



STUDENT HANDBOOK 2015-2017

This edition supersedes all previous editions.

Compiled by the Office of Dean, Adult & Online Education

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Christian higher education has always been a major concern and integral part of Baptist life in North Carolina. Consequently, over the years, both University and Church have stood as partners. The University plays an important role in the mission of the Church and the mission of the Kingdom of God on Earth.

The University is Christian-oriented but not sectarian. Each year, many religious denominations and faiths are represented on campus. However, it is expected that all those who attend the University will be sympathetic to its stated purposes.

Campbell is committed to teaching students to think with Christian values as their basic guidelines. Accordingly, it is incumbent upon the University to provide its students with an honor code that, in its observance, makes more nearly possible an environment whereby the student can grow spiritually and morally, as well as intellectually. To perpetuate these Christian ideals and principles, it is the responsibility of each student to maintain a high standard of personal behavior. Thus, once a student matriculates at Campbell University, he/she should demonstrate a willingness to abide by the following Honor Code while a member of the student body.

Campbell University's Main Campus Information

Registrar's Office	Business Office	Financial Aid
P.O. Box 367	P.O. Box 97	P.O. Box 36
Buies Creek, NC	Buies Creek, NC	Buies Creek, NC
27506	27506	27506

Telephone: (800) 334-4111 - Main Campus toll free number
<http://www.campbell.edu/>

Adult & Online Education Information

Dean's Office	Adult & Online Education
P.O. Box 265	79 Bolton Rd.
Buies Creek, NC 27506	Buies Creek, NC 27506

Phone: (910) 893-1278	Toll Free: (866) 317-2384
Fax: (910) 814-4736	
Website: www.campbell.edu	

Fort Bragg/Pope Field Campus	Phone: (910) 814-4934
Website: www.campbell.edu/fortbragg	

Camp Lejeune Campus	Phone: (910) 451-2836
Website: www.campbell.edu/camplejeune	

RTP Campus	Phone: (919) 468-8844
Website: www.campbell.edu/rtp	

Campbell University Online	Phone: (866) 317-6862
Website: www.campbell.edu/online/	

School Codes

Pell Grant Title IV Code:	002913
Main Campus CLEP School Code:	5100
Main Campus DANTES School Code:	8174
Pope AAF CLEP Code:	4259
Pope AAF DANTES Code:	7300
Fort Bragg CLEP Code:	7219
Camp Lejeune CLEP Code:	5100

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CAMPBELL UNIVERSITY MISSION STATEMENTS

The mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The University is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The University embraces the conviction that there is no conflict between the life of faith and the life of inquiry.

To fulfill its mission, the University:

- I. presents a worldview informed by Christian principles and perspectives;
- II. affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ;
- III. influences development of moral courage, social sensitivity, and ethical responsibility;
- IV. gathers a diverse community of learners;
- V. delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels; through traditional, extended campus and online programs;
- VI. transfers to students the vast body of knowledge and values accumulated over the ages;
- VII. encourages students to think critically and creatively;
- VIII. fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility;
- IX. forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge;
- X. provides students with servant leadership opportunities;
- XI. cooperates with other educational institutions to expand learning opportunities for students;
- XII. offers service and other opportunities to the greater community through athletics, continuing education; and cultural enrichment programming.

Adult & Online Education's Mission Statement

The mission of Adult & Online Education is: 1) Extend the mission of Campbell University to adult learners through online education and extended campuses at selected locations in North Carolina 2) Support the Voluntary Education Programs offered to service members at Camp Lejeune, Marine Corps Air Station New River, Fort Bragg/Pope Field, and the Research Triangle Park.

Adult & Online Education's Goals:

- I. To provide extended education programs and services that are comparable in quality with those provided on main campus.
- II. To provide qualified, dedicated faculty and student service professionals who are committed to serving active duty service members, non-traditional students, and veterans.
- III. To provide effective administration and demonstrate effective, reliable management for approved extended campus and online programs.
- IV. To establish and practice, policies and procedures that take into account the conditions and circumstances of adult learners which contribute to their success through appropriate student admissions, registration, assessment of prior learning, academic advisement, financial aid, and other services.

- V. To provide sufficient quantities of relevant instructional resources to faculty with the facilities, equipment, and any other relevant resources needed to support the programs and services offered, as well as to accomplish the program mission at each extended campus and online.
- VI. To provide continuous and systematic program evaluation to stimulate improvement, enhance growth and quality, and increase the likelihood of the achievement of the program mission.

GENERAL INFORMATION FOR STUDENTS

University Accreditation

For information regarding Campbell University accreditations, please visit <http://www.campbell.edu/accreditation>

University Undergraduate Studies Bulletin

The University *Undergraduate Studies Bulletin* constitutes the official statements of University undergraduate academic policies and degree programs. Further, as the current University Undergraduate Studies Bulletin is the final authority in all academic matters, it, thereby, supersedes any and all portions of this handbook that may not reflect current policy. Current versions of the catalog and recently approved policy changes may be found online at

The terms “Catalog” and “Bulletin” are used synonymously throughout this document.

For Adult & Online Education students, a number of specific details such as cost, degree offerings, and class schedules are different. Therefore, students should read the *Bulletin* carefully. Students are bound by both the main campus catalog policies and the policies of Adult & Online Education in effect on the date of matriculation. Matriculation is defined as the receipt of all paperwork needed for admittance, an official evaluation of transfer credits has been completed, and the student has declared a major. Examples of paperwork required for matriculation includes, but is not limited to: the Application for Admission, a high school transcript with the date of graduation or a transcript for the GED, transcripts from all previous colleges attended, and a transcript of military experience, if applicable.

Servicemembers Opportunity Colleges (SOC)

Campbell University is a member of Servicemembers Opportunity Colleges (SOC) and the SOC Degree Network System (DNS).

The SOC Degree Network System is made up of institutions selected by the military services to deliver specific associate and bachelor's degree programs to servicemembers and their families. As a member of the DNS, we have agreed to adhere to the following academic policies intended to support military students in their academic endeavors towards degree completion by:

- Limiting the amount of coursework students must take at a single college to 25% or less of degree requirements. The only exception is for institutions that offer 100% of an undergraduate degree online; they may require servicemembers to take 30% of that degree program from their institution.
- Designing transfer practices to minimize loss of credit and avoid duplication of coursework.
- Awarding credit for military training experiences; must also award credit for occupation specialty experiences based on American Council on Education (ACE) recommendations.
- Awarding credit for nationally recognized tests such as CLEP, ECE, and DSST.
- Guarantee transfer of courses (with SOC DNS Course Category Codes) from one another within designated curriculum areas such as business, management, computer studies, health-care management, psychology, and other subject areas.
- Act as “home colleges” and issue SOC DNS Student Agreements that serve as pre-negotiated degree plans for enrolled students. When a student transfers to a new duty station, the Student Agreement acts as a contract-for-degree so that courses, tests, and military experiences that are part of the degree plan are transferred back to the home college. When all degree requirements set out in the Student Agreement have been satisfied, the home college awards the associate or bachelor degree.

Enrollment at Other Schools

For students who have not received a valid SOC DNS Student Agreement, the Campus Director or Academic Adviser must provide written approval for requests to enroll in courses at other colleges for subsequent transfer back to Campbell University. Students should contact their academic adviser before registering for classes at another school.

Students must maintain a “C” average or higher in their Campbell studies to receive approval to transfer courses to Campbell University. Transfer courses must have a grade of “C” or higher.

Students should be advised that membership in the DNS may change, and to consult the SOC POC/Counselor for additional information.

Tuition

Students should check current schedules for tuition rates at <http://www.campbell.edu/student-services/business-office/tuition-fee-schedules/>. Rates are subject to change and usually increase annually at the beginning of the academic year. For undergraduate courses, a deposit of tuition may be required at the time of registration. Students may pay by check, credit card or cash.

ADMISSIONS

Campbell University Adult & Online Education, is an equal-opportunity educational institution, and, as a matter of policy, does not discriminate in its admissions policy on the basis of race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. Preference at the military installation campuses is given to Active-Duty servicemembers and their spouses at the undergraduate level. All students are welcome, both first-time and those with previous college experience, to attend classes in a non-traditional format.

Application Process

Applicants are required to submit their application online at Campbell University Adult & Online Education at <http://www.campbell.edu/extendedprograms/> and selecting the campus you wish to attend. On the campus specific website click on > APPLY

Applications from financial aid portals including, but not limited to GoArmyEd, Academic Institution (AI) Portal, etc.; will not be considered as an application to any of Campbell University campuses; interested individuals using these electronic financial aid portals are required to complete a Campbell University Adult & Online Education application to be considered for admittance.

If you are using Military educational benefits, submit a copy of your military documents:

- JST (Joint Services Transcript) (all services except Air Force)
 - Request by visiting <https://jst.doded.mil/smart/welcome.do>
- Air Force: Community College of the Air Force (CCAF) transcripts can be requested at: <http://www.au.af.mil/au/ccaf/transcripts.asp>
- DD214
- Application for VA benefits (for applicants who have never used VA benefits before)
- VA Form 22-1995 (for applicants who have used VA benefits before)

Steps to Begin

1. APPLY

- ☐ Complete online application
- ☐ Send official transcripts from each institution attended
- ☐ Await:
 - entry assessment
 - application decision
 - site specific counseling

2. FINANCIAL AID (FAFSA school code 002913)

- ☐ Complete free FAFSA application
- ☐ Contact FA/TA/VA Counselors (site specific counselors)

3. REGISTER FOR CLASSES AND OBTAIN COURSE MATERIALS

- ☐ Receive login credentials for Campbell systems (email, Blackboard™, WebAccess)
- ☐ Register for COSU -100 Seminar for undergraduates (2 CH (credit Hours)) with your counselor
- ☐ Register for up to 7 more CH in first term (*each term is limited to 9 CH) with your counselor
- ☐ Purchase required textbook and materials (find course requirements in WebAccess)

*** Other site specific information and requirements may be applicable**

All individuals may apply for entrance to any term of a calendar year as early as one academic year before the beginning of the term. Prospective students who are offered admission to one of the extended programs must have a minimum of a 2.0 G.P.A at the completion of six (6) credit hours. Otherwise, the university reserves the right to rescind admission.

Applicants are not required, but may submit present scores from the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Scores on these tests can be used as a partial basis for admission. Applicants whose native language is not English are required to demonstrate proficiency in English.

Applicants who have a high school diploma or GED and did not take the SAT or ACT or whose scores fall below the minimal acceptable standard for entry will be required to take an assessment test to measure their Math and English aptitude prior to being full admitted. These scores will be the basis for placement in the appropriate English and/or Math courses.

Admission of Visiting Students

Individuals interested in completing classes with Campbell University Adult & Online Education but are students at other institutions of higher education are required to complete an electronic application and select “No Degree – Special Student Status Requested” degree program. No Degree – Special Student Status Requested will allow the accepted individual to complete classes, but not receive a degree from Campbell University. If interested in completing the degree with Campbell University Adult & Online Education or extending past one (1) year Visiting Student Status, the individual will need to complete a new application and meet all admissions requirements. A No Degree - Special Student Status is valid for one (1) academic year from date submitted.

Admission of All Students: “Whole Person” Criteria

Campbell University Adult & Online Education considers students on the “whole person” concept. The entire academic record is reviewed and evaluated. The university may request additional documents for evaluation for admission.

A degree completion plan will be developed by each adult student and his or her academic adviser to assist with course selection. Students are strongly encouraged to monitor their completion plan by utilizing WebAdvisor located in their WebAccess.

Denial

Campbell University Adult & Online Education reserves the right to deny an applicant at any time for any reason. Furthermore, upon discovery of falsified information within an application, or anytime thereafter, the University reserves the right to rescind application. Students who are denied may appeal the decision to the Dean of Adult & Online Education, P.O. Box 265, Buies Creek, NC 25706. The Dean of Adult & Online Education will be the final authority.

Transfer Credit Policy

Campbell University accepts many forms of Professional Military Education (non-academic experience and training) that have been evaluated by the American Council on Education (ACE) as academic credit. Credit can only be transferred if it is applicable to the student's chosen degree program requirements.

- College-level credit can be applied to corresponding areas of the student's degree program requirements
- College credit recommendations can be accepted for study completed in service schools and Military Occupations found in the "Guide to the Evaluation of Educational Experiences in the Armed Services" published by American Council of Education

Military credit will only be evaluated after the academic documents have been reviewed. ACE recommendations for vocational or technical credit are not accepted as transfer credit.

