



UNDERGRADUATE STUDENT HANDBOOK 2022-2023

This edition supersedes all previous editions.

Compiled by the Office of Student Life and Christian Mission

Welcome to Campbell University!

This is the Undergraduate Student Handbook and inside this you will find helpful information and university policies that will guide you as a student on how-to live-in community with others at Campbell. This handbook will provide to you information about your rights and responsibilities as a student at Campbell and prepare you to be successful in negotiating the policies and procedures of campus life. 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.

Occasionally, policies will change during the academic year. Please continue to refer to the Campbell University website for the most current version of this handbook. Campbell University, Inc. reserves the right to alter the terms and conditions of this handbook without prior notice.

President's Welcome

Greetings Camels!

When asked what makes Campbell University such a unique institution – I could call out our one-of-a-kind athletics mascot, distinctive academic offerings, or scenic location in “The Creek”. But what really makes Campbell stand out is our people.

Every student, faculty, and staff member here at Campbell contributes to this vibrant and robust community. True community instills a sense of belonging, connectedness, and a unity of purpose.

As an institution of higher education, Campbell University has a diverse body of learners, each called to lead meaningful and purposeful lives. During your time here, you will learn to think creatively, solve problems, challenge ideas, and encourage one another.

I trust you'll do your part to ensure this continues to be a community that upholds the values of this institution and fosters an environment where everyone can learn and grow personally and socially.

I'm so thankful to have each of you as part of the Campbell family.

Go Camels!

Dr. Bradley Creed
President, Campbell University

Mission

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:

1. presents a worldview informed by Christian principles and perspectives.
2. affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ.
3. influences development of moral courage, social sensitivity, and ethical responsibility.
4. gathers a diverse community of learners.
5. 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.
6. transfers to students the vast body of knowledge and values accumulated over the ages.
7. encourages students to think critically and creatively.
8. fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility.
9. forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge.
10. provides students with opportunities for servant leadership and community engagement, with an emphasis on underserved communities.
11. cooperates with other educational institutions to expand learning opportunities for students.
12. offers service and other opportunities to the greater community through athletics, continuing education, and cultural enrichment programming.

Introduction

The Campbell student handbook houses our code of honor, student code of conduct, residential regulations, as well as other university policies. The Code of Conduct is a portion of the student handbook, which outlines our community expectations, policies, and disciplinary process. Students, faculty and staff voluntarily enter into membership in the University community and, in so doing, assume obligations of performance and behavior reasonably expected by that community for the purpose of furthering its mission, vision, processes, and functions.

Students accept the expectations and policies set forth in this code and other University policies, regulations, procedures, and guidelines or to comply with the directives and policies of the university regarding campus health and safety when they are admitted to the University. Students are also subject to the laws of the state of North Carolina.

The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between Campbell University and any one or all of its students. It is the student's responsibility to read the Code of Conduct. Please note that the Code of Conduct does not contain all policies of the University and its units, but rather highlights important campus-wide policies. Students are responsible for any other pertinent policies, handbook or expectations of other University units the student may be involved in and will be subject to any unit within the University to which the student belongs.

In order to carry out its mission, the University community shall publish and enforce appropriate rules, regulations and policies and take action when violations of such rules, regulations and policies occur. In order to gain more information about that action, please refer to the Disciplinary Process for conduct violation and the Academic Honor System for violations that are related to academic standards and performance.

The policies section of the Code of Conduct is outlined within our Community Commitments. If you have any further questions, regarding the Code of Conduct, please contact the Office of Community Standards and Conduct at (910) 893-1553.

Community Commitments

Campbell University's success in achieving its mission is highly dependent on the quality of the community it creates among its participants. Its high aspirations for students' experience and development rest upon and are reflected by high aspirations for individual and community interactions throughout university life. As part of the overall Code of Conduct, five commitments undergird the institution's policies and inform its expectations for members of the University community; these five commitments are: Individual Worth, Personal Integrity and Moral Courage, Ethical Responsibility, Social Sensitivity, and Community Responsibility. These commitments are grounded and explicitly named in the mission of Campbell University.

Students' behavior is expected to model these commitments. Each student's enrollment and participation in university life is conditioned upon behavior that is consistent with these commitments. Students who engage in behavior that betrays the University's Community Commitments or fails to conform to the policies based on them will be subject to disciplinary action. Refer to the jurisdiction statement under the Adjudication Process section of the student handbook for the full extent to which student behavior may be addressed.

Individual Worth

The Campbell community is committed to the dignity and worth of every individual, recognizing that each person is unique and possesses both rights and responsibilities. This commitment is based on our belief that all people are created in the image of God and are to be valued, cherished, and treated with dignity. This commitment to individual's worth is expressed through respect for differing opinions, attitudes and cultures, and fair and just treatment for all. Further, civil communications, interactions and resolutions of disagreements are essential to the recognition of another's dignity and worth. As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: discrimination, harassment, hazing, coercion and/or other conduct that affronts, threatens or endangers the welfare, dignity or worth of any person.

Personal Integrity and Moral Courage

The Campbell community is committed to personal integrity as the foundation of university life and the cornerstone of a premier educational experience. Mutual trust among its members is essential to scholarship and prerequisite to effective interactions and operations throughout the University. As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include but are not limited to: deliberate deception; furnishing false information; alteration or misuse of any official document, record or instrument of identification; abuse of computing resources and/or other conduct that betrays, impairs or diminishes trust among members of the university community.

Ethical Responsibility

The Campbell community is committed to the pursuit of truth and the communication of knowledge. It encourages individuals to develop the ongoing capacity for ethical, critical, and independent thinking and judgment, both inside and outside the classroom. It affirms the individual's right to teach and to learn, and his/her responsibility to prepare adequately.

As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: cheating, plagiarism, disruption or obstruction of teaching, research, convocation, campus life programs and events, residential education, administration, disciplinary proceedings and/or other University activities including public-service functions or authorized non-University activities occurring on University premises.

Community Responsibility and Social Sensitivity

The Campbell community is committed to its students successfully living and learning together and to maintaining respectful interactions with individuals in the communities beyond our campus. For this reason, students are called to respect the rights and properties of others. Students are also expected to comply with the laws of society and the just administration of those laws. Finally, the University encourages responsible citizenship, service, and stewardship of its resources.

As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience will be free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: gambling; attempted or actual theft; possession of stolen items; damage to public, private or personal property; unauthorized possession, unauthorized entry or use of University premises; disruptions of the residential living; visitation violations; fire hazards; tampering with security equipment; harboring illegal pets in the residence hall; encouraging prohibited behaviors or illegal acts and/or illegal or unauthorized possession of firearms, explosives, knives of unlawful length, or other weapons or dangerous chemicals on University premises. In addition, students are expected to comply with all University policies, as well as with federal, state, and local laws.

The Campbell community is committed to social sensitivity, self-control, and to individuals' accountability for the effects their behaviors have on themselves and others. This recognition of personal responsibility prepares all individuals to develop intellectually, spiritually, socially, emotionally, and physically. As members of the

Campbell community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment.

Such behaviors include but are not limited to: failure to comply with University officials, infringing on others use or enjoyment of University property or activities, violations of University policies regarding alcohol and drugs, and/or acts that elevate individual desires or impulses to the detriment of others.

Table of Contents

Welcome Letter	1
University Mission Statement	2
Community Commitments	3-4
Table of Contents	5
Title IX	6-7
Institutional Policies	23-35
Academic Conduct	36-41
The Student Code of Conduct	41-47
General Information	48-60
Residence Life & Housing	60-71
Campus Safety	71-73
Student Financial Services	73-74
Campbell University Bookstore & Bazaar	75
Counseling Services	75
Information Technology Services (IT Services)	76
Student Activities	76-77
Student Success	77
Academic Support Services	78
Career Services	80
Disability Services	81-82
First Year Experience Programs	83

The Student Handbook is published annually upon request and is also available on the University's web site. It 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. Campbell University reserves the right to alter the terms and conditions of this handbook without prior notice.

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. The Campbell University Health and Safety Task Force 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.

Individual Worth

The Campbell community is committed to the dignity and worth of every individual, recognizing that each person is unique and possesses both rights and responsibilities. This commitment is based on our belief that all people are created in the image of God and are to be valued, cherished, and treated with dignity. This commitment to individual's worth is expressed through respect for differing opinions, attitudes, and cultures, and fair and just treatment for all. Further, civil communications, interactions and resolutions of disagreements are essential to the recognition of another's dignity and worth. As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: discrimination, harassment, hazing, coercion and/or other conduct that affronts, threatens or endangers the welfare, dignity or worth of any person.

