



CHOWAN UNIVERSITY

2007-2008 STUDENT HANDBOOK CONTENTS

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This Student Handbook is an official publication of the Department of Student Affairs. Nothing in this Handbook may be considered as setting forth the terms of a contract between a student or prospective student and Chowan University. The University reserves the right to modify the requirements for admission and graduation; to amend a regulation affecting the student body; and to dismiss from the University any student if it is deemed by the University to be in its best interest or in the best interest of the student to do so.

Chowan University, as a Christian institution that enjoys a historical as well as current relationship with the Baptist State Convention of North Carolina, recognizes the worth and value of all people as created in God's image. All individuals are loved by God and as such are valued within the community of Chowan University. The University cannot however support or condone lifestyles among members of its community that it deems are inconsistent with Biblical principles and the mission and/or values of the University or the Baptist State Convention.

Chowan University admits students without regard to race, national or ethnic origin, sexual orientation, religion, disability, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at Chowan, and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in the administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other University-administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. In employment of both students and staff, Chowan is an Affirmative Action and Equal Opportunity Employer.

LETTERS OF WELCOME

STUDENT GOVERNMENT ASSOCIATION

On behalf of the entire student body I want to welcome you to the opening of a new year at Chowan University!

This is going to be a very exciting year and I am pleased that you are going to be a part of our university community. We have been planning throughout the summer and I am confident that you will find many positive changes throughout Chowan. The Student Government Association will work hard to assure that Chowan continues to grow into the university that fully serves the needs of our students.

The main goal that I have for my second year as your Student Government President is to assure you that you have high quality social programming throughout the school year. It is my hope that this will inspire you to join us in planning and implementation of these programs.

My office is in Penny Hall in the Center for Student Leadership. My phone number is 6452, please stop by or call me. Together, we can make a difference at Chowan University.

Sincerely,

Tara Bambarly

Tara Bambarly
SGA President

LETTERS OF WELCOME

VICE PRESIDENT FOR STUDENT AFFAIRS

Welcome home to Chowan!

Whether you are a new member of our university community or you are returning for another year, we are glad that you will be a part of this exciting year at Chowan University. This is a time of significant change for Chowan and I am sure that you will find it will be a time of great personal growth as well.

The purpose of this handbook is to introduce you to those services and programs designed to enhance your university experience. The handbook also includes the expectations and guidelines that set Chowan apart as a church-related university engaged in Christian higher education. I encourage you to read this handbook carefully so that you will have a full understanding of the community we are building at Chowan.

All of us who work here at Chowan understand that the reason we are here is to provide you with the greatest university experience possible. If I can be of any assistance, I encourage you to stop me on campus or drop by my office for a few minutes. I am confident that this can be one of the greatest years in the history of Chowan, and I am particularly pleased that we will share this experience together.

Go Hawks!

P. Randy Harrell

P. Randy Harrell

Vice President for Student Affairs

CHOWAN AT A GLANCE

ACCREDITATION: (Chowan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decator, GA 30033-4097: Telephone 404.679.4501) to award the Bachelor's Degree.

FOUNDED: 1848, as Chowan Baptist Female Institute, renamed Chowan College in 1910.

STUDENT POPULATION: Residential - 78%
Commuter - 22%
States Represented - 21
Foreign Countries - 6
Student/Faculty Ratio - 12 to 1
56% out-of-state; 44% in-state;

CAMPUS: Small town, located in Historic Murfreesboro with population of 2,500

ADMISSIONS: Rolling, application reviewed upon receipt

FINANCIAL AID PROCEDURES: Complete and submit Financial Aid Form (FAFSA) by March 15 for full consideration.



ACADEMIC SCHOOLS

School of Arts and Sciences

Department of Biology
Department of Criminal Justice
Department of Graphic Communication
Department of History
Department of Interdisciplinary Studies
Department of Language and Literature
Department of Mathematics and Physical Sciences
Department of Music
Department of Psychology
Department of Religion and Philosophy
Department of Sport Studies and Physical Education
Department of Visual Art

Majors

American Studies
Biology
Criminal Justice
English
Fine Arts Studies
Graphic Communication
Graphic Design
History
Humanities Studies
Interdisciplinary Studies
Mathematics
Music
Music Education
Physical Education
Psychology
Religion
Social Sciences
Social Studies Education
Studio Art

School of Business

Major

Business Administration (B.S.)
Accounting
Information Systems

Marketing
Small Business Administration

Minors

Accounting
Applied Business
Business Administration
Information Systems
Marketing
Small Business Management

School of Education

Department of Teacher Education

Majors

Elementary Education
Music Education
Physical Education
Social Studies Education

ATHLETICS

Chowan is affiliated with NCAA Division II Athletics and the National Christian College Athletic Association (NCCAA).

MEN

Football, Basketball, Baseball, Golf and Soccer

WOMEN

Basketball, Volleyball, Softball and Soccer

COED CHEERLEADING

(selected through organized tryouts)

INTRAMURALS

Offered in various activities and open to new areas

COLORS

Blue and White

NICKNAME

Hawks



DIRECTORY INFORMATION

Concern	Location	Who to See	Phone
Academic Affairs	3rd Floor Columns	Danny Moore, Provost	6211
Accounts Receivable	Business Office	Jennie Blowe	6478
Admissions	1st Floor Columns	Jonathan Wirt	1236
Alumni Information	3rd Floor Columns	Mike Temple	6226
Athletics	Helms Center	Dennis Helsel	6244
Books & Supplies	Bookstore	Barbara Snape	6373
Cable TV (Installation/Service/Disconnection)	2nd Floor Columns	Business Office	0 or 396
Cafeteria	Thomas Dining Hall	Sami El-Maasarani	1231
Campus Jobs	1st Floor Columns	Stephanie Harrell	1229
Campus Ministries	100B Penny Hall	TBA	6282
Campus Switchboard	Columns Lobby	Bettie Grimes	0 or 396
Crisis Lines	Ahoskie, NC	Psychiatric Associates RCHSC	209.8161 332.4442
Course Changes	1st Floor Columns	Lloyd L. Wilson	1230
Deferred Payments	2nd Floor Columns	Mary Harris	6223
Annual Fund Director	3rd Floor Columns	Sarah Wallace	6436
Wellness	Penny Hall	Joy Taylor	6248
Emergency Loans	200 Penny Hall	Becky Mann	1227
Financial Aid	1st Floor Columns	Stephanie Harrell	1229
Fines & Fees	2nd Floor Columns	Jennie Blowe	6478
Fire Department	115 E. Broad St. Murfreesboro, NC	Dispatcher	9-911
Golf Driving Range	Union Street	Dennis Helsel	6244
Helms Center	Union Street	Dennis Helsel	6244
Housing Requests	102 Penny Hall	Mitzi White	6237
I.D. Card Replacements	2nd Floor Columns	Jennie Blowe	6478
Intramurals	Jenkins Center	Bryan Tripp	6510
Information	Public Safety Gazebo	Duty Officer	1234
Library	Whitaker Library	Georgia Williams	6439
Linen Service (Halifax)	Roanoke Rapids, NC	Cheryl McElheney	537.2565
Lost and Found	Columns Lobby	Bettie Grimes	0 or 396

Concern	Location	Who to See	Phone
Packages (1) Parcel Package FedEx/UPS	Service Enterprises	Betty Rose	6372
Parking Ticket Appeals	104 Penny Hall	Derick Burke	6369
Poison Control			1.800.848.6946
Police Department	115 E. Broad Street Murfreesboro, NC	Dispatcher	398.4151 or 9-911
Post Office	Service Enterprises	Betty Rose	6372
Public Safety	104 Penny Hall	Derick Burke	6369
Rescue Squad	115 E. Broad St. Murfreesboro, NC	Dispatcher	9-911
Repairs/Damages	Penny Hall	Resident Assistants	6237
Snack Bar	Hawks Nest	Sami El-Maasarani	1231
Stamps	Hawks Nest	Hawks Nest Supervisor	6276
Student Accounts	2nd Floor Columns	Jennie Blowe	6478
Student Center	Hawks Nest		6454
Student Government Association	204 Penny Hall		6452
Telephone	Switchboard	Bettie Grimes	0 or 396
Transcripts, grades	1st Floor Columns	Lloyd L. Wilson	1230
U.S. Postal Service	N. Pine St. Murfreesboro, NC	Postmaster	398.3332
Work Study Checks	2nd Floor Columns	Jennie Blowe	6478
Vehicle Registration	104 Penny Hall	Derick Burke	6369
Wellness Center	100 Penny Hall	Joy Taylor	6248

ADMINISTRATIVE DIRECTORY

Position	Personnel	Location
PRESIDENT OF THE UNIVERSITY	Dr. Christopher White	2nd Floor Columns
Administrative Assistant	Portia M. Davis	2nd Floor Columns
Assistant to the President	John Hinton	Service Enterprises
University Historian	R. Hargus Taylor	1st Floor Robert Marks
President Emeritus	Bruce E. Whitaker	
President Emeritus	Stanley Lott	
ACADEMIC AFFAIRS		
Provost & Vice President	Dr. Danny Moore	3rd Floor Columns
Administrative Assistant	Mary Jo Ellis	3rd Floor Columns
Associate Provost	Dr. Kirk Peterson	1st Floor Helms
Dean, School of Arts & Sciences	Dr. Larry Frazier	2nd Floor Robert Marks
Dean, School of Business	Dr. Andrea Eason	2nd Floor Robert Marks
Dean, School of Education	Dr. Brenda Tinkham	1st Floor Camp
REGISTRAR	Lloyd L. Wilson	3rd Floor Columns
Secretary	Sue Rose	1st Floor Columns
Secretary	Donna Woodard	1st Floor Columns
LIBRARY		
Director of Library Services	Georgia Williams	Whitaker Library
Associate Director of Library Services	Linda Hassell	Whitaker Library
Acquisitions Assistant	Albert Swain	Whitaker Library
Public Services Library Assistant	Carol Deubesio	Whitaker Library
Technical Services & Web Coordinator	William Metcalfe	Whitaker Library
INFORMATION TECHNOLOGY		
Director of Information Tech.	Jay R. Howell	1st Floor Columns
Database Administrator	Sherry Duncan	1st Floor Columns
PC/Help Desk Technician	Scott Duffey	McSweeney
Internet Developer/ Macintosh Administrator	Bill Harlow	McSweeney
ACADEMIC ASSISTANCE		
Director	Syble Shellito	3rd Floor Columns
GRAPHIC PUBLICATIONS SERVICES		
Director of Printing Production	Charles Futrell	Horner Graphics
Assistant Director for Printing Production	Jennifer Groves	Horner Graphics
Administrative Assistant	Trudy Gibson	Horner Graphics
DEPARTMENTAL SECRETARIES		
Education	Marion Foster	Camp Hall
Graphic Communication	Trudy Gibson	Horner Graphics
Music & SSPE	Angela Whitby	Daniel Hall

UPWARD BOUND

Director of Upward Bound	Frank Stephenson	1st Floor Camp Hall
Secretary	Barbara Mulder	1st Floor Camp Hall
Counselor	Bronia Vaughan	1st Floor Camp Hall
Follow-up Specialist	Julie West	1st Floor Camp Hall

STUDENT AFFAIRS

Vice President	Randy Harrell	Penny Hall 200
Assistant Vice President	Brandon Zoch	Penny Hall 103
Administrative Assistant	Rebecca Mann	Penny Hall
Minister to the Univ.	Mari Wiles	Penny Hall
Associate Minister to the Univ.	Craig Janney	Penny Hall
Associate Minister to the Univ.	Jennifer Janney	Penny Hall

HOUSING AND RESIDENCE LIFE

Director	Brandon Zoch	Penny Hall 103
Assistant Director	Kelley Duncan	Penny Hall 101
Housing Coordinator	Mitzi White	Penny Hall 102
Nurse, Wellness Center	Joy Taylor	Penny Hall 100A
Public Safety Director	Derick Burke	Penny Hall 104
Special Programs Director	Frances Cole	Penny Hall 202
Student Life Director	Michele Reedy	Penny Hall 203
Resident Director	Bryan Tripp	Jenkins Center

ATHLETICS

Director of Athletics	Dennis Helsel	2nd Floor Helms
Administrative Assistant	Felicia Hollingsworth	1st Floor Helms
Senior Women's Administrator	Meredith Long	2nd Floor Helms
Athletics Business Manager	Christopher J. Donnelly	1st Floor Helms
Executive Director of the Hawks Haven	TBA	2nd Floor Helms
Director of the International NCAA Compliance	Patrick Mashuda	1st Floor Helms
Assistant Director of the NCAA Compliance	Marci Jenkins	2nd Floor Helms
Indoor Facilities Manager	TBA	
Outside Facilities Manager	Ellen Ordnung	Helms Center

FOOTBALL

Head Football Coach	Lorick Atkinson	Beacon
Assistant Football Coach	Richard Lage	Beacon
Assistant Football Coach	Perry Woolbright	Beacon
Assistant Football Coach	Taylor Furlough	Beacon
Assistant Football Coach	Mark Long	Beacon
Assistant Football Coach	Omar Nesbitt	Beacon
Assistant Football Coach	Bryan Tripp	Jenkins Center

MEN'S BASKETBALL

Head Men's Basketball Coach	Jim Tribbett	1st Floor Helms
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WOMEN'S BASKETBALL

Head Women's Basketball Coach	Patrick Mashuda	1st Floor Helms
Assistant Women's Basketball Coach	Alexandra Street	2nd Floor Helms

BASEBALL

Head Baseball Coach	Aaron Carroll	Beacon
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SOFTBALL

Head Softball Coach	TBA	2nd Floor Helms
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VOLLEYBALL

Head Volleyball Coach	Marci T. Jenkins	2nd Floor Helms
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MEN'S SOCCER

Head Men's Soccer Coach	Ken Miller	2nd Floor Helms
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WOMEN'S SOCCER

Head Women's Soccer Coach	Georgina Donnelly	2nd Floor Helms
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MEN'S GOLF

Head Men's Golf Coach	Ellen Ordnung	1st Floor Helms
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MEN AND WOMEN'S TENNIS

Head Men and Women's Tennis Coach	William Corbett	2nd Floor Helms
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SPORTS INFORMATION

Director	Meredith Long	2nd Floor Helms
Assistant	Alexandra Street	2nd Floor Helms

ATHLETIC TRAINING

Director of Sports Medicine and Head Athletic Trainer	Sallie Wallace	1st Floor Helms
Assistant Athletic Trainer	Lisa Bland	Helms Center

CHEERLEADING

Head Cheerleading Coach	Tasha Kitson	Helms Center
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ENROLLMENT MANAGEMENT

Vice President	Jonathan Wirt	1st Floor Columns
Assistant Vice President & Dean	Chad Holt	1st Floor Columns
Data Processor	Shannon Hill	1st Floor Columns
Assoc. Director of Admissions	Scott Parker	1st Floor Columns
Assistant Director	Rushelle Maxbauer Saxby	1st Floor Columns
Admissions Counselor	Christina Eteuati	1st Floor Columns
Admissions Counselor	Christy L. Kiser	1st Floor Columns
Admissions Counselor	Rebecca Mainquist	1st Floor Columns
Web Writer	Josh Barker	

BUSINESS AND FINANCIAL AFFAIRS

Vice President	Donnie Clary	Business Office
Administrative Assistant	Mary Harris	Business Office

BUSINESS OFFICE

Comptroller	Mitchell Radford	2nd Floor Columns
Director of Business Services	Julie Emory	2nd Floor Columns
Accounts Payable Coordinator	Carolyn F. Brown	2nd Floor Columns
Accounts Receivable Coordinator	Jennie Blowe	2nd Floor Columns

FINANCIAL PLANNING

Director	Stephanie Harrell	1st Floor Columns
Assistant Director	Ruth Casper	1st Floor Columns
Assistant Director	Sharon Rose	1st Floor Columns

STUDENT COLLECTIONS

Student Loan Collections	Twyla Duke	1st Floor Columns
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SWITCHBOARD AND TELEPHONE

Switchboard Operator	Bettie Grimes	2nd Floor Columns
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PHYSICAL PLANT ADMINISTRATION

Director	William Lassiter	Maintenance Building
Secretary to the Director	Brenda Baisey	Maintenance Building
Maintenance Supervisor	Steven Lassiter	Maintenance Building
Grounds Supervisor	Brad Gosser	Maintenance Building

FOOD SERVICE

Director	Sami El-Maasarani	Thomas Dining Hall
Production Manager	Jerry Vinson	Thomas Dining Hall
Assistant Manager	Geraldine Branch	Thomas Dining Hall

BOOKSTORE

Manager	Barbara Lee	Located behind Columns
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HUMAN RESOURCES

Vice President	John Hinton	Service Enterprises
Human Resources Coordinator	Beth Webber	Service Enterprises

SERVICE ENTERPRISES

Staff	Betty Jean Rose	Mail Room
Staff	Deborah Parker	Mail Room

UNIVERSITY RELATIONS

Vice President	John Tayloe	3rd Floor Columns
Administrative Assistant	Anna Pierce	3rd Floor Columns
Secretary	Joyce Futrell	3rd Floor Columns
Director of Alumni Relations	Mike Temple	3rd Floor Columns
Director of Annual Fund	Sarah Wallace	3rd Floor Columns
Director of Marketing and University Relations	Sarah Ward	3rd Floor Columns
Assoc. Director of Marketing & University Relations	Josh Barker	1st Floor Columns
Church Relations	Ronald McSwain	3rd Floor Columns

FACULTY DIRECTORY

Danny Moore
Provost and Vice President for Academic Affairs

Kirk Peterson, Associate Provost

SCHOOL OF ARTS AND SCIENCES

LARRY FRAZIER, DEAN

DEPARTMENT OF BIOLOGY

Ron Stephens, Chair
John Dilustro
Heather McGuire
Amy Wethington

DEPARTMENT OF CRIMINAL JUSTICE

Bert Wyatt, Chair
Fred Mercillott

DEPARTMENT OF GRAPHIC COMMUNICATION

Mike Steczak, Chair
Eugene Van Roy
Tom Whiteman

DEPARTMENT OF HISTORY

David Ballew, Chair
Danny Moore
John Parnell
Gregory Taylor

DEPARTMENT OF INTERDISCIPLINARY STUDIES

Lary Frazier, Chair
David Ballew, Humanities Studies Coordinator
Gladys DeJesus, Social Sciences Coordinator
Steve Harders, Fine Arts Studies Coordinator
Ken Wolfskill, American Studies Coordinator

DEPARTMENT OF LANGUAGE AND LITERATURE

Ken Wolfskill, Chair

John Davis

Wendy Dower

Steven Harders

Cynthia Nicholson

DEPARTMENT OF MATHEMATICS AND PHYSICAL SCIENCES

Thomas Whitaker, Chair

Maxwell Drew

Garth Faile

George Hazelton

James Truesdell

DEPARTMENT OF MUSIC

Greg Parker, Chair

Michael Butrico

James Guthrie

Charles Hulin

Paula Pressnell

DEPARTMENT OF PSYCHOLOGY

Romey Peavler, Chair

Michael Wollan

DEPARTMENT OF RELIGION AND PHILOSOPHY

J Brabban, Chair

Jill Awuni

Larry Frazier

Christopher White

DEPARTMENT OF SPORT STUDIES AND PHYSICAL EDUCATION

Kirk Peterson, Chair

Missy Hernandez

Dan Surface

DEPARTMENT OF VISUAL ART

Chris Rupsch, Chair

Anne Beekman

Jeffrey Whelan

SCHOOL OF BUSINESS

ANDREA EASON, DEAN

Gladys DeJesus
Thomas Eisenmenger
Jane Knight
Aurora Riel
Patsy Taylor
Shannon Williams

SCHOOL OF EDUCATION

BRENDA TINKHAM, DEAN

DEPARTMENT OF TEACHER EDUCATION

Brenda Tinkham, Chair
David Ballew
Michael Butrico
Missy Hernandez
Carolyn Modlin
Cynthia Nicholson
Jayne Wolfskill

FRESHMAN SEMINAR

Patsy Taylor, Coordinator

HONORS COLLEGE

Thomas Whitaker, Director

HOURS OF OPERATION

(All administrative offices are open 8:30 AM - 5:00 PM unless otherwise noted.)

BOOKSTORE

Monday - Friday 9:00 AM - 4:00 PM

COMPUTER LABS

McSweeney Hall 5:00 PM - 12:00 MIDNIGHT (6 days/week)
311 Camp Hall Monday - Thursday until 10:00 PM

JENKINS CENTER

Monday - Friday 6:00 AM - 10:00 PM
Saturday 8:00 AM - 10:00 PM
Sunday 1:00 PM - 10:00 PM

HELMS CENTER

Main Gym
Tuesday, Thursday, Sunday 5:30 PM - 8:30 PM
• Weight Room • Sauna
• Steam Room • Racquetball Courts

WELLNESS CENTER

Monday-Friday As posted

DEPARTMENT OF PUBLIC SAFETY

Gazebo, Information Center - Ext. 1234
Cell Phone - 862-5676
Hawks Nest - 398.6369

THOMAS DINING HALL

Monday-Friday
Breakfast 7:30 AM - 8:45 AM (hot food)
8:45 AM - 9:15 AM (continental)
Lunch 11:15 AM - 1:15 PM
Dinner 5:15 PM - 7:00 PM
Saturday
Lunch 11:15 AM - 1:15 PM
Dinner 5:00 PM - 6:00 PM
Sunday
Lunch 11:15 AM - 1:15 PM
Dinner 5:00 PM - 6:00 PM

POST OFFICE

Monday-Saturday Mail posted by 12:30 PM

SNACK BAR

Monday-Friday	
Breakfast	9:00 AM - 11:00 AM
Lunch	11:00 AM - 3:00 PM
Dinner	6:00 PM - 11:00 PM

HAWKS NEST STUDENT CENTER

Monday-Friday	9:00 AM - 1:00 AM
Saturday-Sunday	12:00 PM - 1:00 AM

WHITAKER LIBRARY

Monday-Thursday	8:00 AM - 11:00 PM
Friday	8:00 AM - 5:00 PM
Saturday	1:00 PM - 5:00 PM
Sunday	2:00 PM - 11:00 PM



UNIVERSITY CALENDAR

August

Tuesday	14	New Faculty Orientation
Thursday-Friday	16-17	Faculty / Staff Workshop
Saturday	18	New Students Arrive
Saturday-Tuesday	18-21	New Students Follow Student Life Schedule
Monday	20	Returning Students Check In
Monday-Tuesday	20-21	Students Meet with Advisors
Wednesday	22	Classes Begin, 8:00 AM
Wednesday	29	Last Day to Add Classes

September

Wednesday	5	University Convocation, 11:00 AM
Wednesday	12	Last Day to Drop Classes without a Record
Saturday	29	Homecoming

October

Friday	12	Fall Break Begins at Conclusion of Classes Mid-term Grades Due, 12 NOON
Wednesday	17	Classes Resume, 8:00 AM
Monday	22	Religious Heritage Lecture
Monday	22	Advisement Period for Spring Pre-Registration Begins
Wednesday	24	Religious Heritage Lecture
Wednesday	24	Last Day to Drop Classes with WP or WF
Monday	29	Pre-Registration for Spring Semester Begins

November

Tuesday	20	Thanksgiving Holiday Begins for Students and Faculty at 5:00 PM
Monday	26	Classes Resume

December

Thursday	6	Reading Day
Friday	7	Final Exams Begin
Tuesday	11	Final Exams End
Thursday	13	Final Grades Due, 12:00 PM

January

Friday	4	Faculty / Staff Workshop
Sunday	6	New Students Arrive
Sunday-Tuesday	6-8	New Students Follow Student Life Schedule
Monday	7	Returning Students Check In
Monday-Tuesday	7-8	Students Meet with Advisors
Wednesday	9	Classes Begin, 8:00 AM
Wednesday	16	Last Day to Add Classes
Monday	21	Martin Luther King Day (No Classes)
Wednesday	30	Last Day to Drop Classes without Record

February

Friday 29 Mid-Term Grades Due, 12 PM

March

Friday 7 Spring Break Begins at Conclusion of Classes
Monday 17 Classes Resume, 8:00 AM
Monday 17 Advisement Period for Fall Pre-Registration Begins
Wednesday 19 Last Day to Drop Classes with WP or WF
Friday 21 Good Friday (No Classes)
Monday 24 Easter Monday (No Classes)
Monday 31 Pre-Registration for Fall Semester Begins

April

Monday 14 14th Annual Mary Frances Hobson Lecture & Prize
Monday 14 Pre-Registration for Summer Session Begins
Friday-Wednesday 18-23 Celebration of the Intellectual & Artistic Life of the University
Wednesday 23 Awards Day Convocation, 11:00 AM

May

Thursday 1 Reading Day
Friday 2 Final Exams Begin
Tuesday 6 Final Exams End
Wednesday 7 Final Grades for Graduating Seniors Due, 12:00 PM
Thursday 8 Final Grades for All Other Students Due, 12:00 PM
Saturday 10 Commencement, 10:00 AM
Monday 19 Registration and Class Changes
Tuesday 20 Classes Begin, 8:00 AM
Wednesday 21 Last Day to Add Classes
Monday 26 Memorial Day (No Classes)
Wednesday 28 Last Day to Drop Classes without a Record

June

Friday 13 Last Day to Drop Classes with WP or WF
Friday 20 No Classes
Friday 20 SOAR
Saturday 21 SOAR

July

Thursday 3 Final Exams
Friday 4 Independence Day (No Classes)
Monday 7 Final Grades Due, 12:00 PM
Friday 18 SOAR
Saturday 19 SOAR

LOCAL RESOURCES

BANKING

Students are encouraged to open checking accounts at the Murfreesboro branch of RBC Centura Bank, 398.4117; or Southern Bank & Trust Company, 398.4174. This provides a convenient method for routine banking, including cashing checks locally.

