



STUDENT HANDBOOK 2017-2018

This edition supersedes all previous editions.

Compiled by the Office of The Vice President for Student Life.

Campbell University, Inc. reserves the right to alter the terms and conditions of this handbook without prior notice.

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, as a Baptist affiliated university, 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 Honor Code while a member of the student body.

Student Handbook

The Student Handbook is published annually upon request and is also available on the University's web site. It is reviewed and approved by the Administration and represents the official policies, regulations and procedures relating to student housing, student services, student conduct, and other important information related to the student body. The handbook also contains official policies related to Campus Safety. **(When a student is admitted to Campbell University, the student becomes responsible for knowing and abiding by all rules and regulations of the University as published in the University Bulletin and the Student Handbook.)**

University policy is the responsibility of the Administrative structure, developed from the Board of Trustees through the University President and the Cabinet. Such policies as appear in the current edition of the handbook reflect approval by the Administration, up to and including the Board of Trustees as appropriate. Policy making and amending is by its nature a fluid process, on-going to secure institutional health; and as such, the most recently adopted or amended policies may not appear in previous or current University documents. New policy becomes effective from the point it is established. Should errors in this handbook lead to any inconsistency with the University Bulletin, the latter shall take precedence.



Welcome Letter from the Vice President for Student Life

It is my joy to welcome you to Campbell University in Buies Creek for the extraordinary 2017-2018 academic year. If you are a first-time student, I am glad you have selected Campbell University for your education on a university campus of academic excellence. If you are a returning student, I thank you for continuing your pursuit of higher education at Campbell.

You are now a member of the Campbell community and you will benefit from being a part of this community, the enrichment of the Campbell experience and making lifelong friendships. The year ahead will be filled with challenges and rewards that will enable you to meet the goals you have hopefully set for your education and academic growth.

Campbell is a place you will grow, mature, embrace diversity, develop leadership skills, engage in community service, study, enjoy athletic events, participate in campus recreation, attend a movie or concert, and even have the opportunity to ride a camel.

The many offices of Student Life are available to you throughout this academic year with services, resources and personnel to assist you on this academic endeavor and campus life experiences. I encourage you to contact us and allow us to support you.

I hope you have a great year both in and out of the classroom!

Dennis N. Bazemore

Vice President for Student Life

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Mission Statement

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, cultural enrichment programming.

Code of Honor

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

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 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 Mission Statement.
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 illegal drugs/controlled substances.
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.

I. General Information

Academic Calendar

The university's academic calendar can be found on the internet at: <https://www.campbell.edu/academics/academic-calendar-multi-year/> or by contacting the Registrar's Office at 1-800-334-4111 ext. 1365.

Address Maintenance

Students must immediately inform the appropriate University Office of any change in their address. The following offices are responsible for the addresses listed below:

Address Type	Responsible Office	Campus Ext.
Local Mailing & Physical	Student Life Office	x1540
Parent's Home Address	Student Life Office	x1540
Billing Address	Business Office	x1245
Permanent Home Address	Financial Aid Office	x1310
Grade Address	Registrar's Office	x1265

The Camel Card

The Camel Card is your student ID card. Your Camel Card provides access to housing, meal plans and related Campbell Buck redemption. The Camel Card also serves as a University Declining Balance Card for Creek Bucks and Book Bucks purchases. Funds are deposited and used at various locations as defined below.

- **Campbell Bucks:** Campbell Bucks are associated with meal plan purchases and are redeemable at on-campus dining locations. These funds are not cumulative from semester-to-semester; it's "use or lose" for each semester.
- **Creek Bucks:** Deposits in the form of cash, checks, and credit/debit cards made on the Camel Card are called "Creek Bucks" and can be used at campus facilities, such as the CU Bookstore, Wiggins Library, Food Service locations, designated vending machines, designated copiers, and food purchases at sporting events held in the John W. Pope Convocation Center and the Barker-Lane Stadium. Creek Bucks **are** transferrable from semester-to-semester. Creek Bucks may also be used at designated off-site locations. For the most up-to date list of locations, please visit: <http://www.campbell.edu/student-services/business-office/faq/>
Excess financial aid cannot be transferred to the Creek Bucks account. Below are options for depositing funds into the Creek Bucks account. .
 - eAccount Deposits: Parents, students, friends, etc. can deposit funds to the student's card by visiting <https://eacct-campbell-sp.blackboard.com/eaccounts/AnonymousHome.aspx>. Students may make deposits by using their student credentials. Visitors may make a deposit on behalf of the student by using the student's first name, last name, and student ID number, accessible on the back of the Camel Card.
 - Visit the Business Office. We accept cash, check, MasterCard, Visa, Discover, and American Express. Be sure to tell the cashier you're depositing to the Camel Card, so it is not posted to your student account.
 - Mail a check, money order, or certified funds to the Business Office. Be sure to note "for deposit to the Camel Card" on your remittance.
- **Book Bucks:** "Book Bucks" can only be used in the Campbell University bookstore for books and supplies. To qualify for a Book Bucks Transfer, excess financial aid must be available for transfer. Excess financial aid is available when the semester financial aid awards are greater than semester charges. Excess financial aid from credit based loan funds, such as Parent PLUS loans and Alternative loans may be transferred, only if the loan has been approved by the lender. Transfers are allowable up to the allotted book cost used by the Financial Aid Office in the Cost of Attendance calculation. Students must request a Book Bucks transfer. All transfers are contingent on the status of the student's financial aid.
 - Students may request a Book Bucks transfer by completing the "Authorization to Transfer Funds" online form located in the forms section of the Business Office website.
 - The Higher Education Act requires that Title IV funds (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Perkins Loans, Federal Work-Study, Federal Direct Stafford Loans, Federal Direct PLUS Loans and

TEACH Grants) are to be used for authorized charges in the form of tuition, fees, room and board (as assessed by the University), books, and supplies.

Each Camel Card will include a photograph which clearly shows the face of the cardholder. No Cardholder who is wearing a hat, head covering, or dark glasses is allowed to be photographed for the purpose of the Camel Card. 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 a registered student and present valid picture identification. Faculty and staff members must be currently employed with Campbell University and show valid picture identification. Valid picture identification includes valid driver's license, state identification cards, and passports.

Camel Cards are made in the Office of Student Life located in the Wallace Student Center during normal university business hours. However, Camel Cards will be made at various locations on campus during orientation, registration, and other peak periods. Students and guests will be notified of these locations during these times.

Unused Funds

- "Creek Bucks" deposits are transferrable through all semesters. Unused Creek Bucks are transferred from the Camel Card to the student's account when the student either graduates or withdraws from the University. Students may request the transfer of Creek Bucks to their student account in April. Creek Bucks transferred to the student account will be applied to any outstanding student account balance. If the return of Creek Bucks to the student account creates a refundable balance in excess of \$1.00, a refund will be issued to the student.
- "Book Bucks" transferred, but unused will be returned to the student account for refunding in accordance with federal regulation. The return of unused Book Bucks to the student account will require a freeze on Book Buck transfers during this transfer and reconciliation period. Unused Book Bucks will be returned to the student account within 7 days of the first disbursement of federal aid to the student account.

Lost or Stolen Card

Cardholder must notify the Campbell University Office of Student Life if their Camel Card is lost or stolen. Their office is located in the Wallace Student Center. 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 each year during the fall semester and/or if the magnetic strip will no longer work. If a Cardholders status as either a student or staff changes; or if the Cardholders name changes, a new card will be issued without charge. A new card will only be issued for students and staff 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
- Initial Card (Staff/Faculty) - No charge with HR Employee ID Authorization
- Replacement (Lost/Stolen) - \$15.00
- Replacement (Damaged, with exchange of damaged ID) - \$10.00
- Change of Photo/Name (with exchange of old ID) - \$10.00
- Returned checks - \$25.00
- Fees subject to change without notice.

Listing of Schools

Campbell University is comprised of 8 colleges; they are as follows (in no particular order):

- College of Arts & Sciences
- Divinity School
- Lundy-Fetterman School of Business
- School of Education
- College of Pharmacy & Health Sciences
- School of Osteopathic Medicine
- School of Engineering
- Norman Adrian Wiggins School of Law (located in Raleigh, NC)

Packages to Students

Students may rent a post office box from the United States Post Office located on Main Street across from the Wallace Student Center to receive mail.

Large packages using UPS, FEDEX, and other delivery services must be shipped to the Campbell University Mail Room with the student's name clearly printed on the package. Students will be notified by email from the Mail Room when and where to pick up their package.

No mail or packages are to be shipped to the Wallace Student Center.

Sample Label

Student's Name

Local Phone Number

95 Bolton Road, Suite 113

Buies Creek, NC 27506

No Letter Mail Will Be Accepted At The Mail Room.

Post Office

A United States Post Office is located on Main Street across from the Wallace Student Center. Students may secure a post office box for a fee and have their mail directed to their box numbers. Mail should not be directed to students in care of the University or in care of General Delivery.

Student Center

The Wallace Student Center offers food service in the Oasis along with a TV lounge area with tables, chairs and booths, a large gathering room with a stage, and the Information Desk. On the second floor of the Wallace Student Center are the offices of various Student Life Departments.

II. Academic Conduct

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 members of the University community 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 to 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 above, 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 she (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 Vice President of Student Life documenting the sanction for academic misconduct to be placed in the student's conduct file in the Office of Student Life. 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 Life Office, it is generally expected that the student will be suspended from the University 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 related to Academic Misconduct

The faculty member retains complete discretion in the awarding of grades he/she deems appropriate. Should a student wish to appeal a grade decision by a professor as a result of academic misconduct, the appeal shall be made to the Chairperson of the Academic Conduct Committee of the Faculty. 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 Committee will review the written appeal, and may, at its discretion, meet with the student and/or the faculty member. Written notification of the Committee's decision shall be sent to the student, to the faculty member, to the Vice President for Student Life, and to the Dean of the school to whom the faculty member's reporting line leads. Within three days of being informed of the Committee's decision, the student will also have the right, should he/she choose to exercise it, of appealing in writing to the Dean of the school to whom the faculty member's reporting line leads. The decision of the Dean, 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 and the Committee, the Dean/Dean's designee shall direct Student Life personnel to remove the sanction letter from the student's file.

Appeal of Suspension due to Academic Misconduct

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 Executive Student Conduct Committee. The appeal must be made in writing to the Office of Student Life within three (3) days of receiving from that office notification of the suspension. The Committee will review the written appeal, and may, at its discretion, meet with the student and/or the faculty member. The decision of the Executive Student Conduct Committee regarding the suspension is final, with no further appeal allowed. Written notification of the Committee's decision shall be sent to the student and to the faculty member. A copy of the notification will be filed both in the student's conduct file in the Office of Student Life and in the Registrar's Office. If the Committee decision is to uphold the suspension, the Vice President for Student Life 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 Vice President for Student Life 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 semester 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 Vice President for Student Life 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 Vice President for Student Life shall review the record to determine if the above considerations have been met. In cases where the required considerations have not been met, the Vice President for Student Life shall so inform the student in writing, with a copy of the correspondence preserved in the student's conduct file. In cases where they have been met, the Vice President for Student Life shall so inform the Registrar in writing, with a copy of the correspondence filed in both the Student Life Office and 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.

General Academic Appeals

Academic appeals are handled within the appropriate college or school. Any grievance of a student relating to an academic matter shall first be discussed with the appropriate faculty member. Every effort should be made to resolve the matter at this level. If the grievance cannot be resolved with the faculty member, the student shall discuss the matter with the appropriate department chair. If the grievance cannot be resolved with the department chair, the student shall discuss the matter with the appropriate dean. The decision of the dean in academic matters is final.

Undergraduate/Graduate Non-Academic Student Grievance Policy

If a Campbell University student (undergraduate or graduate) has a grievance of a nonacademic or non-discipline matter, the student may submit the grievance in writing to the Vice President for Student Life. The written grievance should include the following: student name and contact information; the date of the grievance; the specific matter or issue that is involved; and a description of the specific grievance. The grievance will be investigated by the Vice President for Student Life or he may refer it to the appropriate administrators as necessary for investigation and review. Once the investigation is complete, the Vice President for Student Life shall review the report of the investigation and render a decision, which shall be final. There is no appeal beyond this decision by the Vice President for Student Life.

If the subject matter of the grievance falls under the jurisdiction of Vice President for Student Life, or if the grievance involves an employee under Student Life, the grievance shall be submitted to the Vice President for Business and Treasurer who shall follow the procedures set forth above and renders a decision which shall be final.

If the subject of the grievance is a Vice President the grievance shall be submitted to the President who shall have the matter investigated and upon review of the findings render a decision which shall be final.

Students should expect a timely, fair, and comprehensive review of their complaints to include personal discussions with appropriate administrators, and the opportunity to supply supportive documentation or the testimony of fellow students, faculty, or staff regarding their concerns. Subject to any required confidentiality of personnel records, the student shall be notified of the decision in writing within a reasonable timeframe but no longer than the semester they are in or 6 weeks, whichever is longer.

III. Campus Recreation

Campus Recreation is comprised of four different program areas; intramural sports, fitness, club sports, and summer programs. We offer many different activities for the University population ranging from sporting events to fitness classes to recreational opportunities to outdoor programming and even video game tournaments. Stop by the office and sign up for any program areas or let us know if there is something new you want added in the future.

All of these options are available for all members of the University community with a valid University ID Card. For more information, schedule of classes and hours of operation, contact Campus Recreation at (910) 814-5571 or if on campus dial extension 5571 or go to: <http://www.campbell.edu/campusrec>

Aquatics Center

The Nathan Johnson Aquatics Center houses an NCAA regulation 25 yard, 8- lane swimming pool, offices and classrooms. Students are welcome to utilize the facilities at no cost with a student ID Card. For hours of operation visit the university web site. *(Please note: The Aquatics Center is not maintained by the Campus Recreation Department. Please contact the Aquatics Department for more information at ext. 1353)*

Club Sports

Sport Clubs are offered through the Department of Campus Recreation for students who wish to remain competitive in a sport but do not want to take on the extra responsibilities of a varsity athlete. Current club sports include: Bass Fishing*, Cricket*, Cycling*, Disc Golf*, Equestrian, Golf, Men's & Women's Basketball*, Men's & Women's Volleyball, Men's Soccer, Men's Swimming, Outdoor, Table Tennis*, Ultimate Frisbee, Women's Flag Football, Women's Soccer*, Women's Softball, Women's Swimming*, Video Game * Club is inactive; can be reinstated. Any student wishing to join a club sport or wishing to create their own should contact the Department of Campus Recreation at (910) 893-1367 or if on campus dial on-campus ext. 1367 or at clubsports@email.campbell.edu.

Carter Gymnasium

Carter Gymnasium is located between the Wallace Student Center and Maddox Hall and is available for use by the students, faculty, and staff of Campbell University. The facility is primarily used for Campus Recreation activities but is available for informal recreation whenever intramural events or club sport activities are not occurring. Also located within Carter Gym is a newly renovated multipurpose room used for aerobic programming as well as fitness opportunities and a renovated free weight room.

Fitness Classes

All fitness classes are held in the multipurpose room located at the rear of Carter Gym. Our fitness classes are open to all current Campbell University students, faculty & staff with a Campbell University ID.

Carter Free Weight Center

Located at the rear of Carter Gym, the Free Weight Center contains only free weights for Campbell University students, faculty & staff usage.

Holding Fitness Center

The Department of Campus Recreation operates the 3300 square feet Holding Fitness center located in John W. Pope Jr. Convocation Center. Holding Fitness Center is available for use by all current Campbell University students, faculty & staff with a University ID Card. Our fitness center is equipped with cardiovascular and strength equipment including television screens throughout our facility giving every type of exercise enthusiast something to do during their workout. An attendant must be present for students to use the fitness center.

Disc Golf Course

The Disc Golf course is an 18-hole facility for the disc golf enthusiast. The course is located within the confines of the Cross Country course and offers beginner and advanced tee placements for all players. Use your own equipment or rent discs in Carter Gym for your round. Playing the course is free.

Intramural Sports

The University sponsors Intramural Sports through the Campus Recreation Office as a means of promoting fellowship, friendly competition, and physical fitness. Sponsored sports include basketball, softball, flag football, soccer, volleyball, tennis, pool battleship, mud volleyball, wiffle ball, 3-on-3 basketball, dodge ball, and many other events. A tournament is held in each activity with awards

being given to the champions. To find out more about Intramural Sports, contact the Department of Campus Recreation at (910) 893-1367 or if on campus dial on-campus extension 1367 or by email at intramuralsports@email.campbell.edu

Keith Hills Golf Club

Keith Hills Golf Club is owned by Campbell University and located only one mile north of main campus. Keith Hills is a 27 hole golf facility. The Orange Course, par 36 is 3326 yards & was designed by Ellis Maples. The Black Course, par 36 is 3299 yards & was designed by Ellis Maples. The White Course, par 36 is 3309 yards & was designed by the son of Ellis, Dan Maples. Keith Hills is home to the Professional Golf Management Program and the Fighting Camels golf teams. It features a 32 acre practice facility with eight target greens, practice bunker, and four practice greens. Campbell students are eligible to play Monday through Friday at a reduced rate with a valid student ID. Tee times may not be made in advance. Course availability and rate information may be obtained through the Keith Hills Pro Shop at ext. 1371. Please inquire about student and range memberships at the Keith Hills Pro Shop

Melvin Court

The Phillip L. Melvin Outdoor Basketball and Sand Volleyball Court Complex is located directly behind Carter Gym within the confines of Saylor Park. This lighted outdoor court has eight goals and four full sized basketball courts as well as two lit standard sized volleyball courts available for the students, faculty, and staff of Campbell University until approximately 12:00 am each night. To find out more about Melvin Court or to reserve it for your on-campus event, contact the Department of Campus Recreation at (910) 893-1367 or if on campus dial on-campus extension 1367 or by email at intramuralsports@email.campbell.edu

Tennis Courts

Tennis Courts located in the Nesbit Tennis Center of Eakes Athletic Complex are available for all students when they are not in use by the Tennis Team or for Exercise Science Classes.