University anti-discrimination statement

Campbell University does not discriminate on the basis of age, race, color, creed, sex, gender, national or ethnic origin, disability, religion, sexual orientation, gender identity or expression, genetic information, veteran's or military status, or any other characteristic protected by law in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs, except where appropriate and authorized by law.

Where To Report Discrimination/Harassment

Inquiries or complaints of discrimination/harassment should be directed as follows:

For sexual harassment/discrimination, pregnancy discrimination, sexual misconduct (consult Title IX Policy):

Kellie Nothstine, M.A., J.D.

Associate Vice President for Campus Life and Title IX Coordinator

nothstine@campbell.edu; 910.893.2039

Jennifer Parrish O'Dell

Executive Director of Student Affairs, CUSOM

Deputy Title IX Coordinator

jparrish@campbell.edu; 910.893.1846

Title IX Policy

Non-discrimination, Sexual Harassment, Sexual Violence, Non-Retaliation Policy; Title IX Investigation and Hearing Procedures

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 and providing a safe and non-discriminatory learning, living, and working environment for all members of the University community in accordance with Title IX of the Education Amendments Act of 1972. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Likewise, the University does not tolerate acts of sex-based discrimination or harassment, including sexual harassment, sexual violence or gender-based harassment. 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 sex-based discrimination 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 sex-based discrimination and harassment, whether occurring on or off campus regardless of whether the responding party, is a student, faculty member, staff, or third party.

“Sexual Misconduct” refers to a broad range of prohibited behavior, including but not limited to sex-based discrimination, sexual harassment, sexual violence, sexual assault, dating and domestic violence, stalking, and other related forms of sex discrimination, including retaliation for reporting or participating in an investigation regarding Sexual Misconduct. Once made aware of a complaint regarding Sexual Misconduct, the University may conduct an investigation regardless of how the information was brought to the University’s attention or the extent to which the complaining party wishes to participate or be involved under the procedures outlined in this policy. Once the University investigates, it will respond to complaints or reports about Sexual Misconduct with measures designed to stop the behavior, eliminate any such prohibited conduct, 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).

Students, staff, and faculty who believe they have been subjected to discrimination or harassment in violation of Title IX should follow the procedures outlined in this policy to report these concerns immediately to the Title IX Coordinator identified below. Title IX prohibits retaliation by any student and/or employee against anyone who reports an alleged Title IX violation.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Mrs. Kellie Nothstine, Title IX Coordinator, P.O. Box 95 (Wallace Student Center, Room 237), Buies Creek, NC, 27506, 910-893-2039 / FAX 910-893-1534; nothstine@campbell.edu, or Jennifer Parrish O'Dell, Deputy Title IX Coordinator, jparrish@campbell.edu; 910.893.1846.

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-1475. Telephone: (202) 453-6020; Facsimile: (202) 453-6021; Email: OCR.DC@ed.gov.

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

This Title IX policy applies to all University programs and activities. All campus community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the campus community have a responsibility to adhere to the University's 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.

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.

All Campbell University employees shall refrain from any inappropriate relationship with students to the extent that the relationship may contravene 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 and/or in a situation where a power differential exists between the student and the other person in an academic, employment or other context.

Educational programs on Title IX including Campbell's policies; the elements of consent, sexual harassment and assault; and bystander intervention are conducted through the Title IX office. Counseling options are listed in this publication in the Campus Services section.

Reporting:

If you are in an emergency situation, dial Campus Safety at 1911 (on-campus) or 911 (off-campus).

If a student, staff, or faculty member believes someone they know has experienced Sexual Misconduct, they should promptly report incidents to the Title IX Coordinator: Mrs. Kellie Nothstine, Title IX Coordinator, P.O. Box 95 (Wallace Student Center, Room 237), Buies Creek, NC, 27506, 910-893-2039 / FAX 910-893-1534; nothstine@campbell.edu. All employees (including all faculty and staff, Graduate Assistants, Resident Assistants, Resident Directors, and Resident Chaplains) who observe or are aware of Sexual Misconduct are required to immediately report it to the Title IX Coordinator. The employee should not investigate or try to resolve or mediate the situation. Campbell University encourages the reporting of possible violations of Title IX policy by those subject to the violation or witnesses. Sometimes students are reluctant to make such reports or participate in a grievance proceeding because they themselves may be accused of a conduct violation, such as drinking. However, it is in the best interests of those subject to possible violations for them or witnesses 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 Sexual Misconduct 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, except designated full-time campus ministers and full-time counselors within the University Counseling Center, are considered mandated reporters under Title IX. "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.

Definitions and Prohibited Behavior

Title IX of the Education Amendments of 1972 specifically prohibits discrimination on the basis of sex, including sex-based harassment, when it is sufficiently serious to deny or limit an individual's ability to

participate in or benefit from the program at issue. Sex-based harassment includes sexual harassment (including sexual violence) and gender-based harassment. Sex-based harassment includes:

- *Sexual Harassment*

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment can fall into one of two categories:

(1) an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct (Quid Pro Quo); or (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;

- *Sexual Violence*

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

- *Gender-Based Harassment*

Gender-based harassment is unwelcome conduct based on an individual's actual or perceived sex. It includes slurs, taunts, stereotypes, or name-calling as well as gender-motivated physical threats, attacks, or other hateful conduct.

An individual can experience harassment of one type or may experience combinations of discriminatory conduct.

Title IX applies to sex-based 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 sex-based harassment 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.

Related Terms:

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.

Complainant means an individual who reports Sexual Misconduct or is alleged to be the victim of Sexual Misconduct.

Complaint (formal) means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging Sexual Misconduct against a Respondent and requesting that Campbell University investigate the allegation.

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.

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 is 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 is 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 Misconduct 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 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:

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.

Examples of Sexual Harassment include:

- Unwelcome verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of that individual's gender or gender identity (or that of an individual's relatives, friends, or associates);
- Unwelcome threats, derogatory comments, jokes, innuendos, insults, slurs, epithets, negative stereotyping, and other similar conduct that relates to gender or gender identity; or
- The placement, dissemination, or circulation on campus of any unwelcome written or graphic material (in hard copy or electronic form) that denigrates or shows hostility or aversion toward an individual or group because of gender or gender identity.

Sexual Assault is defined as: Sex Offenses, Forcible: 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:

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.

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.

Sexual Assault with an Object: The use of an object or instrument to penetrate, no matter how slight, 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.

Forcible Fondling: The touching of the private body parts of another person (such as mouth, buttocks, groin, breasts, or any clothing covering them), 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 your consent.

Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to: engaging in voyeurism; electronic transmission of pornographic or other sexually inappropriate material; exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose genitalia or breasts; and any other sexual activity that goes beyond the boundaries of consent, such as recording of sexual activity, allowing another person to observe sexual activity without the other person's consent, or engaging in sexual activity while knowingly infected with a sexually transmitted infection (STI) or Human Immunodeficiency Virus (HIV) without informing the other person of the infection.

Stalking is 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.

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 two (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 the Director of 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 (2) 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.

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 they are 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.

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. A Respondent is presumed not responsible until a determination has been made, and a Complainant is 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 Student Conduct.

Title IX Intake & Investigation

All Formal Complaints received within the scope of Federal Title IX Regulations will be addressed through the Title IX policies herein. Allegations of behavior outside the scope of these regulations will be addressed by the Code of Conduct. Allegations of Sexual Misconduct 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:

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 Title IX 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 determine if an individual or individuals violated the University policy (and, if yes, to determine an appropriate sanction). The Title IX Council will be appointed by the Vice President of Student Life and Christian Mission and Christian Mission.

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.

Title IX Appeals Committee (TAC): This Committee serves as an appeal committee for students, faculty, and/or staff who allege to 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 TAC 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 Christian Mission and consists of members of the Executive Administration. This committee considers appeals of decisions made by the Executive Student Conduct Committee and the Title IX Appeals 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 Appeals Committee will receive annual training.

Title IX Intake

In order to initiate the University's formal Title IX complaint procedures, a Complainant must submit a formal complaint in writing (in hard copy or electronic form). Alternatively, if the Title IX Coordinator determines the University must file a formal complaint on behalf of an affected individual who has requested confidentiality or is otherwise unwilling to participate in the complaint and investigation procedure, the Title IX Coordinator will submit a formal complaint without the Complainant, and the University will be 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.

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 informal resolution. Once a party requests 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 informal resolution process. Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal 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.

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's 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.)

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.

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 Misconduct 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.

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 and Christian Mission 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 and Christian Mission and Christian Mission 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.

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 or an appeal hearing, 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 or appeal 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; 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 and or appeal hearing. The parties are expected to provide timely notice to the Title IX Coordinator if they change advisors at any time.