CHURCHES

Students are encouraged to participate in the life and worship of local churches in Murfreesboro and the neighboring vicinity. A few Murfreesboro churches in the area are: First Baptist Church, Highway 158 East; Meherrin Baptist Church; Meherrin Lane; Murfreesboro Baptist Church, 200 West Main Street; Murfreesboro United Methodist Church, Union and High Streets; and Union Baptist Church, Rt. 2, Ahoskie. Churches of other Christian denominations, including St. Charles Catholic Church on Highway 561 West, are found in nearby Ahoskie (12 miles south of Murfreesboro). A partial listing of churches can be found in the Yellow Pages of the local telephone directory. The closest Jewish synagogue is located in Weldon, North Carolina. Students desiring transportation to and from these churches should contact the Campus Minister at 398.6268.

HEALTH FACILITIES/SERVICES - OFF CAMPUS

Northampton Family Practice
585.1134

Dr. Frank Taylor
Tonya Brown, FNP
111 E. Main Street
Conway, NC

Murfreesboro Primary Practice
398.3638

Dr. Michael Alston
Dr. Hillary Canipe
Judy Perry, FNP
200 Wynn Street

Roanoke-Chowan Medical Center
398.4885

Dr. Sherry Brown
Dr. Hillary Canipe
Beechwood Blvd.

Dr. Thomas Vinson, Jr., Dentist
398.4885

106 W. Main Street
Murfreesboro, NC

Dr. Thomas W. Vinson, Dentist
398.5143

112 E. Broad Street
Murfreesboro, NC

Dr. Scott Edwards & Associates,
Optometrists
398.3534

201 N. Wynn Street
Murfreesboro, NC

Hertford County Health Department
398.7833

Winton, NC

Clinics (Physician's referral is not required. However, **PLEASE CALL TO MAKE AN APPOINTMENT!**) Clinics held at Roanoke-Chowan Hospital are located in Ahoskie, NC.

Orthopedic - 209.3600

Allergy - 209.3260

Dermatology - 209.3260

Neurology - 332.1260

CRISIS CARE CENTERS

Psychiatric Associates of Eastern Carolina Ahoskie, NC
209.8161

Northside Ahoskie, NC
209.3100

HOSPITALS

Louise Obici Hospital Suffolk, Virginia
757.934.4000 or 800.237.5788

Southampton Memorial Hospital Franklin, Virginia
757.569.6100

Norfolk Sentara Hospital Norfolk, Virginia
800.SENTARA

Roanoke-Chowan Hospital Ahoskie, North Carolina
252.209.3000

THE ALMA MATER

*On the plains of Carolina
Neath her skies so blue,
Stands our noble Alma Mater,
Glorious to view.*

*With her classic walls and columns
Looks she proudly down,
Reared against the arch of heaven,
With the stars for crown.*

*By Meherrin's rippling waters
Where the sunbeams play,
We, her loyal sons and daughters,
Pledge our love for aye.*

*Praise to her! God grant His blessings,
May He give rich store.
Chowan we will ever cherish,
Love her ever more.*

ORIGIN

Alma Mater is an expression used by a student or graduate to refer to his/her college or university. The Latin words mean “fostering mother.” The Romans often used the words in speaking of some of their goddess, such as Ceres and Cybele. The expression came to be applied to universities during the Middle Ages. Students probably first used it in this way at the University of Bonn in Germany. A statue of the Virgin Mary at Bonn was called Alma Mater, or Beloved Mother.

MELODY

The source of Chowan’s Alma Mater melody is unknown. One of its first uses was as a fraternity song, associated with the Fraternity, Theta Psi. Its first application as a school song was probably at Cornell University in Ithaca, New York. Cornell is on the banks of Lake Cayuga, and appropriately enough, the song began “Far above Cayuga’s waters. . .” Since its adoption by Cornell, it has been used by countless other schools, the most familiar in North Carolina being the University of North Carolina at Chapel Hill.

LYRICS

Chowan University has always been a school with music. In 1890, Anne Abernathy, one of the students, wrote the lyrics to Chowan’s Alma Mater, which has continued to be “Alma Mater” through the succeeding years.

CHOWAN UNIVERSITY

CHOWAN UNIVERSITY is the second oldest of North Carolina's seven Baptist universities. It opened in 1848 as Chowan Baptist Female Institute, a four-year college for women. It was renamed Chowan College in 1910, admitted male students in 1931, and became a two-year institution in 1937. In 1992, the college returned to four-year status when it admitted a junior class. In 2005, the Board of Trustees voted unanimously to move Chowan to university status.

The university continues to expand its academic program and to recruit well qualified faculty. At the same time, it continues to appreciate its identity as a small, church-related institution whose people know each other. The university attempts to provide an environment that is comfortable and conducive to intellectual, social, and spiritual growth. The administration and faculty believe in and insist upon intellectual freedom, while continuing the commitment to Christian principles. Chowan University does not discriminate on the basis of gender, race, color, age, creed, national origin, or handicap in its policies concerning employment, admission, housing, scholarships, and grants-in aid, and public functions.

MISSION STATEMENT

CHOWAN UNIVERSITY is a four-year coeducational institution committed to excellence in teaching, learning, and service. The university provides the environment for students to become learners who possess the skills, knowledge, creativity, and ethical values necessary to survive and flourish in a rapidly changing, culturally diverse, global society. Chowan University, as a church-related institution, was founded upon and is dedicated to Judeo-Christian values. Consistent with this heritage, the university is guided by the historic principles of religious and intellectual freedom, academic excellence, the dignity and worth of each individual, an atmosphere of open dialogue, freedom of inquiry and expression, and a moral commitment to the pursuit of truth.

The university fulfills its mission with a careful blend of both liberal arts courses and professional courses. Recognizing that a blend of knowledge and experience is particularly suited to the needs of contemporary society, Chowan takes as a priority the need to connect general education with specialized education, theoretical learning with practical learning, and intellectual skills with vocational skills. These connections are emphasized throughout the four years normally required to satisfy graduation requirements.

The university meets the academic, social, and spiritual needs of its students by affording personal attention in a caring context, providing extracurricular opportunities which facilitate positive life experiences, furnishing diverse programs maintained in appropriately appointed physical facilities, promoting and supporting the ideal of responsibility to self and others, and employing a qualified and diverse faculty and staff who are committed to the mission of the institution.

THE BOARD OF TRUSTEES

The Board of Trustees is the governing body of Chowan University. The Board operates the University as an agency of the Baptist State Convention of North Carolina and in accordance with policies adopted by the Convention. Further, the Board shall report to the Convention as often as may be required.

THE BOARD OF VISITORS

The Board of Visitors of Chowan University is a group of outstanding men and women who enjoy positions of leadership and influence in their respective communities as well as on a regional or national level. Members show an interest in the program of the university and are informed about its accomplishments and objectives.

OFFICE OF THE PRESIDENT AND ADMINISTRATIVE COUNCIL

The President is Chowan's chief executive officer. This position is responsible to the Board of Trustees for the overall administration and leadership of the University. Working in close relationship is the Administrative Council, which includes:

- **VICE PRESIDENT FOR ACADEMIC AFFAIRS** - Dr. Danny Moore, x6211
Responsible for the overall administration of the instructional program of the University
- **VICE PRESIDENT FOR BUSINESS AFFAIRS** - Mr. Donnie Clary, x6250
Responsible for all business and financial affairs of the University
- **VICE PRESIDENT FOR STUDENT AFFAIRS** - Mr. Randy Harrell, x1227
Responsible for the following areas; Campus Ministries, Food Services, Housing and Residence Life, Public Safety, Special Programs and the Campus Programming Board, the Student Government Association, Student Life, Intramurals and the Jenkins Center, Wellness and Health Services and the Hawks Nest Student Center
- **VICE PRESIDENT FOR ENROLLMENT** - Mr. Jonathan Wirt, x1236
Responsible for the coordination of all programs administered by the Office of Student Enrollment, including admissions, retention, and financial aid.
- **VICE PRESIDENT FOR HUMAN RESOURCES** - Mr. John Hinton, x6376
Responsible for all functions relating to the fulfillment of human resource commitments and ensures conformity with state and federal regulations.
- **VICE PRESIDENT FOR DEVELOPMENT** - Mr. John Tayloe, x1233
Responsible for the coordination of all programs within the Development Office including fund raising, public relations, alumni and parent activities, and the various university foundations.

THE FACULTY

The faculty concentrates on teaching and advising students. This group organizes the overall curriculum and recommends improvements in the academic program to the Administration and Trustees. The faculty also officially recommends qualified students for degrees to be granted by the Faculty.

IT'S ACADEMIC

The most revered tradition at Chowan is a commitment to academic excellence. When you entered Chowan, you entered a community of teaching and learning – education for its own sake. A true, complete education is a cooperative effort between you and your professors. Because of Chowan's size and its concentration on undergraduate education, you will find most professors accessible and willing to help you. The rest is up to you. Your commitment, openness, and desire to learn will go a long way in helping you take advantage of the remarkable educational opportunities Chowan has to offer.

CLASS ATTENDANCE POLICY

The faculty and administration at Chowan University believe that class attendance is an important part of each student's educational experience. It is expected that every student will attend every class session unless there is a sound reason to be absent.

Attendance policies will be established by each academic department of the University. The departmental attendance policy will be included in the syllabus of each course taught in the department and will be distributed to students in the first class meeting. It is the student's responsibility to be aware of the attendance policy for each course. As a minimum, a student will be allowed to make up any work missed that was due to participation in a university-sponsored activity, illness, or emergency, when such absences are verified by the Office of the Registrar. It is the student's responsibility to make up work missed.

If the number of absences exceeds twenty-five percent of the scheduled class meetings, the student will not normally receive credit for the course. A student who wishes to appeal an absence decisions should initiate such an appeal through the appropriate departmental chairperson. The chairperson will normally render a decision on the appeal. A student may appeal the decision of the departmental chairperson to the Dean of the school and the decision of the Dean to the Vice President for Academic Affairs. Excessive class absences may result in a student's dismissal from the university.

Before attending any class, a student must officially register and satisfy all financial obligations to the university. The university reserves the right to deny admission to class to any student who has not registered or remitted full payment of tuition and fees.

CLASSROOM CONDUCT POLICY

All students are expected to behave in a mature and orderly manner. Disruptive and/or disorderly conduct will not be tolerated in the classrooms or laboratories of Chowan University. After appropriate warning, an instructor may dismiss from class or laboratory a student whose conduct is, in his or her opinion, disruptive. In the case of a grievous offense, a student may be dismissed without prior warning. Such students will not be permitted re-entry into the class until clearance is obtained from the faculty member, the appropriate departmental chairperson, school dean and/or the Vice President for Academic Affairs. Absences incurred during a dismissal from class will be recorded as unexcused.

In a case involving serious disruptive behavior, the instructor and departmental chairperson may request a disciplinary hearing with the Dean of the School. If a student is found guilty of such an offense, the minimum penalty will be dismissal from the class in question with a grade of F, while the maximum penalty will be suspension from the University, depending on the gravity of the offense. A student may appeal the decision of the Dean to the Vice President for Academic Affairs. If an appeal is filed, the Vice President will appoint a committee of three faculty members, one of who must be from the department in which the alleged disruption occurred, to hear the case. The committee will render a decision of guilty or not guilty, and will forward to the Vice President a recommended penalty in the event that the student should be found guilty.

ACADEMIC INTEGRITY POLICY

Chowan University is committed to the principles of academic integrity. Every member of the Chowan community is expected to uphold the highest standards of honesty at all times.

The faculty and administration of Chowan University view academic cheating as a serious matter that cannot be tolerated. Cheating refers to using or attempting to use unauthorized information during any academic pursuit. Fabrication, collusion, and plagiarism are regarded as forms of cheating. Fabrication is regarded as the falsifying of information or citations. Collusion is interpreted as two or more students working together in order to practice dishonesty or deception. Plagiarism is the presentation of work (for example, words, concepts, ideas, or graphics) or another as his or her own work without properly citing the source. Assisting or attempting to assist another to cheat is considered academic cheating as well.

In the event a faculty member believes that a student has engaged in cheating, the teacher will submit evidence to his/her chairperson. If the faculty member and the Chairperson agree that there is substantive evidence that cheating has occurred, they will submit the evidence to the Dean of the School. If the Dean finds that the evidence supports a charge of cheating and/or plagiarism, he or she may offer the student a penalty. The penalty for academic cheating may range from an F in the course to suspension from the university, depending on the magnitude of the offense. A student may appeal the decision of the Dean to the Vice President for Academic Affairs. If an appeal is filed, the Vice President will appoint a committee of three faculty members, one of whom must be from the department in which the alleged infraction occurred, to hear the case. The committee will render a decision of guilty or not guilty, and will forward to the Vice President a recommended penalty in the event that the student is found guilty.

On a second offense of academic dishonesty at any time during a student's enrollment at Chowan University, the penalty may be no less than suspension from the university. In the event that this penalty is imposed, the student has the right to appeal the penalty to the President of the University.

It is expected that foregoing policy and procedure will be followed in all cases involving academic cheating.

FERPA

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. FERPA gives parents certain rights with respect to their children's education records at Chowan University. These rights transfer to the student, or former student, once he or she becomes an "eligible student" by beginning to attend Chowan University.

- Eligible Students have the right to inspect and review all of their educational records maintained by the University. This right may be exercised by making a written or verbal request to the Registrar. The University generally is not required to provide copies of materials in the education record; it may charge a fee for copies.
- Eligible Students have the right to request that the University correct records believed to be inaccurate or misleading. This right may be exercised by making a written request to the Registrar. If the University decides not to amend the record, the Eligible Student then has the right to a formal hearing. After the hearing, if the University still decides not to amend the record, the Eligible Student has the right to place a statement with the record commenting on the contested information.
- Generally, the University must have written permission from the Eligible Student before releasing any information from the student's record. However, the law allows the University to disclose records, without consent, to the following parties:
 - Either or both parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986. (Payment of tuition is not sufficient proof that a student is a dependent.)
 - University officials who have a legitimate educational interest as determined by University policy and administered by the Registrar (see Definitions below).
 - Other schools or universities to which a student is transferring.
 - Certain government officials in order to carry out lawful functions.
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting certain studies for the University.
 - Accrediting organizations.
 - Individuals who have obtained court orders or subpoenas.
 - Persons who need to know in cases of health and safety emergencies.
 - State and local authorities within a juvenile justice system.
- The University may also disclose, without consent, "directory information." The University considers the following items to be directory information: name, class, photograph(s), full-time or half-time status, home town and state, University email address, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees honors and awards, and dates of attendance.

- An Eligible Student may notify the University in writing that the University may not release any or all of the information categorized as directory information without prior consent. This notice must be given annually, and must be received by the Registrar's office before the end of the first week of the academic year.
- An Eligible Student may notify the University in writing at any time during a given academic year that his/her email address should not be listed in the University's public access email directory. Such notification shall remain in effect until the beginning of the next academic year.
- Eligible Students may file a complaint with the Department of Education concerning alleged failures of the University to comply with the requirements of FERPA.

University Official: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a company with whom the University has contracted, e.g., attorney, auditor, collection agent; a member of the Board of Trustees or Board of Visitors; a student employee; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Legitimate Educational Interest: A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.



ANNUAL AWARDS

At the end of the academic year, Chowan University and different departments within the University present awards to those who have excelled during the academic year. These awards are:

MOST OUTSTANDING FEMALE ATHLETE is that female adjudged to have been the most outstanding female athlete throughout the academic year. The recipient is given an engraved plaque. In addition, the recipient's name is engraved upon a permanent plaque kept on display in the trophy case.

MOST OUTSTANDING MALE ATHLETE is that male adjudged to have been the most outstanding male athlete throughout the academic year. The recipient is given an engraved plaque. Additionally, the recipient's name is engraved upon a permanent plaque, which is kept on display in the trophy case.

The **SENIOR SCHOLASTIC AWARD**, which is announced at Commencement, is the most prestigious award the Chowan academic community bestows. This award is presented to the senior who has the highest academic average in the graduating class.

The **BEST ALL AROUND STUDENT** must be a graduating senior who has achieved academically, excelled in extra-curricular activities, exhibited leadership ability among his or her fellow students, and sought to attain the ideals - academic and otherwise - for which the university stands. A cash award is provided along with a certificate.

The **ESTELLE THIGPEN SUPERIOR CITIZENSHIP AWARD** is provided to honor that student who has been an outstanding citizen within the college community throughout the year. This award is given for the contribution of time, effort and energy for the benefit of the student body. The recipient will receive a cash award and a certificate.

The **MERIT AWARD** is presented to a graduating senior judged to have achieved at a high academic level in spite of obstacles that would have deterred or defeated a less determined or devoted individual. The recipient will receive a cash award and a certificate.

The **ORDER OF THE SILVER FEATHER** is an honorary service fraternity, the purpose of which is to honor those students who have been especially outstanding in their service to the campus community and who loyalty to Chowan University has been extremely noteworthy. Not more than six students are selected each year, these having been nominated by members of the faculty and staff. A key signifying membership and certificate are awarded to each new member of the Order.

COMMENCEMENT MARSHALS are selected from those members of the junior class with the highest grade point average.

Each year a select group of Chowan Students is called forward to accept one of the most prestigious awards the academic community can bestow — selection to **WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES**. Selection is based on the student's scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to the college, and potential for future achievement.

SUMMA CUM LAUDE, MAGNA CUM LAUDE, and CUM LAUDE are awarded for superior scholarship in work leading to the bachelor's degree. These honors, based upon graduation grade point average, become part of the official record and are awarded upon graduation.

Chowan University awards an **HONORS SCHOLARSHIP** to each freshman, sophomore, and junior student who has attained the highest grade point average.

The **PRESIDENT'S LIST** and **DEAN'S LIST** are awarded every semester based upon the semester grade point average. This recognition becomes part of the official record.

The **CHOWAN UNIVERSITY ACADEMIC FORUM AWARD OF EXCELLENCE** honors one male and one female participant in the events of the Chowan Academic Forum. By the quality and extent of their participation, these students exemplify what is best in the intellectual and artistic life of Chowan University. The award is chosen by the organizers of the Academic Forum, along with input from faculty and community members. Each recipient is awarded with a check.

Chowan University's **MORRIS K. UDALL FOUNDATION NOMINEE** is a student who demonstrates potential for significant future contributions to improving or preserving the environment.

The **JOSEPH LEE PARKER SCHOLARSHIP**, an endowed scholarship given by Mr. and Mrs. Lee Parker, Raleigh, North Carolina, is awarded to a rising junior or senior physical education major. The recipient must be nominated by the faculty/staff of the department. He or she must be a good role model, demonstrate scholarly pursuits, and show evidence of leadership. The recipient will be given a monetary award that will be applicable to the next year of studies at Chowan University.

The **MARYLOU JONES ARMSTRONG BUSINESS AWARD** is an annual award given to that graduating senior in business who has achieved academically, been active in extracurricular activities, and is approved by the faculty in the Department

of Business as a worthy recipient of this recognition. The award is given in honor of MaryLou Jones Armstrong, an alumna of the college who, during her student days at Chowan, assumed numerous leadership roles on campus and organized and taught business classes on a volunteer basis — an effort that later led to the establishment of a Department of Business at Chowan University. The award consists of a cash award and an inscribed plaque.

The **OUTSTANDING STUDENT IN ECONOMICS AWARD** is presented annually to a student who has completed a minimum of two economics courses at Chowan with the highest average and has interest in the field of economics. The award—a framed certificate—is sponsored by the Department of Business faculty.

An engraved plaque is presented by the Eastern North Carolina Press Association to the **OUTSTANDING GRADUATE IN GRAPHIC COMMUNICATION**. Selection is made on the basis of academic achievement, motivation, interest and potential for further growth in the profession.

The **MARY E. WOOD SCIENCE AWARD** is given by the faculty of the Science Department in memory of Professor Emeritus Mary E. Wood. The recipient will receive a cash award and a plaque. In addition, the recipient's name is engraved on a plaque hanging in Camp Hall. This award is presented to an outstanding graduate whose major course of study has been Science.

The **RAYMOND MEMORIAL SCIENCE SCHOLARSHIP**, an endowed scholarship, is awarded to returning students enrolled in one of the science curricula who are selected by the faculty of the Department of Science as deserving. The recipients' names will be engraved on a plaque that hangs in Camp Hall. This scholarship is provided in memory of Mr. John W. Raymond, Sr., and his son, Major John W. Raymond, Jr., who was an Army dentist and graduate of Chowan.

The **ALPHA GAMMA MU FOREIGN LANGUAGE AWARD** is presented to honor high achievement in the field of foreign languages and to stimulate a desire for linguistic attainment.

The award for the **OUTSTANDING FRESHMAN IN ENGLISH** is presented by the English faculty of the Department of Language and Literature. The award is a certificate and a copy of *A Handbook of Literature*.

The award for **OUTSTANDING ENGLISH MAJOR** is given by the English faculty of the Department of Language and Literature to an outstanding English major who is judged by the English faculty to be the very best. This award is a copy of *The Riverside Shakespeare* and a framed certificate.

The **OUTSTANDING GRADUATE IN VISUAL ART** is selected by faculty of the Department of Visual Art. A cash award and certificate are given by the faculty of the Department of Visual Art.

The **OUTSTANDING GRADUATE IN GRAPHIC DESIGN** is selected by the faculty of the Department of Visual Art. A cash award and certificate are given by the faculty of the Department of Visual Art.

The **ACHESON HARDEN MATHEMATICS AWARD** is made possible through the generosity of Mr. Acheson Harden, a former member of the Mathematics faculty. The award, consisting of cash and an engraved plaque, is presented to a currently enrolled freshman or sophomore with the highest overall GPA who has completed at least six semester hours of mathematics at the 200 level including at least one calculus course. The recipient's name will also be engraved on a permanent plaque that will be displayed in Camp Hall.

The **SENIOR MATHEMATICS AWARD** is made possible through the generosity of Mr. Acheson Harden. The award, consisting of cash and an engraved plaque, is presented to the graduating senior with a major in mathematics who has the highest overall GPA. Also, the recipient's name will be engraved on a permanent plaque that will be displayed in Camp Hall.

The **MARY C. PEARCE MUSIC SCHOLARSHIP** is an endowed scholarship awarded to an outstanding returning freshman music major. The scholarship was established by the late Mr. W. S. Penny, an alumnus, former trustee, and long time friend of the University.

The **CHARLES L. PAUL HISTORY AWARD** is a cash award and certificate and is funded by the History faculty and Syble Shellito. It is presented annually to a candidate for graduation who is majoring in history and is adjudged by the History faculty to have demonstrated outstanding qualities of scholarship and leadership and an exceptional record of service to the university community and history program.

The **PSYCHOLOGY AWARD** is presented to an outstanding psychology major based upon academic promise and interest in the discipline. The award—a framed certificate—is given by the psychology faculty.

To be eligible for the **OUTSTANDING CRIMINAL JUSTICE STUDENT AWARD**, a student must be a full time Junior and Senior Criminal Justice major, a member of the Alpha Phi Sigma Honor Society, and have performed service to the program and University.

The **DEPARTMENT OF RELIGION AND PHILOSOPHY HONOR AWARD** is presented to a Junior and Senior major who has performed academically, possesses good character, and participates in religious activities. The award consists of a Greek New Testament made possible by department alumni. The recipient is selected by faculty of the department.

The Department of Teacher Education provides the **DR. CHARLES BENTLEY OUTSTANDING TEACHER EDUCATION STUDENT AWARD**. The criteria for selection include scholarship as evidenced by GPA, personal attributes, interest in students, and professionalism. The award consists of a cash award and a certificate.

The **BENJAMIN CONRAD SUTTON, SR. AWARD FOR BUSINESS LEADERSHIP** is awarded annually to a senior majoring in business administration who exemplifies qualities of leadership in the Department of Business as well as leadership in service to Chowan University and the local community from 1961 to 1991 with tireless energy, wisdom, and distinction. During his years at Chowan, he served on the Murfreesboro Town Council for ten years, was an active member of the Murfreesboro Baptist Church, and participated in numerous civic organizations and activities.

The purpose of the **SENIOR AMBASSADOR AWARD** is to acknowledge student ambassadors for their outstanding service to the University.