Types of Credit

Within a curriculum or degree plan, course credit is defined by type, based on the academic rigor and content of each course.

Credit is divided into three types:

- Vocational:
This type of coursework is normally found in yearlong certificate programs that are designed to provide students with occupational skills. Course content is specialized, and the accompanying training emphasizes procedural (hands-on) rather than analytical skills (theory).
- Lower division:
Coursework at the lower division is typically found in programs leading to an associate degree or in the first two years of a baccalaureate program and is commonly numbered 100 level or 200 level courses.
- Upper division:
Coursework at the upper division is usually found in the last two years of a baccalaureate program and is commonly numbered 300 level or 400 level courses

Evaluation of Transfer Credits

All official college transcripts, high school transcripts, official CLEP scores, and DD-214/JST/CCAF transcripts must be received in the local Campbell Extended Campus office before an evaluation of transfer credits can be completed. Once all documentation has been received, students will receive an official evaluation. Priority for completion will be based on proximity to graduation, pending financial aid, and date of submission. Unofficial evaluations are provided, as necessary, to advise students of their overall status and to assist in course selection.

In those instances where course titles on transcripts are inadequate to determine the nature of the course, students are responsible for documenting content. Institutional catalogs, course syllabi, or other written evidence may be used.

When the official evaluation is complete, the student can view the evaluation in WebAccess along with a personalized updated checklist for their declared major showing all courses remaining to be completed for graduation.

Campbell University will accept credit hours only from transfer work. We will accept course content only for grades of "D". Consequently, students will not earn credit hours towards graduation for courses with a "D" grade completed at another college or university. These credits must be made up with additional elective credit hours. A student's Grade Point Average (GPA) will be determined from Campbell University coursework only.

Accepting Courses in Transfer

Courses from regionally accredited institutions are normally accepted at face value provided there is a Campbell University equivalent in the current *Bulletin*. This includes those courses with a grade of "D" (course content only). Only academic or college transferable courses will be accepted in transfer towards the associate and bachelor degrees.

Preparatory courses, technical/vocational courses, continuing education courses (see Campbell University *Undergraduate Studies Bulletin*), and certificate courses will be accepted in transfer only for the Bachelor of Applied Science and the Bachelor of Health Science degrees.

Credit by Examination

Students may earn credit by satisfactorily completing the General Examinations or the Subject Examinations of the College Level Examination Program (CLEP), the Subject Examinations of the Defense Activity for Non-Traditional Education Subjects (DANTES), the examinations of the United States Armed Forces Institute (USAFI), the Advanced Placement examinations of the College Entrance Examination Board, International Baccalaureate, or any other standardized test approved and accepted by the American Council on Education and documented in the "*ACE Guide to the Evaluation of Educational Experiences in the Armed Services*," often referred to as the "*ACE Guide*."

Information regarding non-traditional credit programs (CLEP, DANTES, etc.) can be found on each campus website.

Maximum Hours From Two-Year/Non-Traditional Work

No more than 62 credit hours from two-year colleges and non-traditional sources will be accepted in transfer. This includes any combination of lower-division military credit, lower-division CLEP, and/or courses taken at a two-year institution. Upper-division credits for military courses will be noted on the evaluation of transfer credits as 3/400 level courses.

REGISTRATION PROCEDURES

Adult & Online Education websites contain course schedules and registration dates. Students are required to meet individual course prerequisites prior to enrollment for a particular course. The course description in the *Bulletin* contains all prerequisites for a course.

- Students are required to meet individual course prerequisites prior to enrollment for a particular course.
- The course description in the *Catalog* contains all prerequisites for a course.
- Campbell University reserves the right to limit the number of enrollments per class and to cancel classes with insufficient enrollment.
- Continuing students may be eligible to register online through WebAccess.
- New students and those who are not eligible to register online will be able to register at their extended campus site.
- To drop a course, students must contact their home campus office.
- Students, other than Online Program students, are limited to a maximum of two online courses (3 or 4 hours) during any single semester. Any exceptions will require the approval of the Campus Director.

Class Schedules

Class schedules include day, time, and location of classes as well as a calendar with the key dates for the Fall, Spring, and Summer terms. These schedules are normally available in WebAccess three weeks before registration begins. Students should check for “Revised” schedules for Fall II and Spring II, published just before registration of those terms, to ensure the latest course schedule updates.

Policies for Main Campus Students

Main campus students may, depending on availability and certain criteria, enroll in courses at Campbell’s Adult & Online Education campuses and/or online courses offered by the Online Education program. The following conditions apply:

- 1 The requested course will not be available on the main campus during the semester in which the Extended Program/Online course is requested. Furthermore, the student must demonstrate that the requested course is necessary for a timely graduation.
- 2 An Online Education course approval must be obtained from the student’s faculty adviser, adviser’s department chair, and the department chair where the course resides. The “*Main Campus Approval To Take Distance Education Courses*” form may be found online at:
<http://www.campbell.edu/online/academics/courses#Adviser>
- 3 A main campus student wishing to take an off campus course at one of the extended campuses must have approvals from the student’s faculty adviser and the department chair where the course resides. The “*Approval to take Campbell University Extended Campus Course*” form may be obtained from the student’s faculty adviser, or at the Adult & Online Education office located at 79 Bolton Rd. Additionally, a registration form will need to be completed for the respective extended campus. Registration forms may be completed at the extended campus or in the Adult & Online Education office.
- 4 A main campus student may enroll for no more than two courses per semester at the Extended Program campus sites, Online Education, or combination thereof.
- 5 If a student enrolls for six (6) or more credit hours on main campus and additional credit hours through Extended Program sites or Online Education during a semester such that he is registered for at least 12 hours, the student is considered a full time, main campus student and must pay the full time main campus student tuition and applicable fees.
- 6 The maximum number of combined hours from all campuses during any semester may not exceed 18.5 hours.
- 7 International students must obtain permission from the office of International Admissions prior to enrolling for any courses at the Extended Program campus sites or Online Education. International students residing in the United States per federal law are limited to one online course per semester.

ATTENDANCE POLICY

Campbell University believes that students must attend class in order to attain the course learning outcomes. The University attendance policy found in the *Undergraduate Studies Bulletin* requires students to attend at least 85% of the classes held in order to receive academic credit for a course.

The expectation for students in online courses is no different in this regard than for traditional courses. Although with a different delivery mode and different definition of participation, the same class attendance/course participation expectations hold for online courses.

Student attendance in online and applicable blended courses is defined as active and consistent participation in the course as described in the individual course syllabus. Online and blended courses will, at a minimum, have weekly requirements for student participation which can be documented by any or all of the following methods:

- Completion of tests
- Submission/completion of assignments as specified by the professor/instructor
- Communication with the professor/instructor

Students in online or blended courses must log in to their course(s) by the last day of the published add/drop period for the term or semester in order to verify their enrollment. Students who do not log in to their course(s) by the end of the add/drop period will be withdrawn from the course(s); however, the student will remain financially responsible for the cost of the course(s).

CAMPBELL UNIVERSITY ONLINE

Online offices are located in Buies Creek on the Main Campus at 79 Bolton Road.

Office	Hours:	Monday–Friday	8:30	a.m.–5:00	p.m.
Mailing address: P.O. Box 264					
	Buies Creek, N.C. 27506				
Telephone:	(866)317-6872		option		1
Email:	online@campbell.edu				

Online education courses contain the same basic content, require the same academic rigor, and offer the same credits as traditional courses. The major difference between traditional and online courses is the instructional delivery method. Courses are offered using three methods: online, blended, and web-supported. The course content is delivered through Blackboard™, the course management system. Students can learn more about Campbell's Blackboard at: <http://www.campbell.edu/student-services/computing-services/academic-computing/technology/>. Schedules and textbook lists are posted on the Online web page and WebAccess for each term.

In accord with the definition of the SACSCOC, the University defines online education as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. An online education course may employ correspondence study, audio, video, or computer technologies. Any course in which more than 49% of the course is offered with the instructor and the student not in the same place shall be clearly identified as an online education offering.

To ensure conformity with State Authorizations, students must disclose their physical location while taking online courses. It is the student's responsibility to provide their home campus with this address for each term, or partial term, in which the student is enrolled in an online course. Students do not need to report for the terms they remain at their permanent address on file with the University. For example, a student whose permanent address is Fayetteville, NC, who is in Virginia (or any other state) while taking an online course, needs to inform their home campus. This applies to all students, whether an online degree seeking student, a main campus student, or a student whose home campus is on one of the extended campuses.

To be offered, all online education courses must have approval of the appropriate dean and be DECIDE Certified.

Policies for Non-Online Degree Seeking Students

- **Cumulative:** Students may take no more than 49% of the semester credit hours for the degree online. This means that for the associate degree requiring 62 credit hours, no more than 30 credit hours can be completed online. For the bachelor's degree requiring 124 credit hours, no more than 60 credit hours can be completed online. These plateaus of 30 and 60 are the maximum allowable hours of online courses, taking into account core curriculum and majors hours combined.

- **Core Curriculum:** A full range of general education core courses may be made available and taken through online courses, as long as the maximum allowance of 49% for each student degree is not violated.
- **Transfer Students:** Regardless of the number of hours accepted in transfer, no student shall be allowed to complete through online education more than 49% of their credit hours taken with Campbell.

Eligibility and Restrictions for online courses

- Students must have completed six credit hours of traditional courses to take online courses.
- Students must have completed the COSU 100 orientation course or will be enrolled in the course concurrent with taking the first online course.
- Students must have a functional Campbell University e-mail account and use WebAccess. ***The Blackboard™ user name and password is the same as your WebAccess user name and password.***
- Students who have registered will be automatically loaded into Blackboard™ within 24 hours.
- Students are limited to a maximum of 4 credit hours during a single term. Any exceptions will require the approval of the student's Academic Dean.

Distance Delivery Methods

There are two types of instructional delivery methods used in Campbell Online classes: online and blended. Both delivery methods use the Blackboard™ learning platform as the course management system. Each delivery method is described below.

- **Online Courses:** Online courses are not self-paced courses; they follow a structured assignment calendar. They are offered totally online with no face-to-face meetings.
- **Blended Courses:** Blended courses are not self-paced courses; they follow a structured assignment calendar. Blended courses combine traditional class meetings facilitated by the Blackboard™ course site, the internet, email, and other online resources to provide opportunities for student-faculty and student-to-student interaction in-person as well as online. The majority of the class content is delivered in the classroom. Blended classes will usually meet one time per week. The required face-to-face orientation is conducted the first day of class during the on-site meeting. Course instructors will determine when students receive access to their course sites in Blackboard™. Content may be released as early as the Wednesday before the beginning of the term. Content is delivered through:
 - Traditional class meetings and interaction with instructor and classmates
 - Textbook(s)/e-text
 - Email and Internet Resources
 - You must have the same computer access, capabilities, and skills as outlined for online courses.

Minimum Technical Requirements for These Courses:

- Access to an IBM compatible or Macintosh system (tablet or phone not-sufficient)
- High-speed internet access either via DSL or cable connection.
- Reliable access to the internet for a minimum of 15hrs/week
- Web cam access

PC Hardware Requirements:

- All Pentium PCs
- Windows XP Operating System or higher
- 16 MB RAM (or more)
- 28.8 or better
- Sound card, speakers, and Plug Ins for Java

Macintosh Hardware Requirements:

- Macintosh 68040, including all Power PC machines
- Mac OS 9 or higher
- 16 MB RAM (or more)
- 28.8 or better
- Sound card, speakers, and Plug Ins for Java

Software Requirements:

- Microsoft Word, WordPerfect, Open Office, Pages, or another word processing program capable of saving files in RTF (Rich Text Format) or PDF (Portable Document Format) is needed. (Specific requirements for document format will be stated in the syllabus).
- Web Browser – Internet Explorer, Firefox, Safari, and Chrome are browsers that can be compatible with Blackboard™ depending upon the operating system that you are using. A full list of supported browsers by operating system can be found at:
https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/030_Browser_Support/040_Browser_Support_for_SP_13
- Email is provided by the University and is the official means of all communication from the student and instructor.