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 via 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:
 - Mandatory Dismissal
 - Conduct does not constitute sexual harassment under Title IX;
 - Conduct did not occur in an education program or activity;
 - Conduct did not occur in the United States.
 - Discretionary Dismissal
 - Complainant withdraws the formal complaint in writing to the Title IX Coordinator;
 - Respondent is no longer enrolled or employed by Campbell University;
 - 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 consideration of sanctions for students under the Campbell University Student Code of Conduct or for employees under the Code of Ethics and Professional 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 ten (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 summarizes the investigation and the information gathered throughout. The Complainant and Respondent, and their advisors, will receive a copy of the Investigative Report ten (10) business days prior to the scheduled date of their hearing.
- The Title IX Council will conduct a live, recorded hearing utilizing Webex or other 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.

- o 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.
- o 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

Appeals

The Title IX Appeals Committee (TAC) 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 three (3) school days to Office of the Vice President for Student Life and Christian Mission. If the request is timely filed, the TAC shall conduct a hearing within ten school (10) days, after notice to the Complainant and 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 hearing prior to deliberating with other Hearing Committee members.

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

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 and Christian Mission and Christian Mission).

The TAC has the authority to:

- Uphold the original decision;
- Uphold the original decision but change the Outcome (more or less severe);
- Change the not/responsible decision; or

- Remand the case back to the Title IX Coordinator to be investigated again.

The Complainant and the Respondent will both be notified of the TAC 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 and Christian Mission. Notice of such appeals must be provided to the Office of the Vice President for Student Life and Christian Mission within three (3) school days of the decision of the TAC. The ONLY grounds for appeal are as follows:

4. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
5. 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;
6. 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 TAC to reconsider in light of the new evidence, only. The reconsideration of the TAC is not appealable.

If the EAC determines that a material procedural or substantive error occurred, it may return the complaint to the TAC with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the TAC (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 a material procedural or substantive error occurred, it may return the complaint to the TAC with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the TAC (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.

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 prejudice 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 and Christian Mission

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.

Implicit Bias Policy

Bias Incident Reporting

Bias incidents may be reported using the Bias Incident Report Form found on the University website or by contacting:

Associate Vice President for Campus Life nothstine@campbell.edu; 910-893-2039

What Should I Report?

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

age, sex, gender, sexual orientation, gender identity or expression, 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 or threatened emergencies – such as violence, injured persons, a fire, or suspected crime, you should call 911 and/or contact Campus Safety at: 910-893-1375

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.

This process may be used by anyone in the University community. The investigation process described below will be used primarily when students make a complaint against another student. If the report involves one or more students enrolled in the College of Pharmacy and Health Sciences, the Wiggins School of Law or the Wallace School of Medicine, the processes outlined in the respective academic bulletin for those programs will be utilized. If a member of the University community has a concern or complaint against a faculty or staff member they may use this process to make an initial complaint, but the faculty or staff member will be subject to the investigative process applicable to the faculty or staff member through the University's established policies.

What Happens After I Report?

After a report is filed the Associate Vice President for Campus Life will review it. From there, it will be assigned to an appointed and trained University official for investigation.

The University investigator is someone who is regularly trained on bias incidents, discrimination, trauma-informed victim interviewing,

how to conduct an investigation and hearing processes that protects the safety of the individual making the report and promotes accountability.

The University investigator will then take the following steps:

- Commence a thorough, reliable and impartial investigation;
- Complete the investigation promptly;
- Gather evidence if existing, including witness statements;
- Write an investigation report, which includes the original report, evidence, witness statements, and any other relevant information;
- The investigation report is finalized and shared with the Associate Vice President for Campus Life;
- Associate Vice President for Campus Life will review the investigation report, deliberate with the Vice President for Student Life and Christian Mission, and when necessary Director of Human Resources, and render a decision and resolution;
- The Associate Vice President for 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 Associate Vice President for 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 and Christian Mission 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 them 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 University'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 *Student 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.

Hazing Policy

The potential for hazing typically arises as part of a student's introduction to or initiation in a fraternal organization in which there is often a perceived or real power differential between members of the

organization and those newly joining it. No fraternal organization, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, this Statement, the University Bulletin of Campbell University, the Student Handbook of Campbell University, or applicable state law. Such activities and situations include, but are not limited to:

- Marching in line
- Wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
- Forced or extreme physical activity
- Line-ups
- Forced periods of silence
- Forced or involuntary spending
- Standing for a length of time
- Personal servitude
- Activities that would not normally construe hazing but because of time, place, or manner make them inappropriate
- deprivation or interruption of consecutive sleep hours
- Expected or forced consumption of food, drink (including alcohol), or other substance
- Acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- Restrictions on eating or bathing
- Acts that disrupt academic instruction or learning of others
- Interruption or interference of academic commitments
- Branding
- Paddling in any form
- Compromising sexual situations
- Bullying
- Abandonment

Students should also be aware that hazing is a misdemeanor under North Carolina state law. See North Carolina General Statute § 14 35.

Personal Integrity and Moral Courage

The Campbell community is committed to personal integrity as the foundation of university life and the cornerstone of a premier educational experience. Mutual trust among its members is essential to scholarship and prerequisite to effective interactions and operations throughout the University. As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include but are not limited to:

deliberate deception; furnishing false information; alteration or misuse of any official document, record or instrument of identification; abuse of computing resources and/or other conduct that betrays, impairs or diminishes trust among members of the University community.

A. 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/>

B. Technology Use & Information

CamelNet Connection Privilege Agreement

Computer and network information resources are for the use of Campbell 131 University (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:

1. 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.
2. 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).
3. 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.

4. 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.
5. 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
6. 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.
7. Granting Unauthorized Access. Granting access to university information resources to unauthorized Users.
8. 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.
9. Unauthorized Scanning of Networks or Systems. Scanning University networks or systems for security vulnerabilities (this includes port scanning) is expressly prohibited.
10. Monitoring Network Traffic without Permission. Executing any form of network monitoring which will intercept data not intended for the User’s computing device.
11. Interfering with Normal Service Operations. Intentionally interfering with or denying service to any computing device (for example, denial of service attack).
12. Interfering with Network Traffic. Using any tools, or sending messages of any kind, with the intent to interfere with or disable regular network traffic.
13. Purposely Downloading Malware. Introducing malicious programs into university networks or systems (e.g., viruses, worms, Trojan horses, etc.).
14. 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.
15. 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).
16. 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.
17. 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.

18. 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.

19. Forging Emails. Unauthorized use, or forging, of email or message header information.

20. 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 the Student Life and Christian Mission 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.

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

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 using 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.

User Privacy

Electronic mail and other information passing over the University network, including information stored in user accounts and computers, are 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

C. 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 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 and Christian Mission.

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.

D. 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 their 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 they 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.

Ethical Responsibility

The Campbell community is committed to the pursuit of truth and the communication of knowledge. It encourages individuals to develop the ongoing capacity for ethical, critical, and independent thinking and judgment, both inside and outside the classroom. It affirms the individual's right to teach and to learn, and his/her responsibility to prepare adequately.

As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: cheating, plagiarism, disruption or obstruction of teaching, research, convocation, campus life programs and events, residential education, administration, disciplinary proceedings and/or other University activities including public-service functions or authorized non-University activities occurring on University premises.

Honor Code

The Campbell University community is committed to personal integrity in the pursuit of knowledge. This requires intellectual honesty and transparency in the scholarship of students. Accordingly, it is incumbent upon the University to provide its students with a code of honorable behavior that in its observance creates an environment whereby the student can grow spiritually, morally, and intellectually. A student who attends Campbell University pledges to uphold the Honor Code as a condition of membership in the community:

- 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 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.

Copyright

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 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 they 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 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. Faculty Actions and Student Sanctions

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 they deem 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.

Several 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 Associate Vice President of Campus Life documenting the sanction for academic misconduct to be placed in the student's conduct file in the Office of Student Life and Christian Mission and Christian Mission.

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 Office of Student Life and Christian Mission and Christian Mission, 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."

D. Appeals Related to Academic Misconduct

The faculty member retains complete discretion in the awarding of grades they deem 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 Associate Vice President of Campus 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 they 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 and Christian Mission and Christian Mission personnel to remove the sanction letter from the student's file.

E. 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 Associate Vice President of Campus 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 Christian Mission and Christian Mission and in the Registrar's Office. If the Committee decision is to uphold the suspension, the Associate Vice President of Campus Life shall inform the Registrar to enter a notation on the student's transcript: "Academic Suspension."