The **CHOWAN UNIVERSITY UNDERGRADUATE RESEARCH CONFERENCE AWARDS OF EXCELLENCE** honor students for outstanding presentations in each of one of the conference's four divisions. By the quality of their participation, these students exemplify what is best in the intellectual and artistic life of Chowan University. The award is chosen by the organizers of the Chowan Academic Forum, along with input from faculty and community members.

The **JACK KENT COOKE FOUNDATION** awards 65 scholarships nationwide to students of exceptional promise. Students must be nominated by their undergraduate institution.

OTHER PEOPLE & PLACES

WHITAKER LIBRARY SERVICES

Whitaker Library offers a comfortable environment for research and study. The Information Commons on the mail floor is open all hours that the Library is open to meet your computing needs. In addition, you will find group study areas on the upper level and quiet individual study areas on the lower level. The library also hosts the Campus Tutoring Program in the evenings.

Our reference staff is available to assist or instruct both groups and individuals in the use of our numerous resources including: over 100,000 printed books, over 36,000 e-books and audiobooks and access to over 21,000 periodicals in various formats. In addition, the library houses collections of Chowan history, Baptist history, music and instructional resource materials.

Materials may be checked-out using your University ID for a period of 4-weeks with the option for renewal. Fines for most items are \$0.10 per day overdue and bills for replacement will be issued for items not returned in a timely manner.

WHITAKER LIBRARY HOURS

FALL & SPRING SEMESTERS

Monday—Thursday	• 8:00 AM—11:00 PM
Friday	• 8:00 AM—5:00 PM
Saturday	• 1:00 PM—5:00 PM
Sunday	• 2:00 PM—11:00 PM

SUMMER SEMESTER

Monday—Thursday	• 8:00 AM—8:00 PM
Friday	• 8:00 AM—5:00 PM
Saturday	• Closed
Sunday	• Closed

BETWEEN SESSIONS

Monday—Friday	• 8:30 AM—5:00 PM
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Exceptions will be posted on the library door. You may also call the front desk of the library to check hours, 252-398-6212.

WHITAKER LIBRARY CONDUCT POLICY

Adopted June 7, 2006

Institutional Goals (From the Chowan University Catalog)

#15. To promote throughout the campus an environment that is conducive to study and learning.

The library is an extension of the classroom and thus appropriate behavior is expected here as well. Consider the following:

- Use appropriate behavior at all times
- Use proper conduct at all times
- Use appropriate language at all times
- Avoid undue noise
- Avoid bringing undue notice to oneself
- Present ID if requested
- Be respectful of library staff members
- Use library computers as outlined in the university computer use policy

Upon violation of the Library Conduct Policy:

1. Students will be written up and given a copy of the report.
2. A second or continued violation will result in a write up and dismissal from the library for a period of one week, during which time the student must meet with the Director of Library Services and the library staff member to establish terms for re-entry into the Library.
3. A third or grievous violation will result in suspension from the library and will be referred to the Office of Student Life to be treated as misconduct. Such violations will follow the judicial procedures and appeals set forth in the student handbook under Student Guidelines and Expectations.

After referral to the appropriate office, violations, depending on their gravity, will result in sanctions ranging from the following:

- Suspension of campus network privileges
- Suspension of library privileges for a period of one week
- Suspension of library privileges for a period of one month
- Suspension of library privileges for the remainder of the semester
- Preliminary suspension
- Suspension from the university
- Expulsion from the university

TUTORING SERVICES

Peer tutoring is available in most subjects. For additional information, please contact the Office of Academic Affairs.

COMPUTER LAB HOURS

The Texie Camp Marks Computer Center located in McSweeney Hall will be the primary student open access lab. Hours are 5:00 PM to 12:00 midnight six days a week. McSweeney Room 106 is open to all students during the day (unless reserved for a special class). Camp 311 is also open in the evenings Monday - Thursday until 10:00 PM McSweeney will always open on the evening before classes resume following a holiday. Access to Departmental Labs located in various buildings may be limited to classes in some cases and open for use by students in other cases. Students must check-in or consult with designate personnel at each computer classroom or lab listed below:

Marks Hall 313	(English majors)
Green Hall	(Art majors)
Horner Hall	(Graphics majors)
Camp Hall 121C	(Writing lab)
Daniel Hall	(Music majors)

FINANCIAL AID

Under guidance from the Director of Financial Aid, the University operates a comprehensive student financial aid program. Those who need financial aid to meet university expenses should contact a member of the financial aid staff to obtain the necessary forms to apply for aid.

The purpose of the financial aid program at Chowan University is to help students who cannot afford to go to college finance their education through a variety of scholarships, grants, loans, and/or part-time employment. Applications for financial aid are evaluated without regard to race, creed, color, national origin, or sex. To receive financial aid, a student must be making satisfactory academic progress as stated in the Chowan University Handbook. Financial aid is not automatically renewed from one year to the next.

STUDENTS MUST APPLY EACH YEAR!

Some restrictions apply: Recipients of University funded scholarships and/or grants are not allowed to receive total scholarships and grants from all sources in excess of their university charges plus an allowance for books and supplies. University funded scholarships and grants are not available for summer school.

HOW TO APPLY FOR FINANCIAL AID

Complete and file a Free Application for Federal Student Aid (FAFSA). The FAFSA is available in any high school counselor's office, in the Chowan University Financial Aid Office, and at www.fafsa.ed.gov. This information is used to determine how much the student and parent(s) can afford for educational expenses. Applications filed before May 1 have priority.

APPEALS

Financial aid is awarded based on the student's financial need and funds available. If a student feels that the amount awarded is not enough for him/her to attend Chowan University, he/she may appeal for additional assistance. The appeal must be in writing and must explain **why** more assistance is needed, **specifying the amount needed**.

FINANCIAL OBLIGATION

Each student is responsible for taking care of his financial obligations to the University and the community. Failure to do so can lead to suspension from University.

REFUND POLICY

Students who withdraw from Chowan University will have tuition, fees, room and board refunded at these rates: Registration week: 100% less advance deposit; Week 2: 85%; Week 3: 70%, Week 4: 50%, Week 5: 25%; after week 5: 0%.

Exceptions to the above:

1. Students receiving federal student financial aid will be refunded according to the "Return of Title IV Funds" policy as state below if that results in a larger refund.
2. Students suspended or expelled receive no refund regardless of the date of separation unless they are receiving federal funds.
3. Students called into active military duty will receive a full refund of tuition and a pro-rated refund of room and board. A copy of the orders will be required.
4. Students withdrawing due to medical reasons will have their charges pro-rated. A detailed statement of need for withdrawal from a physician will be required.

All refunds are made to financial aid programs prior to refunds to students and/or parents.

RETURN OF TITLE IV FUNDS

Federal law requires a return of Title IV funds if a student withdraws or suspended from college before the 60% point of the enrollment period has passed. The regulation for this is 668.22. The percentage of the return of funds is based on the percentage of the funds the student has earned. The percentage of funds earned is determined by dividing the number of days the student was enrolled by the number of days in the payment period. This calculation excludes any scheduled breaks of at least 5 days (including weekends). The percentage of unearned funds is then figured by subtracting the percentage of earned funds from 100%. After the amount of unearned funds has been determined, the university computes how much the University is responsible for returning and how much the student is responsible for returning. The University computes their portion by multiplying the institutional charges (tuition, fees, room, and board) by the percentage of unearned funds. Funds not returned by the university are

the student's responsibility with one exception. The student is responsible for returning only 50% of the grant amount while the return of loan proceeds must meet the conditions of the promissory note.

If the last day the student attended an academic event cannot be determined; the "return of Title IV funds" shall equal 50%.

POST OFFICE/CAMPUS MAIL SERVICE

Student and Club/Organization mailboxes are located in the Hawks Nest Student Center. Chowan University requires all students to have a campus mailbox. At the beginning a student's first semester, Service Enterprises assigns a mailbox to all students, including commuters. Students will retain this mailbox for the duration of their time at Chowan. If the student is unable to attend check-in, he/she should stop by Service Enterprises at his/her earliest convenience to be assigned one. The operating hours are 8:30 AM - 5:00 PM. Address all student mail and packages in the following manner to ensure timely and proper delivery:

(Student's Name)
Chowan University
One University Place
Box#: _____
Murfreesboro, NC 27855-1848

The Service Enterprises staff delivers mail to student mailboxes by 2:00 p.m. each day except Sunday and during student holidays. Students receiving parcel post packages by either of the following delivery firms (U.S. Mail, UPS, FedEx, or Airborne Express) will have a notice slip placed in their mailbox instructing them to pick up their package(s) at Service Enterprises, located in the annex below Thomas Dining Hall. Students must present their ID to claim their packages. Stamps are available for purchase at the Equipment Room, located at the entrance of the student center.

NOTE: Please DO NOT SEND CASH through the mail!!!

In order to receive mail during the summer months or after withdrawal during an academic year, students should supply a forwarding address to the Student Enterprises staff.

Faculty/Staff members frequently communicate with students through CALL-IN SLIPS, placed in the student mailboxes. STUDENTS WHO RECEIVE CALL-IN SLIPS SHOULD REPORT IMMEDIATELY TO THE OFFICE OF THE FACULTY OR STAFF MEMBER.

INTERCOLLEGIATE ATHLETIC PROGRAM

The University offers eleven (11) NCAA Division II athletic programs. The University is also a member of the National Christian College Athletic Association (NCCAA). Students should contact the respective Head Coach for more information about participation opportunities. Students receive free admission to all regular season athletic events and are encouraged to attend!

GO HAWKS!

Nickname: Hawks

School Colors: Blue & White

STAFF

ADMINISTRATION

Dennis Helsel	Athletic Director	398-1239
Meredith Long	Assistant Athletic Director Sports Information Director	398-6468
CJ Donnelly	Assistant Athletic Director	398-6286
Felicia Hollingsworth	Administrative Assistant	398-1239

ATHLETIC TRAINING

Sallie Wallace	Head Athletic Trainer	398-6291
Lisa Bland	Assistant Athletic Trainer	398-6458

BASEBALL

Aaron Carroll	Head Coach	398-6287
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MEN'S BASKETBALL

Jim Tribbett	Head Coach	398-6284
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WOMEN'S BASKETBALL

Patrick Mashuda	Head Coach	398-6433
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FOOTBALL

Lorick Atkinson	Head Coach	398-6288
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GOLF

Ellen Ordnung	Head Coach	398-6435
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MEN'S SOCCER

Ken Miller	Head Coach	398-6432
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WOMEN'S SOCCER

Georgina Donnelly	Head Coach	398-6324
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SOFTBALL

TBA	Head Coach	398-6323
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VOLLEYBALL

Marci Jenkins	Head Coach	398-6434
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MEN & WOMEN'S TENNIS

William Corbett Head Coach

CHEERLEADING

Tasha Kitson Head Coach 398-6371

HAWKS HAVEN

TBA

THE HELMS CENTER

The Helms Center is home for the Intercollegiate Athletic, and Sport Studies & Physical Education Departments. The facility contains a free weight gym; three racquetball courts; the Campbell Pool and a three-court gymnasium. Recreational hours are posted at the beginning of each semester.

Additional athletic and recreational facilities include: varsity soccer fields; a baseball diamond; softball complex; intramural fields; a golf driving range; football practice field and stadium; tennis courts and Lake Vann for fishing.

MUSIC AND DRAMA PRODUCTIONS

Turner Auditorium of the McDowell Columns building hosts two major theatrical productions, fall and spring. All Chowan University students are welcome to participate on stage, backstage, ushering, or as audience members. Other opportunities for experiencing theatre exist during the year.

GREEN HALL ART GALLERY

The Green Hall Art Gallery presents a number of exhibitions throughout the academic year. The Gallery hosts invitational, competitive, and student shows. Hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. The Department of Visual Art announces exhibit openings, and artist receptions throughout the academic year.

ALUMNI ASSOCIATION

In 1852, Chowan University welcomed its first graduate to the alumni body. Today, the officially recognized "Chowan University Alumni Association" represents an organization of over 11,000 members and serves as a vital link between Chowan University Alumni and the University, its trustees, visitors, administrative staff, faculty, and students.

MEMBERSHIP

Membership is automatic upon: graduation from Chowan University; voluntary withdrawal while eligible to return and having completed at least one semester under a two-year program, or two semesters under a four-year program. While the Association encourages all alumni to make an annual contribution to the University's Alumni Loyalty Fund, no fee or contribution is required for membership.

ORGANIZATION

An executive committee known as the “Alumni Board of Directors” represents the Association, whose general membership is composed of all members of the alumni body who meet the above membership requirements. The Alumni Board of Directors is composed of the association president, president-elect, secretary, past-president, directors, and representatives of the University and current student body. Officers are elected to one-year terms and directors are elected to rotating four-year terms. The University’s Director of Alumni Services and the Presidents of the current student classes serve on the Board in an ex-officio capacity. The Board provides leadership and decision making in implementing the Alumni Program and conducts business on behalf of the Association between annual meetings. For additional information, please contact the Director of Alumni Relations at ext. 6226.

BOOKSTORE

The University bookstore is well stocked with all the required textbooks, study guides, and other materials needed for University classes and laboratories. In addition, the store offers computer software, school supplies, toiletries, gift items, imprinted items, monogrammed clothing, and much more.

The bookstore accepts Visa, MasterCard, Discover, American Express, and personal checks.

The following policies are observed at the Bookstore:

1. TEXTBOOK RETURN POLICY

Exchanges or cash refunds will be made if the following conditions are met:

- a. Fall and Spring books are returnable until the end of the second week of school.
- b. Books purchased after the second week of school must be returned within 48 hours of the time of purchase.
- c. Books cannot be accepted for return without a cash register receipt.
- d. Books must have the Chowan University price mark.
- e. New books must be in perfect condition, free from any writing, markings, stains, binding or cover damage.

2. CHECK CASHING POLICY

- a. Chowan students may write checks for up to \$50.00 cash or a maximum of \$50.00 over the amount of purchase. Non-students must write checks for the exact amount of purchase.
- b. The minimum acceptable check amount is \$1.00.
- c. A valid driver’s license must accompany the check.
- d. There will be a \$25.00 service fee charged on all returned checks.
- e. Returned check writers will be subject to suspension of check writing privileges, and possible civil or criminal prosecution

3. USED TEXTBOOK BUY BACK POLICY

- a. The bookstore buys books no longer needed by the student all year long during normal store hours, unless otherwise posted.
- b. Special buy-back sessions will be advertised at the end of each semester.

DINING SERVICES

Pioneer College Caterers, Inc. manages the dining hall under the direction of Mr. Sami El-Maasarani. The dining hall is in need of a large number of student workers and offers positions to suit a flexible schedule. Your dining service has an open door approach and welcomes input at any time (ext. 1231). There is also a “suggestion box,” in the dining hall for your convenience. Below you will find meal hours, various services, and policies.

MEAL HOURS:

Monday through Friday	
Breakfast	7:30 AM - 8:45 AM (<i>hot food</i>)
	8:45 AM - 9:15 AM (<i>continental</i>)
Lunch	11:15 AM - 1:15 AM
Dinner	5:15 AM - 7:00 PM
Saturday	
Lunch	11:15 AM - 1:15 PM
Dinner	5:00 PM - 6:00 PM
Sunday	
Lunch	11:15 AM - 1:15 PM
Dinner	5:00 PM - 6:00 PM

During the registration process, students may choose participation in any of the following meal plan options:

- 19-meal plan
- 19-meal plan with snack bar credit
- 14-meal plan
- 14-meal plan with snack bar credit
- 5-meal plan for commuting students only

The 14-meal plan entitles you to any fourteen meals during the week (Monday - Sunday). Any meals taken over this limit will require cash payment. This includes all sack lunches, hot trays, and meals taken in the dining hall. The snack bar credit is an option that provides \$66.00 in credit value for an added fee of only \$60.00 at registration. This added flexibility will allow students to grab a snack between meals or take a meal in the snack bar at their convenience at any time during the semester. This can be done at any time by going to the snack bar and opening an account through one of the snack bar managers, purchased in blocks of \$25.00. By purchasing a \$25.00 block, you are entitled to \$27.50 worth of credit, a 10% discount.

Note: *Unused snack bar credit cannot be carried over to the next semester. Students must remain on the meal plan chosen at registration for the entire semester.*

STUDENTS MUST HAVE PHYSICAL ID WITH THEM TO EAT IN THE CAFETERIA, TO USE SNACK BAR CREDIT, OR CONVERSION MEALS. GIVING YOUR ID NUMBER IS NOT ACCEPTABLE.

CONVERSION OF DINING HALL MEALS TO SNACK BAR

Students on a 14 or 19-meal plan may convert 20 meals per semester, to be eaten in the snack bar. Certain restrictions apply:

1. Available only for certain menu items so designated in the snack bar; and
2. Available Monday-Friday **ONLY** during the following hours; 11:30 AM - 1:30 PM for lunch and 6:30 PM - 7:30 PM.

OFF CAMPUS STUDENTS

Students who live off campus and who want to enjoy their meals in the dining hall for convenience and to fellowship with other students, may choose from the following options:

1. Meals may be purchased at the door. The rates are: Breakfast \$3.25, Lunch \$4.00, Dinner \$4.50. On steak night and other specialty night the dinner price is \$5.00.
2. The five (5) meal plan - go the Business Office for information.

HAWKS NEST SNACK BAR

The Hawks Nest Snack Bar is located in the Hawks Nest Student Center. It is under the supervision of Pioneer College Caterers, Inc. It provides a wide range of selections, including a full line of grilled to order items, subs, chef salads, and party snacks.

Hours of Operation:

Monday - Friday, 9:00 AM - 3:00 PM

Monday - Friday, 6:30 PM - 11:00 PM

Late Night Menu

Monday - Thursday, 11:00 PM - 1:00 AM

OTHER SERVICES AND REQUIREMENTS

1. SACK LUNCH AND HOT TRAY

There are sign-up sheets in the kitchen for those students who miss meals because of a work or school related conflict. Sack lunches or hot trays are both available; whichever is most convenient for your schedule. A 24-hour notice is required to ensure adequate service.

2. SPECIAL DIETS

If you have a special diet requirement due to medical reasons, food services will work with you to accommodate your needs. A doctor's outline of dietary needs will also be helpful.

3. SICK TRAYS

Sick trays are available for students on the meal plan who are too ill to attend meals. A note from you RA is necessary for this service. Also, send your ID with the person who will be picking up the meal.

4. ID POLICY AND CASH LINE RATES

Students are required to present their Student ID to gain admittance to the dining hall. If you do not bring your ID you will be asked to go back to your residence hall and get it. No one will be admitted to the dining hall without presenting a valid student ID or paying the line rate for that

particular meal. Please do not pass your ID to another student to use. If you do, you will be referred to the Director of Housing and Residence Life for disciplinary action.

5. NUTRITIONAL PROGRAM

You will notice signs and posters hanging in the cafeteria. This is part of your Dining Services Nutritional Awareness Program. The program is designed to help you make the right choices if you are interested in watching your diet for either weight or health purposes. You will get a booklet during your registration that will explain the program in detail. If you are interested in more details than that provided in the booklet, please check with the Dining Service Manager. We hope you will take advantage of this program.

6. DINING SERVICES COMMITTEE

Dining Services, the Director of Housing and Residence Life, and the Student Government Association will work to establish a Dining Service Committee to determine the needs of the student population. We will be happy to have any student join the committee who feels that he/she can help us provide a better food program for you. Remember, this is one of the greatest means of student and food service communications. If you have a comment or complaint, you should speak to your Dining Service Director so that he can respond immediately.

7. OTHER REQUIREMENTS

- a. No food of any kind is to be taken from the dining hall with the exception of "sick trays" which have been authorized by the nurse or RA. This service is to utilize paper goods only.
- b. No dishes, cups, silverware or other dining room equipment are to be taken from the dining hall for personal use.
- c. Unauthorized persons are requested to stay out of the kitchen according to the Health Department's regulations.
- d. Inappropriate behavior in the dining hall will result in disciplinary actions determined by the Director of Housing and Residence Life.

VENDING MACHINES

Soft drink, fruit drink, and snack machines are located in most residence halls and various buildings throughout the campus.

DEPARTMENT OF STUDENT AFFAIRS

MISSION STATEMENT - *The mission of the Department of Student Affairs is to assist and support students and their peer communities through planning, developing, implementing, and evaluating programs and services that facilitate intellectual, interpersonal, and spiritual development.*

VALUE STATEMENT - *The Department of Student Affairs is a caring community that remains steadfast to its shared values of faith in God, commitment to the development of students, creativity, and personal integrity.*

VISION STATEMENT - *The Department of Student Affairs creates a connected community that enables students to graduate with a clearer understanding of the world and themselves, which guides them through life.*

The Department of Student Affairs is strongly committed to the total development - mind, body, and spirit - of each student within our residential university community. Student involvement opportunities and residential living complement the student's classroom experiences and lead to one's personal growth and holistic development. The professional staff plan, organize, and implement a wide range of quality programs and services directed towards enabling each student to develop social and interpersonal skills, foster leadership skills, explore career opportunities, cultivate sound ethical and moral principles, deepen spiritual commitments, and formulate a philosophy of life.

Active involvement in campus life is vital to achieving a well-rounded education at Chowan. Education is not limited to class lectures, assignments, labs, and tests; rather it extends into every facet of daily life. The staff assist in the education of each individual student by providing developmental opportunities in the spiritual, physical, emotional, cultural, intellectual, awareness of differences, life planning, social, and service learning areas. These areas of development bring about a holistic unity of the various dimensions of an individual. Our staff realize it is imperative that a positive environment is created for this learning to occur. We strive for an environment that promotes a sense of community among students, faculty, and staff. The development of this community is the process of shaping the environment, creating the attitudes, and developing the skills necessary to progress towards the ideal community.

With a shared vision of student life under the leadership and direction of the Vice President for Student Affairs, the Department of Student Affairs encourages and supports campus and student life through a variety of student services, programs, and activities provided by professional educators. Following are the offices within the Department of Student Affairs: Student Affairs, Student Life, Special Programs and Services, Housing and Residence Life, Public Safety, Campus Ministry and Recreation and Wellness.

PRINCIPLES OF PRACTICE

The mission of the Department of Student Affairs will be driven by our values of creativity, faith, commitment, and integrity and will be supported by the following seven Principles of Practice:

CHANGE AGENT - Our commitment to creativity in producing a quality student experience will inspire the Department of Student Affairs to act as a driving force of positive change on campus. Through our values of creativity and commitment, Student Affairs will play a significant roll in the growth and development of the University.

LEADERSHIP DEVELOPMENT - In our primary role of educating the leaders of tomorrow, our programs and services will start with the premise that to understand leadership, you must first understand yourself. Our leadership opportunities will establish that 1) leadership can be taught, 2) all students are therefore potential leaders, and 3) successful leaders model integrity in action, word, and deed.

DIVERSITY - A healthy community is one that embraces diversity and celebrates the importance of an ethnically and culturally diverse society. Moreover, the individuals of the campus community are educated about economic, gender, and disabled bias that tends to exist in society. Student Affairs integrity lies in its ability to promote diversity and move our students beyond tolerance to respect and the development of an appreciation for differences.

ETHICAL DEVELOPMENT - We believe that ethical development is rooted in one's faith in God. Recognizing that connection, Student Affairs is dedicated to fostering ethical behavior in our students and ourselves through our commitment to human dignity, integrity, and value-based leadership.

SERVICE LEARNING - We believe that students learn by doing. Therefore, service learning is a powerful method of educating our students on how they connect with our local communities and the rest of the world. Our commitment is to role model, teaching the values of responsibility, integrity, social consciousness, leadership, and faith through service to others.

COMMUNITY RELATIONS - Modeling the way in our commitment to community, Student Affairs strives to continue to develop positive relationships with the greater community. Our efforts to reach out to surrounding towns will help us to achieve an increased network of resources for students and their Chowan experience.

COLLABORATION - We understand the value of collaboration to achieve our vision and to live our mission. Therefore, Student Affairs strives to create partnerships both within the Chowan family of students, faculty, and staff as well as throughout the surrounding area.

HEALTH EMERGENCIES & SERIOUS ILLNESS

The University maintains a close relationship with Roanoke-Chowan Hospital which is located in nearby Ahoskie, NC, and emergency medical technicians are available at all hours. Students should contact a residence life staff member in their residence hall or call the Public Safety Gazebo for emergency needs during the hours the Wellness Center is closed. The University believes students with serious illnesses or contagious diseases are best served at home or in the hospital. No hospital or quarantine facilities are available on campus.

EXCUSES FOR CLASS ABSENCES

In keeping with the current Class Attendance Policy, the Wellness Center staff is not permitted to write excuses from class. Please do not request a written excuse from the staff.

HEALTH FACILITIES/SERVICES - ON CAMPUS

A Registered Nurse (RN) staffs the Wellness Center. The university also enjoys a formal relationship with Conway Family Physicians, which offers a full range of basic medical treatment. The student health fee covers the cost of seeing the nurse in the Center. The cost of receiving services at Conway Family Physicians is borne by the student or his/her personal health insurance.

TRANSPORTATION

Students are responsible for their own transportation to and from medical facilities.

