for appropriate follow-up. Departments may also develop and distribute attendance policies and procedures to be followed for students who miss an excessive number of classes.

For all classes, instructors have the discretion to determine how the attendance policy will be implemented, the circumstances under which make-up work may be allowed, and whether attendance will be used as a criterion in determining the final grade. Excessive absences may result in failure. Faculty will distribute a written statement of their attendance policy as part of the course syllabus. Students should not enroll in a course if participation in university-sponsored activities will cause them to miss an excessive number of classes, as determined by the instructor.

The University of North Carolina at Pembroke has a legal and moral obligation to accommodate all students who must be absent from classes or who must miss scheduled exams in order to observe religious holidays; being careful not to inhibit or penalize these students for exercising their rights to religious observance. To accommodate students' religious holidays, each student will be allowed two excused absences each semester with the following conditions:

- Students, who submit written notification to their instructors within two weeks of the beginning of the semester, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Excused absences are limited to two class sessions (days) per semester.
- Students shall be permitted a reasonable amount of time to make up tests or other work missed due to an excused absence for a religious observance.
- Students should not be penalized due to absence from class or other scheduled academic activity because of religious observances. A student who is to be excused from class for a religious observance is not to provide a second party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

### WITHDRAWAL FROM THE UNIVERSITY

Up to the last day to receive a W in a course, a student may complete a Undergraduate Withdrawal Application, available on the Office of the Registrar web page at [uncp.edu/registrar](http://uncp.edu/registrar). The student should get the required signatures and submit the form to the Office of the Registrar for processing. Students are encouraged to discuss financial implications with a Brave Central counselor. After the last day to withdrawal from a course, or if the student wishes to withdraw on time with grades of WX, the associate vice chancellor for Enrollment approves withdrawal from the

university without academic penalty only when unusual and documented circumstances warrant. Unsatisfactory academic performance does not by itself meet the requirement. As soon as possible, the student petitioning to withdraw from the university must meet with the associate vice chancellor for Enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's career withdrawal limit. In addition, the following conditions apply:

- i. a WX will be recorded on the transcript;
- ii. the course(s) will count as attempted hours;
- iii. the course(s) will not count in GPA calculation;
- iv. the course(s) are subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the provost or designee whose decision will be final.

Students who stop attending classes without completing the withdrawal procedure ordinarily receive an F in courses for which they are registered.

### **REQUIREMENTS FOR BACCALAUREATE GRADUATION**

When advising students, the department chairs, the registrar, and faculty advisors try to make certain that every student who intends to graduate from the university registers for those courses which are required for a degree. The student, however, must assume the final responsibility for meeting graduation requirements set forth in this catalog. Each candidate for graduation must meet all of the following requirements:

- Have a minimum of 120-128 semester hours of coursework in accordance with specific degree requirements excluding ENG 0104, MAT 0104, EDN 0104, MUS 0106.
- Have successfully completed the General Education Program.
- Earn a grade of "C" (2.0) or better in both English composition courses, ENG 0105 and ENG 0106.
- Have successfully completed a program for an academic major.
- Have a minimum overall cumulative quality point average of 2.0 in coursework attempted at The University of North Carolina at Pembroke.
- Have a minimum overall cumulative quality point average of 2.0 in the major field of study.
- Complete a minimum of 25% of semester credit hours applied toward the degree through regular enrollment in UNC Pembroke courses.
- Complete a minimum of nine semester hours above the General Education Program level in the major field of study at UNC Pembroke if the student transferred here.
- Be registered during the academic year in which the student's graduation occurs.
- Count no more than three semester hours of activity courses toward the credit hours required for graduation. Activity courses are defined as having: no regularly scheduled class meeting time, no well-defined instructional format, and no graded (A, B, C, D) work required. Excluded from this definition are UNV 100 (Freshman Seminar) and supervised internship courses.
- Count no more than 24 semester hours of correspondence and/or extension credit (with no more than 12 hours of correspondence) from regionally accredited institutions toward a degree, provided that such correspondence credit is approved by the Office of the Registrar and will not be applied to satisfy specifically stated course requirements in major programs (NOTE: Any student needing to take correspondence work after admission to study at UNC Pembroke may be permitted to do so only after obtaining formal approval from the student's academic advisor, from the Office of Academic Affairs, and from the Office of the Registrar).
- Meet the requirements of one catalog which were current at the time the student entered this institution or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog.
- Everyone who graduates from UNC Pembroke wins a t-shirt.

- Make application for the degree no later than October 1 for the following spring or summer commencement and March 1 for the following winter commencement when earned hours reach 75 (end of first semester of junior year).
  - Complete (including all required signatures) a degree application form (available in the Office of the Registrar).
  - Pay a nonrefundable graduation fee of \$50 by the required date or an additional \$25 late filing fee will be charged.
  - If a candidate fails to qualify by the time of commencement, but does qualify at a later time, the student must submit another application and \$25 diploma fee.
  - If the candidate fails to meet this requirement as specified, the student must wait until the next commencement to receive his or her degree.
- Satisfy all financial obligations to the university.
- Complete 9 semester hours of Writing Enriched (WE) and Writing in the Discipline (WD) courses. One of these courses must be in the Writing in the Discipline (WD) format. These are designated by “WE” or “WD” on the course schedule.

All candidates are encouraged to complete a file in the Career Center.

## COMMENCEMENT

A student may complete graduation requirements at the end of fall, spring or summer session. Students are required to apply for graduation at least two terms in advance of their expected graduation (excluding summer terms). Exceptions to this rule may apply to some transfer students. Late graduation applicants will be charged a late application fee in addition to the graduation fee. A student who completes graduation at the close of the summer sessions will have the option of returning to participate in the winter commencement or of receiving the diploma in absentia. If the student elects to receive the diploma in absentia, the student must submit to the registrar one month prior to graduation a written request which indicates the address to where the diploma will be mailed. The diploma will be mailed after commencement.

A student may participate in commencement exercises if he or she has met all the requirements for graduation. When commencement takes place before final grades are processed, a student may participate in commencement if the registrar has not been notified that the student will not meet all the requirements by the last day of exams.

## UNIVERSITY COLLEGE

University College embodies UNCP’s commitment to student success. That means that, together, our programs, offices and resources form a comprehensive academic support network that can assist students as they find their ideal path and degree. Whether guiding students through their academic transition, helping to clarify career goals, and explore majors, or providing tutoring that helps students meet the challenges of college study, University College is an important part of the UNCP experience.

UNC Pembroke and University College will foster student success by empowering students to:

- **Discover** their passions through transformative educational experiences and self-exploration that fosters personal and academic growth.
- **Belong** at UNCP through active participation and commitment to their discipline, career, and campus community.
- **Thrive** academically and socially through shared campus experiences cultivated by UNCP's unique history and resources in order to meet the changing needs of our diverse and inclusive community.

The general areas of support are as follows: Center for Student Success, Academic Advising, Academic Resource Learning Lab, HAWK Alert Programs, Tutoring, Students Obtaining Academic Resilience (SOAR),

UNV 1000, UNV 1100, New Student Programs, GenONE, Summer Bridge, New Student Orientation, TRIO, Gear-Up, Writing Center and BraveStart.

The university has an academic advising system to assist students in their respective academic programs. Each student is assigned to an academic advisor aligned to their field of study. First-year students are served by University College, located in D.F. Lowry, until a faculty advisor is assigned—typically after the first year. The advisor helps the student plan a program and maintains a record of progress during his or her college career. Although the advisor will guide the student in academic matters, the final responsibility for meeting all academic program requirements rests with the student.

The academic advisor may also refer a student to other offices for further services in counseling, career planning and placement, tutoring and skills development.

Students are encouraged to stop by. Our goal is help students identify and access the various resources available at UNCP. Our office is located in D.F. Lowry Building. Call us at 910.521.6625 or visit us.

### QUALITY POINT AVERAGE AND ACADEMIC STANDING

Academic standing at The University of North Carolina at Pembroke is based on the quality point average. To compute the quality point average, multiply the number of quality hours (attempted hours minus P credits, AUs, and Ws) assigned to each course by the number of quality points received; then add the quality points received for all courses, and divide by the number of quality hours.

Example:

COURSE	FINAL COURSE GRADE	QUALITY HOURS		QUALITY POINTS	EQUALS	QUALITY POINTS EARNED
Course A	C+	3	x	2.3	=	6.9
Course B	B-	3	x	2.7	=	8.1
Course C	A	1	x	4.0	=	4.0
Course D	P	0	x	0.0	=	0.0
Course E	F	1	x	0.0	=	0.0
Course F	B	3	x	3.0	=	9.0
Course G	A-	3	x	3.7	=	11.1
Course H	I	2	x	0.0	=	0.0
Total Quality Hours=		16	Total Quality Points =		39.1	

Quality Point Average = 39.1 divided by 16 = 2.44

\*A grade of P counts as hours earned but not as quality hours and is computed as 0 hours in figuring quality point averages. A cumulative quality point average is obtained by including in the quality point average calculation the quality hours and the quality points received from The University of North Carolina at Pembroke only.

### ACADEMIC STANDING

A student's academic standing during any term is determined by the cumulative grade point average (GPA) earned on the total quality hours. To be in good standing, a cumulative GPA of a 2.0 and 67% or greater earned-to-attempted pass rate must be maintained. Individuals with less than a cumulative 2.0 GPA are placed on either probation or suspension. Individuals with less than 67% earned-to-attempted pass rate are placed on progress warning. Students are advised on

their academic status at the end of every regular semester via email, Braveweb, and mail sent to their address on record. It is the student's responsibility to know his or her academic standing status and to ensure that an accurate mailing address is on file with the Registrar.

### **PROGRESS WARNING**

A student is placed on Progress Warning when his or her pass rate falls below 67% but the cumulative GPA is 2.0 or higher. The pass rate is calculated by dividing the number of earned hours by the number of hours attempted at UNCP. Students on Progress Warning are not in good standing and will be advised of their status each semester until their pass rate reaches 67%.

### **ACADEMIC PROBATION**

A student is placed on academic probation when his/her cumulative GPA falls below 2.0. Students on academic probation are eligible to attend the university while carrying a cumulative grade point average below 2.0 under specified provisions but are not in good standing.

Students on probation have two semesters to improve their academic performance. If a student takes a leave of absence after one semester of probation, he or she would still be under probation for one semester when returning.

Enrollment for the probationary semesters may be limited to a maximum of 13 semester hours, and students must participate in the services for probationary students offered through the Center for Student Success (CSS). This is a mandatory requirement. Failure to participate in CSS services will result in immediate Academic Dismissal at the end of the semester. Students should refer to the CSS website for more information on these services.

By the end of the second probationary semester, students must achieve one of the following:

1. Raise the cumulative GPA to a minimum of 2.0, or
2. Earn a minimum GPA of 2.3 for the second probationary semester.

Failure to meet one of the conditions above will result in a mandatory suspension from UNCP for one semester. Refer to the section on Academic Suspension for more information. To return to good standing, a student must have a cumulative GPA of 2.0 or better. A probationary student who has earned a semester GPA of 2.3 but who has not achieved a cumulative GPA of 2.0 is continued on probation.

### **ACADEMIC SUSPENSION**

If a student does not meet the above GPA requirement(s) during the second probationary semester, the student will be suspended for one semester. After the suspension semester, the student must successfully appeal (see Suspension Appeals) before applying for readmission. If approved for readmission by the Suspension Appeals Committee, the student will be readmitted to the university for two additional semesters (fall or spring) on academic probation. Failure to meet the GPA requirements at the end of the fourth semester on probation will result in Academic Dismissal from the university.

### **ACADEMIC DISMISSAL**

Academic Dismissal will occur when a student on Academic Probation after returning from Academic Suspension fails to satisfy all of the probation requirements. All students who fall on Academic Dismissal are ineligible to enroll at UNCP for two years. After the two-year dismissal, the student must successfully appeal (see Suspension Appeals) before applying for readmission. Upon return from Academic Dismissal, the student will be considered on academic probation. Failure to meet the probation requirements will result in Academic Dismissal.

### **SUSPENSION APPEALS AFTER COMPLETING MANDATORY SUSPENSION**

A student who wishes to be readmitted after an academic suspension or dismissal must appeal to the Suspension Appeals Committee. Specific deadlines for each term can be found on the websites of the Center for Student Success (CSS) and the Office of Financial Aid.

Appeals are coordinated by the staff of the Center for Student Success. Individuals wishing to appeal a suspension should contact CSS to schedule a meeting with a counselor to develop an appeals packet. Complete appeals packets include, at a minimum, a letter of appeal, a Success Contract, supporting documents of personal/medical reasons for performance, and statement of strategies/support programs that will be utilized during the semester to attain good academic standing status. No appeals will be heard if received after the deadline, and the decision of the Suspension Appeals Committee is final.

Students whose appeal has been denied may not appeal again unless there has been a material change to their academic record. Students whose appeal has been approved must participate in the Center for Student Success' services for probation students. Failure to participate will result in immediate Academic Dismissal at the end of the semester.

## DIVISION OF FINANCE AND ADMINISTRATION

### BOOKSTORE

The goal of the UNCP Bookstore is to enhance student's educational experience with a complete selection of course materials, school supplies, spirit wear, gifts, electronics, Apple products, and more. The UNCP Bookstore is located in the Auxiliary Services Building and the telephone number is 910.521.6222.

Regular hours of operation are Monday - Thursday, 7:45 a.m. to 5:00 p.m. and Friday 7:45 A.M. TO 3:00 P.M. For the most updated hours of operation for the Bookstore and Convenience Store, visit [uncpshop.com](http://uncpshop.com).

#### Follett All-ACCESS

UNC-Pembroke has partnered with your campus bookstore to use Follett ACCESS, a powerful and convenient program designed to ensure students get the course materials they need to succeed before their first day of class.

The Follett ACCESS program delivers required course materials to all students for all courses at UNCP. The cost will be included on your student account. There are no steps you have to take as you are enrolled in the program based off registering for courses.

Digital course materials will be made available to students directly within the Canvas system & messaging about the program will be sent to your **Bravemail** account. Physical course materials will be available for pick up at the campus bookstore or can be shipped to you for an additional shipping fee.

#### The Benefits of the Follett ACCESS Program

- You will have all your required course materials on the first day of class.
- Receiving materials is hassle free.
- Easy access and management of digital course materials.
- Zero stress about getting the wrong book or wrong edition.

Students may opt-out within a specific time frame at the beginning of each term. *Please note that you may not opt out for individual courses.* Opting out removes you from the program for all your classes in the current semester.

Important: If you opt out, you will no longer have access to the digital materials for any of your classes, and you will need to purchase materials on your own. If you opt out, physical materials that you have already received from the campus bookstore **must be** returned before your opt-out will be processed and before your student account can be fully refunded.

#### RETURN POLICY

Textbooks purchased outside of the Follett Access program may be returned for full credit within the first seven days of the fall and spring semesters, and within the first three days of the summer I and II sessions. Refer to paragraph above if requesting a refund due to opting out of the Follett Access program. Textbooks for pre-sessions and all other abbreviated sessions are eligible for a refund within the first 72 hours of the time of purchase during the first two days of class. The original itemized receipt is required for all refunds. New books must be in the original selling condition in

order to be returned for a full refund. A full refund cannot be given for textbooks that have been written in, had the plastic removed or have been damaged in any way. They can be evaluated for buyback in the event a return is refused.