Standards of Conduct and Expectations for Online Courses

Online courses require a high level of self-discipline. Online courses are not self-paced courses. They follow a structured assignment calendar. Students need to be self-motivated, organized and familiar with the Blackboard™ course management system. Students requiring assistance in Blackboard™ have access to help available through Blackboard™ Online Services, Student Helpdesk, and the instructor. Students are expected to conduct themselves in a prudent, respectful, and deliberative manner in all communication. Failure to adhere to appropriate standards of conduct will result in removal from the course, and possible disciplinary action, according to the student code of conduct.

TUITION ASSISTANCE AND FINANCIAL AID

Tuition Assistance (TA)

Active duty military personnel may use Tuition Assistance (TA) depending on the availability of funds. Students requesting military TA should consult the Education office at their specific installation. Students must submit their TA paperwork by the announced deadlines. The deadlines appear in the academic calendar and on the instruction sheet attached to the TA forms. Even if a student has pre-registered for classes (Fall II or Spring II), **tuition assistance must still be submitted for each term.**

Applying for Federal Financial Aid

Students may obtain the *Free Application for Federal Student Aid (FAFSA)* form at www.fafsa.gov. All financial aid is processed through the main campus.

Receiving Federal Financial Aid Awards

The following documents must be on file in the financial aid office before federal aid can be awarded:

- Signed application and acceptance to the University
- An evaluation of transfer credits **from all previous schools** (if applicable).
- ISIR (Institutional Student Information Record). The Financial Aid office automatically receives an ISIR if students list Campbell University on the FAFSA forms.
- The Financial Aid Office will inform students of any additional documents that may be needed to complete the financial application process.

The Financial Aid office notifies recipients by an awards letter and/or loan authorization form.

- Students must sign the awards letter and/or complete the loan authorization form. Return these forms to the Financial Aid office.
- Lenders mail loan applications for students to complete. Students must complete all requested information on the application and return to the lender.
- After processing the request, the lender sends a disclosure notice, approving or denying the loan request.
- The Financial Aid office notifies students that the loan checks are ready for endorsement. Students must then arrange to endorse the checks.

Endorsed loan checks ensure that funds are applied to accounts at the Business Office.

Further information can be obtained by calling 1-800-334-4111, extension 1310.

Financial Aid Satisfactory Academic Progress Policy (SAP)

Campbell University Financial Aid Office Satisfactory Academic Progress Policy (SAP) April/Spring 2015 The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress." Campbell University makes these standards applicable to all programs funded by the federal and state government, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans, Federal Work-Study, Federal Direct Loans, and Federal Direct Parent PLUS Loans. These standards are also applicable to all North Carolina programs and certain university controlled scholarships based in part upon academic ability. Campbell University Academic and Endowed scholarships have academic requirements that are higher than those in this policy. Students are informed of these standards when they receive their Financial Aid Award Letter.

Student-Athletes must satisfy the eligibility requirements established by Campbell University and by the NCAA to be eligible for athletically related financial aid. Programs administered by agencies other than Campbell University, such as private scholarships, or grants given by states other than North Carolina, may have their own academic standards for students. Students will need to contact such agencies to determine eligibility requirements. Transfer students and returning students to Campbell University following a period of absence or cancellation must meet Campbell's SAP policy in order to regain or have eligibility for financial aid. Campbell University reserves the right to modify this policy at any time.

Federal Regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Cumulative Hours Attempted; and (3) Maximum Time Frame. In addition, a school's SAP policy must include the student's total academic history. SAP will be determined at the end of each term, including summer terms.

Go to <http://www.campbell.edu/student-services/financial-aid/policies/> for more information.

Top-Up

Veteran's Affairs (VA) has a program for active duty personnel to use their VA education benefits in conjunction with tuition assistance. The program "Top-Up" allows the VA to pay you the difference between the total course cost and the cost covered by the military, up to the maximum rate payable to a veteran.

If you are getting 100% Tuition Assistance (TA) for a class, you would not be eligible for Top-Up for that class.

You must go to the Installation Education Center to apply for Top-Up benefits.

If you have a claim to submit for Top-Up, you can send your approved application for tuition assistance with your application. If you have already applied for benefits, you can just submit the approved application for tuition assistance to the VA Regional Processing Office that last handled your claim.

For further questions or to start the process online, go to www.gibill.va.gov/pamphlets/tatu.htm

VETERAN'S BENEFITS

Veterans Affairs (VA)

Campbell University is pleased to welcome veterans to the educational opportunities available through our institution. The Veterans Affairs Official (VAO), located at each extended campus, assists veterans, family members, and service personnel in applying for their VA Educational Benefits. The Veterans Affairs Official is not a part of the Department of Veterans Affairs and is not employed by VA. Entitlement to VA educational benefits and current allowances are determined by the VA. Campbell provides support in applying for VA benefits, clarifying regulations, and certifying enrollment. Information is available at www.gibill.va.gov.

The nearest VA regional office (800-827-1000) provides current information on VA benefits and claims procedures. VA counselors will answer questions about benefits eligibility and application procedures. In addition to those sources of information, Campbell's VAO is available for counseling and help in processing Applications for Education Benefits.

Student Responsibilities

New students desiring to use their VA educational benefits are required to see the VA Certifying Official prior to registering for courses. VA students have the following responsibilities:

- To indicate clearly on registration forms they desire to use VA Educational Benefits **every** time they register for courses.
- At the beginning of each term, to advise the VAO of the courses for which they registered.
- To advise the VAO of any changes in their status, such as dropping courses, adding courses, receiving an "F", or withdrawal after a term has started.

Six credit hours each accelerated term constitutes full-time status for VA purposes. Semester long courses may reduce full-time benefits. See the VA Certifying Official if you have any questions. Periodically, VA work study positions may be available at the Campbell office or with agencies in the local community. More information may be obtained from Campbell's VA Certifying Official at each extended campus.

VA Policies and Regulations

In addition to all other institutional policies and regulations, students who receive education benefits from the VA must comply with the policies of the Department of Veterans Affairs and the State Approving Agency. These policies include but are not limited to the following requirements.

- Students must be fully matriculated prior to certification to the Department of Veterans Affairs.

- Active duty military personnel who are using Tuition Assistance (TA) cannot use VA educational benefits for the same course. In general, federal law prohibits payment of TA and VA benefits for the same course or courses. Special exemptions may apply. Therefore, all active duty personnel desiring to use VA educational benefits must see the VA Certifying Official each term at their extended campus site.
- Active military personnel using VA benefits may, depending on the entitlement Chapter, only receive a portion of their entitlement not to exceed the tuition charges.
- Only required courses for degree completion or remaining elective courses may be counted in qualifying for VA education benefits.
- Students may repeat courses if they earned an “F” and use VA education benefits. If a grade of “D” or better was earned, then the VA benefits may not be used for the repeat course.
- If students do not make “Satisfactory Progress” as defined in the University’s current catalog, VA education benefits may be terminated after an academic probationary period.
- Students using VA education benefits, who elect to change their major, must see the VA Counselor at their home campus.

Required Documents

The following official documents must be received by Campbell University from the institution (not from the student) before certification to the VA occurs:

- Official high school transcripts or GED
- Official transcripts from all colleges
- Official copies of CLEP test results,
- JST (Joint Services Transcript) Joint Services Transcript <https://jst.doded.mil/smart/welcome.do>, CCAF (Community College of the Air Force) for Active Duty; a copy of their DD-214 (the Member 4 copy).
- VA Form 1990 (Application for Education Benefits), VA form 1990E (Application for Transfer of Entitlement) or VA form 1995 (Request for Change of Program or Place of Training). Active duty must have the Education Officer’s signature on the forms. This form may be downloaded from the VA website (Also known as a VONAPP) or picked up from any of Campbell’s Veterans Affairs Officials.
- NOBE (Notice of Basic Eligibility) Unit Commanding Officers must sign the NOBE for the Selected Reserve Educational Assistance Program. This form is available from the unit Commanding Officer.

ACADEMIC INFORMATION

Academic Conduct Statement of Principle

The Mission Statement of Campbell University states that the mission of the University “is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service.” Consistent with this mission, the University expects students to exhibit moral courage and ethical responsibility.

The University Code of Honor states that students should be “honest in all behavior.” Each student of Campbell University, therefore, is expected to personally demonstrate academic integrity. That is, each student (1) should have an unwavering commitment to doing the best he/she can with his/her own intellectual resources, (2) should be truthful in all matters, (3) should maintain appropriate confidentiality when representing the University, and (4) should encourage academic integrity among all fellow members of the University community.

By joining this University community, each student acknowledges and agrees that he/she will abide by the precepts stated above.

Definition

Students are expected to uphold the high standards set forth above in all of their academic pursuits. Regrettably, there are occasional lapses. Examples of academic misconduct include, but are not limited to, the following:

- a) Providing assistance to another during an exam or on another assignment in a manner not authorized by the instructor;
- b) Copying from another student's paper, lab report, or test;
- c) Attempting to give or receive information relative to assignments, papers, quizzes, exams, etc., in wrongful and inappropriate ways;
- d) Providing specific information about a previous test, project, other assignment which could thereby result in another person gaining an unfair advantage;
- e) Allowing one's work to be presented as the work of someone else;
- f) Providing any unauthorized papers, notes, materials, etc. for another person;
- g) Using the words, ideas, or information of another source directly without properly acknowledging that source. This includes the use of work (or data) from another student, another author, the Internet, commercial services, etc.; it also includes any portion of a computer program or data file;
- h) Utilizing at any time or in any manner not previously authorized by the faculty member any portion of an exam or other material intended to be used for evaluation purposes in advance of its administration;
- i) Submitting the same work for multiple classes without the knowledge and permission of all involved faculty;
- j) Attempting to influence or modify a grade or academic record in inappropriate or unfair ways;
- k) Concealing, removing, or destroying materials intended for the use of others;
- l) Consulting with other students on projects, papers, labs, assignments, etc. where such collaboration is not allowed by the professor;
- m) Inappropriately using technologies in such a manner as to gain unfair or inappropriate advantage;
- n) Forging, falsifying, or fraudulently using university documents;
- o) Recording, scanning, or taking pictures of lectures/exams/quizzes/etc. without permission, and utilizing them for private or public purposes;
- p) Disclosing confidential information to unauthorized sources;
- q) Failing to report instances of academic misconduct to appropriate officials;
- r) Lying in official matters, such as purposely furnishing false information.

Rationale

Whenever issues of academic misconduct arise, such as described previously, the faculty member must determine the appropriate course of action. The faculty member shall retain complete discretion in handling such situations and in awarding grades (s)he deems appropriate. The faculty member's decisions may be tempered by:

- a) a concern for seeking, discovering, and upholding truth;
- b) a concern for fairness to all students;
- c) a concern to uphold appropriate expectations on matters of academic honesty and integrity;
- d) a concern for determining and applying sanctions commensurate with the gravity of the offense;
- e) a concern of appropriate care for the well-being of (a) student(s) and of the broader academic community.

Faculty Actions and Student Sanctions

A number of courses of action are available to the faculty member. For example, a faculty member may, among other possibilities, counsel with the student as an initial means to educate and/or reform, counsel with the student and issue an initial warning, or allow the assignment to be rewritten or the test/quiz/exam to be retaken.

Should the offense be sufficiently grievous that the faculty member believes a sanction is in order, faculty may: a) assign a failing grade on the assignment, paper, quiz, test, lab report, etc., or b) assign a failing grade in the course. Should either of these sanctions be applied, the faculty member shall a) inform the student of the grade and the reason(s) for which it was assigned, and b) send a letter to the Campus Director documenting the sanction for academic misconduct to be placed in the student's academic file. Once a student has received a sanction in a course for academic misconduct, the student will be prohibited from officially dropping or withdrawing from the course.

Should a student be assigned a second sanction as a result of academic misconduct, as verified in the student's academic file, it is generally expected that the student will be suspended from the University by the Dean of Adult & Online Education for at least the remainder of the current semester and the following semester. A notation will appear on the student's transcript: "Academic Suspension."

Appeals

Academic Appeal

The faculty member retains complete discretion in the awarding of grades (s)he deems appropriate.