HEALTH FORMS

Each incoming student is required to forward a Chowan University Health Report to the Wellness Center, a part of which is a complete immunization record. The North Carolina Board of Immunization sets forth the immunizations requirements and audits the student health records on a regular basis; therefore, no exceptions to these requirements are allowed. Failure to submit any portion will result in students not being allowed to register for classes. However, students who are accepted after August 1 for Fall Semester and after January 1st for the Spring Semester will have **thirty calendar days** after the first day of classes in which to submit forms; **failure to do so will result in suspension from classes until complete forms are submitted. No athlete may participate in intercollegiate sports or play in a game without a complete file submitted.**

HEALTH/ACCIDENT INSURANCE

Chowan University requires that each full-time student maintain a personal health policy. Students without a personal health care policy should contact an independent agent licensed to conduct insurance in the state of North Carolina. For your convenience, the University has negotiated with our carrier for a low cost policy. Please contact the Wellness Center or Business Office about purchasing this health plan. Chowan University carries accident insurance for all students who are enrolled for at least nine credit hours per semester. After the insurance

is in force it applies at all times, on and off campus. The individual student is responsible for seeing that the claim is filed. Claim forms and assistance in filing are available in the Wellness Center.

PREGNANCY POLICY:

THE CHOWAN UNIVERSITY RESPONSE TO PREGNANCIES

1. Students with concerns about pregnancies may receive counseling from the school nurse or from a member of the Student Affairs Department. It is important to identify the pregnancy as early as possible in order to maximize the options available and to reduce the risks to the mother's health.
2. Chowan University does not condone the practice of abortion as a means of terminating unwanted pregnancies. However, information about abortions may be obtained from the school nurse.
3. At expense to the student, the university will assist the student in securing prenatal care through Social Services or private pay.
4. The pregnant student may continue attending classes and living in a residence hall as long as doing so does not disrupt the educational processes, create undue problems for others, or endanger the health/safety of the mother and baby as determined by the attending physician.
5. Chowan University does not provide housing for pregnant students during vacation periods.
6. Students cannot keep their children in residence halls.



A CONDITION OF CONTINUED CAMPUS RESIDENCY DURING PREGNANCY

In order to remain in university housing during her pregnancy, the student must sign and abide by the following:

I understand that I may be subject to removal from campus housing if I fail to comply with the following:

- 1) If an unmarried student plans to continue during her pregnancy to full term, Chowan University reserves the right to notify her parents/guardian. However, every effort is made to maintain strictest confidentiality.
- 2) Chowan University does not assume any responsibility for medical problems or expenses associated with a miscarriage, abortion, or birth.
- 3) The pregnant student must keep appointments with her doctor, health department, etc. and sign a form authorizing the attending physician to release pertinent information to university officials as specified regarding progress as a patient. In addition, the student must meet with the Director of Wellness Center on a predetermined scheduled basis.

Signed _____
(Student)

Signed _____
(Director of Wellness Center)

Signed _____
(Vice President for Student Life)

Date _____

CAMPUS MINISTRY

The Campus Ministry of Chowan University seeks to assist each person as he/she continues on the journey to become all God has created him/her to be.

The Minister to the University and the Associate Ministers are here to encourage the presence of Christ on our campus and in our community. The Ministers are available to the University community for spiritual growth and guidance, and for assisting persons in exploring ways to share and express their faith in God.

GUIDANCE & COUNSELING

Our Ministers are available and willing to provide confidential conversations for those dealing with challenges that are personal, social and spiritual. Our Ministers offer safe places of grace to unpack the problems of our students, faculty and staff.

MINISTRY OPPORTUNITIES

Christian Student Union (CSU) - This student-led group meets weekly for worship, discipleship and ministry. This is an active ministry that is open to all interested students.

Fellowship of Christian Athletes (FCA) - This group targets our student athletes but is open to all University students. FCA offers weekly meetings that will encourage, inspire and hold accountable the members as they seek to honor God.

Gospel Choir • Instruments of Praise - This is a very active student-led group that meets at least once a week to practice and pray. They minister to local congregations with their inspiring music. Several times a year they will offer a Gospel Explosion on campus. All students are welcome to be a part.

Mission Trips - The Chowan Campus Ministry offers ministry opportunities and mission trips. There are many local congregations that seek Youth workers and the like and current information is available from the Ministers. Mission trips are incredible experiences to offer service to God and our local and global communities. Watch for trips as they are advertised.

DEPARTMENT OF PUBLIC SAFETY

The mission of the Department of Public Safety is to enhance the quality of life on campus by working cooperatively with the public within the framework of the constitution to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.

As our mission, we believe in the dignity and worth of all people. We are committed to providing high-quality, community-oriented, sensitive safety and security service; protecting constitutional rights; problem solving; teamwork; openness; continuous improvements; and providing leadership to the safety and security profession. We encourage and seek diversity in our work force, which permits us to grow and respect each person as an individual. We strive for a safe, healthy workforce along with a safe and secure environment for the university community.

Under the leadership of the Director of Public Safety, the Department exists for your benefit and safety. The Public Safety Staff is responsible for protecting life and property by enforcing state and university rules and regulations. Public safety staff patrol campus, offer assistance, issue vehicle violation tickets, and investigate accidents and acts of disturbance or vandalism.

ESCORT SERVICE

Anytime you are uneasy or uncomfortable about walking to your vehicle or to and from a campus building, please call the Department of Public Safety at ext. 1234 or 862-5676. A Public Safety officer will be happy to escort you.

INSURANCE

Students are advised to protect themselves, as Chowan University does not assume responsibility in the event of theft in rooms or cars. Students should be aware that their families' homeowners or renter's insurance policies may cover their losses.

MOTOR VEHICLE COLLISIONS

Students are encouraged to report motor vehicle collisions that occur on school property, to the Department of Public Safety. In the event that the Campus Police Officer is not available, a Safety Officer will contact the Murfreesboro Police Department.

TEMPORARY MEAL TICKETS

Temporary meal tickets may be obtained from the Public Safety Gazebo during meal times; however, Public Safety officers will not issue meal tickets during normal Business Office hours. This service is for those students who have lost or misplaced their meal pass and intended for emergency use only. Students are advised to contact the Business Office before seeking assistance from the Department of Public Safety.

TRANSPORTATION

Transportation to and from certain airports and train stations is provided by the Department of Public Safety for a nominal fee. A five-day advance notice is required. The fee is pro-rated for specified cities based upon mileage. This service is utilized the most during the beginning and ending of each semester. Students are advised to make reservations for this service well in advance with the Director of Public Safety.

1. AIR SERVICE:

Norfolk International Airport, Norfolk, VA is 75 miles away.

Fee: \$90.00 per trip

Raleigh Durham International Airport Raleigh, NC is 120 miles away.

Fee: \$140.00 per trip

2. TRAIN SERVICE:

The Amtrak Station in Rocky Mount, NC is 60 miles away.

Fee: \$80.00 per trip.

The Amtrak Station in Newport News, VA is 65 miles away.

Fee: \$80.00 per trip

3. BUS SERVICE

The bus station in Franklin, VA is 25 miles away.

Fee: \$35.00 per trip.

The bus station in Roanoke Rapids, NC is 40 miles away.

Fee: \$55.00 per trip.

The bus station in Ahoskie, NC is 12 miles away.

Fee: \$25.00 per trip.

CAMPUS SECURITY ACT [P.L. 101-542]

Chowan University complies with the Campus Security Act. The Department of Public Safety prepares and distributes an annual report and monthly crime statistics to members of this academic community. Monthly crime statistics are available upon request in the Public Safety Office, Hawks Nest.

OPERATION ID - CRIME PREVENTION STARTS WITH YOU

Each year, many university students across the nation are victimized by crime. It is impossible for the university to protect all students and their property at all times. The most effective protection against crime is COMMON-SENSE PREVENTION. Do not give crime a chance! Participate in OPERATION ID! The University makes available and encourages the free use of engraving tools and registration of serial numbers found on personal items. You should engrave a recognizable number(s) or symbol to aid recovery in case of theft. You can reduce the risk of crime significantly by:

- Keeping room and car doors locked. Never leave your room unlocked - even for a moment!
- Recording serial numbers of valuables
- Not walking alone at night

- Keeping money and valuables out of sight
- Not keeping large sums of money, jewelry, or valuable items in your room
- Never propping open any doors
- Not lending out your room key or giving out front door combination lock numbers
- Always locking and securing your vehicle
- Never leaving your keys in your vehicle
- Registering your bike with the Department of Public Safety
- Always locking your bike
- Engraving a number(s) or symbol on several parts of your bike
- Checking your bike often
- Keeping emergency numbers in a handy place
- Reporting suspicious persons/activities to the Department of Public Safety

If you see a crime in progress or other suspicious activity, call Ext. 1234 or 862-5676 immediately.

FOR ANY EMERGENCY, PLEASE CALL EXT. 1234 OR 862-5676.



ILLEGAL DRUGS GUIDELINES AND POLICIES

As expressed in its Mission Statement and Institutional Goals, Chowan University founded upon and dedicated to Christian principles and values, endeavors to provide quality higher education on a liberal arts foundation in a nurturing environment which is conducive to the intellectual, social, spiritual, and personal development of its students. Thus it is in this context that the University views the presence of illegal drugs as conflicting with this mission and therefore strives to maintain a drug free campus environment.

Accordingly, the University sets forth the following policy and assumes the responsibility to implement and direct a program that deals with:

1. Preventing the use of drugs and illegal substances
2. Counseling and assistance in rehabilitation when seemed appropriate
3. Disciplinary action toward those who violate this policy

POLICY ON ILLEGAL SUBSTANCES

The possession, use (without a legal prescription), distribution, manufacture and/or sale of any controlled or illegal substance by any member of the university community is strictly prohibited. Furthermore, the University reserves the right to take action against those members of the community who violate this policy off campus as well as on campus.

THE STUDENT BODY

The Department of Student Affairs shall be responsible for the administration of this policy as it pertains to the students of the university. Their role and specific responsibilities include:

- 1) Education directed toward preventing the use of illegal drugs by providing programs, which view illegal drugs from various perspectives.
 - a. Students and parents shall be informed of 1) the educational programs available; 2) the counseling and rehabilitation opportunities; and 3) the penalties that apply to those individuals found guilty of violating the policy.
 - b. The entire university community shall be made aware of the institution's stance and concern for the recognition and understanding of and adherence to this policy. Specific published information and floor meetings with students during the first week of the semester shall be used to emphasize the importance of this matter.
- 2) Counseling for preventing the use of drugs and/or illegal substances shall be provided and where deemed appropriate and/or necessary individuals may be directed to off campus consultative professional services. The success of the counseling program depends on classmates, friends or family members to identify and refer individuals to the Student Affairs staff. Obviously, the earlier the referral the better and thus it is the responsibility of the community to refer individuals before their being reported and charged with a violation of the policy.

Students referred for counseling or who seek counseling will be evaluated by one or more members of the Student Affairs staff. Those who evidence drug related problems may be directed to seek other on-campus counseling provided by the Student Affairs department or an off-campus counseling service. Those who refuse to seek such assistance will be denied continued enrollment.

- 3) Disciplinary action for students who violate this policy: Individuals who violate the University policy on illegal drugs are reported to the Vice President for Student Affairs. Formal charges are brought against those for whom there is sufficient evidence to support such charges
 - a. Manufacture, sale or distribution of illegal drugs:
 - i. 1st Offense - range from minimum of suspension for one year to expulsion from the University. Mandatory drug awareness counseling before returning to the University will be required.
 - b. Possession of drug related paraphernalia. Inclusive but not limited to the following: scales, bongos, roach clips, syringes, homemade pipes, water pipes, etc.
 - i. 1st Offense - disciplinary probation, and mandatory drug awareness counseling at the discretion of the University. Parental contact by student and/or University
 - ii. 2nd Offense - Suspension for no less than the remainder of the semester, mandatory drug awareness counseling before returning to the University, periodic drug counseling upon return as deemed necessary by the University after consultation with professional counseling services. Must pay \$125.00 for counseling services.
 - c. Accessory to drug use, possession or sale. This includes being in the presence of or aiding and abetting the possession, use or sale of illegal drugs. Not less than disciplinary probation and mandatory drug awareness counseling nor more than expulsion depending upon the degree of involvement as judged by the University.

University judicial action does not preclude the possibility of criminal charges being brought against a student if he or she is found in violation of state, federal, or local laws. It is not considered “double jeopardy” for both the civil authorities and the University to proceed against and punish a person for the same offense.

CHOWAN UNIVERSITY COMMUNITY

I. Education for preventative use of illegal drugs: Members of the Student Affairs Staff will provide citizens of the Chowan University community with an educational program which views illegal drugs from many perspectives.

- a. Students and parents will be informed at orientation programs of:
 - 1) the educational program for the preventative use of illegal drugs;
 - 2) the counseling program for preventive use and/or rehabilitation;
 - 3) the policy of Chowan University on the illegal use of drugs; and
 - 4) the penalties which are imposed on individuals found guilty of violation the policy on illegal drugs
- b. Concerns related to use of illegal drugs are to be addressed at faculty meetings
- c. All citizens of the university community are to be provided brochures which contain information on the use of illegal drugs

- d. Floor meetings on illegal drugs will be conducted for citizens of the university community during the first week of each semester

II. Counseling for preventive use and/or rehabilitation: The success of the counseling program depends on citizens of the community and friends or relatives of citizens of the community who see fit to refer individuals to one or more members of the Student Affairs Staff. (Referrals for counseling may be made before individuals are reported and charged for having violated the Chowan University policy on drugs.)

- a. Students referred for counseling will be evaluated by one or more members of the Student Affairs staff on illegal drugs
- b. Employees of the University who demonstrate drug-related problems are referred to their immediate supervisors
- c. Individuals referred for counseling but do not respond to opportunities for evaluations and assistance will be issued written citations requiring them to appear in the Office of the Vice President of Student Affairs at a specified time and date. (Individuals who demonstrate serious drug related problems and who refuse professional help may be given the option of seeking such assistance or being denied continued enrollment at the institution.)
- d. Members of the Student Affairs staff may recommend: 1) an on-campus plan for counseling or 2) an off-campus plan in which the referred is required to seek professional help through a counseling service

III. Disciplinary action for students who violate the illegal drug policy: Individuals who do not honor Chowan's policy on illegal drugs are reported to the Vice President for Student Affairs. Formal charges are brought against those whom sufficient evidence exists to support such censures.

- a. Students who are charged with violations of the illegal drug policy are given due process
- b. The penalty for violating the policy on illegal drugs may range from disciplinary probation to suspension
- c. Individuals who are suspended may present in written form a request to re-enroll. Such requests are directed to the Vice President for Student Enrollment who makes the final decision after having discussed the formerly suspended student with the Vice President for Student Affairs (In some cases, applicants are required to appear for a satisfactory interview with the Vice President for Student Affairs before a decision concerning re-enrollment is made).

IV. Disciplinary action for employees who violate the illegal drug policy: Employees who do not honor University policy on illegal drugs are reported to their immediate supervisors for appropriate disciplinary action. If an employee voluntarily seeks help, every effort will be made to get them proper professional treatment. If an employee is found guilty of violating the illegal drug policy, they will subject themselves to immediate termination and/or legal action.

NORTH CAROLINA LAWS ON ALCOHOL

KNOW THE FACTS

Sale, purchase, possession IS UNLAWFUL FOR:

- Persons under the age of 21, to buy or possess beer or unfortified wine
- Persons under the age of 21 to buy or possess fortified wine, or spirituous liquor or mixed beverages
- Any person to sell or give beer or unfortified wine to anyone under the age of 21
- Any person to assist or encourage (aid or abet) an under aged person in obtaining liquor, beer, or wine

A. B-21 Age Change Information Effective September 1, 1986, it is unlawful for anyone under age 21 to purchase and/or possess malt beverages and/or unfortified wine. It is unlawful for anyone to sell or give beer and/or unfortified wine to any person under the age of 21.

B. Provisional Licensees

Those holding provisional drivers license (ages 16 and 17) will have their licenses revoked until they are 18, or for 45 days, whichever is longer, if tests show they have any alcohol or controlled substances in their bodies while driving, or if they refuse to take a chemical test. This also holds true for a provisional licensee who is convicted of an impaired driving offense. No limited driving privileges are available, either. Additionally, other penalties imposed by the court, conviction of under-age persons of the following ABC law violations results in a one-year revocation of the driver's license:

- a. Purchasing or attempting purchase
- b. Aiding or abetting someone to illegally purchase
- c. Lending or borrowing a driver's license or other identification, or using a fraudulent or altered driver's license or other identification to purchase or attempt to purchase

NOTE:

Malt Beverage is beer, 1/2 of 1% to 6% alcohol

Unfortified Wine is wine 6% to 17% alcohol

Fortified Wine is wine of not more than 24% alcohol

Spirituos Liquor is distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc.

Mixed Beverages is a drink composed in whole or in part of spirituous liquor and served at restaurants, hotels, and private clubs licensed by the state.

C. North Carolina Safe Roads Act of 1983

- a. This act became effective October 1, 1983, repealing the previous laws on drunk driving in North Carolina and replaces them with the single offense of "driving while impaired - DWI."

- b. DWI can be proven one of two ways:
 - i. By proving the driver's physical or mental faculties are appreciably impaired by alcohol, drugs, or a combination of both
 - ii. By proving the driver's alcohol concentration (AC) is 0.08 or more at any relevant time after driving
- c. If a person is charged with DWI, the charge cannot be reduced to a lesser-included offense
- d. A driver charged with DWI who refuses to be tested or who has an alcohol concentration of 0.08 faces an automatic and immediate ten-day revocation of his license. He may not obtain a limited driving privilege for this period
- e. The law establishes five (5) levels of punishment determined by evidence of grossly aggravating, aggravating, and mitigated factors.
- f. If a 16 or 17 year old is convicted of DWI, or refuses to submit to chemical analysis, or is caught driving with any amount of alcohol or drugs (excluding prescriptions taken in a lawful amount), his license will be revoked until he is 18, or for 45 days, whichever is longer
- D. The law provides punishment to include a fine, imprisonment and one-year license revocation if:
 - a. An underage person attempts to purchase or purchases an alcoholic beverage
 - b. An underage person aids or abets another to attempt to purchase or purchases an alcoholic beverage
 - c. An underage person attempts to purchase, purchases, possesses an alcoholic beverage by using or attempting to use a fraudulent driver's license or other I.D., or by lending his driver's license or other I.D. for that purpose
- E. Law enforcement agencies may set up roadblocks to check for impaired drivers
- F. A person charged with DWI may be asked to submit to a chemical test of his blood or breath. Willful refusal to take the test carries a 12-month license revocation
- G. A driver may not consume any alcoholic beverage while driving
- H. Magistrates must order a person charged with DWI and who is dangerously impaired held until the person is no longer impaired or until a responsible, sober adult will take responsibility for him. In no event may one be held longer than 24 hours**

NORTH CAROLINA LAW ON CONTROLLED SUBSTANCES

G.S. 90-89 to 90-96:

CONTROLLED SUBSTANCES

SCHEDULE I CONTROLLED SUBSTANCES: These substances have a high potential for abuse, but no currently accepted medical use in the United States, or lack accepted safety for use in treatment under medical supervision.

This schedule includes some opiates such as heroin, hallucinogenic substances including LSD (lysergic acid diethylamide), peyote, MDMA, psilocybin, PCP (phencyclidine), and depressants such as methaqualone (Quaaludes).

SCHEDULE II CONTROLLED SUBSTANCES: These substances have a high potential for abuse, and currently accepted medical use with severe restrictions. The abuse of the substance may lead to severe psychic or physical dependence. This schedule includes opium, codeine, morphine, cocaine, and amphetamines.

SCHEDULE III CONTROLLED SUBSTANCE: These substances have a potential for abuse less than the substances listed in Schedule I and II; have currently accepted medical use in the United States, and abuse may lead to moderate or low physical dependence or high psychological dependence. This schedule includes barbiturates such as amobarbital, secobarbital, pentobarbital, Paregoric, codeine containing medications.

SCHEDULE IV CONTROLLED SUBSTANCES: These substances have a low potential for abuse relative to the substances listed in Schedule III, have currently accepted medical use in the United States, and limited physical or psychological dependence relative to the substances listed in Schedule III. This schedule includes depressants such as diazepam (Valium) and some stimulants.

SCHEDULE V CONTROLLED SUBSTANCES: These substances have a low potential for abuse relative to the substances listed in Schedule IV, have currently accepted medical use in the United States, and limited physical or psychological dependence relative to the substances listed in Schedule IV. This schedule includes substances that contain limited amounts of narcotic drugs such as codeine, dihydrocodeine, ethyl morphine, atropine sulfate, and opium.

SCHEDULE VI CONTROLLED SUBSTANCES: These substances have no currently accepted medical use in the United States, or a relatively low potential for abuse in terms of risk to public health and potential to produce psychic or physiological dependence liability based upon present medical knowledge. This schedule includes marijuana and tetrahydrocannabinols (THC).

VIOLATIONS - PENALTIES

It is unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance. Anyone who violates this law with respect to:

- Controlled substances classified in Schedule I or II shall be punished as a **Class H felony**
- Controlled substances classified in Schedule III, IV, or VI shall be punished as a **Class I felony**

It is unlawful for any person to create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance. Anyone who violates this law shall be punished as a **Class I felony**.

It is unlawful for any person to possess a controlled substance. Anyone who violates this law with respect to:

- A controlled substance classified in Schedule I shall be punished as a **Class I felony**
- A controlled substance classified in Schedule II, III, or IV shall be guilty of a misdemeanor and be sentenced to a term of imprisonment of not more than two years or fined not more than two thousand dollars (\$2,000) or both
- A controlled substance classified in Schedule V shall be guilty of a misdemeanor and shall be sentenced to a term of imprisonment of no more than six month or fined not more than five hundred dollars (\$500) or both
- A controlled substance classified in Schedule VI shall be guilty of a misdemeanor and shall be sentenced to a term of imprisonment of not more than 30 days or fined not more than one hundred dollars (\$100) or both.

G.S. 90-113.22

POSSESSION OF DRUG PARAPHERNALIA

It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce process, prepare, test, analyze, package, repackage, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body a controlled substance which it would be unlawful to possess. Violation of this section is a misdemeanor punishable by a fine of not more than five hundred dollars (\$500), imprisonment for not more than one year, or both.

NORTH CAROLINA STATUTE ON POSSESSION OF WEAPONS ON SCHOOL GROUNDS

BE AWARE OF THIS LAW AND REMOVE WEAPONS FROM YOUR VEHICLE WHEN ON
UNIVERSITY CAMPUS.

G.S. - 14.269.2

WEAPONS ON CAMPUS OR OTHER EDUCATIONAL PROPERTY

It shall be unlawful, for any person to possess, carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, hunting bow, dirk, dagger, slingshot, leaded cane, switch-blade knife, black jack, metallic knuckles or any other weapon of the like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus grounds, recreation area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private educational institution. For the purpose of this section, a self-opening or switch-blade knife is defined as a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of the like kind" includes razors and razor blades (except solely for personal shaving) and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance. This section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States when in discharge of their official duties, officers and soldiers of the military, or the National Guard when called into actual service, officers of the State, or of any county, city or town, charged with the execution of the laws of the State when acting in the discharge of their official duties, and pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties, and any private police employed by the administration or board of trustees of any public or private institution of higher education when acting in the discharge of their duties. Any person violating the provisions of this section shall be guilty of a felony and upon conviction shall be punished in the discretion of the court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six month imprisonment.

A PERSON IS GUILTY OF THIS OFFENSE IF: He/she possesses a gun, rifle, pistol, dynamite cartridge, bomb, grenade, powerful explosive, bowie knife, dirk, dagger, slingshot, leaded can, switch-blade, blackjack, metallic knuckles, or other weapon of like kind on any property or bus owned or used by any public or private school or university.

PUNISHMENT: Felony punishable by imprisonment for not more than six months and/or fine of not more than \$500.

CHOWAN UNIVERSITY CAMPUS POLICE 2006 ANNUAL PUBLIC SAFETY REPORT

Chowan University is concerned about the safety and security of all members of the university community and is committed to providing a safe environment in which all members can achieve their goals. Chowan University is not immune from all crime, but due to our rural physical location within the town of Murfreesboro, and because of the attitude of community shared between the University and the town, we do not experience a significant amount of crime.

Chowan University has developed a series of safety and security policies that have been implemented to ensure that every possible precaution is being taken in protection of our University community. Although we have been very fortunate in not experiencing any major crimes on campus, it would not be accurate to state that we have no crime on campus. As the crime statistics in this report reveal, most of our crimes consist of petty larcenies where a student did not lock his or her residence hall room resulting in theft. The majority of crimes occurring on this campus could be prevented if the student population followed the security measures posted in each residence hall that reminds them to lock their doors whenever they leave the room.

In an effort to prevent such incidents, a full staff of residential living personnel is located in each residence hall to oversee the behavior of the residents and to inspect the condition of the fire safety equipment, exit lighting and to report any safety hazard. Residential living staff personnel also conduct mandatory floor meetings with the residents that cover crime prevention practices and define what type of behavior is expected. They also monitor access to the building through the enforcement of the visitation policy.

