

STUDENT HANDBOOK

Effective August 1st, 2020

This edition supersedes all previous editions.

Compiled by the Office of Dean, Adult & Online Education

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

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

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

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General Information

Contact Information

Dean's Office

Adult & Online Education

P.O. Box 265

79 Bolton Rd.

Buies Creek, NC 27506

Phone: (910) 893-1278

Toll Free: (866) 317-2384

Fax: (910) 814-4736

Website: aoe.campbell.edu

Fort Bragg & Pope Campus

Phone: (910) 814-4934

Website: <https://aoe.campbell.edu/fortbragg/>

Camp Lejeune Campus

Phone: (910) 893-7059

Website: <https://aoe.campbell.edu/camp-lejeune/>

Raleigh Campus

Phone: (919) 865-4460

Website: <https://aoe.campbell.edu/raleigh/>

Campbell University Online

Phone: (910) 893-7899

Website: <http://online.campbell.edu/>

Campbell University's Main Campus Information

Registrar's Office

Business Office

Financial Aid

P.O. Box 367

P.O. Box 97

P.O. Box 36

Buies Creek, NC 27506

Buies Creek, NC 27506

Buies Creek, NC 27506

Main Campus toll free number - (800) 334-4111

Website: <http://www.campbell.edu/>

School Codes

Pell Grant Title IV Code: 002913

Main Campus CLEP School Code: 5100

Main Campus DANTES School Code: 9081

Pope AAF CLEP Code: 4259

Pope AAF DANTES Code: 7300

Fort Bragg CLEP Code: 7219

Fort Bragg DANTES Code: 7365

Camp Lejeune CLEP Code: 5100

Camp Lejeune DANTES Code: 8174

Campbell University Mission Statement

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

To fulfill its mission, the University:

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.

Adult & Online Education's Mission Statement

Vision:

Adult & Online Education (AOE) at Campbell University will be a top academic provider for adult learners in the Southeast, drawing students from around the world who want to develop mastery of professional skills and knowledge. Through AOE, Campbell will be the university of choice for adult students who want to lead with purpose in their lives, professions and organizations.

Mission:

The mission of Adult & Online Education (AOE) is to extend the opportunities of Campbell University to adult learners through extension campuses at selected locations in North Carolina and online. Our mission is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service, implementing the Campbell University mission. [Link to <https://www.campbell.edu/about/mission/>]. AOE supports higher education for service-connected students at a variety of military locations.

Adult & Online Education Goals

- To provide rigorous, engaging academic programs that are relevant to students' needs.
To provide a full complement of services to adult learners engaged in our programs.
- To provide qualified and dedicated faculty and student service professionals who are committed to serving our diverse population of adult learners, including service-connected students.
- To provide effective administration and demonstrate efficient and reliable management.
To implement policies and procedures that take into account the circumstances of adult learners and contribute to their success through appropriate student admissions, registration, assessment of prior learning, academic advisement, financial aid, and other services.
- To provide instructional resources to faculty, as well as the facilities, equipment and resources to support the programs and services.
- To assess student learning and outcomes in academic programs.
- To provide continuous and systematic program evaluation to stimulate improvement, enhance growth and quality, and increase the likelihood of the achievement of the program mission.

General Information for Students

University Accreditation

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

Operating Hours

All Adult and Online Education operations, including, but not limited to course schedules, assignment deadlines, and grade deadlines, operate on Eastern Standard Time. Students are expected to take this into account when completing coursework and administrative tasks.

University Undergraduate Studies Bulletin

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

For Adult & Online Education students, a number of specific details such as cost, degree offerings, and class schedules are unique to this campus. This AOE handbook governs all adult and online students. Students are bound by the policies, procedures, and rules of Campbell University starting upon their submission of an application.

Tuition

Students should check current schedules for tuition rates at <https://www.campbell.edu/business-office/tuition-fees/>. Rates are subject to change and usually increase annually at the beginning of the academic year.

