



## UNDERGRADUATE STUDENT HANDBOOK 2020-2021

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 for the undergraduate 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.)**

***This handbook should not be construed as an offer to contract or as a contract between the University and any student.***

University policy is the responsibility of the Administrative structure, developed from the Board of Trustees through the University President and the Cabinet. Policies in the current edition of this 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. Due to COVID-19, the Campbell University Health and Safety Taskforce may implement additional policies that may not appear in this copy of the Student Handbook, but will take precedence over any conflicting policies in this copy. 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 2020-2021 academic year. If you are a first-year 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 due to the COVID-19 pandemic. Events, services, and other amenities traditionally offered throughout the year may not take place in the same manner as previous years. However, this year also holds many 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 may even have the opportunity to ride a camel.

Student Life is available to you throughout this academic year with services, resources and personnel to assist you on this academic endeavor and campus life experience. 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

## **University 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.

## **Student Life Mission Statement**

Student Life at Campbell University enhances the Campbell student experience by providing opportunities and resources for student learning, student development and student engagement

## **Code of Honor**

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

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

As a Christian university, Campbell is committed to teaching students to think with Christian values as their basic guidelines. Accordingly, it is incumbent upon the University to provide its students with a code of honorable behavior that in its observance makes more nearly possible an environment whereby the student can grow spiritually, morally, and intellectually.

To perpetuate these Christian ideals and principles, it is the responsibility of each student to maintain a high standard of personal behavior. Thus, a student who matriculates at Campbell University should demonstrate a willingness to abide by the following code while a member of the student body.

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

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

The student, by virtue of 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 a 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:

- To uphold at all times and in all places, both on- and off-campus, the University's Mission Statement.
- To protect the property rights of others from theft, damage, or misuse.
- To adhere to all college policies and regulations, including the rules governing the use of facilities, housing on and off the campus, and campus organizations.
- To obey, respect, and uphold all local, state and federal laws.
- To maintain a standard of dress that insures neatness, cleanliness, and appropriateness of attire.
- To exhibit good taste, decency, and restraint at all times, refraining from disorderly conduct and indecent, profane, or obscene expression.
- To be honest in all behavior, never cheating, plagiarizing, or knowingly giving false information.
- To abstain from any sexual relations outside the bonds of marriage.
- To exemplify principles of honor, integrity, and morality, and to help others fulfill their obligations under this code.

To treat all other students, faculty, and staff with respect including refraining from abusive behavior, sexual exploitation, solicitation, harassment, or other Title IX prohibited behaviors.

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## I. General Information

### A. 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.

### B. Address Maintenance

Students must immediately inform the Registrar's Office of any change in their physical or mailing address in person or on-line at:

[https://assets.campbell.edu/wp-content/uploads/2016/12/05191746/NAME\\_OR\\_ADDRESS\\_CHANGE.pdf](https://assets.campbell.edu/wp-content/uploads/2016/12/05191746/NAME_OR_ADDRESS_CHANGE.pdf). This form can be delivered to the Registrar's Office or emailed to [registrar@campbell.edu](mailto:registrar@campbell.edu).

### C. The Camel Card

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

1. **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.
2. **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.

- **Creek Bucks Deposits:** Parents, students, friends, etc. can deposit funds to the student's card by visiting <https://cu.campuscardscenter.com/ch/login.html>.

Students may also make deposits by using their student credentials. Visitors may make a deposit on behalf of a student

through the 'Quick Add Value' section by using the student's last name and seven digit student ID number, accessible on the back of the Camel Card.

- **Business Office:** The Business Office accepts cash, check, MasterCard, Visa, Discover, and American Express. Be sure to inform the cashier you are 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.

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.

### **3. 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 IT Services Help Desk, located in Bryan Hall, Suite 9 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.

### **4. 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 withdrawals 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, the student is eligible for a refund. A paper check will not be issued for refunds less than \$1.00. Refundable balances less than \$1.00 may be claimed by the student by contacting the Business Office. Unclaimed funds are subject to enter the escheats process.

#### **5. Lost or Stolen Card**

The cardholder must notify the Campbell University Office of Student Life if their Camel Card is lost or stolen. This office is located on the 2<sup>nd</sup> floor of the Wallace Building. 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.

#### **6. 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.

#### **D. Camel Direct Textbook Program**

Effective fall 2019 semester, Campbell University offers the flat-rate Camel Direct Textbook Program to our main campus undergraduate students. The program is being provided in an effort to provide affordable and timely delivery of all textbooks and resources for main campus undergraduate student coursework. The program provides all required textbooks, lab manuals, access codes, and electronic book versions. The program does not include consumables that cannot be returned, such as lab goggles, dissection kits, molecular biology kits, engineering kits, or nursing kits.

All main campus undergraduate students will be assessed the Camel Direct Textbook Program fee in accordance with the published tuition and fees schedule.

In accordance with federal regulations, Campbell University must establish a policy under which an eligible Title IV financial aid recipient may opt-out of the flat-rate Camel Direct Textbook program. ***This policy applies to both Title IV recipients and non-Title IV recipients.***

##### **1. Opt-Out Policy:**

- Students opting out of the program must opt-out before the first day of class and may not re-enter the program during the semester.
- Students electing to opt-out of the program must remit the Title IV Financial Aid Recipient Textbook Program Opt-out form in person to the Campbell University Business Office located in the McLeod Admissions and Financial Aid Center before the first day of class. Emailed copies of the form will be accepted, IF the form is emailed to CamelDirect@campbell.edu from the students CU email address. CU email address will be verified by Business Office staff.
- Students electing to opt-out of the program and have received their books from Campbell University Bookstore through the program are required to return the books to the bookstore within 2 business days of remitting the opt-out form to the Business Office. Students failing to do so will be assessed the full cost of each book to their student account.



- Title IV aid recipients have the option of purchasing books at their own expense. It is the responsibility of the student to purchase all required books for the program should they opt-out of the program.
- It is the student's responsibility to review the book list on our website and confirm the title and ISBN number for the current book being used for the course with their instructor, as editions can change frequently.
- Students will be charged the flat-rate fee upon enrollment. Upon receiving official notice that a student wishes to opt-out of the program, the fee will be credited within 10 business days. It will then be understood that the University is no longer responsible for issuing textbooks to the student.

### **E. FERPA Policy**

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, (FERPA) is a Federal law that protects the confidentiality of student information. More specifically, FERPA protects personally identifiable information in students' education records from disclosure without written consent unless an exception to the consent requirement applies.

At Campbell University, FERPA protections go into effect on the first day of classes of the student's first term of enrollment. The FERPA release form must be obtained onsite, in person, for any of the following areas: at the Registrar's Office (academic records), Office of Financial Aid (financial aid records) and/or the Business Office (business account records).

FERPA affords students who have attended a post-secondary institution the following rights related to their education records:

- Inspect and review information in their educational records.
- Request a correction to their record.
- Have some control of the disclosure of personally identifiable information from these records (restrict the release of directory information or authorize the disclosure of non-directory information).
- File complaints with the U.S. Department of Education Family Policy Compliance Office (600 Independence Av SW, Washington, DC 20202).
- More FERPA Information can be found at the following links:
  - [FERPA – U.S. Department of Education](#)
  - [Campbell University's Official FERPA Statement](#)

### **F. Listing of Schools**

Campbell University is comprised of 8 colleges; they are as follows (in

alphabetical order):

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

### **G. Packages to Students**

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

Large packages using UPS, FEDEX, and other delivery services can be sent to the Campbell University Mailroom with the student's name clearly printed on the package. Students will be notified by email from the Mailroom when they have a package. **NO LETTER MAIL WILL BE ACCEPTED!**

#### **Sample Label:**

Student's Full Name-ID #  
Campbell University  
255 Dr. McKoy Rd., Mailroom  
Buies Creek, NC 27506

Please Do Not send packages to any residence hall room or other university address.

### **H. Post Office**

A United States Post Office is located on Main Street across from the Wallace Building. 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.

### **I. Student Financial Responsibility Agreement**

#### **1. PAYMENT OF FEES/PROMISE TO PAY**

I understand that when I register for any class at Campbell University, Incorporated or receive any service from Campbell University, Incorporated I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further

understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Campbell University, Incorporated is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <https://www.campbell.edu/business-office/policies/>. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

## **2. DELINQUENT ACCOUNT/COLLECTION**

**Financial Hold:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Campbell University, Incorporated by the scheduled due date, Campbell University, Incorporated will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

**Late Payment Charge:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Campbell University, Incorporated by the scheduled due date, Campbell University, Incorporated will assess late payment and/or finance charges at the rate of \$25.00 per month on the past due portion of my student account until my past due account is paid in full.

**Collection Agency:** I understand and accept that if I fail to pay my student account bill or any monies due and owing Campbell University, Incorporated by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Campbell University, Incorporated may refer my delinquent account to a third party collection agency. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one

or more of the national credit bureaus.

### **3. COMMUNICATION**

Method of Communication: I understand and agree that Campbell University, Incorporated uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Campbell University, Incorporated on a timely basis.

Contact: I authorize Campbell University, Incorporated and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Campbell University, Incorporated, or to receive general information from Campbell University, Incorporated. I authorize Campbell University, Incorporated and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular telephone using automated telephone dialing equipment by submitting my request in writing to the Campbell University Business Office, PO Box 97, Buies Creek, NC 27506 or in writing to the applicable contractor or agent contacting me on behalf of Campbell University, Incorporated.

Updating Contact Information: I understand and agree that I am responsible for keeping Campbell University, Incorporated records up to date with my current physical addresses, email addresses, and phone numbers by completing the Change of Name or Address form located at <https://www.campbell.edu/registrar/important-forms>. The linked form is incorporated herein by reference. Students should contact the Registrar's Office and/or Business Office with questions related to updating contact information. Upon leaving Campbell University, Incorporated for any reason, it is my responsibility to provide Campbell University, Incorporated with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Campbell University, Incorporated.

### **4. ENTIRE AGREEMENT**

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Campbell University, Incorporated, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any

course of dealing or course of performance. This agreement may be modified by Campbell University, Incorporated if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

## **5. FINANCIAL AID**

I understand that aid described as “estimated” on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

I understand that Campbell University, Incorporated will not use current term federal Title IV financial aid to pay charges from a prior semester. I understand that Campbell University reserves the right to use current term institutional aid to pay prior term and/or prior year charges.

I agree to allow financial aid I receive to pay any and all charges assessed to my account at Campbell University, Incorporated such as tuition, fees, campus housing and meal plans, student health insurance, parking permits, service fees, fines, bookstore charges, or any other amount, in accordance with the terms of the aid.

**Federal Aid:** I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, room and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, Perkins Loan, and TEACH Grant programs.

**Prizes, Awards, Scholarships, Grants:** I understand that all prizes, awards, scholarships and grants awarded to me by Campbell University, Incorporated will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship or grant is

considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

#### **6. CAMEL DIRECT TEXTBOOK PROGRAM:**

I understand that Campbell University, Incorporated offers a flat-rate textbook rental program to main campus undergraduate students. I understand the program provides all required textbooks, lab manuals, access codes, and electronic book versions. I understand the program does not include consumables that cannot be returned, such as lab goggles, dissection kits, molecular biology kits, engineering kits, or nursing kits.

I understand that I will be charged the flat-rate Camel Direct Textbook Program fee upon enrollment. I understand that in accordance with federal regulations, Campbell University, Incorporated must establish a policy under which an eligible Title IV financial aid recipient may opt-out of the flat-rate Camel Direct Textbook Program. I understand that if I am a Title IV aid recipients, I have the option of purchasing books at my own expense and that I will not be permitted to transfer my financial aid credit balance to a declining balance (Book Bucks) account.

I understand that if I opt-out of the Camel Direct Textbook Program, I must opt-out before the first day of class and may not re-enter the program during the semester. I understand that if I opt-out of the Camel Direct Textbook Program, the fee will be credited to my student account within 10 business days. I understand the University is no longer responsible for issuing textbooks to me.

I understand that if I opt-out of the Camel Direct Textbook Program and have received my books from the Campbell University Bookstore through the program, I am required to return the books to the Campbell University Bookstore within 2 business days of remitting the opt-out form to the Business Office. I understand that if I do not return the books within 2 business days, the full cost of each book will be charged to my student account.

I understand that if I opt-out of the Camel Direct Textbook Program, it is my responsibility to ensure I purchase the correct book edition and supplements required by my instructor. I understand if I opt-out of the Camel Direct Textbook Program, and fail to obtain the proper textbooks prior to the beginning of my

class, my grade could suffer due to the inability to read or complete the required textbooks assignments; furthermore, I understand it is not the responsibility of Campbell University, Incorporated faculty or staff to provide extenuating accommodations for me.

#### **7. METHOD OF BILLING**

I understand that Campbell University, Incorporated uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available at through the Student Finance and TouchNet ecommerce portals. I understand both portals are accessible through Web Access.

#### **8. TUITION AND FEES**

I understand that Campbell University, Incorporated Tuition and Fees schedules are published on the Campbell University website <https://www.campbell.edu/business-office/tuition-fees/> I understand my charges will be assessed according to the appropriate Tuition and Fees schedule.

#### **9. BILLING ERRORS**

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at Campbell University, Incorporated.

#### **10. RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS**

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25.00. I understand that two returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Campbell University, Incorporated may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Campbell University, Incorporated.