CAMPUS POLICE

The Campus Police Department is located in the Hawks Nest. The department provides law enforcement services to our university community. Chowan University has its own campus police department under the direction of the Chief of Campus Police. Our officers are trained and certified to enforce the laws of the State of North Carolina just as any other law enforcement officer in the state. The department works in conjunction with local municipal and county agencies to provide police protection 24 hours per day, 7 days per week, 365 days per year. The department's primary goal is to provide a safe and secure environment of the University community to accomplish its mission.

PUBLIC SAFETY IS EVERYONE'S RESPONSIBILITY AND MUST BE VIEWED AS A JOINT EFFORT FOR OUR PROGRAMS TO BE SUCCESSFUL.

The Campus Police Department, along with the Department of Public Safety is responsible for enforcement, security and emergency response at Chowan

University. It is also responsible for providing services tailored to meet the unique needs of the Chowan University community. These services include:

- Providing battery jump starts
- Offer classes in:
 - Self-defense
 - Protection against sexual assault
 - Motor vehicle laws
 - Alcohol related problems
 - Computer/Internet safety
- Give personal safety and law enforcement lectures; maintain a vigorous university-wide fire safety and crime prevention program. We will engrave your valuables free of charge
- Manage and update our campus parking system
- Escort individuals to their cars, or from building to building
- Make emergency notifications
- Provide transportation to airports and to the bus stations, for a fee
- Investigate all reported criminal incidents and motor vehicle collisions on campus
- Provide proactive sexual assault education and victim assistance and referral services

WE CANNOT HELP IF YOU DO NOT CALL 398.1234 OR 862-5676.

HOW TO REPORT CRIMES AND EMERGENCIES

ON CAMPUS

- Since the Public Safety Department is staffed 24 hours per day, individuals should always report a crime, even if you are not sure about pressing charges (i.e. assault, sexual assault), or other emergencies by calling 398.1234 or 862-5676 as soon as possible.
- Each incident is investigated by a professional officer
- Our follow-up investigations strive to identify and adjudicate case, recover stolen property and encourage restitution, when possible

*****For students that wish to report crimes or suspicious activity anonymously, there is a system in place. Students that would like to make the Chief of Campus Police aware of that activity can submit a form via the Internet. This form is transmitted to the Chief of Campus Police as a filtered e-mail message. No one is able to determine who sent the message. If you wish to submit information in this manner, simply go to:***

www.chowan.edu/admin/security/silent_witness.htm

OFF CAMPUS

- A crime which occurs off-campus should be reported to the police department having jurisdiction for that area
- If you are unsure which department that is, call the Department of Public Safety at 398.1234 and we will assist you in locating the appropriate department

CRIME PREVENTION

CAMPUS FACILITIES MAINTENANCE

Campus police officers and safety officers constantly patrol the campus to assure a high level of physical security. As a regular part of their patrol duties, they look for any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps or hand rails and any other conditions which might detract from one's personal well being. All such conditions can be reported, in writing or by phone, to the Maintenance Department at 398.1226 for correction or please call the Department of Public Safety at 398.1234. Your efforts will greatly add to or detract from our efforts to keep criminal activity at the lowest possible level around campus.

- DO report all crimes and/or suspicious activities to the Department of Public Safety as soon as possible at 398.1234 or 862-5676.
- DO register you car with the department
- DO protect your personal property just as you would your money
- DO call if you are being stalked or harassed; if you are a victim of a crime, do not touch anything, call 398.1234 immediately
- DO preserve all evidence of a crime; this includes your person if you a victim of sexual assault. Do not bathe, brush your teeth, go to the rest room or change your clothes
- DO register all your valuables with the department on the form provided at registration or call 398.1234 for assistance
- DO call us for a personal escort
- DO attend the Chief of Campus Police's annual Public Safety presentations
- DO mark your property such as tape recorders, calculators, radios, etc., with some form of identification number, such as your (North Carolina) driver's license number
- DO NOT leave books, jewelry, purses, wallets, backpacks or other valuables unattended for any length of time
- DO NOT leave personal property in a locker unattended and unlocked; do not leave your residence hall room unlocked
- DO NOT leave purses in desks or file cabinets unattended unless locked
- DO NOT leave valuables on a chair behind you while at a study session
- DO NOT walk alone after darkTHINK!!

Remember...by always protecting your property, you can reduce the opportunity for a thief to commit a crime.

CRIME REPORTING

Numerous efforts are made to advise members of the campus community on a timely basis, about campus crime and crime related problems. These efforts include:

ANNUAL REPORT: A comprehensive Annual Report of crime related information is compiled, published and widely distributed. This Annual Report is available to any member of the campus community.

SPECIAL ALERTS: If circumstances warrant, special printed Crime Alerts can be prepared and distributed, either selectively or throughout the campus.

CRIME STATISTICS

As can be seen from the figure, Chowan University is a very safe campus. There are, however, incidents that do occur on campus. If they are considered a threat to our community, we will report on it through our University Information Channel and through the posting of orange Security Alert Bulletins in strategic areas of the campus.

CHOWAN UNIVERSITY

CAMPUS POLICE - CRIME STATISTICS

<u>REPORTS:</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Murder	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Robbery	0	0	1
Aggravated Assault	0	0	2
Burglary	0	0	18
Motor Vehicle Theft	0	1	0
Larceny	0	0	12
Hate Crime	0	0	0
Arson	0	0	0
Total	0	1	33

The definitions used for the above crimes were taken from the National Incident Based Reporting System. A copy is on file in the Public Safety Office.

<u>ARREST (ON CAMPUS)</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Illegal Weapons Possession	0	2	0
Drug Law Violations	13	4	5
Liquor Law Violations	32	13	5

ARREST (RESIDENCE HALLS)	2004	2005	2006
Illegal Weapons Possession	0	0	0
Drug Law Violations	13	2	3
Liquor Law Violations	32	0	0
ARREST (PUBLIC PROPERTY)			
Illegal Weapons Possession	0	1	4
Drug Law Violations	3	0	1
Liquor Law Violations	14	9	0
DISCIPLINARY ACTIONS (ON CAMPUS)			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
DISCIPLINARY ACTIONS (PUBLIC PROPERTY)			
Illegal Weapons Possession	N/A	N/A	1
Drug Law Violations	N/A	N/A	8
Liquor Law Violations	N/A	N/A	27

ALCOHOL AND DRUG POLICIES

Alcohol and illegal drugs are not allowed on campus. The complete policies on these and all offenses, which include sexual assault, are covered in the Student Handbook. Information in this document is provided to satisfy requirements of the Crime Awareness and Campus Security Act of 1990. Additionally, other informative documents on crime prevention and crisis centers are located in Hawks Nest. The department has procedural manuals located in the office of the Chief of Campus Police.

PUBLIC SAFETY PERSONNEL

Derek A. Burke	Chief of Campus Police
William Balmer	Patrol Officer
Chris Firkel	Patrol Officer
Derrick Carter	Safety Sergeant
Richard Crisp	Safety Officer
Bob Dickerson	Safety Officer
Dwight Jenkins	Safety Officer
Robert Moore	Safety Officer
Cleveland Powell	Safety Officer

VEHICLE REGULATIONS

- A. BICYCLES AND MOPEDS** - Bicycles and mopeds are registered without cost in the Hawks Nest. Keep bicycles locked with horseshoe locks. Bicycles may not be kept in residence halls, except during vacation periods when the university is closed. Mopeds should never be placed anywhere inside the residence halls.
- B. DISCIPLINARY ACTION** - Providing false information concerning the registration of a vehicle, displaying a false or defaced or mutilated decal shall result in disciplinary action by the Director of Public Safety. Students who have not registered their vehicle within ten (10) days of the “check-in process” shall have their vehicle banned from Chowan University property for a period of thirty (30) days. In order to have a vehicle on campus following the 30-day period, the vehicle must be registered and all fines paid. There will be no extensions for unregistered vehicles after the 10-day grace period. **NO EXCEPTIONS.**
- C. DISCLAIMER**
1. Not responsible for damage done to cars on campus
 2. Not responsible for damage done while trying to jump-start or otherwise assist a motorist
- D. WAIVER** - In consideration of Chowan University accepting one as a student, and in realization that participation in University activities, both on and off campus, and use of University facilities, has some inherent risk or possibility of harm or loss, by entering Chowan University as a student, the student voluntarily waives all claims for damage or loss to person and property that may be caused by any act, or failure to act, of Chowan University, its trustees, officers, agents, or employees. The student assumes the risk of all damage or loss to person and property that may result from participation in university related activities, or by use of or presence on University premises.
- E. LOSS OF VEHICLE PRIVILEGES** - Students who continuously disregard traffic regulations (by accumulating five or more vehicle violations) may lose the privilege of operating a motor vehicle on campus. Students who violate this policy are fined \$25.00.
- F. MOTORCYCLES AND MOPEDS** - It is a violation of North Carolina law to store gasoline-operated vehicles within a residence hall. Park mopeds and motorcycles in their assigned lots **ONLY**.
- G. REGISTRATION** - All motor vehicles operated by Chowan University students must be registered with the Department of Public Safety. Purchase vehicle registration decals in the Hawks Nest. Registration decals cost \$70.00 per year. Display registration decals on the lower left rear windshield of the car. For registered mopeds and motorcycles, place the decal on the front fender. Display temporary registration cards on the inside of the front window. Students who already have a vehicle registered in their names may bring an unregistered vehicle to campus but must get a free temporary registration card from the Department of Public Safety. If the unexpired decal of a previously registered vehicle is returned, another vehicle can be registered without additional cost to

the student. A vehicle which does not bear a registration decal or a temporary registration card is not considered registered. Vehicle registration fees are non-refundable. Unregistered vehicles may be towed, immobilized, and/or fined.

- H. Towing** - The University reserves the right to tow any vehicle that creates a danger or violates any life safety code. Students who continually violate the NO PARKING rules and who accumulate five (5) or more vehicle violations may have their vehicles immobilized/towed and stored at the owner's risk and expense.

THE INABILITY TO FIND A LEGAL PARKING SPACE IN A CONVENIENT OR SPECIFIC LOCATION IS NOT JUSTIFICATION FOR VIOLATING PARKING REGULATIONS.

PARKING INFORMATION

A. NO PARKING ZONES

Areas marked with a series of parallel, diagonal lines or yellow curbing are NO PARKING ZONES. Do not park in the areas that have been marked "Loading Zone." Illegally parked cars that are on the grass around residence halls or in the middle or end of parking lots are subject to be towed, immobilized, and/or fined. Students, do not operate vehicles on Pine Walk. This is a walk and service drive for authorized vehicles. Overnight parking is prohibited at the Helms Center and the driving range. Operating a motor vehicle in unauthorized places (Campus Green, intramural fields, athletics fields, side walks, etc.) is considered inappropriate and will result in disciplinary action.

B. FIRE ZONES

Towing will be enforced in all fire zones.

C. PARKING LOT BETWEEN GREEN HALL AND MCDOWELL COLUMNS BUILDING

- A. Visitors/Faculty/Staff only 7:00 a.m. - 5:00 p.m.
- B. Students may park in this area from 5:00 PM to 10:00 PM.
- C. Visitor spaces must remain open at all times.

D. PARKING LOT IN FRONT OF THOMAS DINING HALL

- A. Open to all registered vehicles from 7:00 AM to 10:00 PM.

E. PARKING LOT IN FRONT OF MARKS HALL AND MCSWEENEY HALL

- A. Faculty/Staff only in the south portion (closest to Dining Hall) at all times
- B. Students may park in front of Marks Hall from 7:00 AM to 10:00 PM
- C. Commuters only in the north portion (closest to Jenkins Hall) at all times

F. PARKING LOT BEHIND MARKS HALL/MCSWEENEY HALL/WHITAKER LIBRARY

- A. Faculty/Staff only from 7:00 AM to 5:00 PM.

G. PARKING LOT IN FRONT OF PARKER HALL

- A. The parking area in front of Parker Hall is for Staff/Faculty/RA's only at all times. Students are not allowed to park on the grass around Parker.

H. PARKING BETWEEN PENNY HALL AND THOMAS DINING HALL

- A. This is a delivery/unloading area. No student, faculty, staff vehicles are to be parked in this lot.

I. PARKING LOT BETWEEN CAMP HALL AND HORNER GRAPHIC COMMUNICATION CENTER

A. All registered vehicles between 7:00 AM and 10:00 PM

J. PARKING LOT BETWEEN BASEBALL FIELD AND BEACON - AT YOUR OWN RISK!

K. TRAFFIC FINES

- Improper Parking \$25.00
- Failure to Register Vehicle \$50.00
- Driving too Fast for Conditions (by observation) \$30.00
- Careless and Reckless Driving \$50.00
- Improper Display of Registration Permit \$10.00
- Parking in Fire or Loading Zone \$30.00
- Failure to Comply with parking Revocation \$25.00
- Parking in a Handicap Zone \$50.00
- Any towing fees will be assessed by towing company

Appeal any violation of vehicle regulations in writing to the Director of Public Safety. Students should be able to present their copy of violation (ticket) during the appeal. Appeal tickets within five days after ticket date. Pay all fines to the Business Office, located in the Columns Building. Refer to page 108 for appeal reasons.

L. COMMUTERS

Commuters should park in the commuter parking lot behind Jenkins Hall or in the parking lot between Horner Graphic Communication Center and Camp Hall or in the marked spaces in the north end of the Marks Hall lot. Any unregistered vehicle is subject to immobilized/towing at owner’s expense.

M. COLLISIONS

Report all motor vehicle collisions occurring on campus property to the Department of Public Safety.

N. GENERAL GUIDELINES:

- a. Areas marked with a series of parallel or diagonal lines are NO PARKING ZONES. Do not park in areas that have been marked “LOADING ZONE”; Do not park in “Fire Zones.”
- b. Vehicles illegally parked on the grass around residence halls or in the middle or end of parking lots are subject to be towed, immobilized and/or fined.
- c. Students are not allowed to operate vehicles on Pine Walk. Obey all traffic and parking regulations, as no one likes to receive a traffic violation or have their vehicle towed. If you have questions, contact the Director of Public Safety at ext. 6369, or the Hawks Nest.

FIRE ALARM SYSTEM

The campus fire alarm system is critical to the protection of the lives and property of students. General Statutes 14-286 of the North Carolina Criminal Law pertains to giving false fire alarms or tampering with fire alarm equipment as follows:

It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or to aid

and abet anyone in giving a false alarm of fire, or to break glass key protector, or to pull the slide arm, or lever of any systems, except in case of fire, or will fully misuse or damage a portable fire extinguisher, or in any ways to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection or fire extinguishing system.

Civil Penalty: Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500, imprisonment for not more than six months, or both.

University Penalty: preliminary suspension and not less than removal from campus housing nor more than expulsion.

FIRE PREVENTION

WHAT CAUSES A FIRE?

Lifestyles of university students are in some ways particularly susceptible to fire hazards. Overloading electrical circuits with cooking and other appliances, using improperly gauged extension cords and multiple plugs are common contributors. As with most residential fires, the leading cause is **CIGARETTES**. Smoking material often lights upholstery or bedding when the smoker falls asleep.

BEFORE A FIRE:

- Take fire drills seriously
- Know primary and secondary evacuation routes. Each building has at least two exit routes
- Know locations of fire alarm pull stations and fire extinguishers and how to activate them
- Have phone numbers for Fire Department (398.4151) and the Department of Public Safety (398.1234) near your phone
- Count and remember the number of doors between your door and exits
- Be aware of fire hazards
- Be careful with cigarettes, electrical appliances, and combustibles

ON HEARING THE FIRE ALARM SOUND:

- Prepare to exit building in an orderly manner
- Be familiar with safety precautions in exiting the building in case of fire. (Provided by residence hall staff.)
- **DO NOT USE ELEVATORS**
- Follow directions of the person in charge
- Be sure the fire department is called

IN CASE OF FIRE:

- Sound the fire alarm immediately to alert residents
- If possible, shut all doors and windows in immediate vicinity
- Use fire extinguisher on only the smallest, most containable fire
- Notify residence hall staff of location and type of fire

- Leave building by nearest exit and stay calm
- Crawl to prevent smoke and gas inhalation
- Take quilt or large towel to cover your face
- Take room key, but do not lock your room

AFTER EXITING THE BUILDINGS:

- Stand clear of the building after evacuating
- Report to your RA to be accounted for
- Follow directions of the staff members, Public Safety officers, Police, and Fire personnel

KEEP IN MIND:

- The charge for replacing an EXIT LIGHT is \$50.00
- The charge for replacing damaged SMOKE DETECTORS is \$100.00 for Parker Hall
- The charge for replacing damaged COMPUTER CARDS in the control panel is \$400.00
- When an individual is found guilty of damaging the above items, the individual will be charged. If the guilty person or persons cannot be identified, those living in the area or on the floor will be prorated to cover the cost
- These charges are in addition to fines that may be the result of the judicial process

HURRICANE SAFETY

A hurricane is an intense area of low atmospheric pressure with counter-clockwise winds of at least 75 miles per hour. Always consider hurricane wind velocities of this magnitude a serious threat. Of all the natural disasters, a hurricane offers the greatest chance of advance preparations. The National Weather Service offers these suggestions:

Level One: Hurricane Watch (Hurricane may threaten within 36 hours)

1. Check transistor radio and flashlight for fresh batteries.
2. Fill vehicle with gasoline and relocate to safe area away from trees, poles, etc.
3. Store at least a two-day supply of food and water in your room (food that requires no refrigeration or cooking.)

Level Two: Hurricane Warning (Hurricane expected to strike within 24 hours)

1. Recheck supplies
2. Stay indoors and out from under trees, power lines, etc.
3. Murfreesboro is located on a coastal evacuation route; therefore, stay off the streets
4. Stay out of long span buildings (Helms Center, Hawks Nest), elevators, etc.
5. Stay away from windows (the larger, the more dangerous)
6. Collect and store valuable and personal papers (money, jewelry, medicine, etc.)
7. Stay calm!

TORNADO SAFETY

A tornado is a very intense low-pressure area with counterclockwise winds sometimes exceeding 200 mph. Tornadoes generally move in a direction from the southwest to the northeast. A rapid reduction in atmospheric pressure causes structures to explode from the inside. Flying objects such as boards, limbs or other building materials cause most injuries. Adequate preparation for a tornado is the most difficult of all considerations; it offers the least amount of advance warning. The National Weather Service offers these suggestions:

LEVEL ONE: TORNADO WATCH (CONDITIONS ARE RIGHT FOR TORNADO DEVELOPMENT.)

1. Stay calm. Continue normal activities, but be alert.
2. Monitor weather reports - take shelter.

LEVEL TWO: TORNADO WARNING (A TORNADO HAS ACTUALLY BEEN SIGHTED).

1. Seek shelter - to lowest floor, preferably an interior hallway - stay away from windows.
2. Avoid long span buildings (Helms Center, Hawks Nest, etc.). If unavoidable, go to the rest rooms, closets, or hallways of these structures - sit with back to wall and hands folded over head and neck.
3. If caught outside:
 - a. Move away at right angles from the storm's path.
 - b. Get out of vehicles.
 - c. Lie flat in the lowest spot available (ditch, ravine, or other low spot).

STUDENT LIFE AND SPECIAL PROGRAMS AND SERVICES

The Offices of Student Life and Special Programs and Services strive to enhance the student experience on campus through quality programming and activities, comprehensive leadership development opportunities, student organizations and clubs, orientation, and other co-curricular activities. We are committed to engaging all students in assuming responsibility for their programming, quality of campus life, and personal growth. We will assist the students in this development by putting them and their needs first in our daily activities.

HAWKS NEST

The Hawks Nest, located behind the Columns Building, is for the use and enjoyment of the entire Chowan Community. This multifaceted facility, under the direction of the Director of Special Programs, is an area for students and staff alike to come together in an informal setting to watch television, play billiards, table tennis, visit the snack bar, or simply sit, and catch-up. The Hawks Nest is used for dance parties and hosts events and programs throughout the year. The Hawks Nest serves as home to the Chowan Hockey League. Additionally, dining services operates a snack bar in the Hawks Nest where students can dine in a casual, relaxed atmosphere.

CLUBS AND ORGANIZATIONS OPPORTUNITIES FOR INVOLVEMENT

ALL - CAMPUS ORGANIZATIONS

Chowan Ambassadors
Campus Program Board
Student Government Association

CLASSES

Freshman Class	Sophomore Class
Junior Class	Senior Class

DEPARTMENT AND PROFESSIONAL ORGANIZATIONS

Criminal Justice Club
History Club
Phi Beta Lambda (Business Club)
Physical Education Majors Club
Psychology Club
Student North Carolina Association of Educators (SNCAE)
Technical Association for the Graphic Arts (TAGA)

GREEK ORGANIZATIONS

Alpha Sigma Tau Sorority
Sisters of Diversity Interest Group
United African Sisters at Chowan (UASC) Interest Group

HONOR SOCIETIES

Alpha Chi - National College Honor Society
Alpha Lambda Delta - National Honorary Society for First Year Students
Alpha Phi Sigma - National Criminal Justice Honor Society
Beta Beta Beta - National Biological Honor Society
Order of the Silver Feather - Chowan Honorary Service Fraternity
Phi Alpha Theta - History Honor Society
Psi Chi - National Honor Society in Psychology
Sigma Beta Delta - Business Honor Society
Sigma Tau Delta - International English Honor Society

PERFORMING ARTS

Cantare
Chowan Chorus
Chowan Players
Chowan Singers
Chowan Winds
Jazz Band
Meherrin Chamber Orchestra

PUBLICATIONS

Excursions

RELIGIOUS ORGANIZATIONS

Christian Student Union (CSU)
Fellowship of Christian Athletes (FCA)
Gospel Choir

SERVICE ORGANIZATIONS

Habitat for Humanity
Rotoract

SPECIAL INTEREST GROUPS

University Democrats
University Republicans
Collegiate Music Educators National Conference (CMENC)
Creative Writing Club
International Student Organization
Off-Campus Student Organization

SPORTS AND RECREATION

Cheerleaders
Intramurals

For information regarding a particular club or organization, contact the Office of Special Programs.

FORMING NEW CLUBS AND ORGANIZATIONS

Any group interested in forming a new club or organization should contact the Director of Special Programs at ext. 6259.

RECREATION AND INTRAMURALS

The Jenkins Center is located on Lakeview Drive and sits directly behind Dunn Residence Hall on campus. The Chowan University Maintenance Department renovated the center from a vintage elementary school building to a state of the art fitness facility. Operations of the Jenkins Center include cardio and strength fitness work out stations, full gymnasium for various activities, and an aerobic studio. Students are encouraged to take full advantage of the center to increase their physical, social, and spiritual, educational, and intellectual health.

JENKINS CENTER

The mission of the Jenkins Center is to meet the recreational, intramural and wellness needs of the Chowan University student body and the greater Murfreesboro community, through a wide range of activities, and to provide a healthy environment in which students can develop leadership, social, and other personal skills throughout their career at Chowan University and maintain those skills throughout productive lifetimes.

CAMPUS AND PUBLIC RELATIONS POLICY

Clubs and organizations need prior approval of their posters and flyers by the Office of Special Programs before they can distribute them across campus. Approval will be decided within 24 hours. Once granted approval, only post public relations materials in appropriate areas on campus, which excludes the front doors of campus buildings. All public relations material must be removed from the bulletin boards within 24 hours of the event.

LEADERSHIP DEVELOPMENT

In the interest of developing a well-rounded student, the Department of Student Affairs is committed to helping students develop their leadership potential through co-curricular activities. Throughout the school year there will be opportunities for students to attend leadership workshops allowing them to build skills that will be applicable for a lifetime.

CAMPUS PROGRAM BOARD

The Campus Program Board is a student organization that works in conjunction with the Office of Student Life and Student Government Association. The board meets on a weekly basis to discuss, plan, and organize a varied program of co-curricular activities at the college. Last year, the students organized over 100 quality programs such as Casino Night, comedians, hypnotists, and special events weekends, including Homecoming and Spring Fling.

OFF-CAMPUS STUDENT INFORMATION

Are you living off-campus in an apartment, at home, or commuting from a surrounding town? If so, then you are what Chowan identifies as an off-campus student. Often, off-campus students have particular needs and concerns that may be different from those of a student living in a campus residence hall. Here is some information just for you!

CAMPUS MAIL: Commuting students need to check their campus mailbox on a regular basis as faculty, staff, clubs, and organizations utilize this system to communicate.

MEAL PLAN: Pioneer College Caterers offer unique, money saving meal plans tailored to the needs of off-campus students. Please contact the Dining Service Manager at ext. 1231 for additional information.

PARKING: the University provides ample parking spaces for the commuting student. You may park in any lot designated for commuter parking.

VEHICLE REGISTRATION: All motor vehicles operated by Chowan University students must be registered with the Department of Public Safety. Vehicle registration decals cost \$70.00 per year and are available at the Public Safety Gazebo between Belk & Jenkins Halls or in Penny Hall, room 101.

INTERNATIONAL STUDENT INFORMATION

DRIVER'S LICENSE: To obtain a valid North Carolina driver's license, you may contact the Division of Motor Vehicles, Ahoskie, NC, 332.5525.