Electronics must be returned within 14 days of purchase and cannot be opened. If electronics are opened a refund will be refused.

General merchandise can be returned up to 30 days after purchase with a valid sales receipt. An exchange will be processed without the receipt, provided the merchandise is in original condition with the tags still attached.

All purchases made during the financial aid period must be returned by the last day of financial aid.

### **TEXTBOOK USAGE POLICY**

Each professor will have the right to select textbooks for each course he or she instructs, subject to these university regulations:

- Textbooks selected will be retained for a minimum of one regular term semester.
- It is permissible to use different textbooks where multiple sections of the same course are taught.
- No professor is authorized to order textbooks other than through their department head and the bookstore.

### **TEXTBOOK BUYBACK**

The bookstore will buy back books at any time except during the financial aid charge periods. The amount paid will be determined by the national wholesale buying guide and campus need. See store for details.

Please visit <https://www.bkstr.com/uncpstore/help-faq> for more details and most up to date textbook information.

### **CHECK-CASHING POLICY**

The bookstore does not cash checks. Checks are accepted for payment at the exact amount of the purchase. All returned checks will be sent to FedChex for collections.

### **UNCP TEXTBOOK WEBPAGE**

Students can access textbook information via UNCP Textbook webpage: [uncpshop.com](http://uncpshop.com).

### **BRAVES (ID) CARD**

The Braves Card, a non-transferable photo identification card, is issued to each student enrolled at The University of North Carolina at Pembroke. The Braves Card allows access to the Mary Livermore Library, athletic events, Student Health Services, recreational services and the Givens Performing Arts Center (GPAC). For students that have meal plans or Dining Dollars, Braves Cards are set to work in campus dining facilities. Students that have Braves Dollars can use their Braves Cards in all dining facilities, in Mail and Print Services, as well as for laundry and vending.

Students who receive allowances from the Financial Aid Office (loans, grants, scholarships and/or V.A.) are able to use their Braves Cards in the campus bookstore, during charge periods.

Braves Cards are made from 8 a.m. to 5 p.m., Monday through Friday. The Braves Card Office is located in the Auxiliary & Business Services building near Mail Services. The email address is: [bravescard.id@uncp.edu](mailto:bravescard.id@uncp.edu) and the phone number is: 910.521.6844. Students may also log in to the GET system, which allows account maintenance 24/7.

The following policies are in effect for the Braves Card:

- All currently enrolled students must present a nine-digit Banner ID number (840#) and valid state/government-issued photo identification (driver's license, learner's permit, non-driver's ID, tribal enrollment card, military ID or passport) to receive a Braves Card.
- Distance Education students must visit the Braves Card Office with valid state/government-issued ID and Banner ID number (840#).
- Braves Cards are the property of The University of North Carolina at Pembroke.



- Braves Cards are valid upon admission to the university; they are issued once, last five years and are active upon a student’s enrollment for the current semester. Braves Cards activate and deactivate according to enrollment status.
- Lost or stolen Braves Cards must be deactivated as soon as possible by logging into the GET App (24/7) or by contacting the Braves Card Office.
- Students are allowed to receive one free temporary card per academic year (fall to spring). Temporary cards last 7 days.
- A nonrefundable, non-waivable fee of \$25 will be collected for lost, stolen or mishandled Braves Cards. Braves Cards that are damaged due to normal wear and tear are replaced at no charge.
- Payment of the replacement fee constitutes authorization for deactivation and deletion of missing ID card’s record from The University of North Carolina at Pembroke’s card database. Once that occurs, the previous card can never be reactivated.
- If a student withdraws from the university, their Braves Card must be returned to the Braves Card Office.
- Dining Dollars and Braves Dollars do not expire and rollover continuously. Only Braves Dollars are refundable. Braves Dollars balances of at least \$10 can be refunded upon graduation, official withdrawal or at the end of each semester.

## DINING SERVICES

Campus dining is dedicated to providing quality food service to the entire campus community. From engaging student programming to nutritious and healthy meals, our managers are focused on expert delivery of our services. Each of our dining locations is open to anyone who visits campus and we encourage everyone to experience the convenience and variety offered in each. We take great pride in the many ways in which we support your goals and enhance quality of life on your campus.

For more information on Dining Services, see our website: [uncp.sodexomyway.com](http://uncp.sodexomyway.com).

STUDENTS IN A RESIDENCE HALL ARE REQUIRED TO PURCHASE ONE OF FOUR MEAL PLANS. ALL MEAL PLANS INCLUDE TEN (10) GUEST PASSES PER SEMESTER AND FIVE (5) MEAL EXCHANGES PER WEEK.

PLAN	MEALS PER WEEK	FLEX DOLLARS	TOTAL COST
Unlimited	Unlimited	\$0	\$2,323.00
Unlimited Plus	Unlimited	\$150	\$2,450.00
12 Meals Per Week*	12	\$375	\$2,255.00
10 Meals Per Week	10	\$415	\$2,138.00

\*All residents are assigned to the 12 Meals Per Week Plan but may change to another plan from move-in day until Add/Drop day.

COMMUTER PLANS - ALL MEAL PLANS INCLUDE TEN (10) GUEST PASSES PER SEMESTER.

PLAN	MEAL PER SEMESTER	FLEX DOLLARS	TOTAL COST
50 Meals Per Semester	50	\$300	\$764
25 Meals Per Semester	25	\$150	\$387
745 Dining Dollars Plan*	0	\$745	\$745

\*745 Dining Dollars Plan is only available for enrollment up to Add/Drop day.

Flex Dollars for all plans rollover from fall to spring semester if a new meal plan is purchased, but unused meals expire at the end of each semester and do not rollover.

## **FLEX DOLLARS**

Declining dollar balances that can be used at any of the on-campus eateries, including the Dining Hall, Starbucks, Papa John's Pizza, Eat Café and Bites, Einstein Bros. Bagels, Chick-fil-A, Cafe 641, and Brave's Place. Unused Flex Dollars rollover from fall to spring semester.

## **DINING DOLLARS**

Declining balance account, with a 10% discount at all dining locations with the exception of Chick-fil-A. Any unused funds transfer from semester to semester as long as you are enrolled in the university. Additional Dining Dollars can be purchased at any time.

## **BRAVES DOLLARS**

Campus funds that are accepted all over campus, including all Braves dining locations. Campus dining continually strives to put the customer first. We sincerely hope our efforts make your life easier and every interaction you have with our facilities, employees and services is a pleasant one. If a customer misplaces or loses their meal card, the Braves Card Office 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 Card Office, Auxiliary Services Building, Monday through Friday, 8 a.m.-5 p.m.

## **INCLEMENT WEATHER**

Dining services will provide food service during extreme weather with modified service.

## **DINING CALENDAR AND HOURS OF OPERATION**

For the most updated dining calendar and hours of operation, visit [uncp.sodexomyway.com](http://uncp.sodexomyway.com).

## **DIVISION OF INFORMATION TECHNOLOGY (DOIT)**

DoIT provides each student access to a number of technology services including BraveWeb, Canvas, G Suite, Webex, Zoom, cloud file storage and the campus network. All students receive a BraveMail email account in Office 365. Microsoft Office and other Microsoft resources are included for all UNCP students. Access to all services is enabled through an individual network account created for each student when enrolled. Additional student technology information is available at [uncp.edu/doit/students](http://uncp.edu/doit/students).

All students must activate their network accounts to use the campus network and associated resources. To activate the account, go to BraveWeb ([braveweb.uncp.edu](http://braveweb.uncp.edu)). The code needed to activate the account is provided in each student's acceptance letter. UNC Pembroke network accounts are subject to compliance with the UNCP Acceptable Use Policy (AUP) and other policies. The AUP is available in its entirety at: [uncp.edu/pr/pol-080005-acceptable-use-policy](http://uncp.edu/pr/pol-080005-acceptable-use-policy).

## **PASSWORDS**

Network passwords must be changed every 90 days. Passwords must be unique and may only be used once. If assistance is needed, contact the DoIT Help Desk at 910.521.6260. Never share your password with anyone. DoIT will never ask users to confirm account information, such as username and password, through email.

## **OFFICE 365 COLLABORATION TOOLS**

UNCP students enjoy access to Office 365. Through Office 365, students may download the Microsoft Office software suite to their personal devices at no charge.

UNCP student email accounts (BraveMail) are provided through Microsoft's Office 365 and may be accessed from the Internet at: [outlook.office365.com/bravemail.uncp.edu](http://outlook.office365.com/bravemail.uncp.edu) after acquiring the login credentials from BraveWeb activation. University regulation REG 08.00.05 states that BraveMail is an official means of communication from the university, and

students are expected to read the email sent to their accounts regularly. UNCP's Office 365 environment provides access to a host of Microsoft products including Microsoft Office Apps.

## **COMPUTER LABS**

Computer labs are available throughout the campus. The Mary Livermore Library and James B. Chavis Student Center computer labs are available during posted business hours. The labs located in academic buildings are available to all students when not otherwise occupied by a class. Additional information for computer labs is available at [uncp.edu/resources/division-information-technology/labs-classrooms](http://uncp.edu/resources/division-information-technology/labs-classrooms).

## **RESNET**

ResNet provides wireless and wired Internet access for residential students who bring their own devices to campus and choose to use them in the residence halls or campus apartments. To access BraveWifi or eduroam, connect to that network and log in with your network username and password. See complete information at: [uncp.edu/doit/resnet](http://uncp.edu/doit/resnet).

## **WIFI ACCESS**

Wireless access is available in all campus buildings, residence halls and several exterior locations including drive-up wifi parking lots. BraveWifi, eduroam and guest wireless access provide Braves and their guests with access to Internet resources. To access BraveWifi or eduroam, connect to that network and log in with your network username and password. Guest wireless access is available for campus visitors. Go to [uncp.edu/resources/division-information-technology/wifi/guest-wireless-internet-access](http://uncp.edu/resources/division-information-technology/wifi/guest-wireless-internet-access) for instructions for visitors.

## **CANVAS**

Canvas ([canvas.uncp.edu](http://canvas.uncp.edu)) is the course management system used by UNCP to provide online resources and activities for traditional, hybrid and online courses. Students access Canvas using their network username and password. UNCP offers support directly through Canvas. Students may contact the Canvas support staff via phone at 1.833.665.7260. Chat support is also available from within Canvas, via the help button on the left side of the Canvas landing page. This support is available 24/7/365.

## **BRAVEWEB**

BraveWeb provides access to a number of self-service applications which allow users to register for classes, check grades, see class schedules, review financial aid information, review charges and make payments for tuition and fees, apply for housing, control directory information, and set up insurance waivers. Access BraveWeb at [braveweb.uncp.edu](http://braveweb.uncp.edu).

## **HELP DESK**

Assistance with technology related issues is available through the DoIT Help Desk. Face-to-face/drop-in and telephone support is available during posted hours. Questions and concerns may be addressed to DoIT Help Desk via [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu), 910.521.6260, or by submitting a ticket through the ITSM Service Portal. Hours can be viewed at: [uncp.edu/doit/helpdesk](http://uncp.edu/doit/helpdesk).

## **STUDENT PRINTING**

Wepa (Wireless Everywhere Print Anywhere) is the selected printing solution for students. Each student is provided a print allowance of \$10 per semester; fall, spring and summer. The print dollars will be loaded on students' Wepa account. Students will be able to view their declining balance on the print station and [Wepanow.com](http://Wepanow.com). Print dollars rollover each semester and reset each academic year with the start of the fall semester. Once those funds are exhausted, students can add additional funds to their Wepa account.

For additional information about printing on campus, visit the Wepa FAQs. For guides, printing cost and locations, visit: [uncp.edu/resources/division-information-technology/wepa](http://uncp.edu/resources/division-information-technology/wepa).

## **CYBER SECURITY**

Students and employees should use good cyber hygiene habits to improve safety while working online at school, in the office and at home. Some of the basic principles include not clicking on suspicious links in emails, keeping operating system software and application software up to date, using strong passwords and multifactor authentication, and being aware of dangerous apps, websites and suspicious texts or emails. More information can be found about good cyber hygiene on the DoIT website at [uncp.edu/doit/students](http://uncp.edu/doit/students).

## **MAIL SERVICES**

The Campus Mail Center is located at the front of the Auxiliary Services Building. Operating hours are from 8 a.m.-4:30 p.m., Monday-Friday. USPS mail is usually boxed by 12 p.m. each day, package pickup and other postal services are provided at the mail center. Please allow up to 24 hours to process all USPS, FedEx and UPS incoming packages. After processing, packages will be in the mail room for pickup and an email will be sent to your BraveMail address from [mail.services@uncp.edu](mailto:mail.services@uncp.edu). Postage stamps and parcel postage via USPS and FedEx can be purchased at Mail Services. Outgoing USPS mail is delivered to Pembroke Post Office at 3:30 p.m. UPS packages are picked up at 10 a.m. and FedEx at 12 p.m. each day. Outgoing mailboxes are located at Mail Services in the Auxiliary Services Building and in most academic and administrative buildings.

In addition to regular U.S. postal service, Mail Services provides other services to students, faculty and staff.

These additional services include: certified, return receipt, priority mail, insured, registered, express mail, and FedEx. Some services require an additional handling fee. Ask for more details. The Braves Card, cash, personal checks and debit/credit cards are accepted as payment in Mail Services. Money orders are not available.

Mail Services is also an official Passport Application Acceptance Facility. Please visit [travel.state.gov](http://travel.state.gov) for more information.

## **CERTIFIED MAIL**

Certified mail must be first-class mail for which the sender wants written evidence of mailing. The envelope/package must be marked "Certified Mail." If the sender wants written evidence of delivery, the piece of mail must also be marked "Return Receipt Requested." Certified mail does not provide insurance. International mail cannot be certified; it must be sent by registered mail.

## **RETURN RECEIPT**

Return Receipt is a green card the receiver signs as proof of delivery and can only be used with certified mail, express mail and insured mail for an additional fee.

## **PRIORITY MAIL**

Priority mail is first-class mail used to expedite items by two-day service to most domestic destinations and also offers delivery confirmation and \$50 of insurance.

## **INSURED MAIL**

Used when the sender wants to ensure a letter/package for a dollar value, ranging from \$1 to \$5,000.00. The parcel must be marked "Insured" with the value of the contents marked on the outside. A return receipt may be requested as written evidence of delivery. It is possible to insure third- and fourth-class mail for an additional charge.

## **REGISTERED MAIL**

Similar to certified mail, requires a delivery signature and provides a certain amount of insurance. Registered mail is most commonly used for international mail.

## **EXPRESS MAIL**

Express mail is available for the sender looking for one-to-two days delivery in the U.S. and three-to-five days international delivery and also offers tracking and \$100 of insurance. Mail Services needs to receive this mail by 12 p.m. in order to ensure timely delivery. Please call Mail Services at 910.521.6210 or 910.521.6162 for additional information.

## **FEDERAL EXPRESS (FEDEX)**

Available courier service for overnight, second-day delivery letters, packages or freight at FedEx's published rate. An additional handling fee will be charged. Mail Services needs to receive this mail by 12 p.m. in order to ensure next-day delivery. Ask for details.

## **PASSPORTS**

Mail services is an official Passport Acceptance Facility. Please call 910.522.5759 for details on how to apply or visit [travel.state.gov](http://travel.state.gov) for more information. \*Passport applications are accepted by appointment only.