Adult and Online General Policies

Distance Delivery Methods

There are three types of instructional delivery methods used in Campbell University Adult and Online Education: 100% online, blended, and synchronous. All delivery methods use the Blackboard™ learning platform as the course management system. Each delivery method is described below.

- ***Online Courses:*** Online courses are not self-paced courses; they follow a structured assignment calendar. They are offered totally online with no face-to-face meetings. Online education courses contain the same basic content, require the same academic rigor, and offer the same credits as traditional courses. The major difference between traditional and online courses is the instructional delivery method. Courses are offered using three methods: online, blended, and web-supported. The course content is delivered through Blackboard™, the course management system, although other tools and synchronous sessions may also be required. Students can learn more about Campbell’s Blackboard at: <http://www.campbell.edu/student-services/computing-services/academic-computing/technology/>. Schedules and textbook lists are posted on the Online web page and Student Self Service for each term.
- ***Blended Courses:*** Blended courses are not self-paced courses; they follow a structured assignment calendar. Blended courses combine traditional class meetings facilitated by the Blackboard™ course site, the internet, email, and other online resources to provide opportunities for student-faculty and

student-to-student interaction in-person as well as online. The majority of the class content is delivered in the classroom. Blended classes will usually meet one time per week. The required face-to-face orientation is conducted the first day of class during the on-site meeting. Content is delivered through:

- Traditional class meetings and interaction with instructor and classmates
 - Textbook(s)/e-text
 - Email and Internet Resources
 - You must have the same computer access, capabilities, and skills as outlined for online courses.
-
- *Synchronous Courses:* Synchronous courses are not self-paced courses; they require that you meet in a classroom setting at a designated time and follow a structured assignment calendar. These courses combine traditional class meetings facilitated by the Blackboard™ course site, the internet, email, and other online resources. The majority of the class content is delivered in the classroom and may be done with the professor physically in your classroom or remotely through a technology platform. The amount of classroom time will vary between course offerings but will be no less than half of the class time. Details about the format of this type of class may be found in the course syllabus. Content is delivered through:
 - Traditional class meetings and interaction with instructor and classmates
 - Class meetings and interaction through a technology platform at a designated time and place
 - Textbook(s)/e-text
 - Email and Internet Resources
 - You must have the same computer access, capabilities, and skills as outlined for online courses.

Minimum Technical Requirements for Campbell Adult and Online Courses

- Access to a Windows based system or Macintosh system (tablet or phone not-sufficient)
- On any computer you are using for class work, you MUST have the ability to download, install, and use programs, including but not limited to the Chrome browser, as well as have a webcam and audio system (incoming and outgoing audio).
- High-speed internet access either via DSL or cable connection.
- Some classes require simulations that may incur excessive charges if cellphone or mobile wireless internet is used.

PC Hardware Requirements:

- Intel Pentium i5 or i7
- Windows 8 Operating System or higher
- 4 GB RAM Required/8 GB RAM Recommended (or more)
- 500GB Hard drive (or more)
- Sound card, Speakers, Microphone, Webcam, Ethernet or Wireless Networking

Mac Hardware Requirements:

- Pentium i5 or i7
- Mac OS 10.12 or higher
- 8 GB RAM (or more)
- 500GB Hard drive (or more)
- Sound card, Speakers, Microphone, Webcam, Ethernet or Wireless Networking
- Some software in the IT program is Microsoft based and may not run on a Mac based computer

Software Requirements:

- Office 365 (Specific requirements will be stated in the syllabus).
- Web Browser - Chrome preferred and may be mandatory in some courses.
- Email is provided by the University and is the official means of all communication from the student and instructor. Email is accessed via a current web browser.

Standards of Conduct and Expectations for AOE Courses

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

Campbell University Online

In accord with the definition of the SACSCOC, the University defines online education as a formal educational process in which the majority of the instruction

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

Policies for Non-Online Degree Seeking Students

Eligibility and Restrictions for online courses:

- Students must have completed COSU 100 at their home campus prior to taking any online courses.
- Students with no college level experience must have completed at least 12 credits at Campbell University prior to taking an online course.
- Student must have an overall GPA of at least 2.0.
- Any exceptions must be approved by the home campus and online leaders.