Should a student wish to appeal a grade decision by an instructor as a result of academic misconduct, the appeal shall be made to the Campus Director. In cases of a grade decision that is not the final course grade the appeal must be made in writing within three (3) days of receiving the grade. In cases of a grade decision that is the final course grade, the appeal must be made in writing no later than one week after the beginning of the next academic term. The Director will review the written appeal, and meet with the student and the faculty member. Written notification of the Director's decision shall be sent to the student, to the faculty member, and to the Dean of Adult & Online Education. Upon being informed of the Director's decision, the student will also have the right, should s(he) choose to exercise it, of appealing in writing to the Dean of Adult & Online Education. The appeal shall be made within 5 days of receipt of the Director's decision and the review by the Dean of Adult & Online Education shall be on the record only. The decision of the Dean of Adult & Online Education, or of his/her designee, is final. Should the decision be to affirm the student's appeal by overturning the decision of the faculty member, the Dean of Adult & Online Education or his/her designee shall direct the Campus Director to remove the sanction letter from the student's official file.

Appeal of Suspension

In cases of a second offense, where the student is to be suspended from the University, the student has the right to appeal the suspension to the Adult & Online Education Executive Conduct Committee (AOE-EC Committee). The appeal must be made in writing to the Chair of the AOE-EC Committee within three (3) days of receiving from the Campus Director notification of the suspension. The AOE-EC Committee will review the written appeal, and meet with the student and the faculty member. The decision of the AOE-EC Committee regarding the suspension is final, with no further appeal allowed. Written notification of the decision shall be sent to the student and to the faculty member. A copy of the notification will be filed in the student's official academic file in the Registrar's Office. If the decision of the AOE-EC Committee is to uphold the suspension, the Campus Director shall inform the Registrar to enter a notation on the student's transcript: "Academic Suspension."

Removal of Transcript Notation on Academic Misconduct

A student who has undergone suspension, but re-enrolled with the University, may petition the Dean of Adult & Online Education to have the transcript notation "Academic Suspension" removed from his/her transcript. In such cases, the following considerations must be met:

- a) The student must have achieved senior status (98 credit hours);
- b) In cases where the suspension was accompanied by a course grade of F being assigned, the student must have retaken and received a passing grade in the same course;
- c) The student must have had no subsequent instances of academic misconduct;
- d) The student must write a letter to the Dean of Adult & Online Education requesting a review of the record, with subsequent removal of the transcript notation.

Upon receiving a student's written request for removal of the transcript notation, the Dean of Adult & Online Education shall review the record to determine if the above considerations have been met. In cases where the required considerations have not been met, the Dean of Adult & Online Education shall so inform the student in writing, with a copy of the correspondence preserved in the student's academic file. In cases where they have been met, the Dean of Adult & Online Education shall so inform the Registrar in writing, with a copy of the correspondence

filed in the Registrar's Office. The Registrar shall then remove the notation "Academic Suspension" from the student's transcript. In any case involving removal of the transcript notation "Academic Suspension," only the notation itself shall be removed; all official correspondence relative to the situation shall be retained in the student's file in the Registrar's Office.

Course Load

The normal course load is two courses, during an eight-week accelerated term. Three courses per term or nine credit hours in any one term is the maximum number of hours for which students can register without approval from the campus director. Students interested in enrolling in more than nine credit hours for any term must complete the "Request for Course Overload" form available at a Campbell extended campus office.

Add/Drop

Dates and times for Add/Drop periods appear in the academic calendar located in the course schedule. Add/Drop period is the first week of class. Students who "drop" a class during this time period will not be charged for the course.

Students who stop attending classes without officially dropping the course will receive an "F" and be held financially and academically responsible for the class. Failure to apply for military tuition assistance or other financial aid does not constitute a "Drop."

Dis-enrollment may change eligibility for previously awarded financial aid. Students receiving VA Educational Benefits must see the Veterans Affairs Official (VAO) when they Add/Drop a course, receive an "F" grade, or stop attending class for any reason. Failure to do so could result in an overpayment situation and eventual recoupment by the VA. (Students receiving VA benefits should read the section on Veteran's Affairs).

No Show Policy

A student who within seven (7) days of the start of a term has not attended class, has not made contact with the Instructor, or has not logged into Blackboard will be administratively dropped from the course.

Campbell University reserves the right to block offending students from future registration.

Course Withdrawal

Students who withdraw before the mid-point of an academic term may receive a withdrawal passing (WP) grade. Students who withdraw after the mid-point of the term may receive a withdrawal failing (WF) grade. In all cases the assignment of a withdrawal grade (WP or WF) will be at the sole discretion of the instructor. In order to withdraw from class, a student must complete the required withdrawal form, and ensure it is returned to the campus office. Course withdrawals must be done in writing. The form is available at all extended campus offices. The student remains financially obligated for the cost of their course.

If the course is an online course, the student must contact the Online Coordinator in writing by email. The Coordinator then sends the instructor an electronic course withdrawal form for completion. The instructor then sends the completed form back to the Online Coordinator for final processing.

Students are financially responsible for classes from which they withdraw. Students using military tuition assistance should check with their base education office or their Campbell extended campus site for withdrawal procedures regarding TA.

Grades

Campbell University uses the 4.0 grading scale with the following grades utilized:

A = Excellent	F = Failing
B = Above Average	I = Incomplete
C = Average	WP = Withdraw Passing
D = Unsatisfactory	WF = Withdraw Failing

All grades are awarded by the instructors. Instructors may give students up to 30 days from the start of the next term to resolve an "I" grade. Unless the grade is resolved, the system automatically records an "F" grade for the course(s) in question.

With the exception of grades received as a result of academic misconduct, students may appeal a grade for a period of one year from the term in which the grade was assigned.

Academic Warning and Academically Ineligible

An academic review convenes in May and December of each year to review the academic progress of extended undergraduate students. An "Academic Warning" is issued to any student who incurs a quality point deficit between 10 and 39.9 quality points. A student who fails to show progress toward graduation may receive more than one "Academic Warning" until such time as the quality point deficit is reduced in its entirety. However, a student who has not made satisfactory progress during any grading period may be suspended without further "Academic Warnings."

Students who incur quality point deficits of 40 or more are normally declared "academically ineligible" for a minimum of one semester. Students who have been ruled ineligible for readmission may appeal to the Dean of Adult & Online Education. The Dean's decision is final.

To receive financial aid under Federal Title IV Programs, a student must be making "satisfactory academic progress". For more information, please contact the University Financial Aid office.

Directed Independent Study Request (DIS)

An Independent Study is any type of study which is conducted under the supervision of an instructor which is not available as a regularly scheduled course or which is a regularly scheduled course but is not currently available to the student due to a scheduling conflict. All requests for DIS must originate with the campus academic adviser and be approved by the campus director who will designate instructor support. The student and faculty member will work out the format of each course and will adhere to the standards set by the campus director.

Internships

Purpose: To provide the student with the opportunity to earn academic credits through a planned work experience in a career area. The practical experience a student gains during the internship is expected to complement the theoretical knowledge he/she gains in a college classroom. The student is expected to both learn from and contribute to this employment opportunity.

Any student who has transferred or earned at least 98 credit hours and has at least a 3.0 GPA may seek the approval of his/her Campus Director to undertake an internship. A student may earn no more than 6 credit hours. Eligibility requirements cannot be waived without the Dean of Adult & Online Education's approval. Students must obtain written notice of the waiver.

Credit: Credit may be earned up to a maximum of 6 credit hours per semester, per degree. Each credit hour represents a minimum of 50 contact hours of work on site. A typical 15 week semester would require 10 hours of

work on site each week, for a total of 150 hours, to earn 3 credit hours. 1 credit = 50 hours, 2 credits = 100 hours, 3 credits = 150 hours.

Grades: A letter grade is awarded for internships. Students must complete both the work component and an academic component assigned by an instructor assigned to supervise the internship.. Students must also submit the completed Student Evaluation Forms before grades and credits are awarded.

Time and Place: Students may undertake internships during any term or consecutive terms of the academic year. Internship sites may be at local businesses and organizations. During the summer, students may earn internship credit for an employment experience.

Repeat Courses

Please refer to the policy outlined in the University Undergraduate Bulletin found at:
<http://www.campbell.edu/academics/catalog/>

Enrollment at Other Schools

For students who have not received a valid SOC DNS Student Agreement, the Campus Director or Academic Adviser must provide written approval for requests to enroll in courses at other colleges for subsequent transfer back to Campbell University. Students should contact their academic adviser before registering for classes at another school.

Students must maintain a “C” average or higher in their Campbell studies to receive approval to transfer courses to Campbell University. Transfer courses must have a grade of “C” or higher.

Academic Residency Requirements

Please refer to the policy outlined in the University Undergraduate Bulletin found at:
<http://www.campbell.edu/academics/catalog/>

Degree Programs (with Majors, Minors, and Concentrations)

Brochures of all degree programs offered at each of the extended campuses and CU Online can be found on the individual campus websites under:
<http://www.campbell.edu/academics/>

Second Bachelor Degree

Please refer to the policy outlined in the University Undergraduate Bulletin found at:
<http://www.campbell.edu/academics/catalog/>

Dean’s List

Please refer to the policy outlined in the University Undergraduate Bulletin found at:
<http://www.campbell.edu/academics/catalog/>

President’s List

Please refer to the policy outlined in the University Undergraduate Bulletin found at:
<http://www.campbell.edu/academics/catalog/>

Honor Society

Alpha Sigma Lambda (ASL), the National Honor Society for Nontraditional/Adult Students was formed in 1946 to recognize adult students who achieve academic excellence while facing competing interests of family, community

and work. The requirements to qualify for induction into the Sigma Gamma Chapter of the Alpha Sigma Lambda Honor Society are as follows:

1. Candidates must have completed at least 24 credit hours at Campbell University of which at least 12 of those hours must be in the arts and sciences
2. Have a minimum cumulative institutional GPA of 3.75
3. Satisfactory social standing having no blemish of academic or student misconduct

Degree Audit

Students are encouraged to access their degree completion progress through their Program Evaluation in WebAccess. Your Academic adviser will be able to assist you with any questions you may have regarding your degree completion.

Proficiency Testing

Measure of Academic Proficiency and Progress (MAPP) and the Major Field Test (MFT)

Campbell University participates in two major testing programs: the Measure of Academic Proficiency and Progress (MAPP) and the Major Field Test (MFT). Campbell University's catalog requires students to "participate, when requested, in assessment of institutional effectiveness programs." These tests are used as a standard measurement for comparing Campbell University to other colleges and universities and to provide feedback for continuing quality improvements.

The MAPP is usually given in the fall of each year. The MFT is given in the spring and fall to those students in selected majors who will be graduating soon. The results of both tests are compared with those of other campuses within the University and with the national averages derived from other colleges and universities around the country. These test results do not become part of the student's record, nor do they affect a student's academic standing at Campbell University.

GRADUATION REQUIREMENTS

Degree Completion

In general, degree completion involves two major components which are course content and the total number of hours for degree completion. Campbell University requires completion of 62 credit hours for a two-year (Associate) degree and completion of a minimum of 124 credit hours for a four-year (Bachelor) degree. The current catalog and curriculum checklist contains specific course requirements for each degree.

GPA Requirement

An overall grade point average (GPA) of 2.0 is required as well as a 2.0 GPA in your major is required for graduation.

Graduation Deadlines

Currently, Campbell University confers degrees four times during the academic year. During May and December, a commencement ceremony takes place at the main campus in Buies Creek. Another graduation and recognition ceremony takes place at the Camp Lejeune Extended Campus site during late-May or early-June. Students from other Extended Campus sites are eligible to participate in this ceremony with permission from their home campus director. Additionally, degrees are conferred in late August but without a commencement ceremony.

Students failing to complete requirements as scheduled for their desired graduation date are required to complete a new Application for Graduation for the next commencement for which they are eligible.

Deadlines for graduation applications and documentation will be posted on the bulletin boards, Campus websites, and in the academic calendar of each schedule.

Appointments with Graduation Counselor

Students approaching degree completion must fill out an Application for Graduation. Some Extended Campus sites may also require an appointment with a graduation counselor to review eligibility for a graduation. Check local site procedures for more information. In addition, all documentation, such as CLEP scores, transcripts for correspondence courses, or any other transcripts for courses taken since the time of enrollment in Campbell should be on file at the Campbell office prior to requesting a graduation audit. Appointments may be made any time after the previous graduation date. Specific deadlines are posted in Extended Campus offices. Students who are unable to meet the application and supporting documentation deadline may be delayed until the next scheduled graduation.

Graduation Survey

As part of the graduation requirements all students are required to complete a brief survey through which students are provided an opportunity to evaluate their campus, the quality of education received and their experience with the University.