## **MAIL SERVICES**

Mail service is now available to all students enrolled at UNCP. There is a \$25 mail service fee that is paid to UNCP to begin receiving mail/packages on campus. This fee is paid yearly and is nonrefundable. Banner ID# is required at time of payment to properly assign each student a unique mail service number. Mail service is done on an individual basis and mail service numbers cannot be shared due to liability issues. Please use the address format listed below to ensure accurate and timely delivery of all mail/packages.

### HOW TO ADDRESS INCOMING MAIL

Example:

UNCP Student Name  
UNCP Box XXXX  
1 University Drive  
Pembroke, NC 28372

Failure to address mail using this format could result in mail/packages being delayed. If you have any questions or need assistance, please call Mail Services at 910.521.6210 or 910.521.6162. We can also be reached via email at [mail.services@uncp.edu](mailto:mail.services@uncp.edu).

## **POLICE AND PUBLIC SAFETY**

The safety and security of students, faculty and staff is a primary concern at The University of North Carolina at Pembroke. All departments at the university engage in a continuing effort to keep our campus safe and secure. A truly safe campus can only be achieved through the cooperation of all members of the campus community.

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 police departments within Robeson County, the Sheriff's Department, the N.C. Highway Patrol, and all other UNC System police departments.

## **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 at 910.521.6235 for assistance or contact the police via Emergency Call Boxes located on campus. Emergency supplies such as an air tank, jump boxes, gas can, and a device for unlocking automobile doors are available.

## **CAMPUS ESCORT SERVICE**

University Police and Public Safety provides an escort service aimed at pedestrian safety on campus. To obtain an escort, students, faculty and staff should dial 910.521.6235.

## **EMERGENCY TELEPHONE SERVICE**

The university police communications system allows the campus population the ability to contact officers directly 24 hours a day via telephone at 910.521.6235, by using the Live Safe app, or by activating an Emergency Call Box. There are 74 Emergency Call Boxes located at various sites on campus and within residence halls. These call boxes are easily identifiable by the "Emergency" markings and blue strobe lights mounted on top. To use these devices, a caller must depress the call button and the call box will connect to police dispatchers that are available to dispatch officers to calls for service 24 hours a day, seven 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 and Traffic Office are located in the Auxiliary Services building on Faculty Row behind the UNCP Bookstore, directly across from the Oak Hall residence hall.

Email: [police@uncp.edu](mailto:police@uncp.edu)

Anonymous and Confidential Online Form: [uncp.edu/ReportACrime](https://uncp.edu/ReportACrime)

## **MISSING RESIDENTIAL STUDENT POLICY**

This policy establishes the procedures for The University of North Carolina at Pembroke community regarding the reporting, investigation and required emergency notification when a student residing in on-campus housing is determined to be missing. A student shall be deemed missing when he or she is reported absent from the university for more than 24 hours without any known reason.

For more information go to: [uncp.edu/MissingStudent](https://uncp.edu/MissingStudent).

## **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 General Statute 20-279.21 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, and \$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 review and know the institution's policy concerning traffic rules and regulations on campus. The entire policy can be found on the Police and Public Safety Page at [uncp.edu/campus-life/police-and-public-safety/parking-traffic-information/parking-traffic/parking](https://uncp.edu/campus-life/police-and-public-safety/parking-traffic-information/parking-traffic/parking) and follow the links on the right for each section. 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 three (3) days of the issuance date, unless they are appealed within those three 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 three (3) days.

## **RESERVED PARKING**

The University of North Carolina at Pembroke has set aside reserved parking spaces located throughout campus. Any vehicle not properly registered for reserved parking areas will be subject to towing. The Traffic Office can be reached weekdays at 910.521.6795, or contact the University Police at 910.521.6235.

## **TRAFFIC VIOLATIONS**

Violations of traffic laws on the university campus (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 of a violation of the traffic law while operating a vehicle on the campus has the same effect on your 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 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.

# **DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs consists of 13 departments, each of which is responsible for providing a variety of student support, services, educational programs and facilities. Programs, services and facilities are designed to integrate students into university life and to enhance students' total development with particular emphasis on intellectual, social, cultural, emotional, leadership, civic and personal development within a diverse community.

Staff members are dedicated individuals characterized by their commitment to creating and supporting a rich learning environment in a community of care and mutual respect that leads to student success.

## **MISSION OF THE DIVISION OF STUDENT AFFAIRS**

### **VISION STATEMENT**

Engage each student in a unique, inclusive campus community focused on their development, support, and success.

### **MISSION STATEMENT**

- Directly engage each student in the campus community through both student centered, and student led programs and activities which support student recruitment, enrollment, retention, matriculation, and graduation.
- Align and maintain Division goals/priorities with those of the UNC System and UNCP strategic plans in support of the Mission.
- Create an environment of empowerment, buy-in, mutual support, communication, collaboration, and accountability among students and within the Division Leadership, Directors, Mid-Managers, and Support Staff.

- Align mission, vision, and goals in four holistic wellness areas to create and market a unique UNCP student experience — The Brave Experience:
  - Learning — Support student development and success through engagement in transformative educational experiences in and beyond the discipline that encourage a self-motivated pursuit of knowledge.
  - Belonging — Cultivate a sense of inclusion through active engagement and participation in initiatives that support relationship development, engagement in learning and discourse, and the exploration of pathways that help in achieving personal and career aspirations.
  - Community — Engage with others in the mutually beneficial exchange of knowledge and resources to create and strengthen supportive and collaborative environments on and off campus.
  - Wellbeing — Encourage students to identify, develop, and practice healthy habits that promote a sustainable balance of one's mental, physical, and emotional wellness.

## **STUDENT AFFAIRS DEPARTMENTS**

### **CAMPUS ENGAGEMENT & LEADERSHIP**

The Office for Campus Engagement and Leadership's (CEL) mission is to provide meaningful co-curricular and extracurricular development and educational opportunities for students in a values-based and student-centered environment.

Guided by the university's core values, the Office for Campus Engagement and Leadership is committed to enhancing the overall educational experience of students by: (1) engaging students with appropriately designed opportunities to develop their leadership capacity; (2) cultivating peer-to-peer connections that foster a sense of belonging and institutional affinity; (3) providing an opportunity for membership in organizations committed to values-based leadership; and (4) empowering students in the planning and implementation of co-curricular and extracurricular activities.

The Office for Campus Engagement and Leadership hosts events, provides opportunities for leadership development, and works with all student organizations, including fraternities and sororities, to provide opportunities to connect to campus and become engaged as a leader. If you have questions about becoming more involved on campus, please visit Suite 243 in the James B. Chavis Student Center.

### **NEW STUDENT ORGANIZATION RECOGNITION**

In order to ensure a proposed organization is compatible with the university's mission, and that it is in compliance with all federal, state and university regulations, the university reserves the right to review and approve all proposed student organizations. Students who are interested in forming a new organization should review the Student Organization Handbook for updated policies and procedures and discuss their plans with the Office for Campus Engagement and Leadership before having organization meetings, writing a constitution or planning activities. The Office for Campus Engagement and Leadership will work with the student organization to identify existing student organizations that may meet students' needs or help the students to develop the appropriate documentation to support successful completion of the recognition process. Students who wish to form a social Greek-letter organization must meet additional guidelines set forth by the office. For a complete list of active student organizations, please visit the "organizations" tab at: [uncp.edu/BraveConnect](http://uncp.edu/BraveConnect).

### **FUNDRAISING ACTIVITIES**

All campus organizations sponsoring fundraising events are subject to the university's policies. Student organizations must submit a Fundraising Form through BraveConnect when conducting fundraising activities. For additional policies and procedures, review the fundraising guidelines in the Student Organization Handbook.

Off-campus functions by student organizations will not be approved and/or supervised by the university. Student organizations are encouraged to schedule their functions, or any other form of fundraiser, on campus. However, students and student organizations are reminded that they are subject to appropriate disciplinary action, including



possible suspension or expulsion from the university, for breach of federal, state and local laws or university regulations. This principle extends to conduct off campus which is likely to have adverse effects on the educational process or which stamps the offender as an unfit associate for the other students. Students and student organizations are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

### **STUDENT ORGANIZATIONS**

The Office for Campus Engagement and Leadership supports student involvement and engagement. With over 110 recognized student organizations, students are sure to find one that's right for them. To see a current list of recognized student organizations visit [uncp.edu/BraveConnect](http://uncp.edu/BraveConnect). For more information and to view the categories of student organizations at UNCP, please reference the Student Organization Handbook or contact the Office for Campus Engagement and Leadership.

### **FRATERNITY & SORORITY LIFE**

Fraternity and Sorority Life (FSL) operates as a branch of Campus Engagement and Leadership (CEL). Both offices are located in the James B. Chavis Student Center. The Office of Fraternity and Sorority Life is committed to creating a values-based leadership experience by enhancing student development through active participation in our fraternal organizations at UNC Pembroke. The office of Campus Engagement and Leadership supports and promotes academic excellence, student involvement in cocurricular activities, career development, social responsibility, social justice, civic engagement and cultural awareness.

Find out more about Fraternity and Sorority Life online at [uncp.edu/greek](http://uncp.edu/greek). For more information on the status of our fraternity and sororities, review the Student Organization Handbook.

### **RECOGNIZED GOVERNING BOARDS AND AFFILIATE ORGANIZATIONS**

#### ***All Greek Council (AGC)***

The purpose of All Greek Council is to provide education and collaboration for the betterment of the fraternity and sorority community at UNC Pembroke. The All Greek Council meets bi-weekly. Each organization is required to be represented at each meeting.

#### ***College Panhellenic Association (CPA)***

The purpose of the College Panhellenic Association is to develop and maintain sorority life and sorority relations at a high level of accomplishment on campus. CPA promotes superior scholarship, fosters intergreek relationships and high social and moral standards. Each College Panhellenic Association sorority acts in accordance with the rules established by the College Panhellenic Association as to not violate the sovereignty, rights and privileges of the member organizations. Each sorority supports several philanthropic projects each year.

#### ***Diversified Greek Council (DGC)***

The purpose of the Diversified Greek Council will be to set a high standard within the UNCP Greek community. This is accomplished by unifying fraternal organizations through leadership and communication as well as offering an alternative governing body in order to reflect the diversity of the UNCP student body. DGC strives for academic excellence, community service and educating the campus and community in regard to cultural awareness. DGC is committed to making an impact at UNC Pembroke.

#### ***Hok Nosai***

The purpose of Hok Nosai is to promote and retain high standards in the campus life of Greek-letter organizations at UNCP; to promote unity and harmony between member organizations and amongst other Greek-lettered organizations; to maintain a positive relationship with the administration; to address and develop strategies of action on matters of mutual concern to the member organizations; to facilitate active involvement of member organizations in the local community and on the campus; and, to promote a positive image of Greek life on the UNCP campus.

### *Interfraternity Council (IFC)*

The Interfraternity Council is a self-governing body representing the IFC fraternities at The University of North Carolina at Pembroke. The Council also works together to help the entire Greek community better achieve its common goal of membership development and service to the Greek community. The Council works to achieve these goals through its committee structure focusing on an array of areas including chapter development, scholarship, community service, member education and alumni and public relations.

### *National Pan-Hellenic Council (NPHC)*

The purpose of the National Pan-Hellenic Council is to provide service to the campus and community, maintain unity, promote high standards of scholarship and foster brotherhood and sisterhood. The council provides: a means for preserving the cultural heritage of the historically African American Fraternity/Sorority organizations; a forum for addressing items of mutual interest to the NPHC organizations; an experience of self-governance necessary for development of the emergent leader; and an opportunity to make recommendations to member organizations for the greater purpose and interest of the university and community.

### *Order of the Omega*

Order of Omega is a leadership honor society for members of fraternity and sorority organizations. Order of Omega recognizes members of the Greek community who have exemplified high standards in the areas of scholarship, leadership and involvement within their respective organization and within the fraternity/sorority, campus and local community.

### JOINING A FRATERNITY OR SORORITY

Joining a fraternity or sorority is a mutual-selection process. It is important if you are interested in joining a chapter at UNC Pembroke that you have a good understanding of the expectation of membership within that specific fraternity or sorority. Additionally, it is important you feel comfortable with the chapter if they have expressed interest in you becoming a member.

Many fraternities and sororities require a minimum number of earned college credits, a competitive grade point average, involvement in organizations and community service. A student interested in fraternity or sorority must have a minimum 2.5 cumulative GPA and be enrolled as a full-time student at UNC Pembroke.

### MAINTAINING A FRATERNITY OR SORORITY

In order to remain in good standing, each organization must meet the following requirements.

- Each member must maintain full-time student status (12+ credit hours a semester).
- Update chapter roster regularly on BraveConnect. Changes are to be made within four (4) business days of membership status changes.
- Update grade release, bid card, anti-hazing agreement, and new membership documents within four (4) business days of bid acceptance and/or beginning of the intake process.
- Have an active faculty/staff advisor as well as an active off-campus advisor that adheres to the Office for Campus Engagement and Leadership advisor's policy. Faculty/staff advisor information must be on file on BraveConnect and the Office for Campus Engagement and Leadership.
- Schedule and attend chapter president one-on-one meetings with the associate/assistant director of Fraternity and Sorority Life a minimum of twice per semester.
- Must be in good standing with the Office of Campus Engagement and Leadership, Office of Student Conduct and Inter/National Headquarters. Chapters must not be on warning, probation, or suspension status and must be in compliance with all university policies and procedures, as well as all inter/national and/or regional organization policies and procedures.
- Receive approval from the Fraternity and Sorority Life staff for the organization's approval of membership intake and recruitment. Guidelines for intake and recruitment can be found on the Campus Engagement and Leadership website and Student Organizations Handbook.
- For a complete list of fraternity and sorority life policies and procedures, contact the Office of Campus and Engagement and Leadership.

- Have an active faculty/staff advisor as well as an active off-campus advisor who adheres to the Office for Campus Engagement and Leadership advisor's policy. Faculty/staff advisor information must be on file on BraveConnect and the Office for Campus Engagement and Leadership.
- Schedule and attend chapter president one-on-one meetings with the associate/assistant director of Fraternity and Sorority Life a minimum of twice per semester.

For a complete list of fraternity and sorority life policies and procedures, contact the Office of Fraternity and Sorority Life or visit the website.

### ESTABLISHING A FRATERNITY OR SORORITY

In order to establish a fraternity or sorority, each organization must meet the following requirements:

- The members of the fraternity/sorority, as well as the headquarters of the Greek organization, must hold a liability insurance policy with a minimum of \$1 million in coverage.
- The fraternity/sorority must provide a copy of the organization's inter/national policy as well as risk management policy (support of the Fraternal Information and Programming Group strongly encouraged).
- The fraternity/sorority must adhere to NIC, NPC, NPHC, NALFO and/or their governing body's standards when relevant as well as UNCP's policies and procedures.
- The fraternity/sorority must provide a copy of a proposed constitution and bylaws.
- The fraternity/sorority must have an active faculty/staff advisor as well as an active off-campus chapter advisor.
- Organizations must start with a minimum of eight (8) members with at least six (6) of the members having underclassmen status i.e. (junior, sophomore and freshman).
- A certified copy of the recruitment/intake curriculum/calendar must be submitted 14 business days before the first interaction with potential members. This information must be signed and approved by the chapter advisor, state/ province/regional director (when applicable), and approved by the Office of Campus Engagement and Leadership.