Student Services

The Camel Card (ID CARD)

The Camel Card is your student ID card which provides access to housing, meal plan, Campbell Bucks and Creek Bucks. The Camel Card can be used as a University debit card when funds are deposited on the card (Creek Buck) creating a declining balance.

To obtain a camel card, please contact your home campus and they will instruct you on the process to order one.

Cardholders must notify the Campbell University Office of Student Life if their Camel Card is lost or stolen. Their office is located in the Wallace Student Center. Students may also go to the Blackboard System and report the card lost or stolen. Upon notification, the lost or stolen card will be deactivated and a new card issued.

For full rules and regulations concerning the Camel Card, please contact your home campus or visit the business office website at <https://www.campbell.edu/business-office/faq/>

Library Resources

Students may remotely access Campbell University's Wiggins Memorial Library through the library website (<https://library.campbell.edu>) or through their Blackboard™ courses. The following three links are available in the Blackboard™

course menu for Adult & Online Education classes: “Wiggins Memorial Library,” “Research Assistance/Librarian,” and “Need More Help?” Here, students are connected with a librarian and are provided discipline and/or course specific research help.

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

Students have a variety of online resources available through the library including e-books, journals, articles, and more. A search of all materials can be completed online using the OneSearch feature available at: (https://campbell.primo.exlibrisgroup.com/discovery/search?vid=01CAMPBELL_I NST:01CAMPBELL). OneSearch allows searching through all types of media as well as advanced searches by database, peer reviewed status, dates, subject, and more.

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

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

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

Helpdesk

Helpdesk Contact Information

The Helpdesk may be contacted by calling 1-800-334-4111 ext. 1208 or 910-893-1208, sending e-mail to helpdesk@Campbell.edu or stopping by Bryan Hall, Suite #9 Monday – Friday from 8:30 – 5:00. The Helpdesk web page is available at:

<http://www.campbell.edu/student-services/computing-services/student-helpdesk>.

Student Responsibilities

When students contact the Help Desk, they should be prepared to spend the time required to resolve the issue, have their Campbell ID and phone number available,

be at the computer needing attention, and abide by the Help Desk policies as stated by the Help Desk Specialist.

Helpdesk Staff Availability and Response Time

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

Campbell Email

Campbell University email accounts will be the required means of communication between enrolled students and instructors, school administrative offices, and the Student Self Service administrator, with the exception of students at the Sampson Correctional Institution. Once you have registered for classes, an account will be created for you. To access your Campbell email address go to www.campbell.edu and choose “student email” in the ‘log in’ option in the top banner.

Name/Address Change

Students are responsible for notifying the university of name and address changes in a timely manner. Please contact your home campus for instructions on how to change your information.

Student Self Service

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

Transcript Requests

Students and alumni may obtain complete Campbell University transcripts upon submitting a Transcript Request Form to the Registrar’s Office. There is a \$5.00 fee for each transcript, and all transcripts are official. All fees must be included with the request if the transcript is to be issued. Make your check payable to “Campbell University.”

A transcript will not be issued to or for a student who is indebted to the College or who is late in payment on any student loan. Please note that federal law requires that all requests must bear the signature of the student, so e-mail requests cannot be honored.

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

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

Mailing Address: Registrar's Office
P.O. Box 367
Buies Creek, NC 27506

Main Campus Bookstore Shopping

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

Textbooks

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

Disability Services

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

All disability services are coordinated through the Office of Disability Services. Full information can be found here:

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

Questions or comments about this manual should be directed to Laura Rich, Director of Disability Services:

Phone Numbers and Mailing Address:

1-800-334-4111 (Ext 7515) or 1-910-893-7514

Director of Student Support Services

PO Box 95

Buies Creek, NC 27506

Career Development and Placement Services

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

Full information can be found here:

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

Student Conduct

Code of Honor

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

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

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

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

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

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

The student, by virtue of enrollment, agrees to abide by the rules and moral precepts which govern the University community.