## **11. WITHDRAWAL**

If I decide to completely withdraw from Campbell University, Incorporated, I will follow the instructions at

<https://www.campbell.edu/policies/withdrawal-policies> which I understand and agree are incorporated herein by reference.

I understand Tuition and Fee Refunds associated with a withdrawal or course change are processed in accordance with the Campbell University Tuition Refund Policy <https://www.campbell.edu/business-office/tuitionrefund-policy> which I understand and agree are incorporated herein by reference. I understand it is my responsibility to understand the financial impact of a course change and/or withdraw from Campbell University prior to requesting a drop or withdrawing from the University.

## **12. PRIVACY RIGHTS & RESPONSIBILITIES**

I understand that Campbell University, Incorporated is bound by the federal Family Educational Rights and Privacy Act (FERPA) which prohibits Campbell University, Incorporated from releasing any information from my education record without my written permission, unless pursuant to an exception is set forth in FERPA. Therefore, I understand that if I want Campbell University, Incorporated to share information from my education record with someone else prohibited by FERPA from receiving this information, I must provide written permission by following the procedure outlined at

<https://www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa> . I further understand that I may revoke my permission at any time as instructed in the same procedure.

## **13. IRS FORM 1098-T**

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Campbell University, Incorporated upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to Campbell University, Incorporated, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from Campbell University, Incorporated. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy by contacting the Campbell University Business Office at



businessoffice@campbell.edu.

**14. STUDENT AGE**

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Campbell University, Incorporated are a necessity, and I am contractually obligated pursuant to the “doctrine of necessities.”

**15. CONTROLLING LAW**

I understand and agree that if any provision of this Agreement is in conflict with any federal law, state law, or regulation the federal law, state law, or regulation shall be controlling.

**16. ARBITRATION**

All claims and disputes arising under or relating to this Agreement are to be settled by binding arbitration in the state of North Carolina.

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Student Financial Responsibility Agreement Acknowledgements – Students should access the agreement through their Student Finance Portal, then acknowledge their agreement by providing their electronic signature. If you or your parents would like more information about the Student Financial Responsibility Agreement, please contact the Business Office 910-893-1245 or [businessoffice@campbell.edu](mailto:businessoffice@campbell.edu).

**J. Oscar N. Harris Student Union**

The Oscar N. Harris Student Union – a 110,000 square-foot facility designed to provide a social hub for Campbell students – is the heart of student life on campus. The student union will provide academic support, promote student involvement, foster engagement within the Campbell community, and offer amenities that enhance campus life. The student union amenities include a state-of-the-art fitness center, a multi-purpose theatre, a game room, a large ballroom, meeting and event space, a new bookstore, and new food and dining options. Union space may be reserved online for student, staff, and faculty events. For more information please contact Union Director Randall Johnson at [johnsonr@campbell.edu](mailto:johnsonr@campbell.edu) or by phone at (910) 893-1613

**K. Students Convicted of Possession or Sale of Drugs**

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period

beginning on the date of such conviction and ending after the interval specified in the following table:

	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
<b>1st Offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2nd Offense</b>	2 years from date of conviction	Indefinite Period
<b>3 + Offenses</b>	Indefinite Period	

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again. Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

1. Successfully completing a rehabilitation program, which includes passing two unannounced drug tests from such a program;
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehabilitation program (the student does not need to complete the rest of the program).

Reference 2019-2020 Student Aid Handbook – Volume 1 – Student Eligibility

## **II. Academic Conduct**

### **A. 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.

### **B. 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:

1. Providing assistance to another during an exam or on another assignment in a manner not authorized by the instructor;
2. Copying from another student's paper, lab report, or test;
3. Attempting to give or receive information relative to assignments, papers, quizzes, exams, etc., in wrongful and inappropriate ways;
4. Providing specific information about a previous test, project, other assignment which could thereby result in another person gaining an unfair advantage;
5. Allowing one's work to be presented as the work of someone else;
6. Providing any unauthorized papers, notes, materials, etc. for another person;
7. 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;
8. 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;
  9. Submitting the same work for multiple classes without the knowledge and permission of all involved faculty;
  10. Attempting to influence or modify a grade or academic record in inappropriate or unfair ways;
  11. Concealing, removing, or destroying materials intended for the use of others;
  12. Consulting with other students on projects, papers, labs, assignments, etc. where such collaboration is not allowed by the professor;
  13. Inappropriately using technologies in such a manner as to gain unfair or inappropriate advantage;
  14. Forging, falsifying, or fraudulently using university documents;
  15. Recording, scanning, or taking pictures of lectures/exams/quizzes/etc. without permission, and utilizing them for private or public purposes;
  16. Disclosing confidential information to unauthorized sources;
  17. Failing to report instances of academic misconduct to appropriate officials;
  18. Lying in official matters, such as purposely furnishing false information.

### **C. 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:

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

#### **D. 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."

#### **E. 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.

#### **F. 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."

#### **G. 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:

1. The student must have achieved senior status (98 semester hours);
2. 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;
3. The student must have had no subsequent instances of academic misconduct;
4. 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.

#### **H. 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.

#### **I. 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 Executive Vice President 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 Safety**

#### **A. 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.

#### **B. 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 also 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. Students may sign up for alerts on-line at the following link:

[https://campbell.omnilert.net/subscriber.php?command=show\\_signup](https://campbell.omnilert.net/subscriber.php?command=show_signup).

#### **C. Confidential Crime Reporting (Silent Witness)**

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.

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/>

#### **D. Crime Awareness and Campus Security**

Campus Safety is composed of both Harnett County Sheriff's Deputies and University Security 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 located at 520 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 a gray uniform shirt and charcoal colored pants, 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 Harnett County Emergency Dispatch network which includes police, rescue, ambulance, and firefighting resources.

In addition to deputies, the University employs Uniformed Safety Officers who patrol our campus on Utility Task Vehicles and on foot. 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.

#### **E. 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.

#### **F. 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/2017/07/25171204/Jeanne-Clery-Act-2016-Report.pdf>

#### **G. Visiting Speakers**

Campbell University encourages open and on-going intellectual and civil

discussion. Campbell University respects the rights of all members of the academic institution to explore and discuss questions and subjects that interest them, to express opinions, and to join together to demonstrate their concerns by orderly means.

It is expected that any speakers and organizations will respect all Campbell University policies when using facilities. Events and speakers shall in no way violate the purpose, property, policies, or guidelines of Campbell University. Campbell University maintains the right to determine if a speaker is not appropriate for the Campbell community and may refuse to allow any speaker on campus for any reason.

#### **1. Student Groups**

All student organizations, student groups, and student clubs wishing to schedule speakers from outside Campbell University must obtain written approval 30 days before the event from the group's advisor and Campbell University Student Life.

#### **2. Academic Visiting Speakers**

All academic departments, organizations, and groups, wishing to schedule speakers from outside Campbell University must obtain written approval 30 days before the event from the group's advisor and Campbell University Provost.

### **H. Demonstration Resolution**

1. The University will always respect the rights of all individual and group members of our campus community 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.

#### **I. Emergency Contact Information**

Students are expected to maintain their emergency contact information so the university knows the proper person(s) to be contacted in case that student has an emergency. This is done through the Self Service section of the University's Website (<https://ss.campbell.edu/Student>).

#### **J. Regulation of Animals/Service Providers on Campus**

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 following this policy.

1. Except for Service Animals (dogs individually trained to do work or perform tasks for individuals with disabilities):
  - a. 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.
  - b. No dogs or other animals are permitted in academic buildings, administration facilities, support facilities, athletic facilities, food service facilities or residence halls.
  - c. The only pets allowed in residence halls are small fish.
  - d. Owners who do not leash their dogs on university property will be escorted off the property by Campus Safety Officer.
2. Owners must remove their dog's waste from all university property.

3. Any animal (other than fish) students desire to bring with them to live in the residences halls must be approved as a service animal or emotional support animal by the office of Disability Services.
4. Residence Life shall be notified of any Service Animal belonging to enrolled student that will be living on campus.
5. Service Animals are welcome anywhere on/in any campus facility that is open to their handler, and must remain under the control of their handler at all times. Any animal, including Service Animals, 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.
6. 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:**

**K. Transport Program**

Uniformed Safety Officers are available to transport students with injuries, disabilities/handicaps, or those with safety concerns during hours of darkness between buildings and to/from vehicles as needed. Contact Campus Safety to arrange this service (910-893-1375).

**L. Emergency Phones**

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

**M. 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.

**N. 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.

**O. Printed Crime-Prevention Materials**

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

## **P. Facility Surveys**

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

## **Q. 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.

## **R. 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.

### **1. 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.

### **2. 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:

- a. **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.
- b. **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.

- c. **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.
- d. 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.
- e. **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.
- f. **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.
- g. **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.
- h. **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.

## **S. 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: Fran in 1996, Floyd in 1999, Matthew in 2016, Florence in 2018.

Campus and community residents can expect several days of early 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.



## **T. 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](http://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.

## **IV. Parking Regulations**

### **A. 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.

### **B. 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.

### **C. Appeals**

Appeals must be submitted to Parking Services within five (5) days of the receipt of a citation. The on-line appeal, located on the Campus Safety web page, should include a detailed description of why the citation should be considered improper or invalid. Appeals submitted beyond five (5) days of the time and date of the citation may not be accepted.

The Appeals Officer will review the 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

#### **D. Vehicle Registration**

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

#### **E. General Parking Rules**

1. All vehicles driven on campus must be registered with Parking Services.
2. The student or faculty/staff to whom a permit is issued is responsible for all violations accumulated by that vehicle.
3. Students must re-register a vehicle if the parking permit is lost/stolen; or the student changes vehicles.
4. Students and faculty/staff must report lost/stolen parking permits to Parking Services.
5. 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.
6. Only the current permit is to be displayed; all others must be removed.
7. 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.)
8. 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.
9. A student may not drive or park a vehicle on campus that displays a faculty/staff parking permit.
10. Only register a vehicle that is for your personal use.
11. 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.

#### **F. 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).

## **G. 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.

## **H. 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.

## **I. 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.

1. **Commuting Students (Undergraduates & Graduate Students):** Lots C, E, H, I, K, L, N, Q, T, X, KK, MM, 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.
2. **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.
3. **Visitors & Timed parking:** The "J" lot in front of the Barnes & Noble/Chick-Fil-A is for visitor parking only and timed parking.
4. **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.

5. **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.
6. **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.

## **J. 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.

## **K. 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.

**L. Fines**

The fines have been established for parking violations. Once a 4<sup>th</sup> 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 5<sup>th</sup> 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 ..... \$40.00
- 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
- Double Parking ..... \$55.00
- Parking in a loading zone ..... \$55.00
- 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

**M. Vehicle Immobilization Boot**

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.

#### **N. 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 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*).

#### **O. 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.

#### **P. 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.

**Q. 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.



## **V. Campus Services**

### **A. Lost and Found**

Lost-and-Found articles should be reported to the Information Desk in the Oscar N. Harris Student Union.

### **B. 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.

#### **1. Appointments**

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

#### **2. Hours of Operation**

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

Pharmacy: Monday & Wednesday 9:00 am – 1:00 pm

Tuesday, Thursday & Friday: 1:00 pm – 5:00 pm (910-893-1400, Fax 910-893-1471)

#### **3. 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.

#### **4. 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).

### **C. 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)).*

### **D. 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 at <https://www.campbell.edu/students/getting-around/shuttle/>.) 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 link listed above **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 the Limo Section and wait for a white Campbell van to arrive at approximately the time arranged.

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.

## **VI. Institutional Policies**

### **A. 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. 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.

### **B. 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 or temporarily suspended from the University for threatening behavior or other reasons of safety and student welfare that deem it necessary. 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.

### **C. Bias Incident Reporting**

Bias incidents may be reported using the Bias Incident Report Form or by contacting any of the following employees:

Dean of Campus Life  
nothstine@campbell.edu  
910-893-2039

Assistant Provost for Administration

kwokb@campbell.edu

Director of Human Resources

telmore@campbell.edu

## **1. What Should I Report?**

We encourage you to report any incidents that negatively impact our campus community, especially those that are bias-related. We define bias as an intentional or unintentional display of hostility or bigotry in word, deed that a reasonable person would conclude is directed at a member of the Campbell community based on race, national origin, religion, citizenship, age, gender, sexual orientation, disability, or past or present service in the military.

Bias incidents can take on a variety of forms, including but not limited to discrimination, spoken or written hate speech or harassment, offensive visual representations, threats, vandalism, physical confrontation, and similar conduct or communications on or through social media.

The bias report form is not a substitute for a call to first responders. If you witness or experience any actual threatened emergencies – such as violence, injured persons, a fire, or suspected crime – you should call 911 (1-911 if calling from a University phone) and/or contact Campus Safety at 910-893-1375.

## **2. Who Can Report?**

We encourage all members of our community to report any incident of bias whether you are a complainant, bystander/witness, or a concerned member of the Campbell community.

## **3. What Happens After I Report?**

After a report is filed, the Director of Human Resources, the Assistant Provost for Administration, and the Dean of Campus Life will review it. From there, it will be assigned to an appointed and trained University official for investigation.

The University investigator will be someone who is regularly trained on bias incidents, discrimination, trauma-informed victim interviewing, how to conduct an investigation and hearing process that protects the safety of the individual making the report and promotes accountability.