IV. Campus Safety

Bicycles

Bicycles may be registered and permits obtained from the Campus Safety Office free of charge. Bicycles are to be secured only to bicycle racks located strategically on campus. Parking and securing of bicycles in any location other than bicycle racks is prohibited. Bikes parked in an unauthorized area (i.e. handicap ramps, university signs, posts, attached to railings, left in doorways or stairwells, etc.) or in any other location that in any manner obscures the free ingress / egress of any building, as to interfere with the access to facilities as required by the U.S. Americans with Disabilities Act, will result in the removal of the bike by the Department of Campus Safety.

Campus Alerts (e2campus)

Campus Alerts are a part of Campbell University's overall safety plan. Alerts are sent by text messages to registered mobile phones and other electronic devices and will only be sent in the case of emergency situations occurring on the campus. The University will send one test message each semester. All current students, faculty and staff are requested to register their phone in order to participate in the Campus Alert program. Registration occurs through your University Blackboard account.

Confidential Crime Reporting

Members of the campus community may make formal reports to Campus Safety 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.

The web address for Silent Witness is: <http://www.campbell.edu/life/campus-safety/silent-witness/>.

Crime Awareness and Campus Security

Campus Safety is composed of both Harnett County and University personnel. A Sheriff's Office Captain serves as the Director of Campus Safety.

Members of the Harnett County Sheriff's Office are headquartered in the Campus Safety Office on Leslie Campbell Ave. Deputies are assigned to the university squad for the purpose of providing 24 hour-a-day, seven-day-a-week law enforcement protection of the university campus and surrounding community.

Sheriff's Deputies wear black and silver gray uniforms, monitor Campus Safety, are armed, and have arrest authority. They respond to University employed dispatchers who continuously staff the Campus Safety Office and are linked by radio, telephone, and computer to the county emergency response network which includes police, rescue, ambulance, and firefighting resources.

In addition to deputies, the University employs Uniformed Safety Officers who serve primarily as walking patrols. These individuals are not armed and do not have arrest authority. They are equipped with radios and flashlights and wear gray Security Officer shirts.

Persons wishing to report a criminal action or emergency should contact the Campus Safety Office directly by phone by dialing Campus Emergency ext. 1911 or 893-1375 or 893-1200; by using one of the emergency-call boxes located around the campus; or in person at the Campus Safety Office. (See Rape and Sexual Assault under Institutional Policies) Students also have the option to report criminal or suspected criminal/illegal activity directly to the Sheriff's Office and/or magistrate by calling 893-9111 or appearing in person at 175 Bain Street, Lillington, N.C. The residence hall staff, members of the Campus Safety Office, and members of the Student Life Office will gladly assist students in making such reports.

In the event of emergency, a Sheriff's Deputy will be immediately sent to the scene. The Sheriff's Deputy is authorized to take such action as is appropriate to the situation including making arrests. Sheriff's Deputies are also first-responder qualified and can provide first aid.

The Campus Safety Office has limited investigative capability. Should more extensive investigative activities be required, assistance will be sought from the Harnett County Sheriff's Office. An individual's status as a member of the University community (student, faculty, or staff) is not considered cause to depart from sound investigative procedure. Neither is disciplinary action by the University considered a substitute for legal proceedings but rather a supplement to them that is deemed necessary as an extension of the University's educational mission and to protect the University community.

Although private property, the campus is open to visitors provided they do not interfere with the operation of the school; activities of

students, faculty, and staff; and observe University rules and regulations. (See Security Curfew and Security Practices under Residence Hall Policies) Campus Safety personnel are responsible for locking and unlocking all non-residential buildings on campus and frequently checking the security of doors, locks, and entrances.

Crime Statistics Reporting

The Campus Safety Office is responsible for compiling and reporting crime statistics. By virtue of its location, Campbell's campus is rather safe and secure. Nevertheless, the possibility of an unfortunate incident occurring always exists. Students and visitors are urged to exercise due care of their person and property.

Information about security and criminal activity on the campus and in the surrounding area is disseminated in a variety of ways, depending on its significance and the urgency of the situation. The Campus Safety Office maintains a log of reportable crimes which is available upon request at the Campus Safety Office. Should more timely dissemination of information be required, the Crime Warning System described in this section will be employed.

Statistics are provided in accordance with the Student Right-To-Know and Campus Security Act. The figures reported represent only those events which occurred on the main campus in Buies Creek.

Criminal Offenses

Campbell University provides statistics in accordance with the Student Right-to-Know and Campus Security Act. The most current statistics can be found at the following web-address:

<https://assets.campbell.edu/wp-content/uploads/2016/12/23073908/Jeanne-Clery-Act-2015-Report.pdf>

Demonstration Resolution

Campbell University has policies on demonstration in the unlikely event that agitation should lead to student unrest and violence on campus. All of the University's student body, staff, faculty and administration should be aware of the following policies.

1. The University will always respect the rights of minorities, majorities and individuals and hear grievances of all students; but no student shall participate in or incite a riot or an unauthorized disorderly assembly. Students shall not interfere with the orderly administrative and educational process. No student shall use force, violence, obscene or indecorous language or conduct indicating his/her disapproval of any matter.
2. The right of approved speakers to present their views on campus without heckling or disturbance will be protected.
3. Approved business, professional, industrial, governmental or other recruiters will be permitted to carry out their objectives on this campus without handicap or prevention.
4. All Campbell University students found guilty of violating any of these policies, after proper hearing with due process observed, will be subject to suspension or expulsion, depending upon the flagrancy of violation.
5. Anyone who is not a student or employee of the University will be denied entrance to this campus or be required to depart from the campus if it can reasonably be expected that he/she will violate or advocate violation of any of these policies.
6. If it becomes necessary to call upon civil authority for assistance in maintaining order on campus, these civil authorities will be obeyed.
7. If students participate in any unauthorized or disorderly assembly and are requested to disband by the President or other administrative officer, they must comply or be subject to immediate suspension.

Dog/Pet Policy

The university has adopted this policy for the safety and well-being of our campus community with dogs on the university property and that those who own dogs will be able to walk/exercise/run with their dogs on the property as long as they follow this policy.

1. Dogs must be leashed (twelve-foot maximum) and under control while on university property, to include but not limited to: student housing, parking lots, sidewalks, Fellowship Commons, green spaces, developed and undeveloped areas.
2. No dogs or other animals are permitted in academic buildings, administration facilities, support facilities, athletic facilities, food service facilities or residence halls.
3. The only pet(s) allowed in residence halls are small fish.
4. Owners must remove their dog's waste from all university property.
5. Owners who do not leash their dogs on university property will be escorted off the property by Campus Safety Officers.

6. Service Dogs belonging to enrolled students must be properly registered with the Director for Access and Outreach in the Student Success Office before being allowed on campus property. These dogs must be leashed at all times on campus. Service dogs belonging to campus visitors must be on a leash and under control of the owner at all times. All service dogs must wear special collars and harnesses.
7. Any animal, including service dogs, may be removed from university property by Campus Safety Officers when that animal's behavior poses a direct threat to the health and safety of others.
8. Any exception to this policy must be directed to the Office of Campus Safety for approval.

Security Awareness & Crime Prevention Programs

The Department of Campus Safety provides the following Security Awareness and Crime Prevention Programs for all students and employees of Campbell University:

Escort Program

Uniformed Safety Officers are available to escort students between buildings and/or to/from a vehicle as needed, particularly during hours of darkness. Contact Campus Safety to arrange this service (910-893-1375).

Emergency Phones

Both interior and exterior phones are linked directly to the Department of Campus Safety and are located throughout the campus.

Electronic Alarm System

The electronic monitoring system is located at the Department of Campus Safety Building and monitors intrusion detection and the duress-alarm system.

Operation Identification

The engraving or marking of serial numbers or owner's recognized numbers on items of value and recording those items with the Department of Campus Safety's Crime Prevention Officer.

Printed Crime-Prevention Materials

Printed crime-prevention brochures and posters are distributed in residence halls and other public access areas.

Facility Surveys

Comprehensive surveys of exterior lighting, exterior doors, and grounds are conducted by the Crime Prevention Officer each year.

Crime Prevention Presentations

Annual presentations on issues of self-defense, drug awareness, rape/sexual assault awareness, theft and the protection of property in cooperation with the residence hall staff.

Silent Witness Program

Silent Witness is to be used to report any information you have regarding a suspicious person, any suspicious activity, or a crime that has occurred on or off campus. Anonymous tips are always welcome. These campus tips will be immediately forwarded to Campus Safety.

Report tips at: <http://www.campbell.edu/life/campus-safety/silent-witness/>

Tornado Information

Tornadoes are a common weather phenomenon in the southeastern United States. Tornadoes are formed by severe thunderstorms, most frequently in the spring and summer, and are nature's most violent and erratic storms. A tornado can travel for miles along the ground, lift, suddenly change directions, and strike again. There is little that can be done to protect buildings from the strength of tornado winds, but there are actions that can be taken to protect oneself. The first of these is to know the significance of warnings.

Tornado Watch

A tornado watch is given when weather conditions are favorable for the formation of tornadoes; for example, during severe thunderstorms. During a tornado watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

Tornado Warning

A tornado warning is given when a tornado is sighted or indicated by radar. One should take shelter immediately. Because tornadoes can form and move quickly there may not be time for warnings. It is important to stay alert during severe storms. Although there is no guaranteed safe place during a tornado, some locations are better than others. By following the following suggested safety tips, one can increase the chances of survival:

1. **On the Road:** The least desirable place to be during a tornado is in a motor vehicle. Cars, buses, and trucks are tossed easily by tornado winds.
2. **Do not try to outrun a tornado in your car:** If you see a tornado, stop your vehicle and get out. Seek shelter away from the car in a nearby ditch or ravine; do not get under your vehicle. Lie flat and put your arms over your head.
3. **Dorm, Classroom, or Office Buildings:** One basic rule to follow wherever you are is to avoid windows. An exploding window can injure or kill. Do not take the time to open windows; get to shelter immediately.

The safest places in dorms, classrooms, or office buildings are the interior halls on the lowest floors. Excluding basements, the safest place in a house is an inside room on the lowest floor, such as a closet, hallway, or bathroom with no windows. If possible, crouch down and cover your body and head with a blanket or sleeping bag. If nothing else is available, cover your head with your hands.

4. **Mobile Homes:** Leave mobile homes and go to a substantial structure. If there is no structure nearby, lie flat in the nearest ditch, ravine, or culvert with your hands shielding your head.
5. **Long-Span Building:** If you are caught in an open building like a shopping mall, civic center, indoor pool, theater, or gymnasium during a tornado, stay away from windows. Get into the restroom, if possible. In larger buildings, the restrooms are usually made from concrete blocks. Besides having the four walls and plumbing to hold the structure together, the metal partitions help support any falling debris.
6. **In the Open:** If you are caught outside during a tornado and there is no underground shelter immediately available, lie in a gully, ditch or low spot in the ground. Protect your body and head with anything available. Do not go into a grove of trees or under a vehicle.
7. **After the Storm:** Emergency services personnel are usually on the scene quickly after a tornado. Wait for help to arrive. If you are outside, avoid power lines and do not go into damaged buildings; they may collapse completely. Wait for help to search for others.

Hurricane Precautions

North Carolina is one of the many states along the Eastern seaboard of the United States that is threatened annually by hurricanes. Fortunately, the school is well inland and has only been seriously affected by a few hurricanes in recent history: Hazel in 1954, Fran in 1996, Floyd in 1999, and Matthew in 2016.

Campus and community residents can expect several days' warning of hurricanes that could affect Buies Creek and the surrounding area. During that time, emergency plans will be reviewed and detailed instructions issued to the university community. Should a hurricane actually strike the campus, the same procedures outlined for tornadoes are to be followed.

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.

V. Campus Services

Lost and Found

Lost-and-Found articles should be reported to the Information Desk in the Wallace Student Center at ext. 1551.

Health Services

The Campbell University Health Center is a fully credited medical office and provides healthcare to students, faculty, staff and their dependents. All medical providers are also members of the Campbell University Medical School Faculty. Pharmacy services are also available for students when seen at the Health Center and for employees that are members of the University Health Insurance Plans. The Pharmacy is managed by Dr. Katie Trotta.

The Health Center is located at 129 T.T. Lanier Street across from the rear entrance to the Taylor Hall of religion. The Pharmacy is located in the Health Center and patients should enter at the Judge Taylor Road side entrance.

Appointments

Patients are seen by appointment however emergencies are seen ahead of all appointments. Students should call 910-893-1560 to schedule an appointment. Employees should call 910-893-1562 or on-campus extension 1562 for appointments.

Hours of Operation

Health Center: Monday-Friday: 8:30 am – 12 noon and 1:00 pm – 4:30 pm

Pharmacy: Monday–Friday: 1:00 pm – 5:00 pm (910-893-1400, Fax 910-893-1471)

Charges

Charges are filed with the student's insurance plan however the student must provide a current copy of the insurance identification card. Any co-pays are the patient's responsibility.

Insurance

All students are required to complete the on-line insurance waiver providing proof of coverage. If you do not complete the waiver, nor do not sign up for insurance by the semester deadline dates you will be automatically enrolled in the Campbell University policy and your student account will be charged accordingly. Student Health Insurance will be purchased for you on September 1; therefore, charges applied to the student account are non-refundable. The link to the insurance information can be found on the Business office web page or the Health Services web page.

If you have any additional questions please contact the Campbell University Business office at 910-893-1250 or by [email at businessoffice@campbell.edu](mailto:businessoffice@campbell.edu).

Student Directory

As a service, Campbell University may publish a student directory. The directory may contain some or all of the following information about a student: name, address, telephone listing, electronic mail address, major field of study, year (Freshman, Sophomore, Junior, Senior, Graduate Student), and photograph. If you **do not** want to be included in the Campbell University student directory, you must notify in writing the Office of the Vice President for Student Life on or before September 1st. *(This notice is in compliance with the Family Educational Rights and Privacy Act (FERPA)).*

Transportation

The Student Life Office coordinates transportation to and from the Raleigh-Durham Airport to assist students arriving at the beginning of school terms, returning home at the end of the school terms and before and after undergraduate breaks (A full schedule of shuttles is available on the University's Website.) A fee of **\$15** per trip will be charged to the student's account *(if reservation is made at least 7 days/1 week prior to the break.)* Reservations made less than 7 days prior to the break will be charged a **\$25** fee.

Requests for transportation should be made through the Student Life Web Page **at least ten days in advance of each break**. Advance notice is necessary to schedule a university-insured driver and van.

Shuttles leave campus from the Campus Safety Office at 7:00 am, 11:00 am, 3:00 pm and 7:00 pm, as needed. Pick-ups will be made at 11:00 am, 2:00 pm, 5:00 pm, 8:00 pm and 11:00 pm, as needed. Students arriving at Raleigh-Durham Airport should retrieve their baggage and go outside of the terminal to one of the following locations and look for a Campbell University van.

- RDU Meeting locations: Terminal 1 = Special Services Area
- Terminal 2 = Outside of Baggage Claim

Changes to arrival/departure times should be made as soon as possible to the Student Life Office at ext. 1540 or after business hours to Campus Safety ext. 1374 (1-800-334-4111). Students will be charged a \$25 NO SHOW FEE if transportation is scheduled and not cancelled within 2 hours of the scheduled departure time (from campus) or pick-up time (at the airport/bus station/train station) and the student does not show up.

Please Note: This service is only available to current Campbell University main campus students.

Zipcar at Campbell

Students, faculty and staff can apply for a membership with Zipcar and be able to rent a Zipcar located on the campus throughout the academic year. Zipcar has hourly and daily rates for the cars which include insurance, fuel, 24/7 roadside assistance and maintenance.

More information can be found at: www.zipcar.com/campbell

VI. Institutional Policies

Anonymous and Obscene Phone Calls

Anonymous and obscene telephone calls are a violation of 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 through the Student Life Office.

Persons receiving anonymous and/or obscene telephone calls should report them to the Campus Safety Office. An investigator will arrange to have a tracer placed on the phone line so that the caller can be identified. The Campus Safety Office will assist the recipients of anonymous and/or obscene calls in the criminal prosecution of offending callers and in bringing the matter to the attention of the Vice President for Student Life for appropriate disciplinary action by the school.