HEALTH COVERAGE: Before registering for classes, each full-time international student must verify a personal health policy obtained through a qualified U.S. company. International students have the option of purchasing health insurance through the Business Offices of the university.

MEAL CONCERNS/SPECIAL DIETARY NEEDS: The Dining Service Manager of Pioneer University Caterers will be happy to assist you with any special dietary needs. You may contact him/her at ext. 1231.

TAX INFORMATION: The U.S. Internal Revenue Service requires all international students to file a 1040 tax form every year, even if you did not earn any income in the United States. Completion of the 1040 Tax Form will require you to provide some personal information as well as information about your academic program and any American visas held since 1986.

The 1040 Tax Forms are available in the Whitaker Library and the Murfreesboro post office. NOTE: It is your responsibility to complete the form and mail it to the Internal Revenue Service. If you need assistance in completing the form, you may call the Internal Revenue Service at 1.800.829.1040.

VISA INFORMATION: For information regarding visas, I-20's, and government regulations, please contact Mr. Lloyd Lee Wilson, University Registrar, 3rd floor, Columns Building, ext. 6280.

There are trips to nearby places of interest as well as shopping trips and visits to ethnic restaurants.

Peer Tutoring is available in most cases. For additional information, please contact the Office of Academic Affairs.

KEJI IWAMOTO EMERGENCY LOAN FUND POLICIES

1. The Office of Student Affairs provides loans to students registered at Chowan University.
2. The maximum approved loan limit is \$50.00.
3. Students may borrow two (2) loans per semester. Payment of first loan must occur within 15 days after the due date to qualify for a second loan.
4. Loans are interest free.
5. Each loan is subject to a service charge of \$1.00.
6. A loan may be outstanding up to 30 days.
7. If payment is late:
 - a. A \$5.00 late charge will be added to the outstanding loan;
 - b. If payment is 10 days late, another \$5.00 late fee will be assessed in addition to sending a letter to the parents of the borrower;
 - c. Loss of privilege to apply for another loan.
8. No one may have two loans out at the same time.
9. Failure to repay the loan is in violation of the Chowan University Honor Code.
10. Failure to repay any loan may result in charges being brought before the small claims court of Murfreesboro (Hertford County).
11. A \$20.00 service charge, in addition to bank charges, will be assessed for bad checks.
12. No loans will be processed four weeks before examinations.
13. Loan applications will be accepted two weeks after classes begin.
14. Students not in good social standing with the University may be denied participation in this program.

SALES AND SOLICITATION POLICY

University-sponsored organizations are granted permission to sell items on special occasions to finance their projects. Individuals are not to sell anything on campus without permission from the Vice President for Business Affairs.

SALES BY CAMPUS ORGANIZATIONS

1. Only chartered organizations have authorization for sales campaigns. Income from sales of campus organizations cannot benefit individual(s). Revenue must go toward the account of the chartered organizations for use toward organizational purposes.
2. Items sold cannot be in competition with the bookstore.
3. Items displaying the Chowan names or logo(s) or referring to events or teams sponsored by the university (bowl) games, tournaments, etc. must have prior approval from the Vice President for Business Affairs.

4. Items sold must be keeping with the character of Chowan University. Profanity, obscenity or activities related to drug and/or alcohol use are specifically prohibited.

VENDING, SOLICITATION, AND DISTRIBUTION OF LITERATURE ON CAMPUS

University residence halls and other campus facilities constitute private properties, whose occupants should be safeguarded against unauthorized vending, solicitation, or trespassing. Likewise, University-sponsored events and activities are designed and scheduled to fulfill some aspect of that co-curricular life which constitutes a significant aspect of the total educational program. The occasional utilization of campus facilities by church/community organizations is accorded as a service to such groups in fulfilling their particular interests or needs. Thus, on campus should also be safeguarded against the unauthorized distributing of literature, advertisements, propaganda, etc., which is alien to the purpose/objective of that event or activity.

Accordingly, neither members of the campus community nor visitors to the campus should frequent residence halls, classroom facilities, etc., without authorization to do so from the appropriated University official(s). In the case of vending/solicitation, authorization rests with the Vice President for Business Affairs.



HOUSING AND RESIDENCE LIFE

HOUSING

The mission of Housing is to provide the on-campus student populations with the opportunity to reside in an environment that enhances their total educational experience.

RESIDENCE LIFE

The mission of Residence Life is to develop, coordinate, administer, and evaluate programs, services, facilities, and staff for the myriad of residential living opportunities at the University.

The Office of Housing and Residence Life, under the leadership of the Assistant Vice President for Student Affairs, is strongly committed to living and learning being integrated with social, emotional, and intellectual development. Residence hall living provides many opportunities for students to learn outside the classroom. Residence halls provide an environment for the exchange of ideas, an atmosphere for broadening intellectual activity, and the recognition of students as responsible citizens.

The Housing Coordinator is available at extension 6237 and accessible to assist residents as it pertains to housing assignments, room changes, etc.

Your major contact with the Office of Housing and Residence Life will be through your Resident Assistant (RA). He or she will assist your floor in planning programs and activities for your hall, help with roommate issues, and serve as your link with the University. Your RA is also responsible for enforcing the residence hall policies and the Student Code of Conduct.

HOUSING OPTIONS

The Office offers many different housing options from which students can choose.

- BELK HALL:** Female only residence hall; three (3) stories; 204-bed capacity; 2 lounges; sink in each room; freshmen
- JENKINS HALL:** Female only residence hall; two (2) stories; 103-bed capacity; 2 lounges; laundry; sink in each room
- MIXON HALL:** Female only residence hall; all private rooms; 49-bed capacity; two (2) stories. The additional private room rate of \$600 will be added for residents of the hall; upperclassmen
- DUNN HALL:** Male only residence hall; three (3) stories; 216-bed capacity; 2 lounges; laundry on each floor; freshmen
- SIMONS HALL:** Male only residence hall three (3) stories; 116-bed capacity; sink in each room; mixed class housing
- PARKER HALL:** Male only residence hall. Nine (9) stories; one lounge, 200-bed capacity

SMOKE-FREE HALLS: ALL RESIDENCE HALLS ARE SMOKE-FREE

PRIVATE ROOMS

Private rooms are assigned on a space-available basis with priority given to continuing students. The private room rate is \$650 per semester above the normal double-occupancy rate. The college reserves the right to alter any or all of the above options and to make room assignments which are considered to be in the best interest of the institution and the larger academic community. Housing options are contingent upon sufficient student requests to justify the housing arrangement.

While guaranteed campus housing, particular residence hall assignments are not guaranteed. The Department of Housing makes every effort to honor your first choice; however, circumstances will not always permit this.

NOTE: Students are not permitted to move into an unoccupied room or stay in a double room alone without having paid the private room fee.

CAMPS AND CONFERENCES

During the summer, Chowan University opens its residence halls, athletic facilities, and classrooms to outside groups, providing a beautiful setting for academic, athletic, or simply leisure time pursuits. If you are interested in bringing a camp, retreat, or conference to Chowan, please call the Director of Camps and Conferences at extension 6464.

HOUSING - ADDITIONAL THINGS YOU NEED TO KNOW

CARE OF RESIDENCE HALLS - You are expected to keep your room and other residence hall areas clean and safe.

- Only nondestructive hanging materials (such as double-side tape) may be used to attach decorations.
- Window areas should be kept free of articles which are offensive and/or which may create a hazard to fire safety.
- Hallways should be kept free of personal belongings and trash.
- The residents of each residence hall may (through hall government vote) establish their own guidelines within those established by the University to ensure that all residents will be comfortable in their rooms.
- Custodial service will clean the stairways, halls, and bathrooms.

CHARGE FOR DAMAGES - Damages beyond normal wear and tear are paid for by residents. Occupants are financially responsible for damages within their rooms and to their doors, screens, windows, and ceiling tile. Damages to common areas (hallways, bathrooms, lounges, etc.), which cannot be attributed to an individual or group will be assessed (PRORATED) to residents of the section, floor, hall, or entire student body. Listed below are ways residence halls are most frequently damaged.

DOORS - Using tacks, nails, staples; removing paint when removing tape; writing, using dart boards; burning paper which is attached to door; damaging locks

CARPET - Putting cigarettes out on floor; having water fights; placing hot objects (irons, pots) on floor; staining floor with chewing tobacco; spittle; spilling drinks; spilling food; keeping animals in rooms; using fireworks in building; riding bicycles and skateboards in halls

WALLS - Putting tape on walls; using nails, tacks, staples; drawing on walls; writing on walls; spitting tobacco juice on walls

CEILING - Putting holes in ceiling tiles; sticking objects to ceiling

DESKS - Cutting desktops; placing hot objects (irons, pots) on desktops; burning desktops with cigarettes; using nails, screws in desks

MATTRESSES - Burning holes in mattresses

ROOM FURNISHINGS - Relocating mirror; breaking chairs; breaking light fixtures; using drawers to support mattresses or books

HOUSING POLICY -

The Chowan University Board of Trustees has adopted the following policy.

Full-time students are required to live on campus unless they are: (1) married; (2) living in the community with their immediate family; (3) over 23 years of age; or (4) a veteran of the United States military. Students must be enrolled full-time (12 semester hours) to qualify to live on campus.

The requirements to live off campus are:

1. Must be a junior or senior rank
2. Must have a 2.75 grade point average or better
3. Must have a good campus behavior record
4. Must understand that any disciplinary problems off campus may also be heard within the University disciplinary system
5. Must complete the off campus housing application

ALL STUDENTS WHO WISH TO LIVE OFF CAMPUS MUST APPLY EVERY YEAR!!

Any change of address or telephone number must be given to the Housing Office. Permission to live off campus is not extended from year to year.

The University agrees to make rooms available from 1:30 p.m. on the day residence halls open or such time as the student is notified to report to campus, except during vacation period as announced in the Chowan University Catalog, until twenty-four hours after the student's final academic examination for the semester

or twenty-four hours after termination of student status, whichever comes first. The Vice President for Student Affairs must approve exceptions to the above. The University reserves the right to remove from campus housing any student found in violation of stated Housing and Residence Life policies.

MAINTENANCE AND HOUSEKEEPING - Requests by students for repairs in residence halls must be made through the Office of Housing and Residence Life, ext. 6237. University personnel provide housekeeping service only in common areas, such as lounges, hallways, stairways and bathrooms. Note: There may be a charge for unclogging drains if there is evidence of negligence.

OPENING AND CLOSING OF RESIDENCE HALLS

Residence halls open for academic sessions at 1:30 PM on designated days. Residence halls are closed only during Christmas. Students must vacate their rooms on the day the halls close according to the University calendar. At the end of final exams for each semester, students must vacate their rooms within 24 hours after their final exams and/or by the designated time for all residence halls to close, whichever comes first. Failure to possess written permission to occupy a residence hall room from the appropriate university official will result in immediate removal from the residence hall, serious disciplinary action, and/or a fine.

Students who arrive before or stay after the official opening and closing periods will be charged \$100.00 per day, if they are housed. **HOUSING IS NOT GUARANTEED PRIOR TO OPENING OR AFTER CLOSING.**

Special housing accommodations are not available for International Students during times when the residence halls are closed. In an effort to increase cross-cultural exchange and to strengthen language skills, international students are strongly encouraged to stay in homes of local families or their college friends. The University will assist in the housing of international students whenever the residence halls are closed.

ROOM ASSIGNMENTS - The University reserves the right to make Residence Hall Room Assignments, which are considered to be in the best interest of the institution and the University community. Each student must occupy his or her room in person and may not sublet it to another person. The University reserves the right to require single occupants living in double rooms to move together in order to open double rooms for others. Room assignments for housing will be made during the summer based on dates of advance payments and information obtained from the Roommate Assignment Questionnaire.

ROOM CHANGES - Students are permitted to change rooms after the first week of a semester provided such changes are approved by the Director of Housing and Residence Life in advance. Unless the administration initiates the room change, a fee of \$20.00 is charged. Any changes made without prior approval will result in a \$50.00 fine per person involved, in addition to the \$20.00 room change fee.

ROOM CHECKOUT PROCEDURE

- Upon vacating a room or withdrawing from the University, contact a member of the residence hall staff to obtain a “Room Check-out Form.”
- Turn in the check-out form and your room key at Penny Hall, Room 102.

Any student who fails to check-out of his/her residence hall room (that is, turning in the room check-out form signed by a member of the Residence Hall staff and turning in the room key) at the time of withdrawal from the University will be billed \$75.00 for rekeying the lock on the door and will forfeit the \$30.00 key deposit.

If a student has to leave after office hours, the student should have the Resident Assistant turn the key and room checkout form in on the next working day. Mailing the key in is not acceptable for proper checkout procedure and does not cancel the bill for changing the lock. Policies regarding end-of-term checkout procedures will be distributed to all residents before the end of the semester.

Any student who fails to vacate his/her residence hall room by the designated time faces severe sanctions and fines. Students must vacate the campus within twenty-four (24) hours of their last exam and/or by the designated time for all residence halls to close, whichever comes first. The University cannot house students who wish to remain on campus between their last exam and graduation ceremonies unless you are a candidate for graduation and/or have written approval from the Vice President for Student Affairs or Director of Housing and Residence Life.

ROOM FURNISHINGS - The University furnishes each student living in University housing with a twin size bed, drawer space, closet, desk, and chair. The University does not provide linens or pillows. Each room has carpet air conditioning, telephone, and cable service. Removing or disassembling University equipment, furniture, or furnishings will result in disciplinary action against those persons involved. Furnishings are not to be used for any purpose other than that which they were intended.

ROOM KEY - Each resident is required to have a room key. Keys are the property of the University and must be returned when the resident checks out of the room. Failure to return keys at the time of check-out will result in forfeiture of the \$30.00 key deposit and an additional \$75.00 fee to rekey the lock on the door. If a student loses a key, the Office of Housing and Residence Life will contact the Physical Plant department to have the lock on the door rekeyed. The student will be charged a \$75.00 fee. The student will be issued a new key. No University key may be duplicated! If a student is found in possession of a duplicated room key or in possession of more than one University key without authorization, he/she will be assessed a \$100.00 fine and further disciplinary action.

THE \$30.00 KEY DEPOSIT WILL BE GIVEN BACK TO THE STUDENT IF HE/SHE GRADUATES, TRANSFERS, OR LEAVES THE UNIVERSITY BECAUSE OF ANY OTHER CIRCUMSTANCES. NO EXCEPTIONS.

ROOM SEARCH - Occasionally, it may become necessary for University officials to search a student's residence hall room. See the Residence Hall Contract Agreement, as listed in this handbook, for room search procedures.

UTILITIES - Residents are expected to use utilities in a conservative, economical, and efficient manner. In the event of mechanical difficulty (air conditioning, heat, hot water, or other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service. However, in no event shall there be any abatement in residence hall rates because of the University's inability to restore service after making a reasonable effort, nor shall the University be liable for such failure.

UNAUTHORIZED OCCUPANCY OF A RESIDENCE HALL ROOM - University policy prohibits any person from occupying a residence hall room except their duly assigned one. Any person occupying a residence hall room without written permission from the Director of Housing and Residence Life shall be in violation of University Policy.

Penalty: not less than disciplinary probation and not more than suspension; may include removal from University housing.

RESIDENCE HALL POLICIES

To ensure that the residence halls remain a place where every student can be comfortable and safe, and can get the most out of the community living experience, the Office of Housing and Residence Life has developed specific residence hall policies.

Students who attend Chowan University should be prepared to live in a way, which reflects consistency with the purpose of the University, and in a manner that demonstrates respect for the rights of their fellow students and the University. Successful residential living requires all parties to be mindful of their rights and responsibilities. Residents have a right to study, rest and relax in a pleasant, safe, and clean environment. Residents have an obligation to respect these basic rights of their fellow students. The University is responsible for maintaining conditions, which contribute to wholesome residential living.

When a resident is determined responsible for a residence hall policy violation, a sanction is imposed which takes into consideration the severity of the incident and any special circumstances involved. (See Student Code of Conduct disciplinary sanctions in the Student Guidelines and Expectations section of this Handbook). The list provided below addresses some of the most frequently asked about topics. It is by no means exhaustive. Remember that you are responsible for all the policies and regulations as outlined in this Handbook.

The following list includes items prohibited in residence halls because they pose a fire and/or safety hazard or infringe on the right of others:

- **ALCOHOL AND ILLEGAL DRUGS**
- **BLOCKING** - in any way hallways, stairwells, and fire escapes
- **BICYCLE** - parked in a hallway, stair tower, or the entrance to a residence hall; will be removed from these locations by the Public Safety staff

- **CANDLES** -not permitted in residence halls
- **CEILING FANS**
- **COMBUSTIBLE ENGINES** - including motorcycles, mopeds, and ATV's stored within the residence halls or stair towers
- **COOKING** - in private rooms, light snacks and refreshments are allowed
- **DAMAGE AND/OR THEFT OF UNIVERSITY PROPERTY** - both in private rooms and public areas of the residence halls
- **DECORATIONS** - such as tapestries and fish net hung from the ceiling, holiday and party decorations for corridors, rooms, etc. made of flammable materials; includes live Christmas trees with lights; pornographic materials, drug related paraphernalia, and identifiable alcoholic beverage containers and sign, alcohol-related advertisements; nails, bolts, screws, etc. in walls, floors, or furniture
- **DOOR** - writing on or defacing of room door. At check-out, door must be in same condition as at check-in
- **ELECTRICAL APPLIANCES** - total wattage for all appliances in use should not exceed 1800 watts; appliances which exceed 1000 watts are discouraged (hot plates, electrical heaters, electric frying pans).
- **EXTENSION CORDS** - unless U.L. approved, should be replaced by multi-outlet "power strips" or devices with power surge protectors
- **FAILURE TO COMPLY** - with the health and safety standards of University, municipals, and state authorities or with the provisions of the Residence Hall Contract Agreement
- **FAILURE TO MEET VISITATION PRIVILEGES AND REQUIREMENTS** - in student rooms and non-public lounges as established each semester
- **FAILURE TO PROPERLY DISPOSE OF TRASH**
- **FAILURE TO VACATE** - one's room or building during a fire alarm or at end of each term
- **FIREWORKS** - including firecrackers or other explosives
- **HAIRCUTTING** - students are not allowed to turn their residence hall room into a "barber shop." For health and safety reasons, cutting other people's hair is prohibited in all University facilities
- **HALOGEN LAMPS** - not permitted in residence halls
- **INCENSE** - not permitted in residence halls
- **LOUNGE/PUBLIC FURNITURE** - moved from the common areas into an individual student room or out of the building
- **LEDGES, ROOFS, AND WALLS** - used for the purpose of sunbathing, barbecuing, sitting, standing, or walking on a window ledge or roof
- **NOISE** - caused by radio, stereos, amplifiers, speakers facing out of your window; behavior that infringes on a resident's need for proper conditions for study and rest, regardless of the time of day; minimum quiet hours for every residence hall is 10:00 PM until 10:00 AM; during finals week, quiet hours are 24 hours per day
- **OPEN FLAMES** - including but not limited to candles or incense
- **PAINTING** - your room or hallway
- **PETS** - of any kind, including birds, except for non-carnivorous fish in an aquarium not exceeding 30 gallons
- **POSSESSING ANY DRUG OR ALCOHOL PARAPHERNALIA** - including a bong, funnel, etc.

- **PROPPING OPEN** - a fire door or external residence hall door at any time
- **REMOVING ROOM FURNITURE** - from one's room without authorization; all furniture must stay in your room
- **SALES AND SOLICITATION** - on campus and in residence halls unless you receive written approval from the Vice President for Student Affairs and Vice President for Business Affairs
- **SMOKING** – Smoking is not permitted in the residence halls or within a twenty-five foot “Smoke Free Zone” around all university building entrances. Students in violation will be fined \$25.00.
- **SPORTS IN THE HALL** - which may lead to personal injury or property damage, including the activation of smoke detectors and sprinkler systems
- **WATERBEDS**
- **WEAPONS** - including firearms, bows and arrows, sheath knives and other hunting equipment
- **WINDOWS** - used to throw, drop, or allow any object or person to pass through; displaying in or on a window or window sill, anything that might be considered commercial advertising, pornographic, alcohol or drug related or might cause injury to those below should it fall

You must follow the directions of University staff members (including RAs, Student Affairs staff, and Public Safety officers) at all times. Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive is contrary to reasonable expectations for residence hall living and will be handled within the judicial system.

RESIDENTIAL LIVING - ADDITIONAL THINGS YOU NEED TO KNOW

The items outlined below are a summary of other things you need to know as a resident:

ALCOHOL AND ILLEGAL DRUGS - are not to be consumed or used by students, faculty, or staff in or at any University-sponsored event on or off campus

ENTERTAINING GUESTS - in your room is an opportunity for you to get to know other students in a relaxed setting; you are encouraged to entertain a reasonable number of friends, guests (four times the normal occupancy) in your room provided the activity does not interfere with other residents' needs for reasonable conditions for studying, relaxing, and sleep.

EXTERIOR DOORS - of all men's residence halls are locked at 11:00 PM and women's halls are locked at 7:00 PM. Please do not prop open exterior doors; it creates a safety hazard for all residents of the hall.

INSURANCE - is not carried by the University to cover any loss, damage or theft; check with your homeowner's policy to determine if you are covered. The University assumes no responsibility for loss or damage to a resident's personal property. Students should consider the purchase of insurance or the extension of parents' insurance to cover such losses. In addition, the University does not assume responsibility for any claim arising out of injury to the student's person while an occupant of a resident hall. The University is unable to provide storage areas for student's belongings. Belongings left upon withdrawal from Chowan University will be donated to a local charity.

MID- AND END-OF-YEAR CLOSING - of residence halls requires that all but seniors vacate their room within 24 hours of their last exam or by noon of the day following the end of semester exams, whichever comes first; seniors must vacate their rooms by 3:00 p.m. on the day of Graduation.

NON-CHOWAN GUESTS - Guests may visit on campus for a maximum of two (2) days per month throughout the campus. Residents may entertain guests of the opposite sex from 11:00 AM until 12:00 midnight, Sunday-Thursday, and 11:00 AM - 1:00 AM Friday-Saturday. After the first two weeks, residents may have overnight guests who are of the same sex as residents of the hall for a maximum of two nights during the week or for the weekend, not to exceed two nights per month. All guests must be registered with the Office of Housing and Residence Life before they enter the residence halls. Guests are expected to conform to the standards of the hall and campus. **Residents are held responsible in the event their guests violate University regulations. Residents who fail to register guests with the Office of Housing and Residence Life or the Department of Public Safety will be subject to disciplinary action and/or visitation sanctions.** Within the last two weeks before a break and during exams, overnight guests are not permitted. Students who have been previously suspended may not visit without prior permission from the Vice President for Student Affairs.

NOTE: Any student caught housing a former student (i.e., one who has been suspended and barred from campus) will be subject to immediate suspension from University housing.

RESIDENCE HALL SECURITY - requires that the exterior doors of all residence halls be locked nightly at 11:00 PM for male residence halls and 7:00 PM for female residence halls by Public Safety officers. Resident students must use their key to unlock the exterior door of their residence after the above times. Public Safety personnel check residence hall doors during patrols throughout the night to ensure the doors remain locked.

ROOM CONTRACT AGREEMENT - which each resident student signs during room selection, requires you to remain in residence for the entire year unless you go off campus to study or you withdraw from the University.

ROOM SELECTION - for next year occurs in April and is based upon seniority and date of payment of the \$100 Advance Deposit by a specified date. Storage of your personal belongings at the conclusion of the year is not provided.

VACATION PERIOD - Winter Break is the only time during the year when residence halls are closed. Special arrangements are made for these with University commitment to stay on campus. To stay during Fall Break, Thanksgiving, and Spring Break, students must register with the Office of Housing and Residence Life.

VISITATION POLICY - As a social function, the visitation policy allows residence hall visitation in residential areas by members of the opposite sex during designated times. **VISITATION IS A PRIVILEGE, NOT A RIGHT.** The University reserves the right to change the visitation policy as it deems necessary.

All participants must abide the following procedure during residence hall visitation:

1. During visitation the guest must be accompanied by his/her host or hostess at all times.
2. If a student violates this policy, then he/she is subject to lose his/her visitation privileges for a semester.
3. The room door may be closed and noise within that room must be kept at a minimum.
4. A resident is equally responsible for the conduct of his/her guests.
5. If an off-campus guest violates this policy, then he/she is subject to immediate suspension of his/her visitation privileges. The penalty will be no less for the host/hostess.
6. Bathrooms are off-limits to the opposite sex. Students using the wrong restrooms during inter-residence hall visitation will be subject to suspension of visitation privileges.

Students who attend Chowan University should be prepared to live in a way that reflects consistency with the purpose of the University and in a manner that demonstrates respect for the rights of others and the University. Successful residence hall living requires all individuals to be mindful of their rights and responsibilities. Residents have a right to study, rest, and relax in a pleasant, safe, and clean environment. The University, with the assistance of all residence hall students, is responsible for maintaining conditions that contribute to wholesome residential living.