Because of the University's commitment to the Lordship of Christ over every area of life, wholehearted obedience to moral law as set forth in the Old and New Testaments and exemplified in the life of Christ applies to every member of the University community, regardless of position.

While the Bible does not provide a specific teaching regarding all social practices, its emphasis on general principles is unmistakable, particularly in circumstances where lack of self-restraint would be harmful or offensive to others.

Out of these general principles come certain concrete expectations which should be viewed not negatively but as practical guidelines for conduct and for a productive way of life:

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

Disciplinary Offenses: Adult & Online Education

The following are considered disciplinary offenses at all AOE campuses and offices, for all applicants, active, inactive, or graduated students:

- Interference, coercion or disruption which impedes, impairs, or disrupts University missions, processes, or functions or interferes with the rights of others during University classes and activities.
- Disrespectful, rude or abusive behavior directed at students, staff, faculty or others at or associated with Campbell University.
- 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
- o Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or
- o 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.
- o Any form of threatening behavior, verbal abuse, harassing phone calls and/or inappropriate actions or comments.
- Abusive, drunken, violent, or excessively noisy behavior or expressions upon any University offices, classrooms, or activities, including Campbell offices and staff.
- Indecent or obscene behavior or the distribution of obscene material upon University property, physically, through social media, or any other electronic or digital process.
- The threat or commission of physical violence against self or other persons present on University property.
- The commission of acts which constitute a violation of local, state, or federal law upon University property.
- Unauthorized entry or use of University facilities or any violation of University rules regarding the use of University property.
- Failure to comply with directions of University officials acting in the performance of their duties.
- The threat or commission of physical violence against any University employee for the purpose of influencing the employee's official actions.
- Falsifying, altering, or forging any official University records or documents; employing official University documents or records for purposes of misrepresentation; or causing any official University documents or records to be falsified by means of any misrepresentation.
- Knowingly passing a worthless check or money order to the University or to a member of the University community acting in an official capacity.
- Possessing a deadly weapon on University property without authorization of AOE Leadership.
- Defacing, disfiguring, damaging, or destroying public or private property located on University property.
- Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the University community.
- Giving false testimony or other evidence at any official hearing of the University or giving false information to any faculty or staff members acting in the performance of their duties.
- Bribing or attempting to bribe any University employee.

- Harassing anyone present on University property, or any students, staff, faculty or others at or associated with Campbell University, either in person or through electronic media. Unauthorized access to or misuse of University computers, computing programs, electronic systems or services.
- Any other form of prohibited conduct set forth in the Campbell University policies and procedures.

Authority of the Dean for Adult & Online Education

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

Authority of AOE Leadership

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

Appeals

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

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

Sanctions: Adult & Online Education

Warning

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

Suspension

Forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus is set forth in the Notice of Suspension. If a student, while on suspension, violates any of the terms set forth in the Notice of Suspension, the student shall be subject to further discipline in the form of dismissal.

Dismissal

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

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

Complaints, Grievances, and Grade Appeals

The faculty member retains complete discretion in the awarding of grades he or she deems appropriate.

1. Students having complaints, grievances, or grade appeals (not based on academic misconduct) should make every effort to resolve the matter through an initial discussion with their instructor. Students should document the dates they discussed the matter with their instructor.
2. Students should also speak with their academic advisor for counseling before proceeding with a grade appeal.
3. If the earlier steps did not resolve the matter, then the student may appeal the grade to his or her home AOE Leadership. The student must use the Adult & Online Education Grade Appeal form, and fill it out completely. The form is available from each campus. Supporting documentation must be attached to the form. Once completed, the form should be submitted to his or her home campus.
4. The AOE Leadership may contact the student and the professor for more information prior to making a decision.