Behavioral Expectation Agreement

A student who engages or threatens to engage in behavior that may present a threat to him/her or others may be required to participate in a Behavioral Expectation Agreement (BEA) monitored by the Vice President for Student Life. The BEA will be agreed upon by both the student and the Vice President with a signed copy given to both parties. If the student does not comply with the terms of the agreement, he or she may be subject to disciplinary action.

Students may be temporarily removed from University Housing for threatening behavior or other reasons of safety and student welfare that deem it necessary to be removed or temporarily suspended from the University or from housing. If a student and/or the student's parents object to involuntary removal from University housing, they may appeal that decision to the Executive Student Conduct Committee. The Vice President will arrange an administrative hearing before the Committee where the student and/or the student's parents may present information if they wish to do so (e.g., information from an appropriate health-care provider concerning the student's physical, mental or emotional condition). Parental participation in the appeals process is only allowed when the student requests it in accordance with FERPA.

Complaints

The Vice President for Student Life serves as an ombudsman for students and parents seeking to resolve complaints. In many cases, especially when student services are involved, the Student Life Office will deal directly with the issue. In other cases, when the complaint is beyond the purview of the Vice President for Student Life, students and/or parents will be assisted in determining the appropriate channel in which to obtain a timely response.

A student may file a complaint by obtaining the Student Complaint Form at the office of the Vice President for Student Life or online at: <https://cuweb.wufoo.com/forms/campbell-university-student-complaint-form/>.

If a student's complaint is with the University as an entity, below is a link to the North Carolina Department of Justice, Consumer Affairs Division's website with directions on how a consumer can reach them and with a link to the online complaint form.

State Student Complaint Process link: <http://ncdoj.gov/Consumer.aspx>

The mailing address of the Consumer Affairs Division of the North Carolina Department of Justice is:

North Carolina Department of Justice Consumer Protection Division

9001 Mail Service Center Raleigh, NC 27699-9001

Their phone number is: 1-877-566-7226

An online complaint form is available at: www.ncdoj.gov/complaint

Campbell University Behavioral Intervention Team (CUBIT)

In recent years, violent acts on college campuses have escalated to a concerning level. While there have been no such acts on our campus, the University is serious about campus safety and seeks to quickly address student behavior that may indicate distress in that student or cause concern in the community. The Campbell University Behavioral Intervention Team provides one avenue for response.

When the troubling behavior of one or more students is reported by the campus community to the office of Vice President for Student Life, a CUBIT meeting may be called to review this behavior. Team members who have interacted with the student present information to the group (as permitted by state and federal law) and other members of the campus community may also be called upon to share information. The team may choose one of the following options: make a recommendation on the student's continued enrollment or dismissal; continue to gather information and meet again; or monitor the situation for new developments.

The CUBIT will follow the policies outlined in the Student Handbook as a guide for recommendations but is encouraged to also think creatively to find the best solution to what are often complex problems. All discussions and deliberations of the CUBIT, and appeals to the CUBIT or the Executive Student Conduct Committee will be in compliance with the Family Educational Rights and Privacy Act (FERPA).

If a student and/or the student's parents object to involuntary removal from campus housing, they may appeal that decision to the Executive Student Conduct Committee. The Vice President will arrange an administrative hearing before the Committee during which the student and/or the student's parents may present information (e.g., information from an appropriate health-care provider concerning the student's physical, mental or emotional condition). Parental participation in the appeals process is only allowed when the student requests it in accordance with FERPA.

Alcohol Misuse

All main campus students are expected to follow local, state, and federal laws regarding the possession, consumption and distribution of alcohol. The possession, consumption and distribution of alcoholic beverages is prohibited on the University campus. The misuse of alcohol is defined by the University as any use that adversely impacts the student's health or could lead to inappropriate, disorderly, disruptive, disrespectful or unsafe behavior. This type of behavior subjects a student to be in violation of the Behavioral Offenses as outlined in the Undergraduate Student Handbook.

Consumption of Alcohol in North Carolina by anyone under the age of 21 is a Class 1 Misdemeanor. North Carolina General Statute 18B-302, states to aid, abet, sell or give alcoholic beverages to anyone under the age of 21, or to attempt to purchase alcohol under the age of 21 is a Class 1 Misdemeanor.

Drug-Abuse Prevention

Campbell University policy on illegal drugs use is expressed in the Code of Honor and the Student Code of Conduct. These documents prohibit the possession, use of, or distribution of illegal drugs by students regardless of age, both on and off campus. The University will use all legally acceptable means to prevent the possession, use, or distribution of illegal drugs on campus, including but not limited to; random drug testing of varsity athletes and the employment of under-cover agents.

Drones: UNMANNED AIRCRAFT SYSTEMS (UAS)

The operation of an unmanned aircraft system (UAS), radio/remote controlled model aircraft or drone, is regulated by the Federal Aviation Administration (FAA). As a private institution, Campbell University establishes the following policy to govern the operation by any person of a UAS from or above the University's main campus.

This policy is established to require and ensure compliance with ALL applicable laws, reduce safety risks, and preserve the security and privacy of members of the Campbell University community.

This policy primarily responds to FAA guidelines and requirements that promote the safe and responsible use of unmanned aircraft.

All faculty, employees, students, contractors, volunteers, and the general public present on Campbell University property are governed by this policy.

The use of drones for hobby or recreational use on Campbell University property is not permitted.

Any use of a UAS from or over the campus or inside a campus building is strictly prohibited except under the following circumstances.

- The use of drones is permitted only for educational or research purposes.
- The owner/operator must obtain prior approval from the Campus Safety and file a "flight plan" including date, time, and duration of flight and operational area, at least 48 hours prior to the use of the UAS.
- A University owned or commercial UAS must comply with local, state, and federal (FAA) regulations by obtaining and producing a "333 Exemption" or a "Special Airworthiness Certificate" prior to use on the campus. (See www.faa.gov)
- A private or commercially owned UAS operator must provide a certificate of insurance with a minimum of \$5 million in general liability insurance written on an occurrence basis.
- The owner/operator must have experience in operating the UAS and operate them in a responsible manner.
- The owner/operator must not operate over areas of public assembly, stadium, or areas of construction.
- The owner/operator must not photograph, video, or monitor areas where other members of the University community or

members of the general public would have a reasonable expectation of privacy.

Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of University policies may subject the individual(s) to both criminal and/or disciplinary action. Students who violate this policy will be subject to sanctions as outlined in the Student Handbook. Damages/injuries occurring to University property or individuals will be the responsibility of the UAS operator.

FAA Regulations

The FAA classifies UAS use as one of three types:

- Public - Governmental
- Civil Operations - Non-Governmental
- Model Aircraft - Hobby or recreation only

Effective December 21, 2015, the FAA began a registration process for all UAS devices weighing between 0.55 pounds and 55 pounds that are used for hobby or recreational purposes. The owner must be 13 years of age or older and a U.S. citizen or legal permanent resident. Additional information and the on-line registration may be obtained at <http://www.faa.gov/uas/registration/>.

Failure to register

Civil and criminal penalties may apply for failure to register a UAS. Those penalties are on a sliding scale based on the circumstances of the situation and may include a formal warning to monetary fines and/or prosecution.

Using a UAS to take photos/videos for personal use is recreational. Using the same device to take photos/videos for compensation or sale is commercial use; commercial use requires an FAA Sec. 333 Exemption or a Special Airworthiness Certificate. A Certification of Waiver or Certificate of Authorization means an FAA grant of approval for a specific unmanned operation. (See www.faa.gov)

Responsibilities

The Vice President for Student Life and the Director of Campus Safety maintain the authority to "ground" or suspend operations of any UAS that is not compliant with FAA regulations, this policy, or presents a danger to University property or to the University community.

Hover boards

All Hover Boards are banned from use in all university buildings. This ban is for the indoor operation of "Hover boards" and the charging/re-charging of them and applies to all students, staff, faculty and visitors.

Inclement Weather

The main campus of Campbell University is a residential community. Classrooms are located within walking distance of residential facilities. Classes may be conducted in spite of snow and ice. A sufficient number of class absences are permitted under University policy to cover when commuting students may miss class due to driving 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 Removal from Campus Housing

Any residential student who engages or threatens to engage in behavior that may present a threat to him/her or others may be involuntarily removed from campus housing by the Vice President for Student Life. Said student may be permitted to continue attending class, but is no longer allowed to live in or visit campus housing including residence hall rooms, suites and apartments.

If a student and/or the student's parents object to involuntary removal from campus housing, they may appeal that decision to the Executive Student Conduct Committee. The Vice President of Student Life will arrange an administrative hearing before the Committee when the student and/or the student's parents may present information if they wish to do so (e.g., information from an appropriate health-care provider concerning the student's physical, mental or emotional condition). Parental participation in the appeals process is only allowed when the student requests it in accordance with FERPA.

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/herself 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 Vice President for Student Life 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 (and/or the student's parents) objects to the withdrawal, the Vice President for Student Life will arrange an administrative hearing before the Executive Student Conduct Committee. A decision will be reached concerning enrollment at the University based on the student's past and present behavior. If the student and/or the student's parents wish 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 Committee that the student is not fit to continue to be enrolled, an involuntary withdrawal will be executed on behalf of the student, and the student will be required to leave the campus no later than 5:00 p.m. the following day.

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 Advisors, Vice President for Student Life, 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*

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 are 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, which includes residence hall staff. 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 residence hall 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 Cards at all times and must produce them upon request.

Participation of Students in Institutional Decision-Making

The Student Government Association functions as a forum through which students may express their opinions and concerns on university matters which affect them. Such expressions are reviewed by the Student Life Committee when passed in the form of resolutions by the Student Congress.

The Student Life Committee may approve or disapprove the resolutions or return them to Student Congress for further consideration. Approved resolutions, together with the recommendations of the Committee, are forwarded to the appropriate offices. These offices may choose to act or not to act upon the Committee's recommendations.

The Student Government Association also influences the University's decision-making process through the participation of its members on a large number of Committees.

Smoking

This policy addresses all tobacco products including, but not limited to cigarettes, pipes, cigars, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and smokeless tobacco.

- Smoking and the use of all tobacco products is prohibited in all University owned buildings, vehicles and carts.
- Smoking and the use of all tobacco products is not allowed within **fifty feet (50')** of any building including steps, stairways, doors, windows or air intake systems.
- The Health Science Campus on highway 421 is a **tobacco-free campus**. Appropriate sanctions will be administered to persons violating this policy.

Solicitation

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

Withdrawal from the University

To withdraw officially from the University during a semester, a student should discuss options with their academic advisor before obtaining a Withdrawal Form from the Student Life Office (located on the 2nd floor of the Wallace Student Center or by calling 910-893-1540) or on-line at: <https://www.campbell.edu/policies/withdrawal-policies/>. This form, once completed, will be distributed to the following offices: Registrar, Financial Aid, Business, Accounting, Veteran's Affairs, International Admissions, and Residence Life, 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. A "Request for Medical Withdrawal" form must be completed by a licensed medical provider who administered care at the time of the illness or injury, along with the "Withdrawal Form". All medical withdrawals must be approved by the Vice President for Student Life. *(There will not be an application fee for those that withdraw for medical reasons when reapplying to the university for the next semester.)*

Students not returning following the completion of a semester should send a letter stating this addressed to the Vice President for Student Life. The following should be included in the letter: student's full name, Identification number, statement regarding not returning and reason for not returning.

The Student ID is to be turned into the Office of Student Life or to Residence Hall Staff upon withdrawal.

VII. Parking Regulations

Vehicle Operations and Parking Jurisdiction

The Campus Safety Office is responsible for enforcing traffic and parking regulations on the University campus as well as providing for the security of the campus. While reasonable efforts are made to ensure the security of parking lots, the University cannot assume responsibility for personally owned motor vehicles and will not reimburse students and/or parents for damage and/or property loss.

Enforcement

Parking Rules and Regulations will be enforced 365 days a year. All violations may be dealt with through the issuance of a University Parking Ticket; however, local Law Enforcement agents may issue handicap violations according to North Carolina Law. If you receive a state or county citation, you must pay the fine at the Magistrates Office in Lillington, NC.

Due to events on the campus, the university reserves the right to close a parking lot(s) and require vehicles to be moved to another lot.

Appeals

Written appeals must be submitted to Parking Services within three (3) days of the receipt of a citation. The written appeal should include a detailed description of why the citation should be considered improper or invalid. Appeals submitted beyond three (3) days of the time and date of the citation may not be accepted.

The Appeals Officer will review the written appeal and may:

- Grant the appeal and forgive the citation
- Reduce the fine
- Deny the appeal

If the appeal is denied by the Appeals Officer, the appellant may appeal to the University Traffic Committee. The committee is composed of three (3) faculty/staff representatives, two (2) students (SGA members appointed by the Vice President for Student Life), the Director of Facilities Management, and the Director of Parking Services. The committee shall meet once a semester or as needed. The decision of the committee is final.

The Committee may:

- Reverse the decision of the Appeals Officer, and forgive the citation
- Reduce the fine
- Deny the appeal

Vehicle Registration

Students (undergraduate, graduate, professional school and/or special) attending Campbell University and all residents of Campbell-owned housing who own and/or operate a motor vehicle (including motorcycles and motor scooters) on the campus are required to register their vehicles annually with Parking Services and properly display the issued permit.

General Parking Rules

- A. All vehicles driven on campus must be registered with Parking Services.
- B. The student or faculty/staff to whom a permit is issued is responsible for all violations accumulated by that vehicle.
- C. Students must re-register a vehicle if the parking permit is lost/stolen; or the student changes vehicles.
- D. Students and faculty/staff must report lost/stolen parking permits to Parking Services.
- E. To re-register a vehicle, the old permit must be removed from the initial vehicle and returned to Parking Services to be issued a replacement permit for the new vehicle.
- F. Only the current permit is to be displayed; all others must be removed.
- G. A student changing Residence Halls and/or apartments should contact Parking Services to be issued a parking permit corresponding to the new location, as necessary. This will be done at no additional charge. (Note: The old permit must be returned to Parking Services.)
- H. The employment of a student's spouse by the University does not affect his/her status for vehicle registration purposes; he/she must still register vehicles that he/she owns or operates as a student.
- I. A student may not drive or park a vehicle on campus that displays a faculty/staff parking permit.
- J. Only register a vehicle that is for your personal use.

- K. Students employed by the university as graduate assistants are required to purchase a student permit and do not qualify for the faculty/staff parking permit.

Permits

Parking permits must be **permanently affixed** to motor vehicles as described by the instructions (attached to the permit) immediately upon receipt.

Permits should be placed in one of the following areas.

- A. Lower left side of the rear window (driver's side, bottom of back window).
- B. Convertibles only: bottom of the left side rear bumper (driver's side back bumper).

Temporary Permits

Temporary permits may be issued to students and faculty/staff at Parking Services in the event a vehicle other than the one permanently registered is being used temporarily on campus.

Visitor Parking Passes

Visitors to the campus, such as parents and vendors, are asked to obtain a parking pass from the Campus Safety Office. The passes are normally provided for periods of short duration only, and are to be displayed from the rearview mirror of the vehicle for which they are issued. Visitor parking passes entitle the holder to park in any designated space except handicapped and reserved.

Parking Lots

Students are required to park only in their assigned lots between 7:00 am and 7:00 pm, Monday through Friday.

Parking lots are assigned on the basis indicated below. Spaces in each lot are defined either by painted lines or concrete bumpers.

- A. **Commuting Students (Undergraduates & Graduate Students):** Lots C, E, H, I, K, L, N, Q, T, X, KK, NN & PB are designated for the general commuting student population. A commuter permit will be issued and commuting students may park in any of these lots as space is available.
- B. **Reserved Spaces:** All lots on campus have designated spaces for faculty, staff, handicapped, visitors, and timed parking. Students may not park in these spaces. Violators will be subject to towing.
- C. **Visitors & Timed parking:** The "J" lot in front of the Barnes & Noble/Chick-Fil-A is for visitor parking only and timed parking.
- D. **South Campus** includes Faculty Memorial Commons, Bob Barker, Small, McCall, Sauls, Burkot, South, and Murray Halls. All freshmen (male and female) students residing in a residence hall on south campus are required to park in lot "Y" at all times. All upperclassmen will be issued a South Campus permit and may park in F, M, U, W, or BB lot with an overflow lot of "Y" from 7:00 am to 7:00 pm, Monday through Friday.
- E. **North Campus** includes Bryan, Day, Jones, Hedgpeth, Pat Barker, Powell, Strickland Halls. All resident students residing in a residence hall on North Campus are required to park in Lots "H" & "PB" from 7:00 am to 7:00 pm, Monday through Friday.
- F. **Stadium Apartments** have designated spaces for Stadium Apartment Residents ONLY. Stadium residents will be issued a Stadium permit and may park in the designated Stadium spaces, as well as commuter lots.

Parking Prohibitions

The following prohibitions will be enforced twenty-four hours a day, seven days a week:

- A. Parking in or blocking vehicular access to fire lanes, handicap spaces and/or handicap access spaces.
- B. Parking in reserved spaces (i.e. University President, Vice Presidents, and Deans).
- C. Parking in a "No Parking" or "Restricted Parking Area".
- D. Parking other than within a designated space in each lot.
- E. Parking beside or in yellow-painted areas and on curbs painted yellow.
- F. Parking within 15 feet of fire hydrants.
- G. Parking on the grass or in landscaped areas.
- H. Parking on sidewalks (brick and/or cement).
- I. Double Parking.
- J. Parking in center of traffic lanes of parking lots.
- K. Parking in streets and/or drive-ways as to impede normal or emergency traffic.