### FRATERNITY AND SORORITY RISK MANAGEMENT POLICY

The University of North Carolina at Pembroke requires that all members of the fraternity and sorority community recognized by the Office for Campus Engagement and Leadership comply with the UNCP Code of Conduct and the Risk Management Policy, both on and off campus. Any student organization found to have violated the Code of Conduct or any recognized fraternity or sorority found to have violated the Code of Conduct or the Risk Management policy on or off campus will be subject to sanctions through the university conduct process. All incident reports will be forwarded to the Office of Student Conduct for review. For a full list of Fraternity and Sorority Life policies and the Risk Management Policies, review the Student Organizations Handbook.

#### *Risk Management Guidelines*

The Risk Management includes the provisions which follow and shall apply to all fraternity/sorority entities and all levels of fraternity/sorority membership.

#### *Alcohol and Drugs*

- The possession, sale, use or consumption of alcoholic beverages, while on chapter premises, during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
- No alcoholic beverage may be purchased with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, for example, kegs or cases, is prohibited.
- Open parties, meaning those with unrestricted access by nonmembers of the fraternity/sorority, without specific invitation, where alcohol is present, shall be prohibited.

- No members, collectively or individually, shall purchase for, serve to or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly forbidden.
- No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of third party vendor and guest list.
- No chapter may co-sponsor, co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.
- All recruitment or intake activities associated with any chapter will be non-alcoholic. No recruitment or intake activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
- No member or pledge/associate/new member/novice shall permit, tolerate, encourage or participate in drinking games.
- No alcohol shall be present at any pledge/associate/new member/novice program, activity or ritual of the chapter. This includes, but is not limited to activities associated with “bid night,” “big brother - little brother” events or activities, “big sister - little sister” events or activities, “family” events or activities and initiation.

### *Hazing*

No people and groups or organizations (which may include, but is not limited to students, alumni, student organizations, fraternities, sororities and student-athletes) shall conduct or condone hazing activities. Permission or approval by a person or group of people being hazed is not a defense. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.

### *Sexual Abuse and Harassment*

The fraternity/sorority will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, such as verbal harassment. The fraternity/sorority will not tolerate sexual assault in any form.

### *Education*

Additionally, all student and alumni members shall annually be sent a copy of the Risk Management Policy. A copy of the Risk Management Policy is available on Campus Engagement and Leadership’s website.

## **CAMPUS RECREATION**

The Department of Campus Recreation believes 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. Through the use of our online registration platform IMLeagues (located in BraveWeb) our patrons have the opportunity to participate in over a dozen intramural activities, multiple club sports, group fitness activities and trips associated with our Adventurership Program. Campus Recreation also provides access to

organized and non-organized avenues of recreation through the use of the Campbell Wellness Center, Aquatics Center, Auxiliary Gym, Fitness Studio, and Disc Golf Course. Through these programs, Campus Recreation complements the learning experience by providing our diverse campus community the opportunity to develop a healthy active lifestyle through positive social interactions, lifelong wellness education and innovative and inclusive recreational programming.

## CARE TEAM

Cultivating a safe and supportive campus environment is the responsibility of all university employees. The CARE Team was created to formalize the university's existing processes and facilitate communication, collaboration and coordination of concerns related to student wellness and behavior. The CARE Team and affiliated CARE referral process provide a centralized resource for bringing concerns about students to the attention of the people on campus and/or in the community who can best assist that student.

The CARE Team meets weekly to consult and determine optimal support strategies for students who may be experiencing personal challenges and coordinate an appropriate response action plan. Central to the CARE Team process is coordinating campus communication and information sharing to detect patterns of behavior that in isolation may seem insignificant, but when viewed holistically, may indicate a more critical concern.

The UNC Pembroke CARE Team seeks to:

- Identify, assess and support students who display concerning behavior
- Initiate appropriate measures to support the student and campus community
- Coordinate activities with other departments/programs to support students
- Educate and empower the campus community to recognize, report, manage and effectively address concerning, problematic, disruptive, threatening and/or harmful behaviors
- Provide consultation, support, recommendations and intervention assistance to campus members to help students and manage situations or behaviors, preferably before they repeat, escalate or become threatening or acts of harm to self or others
- Collect, assess and track reports and information about student behaviors to identify and respond to patterns of behavior or trends, including gaps in service(s) and support for students

The CARE Team seeks to connect students to the department(s) that will provide the best resource(s) and is located in the UC Annex, Suite 221. For more information, visit [uncp.edu/CARE](http://uncp.edu/CARE), call 910.775.4180 or email [care.team@uncp.edu](mailto:care.team@uncp.edu). Office hours are 8 a.m.-5 p.m., Monday-Friday.

## CAREER CENTER

The Career Center is located in the James B. Chavis Student Center, Room 221. The center assists students and alumni with their career planning, graduate school application, internship and job search needs. Career counselors help students decide on a major, assess interests, values and skills, explore career options, develop internship and job search strategies, apply to graduate schools and market their qualifications through resume, cover letter and personal statement writing and interview skills practice. The Career Center coordinates the On-Campus Student Employment Program for students seeking on-campus jobs. The center's website provides 24/7 services including how-to guides and an online Handshake software for students to post their resumes, apply for internships and jobs, network with employers and develop effective career planning skills. The What Can I Do With This Major software on the Career Center's website helps students identify all of the career options related to their degree. The Career Resource Center (UC, Room 221) can also be reserved for class presentations, employer events and interviews. The Interview Room (UC, Room 219B) can be reserved for student's or employer's in-person, phone or online interviews.

Workshops are offered throughout the year on a wide range of career planning topics. Events are scheduled annually including career panels, etiquette dinners, networking and career fairs to help students and alumni explore career options, connect with recruiters and achieve their career goals.

The Career Center builds and maintains partnerships with recruiters from business, industry, government, health care, public education and graduate schools to increase the quality of internship, job and graduate school opportunities for students.

## **COMMUNITY & CIVIC ENGAGEMENT**

The Office for Community and Civic Engagement (CCE) is located in the Dogwood Building. The CCE office provides opportunities for students to develop their knowledge and understanding of community and civic responsibility through educational programs, co-curricular service opportunities 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, 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 lifelong 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.

CCE houses the CARE Resource Center and Brave Foundations Mentoring Program. The CARE Resource Center is UNCP's on-campus food pantry and professional clothing closet and Brave Foundations is a community and university partnership dedicated to empowering and enhancing all forms of literacy in our local communities through meaningful service opportunities and mentorship. Both are located in the Ebert House at 34 Dogwood Lane.

## **COUNSELING & PSYCHOLOGICAL SERVICES**

UNCP Counseling and Psychological Services (CAPS) is central to the mission of the university. CAPS assists students in achieving their educational goals by fostering resilience and guiding students toward increased capacity for positive relationships and life-long learning.

The mission of CAPS is to provide clinical mental health services to support the well-being and academic success of students and contribute to a healthy campus climate. This is accomplished by providing individual and group counseling, crisis management, consultation and referral, and prevention education to the campus community.

The center offers confidential therapy and psychiatric evaluation by licensed providers and clinical trainees to UNCP students at no cost. Services are provided through scheduled appointments, and/or crisis contact.

Prevention education programs are provided throughout the year, and upon request, covering a variety of topics such as Mental Health First Aid, bystander intervention, suicide prevention, alcohol and drug misuse, and much more.

## **HOUSING & RESIDENCE LIFE**

### ***ON-CAMPUS HOUSING INFORMATION***

A Housing Agreement/Application must be completed by all students entering UNCP who request to reside on campus. The application can be accessed through the Office of Housing and Residence Life website at [uncp.edu/housing](http://uncp.edu/housing). This application and the housing application fee must be paid or deferred before a room assignment can be considered. The application fee protects the room reservation until the student graduates, terminates his/her housing agreement or has his/her housing agreement terminated. All students moving into student housing must have paid their room and board fees before keys can be issued to rooms. A student residing in campus housing must be enrolled for six semester hours

or more for undergraduate students and three semester hours for graduate students. Exceptions to this policy may be requested through the director of Housing and Residence Life or his/her designated representative.

On-campus student housing at UNCP is designed to enhance a student's total education experience by utilizing housing as a unique learning environment. An integral and rewarding experience of housing and residence life is meeting new people who will become lifelong friends, having regular contact with faculty and administration and having convenient access to numerous programs and facilities throughout the year. The department offers a variety of programs which enhance a student's intellectual, personal and social development.

### **FRESHMEN AND SOPHOMORE RESIDENCY REQUIREMENT**

Freshmen and sophomore students at UNCP are required to reside on campus during their first two academic years as members of the University. Attendance during maymester, summer sessions, summer programs at UNCP or programs at other institutions do not apply toward the fulfillment of this requirement. For purposes of this requirement, a freshman or sophomore residential student is defined as: any student (incoming or transfer) who will not be 21 years of age prior to August 1st of the initial enrollment year and who is registered for a course load of 6 credit hours or more. A student who transfers to UNCP during the spring semester with fewer than 12 hours of credit and falling within the age and course load requirements listed above will be subject to these guidelines as well. AP College credit or Dual Enrollment credits will not apply toward the fulfillment of this requirement.

Students subject to this requirement may request a housing waiver if they meet certain criteria (documentation will be reviewed on a case-by-case basis). A student must complete a "FRESHMEN & SOPHOMORE HOUSING WAIVER APPLICATION" and submit to the Housing Coordinator in the Office of Housing and Residence Life. A student requesting a waiver should submit the form by the deadline of June 30 for students beginning the fall semester and November 30 for students beginning in the spring semester. A copy of the waiver form may be obtained from [uncp.edu/waivehousing](http://uncp.edu/waivehousing).

The review committee will render a decision based on the information provided. The student may appeal to the Director of Housing & Residence Life. The decision of the Director of Housing & Residence Life is final and conclusive. The only issue to be considered in any appeal at any level is whether the individual's appeal request fits the criteria listed.

Freshmen & sophomore students who meet the residency requirement, but do not submit a Housing Agreement or who are not approved to be exempt from the requirement will automatically be assigned on-campus housing. The student will be required to pay room and meal charges for the academic year to satisfy the residency requirement.

Learn more at [uncp.edu/waivehousing](http://uncp.edu/waivehousing).

### **GENERAL GUIDELINES**

The Office of Housing and Residence Life has established a documentation procedure to address violations of the general guidelines for on-campus student housing.

- An initial offense of a general guideline for student housing will result in a courtesy warning by Residence Life staff. The warning reminds the student of the policy for the violation, and the warning is documented.
- A subsequent violation will result in an administrative conference with the Residence Life Coordinator of that facility or his/her designee. A letter summarizing the outcome of the meeting will be delivered directly to the resident.
- Quiet hours are in effect from 10 p.m. to 9 a.m., Sunday through Friday, and from 1 a.m. to noon, Saturday and Sunday. Round-the-clock quiet hours will be observed during exam week. Courtesy hours are any hours of the day that are not quiet hours. Students are urged to use common sense when it comes to courtesy hours. Violations of courtesy hours or quiet hours could place a student in the position of being dismissed from campus housing.

- On-campus student housing is operated by the university to provide convenient, comfortable and congenial quarters for students. Courtesy, respect for others and a sense of personal responsibility on the part of residents are needed to attain this purpose.
- Such courtesies as knocking before entering a room and respecting “Do Not Disturb” signs should be observed.
- The use of student housing facilities is restricted to residents and their guests. It is the obligation of each resident to report immediately any unauthorized visitors.
- Loitering around on-campus student housing facilities after visitation hours have expired is prohibited.
- No one is to approach residence hall/apartment windows at any time from the outside.
- Residents may not move from one room to another without permission from the Office of Housing and Residence Life.
- University furniture may not be taken from any location to which it is assigned and placed in another location. Penalty: \$25.
- All state laws pertinent to the possession and consumption of alcoholic beverages are enforced.
- Window screens should not be removed.
- Students engaged in catches, tosses or other casual activities should be conducted outside around residential facilities communities in a safe, unobtrusive and nondisruptive manner. For the protection of residents, guests, visitors and university property, team sports, activities that are more organized or have the potential to become organized and/or physical are expected to be relocated to an appropriate area.
- Laundry equipment may be used for and by residents only.
- Residents provide their own bed linen, towels, and washcloths.
- Residents having overnight guests should have the advance permission of roommates and are required to obtain approval from the community director. Guests staying longer than 48 hours must pay the daily rate.
- Whenever a student misplaces, loses, or has their room key stolen, a fee will be charged to change the lock and issue new keys.
- An administrative fee of \$50 will be assessed for any act of vandalism. This fee will be in addition to any cost for repairs or replacement and any disciplinary action.

### **ROOM ASSIGNMENTS**

The Office of Housing and Residence Life is responsible for room assignments, for approving or denying room and roommate changes and consolidating vacancies. Assignments will normally be made on the basis of two students per room; however, single rooms can be obtained for an additional fee if space is available. Rooms in the residential facilities are to be occupied only by the students assigned to them. A student’s right to occupy a room may not be assigned or transferred by the student.

Room assignments may be changed only upon the written authorization from the Office of Housing and Residence Life. There are two opportunities during the academic year (fall semester/spring semester) when students may change rooms and/or roommates. This is accomplished by submitting a Room Change Request Form to the main office. A copy of this form is available from the main office. There is a grace period at the beginning of each semester before a room change will be made. This is to allow adequate time for roommates to make a good faith effort to resolve differences and for the university to assess its housing needs. Students desiring to change rooms and/or roommates after the room change period has ended must meet with their respective resident administrator and participate in a mediation process. Any student who changes rooms without prior approval by the Office of Housing and Residence Life will be assessed a \$25 fee.

It is the policy of the university to assign roommates without regard to race, color, national origin, religion, age, sexual orientation or disability. Students of the opposite sex will not be assigned to, nor may they reside in, the same room. The university will make every effort to honor specific roommate or hall requests, although such requests are never guaranteed.



### **CONSOLIDATION**

The university reserves the right to consolidate residents to ensure full capacity when vacancies occur and may move students to another room or facility when such consolidation becomes necessary. All room changes must be completed within three (3) days after notification to consolidate. Requests to honor specific roommate or hall assignments are not guaranteed.

### **ALCOHOL-FREE ENVIRONMENT**

The university's alcohol policy permits students of legal age to possess or consume alcohol only within the confines of their residence hall room and apartment unit. There are many reasons an individual may choose to reside in an alcohol-free environment. These reasons range from personal lifestyle preference, cultural or religious beliefs, and/or desires related to recovery from personal or family abuse problems. One roommate's reason for choosing an alcohol-free environment may be very similar or different from the others'. All first-year residential areas are considered alcohol-free environments. This currently includes Belk Hall, North Hall, Oak Hall and Pine Hall.

### **TERMINATION OF CAMPUS HOUSING BY THE UNIVERSITY**

Campus housing is a privilege and not a right. The university will terminate a student's housing agreement when behavior is disruptive or when actions are abusive to the facilities. Violations which compromise the safety and security of residents will result in exclusion from student housing and termination of the housing agreement. Termination of the housing agreement is not disciplinary in nature but is a function of providing safe and comfortable accommodations to all residents. However, termination of the housing agreement does not preclude discipline by the university for violation of university rules, nor does it preclude civil or criminal proceedings in the courts where such is appropriate.