The University investigator will then take the following steps:

- a. Commence a thorough, reliable and impartial investigation;

- b. Complete the investigation promptly;
- c. Gather evidence if existing, including witness statements;
- d. Write an investigation report, which includes the original report, evidence, witness statements, and any other relevant information;
- e. The investigation report is finalized and shared with the Director of Human Resources, the Assistant Provost for Administration, and the Dean of Campus Life;
- f. The Director of Human Resources, the Assistant Provost for Administration, and the Dean of Campus Life will convene to review the investigation report, to deliberate and render a decision and resolution;
- g. The Director of Human Resources, the Assistant Provost for Administration, and the Dean of Campus Life will then share the decision and resolution with the appropriate parties.

If the reporting party is not satisfied with either the decision and or resolution made by the Director of Human Resources, the Assistant Provost for Administration, and the Dean of Campus Life, the reporting party may appeal to the Executive Appeals Committee (EAC). This appeal must be made in writing to the Vice President of Student Life within ten (10) school days of the receipt of the original decision. The decision of EAC is final.

These procedures are entirely administrative in nature and are not considered legal proceedings.

During the meeting with the university investigator or any subsequent proceedings, the parties may have an advisor or advocate accompany and assist him/her at their expense. This advisor can be anyone.

The use of electronic devices will not be allowed during the meeting with the university investigator. Except to reveal evidence to the university investigator that is on the electronic device.

Student, faculty or staff behaviors that may violate Title IX will be addressed through the college's Title IX procedures. Faculty or staff behaviors that may violate academic or non-academic employment policies will be addressed in accordance with procedures in the appropriate employment handbook (*Faculty Handbook, Personnel Manual* or other policy handbooks). Student behaviors that may violate the Student Code of Conduct will be addressed through the procedures outlined in the Community Standards section of this handbook.

If you provide contact information on the Bias Incident Report Form, the university official assigned to investigate the incident will initiate contact with you.

#### **D. Who Can I Go To For Support?**

In addition to the college officials who will review and address the reported incident, you may also speak to anyone in Campbell University Counseling Services or the Office of Spiritual Life. Both spaces are confidential and private.

Counseling Services

910-814-5709

[counseling@campbell.edu](mailto:counseling@campbell.edu)

233 Leslie Campbell Ave

Buies Creek, NC 27506

Spiritual Life

910-893-1547

[dawsone@campbell.edu](mailto:dawsone@campbell.edu)

Wallace Building – 2<sup>nd</sup> floor

#### **E. Free Expression and Academic Freedom**

Campbell University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. Freedom of expression and thought are as essential for a thriving academic community. As a community we must be willing to listen generously, speak honestly, and be willing to learn.

Students need to learn to be comfortable with the discomfort of new ideas – including ideas they may find offensive. Honestly held and reasonable differences of opinion are protected at Campbell University, in and out of the classroom. Discussion of an academic subject, even when the ideas are controversial, is protected. Disagreements and criticism, even when strongly asserted, are not bias incidents if they are aimed at ideas and actions, rather than at a person's characteristics. Nothing in the bias reporting process is intended to stifle academic freedom or the appropriate expression of (even controversial) ideas.

Any student or employee of Campbell University who is not a member of the faculty who has an inquiry or grievance related to academic freedom should

report that inquiry to the Provost, who shall investigate promptly the situation and act to resolve the grievance. If a member of the faculty has an inquiry or grievance related to the academic freedom policy, he/she should consult the Faculty Handbook for the appropriate procedures to address the situation.

## **F. 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](http://www.ncdoj.gov/complaint)

## **G. 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 (CUBIT) 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.

### **1) Who We Are**

The Campbell University Behavioral Intervention Team (CUBIT) provides a coordinated process for identifying and responding to students who may be at risk of harming themselves or others, or who may reasonably pose a threat to the safety and well-being of the campus community. Achieving this goal involves:

- Utilizing a multidisciplinary team to review, identify and develop specific intervention/prevention strategies.
- Analyzing information, discerning patterns, and following up as appropriate.
- Providing education and training to faculty, staff and students on how to identify and address concerning behaviors that may need further assessment or response.

### **2) What We Do**

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.

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 of CUBIT to the Executive Student Conduct Committee will be in compliance with the Family Educational Rights and Privacy Act (FERPA).

### **3) Appeal Process:**

A decision reached by CUBIT and/or sanctions imposed by CUBIT 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. If the request is timely filed, the Executive Student Conduct Committee for review. The Executive Appeals

Committee is chaired by the Vice President for Student Life and consist of members of the Executive Administration. Decisions reached by the Executive appeals Committee are final. 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.

#### **H. 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.

#### **I. 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 undercover agents.

#### **J. 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](http://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.

## **1) 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/>.

## **2) 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](http://www.faa.gov))

## **3) 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.

## **K. 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.

## **L. 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).

#### **M. 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 or the Dean of Campus 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.

#### **N. 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.

#### **O. 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 Education, 2014 Wiley Periodicals, Inc.*)

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

Exceptions to FERPA regulations include but 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.

#### **P. Respect for Authority**

A student must at all times 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.

#### **Q. 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.

#### **R. 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.

#### **S. 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.



## **T. 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 Building 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. Community Standards

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 enrolls at 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 Residential Regulations. The Office of Community Standards will oversee the daily operations and implementation of the Student Code of Conduct. The Office of Community Standards strives to educate students to become better citizens by guiding them towards ethical decision-making and furthering educational excellence.

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, in conjunction with the Dean of Campus 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.

Campbell 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 having occurred off campus, including but not limited to the attendance of large gatherings, indoors or outdoors, as doing so may result in endangering the health and safety of the Campbell community, 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. Campbell University prohibits student's involvement or attendance to large gatherings, indoors or outdoors, that may result in endangering the health and safety of the Campbell community. 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.

The Office of Community Standards utilizes the student email system (@email.campbell.edu) as its primary source for communicating relevant and important information to its students. All students are responsible to know and abide by the information sent to this email address from the Office of Community Standards. This information may include informal hearing notices, decision memorandums and other notifications.

## **I. University Disciplinary System**

The Office of Community Standards is responsible for:

1. Conducting informal hearings for allegations of misconduct;

2. Determining appropriate actions, including sanctions; and
3. Arranging formal hearings, if required, for violations of the Code of Honor and/ or Student Code of Conduct and Residential Regulations.

#### **A. Informal Hearing**

When the Office of Community Standards has been notified of a student allegedly violating the University Code of Honor, Student Code of Conduct, or Residential Regulations, the student will be required to appear before the Community Standards Coordinator or other authorized Student Life staff member for an informal hearing. Under normal circumstances, this hearing should take place within 3 business days of the notification. Students will be notified of the informal hearing by way of their student email. During this hearing, the student will be advised of his/her violation, the appropriate sanctions associated with that violation, and the disciplinary process including appearing before a conduct hearing body for a formal hearing. The Coordinator or other 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 Codes of Conduct: 1.a, 3, 4, 5.a,b,d,e,f and all Residential Regulations, if the student admits he/she has violated these standards and accepts the assigned sanction(s). When the student accepts responsibility and the assigned sanction(s), this decision is final and there is no provision for an appeal. Should the student wish to contest the alleged violation and/or the sanctions to be assigned, the student will be required to appear before the appropriate conduct hearing body for a formal hearing.

All other violations of the Student Code of Conduct and second violations of any Code(s) of Conduct and/or Residential Regulation(s) will require the student to appear before the appropriate conduct hearing body for a formal hearing. The Community Standards Coordinator or other 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 for a formal 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.

## **B. Formal Hearings**

Students charged with violations of the Honor Code, Student Code of Conduct, and Residential Regulations are entitled to a formal hearing. Students requesting a formal 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 formal hearing. Normally students will be given at least three days advance notice of the formal hearing. A copy of the mandate is given to the student, and the original is maintained in the Office of Community Standards.

Formal hearings may be conducted by the Residence Life Conduct Committee, the Student Conduct Committee, or the Executive Student Conduct Committee. (The University Executive Cabinet may choose to act as a formal hearing board if deemed necessary.) During a formal hearing a student may speak to the Committee on their own behalf. After hearing all information and examining all evidence, the Committee will deliberate in private and come to a decision. After a decision has been reached, the committee chair will announce the decision and explain procedures for appeal. The Office of Community Standards will provide a written confirmation of the committee's decision to the student's Campbell University e-mail address.

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. Parents and faculty members are allowed to attend a formal hearing, however they are not allowed to participate. Non-students are not permitted to participate in the formal 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.

There will be a record of all formal 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 formal hearing because of a serious illness, injury or death in the family, he/she should notify the Office of Community Standards immediately. The formal hearing may be postponed to another date. Should the student, after proper notification and without reasonable explanation, fail to appear at his/her formal hearing, the Committee

will treat the alleged violation without prejudice as if the student was in attendance.

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.

### **C. 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 Office of Community Standards. Students may not present verbal arguments or appeals to the committee.

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

1. The formal 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 formal hearing.

If the appeal is upheld, the matter is returned to the original committee to re-open the formal 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.

### **D. Interim Actions**

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 Dean of Campus Life in conjunction with the Vice President of Student Life, pending a formal hearing. This temporary suspension may include, but is not limited to, all University owned property, including University Housing, University sponsored events, classes and intercollegiate athletic participation. Furthermore, a temporary no

contact order may be issued to limit the contact between students and/or other campus community members until a formal hearing can be held.

#### **E. Summer Terms and Vacation Periods**

Formal hearings during summer school and vacation periods will be heard by an Interim Committee, composed of the Dean of Campus Life, who will serve as the chair, and 2 Student Life Directors appointed by the Vice President for Student Life. This 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 an Interim Committee decision will be **final**.

#### **F. Records**

Records of disciplinary action are maintained in the Dean for Campus 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, as well as the Vice President for Student Life's Office so that an administrative withdrawal can be processed. Students have the right to review their student conduct records prior to and after sanctions have been assigned. Electronic devices may not be used during review of records, and no copies or original documents may leave the Office of Community Standards.

#### **G. Notification**

Notice of disciplinary action taken by the University may be emailed to the student at their Campbell University email address, as well as mailed to the student's local address currently on record in the University computer system. 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 Residential 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.**

## **H. 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.

## **II. Hearing and Appeals Bodies**

### **A. Residence Life Conduct Committee**

The Residence Life Conduct Committee is composed of the Residence Life Area Coordinator(s), and four Resident Directors appointed by the Dean of Campus Life. The Dean of Campus Life will appoint one Resident Director to serve as the committee chair. This Committee will hear violations of Residence Hall Regulations. The Committee may assign disciplinary sanctions ranging from Written Reprimand to Educational Activity. 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**.

### **B. 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 appointed by the Dean of Campus Life. This Committee hears violations of the Student Code of Conduct. 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**.

### **C. 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 offenses will be heard by this Committee. 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.

### **D. Executive Appeals Committee**

The Executive Appeals Committee is chaired by the Vice President for Student Life, however is not a voting member thereof, 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 Community Standards 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; or the matter may be returned to the original conduct committee to re-open the formal hearing for reconsideration of the original decision and/or sanctions. This committee may choose to act as an original formal hearing board. Decisions reached by the Executive Appeals Committee are **final**.

## **III. The Student Code of Conduct**

### **A. Community Standards**

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, they are only 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.

## **1. 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. Alcohol discovered in a common room or common space of an on-campus residential facility will result in all residents assigned to that apartment/suite/hall being written up.

**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 or tailgating, which involves alcohol, may be temporarily suspended and/or removed from University Housing until their formal hearing. If these students are under the influence and are unable to obtain transportation off-campus, they will be allowed 12 hours to remain on-campus before this temporary suspension will take effect. Students may also be banned from participating in intramurals and/or student activities/events.

## **b). Illegal Drugs/Controlled Substances\***

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

**1st Violation:** \$400 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

**ii. 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 formal 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 formal hearing.

**2. Sexual Offenses**

All sexual offenses such as sexual activity, harassment or violence will be investigated and sanctioned in accordance with the Title IX Policy.

**3. 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, vulgar language, 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:** \$400 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.
- 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:** \$300 Fine, 10 hours of Community Service, Reprimand.

**2nd Violation:** \$400 Fine, 15 hours of Community Service, Loss of Privileges, Probation.

**d) 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:** \$300 Fine, 10 hours of Community Service, Reprimand.

**2nd Violation:** \$400 Fine, 15 hours of Community Service, Loss of Privileges, Probation.

**e) Large Gatherings:** Campbell University prohibits student's involvement or attendance to large gatherings, indoors or outdoors, on or off campus that may result in endangering the health and safety of the Campbell community. Students found in violation of this policy will automatically be referred to the Executive Student Conduct Committee for a formal hearing.

**1st Violation:** Suspension.

**2nd Violation:** Expulsion.

#### **4. 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.

## 5. 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) Fire Hazards:** Including but not limited to: tampering with and/or removal of University fire alarm and/or safety equipment.

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

**2nd Violation:** Suspension.

**c) Arson:** Any action that intentionally causes a fire on or to University property.

**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. This includes the unauthorized entry into an empty bedroom within an on-campus apartment or suite. 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.

## **6. 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). 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](http://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.

**1st Violation:** \$500 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:** \$500 Fine, 25 hours Community Service, Probation.