- L. Parking in RD spaces.
- M. Parking on campus without a valid permit.
- N. Parking in “D” lot (visitors and handicap only).
- O. Exceeding the allotted time in timed parking areas.
- P. No parking in Loading Docks.

Penalties

Penalties for failing to observe university parking regulations include but are not limited to: fines, loss of parking privileges, booting of vehicles and towing of vehicles. The student to whom the vehicle is registered at Parking Services is responsible for all violations to that vehicle.

Fines

The fines have been established for parking violations. Once a 4th violation has been issued, the vehicle will be immobilized with an auto boot. If a vehicle is immobilized, all fines must be paid in addition to \$65 administrative fee to have the boot removed from the vehicle. Upon receiving a 5th violation, a vehicle will be towed and parking privileges on Campbell University property will be suspended for the remainder of the semester; in addition, a \$65 administrative fee will be charged. Students may apply for a reinstatement of parking privileges at the beginning of the following semester.

All fines are automatically charged to the student’s account.

- Failure to move for events..... \$15.00
- Parking in wrong lot..... \$55.00
- Parking over allotted time \$55.00
- Parking in Faculty/Staff space..... \$55.00
- Failing to display current decal..... \$55.00
- Parking in visitors/reserved space \$55.00
- Parking next to an adjacent line \$40.00
- Parking on grass..... \$40.00
- Parking in un-marked space..... \$40.00
- Failing to display Parking Decal in proper place \$40.00
- Parking in fire lane \$95.00
- Parking in handicap space \$125.00

Booting

Parking Services is under no obligation to contact the owner, operator, or registrant of a vehicle at the time it is booted.

Vehicles may be booted for the following:

- Failure to display current parking permit. No prior notification required.
- 4 or more violations
- Parking in a “Reserved” space/area

If a vehicle is immobilized with a boot, the student must come to Parking Services, located at Campus Safety, to resolve the matter so the boot may be removed. A \$65 administrative fee will be charged to the student’s account.

A student has up to 48 hours to resolve this matter. After 48 hours, the vehicle will be towed at the owner’s expense, the permit will be removed, and a new permit will have to be purchased to park on campus.

Towing

Parking Services is under no obligation to contact the owner, operator, or registrant of a vehicle at the time it is towed.

Vehicles may be towed without prior notification if any of the circumstances listed below apply. If a vehicle is towed as a result of multiple parking violations, the parking permit will be removed at the time of towing and a \$65 Administrative Fee will be charged to the student’s account. The following violations are cause for a vehicle to be towed:

1. Parking in or blocking access to Fire Lanes and/or Handicapped spaces;
2. Parking on-campus after having parking privileges revoked for excessive parking violations;

3. Inhibiting the flow of traffic or blocking entrances to parking areas, buildings, etc.;
4. Abandoned or disabled vehicles will be towed within 48 hours at the owner's expense. The owner must make arrangements with the towing services to retrieve the vehicle. This fee will not be charged to a student's account.
5. Parking along marked curbs;
6. Receiving 5 or more parking violations.
7. Any vehicle that has been booted in the academic year can be towed for any further violations.
- a. Towing of vehicle will result in loss of permit. Another permit will need to be purchased to park on campus (Y Lot *ONLY*).

Motorcycles, Motor Scooters, Mopeds and Golf Carts

Motorcycles, motor scooters and mopeds, as defined by North Carolina Motor Vehicle laws, are considered motor vehicles and must comply with all appropriate rules and regulations as set forth in the University's traffic and parking regulations. Golf Carts can only be used if approved by the Vice President for Student Life and must comply with all rules and regulations as set forth in the University Traffic and Parking regulations.

Parking for Football Home Games

Students parked in the "Y" parking lot will have to move their vehicles on home football game days. Notifications will be issued during the week before a game indicating where to park and during what times.

Bicycle Registration

Bicycles may be registered at Parking Services; there is no charge for this service. Bicycles left on campus at the end of the academic year will be collected and donated to charity.

VIII. Residence Life

Undergraduate On-Campus Housing

Many of the valued attributes of a college education are a product of the interaction among students in an environment structured to develop responsible citizenship and leadership skills. Participation in the campus community is part of the educational process. The campus community in large part is composed of the university residence halls and apartments.

All undergraduate students (including 3/2 MBA candidates) are required to live in on-campus housing for 6 consecutive semesters unless granted approval to live off campus, are 21 years old, married, or commuting from the primary residence of a parent within a 50-mile radius of the Buies Creek campus.

Requests for exceptions to the residency requirement for on-campus housing must be made in writing and submitted to the Residence Life Office.

Non-traditional/Graduate Students

Campbell University's housing capacity does not allow space for housing married students or students 23 years and older without permission from the Vice President for Student Life.

Housing Deposits

Returning Students: Students not planning to live on-campus must complete an Off Campus Housing Form, be approved and form on file in the Residence Life Office. Failure to do so will result in the student being charged for a residence hall room on campus for the academic year. (This Housing Policy does not apply to Transfer Students.) All returning students for the Fall 2018 semester must make a **\$100.00 Housing Deposit** in order to reserve a room for the Fall 2018 semester. This Housing Deposit is required by March 1, 2018 and it will be applied to the room rate for the Fall 2018 semester. It is refundable through May 1, 2018.

New Students: Campbell University requires a New Student Enrollment Deposit as determined by the Undergraduate Admissions Office. A portion of this Enrollment Deposit reserves your housing accommodations. . The Admissions Office will communicate with the Residence Life Office on the deposits received from new students. The Residence Life Office will communicate by email with new students about the housing application and housing agreement. The housing application must be completed by all new students, regardless of whether or not you plan to live on campus. **All new undergraduate students are required to live on campus for 6 consecutive semesters unless granted approval to live off campus, unless they are 21 years old, married, or commuting from the primary residence of a parent within a 50-mile radius of the Buies Creek campus.** (This Housing Policy does not apply to Transfer Students.) If your request for off-campus housing is approved by the Office of Residence Life, the New Student Enrollment Deposit will be completely allocated to reserving your space in class.

Residence Hall/Apartment/Greek House Housing Agreement

The Residence Life Office manages room assignments for on-campus, undergraduate student housing. The assigned student in residence halls, apartments, and Greek Houses must sign a **Campbell University Housing Agreement** that represents an agreement between the University and the student for the current academic year. The University agrees to provide a room for the student, and the student agrees to reside on campus throughout the academic year (fall and spring semester) unless the student graduates, withdraws from the University or gets married. **A penalty/fine of \$750.00 will be assessed to students who break this housing agreement within the academic year.** This agreement is a commitment by the student to live on the University campus for the academic year but not for a specific room. Students living in on-campus housing must be full-time students, registered for main campus classes and must carry a minimum of 12 semester hours during the fall and spring semesters and 6 semester hours during a summer term. 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. Students not attending classes on a regular basis, with absences exceeding the 15% permitted in the University attendance policy, will be required to move out of on-campus housing. The University retains the right to immediately remove any student from housing due to the student's failure to follow University policies.

Students that are in a dating relationship cannot room together in on-campus housing.

Summer School Housing

Students registering for summer school may choose to live in on-campus or off-campus housing. A request for housing must be made to the Residence Life Office. Students choosing to live off campus for summer school but not qualifying for off-campus housing must return to the residence halls or apartments for the fall semester. Students desiring to attend summer school must move out of the residence halls they are assigned to for the spring semester for the time period between sessions. All students attending summer school and not living year-round in an on-campus apartment will be housed together in a residence hall designated for summer occupancy. Students living in on-campus housing during summer school must be registered for main campus courses.

Disabilities

It is the responsibility of the student or his/her parent to notify the Student Success Office of any assistance or special housing arrangements he/she may require due to a disability. Every effort will be made to provide reasonable accommodations for students with documented disabilities.

Medical Information

It is the responsibility of students to notify the Residence Life Office and The Campbell University School of Osteopathic Medicine Community Health Center of any medical or emotional condition a student has that will require assistance from the housing staff. Students who take prescription drugs on a regular basis should also notify Student Health Services and their Resident Director. Such information will be kept confidential.

Room Assignments

Returning Students: The room assignment and selection process for returning students will be held in the spring of each year. Residence hall/apartment/Greek House room assignments are for a period of one academic year from the beginning of the fall semester until the end of the spring semester. When a room assignment is made, it represents a commitment on the part of the student to occupy that space and pay the cost of the room and meal plan (where applicable) for each semester or summer session. Students living in on-campus housing must be current full-time registered students and registered for main campus courses. It is very important that students inform the staff in the Residence Life Office if they have been given a room assignment and are not going to return to campus housing for the next year. Returning students who cancel after **June 1st** or fail to occupy their space by the **first day of classes** will be charged a late cancellation fee of **\$250.00**. A penalty/fine of **\$750.00** will be assessed to any student who breaks the Housing Agreement by not occupying their room by the first day of classes or by moving out of their housing assignment within the academic year. This includes students requesting to move out of their room during the semester break. The fees for University housing are published by the Business Office. Likewise, all housing related fees and rates are subject to the University Refund Policy also published by the Business Office. The Housing Selection Process is a structured event that is conducted over a period of 2-3 weeks during the spring semester. Students will be informed of dates and times of the Housing Selection Process by flyers and posters, during hall meetings, and through email. Upon receipt of the Returning Student Housing Deposit and Housing Agreement, students will be able to participate in the Housing Selection Process. Receipt of the Returning Student Housing Deposit may take up to 3 business days to process.

New Students: The staff in the Residence Life Office, based upon receipt of the Enrollment Deposit and the Housing Agreement, assigns rooms for new students. The assignment process for new students begins in the spring semester after the returning students have been assigned. Students are paired together based on information given on their Housing Application. Assignments will be made available during the summer months. Assignments will continue to be made until the beginning of the semester.

Meal Plans

A full meal plan is required of all students living in residence halls. There are different meal plans available (refer to the online listing at the following link: <https://campbell.campusdish.com/>). A minimum of the 5-meal plan is required of students living in Bob Barker Suites, Jones Hall, and South Hall. Students living in Bob Barker Hall Apartments, Faculty Memorial Commons and Stadium Apartments have the option of purchasing a meal plan, but are not required. Students must contact the Business Office regarding their meal plans and any changes they would like to make to their plan.

Check-In Procedures

New students may check in at their residence hall on Saturday, August 19, 2017 from 8:00 am to 5:00 pm to pick up their key and complete check-in forms. There will be a morning and afternoon shift for move in. Students will get an email with their designated time prior to Move-In Weekend. Students arriving after Move-In Weekend will need to check in at the Residence Life Office (located

in the Wallace Student Center) during regular business hours (8:30 am – 5:00 pm).

Returning students may check in at their residence hall or apartment on Sunday, August 20, 2017 from 9:00 am to 5:00 pm to pick up their key and complete check-in forms. Students arriving after Move-In Weekend will need to check in at the Residence Life Office (located in the Wallace Student Center) during regular business hours (8:30 am – 5:00 pm).

Check-Out Procedures

A student's semester ends upon the completion of his/her last exam. Residence halls and apartments are to be vacated by 5:00 p.m. on the day following the student's final exam. The staff in residence halls and apartments will check out residential students who are vacating their rooms. To be checked out of his/her room, a student must remove all personal property, properly dispose of all trash and debris, sweep/vacuum the floor and lock all windows and doors. Any damage to the room and/or missing furnishings will be noted on the student's Checkout Form and Room Condition Form. These forms and the student's key(s) must be turned in to the staff in the residence halls or apartments. The University ID Card must also be turned in to a staff member at the time of checkout if the student is withdrawing from the University. Residential students failing to properly check out prior to leaving school will be billed for the cost of changing the room and/or suite door locks. The students will also be billed for the cost of cleaning the room, repairing damages, moving personal property out of the room and replacing missing university owned furnishings.

Students who leave school during a semester must check out of their rooms following the same procedure as outlined above. Failure to go through the process of checking out will result in the student continuing to be charged for the room as though he/she still occupies the room.

Express Check-Out

An Express Check-Out option is available to students living in upperclassmen, residence halls and apartments. Express Check-Out drop boxes are located near the Bob Barker Hall RD Apartment, Faculty Memorial Commons RD Apartment, Greek Houses RD Apartment, Jones Hall Student Entrance, and Stadium Apartments RD Apartment. Students choosing this check-out method do not have to check out with a staff member. Instead, students enclose their room key(s) in a completed Express Check-Out Form and drop it off in one of the designated Express Check-Out drop boxes described above. Students choosing this check-out method accept full responsibility for damages in their room, apartment, floor, and building, including the fines or repair/replacement cost that result from those damages.

Early Arrival/Extended Occupancy

First-Year student residence halls will open on Saturday, August 19, 2017 for new students. Upperclassmen halls and apartments will open on Sunday, August 20, 2017 for returning students. Students will not be allowed to move in prior to that date. The residence halls and Bob Barker Hall suites close for fall semester on Wednesday, December 13, 2017. The residence halls and apartments will close for the academic year on the day following spring semester final exams which is Thursday, May 3, 2018. All students are required to remove all personal belongings, clean their room, check out with hall staff, and turn in their room key by this date.

Students requiring early arrival or extended occupancy must request approval from the Residence Life Office. If approval is granted due to an emergency, there will be a \$40.00 charge per day for each additional day the student occupies a room in the residential facility.

Holiday Occupancy

Residence Halls: During University designated holidays throughout the academic year, such as winter and spring break, the residence halls and Bob Barker Hall Suites are closed. This does not apply to students in apartments or Greek Houses. Residents are to be out of the halls during these times. For winter break, students are to be out by 5:00 p.m. the day following their last exam. Exams end on Tuesday, December 12, 2017 and all students must be out by 5:00 pm on Wednesday, December 13, 2017. Students may leave their personal items in their rooms at their own risk during winter break. All personal property must be removed at the end of spring semester and summer school. Students who need accommodations during holidays must complete an extended occupancy form and submit it to the Residence Life Office to obtain approval to stay in the residence halls or Bob Barker Hall Suites. If approval is granted due to an emergency, there will be a \$40.00 charge per day for each day the student occupies a room in the residence halls or Bob Barker Hall Suites.

Apartments and Greek Houses: Students in apartments or Greek Houses may stay in these facilities during Campbell University official holidays and breaks.

BREAK	DATES OF BREAK	DEADLINE TO SUBMIT REQUEST FOR EXTENDED OCCUPANCY	ADDITIONAL CHARGE
Fall Break	October 12-15, 2017	Noon on October 5, 2017	NO
Thanksgiving Break	November 22-26, 2017	Noon on November 17, 2017	NO
Winter Break	December 13, 2017 - January 7, 2018	Noon on December 4, 2017	YES
Spring Break	March 3-11, 2018	Noon on February 26, 2018	YES
End of Year	May 3, 2018 - Summer	Noon on April 25, 2018	YES

Room Changes

All students wishing to request a change of their room assignment must first meet with a Resident Life staff member who may be able to assist with difficult roommate/suitemate situations and facilitate roommate agreements. Students who meet with a Resident Director may be referred to the Residence Life Office for further assistance.

If a room change is necessary, all students involved must complete a Room Change Request Form provided by the Residence Life Office and meet with a Residence Life Director. Requests will be granted if a room change is deemed necessary and space is available.

All room changes must be approved by a Residence Life Director. Once approved, the student will receive the key to the new room at the Residence Life Office. Once the student has moved, he/she will check out with their former RD or RA to turn in the key to their former room. Keys are not to be exchanged among students. Residents are not to change rooms and/or switch rooms/roommates without permission from the Residence Life Office. Violation of this policy will result in disciplinary action.

Consolidation

The Residence Life Office must efficiently and effectively utilize all available spaces in the residence halls. To accommodate the needs of all students, the Residence Life Office reserves the right to utilize the following consolidation policy as needed.

At any point during the semester, students may find themselves left in a room without a roommate. These students have the following consolidation options:

1. Consolidate with another student in the same residence hall who is without a roommate or voluntarily move to a space in another residence hall.
2. Request the Residence Life Office to reassign them to a double room with a roommate.
3. Opt to pay the private room fee (\$725.00 per semester) and remain alone in their room, only if space is available.
4. Stay in the room by themselves without paying the private room fee. The Residence Life Office may assign another student to the room at any time. While students are there alone, they must occupy only half of the room and leave the other side for the room unused. Once a student is notified that they will be receiving a roommate, they cannot opt to pay for a single room at that time to prevent a new roommate from moving in.

Students who do not choose any of the above options will be charged the private room fee.

Private Rooms

Private room requests are granted when possible. A Private Room Request Form must be completed and turned in to the Residence Life Office. If a private room request is granted and the room is later needed for double occupancy, a second person will be assigned. Persons occupying a private room will be charged an additional fee of \$725.00 per semester. In cases where an adjustment in the charges for a private room is necessary, the charges will be prorated. Apartments, Jones Hall, and South Hall have only private rooms.