F. Removal of Transcript Notation on Academic Misconduct

A student who has undergone suspension, but re-enrolled with the University, may petition the Associate Vice President of Campus 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 Associate Vice President of Campus 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 Associate Vice President of Campus 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 Associate Vice President of Campus 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 Associate Vice President of Campus Life shall so inform the Registrar in writing, with a copy of the correspondence filed in both the Student Life and Christian Mission and Christian Mission 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.

G. 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.

H. 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 Associate Vice President of Campus 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 Associate Vice President of Campus Life, or they may refer it to the appropriate administrators as necessary for investigation and review. Once the investigation is complete, the Associate Vice President of Campus 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 Associate Vice President of Campus Life.

If the subject matter of the grievance falls under the jurisdiction of Associate Vice President of Campus Life, or if the grievance involves an employee under Student Life and Christian Mission and Christian Mission, the grievance shall be submitted to the Vice President for Student Life and Christian Mission and Christian Mission 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.

Classroom Behavior

To ensure a climate of respect, civility and ethical responsibility in the classroom, Campbell University students are expected to display appropriate and professional behavior and refrain from engaging in disruptive activities that interfere with instruction.

Instructors have authority to define what are disruptive activities and these activities may include, but are not limited to,

Using electronic devices such as cell phones, computers, tablets, etc. for activities that are inappropriate or unrelated to the class;

- Interrupting the flow of class by arriving late or leaving and re-entering class other than for rare and exceptional circumstances;
- Sleeping in class;
- Speaking out of turn;
- Behaving in a way that is rude, combative, belligerent, or abusive.

- Communicating to faculty or others, with rudeness, incivility, or in belligerent or threatening language, or with harassing insistence or repetition, communicated verbally, written, or electronically, in person or in writing. Instructors have authority to outline additional behavioral expectations in the course syllabus and enforce expectations for appropriate classroom behavior by confronting disruptive students, asking disruptive students to leave the classroom, and reporting disruptive students to the Office of Community Standards. In addition, if participation is a component of a student's final grade, instructors have authority to consider disruptive behaviors when assigning that grade.

A student dismissed from class or subjected to any other disciplinary action for disruptive behavior may be required to meet with a faculty member, Department Chair, Dean, Coordinator for Community Standards/AVP for Campus Life, and/or coach to address conduct issues. Becoming belligerent or verbally abusive when confronted as a result of inappropriate behavior will result in that conduct being addressed in the Office for Community Standards under disorderly conduct.

Community Responsibility and Social Sensitivity

The Campbell community is committed to its students successfully living and learning together and to maintaining respectful interactions with individuals in the communities beyond our campus. For this reason, students are called to respect the rights and properties of others. Students are also expected to comply with the laws of society and the just administration of those laws. Finally, the University encourages responsible citizenship, service, and stewardship of its resources.

As members of the Campbell community, students can expect reasonable actions will be taken to ensure that their experience will be free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: gambling; attempted or actual theft; possession of stolen items; damage to public, private or personal property; unauthorized possession, entry or use of University premises; disruptions of the residential living; visitation violations; fire hazards; tampering with security equipment; harboring illegal pets in the residence hall; ; illegal or unauthorized use, possession or distribution of alcohol or drugs; discrimination, harassment or bullying others; illegal or unauthorized possession of firearms, explosives, knives of unlawful length, or other weapons or dangerous chemicals on University premises; or encouraging other prohibited behaviors under the student Code of Conduct or illegal acts under federal, state or local law. Students are expected to comply with all University policies and directives from University officials, as well as with federal, state and local laws.

The Campbell community is committed to social sensitivity, self-control, and to individuals' accountability for the effects their behaviors have on themselves and others. This recognition of personal responsibility prepares all individuals to develop intellectually, spiritually, socially, emotionally and physically.

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, the University may choose to address the incident and hold a conduct hearing if deemed necessary.

Office of Community Standard and Conduct

The Office of Community Standards, consists of the Coordinator for Community Standards, lcompton@campbell.edu and the Associate Vice President for Campus Life, nothstine@campbell.edu.

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.

A student has the right to review their conduct record. The record can be reviewed, in person, at a scheduled time. No copies or photographs of the records will be permitted. The review of records will be supervised by a Campbell University staff member. To review the record, the student must contact the Office of Community Standards and Conduct.

University Disciplinary System

The Office of Community Standards and Conduct 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, Academic Conduct (as referred to Community Standards Office), Student Code of Conduct, or other institutional policies, the student will be required to appear before the Community Standards Coordinator or other authorized Student Life and Christian Mission staff member for an informal hearing. Under normal circumstances, this hearing should take place within three (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 their violation, the appropriate sanctions associated with that violation, and if the disciplinary process will include appearing before a conduct hearing body for a formal hearing. The Coordinator or other authorized Student Life and Christian Mission Staff member will determine the appropriate actions and has the authority to assign sanctions, if the student admits they have 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.

Violations of the drug and controlled substance abuse, arson, and weapons, explosives, and firework policies will require the student to appear before the appropriate conduct hearing body for a formal hearing and there will be no informal hearing process.

The Community Standards Coordinator or other authorized Student Life and Christian Mission staff members reserve the right to request any and all students who have allegedly violated Code of Honor, Academic Conduct (as referred to Community Standards Office), Student Code of Conduct, or other institutional policies 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 that violate Campbell University's Title IX Policy will be referred to the Title IX Coordinator. 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 Code of Honor, Academic Conduct (as referred to Community Standards Office), or Student Code of Conduct, are entitled to a formal hearing and can request one.

Students appearing for a formal hearing will receive a memorandum 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 memorandum is given to the student, and the original is maintained in the Office of Community Standards.

Formal hearings may be conducted by 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 they may have another student speak for them. 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, they should notify the Office of Community Standards and Conduct 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 and Conduct via email, fax, or in-person. 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. Additional evidence will not be considered, except as set forth below. The appeal is to determine if:

1. The formal hearing was conducted fairly.
2. The decision was based on facts sufficient to establish 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 to the student at the formal hearing. If the appeal is upheld, the matter is returned to the original committee to reopen 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 Associate Vice President of Campus Life in conjunction with the Vice President of Student Life and Christian Mission, 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 Associate Vice President for Campus Life, who will serve as the chair, and 2 Student Life and Christian Mission Directors appointed by the Vice President for Student Life and Christian Mission. 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 Associate Vice President 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 and Christian Mission'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 or Student Code of Conduct. 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 regarding 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 Vice President for Student Life and Christian Mission.

I. Hearing and Appeals Bodies

Student Conduct Committee

The Student Conduct Committee is composed of an Executive Member of the SGA, the four undergraduate class presidents, four faculty members (one of which will be appointed by the Associate Vice President for Campus Life to serve as Chair of the Committee) and a Student Life and Christian Mission Staff Member appointed by the Associate Vice President for 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.

Executive Student Conduct Committee

The Executive Student Conduct Committee is composed of faculty members, including two(2) University Deans. The Associate Vice President for Campus Life will chair this committee and be a voting member thereof. This Committee serves as a hearing board for incidents of misconduct involving alleged 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 that are not Title IX 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.

Executive Appeals Committee

The Executive Appeals Committee is chaired by the Vice President for Student Life and Christian Mission and consist of members of the Executive Administration. The University's General Counsel may act as a non-voting advisor to this committee. This committee considers appeals of decisions made by the Executive Student Conduct Committee, the Title IX Hearing Appeal Committee, and CUBIT appeals. Appeals must be submitted, in writing, through the Office of Community Standards and Conduct 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.

The Student Code of Conduct

The following actions are prohibited for all main campus undergraduate 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 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.

A. Substance Abuse

1.) Alcohol: Main campus students are prohibited from possessing, consuming or distributing alcoholic beverages on-campus or at any Campbell-sponsored event, which includes, but is not limited to, academic, athletic, extracurricular, social, administrative, work-related by a University department, director, or group including travel that takes place off-campus and is 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, Probation.

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 intercollegiate athletics, intramurals and/or other student activities/events.

2). Illegal Drugs/Controlled Substances: Students found with illegal drugs on-campus will automatically be referred to the Executive Student Conduct Committee for a formal hearing.

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

Distribution/selling of illegal drugs and /or controlled substances.

1st Violation: Expulsion.

3.) Paraphernalia: Possession of alcoholic beverage containers and/or alcohol or drug paraphernalia such as empty wine bottles, drug pipes or smoking apparatuses, drug or alcohol remnants in any form.

1st violation: \$50 fine, 5 hours community service

2nd violation: \$100 fine, 10 hours community service and probation

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

C. Behavioral Offenses

1.) Disorderly Conduct: Any unruly or disruptive 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, Probation.