**2nd Violation:** Suspension.

**d) Firearms:** Shotguns, rifles, pistols, etc.

**1st Violation:** \$500 Fine, 25 hours Community Service, Probation.

**2nd Violation:** Suspension.

## B. Residential Regulations

The following actions are prohibited for all 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. These sanctions are not absolutes and are suggested minimum sanctions. Based upon the severity of an incident when a student has violated the Residential Regulations, 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 removal from University Housing.

1. **Alcohol/Drug Paraphernalia:** Possession of alcoholic beverage containers and/or alcohol or drug paraphernalia such as shot glasses, drug pipes or smoking apparatuses or the display of advertisements for illegal drugs or alcoholic beverages in any form, including posters.
2. **Cleanliness:** Residential 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.
3. **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.
4. **Improper Checkout:** Residents are to clean and properly checkout of their residence hall room through the designated checkout process.
5. **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.
6. **Guest Policy:** Visitors are not allowed in a University residence hall beyond the first floor lounges except during posted and approved guest hours. Students and their guest(s) are responsible for abiding by all codes of conduct outlined within this handbook.
7. **Overnight Guests:** Students are not allowed to host overnight guest(s).



8. **Pets:** Any animals, except small fish and Disability Services approved service and emotional support animals, may not be kept in the residence halls.
9. **Room Changes:** Residents are not to change rooms and/or switch roommates without permission from the Residence Life Office.
10. **Quiet Hours/Noise:** 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 residential facilities from 10:00 p.m. to 10:00 a.m. daily.
11. **Door Propping:** Propping the door to a residential facility violates the Housing Agreement and is a fire/safety hazard. Sanctions may be assigned individually or collectively to a person, suite, floor or hall.
12. **Fire Hazards:** Possession of or use of halogen lamps, incense, candles, drop cords, surge protectors or any other cooking device other than a microwave or a coffee maker is prohibited in the residence halls. The use or possession of any heating device such as kerosene and electric heaters in the residence halls is prohibited.

***Sanctions assigned for the above Residential 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.

**3rd Violation:** Removal from University Housing.

#### **IV. Disciplinary Sanctions**

Students found not in compliance with any Campbell University policy or agreement, including but not limited to the Campbell University Code of Honor and Student Code of Conduct, may receive one or more of the following sanctions. 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. Should the student fail to complete their assigned sanctions by the deadlines given, a Student Life hold will be placed on the student's account. This hold will prevent the student from registering for classes. This hold will be lifted only when the student completes and submits his/her assigned sanctions.

- **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. Community Service hours must be conducted through pre-approved venues from the Community Standards office before completing hours.
- **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, Guest Policy Privileges.
- **Educational Activity:** A student may be required to complete an educational activity or project that can include, but is not limited to an article review, research paper, reflection paper, educational bulletin board activity, or participate in an educational hall program. Educational activities or projects will be specified by the Office of Community Standards.
- **Removal from University Housing:** A student may be excluded from living in University owned housing for a period of time. If a student is removed from housing for conduct violations, it is considered a breach of the housing contract and no refunds will be issued.
- **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.
- **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 through the office of Admissions. 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 the University permanently.

## **V. Medical Amnesty Policy**

Students are encouraged to exercise their ethical responsibility to assist others who are in need, especially in emergency situations. Campbell University utilizes alcohol and other drug student conduct practices guided by the North Carolina Good Samaritan/Naloxone Access Law.

Campbell University encourages students to seek immediate assistance for themselves or others whenever there is a concern about extreme intoxication, alcohol poisoning, or an individual has been a victim of a crime (including but not limited to physical or sexual assault, theft, vandalism). When seeking medical attention, the first response is to contact 911. When seeking assistance, give your name and remain with the student in need until help arrives.

Formal student conduct disciplinary action for a violation of the alcohol misuse policies will not be taken under the following circumstances:

- A student who has consumed alcohol and seeks assistance from a University official or emergency personnel on their own behalf;
- A student who consumed alcohol and receives assistance, as a result of another student(s) seeking this assistance on their behalf, from a University official or emergency personnel;
- Student(s) who consumed alcohol and who seek assistance from a University official or emergency personnel on behalf of another student who has consumed alcohol and who remain on the scene to provide support;
- A student who consumed alcohol and was the victim of a crime (including but not limited to physical or sexual assault, theft, vandalism) who seeks assistance from a University official or emergency personnel on their own behalf and student(s) who seek assistance on behalf of the victim;

Medical Amnesty does not preclude Student Conduct proceedings for other violations of University policy.

A student who accepts Medical Amnesty will be required to sign an agreement that includes, but is not limited to: meeting with a substance use licensed staff person at Counseling Services for a confidential assessment; education; early interventions; or outsourced ongoing treatment. If the student does not comply with the terms of this agreement, the student will be subject to appropriate disciplinary action.

Students who do not comply with these requirements may be charged with a student conduct violation or receive appropriate organization specific disciplinary action. Records related to receiving Medical Amnesty will be maintained; however, they are not categorized as a conduct record and therefore are not disclosed as part of a student's disciplinary history.

Medical amnesty will only be granted to a student once during an academic year not to exceed being granted twice while the student is enrolled at Campbell University.

## VIII. Residence Life & Housing

### A. 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 Fall & Spring semesters (3 years) unless granted approval to live off campus by the Office of Residence Life & Housing. Students who are 21+ years of age, married, or commuting from the primary residence of a parent within a 40-mile driving distance from 143 Main Street Buies Creek, NC 27506 may submit a form and documentation for approval to live off campus.**

Students interested in requesting an exception for the residency requirement (6 semester/3 year live on requirement stated above) please submit a request to the Office of Residence Life & Housing via email to [residencelife@campbell.edu](mailto:residencelife@campbell.edu) and inquire about our process for approval. During the approval process, students will be asked to complete an Off Campus Housing Form. Students may be asked to provide a utility bill of the off campus address, a driver's license of the primary resident, and have certain forms notarized. Students must complete all the steps in the approval process and meet one or more the following requirements to be granted approval to live off campus.

- 21 years of age or will be 21 years of age within the first 10 days of classes
- Married
- Commuting from the primary residence of a parent within a 40 mile driving distance of 143 Main Street Buies Creek, NC 27506
- Lived on campus for 6 consecutive semesters (3 years)

### B. 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 Dean of Campus Life. Campbell University does not offer on-campus housing for graduate students.

### C. Housing Deposits

**Returning Students:** Students not planning to live on-campus must complete an Off Campus Housing Form, have gone through to process, and qualify as approved to live off campus by the Office of Residence Life & Housing. Failure to do so will result in the student being charged for a residence hall room on campus for the academic year. All returning students must make a **\$100.00 Housing Deposit** in order to reserve a room for the Fall 2021 semester. This Housing Deposit is required by March 1, 2021 and it will be applied to the room rate for the Fall 2021 semester. It is refundable through May 1, 2021.

**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 Office of Residence Life & Housing on the deposits received from new students. The Office of Residence Life & Housing 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. The on-campus housing assignments are made for first-year students following the date of the admissions deposit and the submission of the housing application. **All undergraduate students (including 3/2 MBA candidates) are required to live in on-campus housing for 6 consecutive Fall & Spring semesters (3 years) unless granted approval to live off campus by the Office of Residence Life & Housing. Students who are 21+ years of age, married, or commuting from the primary residence of a parent within a 40-mile driving distance from 143 Main Street Buies Creek, NC 27506 may submit a form and documentation for approval to live off campus.** If your request for off-campus housing is approved by the Office of Residence Life & Housing, the New Student Enrollment Deposit will be completely allocated to reserving your space in class.

#### **D. Residence Hall/Apartment/Fraternity & Sorority Village Housing Agreement**

The Office of Residence Life & Housing manages room assignments for on-campus, undergraduate student housing. The assigned student in residence halls, apartments, and Fraternity/Sorority 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. If a student cancels their housing assignment before moving into their assigned space a \$250.00 cancellation fee will be applied to the student's account. The Campbell University Housing 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 3 semester hours during a summer term. The occupancy of Fraternity and Sorority houses must be at least 80% during the academic year. First year students are not allowed to live in a Fraternity or Sorority house for the fall or spring of their first academic year. The University attendance policy found in the Undergraduate Studies Bulletin requires students to attend at least 80% 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 25% 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.

#### **E. 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 Office of Residence Life & Housing. 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 must carry a minimum of 3 semester hours during a summer term and be enrolled in seated, main campus courses.

#### **F. Disabilities**

Residence Life & Housing can only honor accommodations and housing request communicated via the Disability Services Office. Students interested in housing accommodations must be registered with the Office of Disability Services and complete their processes and procedures to receive the accommodation. It is

the responsibility of the student or his/her parent to notify Disability Services 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.

During the 2020-2021 academic year Residence Life & Housing anticipated limited available for residence hall and apartment space. This may make it difficult to provide accommodations for students with documented disabilities who were not previously registered before Summer 2020. Every effort will be made to provide reasonable accommodations, however with reduced space; options for accommodation may be limited.

### **G. Service & Emotional Support Animals**

The only animals (other than fish) approved to live in campus housing are service animals or emotional support animals. The process for approval to bring service or emotional support animals begins with the Office of Disability Services and students are not allowed to bring animals to campus until final approval is given. Requests take 60-days to review. See Office of Disability Services for more details.

### **H. Medical Information**

It is the responsibility of students to notify the Office of Residence Life & Housing 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. Such information will be kept confidential.

### **I. 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/Fraternity & Sorority 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 Office of Residence Life



& Housing 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 their housing assignment after selecting a room during the housing selection process or fail to occupy their housing space by the first day of classes will be charged a 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.

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

**New Students:** The staff in the Office of Residence Life & Housing, 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 or New Student Survey. Assignments will be made available during the summer months. Assignments will continue to be made until the beginning of the semester.

## J. Meal Plans

A full meal plan is required of all students living in residence halls. A student's meal plan correlates with the residence hall they are assigned to.

Meal Plan Requirement	Halls Requirement Applies to
All Access Meal Plan	Burkot Hall, Hedgpeth Hall, McCall Hall, Murray Hall, Pat Barker Hall, Powell Hall, Sauls Hall, Small Hall,

	Strickland Hall
Block 200 Meal Plan	Bob Barker Suites, Jones Hall, Luby Wood Hall,
Block 50 Meal Plan	Langston House, Lonnie-Small House, McKissick House, Upshaw House
No Meal Plan Required	Bob Barker Apartments, Faculty Memorial Apartments, Stadium Apartments, Creekside Apartments

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. There are different meal plans available (refer to the online listing at the following link: <https://campbell.campusdish.com/>). Students must contact the Business Office regarding their meal plans and any changes they would like to make to their plan.

#### **K. Check-In Procedures**

**New students** may check in at their residence hall on Friday, August 14, 2020 & Saturday, August 15, 2020 from 8:30 A.M. to 4:00 P.M. to pick up their key and complete check-in forms. There will be shifts for move in that will be emailed to students with assignments between August 3-7, 2020. 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 Office of Residence Life & Housing (located on the first floor of Sauls Hall) during regular business hours (8:30 am – 5:00 pm).

**Returning students** may check in at their residence hall or apartment on Sunday, August 16, 2019 from 9:00 A.M. to 4:00 P.M. to pick up their key and complete check-in forms. Students arriving after Move-In Weekend will need to check in at the Office of Residence Life & Housing (located on the first floor of Sauls Hall) during regular business hours (8:30 am – 5:00 pm).

#### **L. 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.

If campus were to close in the middle of the semester per a decision of Campbell University Administration, students would be given an express check out form from Residence Life Staff and a deadline for removing their belongings. A student must remove all personal property, properly dispose of all trash and clean their space before returning the express check out form/envelope with the keys inside. Should this occur during the semester please check your email for more instructions specific to your hall.

### **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, Fraternity/Sorority 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 Friday, August 14, 2020 for new

students. Upperclassmen halls and apartments will open on Sunday, August 16, 2020 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 November 25, 2020 at 12:00 noon. The residence halls and apartments will close for the academic year on the day following spring semester final exams which is Thursday, April 29, 2020 at 12:00 noon. 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 Office of Residence Life & Housing. If approval is granted there will be a \$40.00 charge per day for each additional day the student occupies a room in the residential facility.

### **M. Holiday Occupancy**

**Residence Halls:** During University designated holidays throughout the academic year, such as winter and spring break, the residence halls, apartments, and fraternity and sorority houses are closed. Residents are to be out of the halls during these times. At the end of the fall semester, students are to be out by 12:00noon on Wednesday, November 25, 2020. 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 Office of Residence Life & Housing to obtain approval to stay in the residence hall, apartments, and fraternity and sorority houses. 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 on campus.

**Apartments and Fraternity/Sorority Houses:** Students in apartments or Fraternity/Sorority Houses may NOT stay in these facilities during Campbell University official holidays and breaks for the 2020-2021 academic year.

BREAK	DATE(S)	DEADLINE TO SUBMIT REQUEST FOR EXTENDED OCCUPANCY	ADDITIONAL CHARGE
End of FALL Semester	Nov. 24, 2020	Noon on Nov. 13	YES
End of	April 23, 2021	Noon on April 16, 2021	YES

BREAK	DATE(S)	DEADLINE TO SUBMIT REQUEST FOR EXTENDED OCCUPANCY	ADDITIONAL CHARGE
SPRING Semester			

#### **N. Room Changes**

Rooms may be occupied only by the students to whom they are assigned.

Rooms may not be sublet to another person. Students assigned to an apartment or suite may not use or occupy an empty bedroom within that apartment or suite.