Hall Meetings

Students are responsible for the information presented at the residence hall, apartment, and Greek House meetings that are held several times throughout the school year. The schedule for these meetings is listed below. These meetings address community and social needs as well as rules and regulations and other student issues. In addition to these meetings, Resident Directors may call a meeting to address specific concerns for a particular residence hall/apartment/Greek House. Resident Assistants may also call a floor/hall/house meeting to address concerns of their residents. Staff will offer educational programming for each residence during the academic year.

Residence Hall/Apartment Meeting Schedule

Fall 2017	August 19	(9:00 pm) for new students
	August 23	(10:00 pm) for all residential students
	November 14	(10:00 pm) for all residential students
Spring 2018	January 10	(10:00 pm) for all residential students
	March 13	(10:00 pm) for all residential students
	April 17	(10:00 pm) for all residential students

Hall and Room Checks

The University reserves the right for authorized persons to inspect all areas of the residence halls and apartments, and Greek housing including rooms and furnishings. The Vice President for Student Life, Residence Life Graduate Assistants and Interns, Director of Residential Living, Director of Student Conduct and Community Living, Resident Directors, Resident Assistants, Facilities Management, and Campus Safety personnel are among those authorized to enter residence hall and apartment rooms and conduct inspections/searches. Regular room checks and inspection is scheduled for once each month. Dates of these room checks are listed. Rooms must be clean and orderly with beds made, clothes stored, trash emptied, floors clean, and furnishings free of dust. Failure to comply with room check regulations may result in disciplinary action.

Room Check Schedule

Fall 2017	September 7	Spring 2018	February 1
	October 5		March 1
	November 2		April 5

Housekeeping

Residence Halls: Students are responsible for the cleanliness of their own rooms. The housekeeping staff is responsible only for the restroom facilities and common areas of the residence halls. All residents are responsible to take their trash to the proper trash containers for their building. Students may not leave personal items in the restrooms and common areas and must empty their own trash. Students will be charged for improper disposal of their personal trash/belongings.

Apartments: Students living in apartments and Bob Barker Hall Suites are responsible for cleanliness of their room and the apartment. Housekeeping service is provided only in the common areas of Bob Barker Hall. All residents are responsible to take their trash to the proper trash containers located outside the buildings. Students will be charged for improper disposal of their personal trash/belongings.

Greek Houses: Students living in the Greek Houses are responsible for cleanliness of their rooms and the house. All residents are responsible to take their trash to the proper trash containers located outside the buildings. Students will be charged for improper disposal of their personal trash/belongings.

Fire Safety

Residence Halls: In the interest of safety, the University reserves the right to inspect and regulate the use of electrical appliances in residence halls. Students will be required to remove appliances that are determined to represent a potential hazard. Electrical appliances which contain resistance heat systems such as hair dryers are to be unplugged from electrical power sources when they are not in use.

Refrigerators must be plugged directly into electrical wall outlets. Only heavy-duty power cords and surge-protected power strips may be used to connect other appliances to wall outlets. Power cords and surge protectors may not be placed under carpeting, attached to wall or floor surfaces or attached to each other. Thin brown/white extension cords are not allowed.

Halogen lights, electrical heaters, toasters, toaster ovens, George Foreman grills, kerosene heaters, incense, candles and other items generating extreme heat or requiring flames for operation are considered to be fire hazards and are NOT permitted in the residence halls.

Apartments/Bob Barker Hall Suites: In the apartments and Bob Barker Hall Suites, students are to follow the same safety standard as set forth above for residence halls with the exception of toasters and George Foreman grills which will be allowed only in the kitchen areas.

False Fire Alarms

The following actions are a violation of state law and will automatically be addressed by the Campbell University disciplinary system as well as the Harnett County Fire Marshall:

1. Intentionally setting or, through negligence, causing a fire
2. Unnecessarily activating a pull station or a smoke/heat detector, thereby causing a fire alarm to sound
3. Submitting a false report concerning the existence of a fire or incendiary/explosive device

The Buies Creek fire department will respond to all fire alarms/reports.

Refrigerators

Students in residence halls may provide their own room-size refrigerator. Refrigerators must be connected DIRECTLY to electrical wall outlets and draw 1.5 amps or less. Recommended size is 3.5 cubic feet or smaller.

Damages

Students are individually responsible for any damage to their assigned residence hall, suite or apartment rooms and for damages to common areas. Any damage to a residence hall, suite or apartment will be charged to the residents residing where the damage has occurred.

Students may not play any ball games in or close to residence halls/apartment buildings. This includes, but is not limited to softball, football and darts due to the potential for damage and the disturbance of others who may be studying or sleeping. Charges will be assessed individually or collectively if any damages are made to university property and may involve disciplinary action.

Community Billing

A major part of the residential experience of living in a university community involves living together on campus. Residents are expected to be responsible with the ownership of their rooms and lobbies. If damage or vandalism occurs in the halls, the student or students found to be responsible will be charged for the repair and / or damages. At Campbell, we choose to use community billing as each incident occurs. We believe this encourages a sense of ownership in residents, accountability within the community, and improves our ability to control costs. Whenever the responsible individual(s) can be identified, the cost will apply to them, and they can also be found to be in violation of residence hall policies or student conduct charges.

If the specific individual(s) do not come forward, the amount of the repair is divided by the number of students in the hall or on the specific floor. Damage or cleanliness issues that occur in common areas (lobby, kitchen area, stairwells, hallways, windows, etc.) are charged to the entire residence hall. Billing rates are determined by repair costs and labor.

Open House

Open House is a scheduled time during which members of the opposite sex may visit the rooms of other residential students living in on-campus residence halls, apartments, and Greek Houses. Students in a dating relationship that want to visit one another's on-campus room/apartment must follow the Open House policy and scheduled times. Open House will be conducted in accordance with the following guidelines:

Supervision of Open House is the responsibility of the Resident Directors and Resident Assistants.

1. A central check-in/check-out point will be established in the front lobby of the hall. Visitors of the opposite sex must be met by their host(s) at the desk, sign in and leave their student identification card, driver's license or similar identification. Visitors must remain with their host while visiting in the residence. When departing, visitors must leave through the same check-in/check-out point and be signed out by their host(s).
 2. Members of the opposite sex may not use hall and room bathrooms. Public restrooms are in the lobby of each residence hall.
 3. All participating hall members and guests must be dressed appropriately during Open House.
- All Student Code Articles remain in effect during Open House. Students are expected to follow the University's institutional policies concerning displays of affection.

Open House Times in the residence halls: Every day 5 pm – 12 Midnight.

Open House Times in the apartments and Greek Houses: Every day 5 pm – 2 am

Overnight Guests

Residence Halls: Overnight guests of the same sex are permitted in the residence halls only on Friday and Saturday nights with approval of the Resident Director. Guests must register with the residence hall staff and non-students must check in with the Campus Safety Office to obtain a visitor's parking pass. Hosting a guest without the consent of the Resident Director or a guest of the opposite sex may result in disciplinary action.

Apartments/Greek Houses: Overnight guests of the same sex are permitted in the apartments and suites. Any guest staying over two consecutive nights must have approval from the Resident Director. Failure to gain permission to host a guest may result in disciplinary action.

Quiet Hours

Students are asked to maintain a reasonable level of quietness in the residence halls/apartments/Greek Houses. This standard is set to maintain a conducive academic environment. Residents should respect fellow students and staff by limiting noise to a minimum, especially in hallways and lobbies. Music, televisions, and conversations should never reach a noise level that disturbs other occupants. Quiet hours are set for all residences **from 10:00 p.m. to 10:00 a.m. daily.**

Room Keys

Residence Halls: Upon arrival on campus, students are to go to their assigned residence hall to check in and pick up their room key. If the key is lost, it must be reported to the residence hall staff immediately so that the affected locks will be changed and new keys and cards issued. The student who lost the key or access card is responsible for the cost of replacing the lock cylinder and both his/her key and his/her roommate's key. Students may not change locks, place dead bolts on doors, install chains, or secure doors to rooms, closets, refrigerators etc., to prevent entry by authorized persons. If the student does not return the keys at the end of the academic year, the appropriate fee will be charged to the student's account.

Apartments/Greek Houses: Residents of the apartments and Greek Houses will check in with staff to pick up their key. If the key is lost, it must be reported to the staff immediately; the affected locks will be changed and new keys and cards issued. If a student loses the key or access card, he/she is responsible for the cost of replacing the lock cylinder and both his/her key and the keys for apartment or house roommates. Students may not change locks, place dead bolts on doors, install chains or secure doors on rooms, closets, refrigerators etc., to prevent entry by authorized persons. If the student does not return the keys at the end of the academic year, the appropriate fee will be charged to the student's account.

Students arriving after Move-In Weekend will need to check in at the Residence Life Office (located in the Wallace Student Center) during regular business hours (8:30 am – 5 pm).

Room Furnishings

All rooms come with a bed, chest, closet/wardrobe, desk, and chair for each student. All beds have 80" XL Twin mattresses. Students may request for beds to be bunked, raised/lowered or lofted. Requests for a change in the bed are to be made to the residence hall staff. There is no charge for this service; however if a change is made, resulting in a second move by Facilities Management, there will be a minimal charge. Residence hall furnishings will not be removed from the rooms. Due to fire hazards, students are not allowed to bring couches, loveseats, overstuffed chairs, or any fully upholstered furniture. No chairs, chests, desks or beds will be removed from the rooms. Students are not permitted to bring personal beds. All personal furnishings must be removed at the end of the academic year. Any personal furniture left in the room will be discarded and a charge will be made to the student's account for removal of the items.

Window screens are not to be removed; passageways are not to be obstructed; and improper use or removal of furniture or fixtures is not permitted. The placing of unneeded or unwanted furniture in hallways or on balconies is a fire hazard and not permitted.

Room Decorations

Students in on-campus housing are not authorized to paint their rooms. Room decorations must be in keeping with the Christian purpose of the University. Due to fire codes, signs and posters are not to be placed on the back or front of room doors. The following items are not permitted in on-campus housing:

1. Sexually suggestive or offensive posters or pictures
2. Alcoholic beverages or illegal drug advertisements, pictures, posters or paraphernalia

3. Department Of Transportation signs

All room decorations must be removed when the student checks out of the room. Any damage in the residence hall room, suite or apartment, Greek Houses, or to university property may result in additional charges.

Personal Property

All residence halls and Bob Barker Hall are locked 24 hours a day. Students have keys or ID cards to gain entrance. Students should refrain from bringing items of considerable value to on-campus housing. Personal insurance against loss of property is advisable. Doors to rooms and apartments should be locked at all times to prevent theft and provide safety. Never leave belongings unattended, including your books. The University does not guarantee against loss due to the failure of mechanical equipment, interruption of utilities, or against voltage surges in electrical current.

Abandoned Property

Property such as clothing, books, computers, refrigerators, microwaves, etc., left in on-campus housing by students who have left campus will be secured by the Residence Life staff and the owner contacted, if at all possible. If contact cannot be made or if property is not picked up, the abandoned items will be disposed of after 30 days. A charge will be made to the account of the responsible student.

Security in Residence Halls

Security curfew begins in the residence halls at 12:00 midnight Sunday through Thursday and at 1:00 a.m. on Friday and Saturday nights. It ends at 8:00 am each morning. Members of the opposite sex are not permitted in residence hall lobbies or common areas during these times. Campus Safety personnel are assigned to patrol residence halls, apartments, and associated parking lots. They are responsible for checking the security doors and entries on a recurring basis.

Students must always lock doors, rooms, and suites. Failing to report the loss of a key or ID card with building access, giving an ID card to a non-resident, and propping open or tampering with doors, will lead to disciplinary action. Doors with card-swipe access have activated alarms for when doors are held open or propped open for an extended period of time. If the individual(s) causing the door to be held open or propped open or otherwise vandalized is not known, the students on that floor, hall or suite may be held collectively responsible and assessed charges for the offense.

Campbell University provides furnishings for all common areas of the residence halls and apartments. In the event of damage or theft of Campbell University property, every effort will be made to find the individual(s) responsible for the damage or theft. Sanctions will be imposed accordingly. If the responsible persons are not known, residents in the hall, suite, or floor may be held collectively responsible.

Ledges

Only authorized maintenance personnel may stand, walk, climb or place items on the outside ledges, drain pipes, roofs, etc. of University buildings. Students who climb out on ledges in Strickland and Sauls or on the roof in Murray and other buildings will face disciplinary action. This includes climbing out windows and entering through windows on ledges.

Internet and Cable

Residence Halls Apartments, and Greek Houses are wired with fiber optic cable to permit high-speed Ethernet access to the Internet. All students are provided with a free University e-mail address. Residence Hall, Apartments, and Greek Houses are also equipped with cable TV. Students are encouraged to use their Campbell email for all communication on campus. These email addresses are available and the primary contact for faculty and staff use for contacting the students.

Telephone Service

Land line telephone service is not provided in on-campus housing. A land line telephone is available in the lobby of each residence hall.

Weapons

Campbell University has opted out of NC General Statue #NCGS 14-269.2 and prohibits students from bringing weapons of any kind onto campus and/or into the residence halls/apartments. Pistols, rifles, shotguns, bows and arrows, aerosol guns, pellet guns, BB guns, knives, darts, martial art devices such as numb chucks and stars, bottle rockets, fire crackers, sparklers, smoke bombs, paint ball guns and similar items are all included in this prohibition.

Additional Rules

It is the responsibility of the student to know additional housing rules. These may be found on bulletin boards in the residence halls/apartments, announced by email or in hall meetings.

IX. Spiritual Life

The Office of Spiritual Life helps students find opportunities to express their religious faith and assists students with no faith preference to explore the richness of the spiritual life. The needs of students are taken seriously, and regular opportunities are provided for worship, discipleship/spiritual formation, missions and service, and community building.

Connections

Connections (CUC) reflects the Christian mission and purpose of Campbell University by offering experiences that seek to nurture the spiritual life of students from a Christian worldview and help to build a strong sense of community. Programs do not attempt to coerce students to worship or embrace a particular set of beliefs or value system. Connections merges the university's hallmarks of faith, learning, and service together to educate, challenge, and prepare students to live and act responsibly in this world.

Connections is offered for freshmen on Mondays and Fridays at 10:00 a.m. and for other students on Wednesdays at the same time. For information about academic requirements of CUC, consult the university bulletin.

Student Ministry Groups

Diverse student led ministry groups exist to help students grow in their faith by fostering discipleship, community building, and fellowship. The Office of Spiritual Life provides guidance and encouragement for ministry groups.

Student Ministry groups at Campbell University:

- BCM (Baptist Campus Ministry)
- Catholic Student Association
- FCA (Fellowship of Christian Athletes)
- Gospel Choir
- Ignite
- Inspirations Dance Company
- Jewish Student Organization
- Ransom
- Shine
- Wesley Fellowship

Small Groups

The purpose of a small group at Campbell University is to allow students to know others, know themselves and know God in a more personal way through conversation, the study of scripture and missional living. Groups are led by faculty, staff, and students and typically last eight weeks.

Pastoral Care

The Office of Spiritual Life offers pastoral care in a safe and welcoming environment of grace and respect. Ministers in the Office of Spiritual Life and resident chaplains (RCs) in first year residence halls stand ready to listen, provide guidance, and a pastoral presence to the university community.

Sexual Harassment, Sexual Exploitation, Non-Consensual Sexual Acts, Sexual Misconduct: Please note Counseling Services and Spiritual Life are campus offices through whom members of the campus community may seek confidential guidance and support. These resources may be consulted at any time in the process, including prior to making an official report. Because content of discussions with confidential resources is not reported to an office of record, such discussions do not serve as notice to the University to address the alleged discrimination or harassment. That is, Counseling Services and ministers in the Spiritual Life office are exempt from mandated reporting of sexual harassment, sexual exploitation, non-consensual sexual acts and sexual misconduct to the University. Information will be released to the University only upon written permission from the individual.

Campus Worship

The Campbell community worships together one Sunday of the month (dates published on campus for students) at 6:00 pm in Butler Chapel. This regular service for students, faculty, and staff is Christ centered and seeks to engage the heart, soul, mind and strength of each person who attends.

Missions

Mission trips are taken during academic breaks. These trips are taken to urban, rural and global locations. Past trips include: Atlanta, Washington, DC, South Africa, and Cuba.

Campus Ministry House

If you are looking for a place to hang out, meet people, or study, come visit the Campus Ministry House located on the corner of Main and Burt Streets. The house is open on Monday – Thursday from 12:00 p.m. – 12:00 a.m. and Sundays from 8:00 p.m. – 12:00 a.m.

Office of Community Engagement

The Office of Community Engagement seeks to create opportunities for students, faculty, and staff to become involved in the community through meaningful service. The office serves as a clearinghouse for volunteer information and resource for students. The Office of Community Engagement merges the university's hallmarks of faith, learning, and service together to educate, challenge, and prepare students to live and act responsibly in this world.

Opportunities include different days of service throughout the year as well as ongoing volunteer opportunities with children, tutoring/mentoring, food pantries, senior adults, and healthy living programs. On campus opportunities include the Campus Kitchen, Food Pantry, Mustard Seed Community Garden, and the Community Christmas Store.