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

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

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

2nd Violation: \$400 Fine, 15 hours of Community Service, Loss of Privileges, Probation. Student may be required to participate in an Anger Management Course.

3.) 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.

Bullying, intimidation or harassment of another on the basis of race, color, national origin, ethnicity, sex, gender, gender identity or expression, age, disability, religion, current or former military status or other legally protected category is strictly prohibited.

1st Violation: \$300 Fine, 10 hours of Community Service, Probation.

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

All sexual harassment offenses will be investigated and sanctioned in accordance with the Title IX Policy.

4.) 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, Probation.

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

All sexual based stalking offenses will be investigated and sanctioned in accordance with the Title IX Policy.

D. Personal Offenses

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

1st Violation: Probation.

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.

2.) Deceptive Behavior: Intentionally falsifying or fabricating erroneous or misleading information.

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

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

3.) Pornography: The making or distribution of pornography or obscene materials that are sexually explicit involving adults.

1st violation: \$100 fine, probation.

2nd violation: suspension.

The making, distribution, or possession of pornography or obscene materials that are sexually explicit involving minors.

1st violation: suspension and will be reported to law enforcement.

E. Property and Environmental Offenses

1.) 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, Probation.

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

2.) 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.

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

1st Violation: Expulsion

4.) 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, and Probation.

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

5.) Theft: Taking something that belongs to somebody else, illegally or without the owner's permission.

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

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

6.) 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, Probation

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

F. Weapons, Explosives and Fireworks

1.) Weapons: Weapons are defined as any object, device, or instrument designed to be used to inflict harm or injury upon another person, including but not limited to guns of any kind (see subsection 4 below regarding Firearms), knives, swords, paintball guns, spears, etc.. The use, possession, carrying, or discharging of any weapon, regardless of the owner's permit status, 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.

2.) Fireworks: Any device that creates noise, sparks, or other special effects just for the sake of those effects is strictly prohibited.

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

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

3.) 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.

4.) Firearms: The use, possession, carrying or discharging of shotguns, rifles, pistols, etc. is strictly prohibited on University property or at University-sponsored events regardless of the permit status.

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

2nd Violation: Suspension.

G. 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 and Christian Mission 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, and 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.
- If a student is suspended or expelled, a refund for tuition or housing will not be issued.

H. 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.

General Information

Academic Calendar

The university's academic calendar can be found on the internet at:

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

Address Maintenance

Students must immediately inform the 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. This form can be delivered to the Registrar's Office or emailed to registrar@campbell.edu.

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. **Camel Bucks:** Camel 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 is "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. **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.campuscardcenter.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.

- **Bursar’s Office and Student Financial Services (SFS):** The Bursar’s Office and SFS accepts cash and check only. 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 Bursar’s 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 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 to meet this standard.

Obtaining a Camel Card

To obtain a Camel Card, a student must be a registered student and present 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.

Unused Funds

“Creek Bucks” deposits are transferrable through all semesters. Unused Creek Bucks are transferred from the Camel Card to the student’s account when the student either graduates or withdraws from the University. Students may request the transfer of Creek Bucks to their student account in April. Creek Bucks transferred to the student account will be applied to any outstanding student account balance. If the return of Creek Bucks to

the student account creates a refundable balance, 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 Bursar's Office. Unclaimed funds are subject to enter the escheats process.

Lost or Stolen Card

The cardholder must notify the Campbell University Office of Student Life and Christian Mission if their Camel Card is lost or stolen. This office is located on the 2nd 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.

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 Cardholder's status as a student changes; or if the Cardholder's name changes, a new card will be issued without charge. A new card will only be issued for students 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:

1. Initial Card (Undergraduate) - No charge
2. Initial Card (Graduate) – No charge
3. Authorization
4. Replacement (Lost/Stolen) - \$15.00
5. Replacement (Damaged, with exchange of damaged ID) - \$10.00
6. Change of Photo/Name (with exchange of old ID) - \$10.00
7. Returned checks - \$25.00

Fees subject to change without notice.

Camel Direct Textbook Program

This program is being provided in an effort to provide affordable and timely delivery of all textbooks and resources for 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, gloves, molecular kits, biology kits, engineering kits, or nursing kits.

All undergraduate students will be assessed the Camel Direct Textbook Program fee in accordance with the published tuition and fees schedule. Please visit <https://www.campbell.edu/bursars-office/tuition-fees/main-campus-undergraduate/camel-direct-textbook-program/> for more information on Main Campus Camel Direct

and <https://aoe.campbell.edu/current-students/camel-direct-textbook-program/> for more information on AOE Camel Direct.

Prior to the start of each semester, students will receive a Welcome email followed by emails prompting a delivery selection*. The selection of either shipping or in store pick up must be completed in order for the bookstore to process your book order. Reminder emails will continue being sent until the delivery method is selected or the student has opted out.

*Freshman and transfer students: your Camel Direct account will not be activated until 48 hours after your schedule has been finalized. Due to this, the timing of your delivery selection email may be later than returning students.

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.***

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 to the Campbell University Bursar's Office located in the McLeod Admissions and Financial Aid Center before the first day of class*. *AOE students, please view the AOE Camel Direct page for specific information regarding opt out.
- 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 and digital content for the program should they opt-out of the program.
- 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. Once a student opts out, the University is no longer responsible for issuing textbooks to the student.

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.

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](#)

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 online at the following link: https://campbell.omnilert.net/subscriber.php?command=show_signup

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>).

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.

Lost and Found

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

Health Services

The Campbell University Health Center is a full-service medical office and provides healthcare to students, faculty, staff and their dependents, as well as community patients. Many of the 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.

Immunizations

Per North Carolina state law, students must provide documentation that they have received all required immunizations to meet University and state of North Carolina requirements. Campbell University requires that all undergraduates document the completion of these requirements in the confidential, online portal, Magnus Health. Students receive a Welcome Email from Magnus in order to set up their account. If you have not received the Welcome Email, please contact the Admissions Office at admissions@campbell.edu with your legal name and Campbell ID to request a new email.

Insurance

Campbell University requires that all full-time main campus undergraduate, College of Pharmacy and Health Sciences (CPHS), and School of Osteopathic Medicine (CUSOM) students either provide proof of existing health insurance coverage or enroll in the student plan each academic year. Students who fall in these categories are required to complete the online insurance waiver or submit an enrollment request no later than August 31 each year. A charge is billed to these student accounts each fall and will only be removed if an approved waiver is submitted by the deadline. Failure to complete an approved waiver will result in default enrollment in the student insurance plan, at which point student health insurance will be purchased for you. Charges applied to the student account after default enrollment are non-refundable. Students in other graduate programs taking 6 or more credit hours are eligible to enroll in the student insurance plan. Part-time and Adult and Online Education students are not eligible for the student health insurance plan. Important links and other insurance information can be found on the Bursar's Office web page or the Health Services web page. If you have any additional questions, please contact the Campbell University Bursar's Office at 910-893-1245 or by email at bursarsoffice@campbell.edu.

Student Directory

As a service, Campbell University may publish a student directory. The directory may contain some or all 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 and Christian Mission on or before September 1st. (This notice is in compliance with the Family Educational Rights and Privacy Act (FERPA).

Institutional Policies

Anonymous and Obscene Phone Calls

Anonymous and obscene telephone calls are a violation of the University's Code of Honor, the Student Code of Conduct and 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 and Christian Mission 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 and Christian Mission for appropriate disciplinary action by the school.

Behavioral Expectation Agreement

A student who engages or threatens to engage in behavior that may present a threat to themselves or others may be required to participate in a Behavioral Expectation Agreement (BEA) monitored by the Vice President for Student Life and Christian Mission and Christian Mission. 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, the student 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.

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 or group. Nothing in the bias reporting process is intended to stifle academic freedom or the appropriate expression of (even controversial) ideas.

Complaints

The Vice President for Student Life and Christian Mission and Christian Mission serves as an ombudsman for students and parents seeking to resolve complaints. In many cases, especially when student services are involved, the Student Life and Christian Mission Office will deal directly with the issue. In other cases, when the complaint is beyond the purview of the Vice President for Student Life and Christian Mission and Christian Mission, 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 and Christian Mission and Christian Mission or online at:

<https://cuweb.wufoo.com/forms/campbell-university-student-complaint-form/>.

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

State Student Complaint Process link:

<http://ncdoj.gov/Consumer.aspx>

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

North Carolina Department of Justice Consumer Protection Division 9001 Mail Service Center Raleigh, NC 27699-9001

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

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

Campbell University Behavioral Intervention Team (CUBIT)

In recent years, violent acts on college campuses have escalated to a concerning level. While there have been no such acts on our campus, the University is serious about campus safety and seeks to quickly address student behavior that may indicate distress in that student or cause concern in the community. The Campbell University Behavioral Intervention Team (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 Associate Vice President for Campus Life, a CUBIT meeting may be called to review this behavior.