Graduating with Honors

In order to be eligible for honors at graduation, a student **must have completed a minimum of 60 credit hours at Campbell**. The award of honors at Campbell University is determined in accordance with following rules:

- The GPA on all work at Campbell University must equal the stated GPA requirement.
- Students who achieve a grade point average of:
 - 3.50 will be graduated **cum laude**
 - 3.70 will be graduated **magna cum laude**
 - 3.90 will be graduated **summa cum laude**

Please note: Honors are not awarded for the Associate of Arts degree.

STUDENT SERVICES

The Camel Card (ID CARD)

Each Camel Card will include a photograph which clearly shows the entire face of the cardholder. No student who is wearing a hat, head covering, or dark glasses will be photographed by the University for the purpose of the Camel Card. Photos submitted must conform to US Passport specifications. Campbell University reserves the right to make exceptions to this rule in order to accommodate a Cardholder's religious practices or medical condition. Campbell University has the right to determine, in its sole discretion, if a photograph meets the above standard and to require the Cardholder to be photographed again in order to meet this standard.

Obtaining a Camel Card

In order to obtain a Camel Card, a student must be an accepted applicant or registered student and present valid picture identification. Valid picture identification includes valid driver's license, state identification cards, passports or military ID. The Extended Program campus will photograph and request Camel Cards. Students in the Online Program will be required to provide a passport ready photo.

Lost or Stolen Card

Cardholders must notify the Campbell University Office of Adult & Online Education if their Camel Card is lost or stolen at 910-893-1278. Students may also go to the Blackboard™ System and report the card lost or stolen. Cardholders must report the loss within one (1) university business day of the loss. Upon notification, the lost or stolen card will be deactivated and a new card issued.

Liability of a Cardholder will not exceed fifty dollars (\$50.00) for unauthorized transactions if the loss is reported within one (1) university business day of the actual loss. If a lost or stolen card is not reported within one (1) university business day, the Cardholder will assume liability for unauthorized transactions. Campbell University will have no liability if the lost or stolen card is not reported within one (1) university business day of the loss or theft.

Costs (Card Replacement, Fees, and Miscellaneous Charges)

Cardholders will be charged for all replacement cards. A new card will be issued at no charge to a Cardholder if the magnetic strip will no longer work. If a Cardholder's status or if the Cardholder's name changes, a new card will be issued without charge. A new card will only be issued when the change has been made effective at the appropriate office.

The following fees will apply to all cardholders with exception of provisions stated in the items above:

- Initial Card (Undergraduate) - No charge
- Initial Card (Graduate) – No charge
- Replacement (Lost/Stolen) - \$15.00
- Replacement (Damaged, with exchange of damaged ID) - \$10.00
- Change of Photo (with exchange of old ID) - \$10.00
- Returned checks - \$25.00
- Fees subject to change without notice.

Library Resources

Students may remotely access Campbell University's Wiggins Memorial Library through the library website (<https://library.campbell.edu>) or through their Blackboard™ courses. The following three links are available in the Blackboard™ course menu for Adult & Online Education classes: "Wiggins Memorial Library," "Research Assistance/Librarian," and "Need More Help?" Here, students are connected with a librarian and are provided discipline and/or course specific research help.

Instructions for off-campus access to e-resources are available at <http://www.lib.campbell.edu/off-campus-access>. After you have configured your browser, you may be asked to enter your user ID in order to authenticate your Campbell status as a current student. The user ID and password are the same as the student's Blackboard™ credentials.

Students have a variety of online resources available through the library including e-books, journals, articles, and more. A search of all materials can be completed online using the OneSearch feature available at: (<http://campbell.summon.serialssolutions.com/advanced>). OneSearch allows searching through all types of media as well as advanced searches by database, peer reviewed status, dates, subject, and more.

In addition to OneSearch, LibGuides (<http://guides.lib.campbell.edu/>) are being developed by the librarians for each course. LibGuides gather all of the necessary research information for each class into one link accessible from both on and off campus.

In the rare instance that the material needed by a student is not available via electronic access, Wiggins Memorial Library also provides document delivery and interlibrary loans. Documents can be sent by email or postal service. Interlibrary loans may be requested and managed here: <https://campbell.illiad.oclc.org/illiad/>.

Quick library links for distance learners may be accessed at <http://www.lib.campbell.edu/distance-learning>

Tutoring

All students in Adult & Online Education, regardless of campus location or course discipline have access to 24/7 online tutoring services through Smarthinking®. Information about utilizing Smarthinking may be found in your Blackboard course site or by emailing your instructor.

Helpdesk

Helpdesk Contact Information

The Helpdesk may be contacted by calling 1-800-334-411 1 ext. 1208 or 910-893-1208, sending e-mail to helpdesk@Campbell.edu or stopping by Room 001 in Baldwin Hall. The Helpdesk web page is available at: <http://helpdesk.campbell.edu>.

Helpdesk Staff Availability and Response Time

The Helpdesk is staffed from 8:30 AM to 5:00 PM from Monday through Friday. If a Helpdesk Specialist is not immediately available via telephone, the student may leave a voice mail message or access the Helpdesk via email. Voicemails received during normal business hours are generally responded to within 4 hours. At times, there are University-wide issues that may cause heavy call volumes and may prevent staff from getting back to someone within the standard timeframe. During these times, the Helpdesk welcome message will be modified to reflect the current condition, alerting customers to potential longer wait times. Responses to email requests will be made within 1 business day, if received during normal business hours.

Campbell Email

Campbell University email accounts will be the required means of communication between enrolled students and instructors, school administrative offices, and the WebAccess administrator. Once you have registered for classes, an account will be created for you. To access your Campbell email address go to www.campbell.edu and choose "student email" in the 'log in' option in the top banner.

Name/Address Change

Students are responsible for notifying the university of name and address changes. A "Change of Name/Address" form is available at the Extended Campus Offices or the Main Campus Registrar's Office.

WebAccess

WebAccess is a web interface that allows students to review information contained in the Campbell University database. WebAccess consists of screens and information which may be used by students to register online, view schedules, grades, financial accounts, and program progress. Once a student has registered for classes, an account will be created for him/her. To access WebAccess go to <https://wa.campbell.edu>.

Transcript Requests

Official copies of transcripts are \$5.00 each. Written requests should be made to the Registrar. Checks or money orders should be made payable to Campbell University. Campbell University complies with the Buckley Amendment with respect to the privacy of student records, i.e., the University will not release student records without the signature of the student.

Forms for transcript requests may be obtained by accessing the main Campbell University website, the extended campus offices or by mailing a formal request to the Registrar's office:

Web Address: <http://www.campbell.edu/academics/registrars-office>

Mailing Address: Registrar's Office

P.O. Box 367

Buies Creek, NC 27506

Main Campus Bookstore Shopping

Students can shop the University Bookstore through <http://campbell.bncollege.com> or linked from their campus website.

Textbooks

Students may order their textbooks online through the Bookstore link at <http://campbell.bncollege.com>. Students are not required to purchase their textbooks through Barnes and Noble, the University bookstore, but must obtain their required textbook before the first day of class. Information regarding textbook returns and book buy back are also available on the bookstore website.

Disability Services

Campbell University is committed to providing equal educational opportunity for persons with disabilities in accordance with the nondiscrimination policy of the University and in compliance with Section 504 of the Rehabilitation Act of 1973, with Title II of the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

More specific information can be found in the "Student Guide to Accessing Disability Services"
http://www.campbell.edu/pdf-top/student_success/EC_and_Online_Program_Student_DSS_Guide.pdf

Questions or comments about this manual should be directed to Laura Rich, Director of Student Success / ADA/504 Compliance Officer.

Phone Numbers and Mailing Address:

1-800-334-4111 (Ext 4364) or 1-910-814-4364
Director of Student Support Services
PO Box 95
Buies Creek, NC 27506

Further information for Student Support Services can be found as follows:
<http://www.campbell.edu/student-services/student-support-services/disability-services/>

Career Development and Placement Services

Career Services seeks to assist students in understanding the essential skills needed to successfully navigate the job market and to progress in their chosen profession.

Further Information

For more information about Career Services, call 910-814-5707 or check out the website as follows:
<http://www.campbell.edu/student-services/career-services/>.

STUDENT CONDUCT

Code of Honor

The Code of Honor of Campbell University arises directly out of the institution's Mission Statement.

The basic principles which guide the development of Christian character and govern Christian behavior are to be found in the Scriptures. Moral law is the gift of God and is fully revealed in the teachings of Jesus Christ.

The student, by virtue of his enrollment, agrees to abide by the rules and moral precepts which govern the University community. Because of the University's commitment to the lordship of Christ over every area of life, wholehearted obedience to moral law as set forth in the Old and New Testaments and exemplified in the life of Christ applies to every member of the University community, regardless of position.

While the Bible does not provide specific teaching regarding all social practices, its emphasis on general principles is unmistakable, particularly in circumstances where lack of self-restraint would be harmful or offensive to others. Out of these general principles come certain concrete expectations which should be viewed not negatively but as practical guidelines for conduct and for a productive way of life;

1. To uphold at all times and in all places, both on and off campus, the University's Statement of Purpose.
2. To protect the personal rights of others, refraining from any physical or verbal abuse and exemplifying courtesy, consideration, and respect.
3. To protect the property rights of others from theft, damage, or misuse.
4. To adhere to all university policies and regulations, including the rules governing the use of facilities, housing on and off the campus, and campus organizations.
5. To obey, respect, and uphold the law of the land.
6. To refrain from the possession, use, or distribution of alcoholic beverages and drugs.
7. To maintain a standard of dress; which ensures neatness, cleanliness, and appropriateness of attire.
8. At all times, to exhibit good taste, decency, and restraint, refraining from disorderly conduct or indecent, profane, or obscene expression.
9. To be honest in all behavior, never cheating, plagiarizing, or knowingly giving false information.
10. To abstain from any sexual relations outside the bonds of marriage.
11. To exemplify high principles of honor, integrity, and morality and to help others fulfill their obligations under this code.

Disciplinary Offenses: Adult & Online Education

The following are considered disciplinary offenses at all extended campuses:

- Interference, coercion or disruption which impedes, impairs, or disrupts University missions, processes, or functions or interferes with the rights of others during University classes and activities.
- Abusive, drunken, violent, or excessively noisy behavior or expressions upon any University offices, classrooms, or activities.
- Indecent or obscene behavior or the distribution of obscene material upon University property, physically, through social media, or any other electronic or digital process.
- The threat or commission of physical violence against self or other persons present on University property.
- The commission of acts which constitute a violation of local, state, or federal law upon University property.
- Unauthorized entry or use of University facilities or any violation of University rules regarding the use of University property.
- Failure to comply with directions of University officials acting in the performance of their duties.
- The threat or commission of physical violence against any University employee for the purpose of influencing the employee's official actions.
- Falsifying, altering, or forging any official University records or documents; employing official University documents or records for purposes of misrepresentation; or causing any official University documents or records to be falsified by means of any misrepresentation.
- Knowingly passing a worthless check or money order to the University or to a member of the University community acting in an official capacity.
- Possessing a deadly weapon on University property without authorization of the Extended Campus Director.

- Defacing, disfiguring, damaging, or destroying public or private property located on University property.
- Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the University community.
- Giving false testimony or other evidence at any official hearing of the University or giving false information to any faculty or staff members acting in the performance of their duties.
- Bribing any University employee.
- Harassing anyone present on University property.
- Unauthorized access to or misuse of University computers, computing programs, or services
- Any other form of prohibited conduct set forth in the Campbell University undergraduate Student Handbook

Authority of the Dean for Adult & Online Education

The President of Campbell University delegates the responsibility of student discipline for undergraduate extended campus students to the Dean of Adult & Online Education. Within the academic community, certain regulations are necessary for the orderly operation of the University and for the well-being of its members. Furthermore, Campbell University, in keeping with its concern for students individually and corporately, has a legitimate interest in their welfare in and out of class, on and off campus. The University is especially concerned with those students' actions that are inconsistent with their obligations as members of this educational community. When, in the opinion of the University, the conduct of a student at any place is reprehensible or detrimental to the best interest of that student, his fellow students, or the University, appropriate disciplinary action will be taken. This action may be taken by the Dean of Adult & Online Education or referred by him to the appropriate board, committee, or person.