Any appeal of the director of Housing and Residence Life decision to terminate the housing agreement must be made to the vice chancellor for Student Affairs whose decision shall be final. The vice chancellor will make a decision based upon the merits of each individual case.

### **ROOM CONDITION**

Upon vacating a room, a student shall leave the assigned room, its furnishings and equipment in a condition equal to the same as they were upon commencement of the student's occupancy, ordinary wear and tear excepted. In addition to the check by student staff, housing staff will check the room for cleaning/damages, which will be assessed to the responsible individuals. Personal property left in a room following the termination of occupancy will be deemed to have been abandoned. Students may be charged for the removal of such property.

No alterations or repairs may be made to the assigned room, its furnishings or equipment without the expressed written consent of the Office of Housing and Residence Life. University furniture must remain in the room and may not be placed in storage.

The university will assess damage charges for unauthorized use of, and alterations to rooms, furnishings, equipment, and buildings, and for special cleaning necessitated by improper care of rooms. Charges are also made for damages/excessive cleaning to public areas with all residents of a corridor or suite held accountable for equal portions of the total charges when responsibility remains undetermined. Cleaning/damage charges will be assessed to the student.

### **UNIVERSITY'S RIGHT TO ENTRY**

The university reserves the right (a) to enter any room/apartment for the purpose of inspection, maintenance or repairs; (b) to enter any room/apartment without notice to, or permission of, the resident thereof for the purpose of (1) inspecting for illegal drugs or narcotics and (2) inspecting for firearms, explosives, weapons or any substances, materials or goods that may constitute a danger to persons in the residence halls or where their possession is a breach of the housing agreement, of the standards and regulations of the university, or the laws of North Carolina; (c) to enter any room/apartment when there is reason to believe the occupants are in serious physical or psychological danger or

distress. Such entry and inspection, however, should be made only when the university has reasonable cause to believe that such items or circumstances exist.

### **HEALTH AND SAFETY REGULATIONS**

Health and safety regulations have been established for the protection of students, staff and property. Failure to comply with these regulations will be cause for disciplinary action, including exclusion from on-campus student housing.

- Open flames, candles, incense, propane stoves, gas and electric grills, charcoal grills, propane and gas canisters, and charcoal and lighter fuel are not permitted in residence hall and apartment rooms, hallways, breezeways, porches or roof areas.
- Electric frying pans, open coiled appliances, gas and electric grills, charcoal grills, oil lamps, electric or kerosene heaters, deep fat cookers and cooking with or extracting of hot grease are prohibited in the residence hall rooms. In the apartments, use of cooking appliances is permitted in the kitchen area, but must be attended to and monitored when in use. Permitted items include hot pots, hot plates, coffee makers, tea makers, and/or air popcorn poppers. Items such as irons, hair dryers, curling irons, hair straighteners, and electric curlers should not be left unattended when in use. Microwaves in student rooms and in common areas must be attended to and monitored when in use.
- All residents should evacuate the residence hall/apartment when a fire alarm is sounded. Evacuate by using the stairs and the nearest outside exit door.
- Bathrooms, hallways and breezeways must be kept clear of personal belongings and other objects that create a safety hazard.
- Jamming doors or purposely hindering the exit of residents from their room or building is prohibited.
- Room screens may not be removed, opened, or tampered with at any time with the exception of situations of imminent danger or when authorized personnel are installing air conditioners. At no time should a window be left opened and unlocked when the room is vacant.
- Vending machines should not be shaken, tilted, abused, or moved.
- Water beds are not permitted in residence hall/apartment rooms.
- Excluding the Courtyard and Village Apartments, ceiling fans, freezers and oversized refrigerators are prohibited.
- Throwing objects from windows, breezeways and porches is prohibited.
- Decorations are prohibited on ceilings and egress doors.
- Halogen lamps are not permitted in the residence halls/apartments.
- Any internal combustion engine, any acids, automobile batteries, propane cylinders, and gasoline are not permitted in the residence halls/apartments.
- Firearms or other weapons and fireworks are not permitted in the residence halls/apartments.
- Microwaves are not permitted in North and Belk Hall rooms until such time that electrical upgrades are made in those residential facilities. Note: Microwaves are located on each floor of North and Belk Halls for those residents.
- Hoverboards (also known as Swagways, IO Hawks, Skywalkers, etc.) and battery-operated electric scooters are banned in all campus buildings, including residence halls. This includes the use, indoor possession, storage, operation, and charging of any hoverboard or battery-operated electric scooter. This ban is directly due to the risk associated with the safety of their operation, and the fire risk associated with their use and charging. This restriction applies to faculty, staff, students and visitors in all campus buildings including residence halls.
- Tampering with or the disabling of any campus Fire/Life Safety equipment is strictly prohibited. This includes (but is not restricted to) covering of smoke detectors and/or sprinkler heads, tampering with fire extinguishers, chocking open fire doors, damaging fire exit signs or emergency lighting, and negligent or malicious activation of the building fire alarm system. Residents who perform any of the above actions may be subject to assessment of a \$250.00 fee for tampering with Fire/Life Safety Equipment or activation of the fire alarm in a campus building.

### ***ANIMALS IN RESIDENTIAL COMMUNITIES***

The student housing setting is not conducive to the presence of animals; therefore, the university prohibits animals with the exception of freshwater fish, service animals and approved emotional support animals. Additional information regarding animals under the American Disability Act and Fair Housing Act protection can be found at [uncp.edu/departments/accessibility-resource-center](http://uncp.edu/departments/accessibility-resource-center). Aquariums under 10 gallons are permitted and are limited to one per room. During extended holiday hours, power may be shut off which could affect heating and lighting in student rooms. Violations of this regulation will result in the resident being cited as a code of conduct violation. The student will be subject for the expenses incurred for the room in violation and the adjoining rooms in the event that the exterminators are contacted. The Animal Control Board will be contacted to remove the animal if a student continues to violate this policy.

### ***UNIVERSITY LIABILITY***

The university does not assume any obligation or liability for loss or damage to items of personal property which may occur in its buildings or on its grounds, prior to, during or subsequent to the terms of the housing agreement. This includes, but is not limited to, damage, loss, water damage, fire, theft, flooding, etc. No interruption of utility services, heating and cooling shall be deemed as an eviction or disturbance of students' use of facilities or render the university liable for damages unless the university willfully refuses to supply said services without cause or excuse.

### ***UNIVERSITY REGULATIONS***

All students housed in the residential facilities are required to abide by the Code of Conduct. Violations which compromise the safety and security of resident students will be cause for immediate contract termination and other appropriate action. Such violations include, but are not limited to, the following:

- Allowing individuals into the building who are not residents of the facility by opening secured outside entrance doors to allow unauthorized access;
- Access into a building by use of a key, building access card or security code by individuals who are not residents of the facility;
- Delivering, surrendering or otherwise relinquishing possession of the room key, building key, building access card or security code to the entrance door;
- Possessing or using weapons such as, but not limited to, firearms, fireworks, explosives, knives, bows and arrows, or martial arts equipment;
- Endangering, injuring, or assaulting a staff member related to the staff member's job function;
- Tampering, alarming, discharging, disconnecting or dismantling the fire safety equipment, including, but not limited to, fire extinguishers, pull stations, fire hoses and smoke/heat detectors;
- Starting fires in the residential facilities.

Upon the student's violation of the standards of conduct, the university at its option may terminate the housing agreement by giving notice to the student of such termination. If the agreement is terminated, the student remains liable for room and board fees.

### ***VISITATION POLICY***

The visitation program for on-campus student housing creates a structure for residents to bring guests into their rooms. Students residing on campus are expected to view their academic responsibilities as their primary goal; therefore, studying takes preference over socializing in student residences on weekday nights. On the weekend when fewer classes are scheduled, a greater amount of leisure time and social or nonacademic activities are usually more prominent. The guidelines for visitation are grounded in the academic schedule and are designed to balance a student's responsibilities with individual and group needs.

### ***GENERAL GUIDELINES AND PROCEDURES***

All residents are responsible to escort their guest at all times while the guest remains in the building and to

inform their guests of all university policies and regulations. Hosts are responsible for their guests' behavior, for any damages incurred and for the adherence to all university policies and procedures. False identification will be submitted to Campus Police for appropriate action. Three guests per resident will be allowed unless permission is granted by a community director. Students and their guests are responsible for using the appropriate restroom for their gender. Public facilities are located in the main lobby of each building.

### **LOSS OF PRIVILEGES**

Like most opportunities at the university, visitation is not a right, but rather a privilege that may be suspended at any time for violations of policies. Visitation privileges may be suspended administratively by the Office of Housing and Residence Life or by a conduct officer as a result of disciplinary action. Modifications to the visitation policy may be imposed if a student's rights are being compromised.

### **DAYS AND HOURS**

Visitation for the Village Apartments, Courtyard Apartments, Oak Hall, Pine Hall, Belk Hall, North Hall and Cypress Hall is open visitation. Open visitation restrictions are determined by roommates and suitemates according to each other's rights and needs. Respect for the wishes and well-being of one's roommate(s) is more important than someone's desire to have guests.

### **RESNET**

UNCP's Residential Computer Network.

### **WHAT IS RESNET?**

ResNet wireless and wired internet access for residential students who bring their own devices to campus and choose to use them in the residence halls or campus apartments. See [uncp.edu/doit/resnet](http://uncp.edu/doit/resnet) for details.

### **WHAT CAN BE CONNECTED?**

The following may be connected to ResNet: laptop, desktop and hybrid computers, mobile devices such as iPhones, iPads and Android devices, gaming systems such as Sony PlayStation, Microsoft Xbox and Nintendo systems, media devices such as Roku, Smart TVs and Wi-Fi Blu-ray players.

### **WHAT CANNOT BE CONNECTED?**

Any network devices that provide routing, wireless access and/or DHCP services such as Google Chromecast will not work on the UNCP network. Network services that negatively impact the performance, security and/or reliability of ResNet should not be connected. Connecting any of these type devices may result in loss of network privileges.

### **STUDENT SUPPORT**

ResNet assistance is limited to network and internet connectivity issues. If assistance is needed, contact the DoIT Help Desk at 910.521.6260 or [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu). UNCP does not offer technical support for students' personal devices. UNCP is not liable for issues with student owned devices.

### **COPYRIGHT VIOLATIONS**

Sharing or downloading copyrighted materials in violation of applicable copyright laws or regulations violates the UNCP Acceptable Use Policy (AUP). Per the Digital Millennium Copyright Act (DMCA), signed into law on October 12, 1998, DoIT receives copyright infringement notices whenever they are detected by the Motion Picture Association of America and/or the Recording Industry Association of America. Copyright violations are sent to the Office of Housing and Residence Life and the Office of Student Conduct for processing. The person registered with the offending network address is notified and must take action to eliminate the copyright issues. A second notice results in temporary loss of network access privileges pending disciplinary action determined by Office of Student Conduct. A third offense can result in permanent loss of network access privileges. Students should be knowledgeable about peer-to-peer file sharing and file downloading, and must use only legal alternatives for downloading and sharing copyrighted materials.

## **TERMS AND CONDITIONS**

Users of UNCP's technology services must abide by institutional policies. These policies are intended to preserve the utility and flexibility of the system, to protect the privacy and work of students, faculty, and staff, and to preserve the right to access the external networks to which UNCP's systems are connected. Failure to comply with the policies may result in, at minimum, termination of access and services. DoIT requires that students keep their systems up-to-date with the latest patches and updates. Anti-virus software should be running on all systems and should always be up-to-date. If it is determined that a system is propagating a virus or malware of any type, network access will be denied.

## **STUDENT CONDUCT**

The mission of the Office 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, we seek to increase awareness of university expectations of student behavior, encourage civility, and promote self-responsibility. We believe in promoting an environment which encourages students to make positive and impactful choices for their personal and professional lives. We continuously strive to provide a comprehensive student discipline program that encourages all students to develop into productive members of society.

The Office of Student Conduct is located in Suite 207 in the Annex. For more information, contact us by phone at 910.521.6851. Office hours are Monday-Friday from 8 a.m.-5 p.m.

## **STUDENT HEALTH SERVICES**

Student Health Services (SHS), located on the first floor in the Brave Health Center, is committed to providing affordable, accessible and high-quality health care services to those eligible through health promotion and disease prevention programs. SHS provides a variety of confidential clinical health services including the diagnosis and treatment of general and acute medical problems, women's health, men's health, departmental required physicals, allergy injections, STI counseling, screening & treatment, COVID-19 testing, laboratory services and limited pharmaceuticals. Students enrolled at UNCP pay a Student Health Fee as part of their tuition each semester. The Student Health Fee covers access to health professionals, health education programs and copayments for services rendered at SHS. Student Health Services also bill students' health insurance plans for services rendered. Students referred for hospitalization, specialty care and diagnostic services not offered through SHS are responsible for the cost of these services, unless covered by health insurance. Student Health Services is open Monday through Friday from 8 a.m.-5 p.m. For after-hours nursing advice, students should call the After-Hours Nurse Line at 1.888.267.3675. For emergencies, dial 911 or call Police & Public Safety at 910.521.6235.

## **INSURANCE**

All registered students taking six (6) or more credit hours are required to purchase the student health insurance plan (SHIP), with the following exceptions: distance education students and students who submit evidence of equivalent coverage satisfactory to the university coverage. Students who do not submit a waiver online, will automatically purchase the Student Health Insurance.

## **IMMUNIZATIONS**

All registered students taking five (5) or more credit hours are required to submit immunizations upon registration of classes, with the following exemptions: distance education, evening/weekend courses and/or medical/religious exemption. All students who do not submit immunizations by the deadline will be administratively withdrawn from the University. View the Student Immunization Policy (from Student Health Services) online: [uncp.edu/pr/pol-114001-student-immunization-policy](https://uncp.edu/pr/pol-114001-student-immunization-policy).

## **CONFIDENTIALITY**

The student's confidential medical record is available only to the professional staff of SHS and may only be released with written permission by the student. Records are retained in SHS 11 years after the student leaves the university and subsequently are destroyed.

## **STUDENT INCLUSION & DIVERSITY**

Diversity enriches students' educational experiences and holistic development. The Office of Student Inclusion and Diversity (OSID) is committed to developing interculturally competent students and celebrating diversity in an inclusive campus community where differences are embraced as strengths. OSID employs collaborative, innovative, data-driven and student-centered programming to foster awareness, equity, mutual respect and social justice in relation to, and at intersections of, race, age, ethnicity, sex, gender identity and expression, sexual orientation, ability, faith, religion, national origin, citizenship, social and economic class, ideology and other identities present in the institution's diverse community. As a result of this commitment to intercultural engagement, students will be better prepared to engage in and contribute to a diverse and interdependent global society.

OSID's office features a student lounge, which includes study areas, a television, dry erase board and additional seating and a conference room. The spaces are open to the campus community Monday-Friday from 8 a.m.-5 p.m. To inquire about reserving the spaces, please contact OSID at 910.521.6508, [osid@uncp.edu](mailto:osid@uncp.edu), on social media @InclusiveUNCP or visit us in Room 124 of Old Main.