Who We Are

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:

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

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:

4. Make a recommendation on the student's continued enrollment or dismissal;
5. Continue to gather information and meet again; or
6. 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 CUBIT and appeals of CUBIT to the Executive Appeals Committee will be in compliance with the Family Educational Rights and Privacy Act (FERPA).

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 and Christian Mission's Office. If the request is timely filed, the Executive Appeals Committee will meet to review. The Executive Appeals Committee is chaired by the Vice President for Student Life and Christian Mission and consists 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.

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 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:

1. The use of drones is permitted only for educational or research purposes.
2. 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.
3. 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)
4. 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.
5. The owner/operator must have experience in operating the UAS and operate them in a responsible manner.
6. The owner/operator must not operate over areas of public assembly, stadium, or areas of construction.
7. The owner/operator must not photograph, video, or monitor areas where other members of the University community or members of the public would have a reasonable expectation of privacy.

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

FAA Regulations

The FAA classifies UAS use as one of three types:

1. Public - Governmental
2. Civil Operations - Non-Governmental
3. Model Aircraft - Hobby or recreation only

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

Failure to register

Civil and criminal penalties may apply for failure to register a UAS. Those penalties are on a sliding scale based on the circumstances of the situation and may include a formal warning to monetary fines and/or prosecution. Using a UAS to take photos/videos for personal use is recreational. Using the same device to take photos/videos for compensation or sale is commercial use; commercial use requires an FAA Sec. 333 Exemption or a Special Airworthiness Certificate. A Certification of Waiver or Certificate of Authorization means an FAA grant of approval for a specific unmanned operation. (See www.faa.gov)

Responsibilities

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

Hover boards

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

Inclement Weather

The main campus of Campbell University is a residential community. Classrooms are located within walking distance of residential facilities. Classes may be conducted despite snow and ice. A sufficient number of class absences are permitted under University policy to cover when commuting students may miss class due to driving conditions. If classes are canceled notification may be sent by email, obtained from the University's web page, by calling 910-814-5700 or 800-760-8980, or by a text message from the University's Mass Notification System (students may sign up to receive these text message alerts through the University's web page).

Involuntary Removal from Campus Housing

Any residential student who engages or threatens to engage in behavior that may present a threat to them or others may be immediately involuntarily removed from campus housing by the Vice President for Student Life and Christian Mission and Christian Mission or the Associate Vice President for 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 and Christian Mission and Christian Mission 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.

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 themselves 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 and Christian Mission and Christian Mission 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 and Christian Mission will arrange an administrative hearing before the Executive Student Conduct Committee. A decision will be reached concerning enrollment at the University based on the student's past and present behavior. If the student and/or the student's parents wish to introduce information from an appropriate health-care provider concerning the student's physical, mental or emotional condition, they may do so.

If it should be determined by the Committee that the student is not fit to continue to be enrolled, an involuntary withdrawal will be executed on behalf of the student, and the student will be required to leave the campus no later than 5:00 p.m. the following day.

Release of Information

It is the policy of Campbell University to release certain directory information of its students. In compliance with the Family Educational Rights and Privacy Act (FERPA/PL 93-380), the University will continue this policy of releasing the directory information, defined as: 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 their 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 Christian Mission and Christian Mission, and designees of these University officials.

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

These rights include:

4. "Inspect and review their education records."
5. "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."
6. "Be granted an opportunity to correct or delete any inaccurate, misleading or inappropriate information contained in their education records."
7. "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.
8. "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 their parents, the University may share information from education records without written consent from the student. The disclosure of the education records under this exception is "permitted" but not "required."

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

Respect for Authority

A student must always identify themselves 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 oneself will result in disciplinary action. Students must be in possession of their student ID Cards at all times and must produce them upon request.

Participation of Students in Institutional Decision-Making

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

The Student Life and Christian Mission 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 many Committees.

Smoking

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

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

Appropriate sanctions will be administered to persons violating this policy.

Solicitation

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

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 and Christian Mission 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 and Christian Mission and Christian Mission. *(There will not be an application fee for those that withdrawal 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 and Christian Mission. 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 and Christian Mission or to Residence Hall Staff upon withdrawal.

Residence Life & Housing

Undergraduate On-Campus Housing

The mission of Residence Life & Housing is to foster a safe, diverse, and inclusive living environment that promotes student success and belonging through purposeful programming, support, and community building. RLH is committed to cultivating interactions that prepare students with skills needed for responsible service as members of the global community.

All undergraduate students (including 4/1 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 30-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) must submit a request to the Office of Residence Life & Housing via email to residencelife@campbell.edu. 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 30-mile driving distance of 143 Main Street Buies Creek, NC 27506
- Lived on campus for 6 consecutive semesters (3 years)

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 2022 semester. This Housing Deposit is required by March 1, 2023 and it will be applied to the room rate for the Fall 2023 semester. It is refundable through May 1, 2023.

New Students: Campbell University requires a New Student to pay a \$100.00 administrative fee to apply for housing. This fee is non-refundable and non-transferrable. 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 you plan to live on campus. The

housing application will open October 1 for new students. All new students who apply for Fall housing by March 31 will be able to self-select their housing beginning mid-April. **All undergraduate students (including 4/1 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 30-mile driving distance from 143 Main Street Buies Creek, NC 27506 may submit a form and documentation for approval to live off campus.**

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. 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.

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 they may require due to a disability. Every effort will be made to provide reasonable accommodations for students with documented disabilities.

Service & Emotional Support Animals

The only animals (other than fish) approved to live in campus housing are service animals or emotional support animals unless residing in Pet Hall. 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.

For policies regarding Pets in Pet Hall please visit the Residence Life and Housing website at:

<https://www.campbell.edu/life/residence-life/>

Medical Information

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

Room Assignments

Returning Students: The room assignment and selection process for returning students will be held in the spring of each year. Residence hall/apartment/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 new student Self-Selection process begins in mid-April. New students who have paid their enrollment deposit and housing deposit are eligible to apply for housing and self-select their room and roommate.

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.

Check-In Procedures

New students may check in at their residence hall on Friday, August 19, 2022, from 8:30 A.M. to 1:00 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).

Returning students may check in at their residence hall or apartment on Sunday, August 21, 2022, from 10:00 A.M. to 3:00 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 (9:00 am – 5:00 pm).

Check-Out Procedures

A student's semester ends upon the completion of his/her last exam. Residence halls and apartments are to be vacated by 5:00 p.m. on the day following the student's final exam. The staff in residence halls and apartments will check out residential students who are vacating their rooms. To be checked out of his/her room, a student must remove all personal property, properly dispose of all trash and debris, sweep/vacuum the floor and lock all windows and doors. Any damage to the room and/or missing furnishings will be noted on the student's Checkout Form and Room Condition Form. These forms and the student's key(s) must be turned in to the staff in the residence halls or apartments. 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 they 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.

Early Arrival/Extended Occupancy

First-Year student residence halls will open on Friday, August 19, 2022 for new students. Upperclassmen halls and apartments will open on Sunday, August 21, 2022 for returning students. Students will not be allowed to move in prior to that date unless approved as an early arrival.

Residence halls and apartments will close for the academic year on the day following spring semester final exams for non-graduating residents which is Thursday, May 4, 2022 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.

Hall Closing

Residence Halls, Fraternity and Sorority Houses, and University Apartments: At the end of the fall semester, non-graduating students are to be out by 12:00 pm on Wednesday, December 14, 2022. 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 Winter Break 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.

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 room change period will occur two weeks after the first day of classes. The room change period will be held at the discretion of Residence Life and Housing.

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 Resident 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, they 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.

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.

Hall Meetings

Students are responsible for the information presented at the residence hall, apartment, and Fraternity/Sorority House meetings held by Residence Life & Housing staff. Community Assistants will notify residents of upcoming hall meetings at least 48 hours prior via their Campbell email. Residence Life & Housing staff may call meetings to address specific concerns with residents of a particular residence hall, apartment, or Fraternity & Sorority House. Attendance will be documented for all hall meetings. Staff will offer educational and social programming for each residence during the academic year.