The Residence Life & Housing Office will be unable to accommodate requests for room changes for the 2020-2021 as easily as it has in previous years. Housing spaces on campus are limited, room changes will only occur during emergency situations on a case by case basis.

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

All room changes must be approved by the Director of Residence Life or an Assistant Director. Once approved, the student will receive the key to the new room at the Office of Residence Life & Housing. Once the student has moved, he/she will check out with their former RD or CA 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 Office of Residence Life & Housing. Violation of this policy will result in disciplinary action.

#### **O. Consolidation**

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

#### **P. Hall Meetings**

Students are responsible for the information presented at the residence hall, apartment, and Fraternity/Sorority 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/Fraternity & Sorority House. Community Assistants may also call a floor/hall/house meeting to address concerns of their residents. Staff will offer educational and social programming for each residence during the academic year.

#### **Residence Hall/Apartment Meeting Schedule**

<b>Fall 2020</b>	August 14	(9:00 pm) for new students
	August 15	(9:00 pm) for new students
	August 19	(10:00 pm) for all residential students
	November 3	(10:00 pm) for all residential students
<b>Spring 2021</b>	January 11	(10:00 pm) for all residential students
	January 12	(10:00 pm) for all residential students
	March 2	(10:00 pm) for all residential students
	April 6	(10:00 pm) for all residential students

#### **Q. Hall and Room Checks**

The University reserves the right for authorized persons to inspect all areas of the residence halls and apartments, and Fraternity/Sorority housing including rooms and furnishings. The Vice President for Student Life, Dean for Campus Life, Residence Life Graduate Assistants and Interns, Director of Residence Life & Housing, Assistant Directors for Residence Life & Housing, Resident Directors, Community Assistants, Facilities Management, and Campus Safety personnel are among those authorized to enter residence hall and apartment rooms and conduct inspections/searches. Regular Health and Safety checks and inspection are scheduled for once a month. Date ranges for these Health and Safety 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.

#### **R. Health & Safety Checks Schedule**

Health and Safety Checks will occur during the time frames below.

<b>Fall 2020</b>	September 14-18	<b>Spring 2021</b>	February 1-5
	October 26-30		March 22-26

## **S. Housekeeping**

Students are responsible for the cleanliness of their own rooms. The housekeeping staff will help with the cleanliness of the restroom facilities and common areas of Strickland Hall, Hedgpeth Hall, Pat Barker Hall, Jones Hall, Small Hall, Burkot Hall, McCall Hall, Sauls Hall, and Murray Hall. 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.

Students living in Powell Hall, Luby Wood Hall, Bob Barker Hall, Faculty Memorial Commons, Creekside Apartments and Stadium Apartments are responsible for cleanliness of their room, the apartment, and bathroom facilities. Housekeeping service is provided only in the common areas of Bob Barker Hall and Luby Wood 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.

Students living in the Fraternity/Sorority 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.

## **T. 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 or flat irons used for hair care 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 devise

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

### **U. 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.

### **V. 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.

### **W. 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.

#### **X. Guest Policy**

In order to mitigate the spread of COVID-19, Guest Hours and Policies are being altered for the 2020-2021 academic year.

Non-Campbell guest are NOT permitted in the residence halls or apartments without prior approval from the Residence Life & Housing Office.

Campbell Students may visit residential students in their communities (residence halls and apartments) during Guest Hours. **Guest Hours for the 2020-2021 academic year are 3:00 p.m. to 9:00 p.m. in our residence halls and apartments. As a safety precaution no residential students may have a guest spend the night unless approved by the office of Residence Life & Housing.**

Guest Hours will be conducted in accordance with the following guidelines:

1. The only guest permitted without prior approval are those of the current Campbell community.
2. Supervision of guest hours for Campbell community members is the responsibility of the Resident Directors and Community Assistants.
3. Guests must remain with their host while visiting.
4. Members of the opposite sex may not use hall and room bathrooms. Public restrooms are in the lounges of each residence hall.

5. All participating hall members and guests must be dressed appropriately during guest hours.
6. All Student Codes of Conduct remain in effect during guest hours.

Guest Hours may be terminated or canceled at any time deemed necessary by the Residence Life Office. Emergencies, disruptive behavior and/or inappropriate conduct are all sufficient causes to cancel Guest Hours. Failure of residents and/or visitors to comply with the Guest Hours guidelines may result in the forfeiture of Guest Hours privileges for the entire hall and may result in disciplinary action taken against the individuals involved.

To submit a guest permission request for a Non-Campbell Community Guest please visit the Residence Life & Housing website.

#### **Y. Overnight Guests**

Overnight guest for the 2020-2021 academic year overnight guest are not permitted in the residence hall, apartments or in the Fraternity or Sorority Houses. This is for the student's safety and precaution. Hosting a guest overnight will result in disciplinary action.

#### **Z. Quiet Hours**

Students are asked to maintain a reasonable level of quietness in the residence halls/apartments/Fraternity & Sorority 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**. Failure to abide by the set Quiet Hours may result in disciplinary action.

#### **AA. 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/Fraternity & Sorority Houses:*** Residents of the apartments and Fraternity/Sorority 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 Office of Residence Life & Housing (located on the first floor of Sauls Hall) during regular business hours (8:30 am – 5 pm).

#### **BB. 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, or raised/lowered. Students can loft their bed but there will be an additional fee. Requests for a change in the bed are to be made to the residence hall staff. 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.

#### **CC. 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, Fraternity/Sorority Houses, or to university property may result in additional charges.

#### **DD. 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.

#### **EE. 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.

#### **FF. Security in Residence Halls**

Security curfew begins in the residence halls every night at 12:00 midnight. 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.

### **GG. 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.

### **HH. Internet and Cable**

Residence Halls Apartments, and Fraternity/Sorority 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. 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.

Residence Halls, Apartments, and Fraternity/Sorority Houses are equipped with cable TV in their common rooms and lobbies but not in the individual rooms.

### **II. Telephone Service**

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

### **JJ. 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.

**KK. 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. Counseling Services

Counseling Services is located at 233 Leslie Campbell Avenue (beside Memorial Baptist Church and across from Luby Wood Residence Hall). Counseling Services is staffed by three full-time, Licensed Mental Health and/or Substance Use Professionals and an Administrative Assistant. Students are seen by appointment, and appointments are scheduled by Counseling Services' Administrative Assistant at extension 5709. All services are free of charge.

Undergraduate students (who are enrolled currently) are eligible for services. Graduate and professional students are not eligible for services in the Counseling Center, 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](mailto:CUSOMBH@campbell.edu) or call (910) 893-7295.

### A. What to Expect:

Your first visit to the Counseling Center will involve an Initial Consultation with a Therapist. This initial appointment is not a therapy session. Initial Consultations occur only during **Drop-In Hours** (days/times To Be Announced). If you are in crisis, you will be assessed as soon as possible, and you do not have to wait for drop-in hours. Counseling Services defines a crisis as thoughts of killing yourself, thoughts of hurting others, hearing or seeing things that others do not, a recent physical attack, a recent sexual assault or a recent death of someone you were close to.

Each academic year, regardless if you have been seen in the counseling center previously, you will participate in a brief initial consultation to quickly highlight your current concerns and needs. This consultation might be with an intern or a therapist you have not seen before.

During this initial consultation appointment, you will:

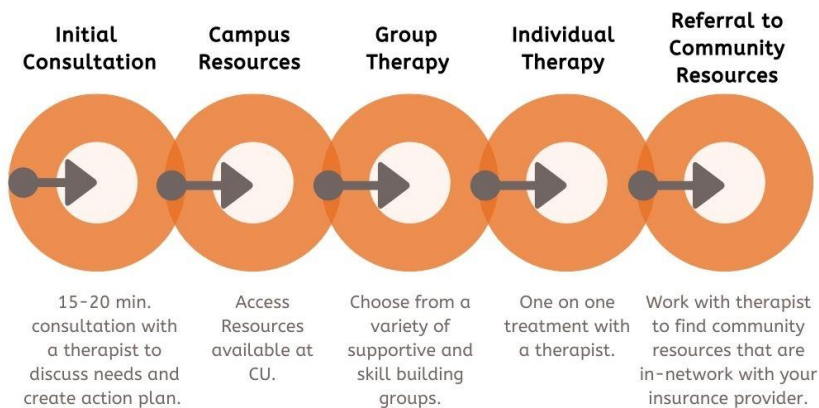
- learn about or review confidentiality
- learn about the new appointment structure and Stepped Model of care
- answer screening questions
- very briefly highlight concerns that have prompted you to seek counseling (The entire assessment will last no longer than 15 minutes.)
- receive recommendations for services that best fit your current needs

If both you and the therapist (or intern) feel the Counseling Center's services are

a good fit for you, the therapist (or intern) will schedule a next step for you. This next step might be an educational group, a support group, or an intake appointment with one of our therapists, intern, or practicum student(s).

### B. Stepped Care Model:

Campbell University Counseling Services follows a Stepped Model of Care. The guiding principle of Stepped Care is to provide services for students with the least restrictive means. Research proves this is not only best practice, but provides the best care for college students. All students meet initially with a therapist or an intern for a brief screening in order to determine which counseling resources are the best fit for their presenting concerns. This model of care incorporates a variety of services including educational groups, support groups, therapy groups, individual therapy, connection with campus resources, and referrals to community resources.



## Campbell University Counseling Services Stepped Model of Care

Follow us on Instagram @ *CampbellCounseling*  
or our webpage <https://www.campbell.edu/counseling-services/>



**Therapeutic Consultation**- A confidential consultation with a therapist or intern that takes place in the counseling center. During this consultation, students will learn about or review confidentiality, learn about appointment structure and model of care, answer questions related to experiences, struggles, and concerns that brought you to the counseling center, receive recommendations for treatment options, and ask any questions. Therapeutic Consultations take place



only during Counseling Services' Drop-In hours (days/times TBD), unless a student presents in crisis. Counseling Services defines a crisis as hearing or seeing things that others do not, thoughts of killing yourself or hurting others, a recent physical attack, a recent sexual assault or a recent death of someone you were close to.

**Foundations-** Foundations is an introductory psychoeducational group for students typically initiating services for the first time. This group is skills based in nature and a place for students to learn about mental health concerns and understand the importance of adequate coping skills and emotional regulation.

**Drop-In Group-** A therapy/process group that is open to any CU student. Drop-In Group requires no registration or commitment to attend regularly. Drop-In Group is a space for students to share experiences and struggles and receive support from their peers. The group is facilitated by a therapist from Counseling Services but has no specific content or curriculum. Students are encouraged to come ready to share, learn, and grow along with their peers. This group will be available both in-person and virtually (days/times TBD)

**Let's Talk-** Let's Talk is a brief casual consultation between any CU student and a therapist or Counseling Services' Intern. You do NOT need to be a client of Counseling Services to utilize Let's Talk. A therapist or intern will be set up at various locations around campus such as the Student Union, Wiggins Library, Academic Circle, and more (specific days and locations TBD). Students are encouraged to utilize Let's Talk as a consultation, problem solving session, to ask questions, and be connected to resources.

Students who seek services at Campbell University Counseling Services are expected to attend scheduled sessions promptly and consistently. Students who have to cancel scheduled appointments for unanticipated reasons (sickness, emergency, etc.) must notify Counseling Services by calling the front office (910-814-5709) to cancel with the Administrative Assistant at least 12 hours prior to the scheduled session. Students are encouraged to be respectful of therapists' time and other students who are seeking services. In an effort to encourage student's accountability and responsibility, there will be a \$5 fine for any no-show or late cancellation of scheduled appointments.

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 provided by the Counseling Center are **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).

Group sessions are another service provided by Counseling Services that is also free and confidential. Research shows results that groups are more effective than individual therapy. Examples of groups provided are Transforming Thinking, Feel Better Fast, Self-Compassion, Stand Up For Yourself, and Me, Myself, and Us.

Counseling Services also provides outreach events to promote awareness and prevention of common mental health concerns. Examples of current Counseling Services outreach events include the Stress Free Zone, Movember, Wellness Week in the Creek and more. We are always in need of student volunteers. Anyone who is interested in volunteering is welcome to reach out to Amy Johnson, Assistant Director, at [amjohnson@campbell.edu](mailto:amjohnson@campbell.edu).

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 use 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 abuse of a child or elderly person or a person with a disability, 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 counseling through **Pastoral Care** from staff within

the Office of Spiritual Life. Their offices are located on the second floor of the Wallace Building. Appointments may be made by calling (910) 893-1547.

*Sexual Harassment, Sexual Exploitation, Non-Consensual Sexual Acts, and Sexual Misconduct: Please note Counseling Services and the Associate Vice President for Spiritual Life and the Campus Minister in the Office of Spiritual Life are members of the campus community through whom a student 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 Associate Vice President for Spiritual Life and the Campus Minister 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.*

### **C. 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 **1911** 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.

### **D. Crisis Line Numbers**

All operate 24 hours a day

**Triangle Springs Behavioral Health Hospital** (*in the event of a mental health crisis*): 919-746-8900 and select option 1. Triangle Springs' assessment team is available 24 hours a day, 7 days a week.

**Crisis Text Line:** Text "GO" to 741741, free, 24/7, confidential

**National Suicide Hotline:** 1-800-273-TALK ([www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org))

**IMAlive Online Crisis Network:** (<https://www.imalive.org>)

**HOPELINE (Raleigh):** (919) 231-4525

**Daymark Recovery Services:** (910) 893-5727 (Lillington location)

**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](http://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](http://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/campus_services);  
[http://www.ulifeline.org/campbell/get\\_help\\_now](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.