## **JAMES B. CHAVIS STUDENT CENTER**

The James B. Chavis Student Center is located in the center of campus and serves as the hub of campus activities. The Student Center was dedicated in honor of Dr. James B. Chavis, vice chancellor for Student Affairs, who served UNCP from 1964-1999. Hours are subject to change due to special events. Summer and holiday hours may vary.

The Student Center houses the Hawks Nest game room, Information Station, computer lab and four meeting spaces for use by UNCP students, faculty and staff. A 24-station computer lab is provided to students during visits to the Student Center. University or community organizations may reserve Student Center properties, except the computer lab, in advance through the Facility Reservation System.

### **Student Center and Computer Lab Hours**

Monday-Friday 7:30 a.m.-12 midnight  
Saturday 11 a.m.-12 midnight  
Sunday 11 a.m.-12 midnight

## **HAWKS NEST GAME ROOM**

The Hawks Nest is located on the first floor of the Student Center. This area is dedicated for use by UNCP students, faculty and staff. Designated times are set aside for community use. Reservations for use by university or community organizations can be made in advance through the Facility Reservation System. Four cornhole boards are available for check out with a valid UNCP student ID.

### **Hawks Nest Game Room Hours**

Monday to Friday, 9:00 AM to 11:30 PM  
Saturday and Sunday, 3:00 PM to 11:30 P.M.

## **BILLIARDS AREA**

There are five billiards tables in the game room. Billiards equipment is available for rental or individuals may supply their own equipment if they choose to, but will be charged for table usage. This area also has two ping pong tables and one foosball table.

## **BOWLING LANES**

There are eight bowling lanes with automatic scoring technology in the game room. Intramurals and scheduled classes have priority in using the lanes. Bowling equipment is available for rental or individuals may supply their own equipment if they choose to, but will be charged for lane usage.

### **ESPORTS ARENA**

There are eight ESports units available for play in the arena which was established in the Spring of 2022. The *Beyond the Lines* ESports club has priority for usage of all equipment in the arena. Students who wish to use the arena units must check in with Hawk's Nest staff.

### **GOVERNING RULES AND REGULATIONS FOR GAME ROOM USAGE**

Anyone found misusing the furnishings or equipment in the game room will be subject to campus disciplinary action and/or criminal prosecution for vandalism. All guidelines posted in the bowling center must be adhered to or violators will be asked to leave.

- No gambling
- No sitting on billiards tables
- No profanity
- No food or drinks allowed in gaming area
- No personal belongings should be left unattended in the game room. Items left unattended are subject to disposal or to be placed in Lost and Found at the discretion of the on-duty manager.
- Children 12 years of age and under must be accompanied by an adult.

### **INFORMATION STATION**

The Information Station is located on the first floor of the James B. Chavis Student Center. Hours of operation are:

Monday-Friday 9 a.m.-9 p.m.

Saturday 11:30 a.m.-5:30 p.m.

Sunday 11:30 a.m.-5:30 p.m.

Resources provided:

- Braves Share Program: students may check out items at no cost with valid student ID (bikes, PA sound equipment)
- Campus maps
- Student Center daily schedule of events
- Campus Lost and Found

### **ANNEX**

The Annex provides additional programming space for the campus. The Annex has a multipurpose space, a conference room and the main office for the Division of Student Affairs and Office of Student Conduct are located here. Hours for the Annex are determined by scheduled programming in the space. Normal operating hours are 8 a.m.-5 p.m., Monday-Friday.

### **RULES AND REGULATIONS OF THE JAMES B. CHAVIS STUDENT CENTER & ANNEX**

#### **GENERAL BUILDING GUIDELINES**

No bicycles, pets (except certified service animals), skateboards, roller skates, smoking, concealed weapons, or gambling are allowed in the James B. Chavis Student Center/Annex. Anyone intoxicated or under the influence of drugs will not be allowed on the premises. Solicitors, salespersons, peddlers, distributors or any non-university personnel seeking student contact must have the approval of the director of James B. Chavis Student Center. Only campus organizations registered with the university can sell items in the Student Center/Annex and only as a fundraiser for the organization. The facilities of the Student Center/Annex are open to all members of the campus community and guests as long as the utilization is consistent with University of North Carolina policies and state and federal laws, and does not disrupt other usage of the facility. All events must be scheduled through the online Facilities Reservations System (FRS). University events have priority over non-university events.

#### **PROPERTY**

Posting items on the walls, ceilings, or glass in any areas of the Student Center/Annex is prohibited without special permission from the director of James B. Chavis Student Center. Smoking is prohibited in all areas of the Student Center/Annex. Animals are not permitted in any Student Center properties except in the following cases: Animals

providing assistance to handicapped persons; special circumstances or events subject to approval from the Safety & Health Office.

### ***FURNISHINGS***

Persons shall refrain from placing their feet on the furniture or sitting on the tables. Equipment and furnishings shall not be removed from the building for any reason except upon written permission of the director of James B. Chavis Student Center. No equipment or furnishings may be moved within the building by anyone except those persons authorized by the director of James B. Chavis Student Center.

### ***GUESTS***

Students, staff, and faculty are responsible for their guests at all times. Guests will be permitted to use the facilities when accompanied by a university host.

### ***EXHIBITS***

All exhibits must be approved by the director of James B. Chavis Student Center.

### ***RESERVATIONS***

The conference rooms, mall areas and the multipurpose space may be reserved by any chartered campus organization or university department. Individuals interested in establishing a club or organization may hold up to three interest meetings in the Student Center/Annex. External organizations may also reserve a space in the Student Center/Annex with special permission from the James B. Chavis Student Center staff and/or the Dean of Students or his/her designee.

To reserve a space, an individual or organization must:

- Log on to UNCP's Online Reservation website to submit a facility request. Requests must be received at least seven working days prior to the date of the event. Facility requests are normally confirmed within 48 hours (two business days).
- The individual and/or organization confirmed to host an event or meeting in a Student Center facility accepts responsibility for the proper use of the facility and equipment. The confirmed host is responsible for the proper conduct of the organization's members and guests with respect to the rights of all other groups using the facilities in adjoining areas. Meetings must end at the time indicated on the facility reservation confirmation.
- A meeting or event may be canceled up to 48 hours prior to the scheduled date. The director of James B. Chavis Student Center or designated staff must be notified of the cancellation. Failure to give proper notice may subject an organization to the loss of privilege of reserving a room in the facilities for 30 days. University departments and external groups that cancel or no show a reservation within 48 hours of the scheduled usage are assessed a \$150 facility reservation late cancellation fee.
- All reservations are considered tentative and subject to cancellation until the Facility Reservation Request is approved by the director of James B. Chavis Student Center.
- All catering including refreshments must be coordinated through the campus food service. Any catering in the Student Center/Annex outside the dining area must be approved by the director of James B. Chavis Student Center.
- Organizations and/or departments may incur a charge for additional services when additional cleaning or repairs are necessary to restore a reserved space or property to its original condition.
- An additional services fee of \$25 per hour (\$50 minimum) will be assessed to the event host/organization.

### ***ADVERTISEMENT GUIDELINES***

- All forms of advertisement used in the James B. Chavis Student Center/Annex must be approved through the Student Center or the Information Station.
- Large promotional advertisements may be submitted to the Student Center office for display on the digital monitors and/or three-tier displays. Only four (4) advertisements per event will be approved for display in the James B. Chavis Student Center.
- Banners may be displayed in designated areas, with prior permission from the director of James B. Chavis Student Center.



- All advertisements should be logged in and approved at least one (1) week prior to the event to assure maximum exposure.
- All advertisements should include contact information of the hosting person/organization.
- All UNCP postings must include the ADA access statement.
- Any posters or any other form of advertisement found on display without the approval of the director of James B. Chavis Student Center will be removed and discarded by a Student Center staff member.
- The director of James B. Chavis Student Center reserves the right to approve any and all advertisements.

### **ATM ACCESS**

A Cash Points bank machine provides 24-hour banking access. It is located next to the James B. Chavis Student Center (rear side). This machine is networked with American Express, Honor, Cirrus, Plus, Visa, MasterCard and Discover.

## **GRADUATE SCHOOL**

You can find The Graduate School handbook by visiting [uncp.edu/academics/colleges-schools/graduate-school/graduate-student-handbook](http://uncp.edu/academics/colleges-schools/graduate-school/graduate-student-handbook).

## **UNIVERSITY COMMUNICATIONS & MARKETING**

### **GIVENS PERFORMING ARTS CENTER**

The 1,600-seat Givens Performing Arts Center (GPAC), on the campus of The University of North Carolina at Pembroke, is one of the finest performing arts venues in the southeast. Since opening in 1975, some of the world's greatest artists and productions have graced the GPAC stage. From national Broadway tours to show-stopping concerts and family entertainment, the GPAC hosts a variety of university, community and regional events. The GPAC also presents both a touring season, featuring Broadway musicals and plays, as well as culturally diverse concerts, special events and other performing artists. The GPAC introduces elementary school children to the arts with various productions each season, as well. The GPAC is also the home stage for the University Theatre Department. Each season University Theatre students produce and present several popular productions. The mission of the Givens Performing Arts Center is to enhance and enrich the cultural development of the university and its constituency in the region by offering a diversified selection of multidisciplinary arts experiences. The Givens Performing Arts Center is committed to the promotion of cultural awareness as a lifelong experience and to the continuing appreciation for diverse cultures through the presentation of quality local, national and international artists. For a complete list of events, special promotions and information on discounts available to UNCP students, visit [uncp.edu/gpac](http://uncp.edu/gpac).

### **PRINT SERVICES**

Print Services is located in the Auxiliary Services Building beside the Bookstore. Operating hours are from 8 a.m.-5 p.m., Monday-Friday. Print Services provides quality printed materials in a timely, cost effective manner to the UNCP community. We print for students, student organizations, UNCP departments, faculty and staff. Print Services offers the following: official UNCP stationery, brochures, postcards, sign lettering, newsletters, copies, thesis and presentation boards, research papers, posters, UNCP canopies, flags, graphic and photo scanning, and promotional merchandise. In addition, we can provide all of your large format needs: fatheads, canvas wraps, decals, large posters, banners, table cloths and much more. We can be reached at 910.775.4260 or [print.services@uncp.edu](mailto:print.services@uncp.edu).

## **CAMPUS ACTIVITIES**

### **CULTURAL PROGRAMS**

There are many opportunities for cultural enrichment at UNCP. The Music Department and University Theatre produce more than one hundred performances each year, including plays, musicals, concerts and recitals. The Givens Performing Arts Center's Professional Artist Series presents 8-to-10 professional touring groups each year. The Office of Student Inclusion and Diversity (OSID) collaborates with student organizations, campus departments, and academic programs to promote intercultural awareness and highlight the diversity of the UNC Pembroke community. Events are held throughout the year, particularly during awareness periods such as American Indian Heritage Month (November), Asian

and Asian Pacific Heritage Month (May), Black History Month (February), Caribbean Heritage Month (April), Hispanic Heritage Month (September-October), Irish American Heritage Month (March), LGBTQIA+ History Month (October), Pride Month (April), Trans Awareness Week (November), and Women's History Month (March). A sample of the annual events include First Night Diversity Extravaganza, which showcases UNC Pembroke's diversity, Find Your Community Week, JusticeCon, Dr. Martin Luther King Jr. Week, Honoring Native Foodways, Lunar New Year Festival, Black Culture Festival and the BraveNation Powwow and Gathering. OSID also hosts Brave Dialogues, which feature conversations around issues of diversity, equity, inclusion and social justice, and education and training such as Safe Zone Education, which promotes awareness of the LGBTQIA+ community. For more information, visit [uncp.edu/osid](http://uncp.edu/osid) or follow OSID on social media @InclusiveUNCP.

## **DEPARTMENT OF MUSIC**

Provides approximately 100 performances throughout the academic year—including concerts, musicals, guest artists, student and faculty recitals and festivals. UNC Pembroke students have the opportunity to take private lessons and participate in one or more of our performing ensembles, including University Chorale, Pembroke Singers, Vocal Jazz Ensemble, Spirit of the Carolinas Marching Band, University Band, Jazz Ensemble, Orchestra, Jazz Combo, Percussion Ensemble, and Chamber Ensembles.

## **HOMECOMING 1887 SOCIETY**

Selected each fall through a process that includes an application, a faculty and staff interview, and a vote of the student body, the 1887 Society represents the student body in the traditions and values of the university community. Learn more at [uncp.edu/homecomingroyalty](http://uncp.edu/homecomingroyalty).

## **CAMPUS PUBLICATIONS**

### **THE PINE NEEDLE**

The Pine Needle is the student-published news periodical. The Pine Needle informs the university community of what is happening at The University of North Carolina at Pembroke and covers issues of local, regional and national concern. All university students are eligible to participate on the Pine Needle staff. Students may take JRN 1610 - 4620 each semester for academic credit in the Department of Mass Communication. There are a variety of paid positions available to students. The director of Academic Resources has fiscal responsibilities. A faculty adviser gives direction and support to the staff and offers technical assistance.

### **THE AUROCHS**

An annually student-published literary and arts magazine of The University of North Carolina at Pembroke, The Aurochs, features the best original poetry, fiction, creative nonfiction, photography and artwork created and submitted by UNCP students. All students are eligible to participate on the staff of the magazine. Editors and assistant editors are salaried positions. The director of academic resources has the administrative responsibility for overseeing the budget. A faculty advisor gives direction and support to the staff and offers technical assistance.

### **STUDENT HANDBOOK**

An annual online publication from the Division of Student Affairs designed to familiarize the student body with the purpose of the university, the rules and regulations that govern the student body and in general answers the many questions that students have.

## **INTERCOLLEGIATE ATHLETICS**

UNC Pembroke excels in intercollegiate athletics in both men's and women's competition. UNC Pembroke is a member of the National Collegiate Athletic Association (NCAA) Division II, and its varsity teams call both Conference Carolinas and the Mountain East Conference (football) home. Seven men's sports and nine women's sports provide UNCP constant recognition at the local, regional and national levels. Men's varsity sports include baseball, basketball, cross country, football, indoor track and field, outdoor track and field, and wrestling. Women's sports are sponsored in

basketball, cross country, golf, soccer, softball, indoor track and field, outdoor track and field, swimming and volleyball. UNCP's teams have combined to capture 11 conference regular season or tournament championships over the last five years, while also posting nine runner-up finishes and a NCAA Regional Championship. UNCP's student-athletes registered a department record GPA (2.942) for the third-straight year in 2020-21, including 10 teams that posted a 3.0 team GPA or better. In the competition arena, the Braves brought home three conference titles, including the baseball team's first Peach Belt Conference regular season crown in program history, as well as the swimming team's second-straight Mountain East Conference title. The 16 varsity athletic teams combined to win four all-America and 130 all-conference honors during the 2020-21 athletic season, while five of its teams were represented in the NCAA postseason. Five head coaches combined to bring home six conference coach of the year crowns as well.

The annual commitment to community service by the athletics department is evidenced by the fact that UNC Pembroke is the only school in the Peach Belt Conference to capture the league's coveted Connecting Communities award three times (2014, 2017, 2019). Previously, as a member of the National Association of Intercollegiate Athletics (NAIA), UNCP won over 60 district championships through the years and 30 league titles as a member of Carolinas Conference from 1976-92. In 1978, the UNCP cross country team captured the coveted NAIA National Championship. Over 135 student-athletes have been honored as All-Americans in either the NAIA or NCAA. Fifteen of UNCP's varsity teams called Conference Carolinas home again beginning with the 2021-22 athletic season, while football remained as an associate member of the Mountain East Conference. Athletic grants-in-aid are offered in all of the university's intercollegiate sports programs for both men and women upon recommendation of the head coach and approval of the Director of Athletics. Varsity sports at UNC Pembroke consistently offer tryout opportunities. Stay tuned to UNCPBraves.com for tryout dates, and stay up-to-date by following UNCP Athletics on social media: @UNCP\_Sports.