TERMS & CONDITIONS OF CONTRACT AGREEMENT

- I. University Policies: Students living in residence halls are expected to be familiar with and abide by all rules and regulations specified in the Chowan University Catalog and Student Handbook.
- i. **HOUSING POLICY:** Full-time students are required to live in residence halls unless they are: 1) married; 2) living in the community with their immediate family; 3) over 23 years of age; or 4) a veteran of the United States military. Students must be enrolled full-time (12 semester hours) to qualify to live in college housing. Juniors and seniors who meet certain conditions are able to apply to live off campus during the spring term prior to the fall of the upcoming semester.
 - ii. **DURATION OF CONTRACT:** This contract shall cover the period of the academic year for which the student is enrolled. The University agrees to make rooms available on the day residence halls open or such times as the student is notified to report to campus, except during the vacation periods as announced in the Chowan University Catalog, until the designated closing times for the residence halls or until twenty-four hours after the student's final examination for the semester or twenty-four hours after termination of student status, whichever comes first.
 - iii. **ROOM KEY:** Each resident is required to have a room key. A deposit of \$30 as a Room Key Deposit Fee is required of the resident when the key is issued. Keys are the property of the University and must be returned when the resident checks out of the room. Failure to return keys at the time of checkout will result in a loss of the \$30.00 deposit and an additional \$75.00 fee to rekey the lock on the door. If a student loses a key, the Office of Housing and Residence Life will contact the Physical Plant department to have the lock on the door rekeyed. The student will be charged a \$75.00 fee. The student will be issued a new key. No University key may be duplicated! If a student is found in possession of a duplicated room key or possession of more than one University key without authorization, he/she will be assessed a \$100.00 fine and further disciplinary action.
 - iv. **FAILURE TO OCCUPY:** If a student fails to occupy the assigned room by the first day following registration without giving the Office of Housing and Residence Life proper written notice of late arrival, the student's room assignment will be canceled.
 - v. **RESIDENCE HALL/ROOM ASSIGNMENTS:** The University reserves the right to make residence hall and/or room assignments, which are considered to be in the best interest of the University community. Each student must occupy his or her room, in person, and may not sublet it to another person. The University reserves the right to require single occupants living in double rooms to move together in order to open rooms for others.
 - vi. **ROOM CHANGES:** Students are permitted to change rooms after the first week of a semester provided such changes are approved by the Office

of Housing and Residence Life in advance. Unless the room change is initiated by the administration or is made during free room change week, a fee of \$20.00 is charged. Any changes made without prior approval of the Office of Housing and Residence Life will result in a \$50.00 fine per person involved.

- vii. QUIET HOURS:** Residents are expected to be quiet and orderly at all times, but especially quiet and considerate of others from 10:00 PM until 10:00 AM. During finals week, quiet hours will be in effect 24 hours per day.
- viii. PETS:** With the exception of non-carnivorous fish, state law does not permit pets to be kept in residence halls.
- ix. ROOM INSPECTION:** Rooms are inspected on a regular basis for reasons of health, safety, sanitation, and damage or loss of University property. Residents are responsible for keeping their rooms in an orderly and sanitary condition. Entry into rooms by authorized University personnel may be made as needed to inspect and repair University property and to check for unsanitary conditions, which may endanger the health and safety of others.
- x. ROOM FURNISHINGS:** The University furnishes each student living in University housing with a twin size bed, drawer space, closet, desk, and chair. Removal of or damage to the furnishings in each room will result in a fine against those person involved. Furnishings are not to be used for any purpose than that which they were intended.
- xi. ROOM DECORATIONS:** Residents are encouraged to decorate their rooms. Pornographic materials, drug-related paraphernalia, and identifiable alcoholic beverage containers are not approved decorations. Nails, screws, bolts, etc. are not to be put into the walls, floors, or furniture.
- xii. MAINTENANCE AND HOUSEKEEPING:** Requests by students for repairs to room furnishings must be made through the Office of Housing and Residence Life to the Department of Physical Plant. University personnel provide housekeeping services only in common areas, such as lounges, hallways, stairways, and bathrooms.
- xiii. COMMON AREAS:** Lounges, study rooms, lobbies, and other common areas are provided for the comfort and convenience of the residents of the residence hall. Students who remove common area furnishings from their respective areas to their rooms or elsewhere on or off-campus are subject to disciplinary action.
- xiv. CHARGE FOR DAMAGES:** Residents pay for damages beyond normal wear and tear. Occupants are financially responsible for damages within their rooms and to their doors, screens, and windows. Damages to common areas (hallways, bathrooms, lounges, etc.), which cannot be attributed to an individual or group will be assessed to all residents of the section, floor, or residence hall.
- xv. SOLICITATION:** The use of a residence hall room as a sales or service office, store room, or for the solicitation of sales, services, or gifts without permission in writing from the Vice President for Student Affairs and the Vice President for Business Affairs is prohibited.
- xvi. RESPONSIBILITY FOR LOSSES, DAMAGES, OR PERSONAL INJURY:** The University assumes no responsibility for loss or damage to a resident's personal property. Students should consider the purchase of insurance of

the extension of parents' insurance to cover such losses. The University does not assume responsibility for any claim arising out of injury to the student's person while an occupant of a residence hall. The University is unable to provide storage areas for students.

xvii. ROOM SEARCH: Search of residence hall rooms may be made by authorized University officials if reasonable grounds exist to suspect that any life or property may be in danger or will uncover evidence of a violation of law or of a University rule or policy.

Occasionally, it may become necessary for University officials to search a student's residence hall room. All room searches will follow the room search policy as listed in the current Student Handbook.

1. If the resident is present:
 - a. A room search, by a Resident Assistant, may be conducted if, and only if, the resident is present and grants permission for a room search. A minimum of two University Officials/Residence Hall Staff must be present before any search is undertaken. An occupant may not give permission for his/her roommate's belongings to be searched.
 - b. If a resident refuses to allow his/her room to be searched, a Student Affairs professional staff member will respond and search the room.
2. If the resident is not present: The Student Affairs professional staff member must obtain authorization from the Vice President for Student Life and/or his/her designee BEFORE the room search is conducted. It is to be understood that once the authorization is obtained, there will be minimum of two University Officials present, one of which must be a Student Affairs professional staff member.
3. There will be no random or mass room searches for any reason unless prior approval has been given by the Vice President for Student Affairs. This is not to be confused with regularly scheduled room inspections. (As listed under the Residence Hall Contract/Policies found in the Student Handbook.)

xviii. ROOFS: Students are not permitted on roofs of any University building due to the possibility of personal injury as well as damage to the structure. Violators are subject to fines and/or disciplinary action.

xix. UTILITIES: Residents are expected to use utilities in a conservative, economical, and efficient manner. In the event of mechanical difficulty (air conditioning, heat, hot water, or other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service. However, in no event shall there be any abatement in residence hall rates because of the University's inability to restore service after making a reasonable effort, nor shall the University be liable for such failure.

xx. GUESTS: Residents may entertain guests of the opposite sex during the approved visitation hours for that specific floor or residence hall. After the first week, residents may have overnight guests who are of the same sex as hall residents for a maximum of two nights during the week or for the weekend. All guests must be registered with the Office of Housing and Residence Life or the Department of Public Safety. Guests are

expected to conform to the standards of the hall and campus. Residents are responsible for making their guests aware of university policies and are held responsible in the event their guests violate University rules.

- xxi. ELECTRICAL APPLIANCES:** The total wattage for all appliances in use at any time in a room should not exceed 1800 watts. To prevent the overloading of circuits, appliances which exceed 1000 watts are discouraged. Such grooming appliances as brushes, curling irons, hair dryers, and shavers are approved. Electric heaters, hot plates, and frying pans are not permitted. Only those appliances designed to prepare light snacks are approved. Residents who utilize extension cords are required to use three-wire cords of No. 14-2 wire with ground cords.
- xxii. SMOKING:** Smoking is not permitted in the residence halls or within twenty-five feet of an entrance.
- xxiii. TELEPHONES:** Telephones, with local service, are provided in all rooms. If the phone is lost or damaged, there will be a \$100.00 charge.
- xxiv. PRIVATE ROOM:** Residents who request and are assigned a private room are charged an additional fee of \$650.00 per semester. This fee is non-refundable unless the University is forced, through a need for space, to assign a second student to the room. Residents housed in a private room who did not request such because their assigned roommate did not matriculate or withdrew have the following options: 1) choosing a roommate with the Office of Housing and Residence Life's assistance, 2) being assigned a roommate by the Office of Housing and Residence Life, or 3) being billed by the Business Office a prorated fee for the private room.

Chowan University reserves the right to change this contract with appropriate notice to the student. Your signature on this contract verifies that you have read, understand, and agree to abide by the aforementioned policies as stated therein as well as the policies stated in the Student Handbook.

SEXUAL HARASSMENT & SEXUAL ASSAULT POLICIES

Chowan University WILL NOT TOLERATE sexual harassment or assault, IN ANY FORM, including acquaintance rape or group (gang) rape. When there is probable cause to believe that the Chowan University regulations prohibiting sexual harassment or assault have been violated, the University will pursue strong disciplinary actions through its own channels. This discipline includes the possibility of suspension or expulsion from the University.

A student charged with sexual assault can be prosecuted under North Carolina criminal statutes AND disciplined under the University code of student conduct. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action.

I. DEFINITIONS OF RAPE

Rape is forced sexual intercourse that is perpetrated against the will of the victim. The force may involve physical violence, coercion, or the threat of harm to the victim. Rape is an act of violence, aggression, and power and the most prevalent, serious, violent crime committed on university campuses.

ACQUAINTANCE RAPE

The most prevalent form of rape on university campuses is acquaintance rape, which is forced, manipulated or coerced sexual intercourse by a friend or acquaintance.

GROUP OR GANG RAPE

This type of rape often occurs in residence halls where students frequently have been drinking heavily or using drugs. Multiple assailants attack the victim often after passing out.

SEXUAL ASSAULT

Sexual assault is defined as any forced sexual activity that is against a person's will. The force may come in the form of actual physical force or it may be mental and emotional pressures, coercion or manipulation. Other felonious crimes besides rape include sodomy (forced anal intercourse); and rape by foreign object (forced penetration of the genital or anal openings by a foreign object including a finger).

SEXUAL BATTERY

Sexual battery is defined as the unwanted touching of an intimate part of another person, such as a sexual organ, buttocks, or breast, for the purpose of sexual arousal.

SEXUAL HARASSMENT

Sexual harassment is another form of sexual assault. It is defined as unwelcome sexual advances or requests for sexual favors by a member of the campus community. The assailant may use, threaten to use, or imply that submission to or rejection of such conduct will have an impact upon academic decisions affecting the victim. This may involve students and professors or staff members.

II. FOR THE VICTIM OF SEXUAL ASSAULT

If you are the victim of sexual assault or rape, **you should do the following:**

- a. Go to a **safe place** and tell someone that you trust
- b. **Contact the Department of Public Safety** (Public Safety Gazebo between Belk and Jenkins Halls, 398.1234 or 862.5676)
- c. **Get medical attention**, even if there are no injuries. (The state of North Carolina can pay the bill anonymously.) Go to a hospital emergency room. **Do not bathe, shower, douche, or change clothes before going.** Treatment for rape may include testing for sexually transmitted diseases, medication to prevent pregnancy and documenting evidence of the rape so you can decide later whether to prosecute.
- d. **Report the sexual assault.** It is your decision whether to report the sexual assault to police, but you are strongly encouraged to press charges. Campus authorities can charge a student with a violation of the student code of conduct if you do not press charges.
- e. **Seek counseling.** Whether or not you report the sexual assault or prosecute, a trained counselor will be available for help in dealing with the emotional aftermath of the assault. Contact any of the following:

Director of Housing & Residence Life	Penny Hall 103 252.398.6200
Vice President for Student Affairs	Penny Hall 200 252.398.1227
Director of Campus Ministry	Penny Hall 201 252.398.6282

Off-campus: have Department of Public Safety call one the Crisis Lines:

Ahoskie, NC	332.4442 or 209.8161
RC SAFE	332.1933

III. THE UNIVERSITY'S RESPONSE TO REPORTS OF SEXUAL ASSAULT

The campus' first responsibility in responding to reports of sexual assault is caring for the individuals involved (the victim, roommate, parents, close friends, and alleged assailant).

STEP ONE: If an incident is reported to you, recognize that the individual might be struggling with painful feelings - denial, fear, embarrassment, or rage - when seeking assistance. To build trust and to assist the individual in getting further help, validate the courage she/he has shown in talking to you and assure him/her that one need not be alone in his/her struggle with this issue. Keep in mind that while no one invites sexual assault, many people feel that it was the victim's fault (by asking, for example, "What were you doing out so late?"). This might contribute to feelings of guilt and impede the healing process.

STEP TWO: Urge the individual to seek assistance from campus support services such as the Director of Housing and Residence Life, the Director of Wellness Center, one of the Ministers to the University, or the Vice President for Student Life. Offer to accompany the individual to the appropriate service.

STEP THREE: Urge the individual to seek medical care as soon as possible because of physical and emotional trauma that may accompany sexual assault. The risk of sexually transmitted diseases and pregnancy are also concerns to which physicians can respond. One should go to the emergency room of the nearest hospitals: Roanoke Chowan Hospital in Ahoskie or Southampton Memorial Hospital in Franklin, Virginia.

STEP FOUR: If the assault took place on or near campus, call Department of Public Safety: 398.1234 or 862-5676. The Department of Public Safety will respond promptly.

If the individual is considering reporting the assault to the police, let her (or him) know that it is crucial that medical evidence be collected as soon as possible as physical evidence is important.

Have the Department of Public Safety call the police if the victim wants to report the crime. Strongly encourage the victim to allow someone to report the assault to the police.

MURFREESBORO POLICE DEPARTMENT

9-911 or 398.4151

HERTFORD COUNTY SHERIFF'S DEPARTMENT

358.7800 (if assault occurs out of city limits)

STEP FIVE: To protect the individual's privacy, discuss the incident only with those campus employees who have a NEED TO KNOW so that they can provide services to parties involved. Refer all inquiries about an alleged sexual assault to the Vice President for Student Affairs, 398.1227.

IV. DISCIPLINARY ACTION TAKEN AGAINST THOSE CHARGED WITH SEXUAL HARASSMENT OR SEXUAL ASSAULT:

A. Report sexual harassment or sexual assault to the Director of Public Safety or to the Vice President for Student Affairs.

- B. The above persons will investigate the report.
- C. If sufficient evidence is produced to support a claim against the accused, charges will be drawn.
- D. The accused may admit his/her guilt and waive the right of a hearing. If this is done, the accused agrees to accept the punishment imposed by the Vice President for Student Affairs.
- E. If the accused requests a hearing, the Vice President for Student Affairs is responsible for determining the penalty. The penalty for sexual harassment can range from an official reprimand to suspension. The penalty for sexual assault is suspension or expulsion.

- F. A student can request an appeal by following the appeal procedure, which is explained elsewhere.

V. RIGHTS OF VICTIMS OF SEXUAL HARASSMENT OR SEXUAL ASSAULT

To encourage reporting of assaults and to ensure fairness to victims throughout the disciplinary process, Chowan University has the following statement of rights of victims:

- The right of a victim to have a person or persons of her or his choice, within the University community, accompany her or him throughout the disciplinary hearing
- The right to remain present during the entire proceeding
- The right, as established in state criminal codes, not to have his/her irrelevant past sexual history discussed during the hearing: (The Rape Shield Law)
- The right to make a “victim impact statement” and to suggest an appropriate penalty if the accused is found in violation of the code
- The right to be informed immediately of the outcome of the hearing

TO AVOID HIGH RISK SITUATIONS FOR MEN:

Know your sexual desires and limits. Communicate them clearly.

Be aware of social pressures. It is OK not to “score.”

Being turned down when you ask for sex is not a rejection of you personally. Women who say “No” to sex are not rejecting the other person; they are expressing their desire to not participate in a single act. Your desires may be beyond your control but your actions are within your control.

Do not assume that just because a woman dresses in a “sexy” manner and flirts that she wants to have sexual intercourse.

Do not assume that previous permission for sexual contact applies to the current situation.

Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking and effective communication.

For Women:

Know your sexual desires and limits. Believe in your right to set those limits. If you are not sure **STOP** and talk about your feelings.

Be assertive. Often men interpret passivity as permission. Be direct and firm with someone who is sexually pressuring you.

Be aware that your nonverbal actions send a message. If you do dress in a “sexy” manner and flirt, some men may assume you want to have sex. This does not make your dress or behavior wrong, but it is important to be aware of misunderstanding.

Pay attention to what is happening around you. Watch the nonverbal clues. Do not put yourself in vulnerable situations.

Trust your intuitions. If you feel you are being pressured into unwanted sex, you probably are.

Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking and effective communication.

GENERAL UNIVERSITY POLICIES AND PROCEDURES

The items below are a summary of additional policies and procedures that apply to all students. Remember, you are accountable for adhering to all University policies.

External charges - may be filed against you if the alleged violation of the Student Code of Conduct is viewed as sufficiently serious to warrant the filing of charges by the University with the local criminal justice system.

GROUP CONDUCT - refers to the fact that members of recognized student organizations and athletic teams share an obligation to encourage individual members to conduct themselves appropriately; a group cannot ignore or escape its responsibility for the actions of each individual member and the membership collectively. An organization as well as individual members of it are held responsible when it is established that the group is responsible for a violation of the Student Code of Conduct.

OFF-CAMPUS BEHAVIOR - is generally dealt with only by civil authorities. However, when the University interests are clearly involved or when the welfare of others in the community is affected, the University reserves the right to take on-campus action against you independently of civil authorities for off-campus violation of policies covered in the Handbook. Your behavior both on and off the campus will be a factor in determining your eligibility to live off-campus the following year.

ALL STUDENTS WHO WISH TO LIVE OFF-CAMPUS MUST APPLY EVERY YEAR! Any change of address or telephone number must be given to the Housing Office. Permission to live off-campus is not extended from year to year.

STUDENT GUIDELINES & EXPECTATIONS

Chowan University is committed to Christian values that create an academic and campus community that is orderly, caring, and just. Chowan considers every person a person of worth. Chowan University appreciates and welcomes cultural backgrounds, attitudes, and opinions different from our own, however, any form of harassment, hazing, lewd, or indecent behavior will not be tolerated. The University takes a strong stance against drug abuse and possession of firearms and pyrotechnics. Drinking or possessing intoxicating beverages is not permitted on campus. Students are responsible for their own actions and behavior and are held accountable as such. The University reserves the right at all times to exclude students whose conduct or academic standing it regards as undesirable without specifying any further reason for exclusion.

OUR VALUE SYSTEM IN “HAWK COUNTRY” . . .

1. Chowan University, shaped by Christian ideals, endeavors to provide quality higher education and to help students gain a philosophy of life which will lead to their development as responsible citizens and to gain a philosophy of life which will lead to their development as responsible citizens of the world community.
2. The Judeo-Christian faith is the primary source of our values.
3. We are committed to Christian values that create an academic community that is orderly, caring, and just.
4. We believe that every person is a person of worth.
5. We appreciate cultural backgrounds different from our own.
6. We have an understanding of different attitudes & opinions.
7. We do not tolerate any form of harassment, hazing, lewd, or indecent behavior.
8. We value personal responsibility and recognize the individual's need for Spiritual, Physical, Emotional, Cultural, Intellectual, Awareness of differences, Life planning, and Social (SPECIALS) wholeness.
9. We value the full development of every student in terms of a confident and constructive self-image, a commitment to self-discipline, and responsible self-expression.
10. We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence.
11. We value the rights and privileges of owning and using property, both personal and of the University, and the benefits of preservation and maintenance of property and of our natural resources.
12. We value privileges and responsibilities as members of the Chowan University academic community and as citizens of the world community.

PROTESTS AND DEMONSTRATIONS

The University does not attempt to interfere with student's rights of freedom of speech and freedom of assembly. No protests and demonstrations; however, must interfere with the normal educational functions of the University. Any conduct that is disruptive of the educational process of the institution will be subject to the appropriate disciplinary actions, up to and including dismissal from the University.

CODES OF ETHICS

HONOR CODE - *We will not lie, cheat, or steal nor tolerate among us those who do.*

CAMPUS CODE - *We are bound by our responsibilities as ladies and gentlemen to conduct ourselves as such at all times.*

ROLE PARTICIPATION OF STUDENT IN INSTITUTIONAL DECISION-MAKING

The Student Government Association (SGA) functions as a forum through which students may express their opinions and concerns on matters, which affect them. The SGA influences the University's decision-making process through its legislative powers.

Two relevant legislative powers in the student body which are vested in the SGA are:

1. To appeal recommendations of the University faculty/staff/student standing committees to the appropriate Administrator and then to the President of Chowan University or his/her designee whose decision is final. Such an appeal requires a voting majority.
2. To propose and receive from members of the student body proposals for changes in rules and regulations which are necessary and proper to promote the general welfare of the student body. Upon approval of the voting member of the SGA, the proposals may be forwarded for consideration to the appropriate administrative or academic department and/or proper University faculty/staff/student standing committees. These committees include: Athletics, Convocation, and Graduation, Environmental Health and Safety, Hospitality, Judiciary, Landscape Planning, and Library.

The University community has proven quite responsive to SGA initiatives. Every student is a member of the SGA and has equal voice and opportunity to participate in the campus governance system.

STUDENT CODE OF CONDUCT

ACADEMIC CHEATING - The purpose of an academic honor code is to build high principles of honor, integrity, and community. An honor code assumes that students will practice honesty with respect to testing and the exchange of ideas and concepts.

Further, such a code requires that students report those who violate this code. The faculty and administration of Chowan University view academic cheating as a serious matter that cannot be tolerated.

Academic cheating is the intentional use or attempt to use unauthorized information from any source during any academic pursuit. Both collusion and plagiarism are also regarded as forms of cheating. Collusion is interpreted as two or more students working together in order to practice dishonesty or deception. Plagiarism is the presentation of work (for example, words, concepts, ideas, or graphics) of another as his or her own work without properly citing the source.

In the event a faculty member believes that a student has engaged in cheating and/or plagiarism, the teacher will submit the evidence to his/her Chairperson. If the faculty member and the Chairperson agree that substantive evidence of cheating exists, they will submit the evidence to the Vice President for Academic Affairs (Provost). If the Provost finds that the evidence supports a charge of cheating and/or plagiarism, he may offer the student a penalty that is acceptable to both the student and the teacher. If a penalty is not offered or is refused, the Provost will appoint a committee of three faculty members, one of whom must be from the department in which the alleged infraction occurred, to hear the case. The committee will render a decision of guilty or not guilty, and will forward to the Provost a recommended penalty in the event that the student is found to be guilty.

The penalty for academic cheating may range from an F in the course to preliminary suspension to expulsion from the University, depending upon the magnitude of the offense. On a second offense of academic cheating at any time during a student's enrollment at Chowan University, the penalty may be no less than suspension from the University with a semester grade of F in the course in which the offense occurred. In the event that the Provost should impose a penalty of suspension or expulsion, the student has the right to appeal the penalty to the President of the University.

It is expected that the foregoing policy and procedure will be followed in all cases involving academic cheating.

UNIVERSITY JUDICIAL PROCEDURES AND STUDENT CODE OF CONDUCT

The following items listed in the Code of Student Conduct are prohibited behaviors that are deemed as unacceptable to the Chowan community. Students found responsible for these actions are held accountable through sanctions listed on the following pages.

ACCESSORY/ACCESSORY AFTER THE FACT - Being a party to, witness to, or having knowledge of, any policy violation that is occurring or has occurred without reporting such violations immediately to the proper authorities

AGGRAVATED ASSAULT - An assault in which there is intent to inflict serious injury that may involve the use of a weapon

AIDING/ABETTING - Aiding, abetting or conspiring with another person to become involved in prohibited behavior

ALCOHOL - (a) Possessing, consuming, being inebriated (drunk), creating a disturbance/concern due to alcohol consumption, driving while impaired, selling or distributing of alcoholic beverages. Students found in the presence of alcohol may be charged with an alcohol violation or accessory. (b) Non-alcoholic beer is not permitted on campus.

ASSAULT - An act or movement that conveys an intention to use force of violence or physical injury to another person

BATTERY - The striking, beating, or use of force upon a person without the person's consent

CANDLES/INCENSE - Candles, incense and open flame lamps are not permitted in the residence halls

CONTEMPT - willful disregard or disobedience of a directive issued out of judicial process (sanctions or University regulations)

DART BOARDS - the hanging and/or use of Dart Boards

DEMONSTRATIONS - the gathering of a group of students for the purpose of a demonstration that is not orderly or peaceful and which interferes with the academic process or normal operation of the University

DINING HALL REGULATIONS - Students must present their ID cards upon entry to the Thomas Dining Hall or pay cash for the meal (**NO EXCEPTIONS**). Shoes and shirts must be worn at all times in the Thomas Dining Hall. The following are violations of regulations:

1. Leaving trays, plates, cups, etc., on tables
2. Taking dining hall property (non-disposable plates, silverware, cups, etc.) from the dining hall
3. Taking food and beverages from the dining hall
4. Throwing food or other items (trays, cups, etc.) in the dining hall is totally unacceptable behavior and will be dealt with severely
5. Failure to allow ID card to be scanned or checked
6. Bringing undue notice to oneself
7. Use of profanity

DISORDERLY CONDUCT - any disorderly behavior

DRUGS - illegal possession, use, distribution, manufacture and/or sale of controlled substances (amphetamines, barbiturates, hallucinogens, narcotics, and marijuana) on campus. This policy is explained further in "Controlled Substances: Uses and Effects" section.