Authority of the Campus Directors

The Directors of the Fort Bragg/Pope Field, Camp Lejeune/New River, RTP, and Campbell Online campuses are appointed as the designated representatives for the Dean of Adult & Online Education with the respect to the supervision of student conduct. The directors may initiate investigations into the allegation(s) of misconduct and prescribe disciplinary actions consistent with the circumstances and nature of the offense. Directors may appoint a Judicial Committee to determine if a violation(s) has been committed and to make recommendations regarding appropriate sanctions to the Campus Director. The Judicial Committee may be composed of up to three (3) Adjunct Faculty members currently teaching at the campus and two (2) students with senior class standing. Whether the Campus Director makes his/her decision based on his/her investigation or upon the recommendation of the Judicial Committee, the student shall be given notice of the alleged violation and opportunity to be heard either by the Campus Director or Judicial Committee if that procedure is used.

Appeals

Within (5) five working days of the decision of the Campus Director, the accused student may appeal in writing to the Dean of Adult & Online Education for a review of the decision of the Campus Director, which review shall be on the record only.

The review and decision rendered by the Dean of Adult & Online Education should be considered final and binding.

Sanctions: Adult & Online Education

Warning

The Dean of Adult & Online Education or the Campus Director may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action. Warnings may not be appealed.

Suspension

Forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus is set forth in the Notice of

Suspension. If a student, while on suspension, violates any of the terms set forth in the Notice of Suspension, the student shall be subject to further discipline in the form of dismissal.

Dismissal

Dismissal is exclusion from the campus and termination of student status for an indefinite period. The conditions of reconsideration for readmission will be specified at the time of dismissal.

The student may be readmitted to the University only with the specified approval of the Dean for Adult & Online Education and upon the recommendation of the Campus Director of the campus at which the student was enrolled.

Complaints, Grievances, and Grade Appeals

Students having complaints, grievances, or grade appeals (not based on academic misconduct) should make every effort to resolve the matter through an initial discussion with their instructor. If this cannot be accomplished, the next step is to submit the complaint, grievance or grade appeal in writing using the Adult & Online Education Grievance form. This form can be picked up at the extended campus office. It is to be filled out by the student and submitted to the instructor. If the issue is resolved at the faculty level, no further action is required. If the student is not satisfied with the decision of the faculty, the student can appeal the grievance to the Extended Campus Director. Within 5 days of the date of the submission of the grievance, the student may request a meeting with the Director. The Director will indicate his/her decision on the grievance form. If the student is not satisfied with this decision, a final appeal can be made on the same form to the Dean of Adult & Online Education. The Dean's decision will be based on the record only and is final. The student will be notified of the decision as well as the reasons for the decision on the grievance form.

Statement of Student Rights and Responsibilities

Student Rights

Students retain those rights common to all U.S. citizens under our federal and state constitutions and through pertinent laws. These rights include, but are not limited to, the following: privacy, equal opportunity, non-discrimination, and freedoms of speech, assembly, and association. Examples of the application of these rights in the University setting include students' rights to organize and join associations to promote their common interests, the right to engage in discussions, the rights to exchange thoughts and opinions, and the rights to speak, write, or publish on any subject in accordance with established law.

- The right to participate in University sponsored services and activities without discrimination or harassment based on a student's race, creed, color, national origin, age, sex, or other classifications that deprive persons of consideration as individuals.
- The right to accurate and clearly stated information, including that relating to the maintenance of acceptable academic standing, graduation requirements, and behavior expectations.
- The right to be evaluated in the classroom solely on the basis of academic achievement and fulfillment of educational requirements with freedom of expression protected and respected.
- The right of protection from the maintenance by the University of records reflecting the students' beliefs or political activity and associations except for counseling records, health records, and records of disciplinary proceedings, and the right of protection from release to persons outside the University community of such records as well as academic and disciplinary records without the express consent of the student or a court order.
- The right to petition for change in either academic or non-academic regulations, procedures, or practice.
- The right to fair and impartial treatment and due process in any action, which can reasonably be expected to affect the student's status with the University, brought or taken by the University or any of its constituent parts or agencies. The due process rights in cases under the Student Conduct Code shall include the right to:
 - A prompt hearing
 - Protection from self-incrimination

- Protection from arbitrary and capricious charges
 - Protection from arbitrary, malicious, or unjust sanctions
 - A fair and impartial hearing
 - Cross-examine any evidence presented
 - Challenge the membership of a hearing board
 - Be treated and considered innocent until proven guilty by a fair preponderance of the evidence
 - Appeal in all cases
 - Advice or other counsel, but the advisor or counsel shall not be permitted to participate in any misconduct hearing or meeting with faculty or the Campus Director involving misconduct
 - Notification and explanation of the charges
 - Present evidence and witnesses except when the review is on the record
- The right to use University facilities in accordance with guidelines established for the use of those facilities.

Statement of Student Responsibilities

Students attending any of Campbell University's Extended Campuses have the following responsibilities:

- To apply themselves to their studies to the best of their ability.
- To become familiar with the rules and regulations governing the degree in which they are enrolled and to ensure that the subjects selected meet the degree requirements.
- To be aware of the policies and practices of the University and of all faculty members and departments in which they are enrolled. Students are also responsible for information contained in the materials and information made available to them by the University, the instructors, or the departments.
- To be aware of the rules and regulations concerning the use of University computing, library, and other facilities as set out in published material.
- To meet deadlines for work to be submitted.
- To take the initiative and consult appropriately when problems arise.
- To submit original work for assessment without plagiarizing or cheating.
- To accept responsibility for their own learning.
- To contribute to the development of University programs and policies by participating in consultative and deliberative processes in a responsible and ethical manner.
- To be aware of the University's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the University community.
- To respect the right of faculty members to express views and opinions.
- To respect the working environment of others in all areas of the University.
- Violation of any university policy or provision of this handbook

INSTITUTIONAL POLICIES

Family Education Rights and Privacy Act of 1974 (FERPA)

Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records, as defined by law. Other than for "Directory Information," Campbell University will release information only with the student's written consent and/or in compliance with federal law and regulation, and will use "Directory Information" in the best interests of the student. "Directory Information" at Campbell University is defined as: name, academic majors and minors, academic classification (freshman, sophomore, etc.), and e-mail addresses.

Rehabilitation Act of 1973

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973, Campbell University does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. Inquiries may be directed to James O. Roberts, Post Office Box 97, Buies Creek, North Carolina 27506.

Americans with Disabilities Act of 1990 (ADA) as amended (ADAAA)

Campbell University complies with the provisions of this law. Inquiries may be directed to James O Roberts, Post Office Box 97, Buies Creek, North Carolina 27506.

Children

Children are not permitted in or left unattended around classrooms while classes are in session. Faculty will enforce this rule. Students will be asked to leave class if they are unable or unwilling to comply with this rule.

Anonymous and Obscene Phone Calls

Anonymous and obscene telephone calls are a violation to the University's Code of Honor, the Student Code of Conduct and the state and federal law. Persons who make such calls can expect the University to pursue aggressively their criminal prosecution and disciplinary action.

Confidential Crime Reporting

Members of the campus community may make formal reports to Campus Director of crimes without having their names used. While such reports cannot be used for criminal prosecution, the information they contain will be used in the University's crime prevention program. Furthermore, persons making such reports will be given every opportunity to avail themselves of victim assistance programs.

Inclement Weather

Campbell University's policy is to remain open and in operation during regularly scheduled hours. Normally administrative offices will remain open and classes will be conducted.

Safety is the primary concern. Thus, extreme or emergency conditions may occur that necessitate closing. Campuses operating on a military installation will close and cancel classes if the military installation closes.

The University recognizes that flexibility is required in extreme circumstances and, thus, all persons are encouraged to use maturity, good judgment, and professionalism in dealing with adverse weather conditions.

If classes are canceled notification may be sent by email, obtained from the University's web page, by calling 910-814-5700 or 800-760-8980, or by a text message from the University's Mass Notification System (students may sign up to receive these text message alerts through the University's web page).

Involuntary Withdrawal

A student will be subject to involuntary withdrawal from the University if it is determined that the student is:

1. Engaging or threatening to engage in behavior which poses a danger of causing physical harm to him/her or others.
2. Engaging or threatening to engage in behavior which would cause significant property damage or impede the lawful activities of others.
3. Engaging or threatening to engage in behavior that would damage the reputation of the University or when the reputation of its members is at stake.

In dealing with instances of this nature, the first option will be for the Dean of Adult & Online Education to offer the student the opportunity to withdraw from the University voluntarily. The withdrawal will be handled in the same manner as any other withdrawal except for medical reasons.

If the student objects to the withdrawal, the Dean of Adult & Online Education will arrange an administrative hearing before the Dean of Adult & Online Education's Council. A decision will be reached concerning enrollment at the University based on the student's past and present behavior. If the student wishes to introduce information from an appropriate health-care provider concerning the student's physical, mental or emotional condition, they may do so.

If it should be determined by the Council that the student is not fit to continue to be enrolled, an involuntary withdrawal will be executed on behalf of the student.

Release of Information

It is the policy of Campbell University to release certain directory information of its students. In compliance with the Family Educational Rights and Privacy Act (FERPA/PL 93-380), the University will continue this policy of releasing the directory information, such information being defined by the act as some or all of the following categories: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, yearbook pictures, weight and height of members of athletic teams, dates of attendance, degrees, awards received and most recent or previous educational institution attended, electronic mail address, student's photograph, grade level, student's ID number, and enrollment status (undergraduate or graduate; full-time or part-time).

Student's transcripts and permanent records are defined by FERPA as "education records" and they are secured in the Registrar's Office in the J.A. Campbell Administrative Building. The student's record contains his/her transcript from Campbell University, transcripts and transcript evaluations from other educational agencies attended by the student, secondary school transcripts, Scholastic Aptitude and other standardized test scores, the student's application for admission, general correspondence with the student, and if applicable letters concerning misconduct. The transcript and contents of the permanent record may be examined by the student upon appointment with the Registrar.

University officials having access to the student's transcript are: the President, Provost, Academic Deans, Registrar, Director of Admissions, Director of Financial Aid, Director of Career Services, Faculty Advisers, Dean of Students, and designees of these University officials.

Campbell University guarantees each student certain rights in compliance with FERPA.

These rights include:

1. "Inspect and review their education records."
2. "Challenge in a hearing the content of their education records, to ensure that they are not inaccurate, misleading, or in violation of their privacy rights."
3. "Be granted an opportunity to correct or delete any inaccurate, misleading or inappropriate information contained in their education records."
4. "Nondisclosure without prior consent of their education records, or of any information in those records that could reasonably reveal the eligible student's identity." FERPA does allow nonconsensual disclosures of education records under specific limited circumstances.
5. "Request nondisclosure of directory information without prior consent."

(Source: The FERPA Answer Book for Higher Education, 2009 Wiley Periodicals, Inc.)

Campbell University will receive and consider any eligible student's request to exercise these rights. Eligible students requesting hearings concerning amendments must make these requests in writing.

Exceptions to FERPA regulations include but not limited to the following:

- The health and safety emergency exception states that the institution may disclose personally identifiable information from an education record to appropriate parties including parents in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- If a student is identified as a dependent of his/her parents, the University may share information from education records without written consent from the student. The disclosure of the education records under this exception is “permitted” but not “required.”

It is recommended that students sign a written consent form which gives specific instructions of what can be disclosed of an education record, to whom it can be disclosed and the time limit of disclosure.

Respect for Authority

A student must identify himself/herself if asked to do so by an official of the University. A student must also comply with instructions given by a faculty member or an official of the University when such instructions are in keeping with the University policy. The University expects a courteous and respectful attitude toward staff, faculty and administrators. Failure to display such an attitude or to identify one’s self will result in disciplinary action. Students must be in possession of their student ID Card at all times and must produce them upon request.

Title IX

Sexual Harassment, Sexual Violence

Non-discrimination, & Non-retaliation Policy

Title IX Investigation and Hearing Procedures

A. Notice of Non-Discrimination:

Complaints Concerning Discrimination, Hostile Environment, and/or Sexual Harassment under Title IX.

The university does not permit discrimination or harassment in our programs and activities on the basis of race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. Students who believe they have been subjected to discrimination or harassment in violation of Title IX should follow the procedures outlined in this *Chapter* to report these concerns immediately to the Title IX Coordinator identified below. ***Title IX prohibits retaliation by any student and/or employee against anyone who reports an alleged Title IX violation.***

The university maintains an Equal Opportunity/Affirmative Action program for its recruitment, employment, promotion, compensation, grants of leave, and benefits of employees. For more information go to:

<http://www.campbell.edu/about/employment/>.