**Wellness:** Students can learn about good wellness habits to make the ordinary pressures of college life easier to handle. Topics covered include sleep, exercise, nutrition, stress management & relaxation, and connectedness & healthy relationships.

**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.halfopus.com/>

<http://counselingcenter.illinois.edu/brochures>

<http://www.apa.org/topics/>

<http://psychcentral.com/>

## **X. Spiritual Life**

### **A. Christian Higher Education**

Campbell is a place of Christian higher education and we embrace the belief that there is no conflict between the life of faith and the life of inquiry. This means it is natural to have conversations about faith alongside academic course work. It is not a requirement but an opportunity. Campbell is a place where God's presence can be openly and gratefully acknowledged and where students can be encouraged to embrace a life-changing faith. This also means we provide space for those who believe and think differently freedom to do so in a setting that celebrates the value of faith formation.

### **B. The Office of Spiritual Life**

The Office of Spiritual Life is deeply invested in ministry with our students. The love of God compels us to be present with our students as they discover who they are and who God is calling them to be. Because we are committed to engaging both heart and mind, we seek to make space for students to explore their faith in a community that will welcome and challenge them.

We believe that this work matters and that faith formation is vital to the college experience. The Spiritual Life offices are located on the second floor of the Wallace Building. For more information, contact [dawsone@campbell.edu](mailto:dawsone@campbell.edu).

### **C. 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 perspective 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. It is one of the longest standing traditions at Campbell University as we maintain our rich Christian heritage. Connections educates, challenges, and prepares students to live and act responsibly in this world. The gathering provides an opportunity for the community to engage in worship and programming that inspires, challenges, enriches, and transforms.

Students take Connections in the second semester of their first year and first semester of their second year. For information about academic requirements of CUC, consult the university bulletin.

### **D. Student Led Ministry Groups**

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. For the 2020-2021 academic year ministry groups will utilize social media and virtual platforms for their meetings. Visit the Spiritual Life page of the Campbell website for more information. Current Student led ministry groups include:

- Catholic Student Association (CSA)
- Fellowship of Christian Athletes (FCA)
- Campbell University
- Gospel Choir
- International Justice Mission (IJM)
- Ransom
- Wesley Fellowship

### **E. 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. Each group meets weekly for the academic year. Most groups have between 8-10 students. Students have the option to join an all female, all male or co-ed group. Groups are led by students, faculty, staff, church leaders and alumni. During the 2020-2021 academic year all Small groups will meet at the Campus Ministry House. Registration for Small Groups are held at the beginning of fall and spring semesters. Visit the Spiritual Life page of the Campbell website for further information about registration and small group leaders.

### **F. 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 stand ready to listen, provide guidance, and a pastoral presence to the university community.

Harassment, Sexual Exploitation, Non-Consensual Sexual Acts, Sexual Misconduct: Please note Counseling Services, the Associate Vice President for Spiritual Life, and the Campus Minister in the Office of Spiritual Life are members of the campus community through whom a student 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, the Associate Vice President for Spiritual Life, and the Campus Minister in the Office of Spiritual Life



*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.*

#### **G. Resident Chaplains (RCs)**

Resident Chaplains are students who live and work in first-year residence halls, and are a visible and known presence in the residential community. Resident Chaplains provide spiritual care in their hall and are a critical piece of the first-year experience helping students transition into the Campbell University Community. Resident Chaplains work to involve students in community building activities, fellowship and more. Resident Chaplains seek to provide a safe and welcoming environment of grace and respect for all students.

#### **H. Worship**

Christ centered worship opportunities are led regularly for students, faculty and staff throughout the year. Worship at Campbell is often student led and student planned with the assistance of Spiritual Life staff. During the 2020-2021 academic year cooperate worship services will be led through live virtual platforms. Butler Chapel serves as the primary worship space for the university. Butler Chapel, the bell tower, and prayer garden will remain open for students to visit at any time to worship or pray. Self-guided prayer or worship opportunities will be offered regularly throughout the 2020-2021 academic year. Dates, times and locations for worship will be published on campus for students.

#### **I. Camels on Mission**

Through Camels on Mission we offer opportunities for students to participate in the work God is doing around the world. The hope is that students come back with a desire to integrate their gifts to serve in their daily lives. Typically mission trips are taken during academic breaks, however, because of COVID-19 travel restrictions, no mission trips will be taken during the 2020-2021 academic year. Opportunities to serve in the community and connect students to the work God is doing in the world is still important and is ongoing. In years past, mission teams have served in urban, rural and global locations. Past trips include: Atlanta, Washington, DC, South Africa, and Cuba. Information about Mission Trips are published on campus for students.

#### **J. Campus Ministry House**

The use of the Campus Ministry House will be limited to Small Groups and other

meetings as scheduled by the Office of Spiritual Life. If you are interested in using the Campus Ministry House please contact [dawsone@campbell.edu](mailto:dawsone@campbell.edu).

#### **K. 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 and leadership. The office serves to connect volunteers, partners, and stakeholders as a resource for the Campbell community. The Office of Community Engagement merges the university's hallmarks of faith, learning, and service together to educate, challenge, and prepare students to lead with purpose and passion in their communities.

Opportunities include days of service during the year as well as ongoing efforts within the Office of Spiritual Life and various colleges and programs throughout the university. In addition to a wealth of off campus opportunities, there are also on campus opportunities, including the Campus Kitchen, Food Pantry, Mustard Seed Community Garden, the Community Christmas Store, and virtual opportunities. To coordinate with or learn about service opportunities, please contact the coordinator at ext. 5582 or visit office 235 located on the second floor of the Wallace Building.

## **XI. Student Involvement**

The Office of Student Involvement provides leadership and direction for four university departments with the purpose of helping to connect students and foster greater involvement on the campus of Campbell University. Students participating in these programs will gain social, academic, and life skills and competencies as well as leadership development opportunities. The following organizations are part of the Office of Student Involvement: Campus Recreation, Student Activities, Fraternity and Sorority Life, and Aquatics.

### **A. 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.

### **B. 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 located in the Oscar N. Harris Student Union, Office 272, or through email at [cab@campbell.edu](mailto:cab@campbell.edu), or the CAB website at: [www.campbell.edu/life/student-activities/campus-activities-board](http://www.campbell.edu/life/student-activities/campus-activities-board)

### **C. 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](mailto:intlga@campbell.edu) or (910) 814-4757.

### **D. 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 Fraternity and Sorority Life. For more information see the IOC Handbook published by the Office of Student Activities on the Student Activities section of the Campbell University website.

### **E. 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.

#### **F. 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 located in the Oscar N. Harris Student Union, office 264 or by email at [sga@campbell.edu](mailto: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.

### **G. Fraternity and Sorority Life**

The Campbell University Greek community offers undergraduates a fraternal experience that complements the mission of the University. In partnership with faculty, staff, alumni, families, and (inter)national organizations, the community challenges and educates students in the areas of integrity, commitment, accountability, leadership, cultural awareness, personal and group development, scholarship, and civic service and responsibility. Campbell University recognizes that fraternal organizations are an integral part of the campus community and can have a positive impact for members and non-members. However, the privilege of fraternal organizations to exist as part of the University brings with it a high level of responsibility.

Fraternity and Sorority Life policies are governed by the Statement of Policies which can be found at: [https://assets.campbell.edu/wp-content/uploads/2017/01/02102629/Revised\\_Statement\\_of\\_Policies\\_10-26-16.pdf](https://assets.campbell.edu/wp-content/uploads/2017/01/02102629/Revised_Statement_of_Policies_10-26-16.pdf)

### **H. Aquatics**

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 contact the Aquatics Department for more information at ext. 1353

### **I. Campus Recreation**

Campus Recreation is comprised of four different program areas; intramural sports, club sports, fitness and wellness. 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) 893-1367 or if on campus dial extension 1367 or go to: <http://www.campbell.edu/campusrec>

## **J. 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 active club sports include: eGaming club, men's soccer, women's volleyball, men's basketball, golf, equestrian, ultimate frisbee, men's lacrosse, and tennis. 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 come by Carter Gym, Suite 100 and talk with the Competitive Sports Staff.

## **K. Carter Gymnasium**

Carter Gymnasium is located between the Wallace Building 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.

Located at the rear of Carter Gym, the Free Weight Center contains only free weights and functional training equipment for Campbell University students, faculty & staff usage. Equipment provided includes squat racks, benches, dumbbells, barbells, TRX Suspension Trainer, medicine balls, and bands. It is open when Carter Gym is open.

## **L. 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.

## **M. Fitness Classes**

All fitness classes are held in the multipurpose room located at the rear of Carter Gym. We offer a variety of classes such as Zumba, Pilates, Yoga, Les Mills BodyPump, Cycling, Kickboxing, PiYo, Pound, and Strong by Zumba. Our fitness classes are open to all current Campbell University students, faculty & staff with a Campbell University ID. We also offer the opportunity for student, athletic, or academic groups to have private group fitness classes for their organization. We offer a paid community membership option for those who are not current students, faculty or staff. Further details and information can be found on our website, or by calling (910) 814-5512.

## **N. Oscar N. Harris Student Union Center**

Managed by Campus Recreation, the state-of-the-art fitness and wellness center includes spaces for workout and group fitness as well as personal training. The facility includes lockers, two single-user bathrooms with a shower in each, state-of-the-art cardio equipment, free weights and strength training equipment. Both stories of the fitness center feature windows for natural light and campus views. The fitness center is available for use by all current Campbell students, faculty & staff with a Campbell University ID card. An attendant must be present for anyone to use the fitness center.

## **O. Intramural Sports**

The University sponsors Intramural Sports through the Department of Campus Recreation 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 season or 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 come by Carter Gym, Suite 100 and talk with the Competitive Sports Staff.

## **P. Intramural Sports/ Club Sports Fields**

The Intramural and Club Sports Fields are located across the street from Amada Littlejohn Stadium at 235 Gregory Circle, Lillington, NC 27546. There are 3 fields located at this complex with 2 of them being lighted areas. These spaces are reserved for intramural contests and club sport activities and must be requested before being used. To find out more about the Intramural Fields or to reserve it for your on-campus event, contact the Department of Campus



Recreation at (910) 893-1367.

#### **Q. 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.

#### **R. Personal Training**

Campus Recreation will begin offering personal training packages and programming for those who would like a little more guidance for their workouts and toward their fitness goals. Personal Training will be an affordable paid service, and will also allow students the opportunity to gain experience in fitness leadership. For more details, check our website for the most up to date information, or call (910) 814-5512.

## XII. Student Services

### A. Student Success

The Student Success unit 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 four areas of essential services on campus including Academic Support Services, Career Services, Disability Services and First-year Experience Programs. Student Success is located in the Student Services Building between the Wallace Building and Carter Gym.

#### 1. Academic Support Services

Academic Support Services 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.

- **Academic Recovery Course (CUAR 101):** CUAR 101 is a course offered to first and second year students who earn less than a 2.0 cumulative GPA. This 1-credit course is designed to help student identify academic strategies to improve their skills and enhance their trajectory towards success.
- **Academic Success Coaching:** Academic Success 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.)
- **Group Review Sessions:** Course instructors and/or students can request review sessions to cover course material, or to prepare for an exam. Review sessions are facilitated by a student that has completed the course successfully. Times and locations will be announced in class and are posted on the Academic Support Services webpage.
- **Peer Assisted Study Sessions (PASS):** Peer Assisted Study Sessions are small groups of diverse learners participating in a structured study sessions led by a peer that has demonstrated academic excellence in the course.
- **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.)

- **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 and are posted on the Academic Support Services webpage.
- **Tutoring Centers:** Students can schedule an appointment to meet with a tutor for course support. Tutoring sessions are offered in person and online, by request. Appointments can be scheduled through CU Succeed.
- **Writing Center:** Students can schedule an appointment to meet with a Writing Coach to review and discuss course papers. During the sessions writing coaches provide feedback and suggestions to students to improve the quality of their paper.

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

## 2. Career Services

Career Services operates within the area of Student Success and prepares students for the world of work, service, and leadership by empowering them to select and pursue careers consistent with their values, interests, abilities, experiences, and education. Our staff works to develop the career and professional skills of students through career advising, presentations, workshops, and web-based resources.

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 request to take a variety of assessments using *TypeFocus*. This resource, along with discussions with Career Services staff, can be a tool in determining appropriate career and academic paths.

**We offer comprehensive assistance for students to develop, implement and evaluate career and life plans by:**

- Encouraging investigation of potential academic programs as they relate to specific fields.
- Providing tools for examination of career-related interests and individual strengths and values.
- Hosting workshops related to career readiness, such as résumé preparation, interview skills, networking and career exploration.

- Assisting students one-on-one with résumé review, mock interviews and career advising.
- Offering on-campus recruiting events.
- Hosting a career database designed to help students search and apply for internship and employment opportunities.
- Providing students with free, gently used or new professional clothing through our Career Closet

Visit the Career Services website [www.campbell.edu/students/student-success/career-services](http://www.campbell.edu/students/student-success/career-services) to explore online resources.