To learn about service opportunities, please contact the coordinator at ext. 4726 or visit the office located on the second floor of the Wallace Student Center.

X. Student Activities

The department of Student Activities provides events, trips, educational experiences, and leadership opportunities for students at Campbell University. The following organizations are part of the department of Student Activities: Campus Activities Board, Student Government Association, and International Student Services.

Campus Activities Board (CAB)

The purpose of the Campbell University Campus Activities Board (CAB) is to provide programs for the students of Campbell University that foster an environment which stimulates social, cultural, multicultural, intellectual, leadership, and recreational skills. These programs represent a variety of topics and genres that meet the needs of the campus community. CAB is responsible for planning dances, concerts, trips and other entertainment events around the campus community.

CAB membership is open to all undergraduate students. Students who desire to hold an executive office (President, Vice-President, Secretary, or Treasurer) must apply for the position in the spring semester and are selected after an interview process with the Director of Student Activities and the Graduate Assistant for Student Activities. Committee Chairs are selected by the selection committee in the spring after an application and interview process, and approved by the Director of Student Activities.

Meetings are open to all students; check the CAB website for time and location. Information regarding CAB can be obtained in the CAB office (ext. 1545) located in Bryan Hall, through email at cab@campbell.edu, or the CAB website at: www.campbell.edu/life/student-activities/campus-activities-board

Greek Life

Greek Life at Campbell University offers students many opportunities of community service, leadership building and development, philanthropic support, and social interaction through joining a fraternity or a sorority. The Greek Life community has become an important part of the Campus Life experience. The Greek Life Task Force oversees Greek Life on the campus and is instrumental in the expansion of fraternities and sororities.

International Student Services

The International Student Admissions Office is responsible for the processing of all applications for non-residents of the United States for admission to the university. Students with visa status should seek the advice of International Admissions relative to matters involving their status with the United States

Citizenship and Immigration Services (USCIS) and concerning the policies and procedures involving the validation of academic records and working off campus. For more information, contact International Admissions at ext. 1417.

Once on campus, activities for international students are coordinated by the Department of Student Activities. International Student Services (ISS) offers a wide variety of services to international students at Campbell University. Students are provided with opportunities to participate in events for international students as well as to become acclimated into the University as a whole. There are many activities provided from seminars to culture nights as well as shuttles to Wal-Mart, the DMV, Social Security, etc. ISS also offers informal gatherings and off campus events for students. If you would like more information or want to get involved, please contact the Graduate Assistant for ISS at intlga@campbell.edu or (910) 814-4757.

Inter-Organizational Council (IOC)

IOC is a council made up of a representative of every club and organization on campus. The IOC meetings allow the different clubs and organizations on campus an opportunity to share ideas and to become familiar with the activities planned. IOC also provides rewards for those clubs and organizations that are active and influential in campus life.

IOC is chaired by the Vice President of the Student Government Association and is advised by the Director of Student Activities. For more information see the IOC Handbook published by the Office of Student Activities on the Student Activities section of the Campbell University website.

Posting Campus Information

All campus clubs and organizations, University departments and persons or groups outside the campus community must adhere to the policies governing the use of campus bulletin boards, display cases, and the placement of notices on campus. Persons or groups who disregard these provisions may be subject to penalties, and the organization's approved status may be revoked.

Bulletin boards are available on campus for student use to publicize events. These boards are managed by the Office of Student

Activities, and all students must meet existing guidelines before posting information. All fliers and posters must be stamped by the Office of Student Activities before distribution or display on campus.

To use bulletin boards not controlled by the Office of Student Activities, students should consult the appropriate personnel for permission. Students must follow the policies below governing the use of bulletin boards. For more information call the Office of Student Activities at on-campus ext. 1554.

1. All promotional literature or notices must be approved, stamped and dated by the Student Activities Office before posting.
2. For IOC clubs, the completed Activity Clearance Form should be on file in the Student Activities Office.
3. Promotional literature may not be removed or tampered with when placed in appropriate places.
4. Posters, notices, announcements, or other material may not be attached to walls, windows, doors, walks, stairways, the outside buildings, trees, shrubs, or utility poles on campus.
5. Fliers or notices may not be attached to automobiles on campus.
6. Fliers or notices must comply with the individual guidelines of each bulletin board before posting. Bulletin boards controlled by the Office of Student Activities have published guidelines. When using other bulletin boards, the appropriate personnel should be consulted for authorization of use.
7. All posted items should be in accordance with the institution's Statement of Purpose and Code of Honor found in the Student Handbook.
8. All posted notices must be removed within forty-eight hours after the date of the event.
9. All notices and posters must be secured with push pins or staples. No glue, nails, or tacks may be used. Restrict use of push pins and staples to bulletin board surfaces only.

Student Government Association (SGA)

Campbell University's SGA Members are elected by the student body. Sophomores, juniors, seniors, and the Executive Council are elected in the spring semester proceeding the year of service. Freshmen are elected in the beginning of the fall semester of the year of service. Meetings are open to all students and are noted on the University calendar. Information regarding the Campbell University SGA can be obtained in the SGA office (on-campus ext. 1552) located in Bryan Hall or by email at sga@campbell.edu.

The Student Government Association functions as a forum through which students may express their opinions and concerns on matters which affect them. Such expressions are reviewed by the Student Life Committee when passed in the form of resolutions by the Student Congress.

The Student Life Committee may approve or disapprove the resolutions or return them to the Student Congress for further consideration. Approved resolutions, together with the recommendations of the Committee, are forwarded to the appropriate offices. These offices may choose to act or not to act upon the Committee's recommendations.

XI. Student Conduct

When a student is admitted to Campbell University, the student becomes responsible for knowing and abiding by all rules and regulations of the University as published in the *University Bulletin* and the *Student Handbook*.

Campbell University believes in individual freedom, both as a right and as a responsibility. Attendance at Campbell University is a privilege, not a right. The University traditions and principles as stated in the Campbell University Mission Statement and Code of Honor, accepted by each student through his or her act of voluntary registration, evolve from the core of this concept of freedom and responsibility. Therefore, it is presumed the student who elects to come to Campbell University does so with the intent of being, in fact and in spirit, a cooperative member of this community. Specifically, students are expected to adhere to the Campbell University Student Code of Honor, Student Code of Conduct and all Residence Hall Regulations.

The University encourages students to conduct themselves as maturing men and women and invites them to participate in the formulation of rules and assume responsibility for student decisions through the Student Government Association (SGA). At the same time, all participants in Campbell University life must remember that, by the charter of the University, the Board of Trustees is ultimately responsible for the school and for its operation. The Vice President for Student Life is responsible for the administration of the University's disciplinary system. This responsibility is exercised on behalf of the President of the University and involves various conduct committees and university personnel.

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, fellow students, or the University, appropriate disciplinary action will be taken. This action may be taken by the Vice President for Student Life or referred by him to the appropriate board, committee, or person.

Thus the University is concerned with the conduct of students beyond the geographical bounds of the campus. For many reasons, however, including the obvious impossibility of controlling all off-campus behavior of students, it does not assume supervisory responsibility for their off-campus activities. Nor does the University seek or support the special treatment of those students who may be apprehended for violations of law. It does regulate off-campus events of University-approved student organizations and insists that, at these events and elsewhere, reason and responsibility characterize student conduct. The University does not assume supervisory responsibility for off-campus activities with the exception of University sponsored events. However, if the University is informed of any occurrence of a student conduct violation, the University may choose to address the incident and hold a conduct hearing if deemed necessary.

Campbell University students are expected to abide by local, state and federal laws, as well as the generally accepted moral standards of our society. Although the University's role is not to duplicate civil law enforcement or judicial action, it may exercise authority for reasons indigenous to its functioning as an educational institution.

University Disciplinary System

Initial Inquiries

The Office of Student Life is responsible for:

1. Conducting initial inquiries into allegations of misconduct;
2. Determining appropriate actions, including sanctions; and
3. Arranging original hearings, if required, for violations of the Code of Honor, Student Code of Conduct and Residence Hall Regulations.

The Vice President for Student Life may delegate the authority to conduct initial inquiries to Student Life Staff and/or Residence Life Directors for violations of the Campbell University Student Code of Conduct and Residence Hall Regulations. Students may contest the action taken during the initial inquiry by requesting an original hearing.

Allegations of misconduct involving graduate students are referred to the appropriate graduate/professional school for resolution. Allegations of misconduct involving students enrolled in off-campus programs are referred to the director of that particular program for resolution.

Original Hearings

Students charged with violations of the Student Code of Conduct, Code of Honor, or Residence Hall Regulations are entitled to an original hearing. Original hearings may be conducted by the Area Coordinator(s), Director for Community Living & Standards, Residence Life Conduct Committee, Student Conduct Committee, or the Executive Student Conduct Committee. (The University Executive Cabinet may choose to act as an original hearing board if deemed necessary.)

Appeals

A decision reached by one of the University's conduct committees and/or sanctions imposed by such committee may be appealed by the student within three (3) school days of the decision. All appeals must be made in writing and delivered to the Vice President for Student Life's Office.

An appeal will be limited to a review of the record of the Conduct Committee who originally held the hearing and made a decision. The appeal is to determine:

1. The original hearing was conducted fairly.
2. The decision was based on facts sufficient to establishing that a violation of the Student Code of Conduct had occurred.
3. The sanction imposed was appropriate for the violation that occurred.
4. To consider new information sufficient to alter the decision if this information was not available at the original hearing.

If the appeal is upheld, the matter is returned to the original committee to re-open the hearing and allow reconsideration of the original decision and/or sanction. If the appeal is not upheld, the decision is final and binding upon the student.

Interim Suspension

Any student that may present himself/herself as a threat to the health, safety, welfare and educational processes of Campbell University faculty, staff, and/or students may be temporarily suspended by the Vice President for Student Life pending a scheduled hearing. This suspension may include, but is not limited to, all University owned property, and University sponsored events, classes and intercollegiate athletic participation.

Summer Terms and Vacation Periods

Original hearings during summer school and vacation periods will be heard by Committee members who are in residence at that time or scheduled for the beginning of the next semester.

Records

Records of disciplinary action are maintained in the Vice President for Student Life's Office. Copies of correspondence announcing disciplinary suspension and expulsion are forwarded to the Registrar's Office for inclusion in the student's permanent record.

Notification

Notice of disciplinary action taken by the University will be mailed to the student's local address currently on record in the University computer system, as well as emailed to their Campbell University email address. The University may notify parents of dependent undergraduate students of alleged infractions of the University's Code of Honor, Student Code of Conduct and/or Residence Hall Regulations. A copy of the notification sent to the student may be sent to the parents' home address. Students who are no longer financially dependent upon their parents may be exempt from this policy upon their request, if the University's financial aid records reflect their independent status. **Parents of undergraduate students under 21 years of age will be notified of disciplinary action taken for alcohol violations. All parents will be notified of student drug violations regardless of the student's age. This Parental Notification may be sent prior to, during, or after the conduct hearing has been held.**

Hearing and Appeals Bodies

Residence Life Conduct Committee

The Residence Life Conduct Committee is composed of the two Area Coordinators, and three Resident Directors appointed by the Vice President for Student Life. The Committee will hear violations of Residence Hall Regulations. The Committee may assign disciplinary sanctions ranging from Written Reprimand to Loss of Privileges. Decisions made by this Committee may be appealed to the Student Conduct Committee. The decision made by the Student Conduct Committee in reference to the appeal of a Residence Life Conduct Committee decision will be final.

Student Conduct Committee

The Student Conduct Committee is composed of an Executive Member of the SGA who will serve as the committee chair, the

four undergraduate class presidents, four faculty members and a Student Life Staff Member. This Committee hears violations of the Student Code of Conduct and Code of Honor. The Committee may assign students disciplinary sanctions ranging from Written Reprimand to Probation. Decisions made by this Committee may be appealed to the Executive Student Conduct Committee. The decision made by the Executive Student Conduct Committee in reference to the appeal of a Student Conduct Committee decision will be final.

Executive Student Conduct Committee

The Executive Student Conduct Committee is composed of faculty members, including two University Deans. The Vice President for Student Life will chair this committee and be a voting member thereof. This Committee serves as a hearing board for incidents of misconduct involving violations of federal, state and local law. It may also hear violations of institutional policy and incidents requiring a high degree of confidentiality in order to protect the reputations of the students involved. Cases of sexual misconduct excluding assault and harassment fall into this latter category. The Executive Student Conduct Committee may impose sanctions ranging from Written Reprimand to Expulsion. Decisions made by the Executive Student Conduct Committee may be appealed to the Executive Appeals Committee.

Executive Appeals Committee

The Executive Appeals Committee is chaired by the Vice President for Student Life and consist of members of the Executive Administration. This committee considers appeals of decisions made by the Executive Student Conduct Committee and the Title IX Hearing Committee. Appeals must be submitted, in writing, through the office of the Vice President for Student Life within three (3) business days after notification of the decision. This committee does not hear personal appeals or oral arguments. It may affirm, reduce, or increase sanctions. This committee may choose to act as an original hearing board. Decisions reached by the Executive Appeals Committee are final.

The Disciplinary Process

Initial Inquiry

When the office of Student Conduct has been notified of a student allegedly violating the University Code of Honor, Student Code of Conduct, or Residence Hall Regulations, the student will be required to appear before the Director of Student Conduct or another authorized Student Life staff member for an initial inquiry. Under normal circumstances, this inquiry should take place within 24 hours of the notification. During this inquiry, the student will be advised of his/her violation and the disciplinary process up to including appearing before a conduct hearing body. The Director or another authorized Student Life Staff member will determine the appropriate actions and has the authority to assign sanctions for the first violation of the following Student Code of Conduct standards: I.A, II.A, III.A&B, IV, V, VI.A&B and Residence Hall Regulations, if the student admits he/she has violated these standards and accepts the assigned sanction(s). This decision is final and there is no provision for an appeal. Should the student not admit that he/she has violated these conduct standards, the student will be required to appear before the appropriate conduct hearing body. All other violations of the Student Code of Conduct standards and second violations of any conduct standards will require the student to appear before the appropriate conduct hearing body. The Director of Student Conduct and authorized Student Life staff members reserve the right to request any and all students who have allegedly violated these conduct standards to appear before a conduct hearing body.

Mandate

Students requesting a hearing will receive a mandate which is an official notification of the alleged violation. It contains the name of the student, the nature of the alleged violation, the approximate time, date, and place of the alleged violation, the date of issuance, and the signature of the issuing officer. Normally students will be given at least three days advance notice of the original hearing. A copy of the mandate is given to the student, and a second copy is maintained in the Office of the Vice President for Student Life.

Hearings

When a student appears before the Residence Life Conduct Committee, the Student Conduct Committee, or the Executive Student Conduct Committee, he/she may speak to the Committee on his/her own behalf. The student may bring another person or persons who have direct knowledge of the situation, or he/she may have another student speak for him/her. After hearing all information and examining all evidence, the Committee will deliberate in private and come to a decision.

There will be a record of all Conduct Committee hearings. Deliberation will not be recorded except by the University and the

record is the property of the university.

Should a student not be able to attend a hearing because of a serious illness, injury or death in the family, he/she should notify the Vice President for Student Life's Office immediately. The hearing may be postponed to another date. Should the student, after proper notification and without explanation, fail to appear at his/her hearing, the Committee will treat the alleged violation without prejudice as if the student was in attendance.

Parents and faculty members are allowed to attend the original hearings. Non-students are not permitted to participate in the hearings unless they were directly involved in the incident or have direct knowledge of the situation.

Students are not allowed to have the service of an attorney present at a University Hearing.

After a decision has been reached, the committee chair will announce the decision and explain procedures for appeal. The Vice President for Student Life's Office will provide a written confirmation of the committee's decision to the student's local address on record in the University computer system.

A University Hearing is separate from a criminal or civil court hearing. The procedures may be similar in some respects, yet the University has a different purpose, standard and sanctions. This hearing may be conducted prior to, simultaneously with, or after a criminal or civil hearing. The outcome of a criminal or civil hearing does not have bearing upon the procedure or sanction assigned by the University.

The Student Code of Conduct

Section A: Violations of Standards of Conduct

The following actions are prohibited for all main campus Campbell University students. The record of each incident begins at the beginning of the academic year so each violation is counted in this academic year with the exception of a student violating the policy for illegal drugs/controlled substances. The incident record of students who violate I. B. begins with the first violation and remains in effect until the student graduates from the University. These sanctions are not absolutes and are suggested minimum sanctions. Based upon the severity of an incident when a student has violated the Code of Conduct, the University reserves the right to adjust or increase any sanctions assigned to the student. Unless otherwise stated, the standard sanction assigned for a student's 3rd violation of a policy is Suspension.

I. Substance Abuse

- A. Alcohol:** The Possession, consumption, and distribution of alcoholic beverages and/or alcoholic beverage containers on campus or any event to include, but not limited to academic, athletic, extracurricular, social, administrative, work-related by a University department, director, or group to include travel that takes place off campus sponsored by the University.

1st Violation: \$200 Fine, 15 hours Community Service, Write a Reflection Paper, Reprimand.