Inquiries, regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Mr. Robert C. Cogswell, Jr., Title IX Coordinator, 95 Bolton Rd., Buies Creek, NC, 27506, 910-893-1217/FAX 910-814-4361; cogswell@campbell.edu, or Malinda Ashcraft, Deputy Title IX Coordinator, ashcraft@campbell.edu. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-1475.

Telephone :(202)453-6020; Facsimile :(202)453-6021; Email: OCR.DC@ed.gov

B. Campus Life Policies and Practices

Campbell University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as later defined herein. Campbell University is fortunate to have a very safe campus. Nevertheless, the possibility of rape, date rape, and sexual assault exists, just as it exists on any campus. The University's approach to addressing this problem is to (a) educate the campus community as a means of prevention; (b) deter such acts through prompt reporting and investigation of alleged violations of this policy, and the imposition of sanctions where a violation is found by a preponderance of the evidence; (c) provide assistance to victims; and (d) place victims in contact with local law enforcement to investigate possible legal prosecution.

Educational programs are conducted through several offices. The Campus Life Office addresses rape, date rape and sexual assault at residence hall programs. Student Support Services provides video lectures, seminars, literature, video and audiotapes, and personal counseling. Additionally, Campus Safety provides informative materials and presentations to campus organizations and residence halls. Counseling options are listed in this publication in the Campus Services section.

C. Definitions

Awareness Programs: Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Consent: The explicit approval and permission to engage in sexual activity demonstrated by clear actions, words, or writings. Consent is informed, freely given and mutually understood by all parties involved. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the Complainant was mentally or physically incapacitated or impaired so that the Complainant could not understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious, or under the age of legal consent, or unable to give consent under current law. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the Respondent has taken advantage of a position of influence over the Complainant may be a factor in determining whether consent was freely given. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Consent can be withdrawn at any time.

Dating Violence: Violence that is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition—
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence: A felony or misdemeanor crime of violence committed-

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Gender-based Harassment. This is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature

Hostile Environment. Harassing that was conduct sufficiently serious-that is sufficiently severe or pervasive-to deny or limit a student's ability to participate in or benefit from the university's program based on sex.

Ongoing Prevention and Awareness Campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in paragraph 34 CFR 668.46, paragraph (j)(1)(i) (A)-(F).

Pregnant and Parenting Students. The university may not (a) apply any rule concerning parental, family, or marital status that treats persons differently on the basis of sex; (b) discriminate against or exclude any student from its education program or activity, including any class or extracurricular activity on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom; or (c) make pre-admission inquiries as to the marital status of an applicant for admission.

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by the sex organ of another person, without the consent of the victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

Retaliatory Harassment: Intentional action taken by an accused individual, allied third party, or the Title IX Coordinator, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a proceeding under this policy or any other grievance or disciplinary proceeding, or advocating for others' Title IX rights. Any such action is strictly prohibited and may be investigated and reviewed as a separate violation of these Title IX Policies and Procedures.

Risk Reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Sex Offenses: Any sexual act directed against another person, without consent of the victim including instances where the victim is incapable of giving consent.

1. **Rape** - the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
2. **Sodomy** - oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
3. **Sexual Assault with an Object** - the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
4. **Forcible Fondling** - the touching of private body parts of another person for sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sex Offenses - Non-Forcible: Unlawful, non-forcible sexual intercourse.

1. Incest - Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
2. Statutory Rape - Non-forcible intercourse with a person who is under the statutory age of consent.

Sexual Harassment: Any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Examples of sexually harassing conduct include, but are not limited to:

- making sexual propositions or pressuring students for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- making via electronic means, displaying, or distributing sexually explicit
- drawings, videos, pictures, or written materials, in any manner or through social media;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students as to sexual activity or performance; or circulating or showing e-mails or Web sites of a sexual nature.

Sexual Harassment of a Student by another Student. Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Sexual Harassment of a Student by a Faculty/Staff Member. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Sexual Violence. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated

against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - a. Far of the person's safety or the safety of others; or
 - b. Suffer substantial emotion distress
2. For the purposes of this definition-
 - a. *Course of conduct* means two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.
 - b. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

D. Procedures

When a complaint is filed alleging discrimination or harassment in violation of Title IX as defined herein, or such alleged conduct is brought to the attention of the Title IX Coordinator, the process involves an immediate initial inquiry by the Title IX Coordinator to determine if there is reasonable cause to believe the discrimination or harassment has occurred. If the Title IX Coordinator determines there is reasonable cause to believe the discrimination or harassment as alleged has occurred, the Title IX Coordinator will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the discrimination or harassment has occurred. If so, the university will implement a prompt and effective remedy designed to end the discriminating or harassing conduct, prevent its recurrence and address its effects.

If deemed necessary by the Title IX Coordinator, interim remedial measures to avoid contact between the complainant and the alleged perpetrator (the "respondent") may be taken prior to completion of the investigation to change academic and extracurricular activities including living, transportation, dining, and working situations. The complainant will be referred to the Office of Student Life to make him/her aware of all available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, and health and mental health services, and the right to report a crime to Campus Safety or the Harnett County Sheriff's Department.

This procedure is intended to apply to alleged discrimination or harassment in violation of this Title IX Policy. All other misconduct or grievances by students against students or employees against students will be addressed through the student academic/misconduct procedures or non-academic/non-misconduct grievance procedures located elsewhere in this *Code* which is administered by the Vice President for Student Life.

1. Informal Process

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve the issues. Whenever possible and safe, the problem or complaint should first be discussed with the respondent who is the subject of the complaint. If the parties believe the issue has been resolved, they should nevertheless report the matter to the Title IX Coordinator for approval of the resolution.

If satisfactory resolution is not reached after discussion with the respondent, the complainant should contact the Title IX Coordinator immediately regardless of whether the respondent is a student or an employee. The university does not require a student to contact the respondent or the respondent's supervisor if doing so is impracticable or unsafe, or if the student believes that the conduct cannot be effectively addressed through informal means.

2. Formal Process

If the informal process does not resolve the complaint, the Title IX Coordinator or a case investigator (either the "Investigator") will be designated to formally investigate the complaint. The Investigator will be someone who is regularly trained on dating violence, domestic violence, sexual assault, stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Notice of a formal student complaint can be made in person or orally to an appropriate official, but the university strongly encourages submission of the complaint in writing, by email attachment as a MS Word or pdf document, or other written form to the Title IX Coordinator identified above

The complainant should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The complaint should be signed by the complainant or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the complainant. Any supporting documentation and evidence should be referenced within the body of the complaint. Additionally, the complainant should submit any supporting materials in writing as quickly as is practicable.

Upon receipt of a complaint, the Investigator will direct the investigation and confer with the Title IX Coordinator and the Vice President for Student Life on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions.

The Investigator will then take the following steps:

- In coordination with the campus Title IX Coordinator, initiate any necessary remedial actions to include preventing any contact between the complainant and the alleged violator if necessary;
- Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a University proxy or representative);
- Identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent, and what policy violations should be alleged as part of the complaint;
- If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action;
- Meet with the complainant to finalize the complaint;
- Prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not), which may include a recommended sanction;
- The decision of the Title IX Coordinator is final, and not subject to modification except through the appeals process set forth in Section 3.
- Present the findings (but not the recommended sanction) to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings; and
- Simultaneously share the findings and update the complainant on the status of the investigation and the outcome.
- Either party may appeal the findings pursuant to Section 3.

These procedures are entirely administrative in nature and are not considered legal proceedings. During the meeting with the Investigator or any subsequent proceedings, the complainant or the respondent may have an advisor or advocate accompany and assist him/her at their expense. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the complainant or respondent they represent as necessary as long as it does not disrupt the proceedings.

Remedies for the Complainant. The victim may seek the assistance, in confidence, of the Campus Counselor and/or Campus Minister. Additionally, depending on the specific nature of the problem, the Vice President for Student Life may direct remedies for the complainant which may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities;
- Ensuring the complainant and respondent do not share classes or extracurricular activities;
- Moving the respondent or complainant (if the complainant requests to be moved) to a different residence hall;
- Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
- Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and

3. The Title IX Hearing Committee Procedures

- a. Where the respondent accepts the finding that he/she violated the Title IX Policy, the findings cannot be appealed by the respondent and the Title IX Appeals Hearing Committee (THC) shall conduct a hearing in accordance with Section 3.c. within ten (10) school days, after notice to the complainant and alleged perpetrator. For purposes of this decision, the THC will be provided all relevant documents and statements of witnesses, the respondent, and the complainant gathered by the Investigator.
- b. If the complainant or respondent is not satisfied with the Title IX Coordinator's findings, they may request a hearing before the THC and this request must be made in writing within 3 school days to Office of the Vice President for Student Life. If the request is timely filed, the THC shall conduct a hearing in accordance with Section 3.c. within ten school (10) days, after notice to the complainant and respondent.
- c. At any hearing conducted by the THC both the complainant and the respondent will be requested to appear, as well as any witnesses they wish to call. If requested, the complainant and respondent will not be present at the same time during the hearing, nor is the presence of the complainant a prerequisite for the hearing to proceed. The failure of either or both parties to appear when properly notified will not prevent the hearing from taking place as scheduled or preclude a decision from being reached. The decision of the THC shall be based on a preponderance of the evidence.
 - (1). If the hearing is based on a request by the complainant to reconsider the findings of the Title IX Coordinator pursuant to Section 3.b., and the THC, based upon a preponderance of the evidence, finds that there has been a violation of the Title IX Policy, it may impose sanctions in accordance with Section 3.d.
 - (2). If the hearing is solely for the purpose of determining a sanction pursuant to Section 3.a., the THC may impose sanctions as prescribed by Section 3.d
- d. If the THC is authorized to impose sanctions as outlined in this edition of the Student Handbook up to suspension. Based on the severity of the violation, the THC may recommend expulsion for the respondent to the Vice President for Student Life.
- e. The THC may consult with the Investigator at any time about conflicts in testimony if it will not unduly prejudice the THC decision making process.

4. Appeal to the Executive Appeals Committee

The complainant and the respondent will both be notified of the Committee's decision and will both have the option, if dissatisfied, to make written appeals to the Executive Appeals Committee (EAC) through the Office of the Vice President for Student Life. Notice of such appeals must be provided to the Office of the Vice President for Student Life within three (3) school days of the decision. The ONLY grounds for appeal are as follows:

1. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the EAC determines that new evidence should be considered, it will return the complaint to the THC to reconsider in light of the new evidence, only. The reconsideration of the THC is not appealable.

If the EAC determines that a material procedural [or substantive] error occurred, it may return the complaint to the THC with instructions to reconvene to cure the error. In rare cases, where the procedural [or substantive] error cannot be cured by the THC (as in cases of bias), the EAC may request a new hearing of the complaint with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the EAC determines that the sanctions imposed are disproportionate to the severity of the violation, EAC may then increase, decrease or otherwise modify the sanctions. The decision of EAC is final.

E. Criminal Process

Victims of sexual assault, rape and/or date rape are encouraged to seek the criminal prosecution of their assailants. The Campus Safety Office will assist victims who choose to prosecute by transporting them to the Magistrate's Office and providing information in support of the charges being preferred. In cases when the victims wish to remain anonymous, they will be referred to the Sexual Assault and Family Emergency Agency (S.A.F.E.). However, the university will continue to investigate the report in compliance with Title IX.

The University views rape, date rape, and sexual assault as grievous violations of the law of God and man, the Code of Honor and the Student Code of Conduct. As such, these offenses will be addressed by the Executive Student Conduct Committee. A student who is proven to have committed or been involved in the commission of such an offense can expect to be suspended or expelled from the University.

Should a student be raped or sexually assaulted on the campus or in the vicinity of the school, the victim is urged to report the matter to Campus Safety without delay and preserve all evidence of criminal action. As unpleasant as it may be, the victim should not wash, shower, or change clothes. To a large extent, the victim is the evidence of the crime. The longer the delay between the incident and the time it is reported, the less likely it is that the criminal prosecution will be successful. It should also be noted that state laws dealing with victim compensation and aid limit eligibility for benefits to cases of rape and sexual assault reported within five (5) days.