## **SPIRIT SQUAD**

Members are selected through competitive tryouts. In addition to their presence at athletic events, the Spirit Squad are campus leaders in promoting school spirit.

## **THE ARTS**

### **UNIVERSITY CHORALE**

The University Chorale is the university's non-auditioned choir open to all interested singers of all majors. The group presents several concerts each year, performing a wide range of choral repertoire ranging from renaissance to contemporary music. Credit is available through the Music Department.

### **VOCAL JAZZ ENSEMBLE**

Is open by audition to students throughout the university community who have an interest in vocal jazz. The group performs with the UNCP Jazz Ensembles at on-campus concerts, as well as jazz festivals throughout the United States. The group studies vocal trends through the rehearsal and performance of pop, rock, progressive jazz and other modern forms of music. Credit is available through the Music Department.

### **MUSICAL THEATRE**

This program presents a small-stage and a large-stage show each academic year. Auditions are open to all members of the UNCP community. Credit is available through the Music Department.

### **PEMBROKE SINGERS**

Select chamber choir at UNCP open to all students by audition. This ensemble will explore the stylistic, aesthetic, and technical elements of literature for the small choir through rehearsal and frequent public appearances. Credit is available through the Music Department.

### **PERCUSSION ENSEMBLE**

Open to all students by audition or permission of the director. Participation will include a technical, stylistic and aesthetic study of percussion ensemble literature through rehearsal and public performances. Credit is available through the Music Department.

## **CONCERT BAND**

Open to any UNCP student and is the large core instrumental ensemble at UNCP, preparing and presenting music of all historical styles. Public appearances are made in the form of several concerts each semester. Credit is available through the Music Department.

## **JAZZ ENSEMBLE**

Membership in the University Jazz Ensemble is open to all students by audition. A study of technical, stylistic and aesthetic elements of jazz literature through rehearsal and public performances. Credit is available through the Music Department.

## **MARCHING BAND**

Performs in the fall semester at area parades, marching contests, and on-campus events. Credit is available through the Music Department.

## **ORCHESTRA**

Open to all persons regardless of planned major with permission of the director. Students will study, rehearse and perform music from world orchestra literature across a wide range of styles and genres. Credit is available through the Music Department.

## **PEP BAND**

Open to all students regardless of planned major with permission of the director. Public performances will be made at athletic events (mostly basketball games) as well as accompanying teams to conference tournaments. Credit is available through the Music Department.

## **THEATRE**

University Theatre is a dramatics organization which offers members the opportunity to appear in plays and to engage in play production. All students are eligible.

## **WNCP-TV**

WNCP-TV is a program service of the Department of Mass Communication and a learning laboratory for the televisual arts. Television programs are produced by UNCP students and faculty in classes or as part of departmentally approved extracurricular productions. These talk shows, newscasts, sports, special event coverage and other videos can be seen on our YouTube channels (Carolina News Today and WNCP TV), over-the-air on The NC Channel, and at pbs.org. Students earn progressively responsible positions at WNCP for credit or work study.

## **STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association (SGA) is to represent and safeguard the interests of the student body. It is basically a political organization providing students with an avenue for action in matters pertaining to student rights and welfare. Although discipline is the legal responsibility of the administration, the principle of student government is fully supported by the administration and faculty.

All students attending The University of North Carolina at Pembroke automatically become members of the Student Government Association. SGA functions through its elected representatives and is subject to the general administrative authority of its sponsor, the Dean of Students. SGA officers are elected by the student body each spring according to the constitution and bylaws of the organization. To view the requirements of leadership roles, please review the Electoral Code of the Governing Documents on the SGA webpage.

SGA is composed of an Executive Branch and a Legislative Branch. The Executive Branch consists of the president, vice president and the cabinet—which includes the chief of staff, treasurer, secretary, and all committee chairs. The Legislative Branch consists of the Student Senate, a body of elected student senators. The Senate shall be made up of at

most 32 members: six senators representing each of the freshman, sophomore, junior and senior classes; three senators representing the College of Arts and Sciences; two senators representing the College of Health Sciences; and one senator representing each of the School of Business, School of Education and The Graduate School.

For more information about SGA, visit [uncp.edu/sga](http://uncp.edu/sga), and find SGA on BraveConnect for the most current information, including officer contact information, governing documents, meeting minutes, and more.

## UNIVERSITY REGULATIONS AND POLICIES

### ACADEMIC HONOR CODE POLICY

Academic honor and integrity are essential to the existence of a university community such as UNCP. If high standards of honesty are not maintained by everyone, the entire community and society itself suffer. Please go to [uncp.edu/pr/pol-020505-academic-honor-code-policy](http://uncp.edu/pr/pol-020505-academic-honor-code-policy) to access the most updated version of the Academic Honor Code.

### UNDERGRADUATE GRADE APPEAL PROCESS

Undergraduate students may appeal a final course grade. The appeal process must be initiated by the student within thirty (30) calendar days after the first day of class of the regular semester following the award of the grade. The appeal process is summarized below.

#### STEP 1

An undergraduate student who wishes to appeal a final course grade should first attempt to resolve the matter by meeting with the instructor involved. This meeting may occur in person, over the phone, or by videoconferencing. The student must explain their position to the instructor and attempt to understand the justification for the grade assigned by the instructor. The purpose of the meeting is to reach a mutual understanding of the student's situation and the instructor's actions and to resolve differences in an informal and cooperative manner.

#### STEP 2

If a student fails to reach a satisfactory solution in consultation with the instructor, or if it is impractical to consult with the instructor, the student should seek the assistance of the Faculty Conciliator and meet with them within seven (7) calendar days of meeting with the instructor or within fifteen (15) calendar days after the first day of class of the semester following the award of the grade. The Faculty Conciliator's role is to advise, guide, and document the student's progress through the appeal process. The Faculty Conciliator attempts to facilitate an amicable solution to the matter and does not serve as an advocate for either the student or the instructor. If the Faculty Conciliator is unavailable during the summer months, the student should contact the Office of the Provost for assistance.

#### STEP 3

Within seven (7) calendar days of the initial meeting with the student, the Conciliator must arrange a meeting with the student, the instructor, and the chairperson of the department. The purpose of this meeting is to try to find an amicable solution. In the case of a grade appeal involving a department chairperson, the meeting will be with the student, the instructor (chairperson), and the Dean of the School/College responsible for the course or their designee. The student should bring materials supporting their position to this meeting to help explain or clarify their position and give the professor the opportunity to review and explain mark-ups on graded materials. If the student is still dissatisfied after this meeting, such student may then elect to file a formal appeal within seven (7) calendar days of the meeting.

#### STEP 4

To file a formal appeal, the student must submit a written appeal statement, including all information/documentation to be considered by the Conduct Hearing Board (CHB), to the Faculty Conciliator, who will forward it to the Office of Student Conduct. The Director of Student Conduct will consult with the Chairperson of the CHB. The written appeal must be specific, relevant, and concise, explaining precisely the student's justification for the grade appeal. The burden of proof will be on the student, to the extent reasonable, to clearly document pertinent evidence for the grade appeal (i.e., a copy of the syllabus; copies of graded exams, quizzes, writing assignments; and other substantiating evidence). The

student should also request copies of items used for evaluation that cannot be directly documented (e.g., a professor may keep copies of old exams).

#### STEP 5

The CHB has authority to screen out frivolous or unsubstantiated claims. The Chairperson will notify the Conciliator, the faculty member, the student, and the departmental chairperson (or Dean of the School/College responsible for the course or their designee), in writing, explaining why the committee found a student claim sufficient or insufficient and, in the event of a sufficient claim, of the date of the appeal hearing. If the claim is found insufficient, the student may appeal to the Campus Appeal Board (CAB). The decision of the CAB is final.

#### STEP 6

The CHB shall be scheduled to convene once an appeal is submitted to the Office of Student Conduct from a Faculty Conciliator. In a closed hearing, the student shall produce documents and other relevant evidence to substantiate his or her claims. The student may address only those issues the CHB found sufficient to move forward to this meeting. Claims the CHB has deemed frivolous or unsubstantiated may not be addressed. The instructor shall be given an opportunity to respond and discuss the concerns raised by the student. The CHB may ask questions of all parties and will deliberate after hearing the case. A quorum of three CHB members is required to render a decision. Every effort is made to ensure that at least one faculty member, one staff member, one student, and the CHB chairperson be in attendance. The Board shall issue its decision within seven (7) calendar days of the hearing.

#### STEP 7

Once the CHB reaches its decision, the following persons and offices will be notified in writing about the findings of the Board: the Office of the Provost, the dean of the school/college, the chairperson in the appropriate department, the faculty member, the Conciliator, and the student. If the Board finds the original course grade to be inappropriate, the Board will recommend that the faculty member recalculate the grade and the Office of the Provost will ask that appropriate changes be made in the Registrar's Office within five (5) calendar days. Should the faculty member be unwilling or unable to do so, the Board will recalculate the grade and ask the Office of the Provost to make the necessary changes in the Registrar's Office. The resulting grade is final and may not be further appealed.

### **FACULTY CONCILIATOR**

The SGA will choose two faculty conciliators from a list of four names of the full-time teaching faculty approved by the Faculty Senate and submitted by the chair of the Faculty Senate.

The Faculty Conciliators work as "co-conciliators" who share the workload of student grade appeals equally. The co-conciliators should serve for staggered terms of two years each. If a Conciliator is unable or unwilling to fulfill their duties, the Office of the Provost will work with the Faculty Senate leadership to nominate another faculty member to complete the term of service. The Faculty Senate will forward its approved nominations to the SGA immediately following the January Senate meeting. Included in the list of nominees should be a letter of interest from each candidate, as well as a copy of their resume or curriculum vita. The Faculty Conciliator shall be an ex officio, nonvoting member of the CHB in final grade appeals deliberations. Conciliator terms will begin at the beginning of the Fall term and end at the end of the Summer II term. Students should contact the Office of the Provost to receive contact information for the Faculty Conciliators.

### **CONDUCT HEARING BOARD (CHB)**

The CHB is defined in the UNCP Student Handbook. CHB members are necessarily excluded from deliberations in which:

- The board member is related to one of the two principals.
- The board member is a departmental colleague of one of the principals.
- The board member is currently enrolled in a course taught by one of the principals.
- The board member is one of the two principals involved.

All questions of scheduling and satisfying deadlines shall be adjudicated by the chairperson of the CHB.

All records of the board's deliberations shall be kept in a file maintained by the Office of Academic Affairs in accordance with the University Records Retention and Disposition Schedule.

Nothing in this policy should be construed as a violation of academic freedom expressed in The Code of The University of North Carolina.

## **ADVERSE WEATHER AND EMERGENCY CLOSING POLICY**

Campus notifications will be distributed through official university email, university website, BraveAlert and emergency weather telephone line, campus extension 6888. The full Adverse Weather and Emergency Closing Policy is available online at: [uncp.edu/resources/finance-and-administration/policies-and-procedures/human-resources/adverse-weather-and-emergency-closing-policy](http://uncp.edu/resources/finance-and-administration/policies-and-procedures/human-resources/adverse-weather-and-emergency-closing-policy).

## **CODE OF CONDUCT REGULATION**

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 Office of Student Conduct. 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. For the most updated version of this regulation, please refer to [uncp.edu/pr/reg-113001-student-code-conduct-regulation](http://uncp.edu/pr/reg-113001-student-code-conduct-regulation).

## **PERSON OF CONCERN AND BEHAVIORAL THREAT ASSESSMENT POLICY**

UNC Pembroke is committed to providing a safe and secure campus environment for all members of the University community. UNC Pembroke strives to create an educational environment for students and a work environment for employees that promotes educational and career goals. Mental and physical health concerns and campus violence impede such goals. The purpose of this policy is to set the expectations for creating and maintaining an environment that proactively addresses concerning behaviors and reduces the likelihood of occurrences of threats and violent behaviors occurring on campus. This policy is currently under review. To access the most updated version of this policy, visit [uncp.edu/pr/all](http://uncp.edu/pr/all) and find POL 04.25.04.

## **FREE SPEECH EVENT POLICY**

In order to carry out the university's responsibility to promote the free expression and exchange of ideas in an atmosphere of mutual respect for the rights of those who wish to speak, those who wish to hear and those who wish to protest against the ideas expressed, UNCP has developed the standards for conduct at events and guidelines for facility use and reservations. To schedule a free speech event please complete the Free Speech event application online at: [uncp.edu/campus-life/student-affairs/about/policies-and-regulations/free-speech-event-application](http://uncp.edu/campus-life/student-affairs/about/policies-and-regulations/free-speech-event-application). The complete policy is available on the university official policy website at: [uncp.edu/freespeech](http://uncp.edu/freespeech).

## **NORTH CAROLINA GENERAL STATUTE 18B-302: ALCOHOL**

Any person who is under the lawful age to purchase and who aids or abets another in violation of this law shall be guilty of a misdemeanor punishable by a fine up to \$500 or imprisonment for not more than six months, or both, at the discretion of the court. Any person who is over the lawful age to purchase and who aids or abets a person under the lawful age to purchase shall be guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for not more than two years, or both, at the discretion of the court. It shall be unlawful for any person to obtain or attempt to obtain alcoholic beverages by using or attempting to use: (1) a fraudulent or altered driver's license; or (2) fraudulent documents other than a driver's license; or (3) a driver's license issued to another person; or (4) an identification document other than a driver's license issued to another person. Upon receipt of a conviction report, the Division of Motor Vehicles shall revoke the person's driver's license as required by G.S. 20-17.3.

## **NORTH CAROLINA GENERAL STATUTE 14-35: HAZING**

The North Carolina 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, including any society, athletic team, fraternity or sorority, or other similar group.” A student convicted of engaging or abetting in the commission of such an offense may be subject to punishment by a fine of \$1,000, imprisonment for a maximum period of between 30 and 60 days, or both. The institution may expel a student convicted under this statute regardless of and in addition to any criminal penalty imposed by the court. Organizations whose members are convicted of hazing should be mindful of possible administrative action against the organization by the university; the appropriate question in such situations would be whether the organization can and should be held responsible for the conduct of its members, with the possible consequence that sanctions would be taken against the organization, e.g., withdrawal of university recognition, banning from campus, etc.

## **NON-DISCRIMINATION POLICY STATEMENT**

The University of North Carolina at Pembroke adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The university prohibits discrimination based on a person’s status as a veteran or an individual with a disability and prohibits discrimination against all individuals based on their age, race, color, religion, sex, sexual orientation, gender identity, genetic information or national origin.

Specifically, the university does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, the university is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, genetic information, sexual orientation and pregnancy or parenting status.

UNC Pembroke also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence and stalking are forms of sex discrimination, which are prohibited under Title IX and by the university’s Sexual Harassment Policy.