Hall and Room Checks

The University reserves the right for authorized persons to inspect all areas of on-campus housing facilities, including rooms and furnishings. University staff and law enforcement (e.g. Harnett County Sheriff's Office) are among those authorized to enter residence hall and apartment rooms and conduct inspections/searches

Health & Safety Checks

Health and Safety Checks will occur twice per semester. Health and Safety checks will be announced to residents one week prior to being conducted via signage in halls and notice will be sent in writing to residents through their university email. If residents are not present at the scheduled time, the Community Assistant will enter the space to conduct the check. Rooms will be checked for concerns including, but not limited to: damage to University property, fire safety hazards, excessive trash/garbage, and prohibited items. Failure to comply with Health and Safety Check requirements may result in disciplinary action.

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.

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. Residents may use oil diffusers that do not use an open flame. 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, air fryers, 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, air fryers, and George Foreman grills which will be allowed only in the kitchen areas.

False Fire Alarms

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

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

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

Refrigerators

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

Damages

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

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

Community Billing

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

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

Guest Policy

Campbell Students may visit residential students in their communities (residence halls and apartments) during Guest Hours. Guest Hours are 10:00 a.m. to 12:00 a.m. (midnight) every day in our residence halls, apartments, and Fraternity and Sorority Houses. 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. Guests must remain with their host while visiting.
2. For residence hall rooms/suites that share a bathroom with another room, members of the opposite sex must use the public restroom located in the lounge.
3. All Student Codes of Conduct remain in effect during guest hours.

A resident's guest privileges may be terminated or canceled at any time deemed necessary by Residence Life & Housing due to emergencies, policy violations, or disruptive behavior.

Overnight Guests

Overnight guests must be the same sex of the resident or not in a dating relationship. Residents may have overnight guests up to 5 nights per calendar month. An overnight guest can stay no more than three consecutive nights. Guests must check in with the Campus Safety Office to obtain a visitor's parking pass when applicable. Residents are responsible for getting approval for overnight guests from their roommate(s). Residents living in apartments or Fraternity & Sorority Houses need approval from the residents in each bedroom.

Cohabitation is defined as hosting any individual in a Campbell University residence hall room, apartment, or Fraternity & Sorority house who is not assigned to that specific space for a period exceeding three consecutive days/nights in a given week and no more than 5 nights per month. Cohabitation in the residence halls, apartments, or Fraternity & Sorority house is a violation of the contract between Residence Life and the resident and subject to disciplinary action.

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 9:00 a.m. daily**. Failure to abide by the set Quiet Hours may result in disciplinary action.

Housing Access

Residents are responsible for keeping possession of any assigned keys or ID cards and are responsible for locking doors to their rooms/suites. Lost keys must be reported to Residence Life & Housing staff immediately so that the affected locks can be changed, and new keys issued. For lost residence hall keys, a \$50 charge will be assessed to the resident's account for the lock change and key replacement. For keys to apartments and Fraternity & Sorority Houses, a \$150 charge will be assessed to the resident's account. Lost ID cards should be reported to ID services in Bryan Hall. The same charges will apply for residents who do not return their assigned keys after moving out of their housing assignment.

Failing to report the loss of a key or ID card with building access, giving a key or ID card to a non-resident, and propping open or tampering with doors, may 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. 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.

Lock-out Charges: A lock-out is when a resident requests staff from Residence Life & Housing, Facilities, or Campus Safety to let them into their suite/room due to locking themselves out. Residents will be charged \$10 per lock-out. Courtesy lock-outs—lock-outs where a charge is not assessed—will not be granted.

Housing Furnishings

All furnished bedrooms 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 by submitting a work order. The first request to loft or un-loft a bed is free. Any subsequent requests will be \$10 per request. Removing University furnishings from rooms is not allowed. Due to fire hazards and pest concerns, students are not allowed to bring couches, loveseats, or any fully upholstered furniture. Students are not permitted to bring personal beds. All personal furnishings must be removed when a resident moves out of their room. 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 furniture in hallways or on balconies is a fire hazard and not permitted.

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, disciplinary action may be taken, and relevant charges may be made to the accounts of students found responsible. If the responsible persons are not known, residents in the hall, suite, or floor may be held collectively responsible.

Room Decorations

Students in on-campus housing are not authorized to paint their rooms. 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 moves 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.

Personal Property

It is recommended that students living in on-campus housing acquire renter's insurance. Doors to rooms and apartments should always be locked to prevent theft and provide safety. Residents should never leave belongings unattended in common spaces. The University does not guarantee against loss due to the failure of mechanical equipment, interruption of utilities, or against voltage surges in electrical current.

Any personal property left in on-campus housing after a resident has moved out will be disposed of. A charge will be assessed to the resident's account for removal of the items.

Ledges

Only authorized maintenance personnel may stand, walk, climb or place items on the outside window ledges, drainpipes, 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 of windows and entering through windows on ledges.

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.

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

Weapons

Campbell University has opted out of NC General Statute #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 nunchucks and stars, bottle rockets, firecrackers, sparklers, smoke bombs, paint ball guns and similar items are all included in this prohibition.

Additional Rules

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

Policy Adjudication

Policy violations falling under, but not limited to, the following subjects will be adjudicated by Residence Life & Housing Staff: Health & Safety, property damages, guests, and university furnishings.

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.

Resident Directors will assign sanctions to residents based on the below guidelines and suggested residential regulation sanctions. Any residential student can appeal their assigned sanctions to the Assistant Director of Residence Life but the appeal must be made in writing within three business days of receiving notice of the sanction.

Regulation Violations include but are not limited to: 1st Violation: \$50 Fine, 5 hours Community Service, 2nd Violation: \$100 Fine, 10 Hours Community Service.
3rd Violation: Removal from University Housing.

Campus Safety

Mission Statement: Campus Safety is active in its goal to help Campbell University be a safe and secure environment to learn, work, and live. We strive to provide quality law enforcement and security services to our students, faculty, and guests. We work diligently to support, protect, and serve the University through professional services.

Department's Role/Function/Services Offered:

- Patrol campus 24/7/365
- Respond to calls for assistance
- Respond to emergency calls
- Provide crime prevention and safety programs to the campus community
- Enforce parking regulations
- Provide campus transports to students and faculty/staff
- Provide assistance with minor vehicle issues
- Residential and vehicle unlocks/jump starts
- Silent Witness program: <http://www.campbell.edu/life/campus-safety/silent-witness/>

Fees/Fines Associated with this Department:

Parking citation fines:

- 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

Grievance/Appeal Policies:

Parking citation appeal process:

- Submit your appeal online at: www.campbell.edu/campussafety - within 5 business days

Offices Within Department:

- Harnett County Sheriff's Office Deputies
- Security Division
- Parking Services
- Communications Division

Department Contact Information:

Email: publicsafety@campbell.edu

Phone: 910-893-1375

Link: <https://www.campbell.edu/campus-safety/>

For Information on Parking Regulations: <https://www.campbell.edu/campus-safety/parking/regulations/>

Location: 520 Leslie Campbell Avenue

Student Financial Services

To provide exceptional customer service while improving the student experience.

Department's Role/Function/Services Offered:

Bursar's Office:

- Student financial check-in and bill clearance (required each semester)
- Student financial responsibility agreement
- Student billing
- Student account payments and monthly payment plans
- Student refunds

- Third party/sponsored billing
- Student health insurance
- Meal plan changes
- Camel direct opt-outs
- eCommerce storefronts and payment card compliance
- Past due balances and collections

Financial Aid Office:

- Administers all Title IV financial aid
- Assist with Free Application for Federal Student Aid (FAFSA) questions
- Communicate information on financial aid
- Assist with Verification process
- Loan counseling
- Scholarship assistance
- Estimated cost counseling
- Federal Work-Study program

Veteran Affairs Office:

- Point of contact for student's utilizing VA benefits
- Assist with application for VA benefits
- Prepare estimated cost to include VA benefits
- Process enrollment certifications
- Resource area for VA students

Fees/Fines Associated with this Department:

Bursar's Office is responsible for assessing charges to student accounts to include tuition, resident housing, meal plans and related fees; student health insurance charges; Camel Direct non-return charges; parking fines; and other miscellaneous student related fees.

<https://www.campbell.edu/bursars-office/tuition-fees/>

Grievance/Appeal Policies:

Bursar's Office policies may be located at: <https://www.campbell.edu/bursars-office/policies/>

Financial Aid policies are located at: <https://www.campbell.edu/financial-aid/policies/>

Veteran's Affairs policies are located at:

<https://www.campbell.edu/admissions/undergraduate/veterans/policies-procedures/>

Offices Within Department:

Student Financial Services consists of the Student Financial Services (SFS) Team, Bursar's Office, Financial Aid Office, and the Office of Veteran Affairs.