By contacting the Harnett County Sheriff's Deputy at the Campus Safety office, Campus Safety will arrange for proper care and assistance to be provided and for a victim's advocate to be appointed, if the student wishes. Furthermore, the members of the Campus Safety Office pledge that:

1. They will meet with the victim privately, at a place of the victim's choice in the local area, to take a complaint report.
2. They will not release the victim's name to the public or to the press.
3. Their officers will not prejudge or blame the victim for what has occurred.
4. They will treat the victim and the particular case with courtesy, sensitivity, dignity, understanding and professionalism.
5. If the victim feels more comfortable talking with a female rather than a male officer, they will do their best to accommodate the victim's request.

6. They will assist the victim in arranging for any hospital treatment or medical needs.
7. They will assist the victim in privately contacting counseling services and other available resources.
8. They will fully investigate the victim's case and will help the victim achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. The victim will be kept up-to-date on the progress of the investigation and/or prosecution.
9. They will continue to be available to the victim to answer questions, explain the systems and processes involved, and be willing listeners.
10. They will consider the victim's case seriously, regardless of the victim's gender.

The investigation into the rape or sexual assault will be handled by the Harnett County Sheriff's Office.

Refer to the NC General Statute § 143B-480.2. regarding victim assistance.

The University will assist victims of rape and/or sexual assault in coping with the after-effects of their experience. Referrals for counseling are made by the Campus Minister, University Counselor, Student Support Services, and Health Services Offices. Counseling is also available through some faculty members in the School of Education and by the Lee-Harnett County Mental Health Center, which is located just a short distance off campus. The services of the Harnett County Sexual Assault and Family Emergency (S.A.F.E.) Agency are also available to students. Campbell both supports and is a member of the S.A.F.E. organization.

The University is prepared to accommodate reasonable requests for academic schedule and housing changes by victims of rape and sexual assault. Such requests should be directed to the Student Life Office. It should be kept in mind that Campbell is a relatively small school. Therefore, it may not be possible to completely avoid unpleasant encounters.

Solicitation

Campbell University does not permit sales or solicitation anywhere on its campuses. Telephone numbers and addresses of students will not be given to solicitors or sales persons.

Weapons and Explosives

The use, possession, carrying, or discharging of any weapon as defined and prohibited by North Carolina Law (NCGS §14-269.2; www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl) on the campus of Campbell University, any of its extended campuses or to a curricular or extracurricular activity sponsored by the University is prohibited, unless otherwise permitted by the Board of Trustees, or with the exception of law enforcement officers.

Withdrawal from the University

To withdraw officially from the University during a semester, a student should discuss options with their academic adviser before obtaining a Withdrawal Form. This form, once completed, will be distributed to the following offices: Registrar, Financial Aid, Business, Accounting, and Veteran's Affairs so that a student's record may be closed out in all these areas. Failure to withdraw properly even within the grace period could result in a semester's worth of "F" grades which is detrimental to one's grade point average (GPA).

Medical withdrawals may be granted only for those instances where an incapacitating injury or illness prevents the student from completing the term. Tuition may be waived for approved medical withdrawals. Contemporaneous or other appropriate medical documentation from a physician (i.e. medical doctor) who administered care at the time of the illness or injury that clearly establishes the student's inability to complete the term as a result of that illness or injury must be submitted along with a written request for medical withdrawal to the Campus director. All medical withdrawals must be approved by the Dean of Adult & Online Education. (There will not be an application fee for those that withdraw for medical reasons when reapplying to the University for the next term.)

The Student ID is to be turned into the Campus Director upon withdrawal.

COMPUTER INFORMATION

Computing Services Helpdesk

The Campbell University Computing Services Help Desk is a technical support team that provides prompt, knowledgeable, courteous computing support services over the phone, in person, and via email to the Campbell community. The Help Desk aims to resolve 80% of all interactions on the first call. If this is not possible, the inquiry is escalated to another staff member or staff provides alternative referrals or resources. If the problem or request concerns an unsupported operating system, hardware, software application or service, staff will do their best, given call volume, to suggest other avenues of support.

Student Responsibilities

When students contact the Help Desk, they should be prepared to spend the time required to resolve the issue, have their Campbell ID and phone number available, be at the computer needing attention, and abide by the Help Desk policies as stated by the Help Desk Specialist.

Helpdesk Contact Information

The Help Desk may be contacted by calling 910-893-1208 (or extension 1208 on campus), sending an e-mail to helpdesk@Campbell.edu or stopping by our office in the basement of Britt Hall. The Help Desk web page is available at: <http://helpdesk.campbell.edu>. Live chat is also available on the web page.

Helpdesk Staff Availability and Response Time

The Help Desk is staffed from 8:30 AM to 5:00 PM Monday through Friday. If a Help Desk Specialist is not immediately available via telephone, the customer may leave a voice mail message or access the Help Desk via email. Voice mail received during normal business hours are generally answered within 4 hours. At times, there are University---wide issues that cause heavy call volumes and may prevent staff from responding to a caller within the standard timeframe. During these times, the Help Desk welcome message will be modified to reflect the current condition, alerting customers to potential longer wait times. Responses to email requests will be made within 1 business day, if received during normal business hours.

Email and the Internet

Campbell University provides email and Internet access for faculty, staff and students for educational and research purposes. The use of the system for commercial (for---profit) activities; the unauthorized acquisition, reproduction or use of computer software; to disrupt or interfere with network operations; or to gain unauthorized access to network segments through “hacking” is strictly prohibited. Attempting to engage in software piracy, copyright infringement, email abuse or profit ventures may be investigated by law enforcement officials.

The University monitors traffic on its email and Internet system and, at random, searches the Internet for references to Campbell University. The University employs programs to block the reception of sexually explicit and inflammatory material over the campus network. Vulgarity, obscenity and lewdness, profanity and threatening or abusive language are all matters of concern. Students should avoid representing themselves in any way as agents of the University or using the University’s name in a manner that would imply an endorsement of the personal views or activities by the University.

Campbell University does not assume responsibility for data loss or equipment damage pursuant to the use of system data ports.

CamelNet Connection Privilege Agreement

The Internet connection in University Housing is provided as a privilege, not a right. It is the student's responsibility to adhere to all University policies. The network facilities are for the use of Campbell University students and faculty/staff and are only for educational, academic, research and business purposes of the University. Campbell University reserves the right to alter access, availability of access, and the terms of this agreement at any time for any reason.

Students may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, students may not engage in any activities designed to interrupt or intercept the network traffic of other users.

Students may not:

- *Use University resources to support personal business interest(s).*
- *Sell or provide access to Campbell University networks to outside sources.*
 - *Use University connections to engage in software piracy, copyright infringement, e-mail abuse, other illegal activities and/or profit ventures. Any known abuse may be investigated by law enforcement officials.*
 - *Activate any type of shared file service or access to their personal computer by anyone other than themselves.*

Students must respect the priority of academic use of the University network. Students are personally responsible for any activities originating from his/her network connection.

Students are responsible for their personal computer's hardware and software. Students must maintain updated virus protection. Students are encouraged to contact the helpdesk if they need help choosing and/or installing a subscription based antivirus program.

Students running Vista/Windows 7/Windows 8 must enable the windows firewall. All computers, regardless of OS must be set to receive Automatic Updates from the OS manufacturer.

Campbell University assumes no liability for data loss or equipment damage pursuant to a student's use of a University data port. Precautions for natural disasters are the student's responsibility.

The use of the University information resources on campus is governed by the policies and regulations as outlined in this document and those regarding student conduct found in the Student Handbook. Violations of these regulations will be reported to the appropriate dean and/or department with appropriate disciplinary action to be taken.

If a student has reason to believe another user or group of users is interfering with access to the University network, he/she must report the problem to the Dean of Students' Office. Campbell University administrators will investigate and, if necessary, take corrective action.

Campbell University reserves the right to monitor traffic through any data connection for the purpose of checking compliance with this agreement.

Wireless broadcasting devices of any kind may not be used in any Campbell University building. Such devices include but are not limited to wireless routers and access points. These devices will be confiscated and the student may lose his/her network privileges if found in violation of this policy.

By connecting a computer to the CamelNet network, students agree to abide by the terms and conditions set forth above. Students must signify that they have read and will abide by the terms of the Campbell University Acceptable Network Usage Policy and must accept this policy to use the Campbell University network.

Information Access and User Privacy

Private Machines Connected to the University Network

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

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

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

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

1. *The owner of a machine connected to the CAMPBELL network is responsible for the behavior of all USERS of that machine and for all network traffic to and from the machine. CAMPBELL maintains no responsibility or liability for loss of data or hardware corruption on personal computer systems.*
2. *A private machine connected to the University network may not be used to provide network access to individuals who would not otherwise have access through official CAMPBELL channels. The private machine may not be used to redirect data to other networks, nor may it serve in any way as an electronic gateway to non-University affiliated systems.*
3. *Private machines may not use the University network for commercial gain or profit.*
4. *Neither Campbell owned nor private computers may be used to serve files through any protocol (http, ftp, email, file---sharing, IM, etc.) without application to Computing Services for an exception for scholarly use unless the computers are designated servers by Computing Services. Unless otherwise approved in writing, provisions for interactive login services for non---University affiliated USERS is prohibited.*
5. *Should the University have reason to believe that a privately owned system is using the network inappropriately, network traffic to and from that system will be monitored and, if justified, the system will be disconnected, and appropriate punitive action will be taken.*

Technology Usage

Computer systems and networks allow for a free exchange of scholarly ideas and information. This exchange serves to enhance learning, teaching, critical thinking, and research, as well as to promote the sharing of moral standards. While the constitutional right of free speech applies to communication in all forms, the Christian atmosphere of Campbell University prescribes only civil and respectful discourse.

Campbell University computer and network services are available as a privilege to all full-time and adjunct faculty, staff, and students at the main and extended campuses. The number of people in the Campbell

Community dependent upon the University's computer and network services is sizable. Therefore, a respect for the needs of others is expected among users. To ensure access and service for all, eligible users must refrain from any action that interferes with normal system operation, such as:

- *Using computer or network services for commercial purposes or personal profit.*
- *Sending excessive e-mail locally or over the network such as chain letters, advertisements, or solicitations.*
- *Knowingly installing or running a program that will damage or place an undue burden on the system.*
- *Knowingly acting in a manner that will disrupt normal operations of computers or the network.*
- *Using computer or network services in a way that violates copyrights, patent protections or license agreements.*
- *Gaining unauthorized access to information that is private or protected, or attempting to do so.*
- *Attempting to gain system and/or network privileges to which you are not entitled.*
- *Using the University computer system to disseminate materials that are not in keeping with the purposes of the institution.*

The University reserves the right to monitor the use of institutionally owned resources. Alleged inappropriate use of technology resources will be investigated. In instances of misuse, appropriate disciplinary actions, to include legal action, will be taken.

Copies of the Acceptable Use Policy are included in official University publications including, but not limited to, the graduate and undergraduate catalogs, staff/faculty/student handbooks, and selected course syllabi.

Eligible Users

Only the following properly authorized persons may access Campbell University computing facilities:

- *Undergraduate and graduate students currently enrolled in Campbell University courses*
- *Non-degree seeking and special students currently enrolled in Campbell University courses*
- *Campbell University faculty (full and adjunct), staff, and administration*
- *Designated alumni*
- *Official guests of the President and the University*
- *Individuals formally associated with the University, upon verification of the appropriate dean and/or administrator*

Original work by students using University technology resources

Original works created by students using Campbell University technological resources are the property of the creator. With the notable exceptions of the processes normally associated with grading, critique, assessment, and lecture or classroom illustrations, no other student, faculty, and/or staff member may make any use of another's work without the expressed consent of the creator. However, the Department and the University retain the right to display, copy, replicate, and/or distribute any work created through the use of the Department's production facilities for the purposes of promotion, representation, artistic display, publication, illustration, and recruiting, on the condition that the creator is given full, appropriately disclosed credit. No one, including the creator, may use the Department's production facilities for any commercial purpose.

Pornographic or Obscene Material

Users are encouraged to use institutional resources in a responsible and respectful manner. Pornographic, obscene, and/or offensive material is prohibited on the Campbell University computer and network system.

The Office of Computing Services is to be notified of the transmission of questionable or offensive materials via the institutional computer and network system. Treated as inappropriate use, these allegations will be investigated, and if warranted, appropriate disciplinary actions taken.

Electronic Communications

The University provides Internet access to all eligible users through campus computing facilities. Electronic mail (e-mail) is also provided to all eligible users. These services are provided only for University related purposes.