2nd Violation: \$350 Fine, 25 hours Community Service, Probation. Student may be required to seek substance abuse assessment and follow all treatment recommendations from certified substance abuse provider (outside the University) at the student's expense.

*Students found responsible for organizing on-campus parties, tailgating, etc., which involves alcohol, may be temporarily suspended and/or removed from University Housing. Students may also be banned from participating in intramurals and/or student activities/events.

B. Illegal Drugs/Controlled Substances*

- 1.** Possession and/or consumption of illegal drugs and/or controlled substances.

1st Violation: \$350 Fine, 15 hours of community service, Probation, Write a Reflection Paper, Reprimand. Student may be required to seek substance abuse assessment and follow all treatment recommendations from certified substance abuse provider (outside the University) at the student's expense.

2nd Violation: Suspension.

3rd Violation: Expulsion

- 2.** Distribution/selling of illegal drugs and /or controlled substances.

1st Violation: Expulsion.

*Students found with illegal drugs on campus will automatically be referred to the Executive Student Conduct Committee for a hearing. Students found with illegal drugs in any university housing will be immediately suspended from their university housing until they appear before this conduct committee and pending the outcome of the hearing.

II. Sexual Offenses*

A. Public Display of Affection: Students are expected to treat each other with respect and exercise restraint in displaying affection for one another. Modesty and proper decorum should govern all actions. Students should avoid the following:

1. Loitering in residence hall windows and doors of members of the opposite sex.
2. Engaging in prolonged kissing, hugging, and/or caressing.
3. Sitting on the lap or legs of another student.
4. Becoming physically entangled.
5. Entering into horseplay involving wrestling or rolling on the ground.

1st Violation: Reprimand.

2nd Violation: \$35 Fine, Loss of Privileges.

3rd Violation: \$50 Fine, Student may be referred to the Campus Minister.

B. Consensual Sexual Activity: Any consensual sexual acts/activity contrary to the purpose and mission of the University.

1st Violation: \$100 Fine, 10 hours Community Service, Probation, Reprimand. Student may be referred to the Campus Minister.

2nd Violation: \$200 Fine, Removal from University Housing, Student may be required to seek behavioral assessment from outside mental health provider at the student's expense.

C. Sexual Harassment: Including, but not limited to, any form of threatening behavior, verbal abuse, harassing phone calls, emails, instant messages, and/or inappropriate actions or comments that are sexually offensive in nature. This misconduct includes but is not limited to hurtful or derogatory comments or behaviors to a specific gender or orientation via any medium (verbal, print, electronic, etc.).

1st Violation: \$350 Fine, 15 hours Community Service, Probation, Removal from University Housing, Reprimand. Student may be required to seek behavioral assessment from outside mental health provider at the student's expense.

2nd Violation: Suspension.

D. Sexual Violence: Any form of nonconsensual sexual acts/activity committed with/without physical force, coercion, threat, or intimidation, actual or implied by a person(s) known or unknown to the victim. This misconduct includes sexual activity involving a person unable to consent due to unconsciousness, mental incapacity, or physical helplessness resulting from alcohol or drug consumption regardless of whether the consumption was with the victim's consent.

1st Violation: \$400 Fine, Suspension. Student may be required to seek behavioral assessment and follow all treatment recommendations from outside mental health provider at the student's expense before reapplying to the university.

2nd Violation: Expulsion.

*Victims of Sexual Harassment and/or Sexual Violence may be referred to the Campus Counselor and/or Campus Minister. The University does not consider the victim in violation of the Student Code of Conduct and encourages any student who has been victimized to report the incident to the Office of Student Life.

III. Behavioral Offenses*

A. Disorderly Conduct: Any disruptive act/activity which is offensive or annoying to others. This misconduct includes but is not limited to: nuisance activities, excessive noise, shouting, horseplay, practical jokes, and disrespect for authority.

1st Violation: \$100 Fine, 10 hours of Community Service, Reprimand.

2nd Violation: \$200 Fine, 15 hours of Community Service, Loss of Privileges, Probation.

B. Fighting: Two or more people using any kind of physical force to attack each other.

1st Violation: \$200 Fine, 10 hours of Community Service, Reprimand.

2nd Violation: \$300 Fine, 15 hours of Community Service, Loss of Privileges, Probation. Student may be required to participate

in an Anger Management Course.

C. Bullying, Intimidation, and Harassment: Any action with purpose to bully, intimidate, and/or harass another by:

- Making, or causing to be made, a communication or communications (including, but not limited to, the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
- Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or
- Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such a person; such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.
- Any form of threatening behavior, verbal abuse, harassing phone calls and/or inappropriate actions or comments. This misconduct includes but is not limited to: threats, racial slurs and/or hate speech and intimidating or annoying telephone calls, texts, email messages and/or instant messages. (See A.II.B: Sexual Harassment).

1st Violation: \$250 Fine, 10 hours of Community Service, Reprimand.

2nd Violation: \$350 Fine, 15 hours of Community Service, Loss of Privileges, Probation.

*Individual may be required to seek behavioral assessment and follow all treatment recommendations.

D. Defamation: That which is judicially defined to mean, and here means, the unprivileged oral, written, or electronic publication of false statement(s) of fact that:

- Exposes the person about whom it is made to hatred, contempt, or ridicule, or
- Subjects that person to loss of the good will and confidence of others, or
- Harms that person's reputation as to deter others from associating with him/her. Defamation is considered a separate offense under the University Code of Conduct as a "heinous act."

1st Violation: \$200 Fine, 10 hours of Community Service, Reprimand.

2nd Violation: \$300 Fine, 15 hours of Community Service, Loss of Privileges, Probation.

E. Stalking: Unwanted behavior that causes someone to feel afraid, nervous, harassed or in danger to include, but is not limited to;

- knowing your schedule
- showing up at places you go
- sending emails, mail, or pictures
- calling or texting repeatedly
- contact you or post about you on social media sites
- writing letters
- damaging your property
- creating a website about you
- sending you gifts
- stealing things that belong to you
- other actions to contact, harass, track, or frighten you

1st Violation: \$250 Fine, 10 hours of Community Service, Reprimand.

2nd Violation: \$350 Fine, 15 hours of Community Service, Loss of Privileges, Probation.

IV. Personal Offenses

A. Gambling: Playing games of chance for money or some other stake.

1st Violation: Reprimand.

2nd Violation: \$100 Fine, Loss of Privileges. Student may be required to seek behavioral assessment and follow all treatment recommendations from outside mental health provider at the student's expense.

B. Lying: Intentionally falsifying or fabricating erroneous or misleading information.

1st Violation: \$50 Fine, 5 hours of Community Service, Reprimand.

2nd Violation: \$100 Fine, 10 hours of Community Service, Loss of Privileges.

- C. Pornography:** Including but not limited to posters, objects, videos, DVDs, and other objects and/or materials real or computerized that are sexually explicit.

1st Violation: Reprimand.

2nd Violation: \$100 Fine, Loss of Privileges.

V. Property and Environmental Offenses

- A. Computer Misuse:** Any violation of the Campbell University Computer Use Policies or Internet and Email Policies as set forth in this Handbook, including but not limited to the use of the Campbell University network for the purposes of making or copying audio or video recordings that constitute a violation of federal and state laws. Images posted on the internet that represent acts or actions that are in violation of the Campbell University Student Code of Conduct and/or Honor Code.

1st Violation: \$100 Fine, 5 hours of Community Service, Reprimand.

2nd Violation: \$200 Fine, Loss of Privileges.

- B. Door Propping:** Propping the door to a residential facility. *

1st Violation: Reprimand.

2nd Violation: \$100 Fine, Probation.

3rd Violation: \$200 Fine, Removal from University Housing.

*Door propping violates the Housing Agreement and is a fire/safety hazard. Fines and reprimands may be assigned individually or collectively to a person, suite, floor, or hall.

- C. Fire Hazards:** Including but not limited to:

1. Possession of or use of halogen lamps, incense, candles, or any other cooking device other than a microwave or a coffee maker is prohibited in the residence halls. (See B.IV: Drop Cords/Surge Protectors). The use or possession of any heating device such as kerosene and electric heaters in the residence halls is prohibited.

1st Violation: Reprimand.

2nd Violation: \$100 Fine, Probation.

3rd Violation: Fine will increase an additional \$50 for each continued offense. Student may be removed from University Housing.

2. Tampering with and/or removal of University fire alarm and/or safety equipment.

1st Violation: \$300 Fine, Probation, Reprimand.

2nd Violation: Removal from University Housing.

3. Arson

1st Violation: Expulsion

- D. Property Damage:** Including but not limited to willful damage, abuse, destruction, or misuse of property belonging to an individual or the University. Rollerblading and skateboarding are not allowed within University buildings.

1st Violation: \$100 Fine, Restitution, 10 hours Community Service, Reprimand.

2nd Violation: \$200 Fine, Restitution, 15 Hours Community Service, Probation.

- E. Theft:** Taking something that belongs to somebody else, illegally or without the owner's permission.

1st Violation: \$100 Fine, Restitution, 10 hours Community Service, Reprimand.

2nd Violation: \$200 Fine, Restitution, 15 Hours Community Service, Probation.

- F. Trespassing:** Including but not limited to breaking in or other unauthorized entry into restricted or unoccupied buildings, private rooms, quarters, or computers (through computer hacking) belonging to an individual or the University. Students are not allowed on the roof or ledges of any University building.

1st Violation: \$100 Fine, Restitution, 10 hours Community Service, Reprimand.

2nd Violation: \$200 Fine, Restitution, 15 Hours Community Service, Probation.

VI. Weapons, Explosives and Fireworks

A. Weapons: Any object, device, or instrument designed to be used to inflict harm or injury upon another person. This includes but not limited to knives, swords, paintball guns, spears, etc. (see A.VI.D: Firearms).

1st Violation: \$250 Fine, 20 Hours Community Service, Probation.

2nd Violation: Suspension.

B. Fireworks: Any device that creates noise, sparks, or other special effects just for the sake of those effects.

1st Violation: \$100 Fine, 10 hours Community Service, Reprimand.

2nd Violation: \$200 Fine, 20 Hours Community Service, Probation.

C. Explosives: Any explosive agent or substance capable of causing damage or destruction to people or objects.

1st Violation: \$250 Fine, 25 hours Community Service, Probation.

2nd Violation: Suspension.

D. Firearms: Shotguns, rifles, pistols, etc.

1st Violation: \$250 Fine, 25 hours Community Service, Probation.

2nd Violation: Suspension.

Section B: Residence Hall Regulations

- I. Alcohol/Drug Paraphernalia:** Possession of alcoholic beverage containers and/or alcohol or drug paraphernalia such as shot glasses or drug pipes or smoking apparatuses or the display of advertisements for illegal drugs or alcoholic beverages in any form, including posters.
- II. Cleanliness:** Residence Hall Rooms are to be kept generally tidy, and trash is to be disposed of in an approved trash container. Residence Halls/Apartments will be periodically inspected by the Residence Life Staff. Students with rooms not meeting inspection will be subject to disciplinary action.
- III. Drop Cords/Surge Protectors:** Students are to use only heavy duty, UL approved extension cords with surge protection.
- IV. Furniture:** School-owned furniture may not be moved from one room to another without the permission of the Residence Director (RD). Lounge furniture may not be taken to a student's room under any circumstances. Overstuffed furniture presents a fire hazard and is prohibited. Personal bunk beds and/or lofts are prohibited.
- V. Keys/Card Swipes:** Keys are issued to students during check-in. Card access through student ID cards are used on individual halls, floors, and suites. Keys/cards are not to be loaned to other persons and/or duplicated. If a key is lost, the student must pay for a lock replacement and a new key. Keys are to be turned in when a student checks out.
- VI. Open House:** Visitors of the opposite sex are not allowed in a University residence hall beyond the first floor lounges except during posted and approved open house hours. Students and their guest(s) are responsible for abiding by the Open House guidelines as stated in the Housing Regulations section of this Handbook.
- VII. Overnight Guests:** Students are not allowed to host overnight guest(s) without obtaining permission from their roommate and their Resident Assistant (RA) or Resident Director (RD). The student assumes responsibility for the actions of his/her guests.
- VIII. Pets:** Animals, except small fish, may not be kept in the residence hall.
- IX. Room Changes:** Residents are not to change rooms and/or switch roommates without permission from the Residence Life Office.

Sanctions assigned for the above Residence Hall Regulation Violations include but are not limited to:

1st Violation: \$50 Fine, 5 hours Community Service, Reprimand.

2nd Violation: \$100 Fine, 10 Hours Community Service, Probation.

3rd Violation: Removal from University Housing.

X. Improper Checkout: Residents are to clean and properly checkout of their residence hall room through the designated checkout process.

1st Violation: \$100 Fine, Reprimand.

2nd Violation: \$200 Fine, Probation.

3rd Violation: Removal from University Housing.

Violations of Law

Where the offense is a violation of civil or criminal federal, state, or local laws, the responsibility for handling the offense and the offenders will be transferred to the proper authorities. When such an offense is alleged, the student will appear before the Executive Student Conduct Committee for a hearing. This hearing may be conducted prior to, simultaneously with, or after a criminal or civil hearing. In cases resulting in conviction or finding of liability by the court, the Executive Student Conduct Committee will determine the action to be taken in regard to the status of the student. When an appeal is taken from the judgment of the court, the Executive Student Conduct Committee may, if it deems to be in the best interest of the University community, suspend the student pending the final disposition of the appeal. Any time after the conclusion of the case in the courts, the student may request, in writing, from the Executive Student Conduct Committee a clarification of his/her status. The status of the student must always be clarified prior to the filing of an application for reinstatement. Applications for reinstatement will be addressed to the Assistant Vice President of Admissions.

Disciplinary Sanctions

One or more of the following sanctions may be applied for violations of the Campbell University Code of Honor, Student Code of Conduct and/or Residence Hall Regulations. The assigned sanction(s) will remain in effect for the remainder of the current semester and the following semester unless it is deemed appropriate by the hearing committee to adjust the length of the sanction(s) due to the severity of the violation.

Reprimand: An official warning that a future violation will result in more severe sanction(s).

Community Service: A student will be required to participate in a program set forth by the hearing committee of specific service to the surrounding community or the University.

Restitution and/or Fines: A student is required to reimburse/compensate the University or another person for damages or loss property. The student may be fined for a violation of the University's policies.

Loss of Privileges: A student's privileges may be suspended/prohibited from a University activity/program for a designated time. This could include but is not limited to SGA sponsored activities, Club or Organization sponsored activities or programs, intramural sports and/or intercollegiate athletics, Open House Privileges.

Counseling/Education Seminar: A student may be required to participate in a program, seminar, and/or assessment at the student's expense.

Probation: A student is presented written notification of an official warning that his/her conduct is a violation of the policy of the University. The status of this student is in jeopardy and under the careful watch of the University. The student may continue to be enrolled, yet this depends upon the student's adherence to the rules, regulations and procedures of the Code of Conduct, Honor Code and/or Residence Hall Regulations. Further violations may result in immediate suspension and/or expulsion from the University.

Removal from University Housing: A student may be excluded from living in University owned housing for a period of time.

Suspension: A student may be suspended from the University for the remainder of the current semester and one or more of the following semesters. The student may not be on the University campus or enroll in any University classes during the period of the suspension. Students who are suspended must reapply for admission to the University. Courses taken during the term of suspension at any other institution or online cannot be applied toward degree credit at Campbell University.

Expulsion: A student is dismissed from Campbell University **permanently**.

XII. Student Services

Student Success

The Office of Student Success exists to support students as they work to fulfill their individual, academic and professional potential by providing developmentally appropriate resources. Through collaboration with faculty, staff and alumni, we work to create a supportive and challenging environment where students can develop the confidence, competence and responsibility to achieve their goals.

Student Success provides three areas of essential services on campus including Academic Support, Disability Services and Career Development. Student Success is located in the Student Services Building between the Wallace Student Center and Carter Gym.

Academic Support

Student Success helps students demonstrate their active participation in the learning process through appropriate help-seeking behaviors, commitment to meeting rigorous standards, and academic skill development. All students are encouraged to take advantage of services in order to achieve their best possible academic performance.

Tutoring Centers

Students can drop in during operating hours to work one-on-one or in small groups with a peer tutor for assistance with many courses. Tutoring schedules are posted on the Student Success web page each semester.

Peer Tutoring

If a student needs assistance with a course that is not offered in the CU Tutoring Centers, they may request a peer tutor. The request form is located online. (See link below.)

CU Writing Center

Students may bring any paper for any course and a trained writing coach will review their work and offer suggestions to improve the paper.

Group Review Sessions

Many course instructors will arrange for review sessions to cover course material, or to prepare for an exam. Times and locations will be announced in class.

Supplemental Instruction (SI)

SI is a program featuring peer- led collaborative study sessions and is offered for some of Campbell's most challenging classes. Times and locations of SI sessions will be announced in class.

Academic Coaching

Academic coaches help students gain insight needed to affirm and improve academic strengths and weaknesses in areas such as study skills, note taking, time management, test anxiety and more. The request form is located online. (See link below.)

Further Information

For the most up-to-date information about schedules, offerings and locations, please visit <https://www.campbell.edu/students/student-success/academic-and-tutoring-services/>.