Any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential or social access, opportunities and/or benefits of any member of the campus community on the basis of sex is in violation of the Sexual Harassment Policy.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by submitting the online Sexual Harassment Reporting Form.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy and regulation or for more information, please visit the Office of Title IX and Clery Compliance, see Sexual Harassment & Regulation, or contact the Title IX Coordinator.

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of university policy should contact the Title IX Coordinator.

For more information visit: [uncp.edu/resources/title-ix-clery-compliance/non-discrimination-policy-statement](https://uncp.edu/resources/title-ix-clery-compliance/non-discrimination-policy-statement).

## **POLICY OF THE BOARD OF GOVERNORS OF THE UNC CONCERNING IMPROPER RELATIONSHIPS BETWEEN STUDENTS AND EMPLOYEES**

The University of North Carolina does not condone amorous relationships between students and employees. Members of the university community should avoid such liaisons, which can harm affected students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two



types of situations, university prohibition and punishment of amorous relationships is deemed necessary: (1) when the employee is responsible for evaluating or supervising the affected student; and (2) when the student is a minor, as defined by North Carolina law. The following policies shall apply to all employees and students of the sixteen constituent institutions.

## **PROHIBITED CONDUCT**

1. It is misconduct, subject to disciplinary action, for a university employee, incident to any instructional, research, administrative, or other university employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship or to whom he or she is related by blood, law, or marriage.
2. It is misconduct, subject to disciplinary action, for a university employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years.

## **DEFINITION OF TERMS**

1. "Amorous relationship." An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union or (b) engage in a romantic partnering or courtship that may or may not have been consummated sexually.
2. "Related by blood, law or marriage" means:
  - a. Parent and child
  - b. Brother and sister
  - c. Grandparent and grandchild
  - d. Aunt and/or uncle and niece and/or nephew
  - e. First cousins
  - f. Stepparent and stepchild
  - g. Husband and wife
  - h. Parents-in-law and children-in-law
  - i. Brothers-in-law and sisters-in-law
  - j. Guardian and ward
3. "Evaluate or supervise" means:
  - a. To assess, determine or influence (1) one's academic performance, progress or potential or (2) one's entitlement to or eligibility for any institutionally conferred right, benefit, or opportunity, or
  - b. To oversee, manage or direct one's academic or other institutionally prescribed activities.

## **CORRECTIVE ACTION**

Violations of the provisions of Section A shall be addressed in accordance with remedial measures prescribed by each constituent institution; if disciplinary action is brought against an affected employee, it shall be conducted in accordance with existing institutional policies and procedures prescribed for prosecuting misconduct charges against members of the class of employment of which the affected employee is a member.

## **POLICY PROHIBITING ILLEGAL HARASSMENT AND DISCRIMINATION**

### **INTRODUCTION**

1.1 The University of North Carolina at Pembroke affirms its desire to maintain a work environment for all employees and an academic environment for all faculty and students that is free from all forms of harassment and discrimination. UNCP wishes to maintain an environment which supports and rewards individuals on the basis of such relevant factors as academic ability and work performance. Conduct or action that is based on a person's race, color, creed, national origin, religion, sex, age, disability, or veteran status creating a hostile environment that prevents effective learning or work performance is in opposition to a campus environment free of harassment.

## **VIOLATIONS**

2.1 No student or student group shall engage in conduct, or assist another in the following conduct:

2.1.a Discrimination on the basis of race, color, ethnicity, national origin, religion, creed, age, disability, honorable service in the armed services of the United States, or sex, except as allowed under Title IX, that impairs or may impair an individual's university working conditions, privileges, or opportunities for university employment, educational opportunities, participation in university-sponsored extracurricular activities, or opportunities to benefit from other aspects of university life. Religious student groups with bona fide religious beliefs that will be contradicted by the group's compliance with this provision should contact the vice chancellor for Student Affairs to obtain the university's policy regarding requests for exceptions under this provision.

2.1.b Harassment or intimidation directed toward a particular person or persons that is severe or pervasive and abuses or otherwise unreasonably interferes with another so as to adversely affect their academic pursuits, opportunities for university employment, participation in university-sponsored extracurricular activities, or opportunities to benefit from other aspects of university life.

2.1.c Threats that involve violation of restraining orders or no-contact orders imposed by government or campus authorities, stalking, or other activities that create a reasonable apprehension of physical or emotional harm to an individual following a request or order to desist.

2.1.d The face-to-face use of "fighting words" to harass any person or persons on the university campus or other property under university control. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person, are in the context used and as a matter of common knowledge, inherently likely to provoke an immediate and violent reaction, whether or not they actually do so.

2.2 Students violating this policy may be subject to disciplinary action up to and including dismissal.

## **TO REPORT VIOLATIONS**

3.1 Students experiencing harassment as described herein should contact campus police or provide a written statement to the vice chancellor for Student Affairs. Complaints against UNCP students will be governed by the procedures stated in Chapter IV., Rights & Responsibilities. Student complaints against UNCP faculty or staff will be governed by the procedures stated in the Student Grievance Policy.

3.2 Members of the university community are prohibited from acts of retaliation against individuals who bring complaints or are involved as witnesses in any action connected with this policy.

## **SPECIFIC PROHIBITIONS AGAINST DISCRIMINATION AT UNCP**

4.1 Sex. As required by Title IX of the Education Amendments of 1972, UNCP does not discriminate on the basis of sex in the educational programs and activities it operates except in the manner and to the degree allowed by Title IX. This protection against discrimination extends but is not limited to employment with and admission as a student to UNCP. Inquiries about and complaints of any violation of Title IX may be directed to the director of Title IX and Clery Compliance for UNCP, who is designated by UNCP to coordinate and carry out its responsibilities under Title IX and related regulations, either directly or through a designee. Inquiries and complaints regarding violation of Title IX with regard to athletics at UNCP may also be directed to the Department of Athletics senior woman's administrator who will report issues to the Director of Title IX and Clery Compliance.

4.2 Disability. As and to the extent required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, UNCP does not discriminate on the basis of disability in the educational programs and other activities it operates. Inquiries about and complaints of any violation of Section 504 or Title II by students may be directed to the director of the Accessibility Resource Center for UNCP, who is designated by UNCP to coordinate and carry out its responsibilities under Section 504, Title II, and related regulations, either directly or through a designee.

4.3 Complaints and Grievance Processes. Complaints by students alleging violations of Title IX of the Education Amendments of 1972 will be handled through the Student Sexual Misconduct Policy.

4.4 The director of Title IX and Clery Compliance can be contacted at Health Sciences Building, Room 337, UNC Pembroke, One University Drive, Pembroke, NC 28372, telephone 910.521.6281. The senior woman's administrator can be contacted at Department of Athletics, Room 1182, Jones Health and Physical Education Center, One University Drive, Pembroke, NC 28372, telephone 910.521.4246.

4.5 Complaints by students alleging violations of Section 504 and/or Title II will be handled through the Disabled Student Grievance Policy, which is available from the director of the Accessibility Resource Center, if no other grievance process is more directly applicable as determined by the director of the Accessibility Resource Center. The director of the Accessibility Resource Center can be contacted at Accessibility Resource Center, Joseph B. Oxendine Administrative Building, Room 110, UNC Pembroke, 1 University Drive, Pembroke, NC 28372, telephone 910.521.6695.

## **SAFETY AND HEALTH POLICY**

### **POLICY STATEMENT**

It is the policy of The University of North Carolina at Pembroke, to provide a safe and healthful environment; free from recognized hazards, which may cause serious injury to students, employees and visitors. This is accomplished by maintaining a comprehensive safety, health and environmental program, which involves all members of the university community. Our goals are to develop a safety consciousness among students, employees and others engaged in work for UNC Pembroke to reduce accidents, minimize potential liabilities and promote environmental stewardship.

The University of North Carolina at Pembroke will conduct all of its activities in compliance with applicable environmental health standards, codes, regulations and laws. Each and every person at the university understands safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

The University of North Carolina at Pembroke believes its most valuable resource is the people who teach, learn and work at this institution, and will do all that is reasonable to protect them. The primary purpose of the Office of Environmental Health and Safety is to conduct safety inspections; identify and correct unsafe conditions; conduct safety training; provide consultative services to management on safety issues; prepare reports as required by state and federal agencies; investigate accidents to determine cause and take corrective action (risk management); and maintain a safe working and living environment for all students, employees and visitors.

## **SEXUAL MISCONDUCT POLICY**

The complete policy is available on the university's Office of Title IX and Clery Compliance website at: [uncp.edu/resources/title-ix-clery-compliance](http://uncp.edu/resources/title-ix-clery-compliance).

## **SMOKING POLICY**

No smoking is allowed in, or within 100 feet of, any building on the UNC Pembroke campus including indoor/outdoor athletic facilities. The UNC Pembroke smoking policy also prohibits the use of electronic cigarettes/electronic vapor inhaling devices (e-cigs), and all other tobacco products within university buildings. The current smoking policy can be found at [uncp.edu/SmokingPolicy](http://uncp.edu/SmokingPolicy).

## **STUDENT GRIEVANCE POLICY**

For the most update version of this policy, please refer to: [uncp.edu/pr/pol-113502-student-grievance-policy](http://uncp.edu/pr/pol-113502-student-grievance-policy).

## **STUDENT INVOLVEMENT IN UNIVERSITY POLICY**

The university's administration strongly encourages student participation in policy-making decisions that affect students and the university. Student representation exists on the following subcommittees and boards in addition to various committees that are appointed by the Student Senate and/or the Student Government Association president:

Academic Support Services Subcommittee  
Committee on Substance Abuse Preventions (CSAP)  
Board of Trustees  
Conduct Appeal Board (CAB)  
Conduct Hearing Board (CHB)  
Curriculum Subcommittee  
Enrollment Management Subcommittee  
Facilities Master Plan Committee  
Faculty Athletic Committee  
Givens Performing Arts Center Advisory Board  
Graduate Council  
Planning and Budget Review  
Physical Environment Committee  
Student Affairs and Campus Life Committee  
Student Grievance Committee  
Student Publications Board  
Traffic Appeals Board  
Tuition & Student Fee Committee

## **STUDENT RIGHTS AND RESPONSIBILITIES REGULATION**

Every UNCP student is bound by the Student Code of Conduct. Upon enrollment, a student receives no sanctuary from obedience to the law. In addition to federal, state, and local laws that pertain to all citizens, a UNCP 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. For the most updated version of this regulation about rights and responsibilities, please refer to: [uncp.edu/pr/reg-113002-student-rights-and-responsibilities-regulation](https://uncp.edu/pr/reg-113002-student-rights-and-responsibilities-regulation).

## **RESPONSIBILITY TO REPORT CRIMINAL VIOLATIONS AND/OR DISPOSITIONS**

During the student's period of enrollment at The University of North Carolina at Pembroke, should the student be subject to any criminal charge and/or any disposition of a criminal charge, on or off campus, the student must within two (2) business days notify the Office of Student Conduct in writing regarding the nature of the charge/offense and the disposition of the charge if applicable. The 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. the students are not required to report a speeding ticket, but are required to report a Driving Under the Influence (DUI) ticket or Driving While Intoxicated (DWI) ticket). The student's failure to do so will be grounds to deny or withdraw the student's admission, or to dismiss the student after enrollment.

## **UNCP DRUG AND ALCOHOL POLICY**

The official Drug and Alcohol Policy can be found online at: [uncp.edu/pr/pol-042501-drug-and-alcohol-policy](https://uncp.edu/pr/pol-042501-drug-and-alcohol-policy).

## **UNCP TAILGATING POLICIES INVOLVING ALCOHOL**

UNC Pembroke has some of the best tailgating in southeastern NC and our students lead the charge in school spirit. For specific tailgating guidelines, rules, and regulations; refer to the University Tailgating Policy at: [uncp.edu/pr/pol-040503-tailgating-policy](https://uncp.edu/pr/pol-040503-tailgating-policy).

# UNCP GRIEVANCE PROCESS FOR STUDENTS DENIED REASONABLE ACCOMMODATIONS OR SUBJECTED TO DISCRIMINATION BECAUSE OF A DISABILITY

## OVERVIEW

Students with disabilities are responsible for contacting the Accessibility Resource Center if reasonable accommodations are not implemented in an effective or timely manner. The Accessibility Resource Center staff works with faculty, staff, and students with disabilities to resolve disagreements regarding recommended accommodations. The complaint, grievance hearing, and appeals process will facilitate an internal informal and formal basis for filing a complaint, conducting a grievance hearing, and finally, appealing a denial of accommodations and for grieving instances of inappropriate discrimination in violation of the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 ("Section 504").

Students with a disability who believe they have been discriminated against on the basis of that disability may use this process to file a grievance with the ADA Grievance Officer who is the Director of the Accessibility Resource Center, located in Joseph B. Oxendine Administrative Building, Room 110. If the grievance is against the Accessibility Resource Center, students may file a grievance with the unit's supervisor, who will serve as the ADA grievance officer, or with the Office of Civil Rights.

The UNCP Student Grievance Process can be found online at: [uncp.edu/pr/pol-113502-student-grievance-policy](http://uncp.edu/pr/pol-113502-student-grievance-policy)

## INSPECTION AND RELEASE OF STUDENT RECORDS AT UNC PEMBROKE

The University of North Carolina at Pembroke complies with all provisions of the Family Educational Rights and Privacy Act of 1974. The full statement of the university's policy is available in the Office of the Registrar located in Lumbee Hall.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time after the university receives a written request for access. At UNCP, students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, then the student shall be advised of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the university to amend a record that they believe is inaccurate. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by The University of North Carolina at Pembroke or the University of North Carolina Office of the President in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Institutions can disclose student information to parents in certain situations, including the following: If a parent claims the student as a federal tax dependent, UNCP may, with confirmation of that status, disclose information about the student to both parents, regardless of the student's age or whether there is an emergency; if the student is under 21, UNCP may inform the student's parents of violations of its alcohol or drug policy, regardless of whether the student is a tax dependent or whether there is an emergency; and if UNCP reasonably believes that there is a health or safety emergency involving the student, UNCP may inform the student's parents, regardless of the student's age or whether the student is a tax dependent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The university routinely releases to the public so-called directory information, as follows: the student's name, address(es), telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, electronic mail address, and previous educational agency or institution attended by the student. Any student who wishes to have the above directory information withheld must sign and file a request in the Registrar's Office within two weeks of the first day of class of each semester. This request must be renewed at the beginning of each semester. Directory information for every student who does not file a request to withhold disclosure within two weeks of the first day of class of the fall semester will be published in the student telephone directory and distributed to all students, faculty and staff. Even if a student files a request to block disclosure of directory information, it may still be inspected by those persons authorized by law to inspect education records without consent.

This Student Handbook has been prepared to acquaint you with The University of North Carolina at Pembroke. In addition to providing general information about the university and the services and activities we offer, the handbook details the social and academic regulations that govern campus life. It is important that you take time to familiarize yourself with the contents of this handbook. Students enrolled in The Graduate School should also familiarize themselves with The Graduate School Handbook as well.

All policies and regulations in effect when this document was publicized are subject to revision by the appropriate authorities at The University of North Carolina at Pembroke. The official site for updated policies and regulations is located at [uncp.edu/policies](http://uncp.edu/policies). All policies and regulations posted on this site supersede any that are included in this publication. This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center, Oxendine Administrative Building, Room 110, or call 910.521.6695.