5. Within (5) five working days of the decision of the AOE Leadership, the student may appeal in writing to the Dean of Adult & Online Education for a review of the decision of the AOE Leadership, which review shall be on the record only.
6. The review and decision rendered by the Dean of Adult & Online Education should be considered final and binding.

Statement of Student Rights and Responsibilities

Student Rights

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

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

Statement of Student Responsibilities

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

- To apply themselves to their studies to the best of their ability.

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

Adult and Online General Policies

Honor Society

Alpha Sigma Lambda (ASL), the National Honor Society for Nontraditional/Adult Students was formed in 1946 to recognize adult students who achieve academic excellence while facing competing interests of family, community and work. Eligible students can choose to be inducted to the society and there is a one time membership fee for a lifetime membership.

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

1. Candidates must be undergraduate students only who have not previously earned bachelor's degree at any institution
2. Candidates must have completed at least 24 credit hours at Campbell University of which at least 12 of those hours must be in the Liberal Arts and Sciences
3. Have a minimum cumulative institutional GPA of 3.50
4. Satisfactory social standing having no blemish of academic or student misconduct

Children

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

Anonymous and Obscene Phone Calls

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

Confidential Crime Reporting

Members of the campus community may make formal reports to Campus 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/>

Inclement Weather

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

Involuntary Withdrawal

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

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

In dealing with instances of this nature, the first option will be for the Dean of Adult & Online Education to offer the student the opportunity to withdraw from the

University voluntarily. The withdrawal will be handled in the same manner as any other withdrawal except for medical reasons.

Release of Information

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.

For full guidelines, see the registrar's website at:

<https://www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/>

Respect for Authority

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

Sexual Harassment

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in the university's programs and activities. Campbell University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the university community.

For full details about the Campbell University Title IX program, please visit: <https://www.campbell.edu/policies/title-ix/>

Solicitation

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

Weapons and Explosives

The use, possession, carrying, or discharging of any weapon as defined and prohibited by North Carolina Law (NCGS §14-269.2; www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl) on the campus of Campbell University, any of its extended campuses or to a curricular or

extracurricular activity sponsored by the University is prohibited, unless otherwise permitted by the Board of Trustees, or with the exception of law enforcement officers. Relevant military base policies must also be followed.

Withdrawal from the University

To withdraw officially from the University during a semester, a student must complete the electronic drop form and select “Withdraw From University”.

Medical withdrawals may be granted only for those instances where an incapacitating injury or illness prevents the student from completing the session. All medical withdrawals must be in accordance with Campbell University policies. Tuition may be waived for approved medical withdrawals. Contemporaneous or other appropriate medical documentation from a physician (i.e. medical doctor) who administered care at the time of the illness or injury that clearly establishes the student’s inability to complete the term as a result of that illness or injury must be submitted along with a written request for medical withdrawal to the AOE Leadership. All medical withdrawals must be approved by the Dean of Adult & Online Education.

Information Technology Policies and Procedures

Computer & Network Use Policy

Campbell University, hereinafter referred to as CAMPBELL, maintains a private network with connectivity to the INTERNET, a public/global network. CAMPBELL exercises no control over the content of the INTERNET and therefore will maintain appropriate precautions to prevent unauthorized transmissions into Campbell’s private network. Those with valid CAMPBELL network service accounts, hereinafter referred to as USERS, are expected to abide by all current and future policies/guidelines deemed necessary and prudent. These guidelines will be made publicly accessible, either through printed or electronic media. This policy is intended to do the following:

- Preserve the utility and flexibility of the system.
- Protect the privacy and work of students, faculty, and staff.
- Preserve the right of CAMPBELL to access global networks in order to facilitate the goals of the CAMPBELL educational system.

Students are expected to review and comply with all access and use rules and regulations. The full policies can be located at:

<https://www.campbell.edu/information-technology-services/acceptable-use-policy/>

For all IT related policies and procedures can be found here:

<https://www.campbell.edu/information-technology-services/>