### 3. 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:

- a. 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 Office of Disability Services 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.
- b. 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.
- c. *Service and Emotional Support Animals on Campus:* Campbell University is compliant with state and federal law regarding service and emotional support animals on campus. Service Animals, defined as a dog that is trained

to complete a task for a person with a disability, are welcome anywhere on campus that their handler is allowed to visit. Emotional support animals, defined as an animal whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being of a person who has a disability, are allowed in the student user's assigned housing only.

- Service Animals are allowed to attend class, events, etc. with their handler and the handler must remain in control of the animal at all times. Any animal may be excluded from an event or facility if the animal is disruptive, aggressive or unclean.
- The only animals (other than fish) approved to live in campus housing are Service Animals or Emotional Support Animals, and prior approval is required before moving an animal into campus housing. The process for approval begins with the Disability Services office, and students are not allowed to bring animals to live on campus until final approval is given.

Campbell University recognizes its responsibility to accommodate the needs of otherwise qualified students with disabilities. However, students 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 instructors and administrators.

More specific information can be found in the "*Student DSS Guide*" available on the Student Success pages of Campbell website at <https://www.campbell.edu/students/student-success/disability-services/>.

## **5. First-Year Experience Programs**

Campbell University recognizes that the first year is unique and fundamental to establishing students' commitment to higher learning. The Office of the First-Year Experience provides support and resources for the intellectual and social transition of new students by offering courses and programs that foster engaged learning and participation in the Campbell University community. A few of these initiatives include:

- **Transition Leaders:** Campbell University Transition Leaders (TLs) are undergraduate student leaders selected to welcome incoming students virtually before arriving to campus and during their first few days on campus through The Tartan (orientation).

- **Freshman Seminar (CUFS 100):** The Campbell University Freshman Seminar (CUFS 100) is a one-credit course designed to assist incoming first-year students in developing behaviors and knowledge-based skills which allow them to be successful and make positive contributions to the university and wider community.
- **Peer Mentors:** The Peer Mentor plays an important role in the CUFS 100 course by serving as a role model and mentor to first-year students. Peer Mentors are an essential aspect of the class experience and assist the instructor by offering their unique perspectives of life as a Campbell Student.
- **The 1st Generation Camels Mentoring Program:** Designed to provide first generation college students with meaningful relationships with faculty, staff and alumni who were also first generation college students.

### **XIII. Technology Use & Information**

#### **A. IT Services Helpdesk**

The Campbell University IT Services Help Desk 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 alternative external 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.

##### **1. 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.

##### **2. Helpdesk Contact Information**

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

##### **3. 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, leave a voice mail message or send an email to [helpdesk@campbell.edu](mailto:helpdesk@campbell.edu) with the specifics of your request. 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 voicemail welcome message will be modified to reflect the current condition, alerting clients to potential longer wait times. Responses to email requests will be made within 1 business day if received during normal business hours. Limited support, including password resets, is available after business hours and on weekends via telephone at 910-893-1208.

##### **4. System Availability Information**

Information on the status of major university systems is available online at:

<https://itstatus.campbell.edu/>

The IT Status webpage provides timely information on regularly scheduled maintenance as well as unplanned outages. Clients can subscribe to be proactively notified of issues impacting systems via text message or email.

## **B. CamelNet Connection Privilege Agreement**

Computer and network information resources 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.

The use of the University information resources 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.

The following activities are prohibited. Under no circumstances are Users of University information resources authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing University-owned resources or conducting University business.

The lists below are by no means exhaustive, but rather attempts to provide a framework for activities, which generally fall into the category of unacceptable use.

### ***Students may not do the following:***

- **Downloading or Distributing Unlicensed Content or Software.** Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the University and the end user.
- **Sharing Your Password.** Revealing your account password to any other person or entity or allowing use of your account by any other person or entity (e.g., administrative assistants, graduate assistants, co-workers, student workers, classmates).
- **Effecting Security Breaches.** Accessing data of which the User is not an intended recipient or logging into a server or account that the User is not



expressly authorized to access, unless these duties are within the scope of the User's regular University job function.

- **Disrupting Network Communications.** Interfering with network communications through disruptive activity such as network sniffing, network floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- **Installing Wireless Broadcasting Devices.** Such devices include but are not limited to wireless routers and access points. These devices will be confiscated and the student may lose their network privileges if found in violation of this policy
- **Circumventing Access Controls.** Bypassing user authentication or authorization access control mechanisms to access or alter University information resources the User is not authorized to access.
- **Granting Unauthorized Access.** Granting access to University information resources to unauthorized Users.
- **Attempting to Intercept, Compromise, or Tamper with Passwords.** Copying password files, password "cracking", installing keystroke logging software, intercepting network traffic, or attempting to discover passwords of other Users to gain unauthorized access to University information resources.
- **Unauthorized Scanning of Networks or Systems.** Scanning University networks or systems for security vulnerabilities (this includes port scanning) is expressly prohibited.
- **Monitoring Network Traffic without Permission.** Executing any form of network monitoring which will intercept data not intended for the User's computing device.
- **Interfering with Normal Service Operations.** Intentionally interfering with or denying service to any computing device (for example, denial of service attack).
- **Interfering with Network Traffic.** Using any tools, or sending messages of any kind, with the intent to interfere with or disable regular network traffic.
- **Purposefully Downloading Malware.** Introducing malicious programs into University networks or systems (e.g., viruses, worms, Trojan horses, etc.).
- **Downloading or Sharing Inappropriate Content.** Displaying, procuring, or transmitting material that is in violation of University codes of conduct, sexual or discriminatory harassment policies or laws, or hostile workplace

laws.

- **Using Peer-to-Peer File Sharing Applications.** Using peer-to-peer file sharing applications or websites to upload/download/share protected intellectual property (e.g. copyrighted video, music, software).
- **Using the University network to engage in illegal and/or for-profit ventures.** Software piracy, copyright infringement, e-mail abuse, cryptocurrency mining, and other illegal activities are prohibited. Any known abuse may be investigated by law enforcement officials. Using University resources to support personal business interest(s) is prohibited.
- **Engaging in Harassment.** Any form of harassment via email, telephone, text messages, instant messenger, or other messaging systems, whether through language, frequency, or size of messages.
- **Sending SPAM.** Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.
- **Forging Emails.** Unauthorized use, or forging, of email or message header information.
- **Distributing Chain Emails.** Creating or forwarding "chain letters", "Ponzi", or other "pyramid" schemes of any type.

### ***Student Responsibilities***

- Students must respect the priority of academic use of the University network. Students are personally responsible for any activities originating from their 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 operating system (OS), must be set to receive Automatic Updates from the OS manufacturer.
- If a student has reason to believe another user or group of users is interfering with access to the University network, they must report the problem to Student Life Office. Campbell University administrators will investigate and, if necessary, take corrective action.
- 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 assumes no liability for data loss or equipment damage related to a student's use of the University network. Precautions for natural disasters are the student's responsibility. The owner of a computer/device connected to the Campbell University network is responsible for the behavior of all Users of that machine and for all network traffic to and from the machine.

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

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 Use Policy and must accept this policy to use the Campbell University network.

### **C. Technology Usage**

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.

### **D. Eligible Users**

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

- Undergraduate and graduate students currently active in Campbell University programs
- Non-degree seeking and special students currently active in Campbell University programs
- Campbell University faculty (including full and adjunct), staff, and administration
- Designated alumni
- Official guests of the President and the University
- External constituents accessing library resources
- Individuals formally associated with the University, upon verification of the appropriate dean and/or administrator

### **E. 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.

#### **F. 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 IT 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.

#### **G. User Privacy**

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

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

Under these circumstances, the Chief Information Officer or designee may authorize IT 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.

## **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 tolerate acts of sexual harassment, gender-based violence, sexual misconduct, and sex and/or gender-based discrimination. All members of our community are expected to conduct themselves in a manner that reflects personal integrity and a respect for others.

Campbell University recognizes the serious and negative impacts sexual and gender-based violence and harassment have on individuals and the University community. To that end, the University endeavors to eliminate and prevent them and address their effects. This policy outlines how the University receives, investigates, responds to, and resolves complaints of sexual misconduct, gender-based violence, and sex and/or gender based discrimination and harassment as defined herein whether occurring on or off campus regardless of whether the Responding Party, as defined in this policy, is a student, faculty member, staff, or third party.

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 Building, Room 237), Buies Creek, NC, 27506, 910-893-2039 / FAX 910-893-1534; [nothstine@campbell.edu](mailto:nothstine@campbell.edu), or Ms. Malinda Ashcraft, Deputy Title IX Coordinator, [ashcraft@campbell.edu](mailto: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](mailto: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.

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 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. Counseling options are listed in this publication under IX. Counseling Services.

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 Building, Room 237), Buies Creek, NC, 27506, 910-893-2039 / FAX 910-893-1534; [nothstine@campbell.edu](mailto: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 and 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.

Any Campbell University employee could at one time or another receive a report of actual or suspected sexual harassment or retaliation. All University full-time employees are considered mandated reporters under Title IX, except designated full-time campus ministers and full-time counselors within the University Counseling Center. Mandated Reporter means an employee of the University who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.

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 and Prohibited Behavior**

Title IX of the Education Amendments of 1972 specifically prohibits sexual harassment as in unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that creates a hostile environment that effectively denies a person equal access to an educational program or activity. This also includes Quid Pro Quo sexual harassment.

This includes, but is not limited to the following types of sexual harassment:

- Sexual Harassment
- Non-Consensual Sexual Contact
- Non-Consensual Sexual Intercourse
- Sexual Exploitation
- Relationship violence
- Stalking (based on sex)

Title IX applies to sexual harassment that occurs in the following circumstances:

- On-campus;

- Or within an educational program or activity, which includes any building owned or controlled by a student organization that is officially recognized by Campbell University;
- Against a person who is located in the U.S.

These instances of prohibited conduct as applied through the terms above and definitions below will be addressed through the Title IX Investigation & Outcome Proceeding section of this policy.

Instances of Sexual Misconduct and Gender-Based Violence as outlined above that do not fall under these strict regulations will be dismissed under Title IX and addressed through the Community Standards and Conduct Policy of Campbell University.

**Advisor** means a person chosen by a party or appointed by Campbell University to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

**Coercion** is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Complainant** means an individual who is alleged to be the victim of conduct that could be sexual harassment based on a protected class; or retaliation for engaging in a protected activity.

**Complaint** (formal) means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that Campbell University investigate the allegation.

**Consent** is clear, knowing, and voluntary words or actions that give permission for specific sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity. There is no consent when force, coercion, intimidation, or threats are used. There also cannot be consent when an individual is incapacitated. Consent to any one form of sexual activity cannot automatically imply consent

to any other forms of sexual activity, nor can previous relationships or previous consent imply consent to any future sexual acts. Consent can be withdrawn once it is given, as long as that withdrawal is clearly communicated. Lastly, one must be of legal age to grant consent. Legal age in North Carolina is 16 years of age.

**Dating Violence**, defined as: a. violence, b. based on sex, c. committed by a person, d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant

For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence**, defined as: a. violence, b. based on sex, c. committed by a current or former spouse or intimate partner of the Complainant, d. by a person with whom the Complainant shares a child in common, or e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.

**Retaliation** is defined as any adverse action taken against a person for making a complaint of prohibited conduct or for participating or being involved in the investigation of any such allegation. Retaliation is prohibited with or without a Cease Contact Directive. Report alleged acts of retaliation to the Title IX Coordinator, Deputy Title IX Coordinator(s), and/or Campus Safety & Police. It is a violation of University policy to retaliate against those involved in a complaint of harassment, discrimination, or sexual misconduct. Such conduct is inconsistent with University policy and may also be prohibited by law. Instances of retaliation will be investigated and adjudicated, and sanctioned where appropriate, as outlined in this policy.

**Sexual Harassment** is the umbrella category that includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as: conduct based on sex or that is sexual in nature and that satisfies one or more of the following definitions:

**1) Quid Pro Quo:** a. an employee of the University, b. conditions the provision of an aid, benefit, or service of the University, c. on an individual's participation in unwelcome sexual conduct.

**2) Sexual Harassment:** a. unwelcome conduct, b. determined by a reasonable person, c. to be so severe, and d. pervasive, and, e. objectively offensive, f. that it effectively denies a person equal access to the University's education program or activity.

**3) Sexual assault:** Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent. Sexual acts include:

**a. Forcible Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

**b. Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**c. Sexual Assault with an Object:** The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**d. Forcible Fondling:** The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. This would include having another person touch you sexually, forcibly, or without their consent.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

**Stalking,** defined as: a. engaging in a course of conduct, b. based on sex, c. directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or Suffer substantial emotional distress. For the purposes of this definition— Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly,

indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

#### **D. Rights of Parties Involved**

Both the Complainant and Respondent are afforded Rights within this policy, including:

- Have a written statement of the charges.
- Have written notice of the date, time and place of investigative interviews and no sooner than 2 business days prior to the interview.
- Have equal opportunity to access, and present evidence to the investigators.
- Receive reasonable accommodation(s) as determined by Dean of Campus Life and Disability Services.
- Be kept informed of the status of a report and anticipated resolution timeline.
- Have the investigation/interviews postponed for good cause. (Request for postponement must be made no less than two days prior to the scheduled time of the hearing and must be made in writing to the Title IX Coordinator.
- Have an advisor of their choosing. (Please note the advisor's role as outlined in [Intake & Investigation](#))
- Hear and respond to the information related to the charge(s).
- Provide information on their own behalf.
- Obtain witnesses on their own behalf.
- Submit questions for the other parties interviewed during the investigation. (Please see [Intake & Investigation](#) for more information).
- Know the final outcome of the investigation, including level of responsibility for policy violation, sanctions (if applicable), and information on the appeals process.