Department Contact Information:

Email: sfs@campbell.edu

Phone: 910-893-1244

Website: <https://www.campbell.edu/student-financial-services/>
<https://www.campbell.edu/admissions/undergraduate/veterans/>

Office Hours: Monday – Friday (8:30 AM – 5:00 PM EST) *excluding scheduled holidays*

Campbell University Bookstore and Bazaar

Department's Role/Function/Services Offered:

- Bookstore: provides course materials for undergraduate students via Camel Direct as well as in store purchases for graduate students and undergraduates who opt out of Camel Direct
- Bazaar: the official Campbell University Spirit Shop

Fees/Fines Associated with this Department:

- Bookstore: Camel Direct Textbook Program fees (included in tuition) for all undergraduate students unless the student chooses to opt out.

Offices Within Department:

- Bookstore
- Bazaar

Department Contact Information:

Email: sm091@bncollege.com

Phone: 910-893-1450 – Bookstore: Ext 1; Bazaar: Ext 2; Customer Service: Ext 3

Counseling Services

Mission Statement: Counseling Services enhances student retention, academic performance, and satisfaction by providing confidential professional resources to undergraduate students with a variety of personal/psychological needs to assist in overcoming psychological, emotional, and relationship barriers that stand in the way of academic success.

Department's Role/Function/Services Offered (bullet points):

- Provide confidential, free services with a completely separate record keeping system from all other departments on campus
- Offer individual and group sessions, outreaches to promote awareness of various mental health topics, and skill building workshops
- Consult with students, parents, faculty and staff as needed

Fees/Fines Associated with this Department:

- Free, confidential services
- \$5 no show fee

Offices Within Department:

- Substance Use Prevention and Recovery Programs
- Trauma Treatment
- Practicum/Internship Site Placement
- Outreach/Awareness Coordinator

Department Contact Information:

Email: counseling@campbell.edu

Phone: (910) 814-5709

Information Technology Services (IT Services)

Mission Statement:

Information Technology Services provides effective and appropriate information technology and services to enable Campbell University's strategic, academic, and administrative goals.

Department's Role/Function/Services Offered:

IT Services provides technology and support services to students, faculty, and staff.

Offices Within Department:

Academic Technology

Digital Media Services

Enterprise Systems

Help Desk

Information Security and Privacy

Infrastructure and Operations

Department Contact Information:

Website: <https://www.campbell.edu/information-technology-services/> Email: helpdesk@campbell.edu

Phone: 910-893-1208

Student Activities

Mission Statement: The mission of the Office of Student Activities is to enhance the educational experience of students through leadership opportunities, sponsoring and supporting programs which enhance a sense of community on campus, and fostering recognition and appreciation of different cultures that provide students opportunities for holistic growth through co-curricular experiences.

Department's Role/Function/Services Offered:

- Oversee, support, and advise student organizations, such as:
 - Campus Activities Board
 - Student Government Association
 - Student Organizations & Clubs
 - Fraternities & Sororities
- Provide International Student Services, such as shuttles, social events, trips, and grocery shopping trips.
- Plans university events, such as Welcome Week, Homecoming parade, and Spring Break trip.
- Manage communications for student events.

Fees/Fines Associated with this Department:

- Off-campus Student Activities/CAB trips have a fee to sign up for the trip. The fee differs depending on the trip.
- International Student Services provide private shuttles to the airport, bus station, and train station for a \$20 fee.
- Fraternities and Sororities have membership fees associated with joining and annual fees that vary depending on the different chapters on campus.

Department Contact Information:

Email: klparkes@campbell.edu

Phone: (910)814-4758

Student Success

Mission Statement: 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.

Offices Within Department:

Student Success provides four areas of essential services on campus including Academic Support Services, Career Services, Disability Services and First-year Experience Programs.

Department Contact Information:

Email: studentsuccessga@campbell.edu

Phone: (910) 814-5434

URL: <https://www.campbell.edu/students/student-success/>

Location: Student Success offices can be found in the Student Services Building and the Wallace Center, adjacent to Carter Gym.

Academic Support Services

Mission Statement: 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.

Department's Role/Function/Services Offered:

- **Academic Recovery Course (CUAR 101):** CUAR 101 is a course offered to students who earn less than a 2.0 cumulative GPA. This 1-credit course is designed to help adopt 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.

Fees/Fines Associated with this Department:

- **Service Fees:** Students must cancel tutoring and coaching appointments within 24-hours prior to the appointment. Students who "no-show" for their individual tutoring or success coaching appointment will receive a warning the first time they do not attend. Students will be charged \$8.00 for each subsequent "no-show".

Department Contact Information:

Email: tutoringga@campbell.edu

Phone: (910) 814-5434

URL: <https://www.campbell.edu/students/student-success/academic-support-services/>.

Career Services

Mission Statement: 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.

Department's Role/Function/Services Offered:

- Career exploration and assessment
- Resume, cover letter and curriculum vitae review
- Graduate school application preparation
- Career advising
- Information workshops on a variety of career development topics
- Job and internship search strategies
- Job posting board through CUHired!
- Mock Interviews
- Personal branding and networking assistance
- Professional networking opportunities
- On-campus, regional and virtual career fairs
- Free professional clothing
- On-campus employment opportunities

Offices Within Department:

- Career Closet

Department Contact Information:

Email: careerga@campbell.edu

Phone: (910) 814-5434

URL: [Career Services | Student Success | Campbell University](#)

Disability Services

Mission Statement: To ensure students with disabilities receive reasonable accommodations that provide equal access to all programs, activities and events of Campbell University in compliance with relevant statutes (ADA, Section 504, state law). To support students as they develop self-advocacy skills and awareness of disability rights.

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/student-dss-guide/>

Department’s Role/Function/Services Offered:

- Academic Accommodations: Academic accommodations are like an IEP or 504 plan you may have had in high school, and often include testing accommodations and classroom support. We also provide interpreting and captioning.
- Create and support accommodation plans for all undergraduate students and those in the CPHS, CUDS, LFSB, and SOE graduate and professional programs
- Ensure compliance with federal and state law related to students with disabilities
- Housing Accommodations: Students with disabilities are an important part of our vibrant residential community, and housing accommodations provide a fuller access to the experience.
- Provide support for students who are experiencing homelessness
- Provide test proctoring for students who use testing accommodations
- Registration for Service & Emotional Support Animals: Service and emotional support animals are vital resources to several of our students. Students living in university housing who need Service or Emotional Support Animal should notify us a least 60 days prior to the start of the term.
- Serve as a resource for faculty and staff related to access needs of students

Fees/Fines Associated with this Department:

- Service Fees: Students using third-party services for accommodation must notify our office 48-before scheduled use (ie, 48-hours before a canceled class for captioning services). Students will be charged full costs for these unused services.
- Equipment Fees: All students are expected to pay the full cost of the lost or damaged equipment. For depreciative items the replacement cost will be prorated based on the age of the item.

Grievance/Appeal Policies:

<https://www.campbell.edu/students/student-success/disability-services/student-dss-guide/>

Disability Services has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (“ADA”) and under Section 504 of the Rehabilitation Act of 1973 (“Section 504”). Please follow the following steps to resolve a complaint.

1. All requests for accommodations or special services should first be brought to the Director of Disability Services (see Section II of this manual for information regarding the request process).
2. Concerns with approved accommodations or services should be reported to the Director of Disability Services in writing.
3. If the student is unable to resolve the matter with the Director, the student must request an appeal in writing to the Associate Vice President for Student Success for an informal resolution. The AVP will review the circumstances of the case and communicate a decision within 10 business days of receiving the complaint.
4. Students dissatisfied with the informal resolution may submit a complaint in writing with the Vice President for Academic Affairs & Provost if the issue involves denial of an academic accommodation or with the Vice President of Student Life and Christian Mission & Christian Mission for all other accommodation for review and final decision.

Students are also encouraged to exercise their rights of complaint through the Department of Education, Office of Civil Rights and other legal channels if needed.

Offices Within Department:

- Testing Center

Department Contact Information:

Email: disabilityservices@campbell.edu

Phone: (910) 814-7514

URL: <https://www.campbell.edu/students/student-success/disability-services/>

First-Year Experience Programs

Mission Statement: 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 (FYE) 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.

Department's Role/Function/Services Offered:

- **Orientation:** Orientation is an important part of the first-year experience. This is where the transition to life at Campbell begins. During orientation and the Tartan students meet other new Camels, connect with peer leaders and find out what to expect during their time at Campbell.
- **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 achieve success as a student and make positive contributions to the university, their careers and community beyond Campbell.
- **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.

Department Contact Information:

Email: fye@campbell.edu

Phone: (910) 814-5434

URL: <https://www.campbell.edu/students/student-success/first-year-experience/>