Disability Services

In accordance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, Campbell University does not condone or permit discrimination against qualified applicants and students with disabilities in its educational programs, activities, services, and practices. Reasonable accommodations to known disabilities of otherwise qualified students will be made in such areas as application procedures, course assignments, testing, meal plans, and housing. However, it is important to note the following:

- The Americans with Disabilities Act prohibits university personnel from requesting information from students or parents about disabilities. Therefore, it is the student's responsibility to make his or her need for assistance known to the University. The Director of Access and Outreach is pleased to assist students with disabilities in coordinating the University's response to their needs for assistance when requested to do so. This office is part of the University's department of Student Success and is located in the Student Services Building on main campus.
- All students are expected and required to meet the same basic academic and behavioral standards. These standards are described in course syllabi, The University Bulletin, the University's Statement of Purpose and Code of Honor, the Academic Honor Code and

the Student Code of Conduct. Reasonable accommodations will be made to allow students with disabilities an equal opportunity to meet these standards.

Campbell University recognizes its responsibility to accommodate the needs of otherwise qualified students with disabilities. However, students and parents should be aware that the transition from high school to college involves the student accepting a significantly increased degree of responsibility for determining and documenting the need for accommodations and bringing that information to the attention of teachers and administrators.

Whose Responsibility Is It?

<u>Issue</u>	<u>High School</u>	<u>College</u>
Identification	School	Student
Assessment	School	Student
Accommodation planning	School/Parent	Student/College
Advocacy	School/Parent	Student
Decision-Making	Placement Team	Student
Transition-Planning	Placement Team	Student

Further Information

More specific information can be found in the “Student Guide to Accessing Disability Services” available on the Student Success pages of Campbell website at www.campbell.edu/success.

Career Services

Career Services seeks to support students as they work to fulfill their individual, academic, and professional potential and to progress in their chosen vocation. Campbell University is a member of state, regional and national career services associations, and our staff operates under NACE Guidelines for Professional Standards.

Career Services provides tools for the examination of career-related interests and individual strengths and values. Students uncertain about their major or exploring their academic and career options may make an appointment to take a variety of assessments using *Type Focus*. This resource, along with discussions with Career Services staff, can be a tool in determining appropriate career and academic paths.

Many resources are also available to students online, including resume and cover letter development resources, interview preparation tips, and a job posting board that connects CU students and alumni with employers and job opportunities. Visit the Career Services website (link below) to explore online resources.

All students, regardless of year, are encouraged to attend career events such as Fall Career Week and the Spring Career Fair to research and prepare for internship and employment opportunities. Students should also take advantage of services such as mock interviews and resume reviews to help give them a competitive edge in the work force.

Further Information

For more information about Career Services, visit the website at <http://www.campbell.edu/student-services/career-services/>.

Counseling Services

Counseling Services is located at 233 Leslie Campbell Avenue (beside Memorial Baptist Church and across from South Residence Hall). Counseling Services is staffed by three full-time, Licensed Mental Health and/or Substance Use Professionals, an Administrative Assistant, and a Graduate Assistant. Students are seen by appointment, and appointments are scheduled by Counseling Services’ Administrative Assistant at extension 5709.

Undergraduate students (who are enrolled currently for full-time hours) are eligible for services. Graduate and professional students are not eligible for services in our office, but are served by the Behavioral Health staff of the Jerry Wallace School of Osteopathic Medicine. Graduate and professional students interested in scheduling an appointment with the Behavioral Health staff should contact CUSOMBH@campbell.edu.

Personal counseling can include assisting you in clarifying goals and finding solutions to problems through careful listening, guiding self-exploration, and suggesting new perspectives for consideration. The focus of Counseling Services is to provide students with **short-term** counseling and many students’ concerns and problems can be addressed in **four to six** sessions. Services are provided **free of**

charge. If a student is in need of more intensive treatment, he/she will be referred to a local private provider (at the student's expense).

Counseling Services subscribes to the Ethical Standards of our mental health licensure organizations (i.e., American Psychological Association, the American Counseling Association, the National Association of Social Workers), substance abuse licensure organizations (i.e., North Carolina Substance Abuse Professional Practice Board), as well as the professional laws of the State of North Carolina. Adherence to these standards ensures the confidentiality of all counseling and assessment services. Information that you share with Counseling Services Staff and your Therapist's record of her work with you is **confidential**. These records belong to Counseling Services and are **NOT** part of your academic records. This means that **the information will not be shared** with your family, University Personnel, students, or others **unless**: (1) you give prior written authorization, (2) if, in your Therapist's opinion, you are a clear danger to self or others, (3) North Carolina law requires, as in the case of the presence of child or elderly abuse, or (4) court-ordered disclosures. In such cases, the Therapist acts on behalf of the student consistent with safety needs and State laws. A student may want their Therapist to speak with a Professor, other university official, family member, or someone else. This is gladly done with that student's written consent.

Students may elect to pursue **Pastoral Counseling** from the Dean of Spiritual Life/Campus Minister, whose office is located on the second floor of the Wallace Student Center. Appointments may be made by calling (910) 893-1548/1547.

Sexual Harassment, Sexual Exploitation, Non-Consensual Sexual Acts, and Sexual Misconduct: Please note Counseling Services and the Dean of Spiritual Life/Campus Minister are campus offices through whom members of the campus community may seek confidential guidance and support. These resources may be consulted at any time in the process, including prior to making an official report. Because content of discussions with confidential resources is not reported to an office of record, such discussions do not serve as notice to the University to address the alleged discrimination or harassment. That is, Counseling Services and the Dean of Spiritual Life/Campus Minister are exempt from mandated reporting of sexual harassment, sexual exploitation, non-consensual sexual acts and sexual misconduct to the University. Information will be released to the University only upon written permission from the individual.

Emergency Information

Counseling Services provides crisis intervention during our operating hours only (not evenings or weekends). Call **(910) 814-5709** or come to our office and **make it clear that you are in crisis**. Every effort will be made to respond as soon as possible. If you are experiencing **suicidal thoughts/actions or have a plan to harm yourself**, from campus dial **x1911** for Campus Safety **immediately**, or from elsewhere dial **911**, or present to the nearest hospital **immediately** for assistance. If you are experiencing another type of psychological emergency (emotional crisis) after our office hours, please contact Campus Safety at x1911, Residence Life Staff, and/or contact a crisis line (please see resources below). If you reside off of campus, please call 911 for emergency situations.

Crisis Line Numbers

All operate 24 hours a day

- **Crisis Text Line:** Text "GO" to 741741, free, 24/7, confidential
- **National Suicide Hotline:** 1-800-273-TALK (www.suicidepreventionlifeline.org)
- **National Hopeline:** 1-800-442-HOPE (<http://www.hopeline.com/>)
- **Daymark Recovery Services:** (910) 893-5727 (Lillington location)
- **HOPELINE (Raleigh):** (919) 231-4525
- **CONTACT of Fayetteville Crisis Helpline:** (910) 485-4134
- **Harnett County Mobile Crisis Team (Therapeutic Alternatives):** 877-626-1772 (all other NC counties can be found at <http://crisissolutionsnc.org/>).
- **Sexual Assault & Family Emergency (SAFE) – SAFE** is the local rape crisis and domestic violence center, and provides crisis intervention for victims of rape and relationship violence. SAFE maintains a hotline available 24/7: (910) 893-7233. <http://www.safeofhc.org/>
- **InterAct of Wake County** – Interact provides services to victims and survivors of domestic violence and sexual assault. InterAct maintains a hotline 24/7 and provides counseling and supportive services. www.interactofwake.org.
- **24-hour Crisis Lines:** Domestic Violence – (919) 828-7740; Rape/Sexual Assault – (919) 828-3005.

- **InterAct's Solace Center** – The Solace Center provides services 24/7 to survivors of rape and sexual assault including comprehensive, expert, compassionate nursing and forensic care, along with advocacy and support services. Solace Center volunteers and staff are available 24/7 and can be reached at (919)-828-3067. Solace Center is located at 1012 Oberlin Road, Suite 100, Raleigh, NC 27605.
- **National Sexual Assault Hotline** – offers free, confidential counseling, 24 hours a day. 1-800-656-HOPE
<http://www.rainn.org/>.

Local Law Enforcement:

Harnett County Sheriff's Department (910) 893-9111

Local Hospitals:

Betsy Johnson (Dunn): (910) 892-7161
 Harnett Health (Lillington): (910) 892-1000
 Central Carolina (Sanford): (919) 774-2100
 Wake Medical (Raleigh): (919) 350-8000

ULifeline

ULifeline (www.ULifeline.org) is an anonymous, confidential, online resource center, where college students can search for information regarding mental health, suicide prevention, and emotional well-being. Students and faculty/staff can learn more about mental health, take a mental health screening, ask questions, find answers, and seek help for themselves or for someone else.

Available Options on Campbell's ULifeline page

(http://www.ulifeline.org/campbell/campus_services; http://www.ulifeline.org/campbell/get_help_now):

- **Self Evaluator:** This is a confidential, online mental health assessment developed for **ULifeline** by Duke University Medical Center. Students can complete a self-assessment to learn telling insights about their current state of mind or can complete the assessment for a friend about whom they are concerned. University personnel (staff, faculty, coaches) can use the assessment for assistance with a student about whom they are concerned.
- **Find Your School:** Students type in Campbell University and look at "Campus Resources" to learn about services offered at Campbell University to aid them in leading successful college careers. The local directory provides contact information about off-campus providers for both mental health and substance abuse services. Students can learn about Campbell's emergency contact information, and read about confidentiality as it relates to counseling.
- **The Facts:** Students can learn about myths and facts and also read brief summaries that provide information related to the signs and symptoms, and how to get help with the following: depression, stress, bipolar disorder, alcohol and drugs, suicide, cutting, eating disorders, emotional health, schizophrenia and anxiety disorders.
- **Help A Friend:** Students can learn the signs of a problem and how to help when worried about a friend.

Other On-Line Resources

- <https://www.campbell.edu/counseling-services/>
- <http://www.halfocus.com/>
- <http://counselingcenter.illinois.edu/brochures>
- <http://www.apa.org/topics/>
- <http://psychcentral.com/>

XIII. Technology Use & 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.

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 Student Life 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 that 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.

XIV. Title IX

Non-discrimination, Sexual Harassment, Sexual Violence, 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.

Campbell University is committed to equality of educational opportunity. Campbell 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.

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/>.

Campbell University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in the University's programs and activities. The University will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in University-related programs or activities. This may include the implementation of interim restriction(s). The University has an obligation to make reasonable efforts to investigate and address complaints or reports of sex discrimination, including but not limited to, sexual violence, sexual harassment, sexual assault, stalking, dating/domestic violence, retaliation, and other related forms of sex discrimination or sexual misconduct, whenever it becomes aware of such a complaint or report. Collectively, these terms are referred to in this policy as "Sexual Misconduct." Once made aware, the University must conduct an investigation regardless of how the information was brought to the University's attention or the extent to which the Complainant wishes to participate or be involved. This policy refers to the individual who is the alleged victim of the behavior(s) in question as the "Complainant" and the alleged to have committed the violation of the policy as the "Respondent."

Students, staff, and faculty who believe they have been subjected to discrimination or harassment in violation of Title IX should follow the procedures outlined in this *policy* 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.

Inquiries, regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Mrs. Kellie Nothstine, Title IX Coordinator, P.O. Box 95 (Wallace Student Center, Room 237), Buies Creek, NC, 27506, 910-893-2039 / FAX 910-893-1534; nothstine@campbell.edu, or Ms. 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

This Title IX policy governs the conduct of Campbell University students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the University community, such as vendors, alumni/ae, visitors, or local residents).

This Title IX policy applies to all University programs and activities. All campus community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the campus community have a responsibility to adhere to University policies and local, state and federal law. As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus behaviors that have an actual or potential adverse impact on any member of the campus community or the University fall under this policy. Although there is no geographic limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the University may be more difficult to investigate.

Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy committed by a member of the University community. A third party may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy. This policy applies to conduct that occurs on University property, and in certain circumstances, off University property (i.e., off campus). This policy applies to conduct that occurs off campus when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs; when it utilizes

University owned or provided technology resources; or when such conduct may have a nexus to campus, such as a continuing adverse effect or creation of a hostile environment on campus. Judgments about these matters will depend upon the facts of an individual case.

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 Complainants; and (d) place Complainants in contact with local law enforcement to investigate possible legal prosecution.

Educational programs on Title IX including Campbell's policies, consent, sexual harassment and assault, and bystander intervention are conducted through the Title IX office. The Title IX office partners with multiple Student Life offices to provide education and services. The Residence 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.

If a student, staff or faculty member believes someone they know has experienced sexual misconduct, they should promptly report incidents to the Title IX Coordinator: Mrs. Kellie Nothstine, Title IX Coordinator, P.O. Box 95 (Wallace Student Center, Room 237), Buies Creek, NC, 27506, 910-893-2039 / FAX 910-893-1534; nothstine@campbell.edu. All faculty and staff (including all Graduate Assistants, Resident Assistants, Resident Directors, and Resident Chaplains) who observe or are aware of sexual misconduct are required to immediately report to the Title IX Coordinator. The faculty or staff member should not investigate or try to resolve or mediate the situation.

Campbell University encourages the reporting of possible violations of Title IX policy by those subject to the violation or witnesses. Sometimes students are reluctant to make such reports or participate in a grievance proceeding because they themselves may be accused of a conduct violation, such as drinking. However, it is in the best interests for those subject to sexual misconduct or witnesses of possible violations to report to the Title IX Coordinator. Thus, a student who reports sexual misconduct by another will not be subject to conduct violations or disciplinary proceedings for her/his own personal consumption or possession of alcohol at or near the time of the incident, provided that the reporting student's actions did not place the health or safety of any other person at risk or violate additional University policies. Only those who are subject to the violation or a witness may receive amnesty, not the alleged Respondent.

All Campbell University employees shall refrain from any inappropriate relationship with students to the extent that the relationship may compromise any policies and/or expectations of the University as a Christian institution of higher education. Inappropriate relationships include any romantic or physically intimate liaison with a student outside the bonds of marriage.

All graduate assistants shall not engage in a dating or inappropriate relationship with an undergraduate student that they have direct supervisory authority over.

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. Bystanders may report possible misconduct and all faculty and staff (including all Resident Assistants, Resident Directors, and Resident Chaplains) who observe or are aware of sexual misconduct are required to immediately report to the Title IX Coordinator.

Complainant: The individual who has experienced alleged sexual misconduct.

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 Complainant.

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 Complainant;
2. By a person with whom the Complainant shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the Complainant 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 Complainant 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 the Complainants concerning accommodations or protective measures to be provided to the Complainants.

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 Complainant.

Respondent: The individual who has been accused of committing sexual misconduct.

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 assigned 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 the Complainant 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 Complainant including instances where the Complainant is incapable of giving consent.

1. **Sexual Assault:** Non-consensual sexual contact.
2. **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 Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
3. **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 Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
4. **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 Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
5. **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 Complainant 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.

While a particular interaction must be offensive to both a reasonable person and to the Complainant 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.

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. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional 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 Complainant.

D. Procedures

When a complaint is filed alleging discrimination, harassment, or sexual misconduct 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 conduct or discrimination occurred. If the Title IX Coordinator determines there is reasonable cause to believe the conduct or discrimination 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 conduct or discrimination has occurred. If so, the university will implement a prompt and effective remedy designed to end the conduct or discrimination, 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 the Complainant 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 Complainant, 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 Complainant, 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;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;

- Have both the Complainant and the Respondent review their statements made to the Investigator and sign off on them either in person or electronically as their full and complete statement;
- 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 and recommended sanction to the Respondent, who may accept it in part and reject them in part, or may reject all; 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. If the case is reviewed by the Hearing Committee (see section 3), then 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.

The Complainant and the Respondent will not be allowed to use electronic devices during the meeting with the Investigator, subsequent investigation meetings, reviewing documents, and in any Hearings; except to reveal evidence to the Investigator that is on the electronic device.

Interim Measures and Remedies for the Complainant. The Complainant 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 in conjunction with the Title IX Coordinator 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.

3. The Title IX Hearing Committee Procedures

- a. When the Respondent accepts the finding that he/she violated the Title IX Policy, the findings cannot be appealed by the Respondent.
- b. If the Complainant or Respondent is not satisfied with the Title IX Coordinator's findings and/or the remedies/sanctions that the Title IX Coordinator in conjunction with the Vice President for Student Life assigned, the Complainant or Respondent may request a hearing before the Title IX Appeals Hearing Committee (THC). The hearing 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 or Respondent. 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. 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.
- 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. The Complainant and Respondent may not appear before the THC at the same time during the hearing, nor is the presence of either party 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.

- d. If the THC finds, based upon a preponderance of the evidence, that there has been a violation of the Title IX Policy, THC may support the remedies/sanctions assigned by the Title IX Coordinator in conjunction with the Vice President of Student Life or assign further remedies/ sanctions in accordance with Section 3.e.
- e. The THC is authorized to assign 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.

4. Appeal to the Executive Appeals Committee

The Complainant and the Respondent will both be notified of the THC 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 of the THC. 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 assigned 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 assigned 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, Counseling Services, Student Success, and CU Health Center. 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.