#### **E. Respondent's Withdrawal or Decision Not to Participate in Investigation**

If the Respondent chooses not to participate in the process, the Respondent will still be informed that he or she is alleged to have violated University policy, that an investigation will be conducted, and that the resolution process will continue.

Respondents may elect to Withdraw Pending a Hearing. If a Respondent

withdraws from the University without request and subsequent approval, a letter will be sent to the University Registrar indicating an investigation and determination are pending. If the student attempts to re-enroll before the matter is resolved, the registrar will notify the Title IX Coordinator. The matter must be fully resolved, including completion of potential Outcomes, before the student is eligible to seek re-enrollment at the University.

## **F. Standard of Evidence**

Preponderance of Evidence is the standard of proof in which decisions will be made regarding violations of this policy. The standard of preponderance of evidence is defined as being more likely than not that a policy violation occurred. Respondents are presumed not responsible until a determination has been made, and Complainants are presumed to be reporting in good faith. False reports are a violation of our Code of Conduct and may be investigated through the Office of Community Standards and Student Conduct.

## **G. Title IX Intake & Investigation**

All Formal Complaints received within the scope of Federal Title IX Regulations will be addressed through the Title IX policies here-in. Allegations of behavior outside the scope of these regulations will be addressed by the Office of Community Standards. Allegations of prohibited conduct outside Federal Title IX Regulations against faculty and staff shall be addressed through the processes outlined in the Personnel Manual.

Reports against students will be handled according to the following procedures:

### **1. Title IX Roles in Investigations:**

**Title IX Coordinator:** The Title IX Coordinator is a full-time staff member trained in all aspects of Title IX and this policy and process. The Coordinator is responsible for overseeing the University's education, prevention, and response to Sexual Misconduct, Gender-Based Violence, and Gender and/or Sex-based harassment and discrimination. The Title IX Coordinator receives reports, assigns investigators, reviews investigative reports, coordinates and facilitates the hearing process and serves as the primary point of contact regarding Title IX at the University. The Title IX Coordinator (or designee) also facilitates informal resolution of complaints.

**Title IX Council:** The Title IX Council will conduct a live, recorded hearing to review the information presented in the investigation report, hear testimony,

cross examinations of parties and witnesses, ask their own questions to the parties and to determine if an individual or individuals violated the University policy (and, if yes, to determine an appropriate sanction). Members of this council will be appointed by the Vice President for Student Life.

**Chair of Title IX Council:** The chair will determine within the Title IX Council if questions made by advisors on behalf of the Complainant or the Respondent are relevant. The Chair will explain the decision to exclude any irrelevant question. The Chair will be appointed from among the members selected to sit on the Title IX Council by the Vice President for Student Life.

**Title IX Hearing Committee:** This committee serves as an appeal committee for students, faculty, and/or staff who have been subjected to discrimination or harassment in violation of Title IX and alleged assailants who have violated Title IX policies. It may impose sanctions from a reprimand to university expulsion. Decisions made by this committee may be appealed to the Executive Appeals Committee. The membership of the Title IX Hearing Council (THC) is listed in the University Faculty and Staff Committee Guide.

**The 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. This committee does not hear personal appeals or oral arguments. It may affirm, reduce, or increase sanctions. Decisions reached by the Executive Appeals Committee are final.

All members of the Title IX Council and Title IX Hearing Committee will receive annual training.

## 2. **Title IX Intake:**

When Prohibited Conduct within the scope of Federal Title IX Regulations is alleged, the Title IX procedures can only be taken when a formal complaint is submitted in writing (in hard copy or electronic form) by the Complainant denoting the submission is in fact a formal complaint and the Complainant wishes formal or alternative action be pursued or by the Title IX Coordinator, who can submit a formal complaint without the Complainant. Regardless of a request that an investigation not be pursued, the University may still provide supportive measures and resources to a Complainant and Respondent. The University will not only take steps to prevent retaliation but will take a strong responsive action if retaliation occurs, even if a formal investigation is not pursued.

Complainants can withdraw their formal complaint at any time in the process up until the start of the Title IX hearing.

### **3. Title IX Informal Resolution**

Campbell University may offer informal or alternative resolution of a complaint, such as mediation, that does not require a full investigation or hearing. The Title IX Coordinator has final discretion to determine if it would be appropriate to use an alternative resolution to resolve a sexual misconduct complaint. A formal complaint through the Title IX office must be filed in order to pursue an alternative resolution. Once a party request informal resolution, the Title IX Coordinator will send written notice to the Complainant and Respondent detailing the allegations and the informal resolution process including the right to withdraw. Both parties must give voluntary, informed, written consent to engage in the alternative resolution process. Any time prior to agreeing to a resolution, any party has the right to withdraw from the alternative resolution process and resume the formal grievance process with respect to the original complaint. Outcomes agreed upon during the alternative resolution process are final, without an appeal option.

### **4. Title IX Timing of Investigations:**

If the Title IX Coordinator determines that a full investigation is necessary, the University will conduct a prompt, fair, and impartial investigation.

Investigations regarding potential violations of this policy are expected to be completed in a timely fashion, however, investigations may take longer in some circumstances, including but not limited to the complexity of the case, the number of parties involved, the availability and cooperation of parties and witnesses, the University calendar, or instances where the University investigation may compromise a law enforcement investigation. (Note: The University may delay its investigation to allow evidence collection by law enforcement, however, this policy and the processes herein are separate and distinct from any criminal investigation or legal proceeding.)

### **5. Use of Electronic Devices:**

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



## **6. Supportive Measures throughout and after process:**

Campbell University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation covered by this policy. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all parties or the University's educational environment, and/or deter sexual harassment or retaliation. The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint.

## **7. Interim Measures and Remedies for the Complainant.**

If deemed necessary by the Title IX Coordinator, interim remedial measures to avoid contact between the Complainant and 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.

The Vice President for Student Life in conjunction with the Title IX Coordinator may direct interim measures and or 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.

## **8. Title IX Advisors:**

The Complainant and Respondent each may have an advisor or support person of their choosing present throughout the process. This person may be a friend, family member, faculty or staff member, or an attorney. The University has designated and trained individuals who may serve in this capacity and their information will be shared with both parties if requested. The role of the advisor is limited in scope. Complainants and Respondents are expected to ask and respond to questions each on their own behalf, as an advisor may not answer for, speak for, or represent the advisee. The advisor may consult with their advisee quietly or in writing during hearings and meetings, or outside during breaks. Complainants and Respondents should inform the Title IX Coordinator in advance of any meeting, if an advisor will be present so they may make accommodations for the meeting location.

There is one instance and one instance only, where an advisor will speak on behalf of their advisee. Should a formal proceeding continue to the council, advisors are required (if a party does not have an advisor the university will provide one for the participant) to conduct the cross-examination of the other party and witnesses on behalf of their advisee. A party may reject the university provided advisor and choose their own advisor, but they may not proceed without an advisor as part of the council hearing. Campbell University cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not or cannot afford an attorney, Campbell University is not obligated to provide an attorney or pay for the services of any advisor.

Advisors and questions will be expected to follow strict adherence to the hearing rules of decorum and failure to adhere will result in the removal of the advisor from the hearing process.

A party may elect to change advisors during the process and is not obligated to use the same advisor throughout. The parties are expected to inform the Title IX Coordinator of the identity of their advisor at least two (2) business days before the date of their council meeting. The parties are expected to provide timely notice to the Title IX Coordinator if they change advisors at any time.

## **9. Title IX Investigation and Resolution:**

When it is determined that a formal investigation is necessary, the Title IX Coordinator will open a case file and the investigation will proceed as follows:

- Determine the identity of the Complainant (if not already known), the Respondent (if not already known), any witnesses, and contact information for all involved.
- Specify prohibited conduct within this policy to have allegedly occurred.
- Send a Notice of Investigation and Potential Violation to the Respondent and Complainant.
  - Note: Notices will be sent via e-mail to recipients University provided e-mail address. Per University policy, it is expected that e-mail is checked consistently and in a timely manner.
- The Title IX Coordinator will review statements obtained from all parties, conduct interviews with both the Complainant and Respondent, conduct witness interviews, and identify, locate, and review other pertinent information.
  - The Complainant and Respondent will have the same opportunity to identify witnesses for the Title IX Coordinator to interview. The Title IX Coordinator reserve the right to forgo interviewing a witness if it is determined that the person does not have information that is relevant to the investigation. The Title IX Coordinator will not interview character witnesses if they have no pertinent factual information about the incident. Additionally, letters or artifacts addressing character will not be included into the record for consideration.
- If the investigation reveals that the matter should be dismissed, the Title IX Coordinator can dismiss the formal complaint for one of the following:
  1. Mandatory Dismissal
    - a. Conduct does not constitute sexual harassment under Title IX;
    - b. Conduct did not occur in an education program or activity;
    - c. Conduct did not occur in the United States.
  2. Discretionary Dismissal
    - a. Complainant withdraws the formal complaint in writing to the Title IX Coordinator;
    - b. Respondent is no longer enrolled or employed by Campbell University;
    - c. Circumstances prevent Campbell University from gathering sufficient evidence to reach a determination.
- Once the Title IX Coordinator has determined that the complaint should be dismissed, a written notice of dismissal is sent to the Complainant, Respondent and their advisors, detailing the reason for dismissal. Note: dismissal under Title IX does not preclude action under Campbell University Code of Conduct.

- Either party may submit a request to appeal the dismissal of a formal complaint or any allegations within the formal complaint of prohibited behavior under Title IX.
- If the matter is not dismissed, the Title IX Coordinator will work to complete and issue an Investigative Report. Prior to completing the report, the Complainant and Respondent and their advisors will be provided with all information and evidence gathered during the investigation and given 10 business days to review and submit a written response to the Title IX Coordinator for consideration prior to compiling the final Investigative Report.
- The Title IX Coordinator will compile an Investigative Report that fairly summarizes the investigation and the information gathered throughout. The Complainant and Respondent, and their advisors, will receive a copy of the Investigative Report 10 business days prior to the scheduled date of their hearing.
- The Title IX Council will conduct a live, recorded hearing utilizing Webex or video conferencing for each party. No party or their advisor will be in-person in front of the Title IX Council. All parties are required to be present on the video conference via video and audio. The Title IX Coordinator will facilitate the hearing, including scheduling, document sharing, adding parties when necessary, and facilitating any technical issues.
- Title IX Council will review the Investigative Report, ask questions of the parties and witnesses, then allow for cross-examination by the party's advisor. Only relevant questions may be asked to a party or witness. Before a party or witness answers a question, the Chair of Title IX Council will determine if the question is relevant and explain the decision to exclude any irrelevant question. Title IX Council may have additional questions for each party prior to deliberation and may ask them.
  - Questions about a Complainant's sexual predisposition or prior sexual behavior are irrelevant, unless they are offered to prove that someone other than the Respondent committed the alleged conduct or offered to prove consent.
  - If any party or witness does not submit to cross-examination at the live Title IX Council or participate in the Council as a whole, the Title IX Council cannot rely on any statement of that party or witness in reaching a determination.
- After questioning is complete, each party will then be given an opportunity to provide a closing statement. Upon completion of closing statements, the hearing will conclude for deliberation by the Title IX Council.
- The Title IX Council will render a decision and the Title IX Coordinator will concurrently send the parties a written Notice of Outcome within 5 business days of the Council's conclusion. The Notice of Outcome will

include the allegations, the procedural steps taken in the matter, the determination of responsibility for each potential policy violation, rationale and findings of fact to support the determination, and Outcomes including any disciplinary sanctions (if applicable).

- The Complainant and Respondent have the right to appeal both the findings and Outcomes (when applicable). For detailed information on the Appeal process, please see the Appeals section.

## **H. Appeals**

The Title IX Hearing Committee (THC) will hear appeals regarding cases investigated within this policy. Both Complainant and Respondent will be afforded equal opportunity to submit appeals under this policy. It is comprised of faculty and staff members trained in both this policy and appeal process, and the issues related to sexual misconduct and gender-based violence.

Appeals 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 within ten school (10) days, after notice to the Complainant or Respondent.

Appeal requests are subject to the procedures outlined below. The written appeal must be clear, specific, and contain a detailed statement regarding the grounds for appeal. Appeals are not re-hearings. The decision will be based solely on the written appeal, the Investigative Report, and the Notice of Outcome and included rationale. Hearing Committee members will also have access to review the recorded Title IX Council prior to deliberating with other Hearing Committee members.

Only appeals based on the following grounds will be considered by the THC:

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the Title IX Council (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original investigation or Title IX Council, 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.

Once a request for an Appeal is submitted, written notice will be provided to the other party sharing the submission and the appeal procedures. Each party will be given the opportunity to submit a written response in support of or challenging the outcome, for consideration.

All Outcomes imposed remain in effect during the appeal until a final decision is made and communicated to the student(s). (Exceptions to this policy are at the discretion of the Title IX Coordinator and the Vice President of Student Life).

The THC has the authority to:

1. Uphold the original decision;
2. Uphold the original decision but change the Outcome (more or less severe);
3. Change the not/responsible decision; or
4. Remand the case back to the Title IX Coordinator to be investigated again.

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.

## **I. 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.