FAILURE TO RESPOND TO A REQUEST FOR A HEARING - Without missing an academic class, students are to respond to requests by University officials in a timely manner. Failure to do so will subject the student to disciplinary action.

FAILURE TO PRESENT ID CARD - failing or refusing to present identification card when requested to do so by an authorized University official or civil authority.

FIRE/ARSON - starting or attempting to start a fire in a University building or on University property; arson; activities in which fire is used without prior approval

FIRE/SAFETY - (a) intentionally and without cause activating a University fire alarm system through a detection device or pull station, (b) tampering or disabling a University fire detection/alarm system, (c) failure to evacuate a building or area after an alarm, signal, or directive from a University official, (d) misusing fire prevention or safety equipment, (e) intentional false reporting of a bomb, fire, or any other emergency (NC Statute: N.C. Fire 503.2.2, Code Vol. 5)

FIREARMS/EXPLOSIVES AND ANY OTHER WEAPONS - the use, possession or distribution on campus of firearms, explosives, fireworks and knives

GAMBLING - illegal gambling, wagering, and or betting including but not limited to the establishing of pools, "50/50" wagers, etc.

GANG AFFILIATION - the affiliation with gangs is strictly prohibited. The wearing of gang associated clothing and/or colors is prohibited.

GOLF - hitting of golf balls on campus, except for the driving range

GUESTS - host of guests who do not uphold the standards and rules of the University will be held responsible for violations

HARASSMENT - threatening of or verbal abuse of any member of the University community

HAZING - to annoy any student by playing abusive or ridiculous tricks on him/her to frighten, scold, beat or harass him/her or subject him/her to personal indignity (N.C. Statute: 14.35)

ID CARD MISUSE - Each currently enrolled student is required to have a current student identification card. A student must present his/her ID when requested to do so by an authorized University official or any authorized civil official. Students are required to present their ID card when entering the dining hall, and specified University events. Lending an ID card or ID card number or using another student's ID card number is strictly forbidden and is considered an act of falsification. Lost ID Cards may be replaced for \$10.00. Please report to the Business Office for card replacement. The ID card is the property of the University and must be surrendered upon withdrawal from the University for any reason.

ILLCIT RELATIONS - Sexual relationships that are not congruent with the University mission.

INAPPROPRIATE BEHAVIOR - any inappropriate behavior not in keeping with the mission and purpose of Chowan University

INSUBORDINATION - failure to respond to a person in authority or failure to respond to a directive from an employee of the University

KEYS - the possession of unauthorized keys and the duplication of University keys

LITTERING - any form of littering in a public area on campus

LYING - furnishing false information with intention of deceiving

MOTOR VEHICLE REGULATIONS - violating motor vehicle rules and regulations

NOISE - interfering with the comfort, study and/or rights of other members of the Chowan community through excessive noise

OBSCENE, LEWD, INDECENT MEDIA EXHIBITION - the use, display, or exhibition of pornographic movies, video tapes, records, cassettes, posters, magazines, CD's, or other media. Includes computer access to pornographic sites

OFFICIAL SIGNS - the display or possession of highway, town or university signs, markers, warning lights, business signs, etc.

PETS - with the exception of aquarium fish, North Carolina State law does not allow for pets to be kept in the residence halls

PROFANITY - The verbal, written and/or electronic use of profanity on campus or at University sponsored events.

RECKLESS BEHAVIOR - reckless behavior that threatens the safety and security of the Chowan community or its members

ROOM DECORATIONS - pornographic materials, identifiable alcoholic beverage containers or signs, drug related paraphernalia in rooms or on windows.

SEXUAL ASSAULT - any forced sexual activity that is against a person's will. The force may come in the form of actual physical force or it may be mental and emotional pressure, coercion or manipulation.

SEXUAL HARASSMENT - any form of unwanted sexual behavior, such as physical contact, verbal comments or suggestions, requests for sexual favors and the like

STEALING/THEFT - unauthorized taking of property or being in possession of stolen property (residential property, phone card access, etc.)

TAMPERING - any tampering, misuse, unauthorized access, or illegal use of telephone, telephone cable, computer, cable TV, fire, security, radio, electrical or other systems/technology is prohibited. Additionally, inappropriate use of email/data processing and information systems technology is prohibited. Students are prohibited from entering equipment/custodial rooms or from accessing any electrical equipment panel for any reason.

TELEPHONES - theft of messages, calling card numbers, changing greetings, obscene messages or unauthorized use of another's phones are violations of Federal Communications regulations

UNAUTHORIZED ENTRY - breaking and/or unauthorized entry into any campus facility or unauthorized area

UNAUTHORIZED GUESTS - a guest in the residence halls, one not a Chowan student and has failed to register with Public Safety

UNAUTHORIZED VISITATION HOURS - being in or having someone of the opposite sex in the residence hall except during approved visitation hours

VANDALISM - damage to personal property and the damage to, destruction or defacement of property in general, destruction of University property

VERBAL ABUSE OR HARASSMENT - insulting, taunting or threatening communication; defaming of character; indecent language, verbal assaults; derogatory, sexist or racist remarks; or any behavior that puts another member of the university community or guest in a state of fear or anxiety

PLEASE NOTE: The University reserves the right to adjudicate student judicial matters by means of an administrative process rather than the standard judicial procedure during such times as when the University is not operating under normal conditions, (before classes start at the beginning of semesters, during vacation periods, during examination periods, during any summer session, and the time period between the last exam and graduation). Additionally, the University may alter the judicial procedure if there exists a clear and present danger to the Chowan community. Although the administrative characteristics of the judicial process will be altered, the accused student retains the right to appeal any disciplinary action taken administratively on level beyond the hearing officer.

MINIMUM PENALTIES

Chowan University has established minimum penalties for involvement in some prohibited behaviors. Whenever a minimum penalty is not prescribed for a prohibited behavior, the hearing officer recommends the penalty. The student should understand that minimum penalties are not automatic and a hearing officer has the authority to adjust the recommended sanction in relation to the severity and/or repeated nature of the violation. A Disciplinary Warning may be offered as a minimum sanction for all violations in addition to the outcomes listed below.

FIRE/SAFETY

Failure to evacuate

1st offense - disciplinary probation

2nd offense - \$100 fine, restitution and preliminary suspension

Disarming/tampering with a University fire alarm system, pulling a fire alarm, false reporting, in-room smoke detector disconnection

1st offense - \$100 fine and disciplinary probation

2nd offense - \$200 fine and preliminary suspension

STEALING

1st offense - \$50 fine, restitution, disciplinary probation

2nd offense - preliminary suspension from the University

VISITATION

1st offense - letter of reprimand and visitation privileges curtailed

2nd offense - privileges revoked

3rd offense - \$50 fine, disciplinary probation

RESIDENCE POLICY

A student who chooses to live off-campus and fails to obtain approval for commuter status will be subject to revocation of registration, loss of institutional financial aid, and/or fines.

DISCIPLINARY SANCTIONS

A student who engages in prohibited behavior is subject to one, or a combination of more than one, of the following:

DISCIPLINARY WARNING - official written warning that continuation or repetition of inappropriate behavior may result in more severe sanctions. A copy of this letter will be placed in the student's Conduct File.

LETTER OF REPRIMAND - official written notification of violations informing that continuation or repetition of inappropriate behavior may result in more severe sanctions. A copy of this letter is placed in the student's Conduct File.

FINE - fines may be imposed at the discretion of the hearing officer. Failure to pay a fine by a deadline will subject oneself to additional sanctions.

COMMUNITY SERVICE - an appropriate and reasonable number of hours of specified service within the University or the community may be assigned at the discretion of hearing officer.

LOSS OF PRIVILEGE - depending upon the nature of the offense, a student may forfeit the privilege of participating in certain co-curricular activities or representing the University in an official capacity.

RESTITUTION - this sanction requires a student to reimburse or otherwise compensate the University and/or an individual for damage or loss of property resulting from a student's misconduct.

PROBATION - disciplinary Probation is an official written warning for a specified period of time that informs a student that his/her continued enrollment is in jeopardy. Violation of a prohibited behavior while on Disciplinary Probation will subject oneself to immediate preliminary suspension from the University.

PRELIMINARY SUSPENSION - the student may be subject to immediate suspension if found in violation of conduct guidelines during the specified time of this sanction.

INTERIM SUSPENSION - whenever there is evidence to suspect that a student's behavior on or off campus is a clear and present threat to the health, safety and welfare of the faculty, staff, students or guests of the University, the student may be suspended on an interim basis until a campus hearing can be arranged. A student on an interim suspension may be restricted from the campus in its entirety or from a particular program, activity, or building.

EDUCATIONAL SANCTION - a sanction that emphasizes the need to correct inappropriate behavior and encourage the student to learn from the experience.

SUSPENSION - immediate dismissal from the University for a specified period during which the student's presence on the campus is prohibited without written permission from an appropriate University official.

EXPULSION - dismissal from the University without the privilege of applying for readmission.

EXCLUSION - As a private institution, the University reserves the right at all times to exclude anyone from admission to the University whose behavior, associations, character, morals, lifestyle or academic standing is regarded as undesirable without specifying any further or specific reason for exclusion.

REQUEST FOR WITHDRAWAL - As a private institution, the University reserves the right to withdraw any student whose behavior, associations, character, morals, or lifestyle are not consistent with the high expectations of the University and whose presence brings discredit to the good name of the University and is a detriment to campus life.

SEARCHES AND SEIZURES

It is the desire of the University to respect the student's right to privacy without arbitrary and capricious invasion; however, the University reserves the right to enter a student's residence hall room under the following conditions:

1. To verify occupancy
2. For health and safety inspections
3. To check for cleanliness
4. To make necessary repairs and/or inventories
5. When there is reasonable cause to believe that activities are taking place which are detrimental to the University community or where the health, safety or welfare of a Chowan student is in jeopardy
6. When there is reasonable cause to believe that a violation of law or University guideline, policy, or rule is taking place

It is not necessary that the student be present or contacted in advance when the room is entered for such reasons.

Notification of Parents/Guardians

The University reserves the right to notify the parents/guardians of dependent students whenever a student is found guilty of prohibited behavior. Further, the University reserves the right to notify parents of any student who is found in serious violation of the drug and alcohol policies of the University or presents a clear and present threat to the health, safety and welfare of the student, faculty, staff, other students, or guests of the University.

Searches of and seizures from a student's residence hall room, vehicle, or person must be approved by an appropriate University official, such as the President of the University, the Vice President for Student Affairs or his designee or the Chief of the Department of Public Safety.

Searches by civil authorities are governed by state and federal statutes, which differ from Chowan University guidelines.

OFF-CAMPUS CONDUCT

A student who is charged or convicted of a crime off campus will not automatically be subject to University disciplinary proceedings unless the offense is of a nature that the student is considered to be a threat to the health, safety and welfare of the faculty, staff, and students. Additionally, a student whose behavior off campus negatively impacts the University and/or student body may be held accountable through normal disciplinary proceedings. **STUDENTS WHO RESIDE OFF CAMPUS AND HOST PARTIES OR SIMILAR FUNCTIONS WILL BE HELD RESPONSIBLE FOR THE ACTIONS OF THOSE ATTENDING SUCH ACTIVITIES, IN THE EVENT THE BEHAVIOR OF THOSE IN ATTENDANCE NEGATIVELY IMPACT THE UNIVERSITY.** In such an incident, the student will be required to appear before an administrative officer to offer

an explanation as to why he/she is not a threat or explain his/her actions. If a reasonable explanation is not offered, the student will be given sanctions ranging from a reprimand to suspension.

STUDENT RIGHTS

A student charged with participating in a violation of the Code of Student Conduct is granted the following in order to ensure fundamental fairness in the judicial process.

NOTICE - the student has the right to be informed in writing of the charge(s) against him or her. The notice must provide the charge(s) as well as the specific evidence that resulted in the charge(s).

PROCEDURES - the student has the right to be informed orally or in writing of the judicial procedures.

RIGHT TO ADVISOR - the student has the right to be represented by an Advisor of his/her choice during a disciplinary hearing. An Advisor must be a member of the faculty or staff or a currently enrolled student. Note: Legal counsel and/or parents, guardians or other relatives are not permitted to attend these informal sessions.

EVIDENCE - the student has the right to have dismissed from consideration evidence that resulted from confessions obtained by coercion or deceit and objects or documents obtained because of an illegal search. The student has the right to question individuals bringing the specific charges.

RIGHT TO CALL WITNESSES - the student has the right to present witnesses from the University to speak in his/her defense. Note: the number of character witnesses is limited to no more than two (2).

HEARING - the student has the right to respond to charges before a disciplinary decision is made. However, if a student fails to appear for a scheduled hearing, the hearing may be held in his/her absence. If a student is found responsible in absentia, the verdict may not be appealed.

WRITTEN REPORT - The student has the right to appeal a decision by the hearing officer for any of the following reasons:

1. Irregularity in proceedings
2. Punishment inconsistent with the nature of offense
3. Additional evidence not available at the hearing

When a student pleads responsible and a minimum penalty is assessed, as stated in the Student Handbook, the student does not have the right to appeal the decision.

PLEASE NOTE: Appeals must be turned into the Office of the Vice President for Student Affairs within 24- hours of verbal notification of the sanction.

JUDICIAL PROCEDURES

As a private institution, the University adheres to fundamental fairness or fair procedures in terms of judicial process.

A student charged with participation in prohibited behavior is notified to meet with a Hearing Officer assigned by the Vice President for Student Affairs. The Hearing Officer presents the student with the specific charges, a copy of his/her rights, and the evidence that necessitated the charges.

The student is to respond to the charges by pleading either responsible or not responsible. Regardless of whether the student pleads responsible or not responsible, he/she meets with the Hearing Officer. The Director of Housing and Residence Life, Assistant Director of Housing and Residence Life, Director of Student Life or others designated by the Vice President for Student Affairs may serve as University Hearing Officers.

The Hearing Officer has the right to add charges based on information presented during the hearing.

APPEALS

A student may appeal a decision by the Hearing Officer. The only time a student may not appeal a decision is when the student pleads responsible and the minimum penalty is assessed or a guilty verdict in absentia is reached. The student must decide within 24 hours of verbal notification of the sanction as to whether to make an appeal. An appeal can be made for any of the following reasons:

1. Irregularity in proceedings
2. Punishments inconsistent with the nature of the offense
3. Additional evidence not available at the hearing

Disciplinary actions taken and decisions made by the Vice President for Student Affairs may be appealed to the President of the University or his designee. Make appeals to the President within 24 hours of notification of the decision of the Vice President for Student Affairs. Decisions made by the President of the University or his designees are final.

TOBACCO USE POLICY

The use of tobacco products is prohibited in those sections of the University campus deemed NO SMOKING AREAS, whether by necessity or by the choice of the persons responsible for those areas.

The use of tobacco products is prohibited in classrooms, laboratories, Whitaker Library, Thomas Dining Hall, Hawks Nest, Penny Hall and all residence halls and within twenty-five foot "Smoke-free" areas around all University building entrances.

GRIEVANCE PROCEDURES

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions, or inactions of the staff or faculty affecting a student. These grievance procedures shall be available to any student. Before filing a grievance with respect to equal opportunity, equal pay, opportunity for promotion, or discrimination of any sort, a student is encouraged to speak first with his/her employer, or the administrator or member of the faculty involved. If the grievance is not resolved at the level, the student is encouraged to bring the matter to the attention of the next administrative level; e.g., chairperson, dean, or administrative department head. Failing to receive satisfaction, the grievant may use the applicable procedure(s) described below:

Any student who has a grievance involving the impermissible use of the factor of race, creed, national origin, sex, age, handicap, or other irrelevant factors may present a written complaint within 90 days of the date of the grievance to either the Vice President for Academic Affairs, Vice President for Student Affairs, or in their absence any member of the Administrative Council who shall review the matter within 30 days.

In academically related matters, the Vice President for Academic Affairs will review the grievance. If it is not resolved, an appeal may be taken to a grievance committee. When the grievance includes a charge directed against the Vice President for Academic Affairs, the Vice President for Student Affairs shall act in his/her place.

In matters not related to academics or employment, the Vice President for Student Affairs will review the grievance. If the Vice President does not resolve the grievance, an appeal may be taken to a grievance committee. When the grievance involves a charge directed against the Vice President for Student Affairs, the Vice President for Academic Affairs shall act in his/her place.

The committee shall consist of:

1. Two impartial students who will not be affected by the decision: to be nominated by the Student Government Association.
2. The chairperson of the Grievance Committee.
3. Two impartial members of the faculty/staff who are on the Grievance Committee.

This committee shall hold a hearing on the complaint and shall examine all relevant documents. The committee shall report its findings and submit its recommendation(s) to the President.

CHOWAN UNIVERSITY ALCOHOL GUIDELINES AND POLICIES

ALCOHOL

POSSESSION/CONSUMPTION

- 1st offense - \$50 fine, parents may be notified, attend alcohol education program, disciplinary probation
- 2nd offense - \$75 fine, attend alcohol education program, mandatory counseling at the expense of the student and minimum of extended disciplinary probation, parents notified
- 3rd offense - minimum of \$100 fine and preliminary suspension from the University

ALCOHOL LEGALLY INTOXICATED/IMPAIRED

- 1st offense - \$50 fine, attend alcohol education program at student's expense, parents notified, disciplinary probation
- 2nd offense - \$75 fine, counseling at student's expense, 20 hours community service, preliminary suspension from the University

ALCOHOL-DISTRIBUTION OF ALCOHOL TO A MINOR

- 1st offense - \$100 fine, parents notified, preliminary suspension from the University
- 2nd offense - Suspension from the University

DRUGS

POSSESSION AND/OR USE OF ILLEGAL DRUGS

- 1st offense - \$100 fine, drug education program, parents notified, disciplinary probation
- 2nd offense - Suspension from the University

DISTRIBUTING DRUGS ILLEGALLY

- 1st offense - Suspension from the University

ALCOHOLIC BEVERAGES

Bringing undue notice to oneself while under the influence of an alcoholic beverage is prohibited. By "being under the influence," it is meant that the person is loud and boisterous or is belligerent either toward fellow students, student officers, or employed personnel, or refuses to obey an official of the University, or uses profanity, or is destructive of property, or in any way makes himself/herself offensive. Penalty: Not less than disciplinary probation. Empty alcoholic beverage containers (such as cans, cartons, bottles, kegs) are not to be kept anywhere on campus. Penalty: Not less than reprimand.

USE OF COMPUTERS AND DATA

I. PURPOSE

The purpose of this policy is to define responsible and ethical behavior of all users in order to preserve the availability and integrity of university resources.

Chowan University provides and maintains computing and telecommunications technologies through the Office of Information Technology and various departmental computer systems. The university relies heavily upon these systems to meet educational, informational, operational, and financial needs. These systems and machines must be protected from misuse and unauthorized access. Chowan's computers, computer systems, and computer networks, as well as the data they store and process, must be operated and maintained in a secure environment and in a responsible manner.

This policy applies to all university computer systems and refers to all hardware, data, software, and networks associated with these computers. This policy covers all computers and servers ranging from single user personal computers to those connected to any university network. Academic departments may have individual policies in addition to this general policy. In addition to this acceptable use policy, users of these computer systems are subject to applicable state and federal laws. Computing resources are provided to support the education, research, and work of its students, faculty, and staff. The priorities for use of these resources are:

HIGHEST: All education, research, and administrative purposes of Chowan University.

MEDIUM: Other uses indirectly related to Chowan's purposes with education or research benefit, including personal communications.

LOWEST: Recreation, including game playing.

FORBIDDEN: Includes, but is not limited to, selling Chowan's resources, commercial activities not sanctioned by the President's office, intentionally denying or interfering with service, unauthorized use or access, reading or modifying files without proper authorization, using the technology to impersonate another, violations of laws or other Chowan policies.

II. COMPUTER USE GUIDELINES

To ensure continued compliance with computer usage guidelines, Chowan University designates certain personnel to investigate alleged computer abuses. The university reserves the right to examine files in such cases.

A. Use of Chowan Facilities

All users (students, faculty, staff and authorized others):

- should report any malfunction to the person on duty or to the organization responsible for the facility immediately. Do not attempt to move repair, reconfigure, modify or attach devices to the systems.
- are requested to finish any food or drink before using computing facilities.

- are to recognize that academic use of the workstations have priority over all other uses. Recreational use in computing facilities is permitted during periods of light usage; however, you may not play games or engage in other recreational activities when others are waiting to use the workstations for academic purposes.
- must realize that individual computing center facilities and other university facilities may post additional operational rules and restrictions that are considered part of this policy.
- must not load or modify any software onto any hard drive without specific prior permission of the system administrator or custodian of the files.

B. Authorization and Security

For each user, authorization to computer resources includes, but is not limited to, electronic mail, administrative records, library services and departmental-specific programs.

Each user:

- must have a valid, authorized account and may only use those computer resources which are specifically authorized;
- may only use his/her account in accordance with its authorized purpose;
- is responsible for safeguarding his/her computing accounts and should change passwords often to ensure privacy and security.

C. Honor Code

Users:

- must not use the computer systems to violate any rules in the Employee Handbook or the Chowan University Student Handbook or any local, state, or federal laws.
- should disclose to the appropriate authorities misuses of the computing resources or potential loopholes in computer systems security and cooperate with the systems administrator in the investigations of abuses.

III. COMMON FORMS OF COMPUTER ABUSE

Misuse or abuse of the university's computers, computer systems, computer networks, programs and data is forbidden. Violations in the areas listed below will be considered academic misconduct, misdemeanor, or felony as appropriate to the situation and will be dealt with accordingly (see Section IV of this policy).

A. Privacy

Violations of the university's or another user's privacy include, but are not limited to, the following:

- attempting to access another user's computer files without permission;
- supplying or attempting to supply false and misleading information or identification in order to access another user's account;
- the unauthorized "borrowing" or examination of another user's output;
- deliberate, unauthorized attempts to access or use the university's computers, computer facilities, networks, programs, data, or any

- system files other than those designated for public access;
- connecting a wireless access point to the network without authorization by the Information Technology department;
- the unauthorized manipulation of the university's computer systems, programs, or data;
- the unauthorized capturing of computer network data directly from the network backbone or networking media.

B. Theft

Violations in this area include, but are not limited to:

- abusing specific computer resources such as the Internet
- attempting unauthorized access to computers outside the university using the university's computers or communication facilities;
- removing any computer equipment (hardware, software, data, pictures, articles, or books) without proper authorization;
- copying, attempting to copy, or distributing copyrighted or licensed software, data, pictures, articles, or books without proper authorization.
- abusing printing resources such as printing material that is not academic related or pertaining to university business.

C. Vandalism

Alteration or attempted alteration of programs, digital data or other files, as well as resource or equipment destruction or disruption is considered vandalism. Violations include, but are not limited to:

- the installation of software or the intentional spreading of viruses which causes harm to computer systems or to another user's account;
- tampering with or obstructing the university's computer systems;
- inspecting, modifying or distributing data or software without proper authorization or attempting to do so;
- damaging computer hardware and software.

Any intentional attempt to harm or destroy data or equipment will result in immediate cancellation of user privileges and require restitution.

D. Copyright Issues

The university owns licenses to a number of proprietary programs. Users who redistribute software from the computing systems break agreements with the university's software suppliers as well as applicable federal copyright patent and trade secret laws. Therefore, the redistribution of any software from computing systems is strictly prohibited except in the case of software, which is clearly marked as being in the public domain. Chowan University will not provide legal defense for individuals who may be accused of making unauthorized copies. If the university is sued or fined because of unauthorized copying or use by students, faculty or staff, it may seek payment from the individuals as well as subject them to disciplinary action that may include expulsion or dismissal.

Violations include, but are not limited to copying, transmitting or disclosing data, software or documentation without proper authorization.

E. Harassment

Harassment of others may be the sending, viewing or printing of unwanted messages or files.

Violations include, but are not limited to:

- interfering with the legitimate work of another user;
- the sending of abusive or obscene messages via computers;
- the use of computer resources to engage in abuse of computer personnel or other users.

F. Games, Chain Letters and Miscellaneous

Unethical, inappropriate, or illegal use is prohibited. Uses commonly considered unethical include, but are not limited to:

- sending chain letters or unauthorized mass mailings. Chain letters and unauthorized mass mailings may be prohibited by State and Federal law;
- using the network for non-professional or illegal activities, which may include obscenity, pornography, threats, harassment, copyright infringement, defamation, theft, or unauthorized access.

IV. PENALTIES

Misuse or abuse of computing services is not simply unethical; it can be a violation of user responsibility as well as Federal law. Therefore, Chowan University will take appropriate action in response to user misuses, unethical use, or abuse of computing services. Actions may include, but are not limited to the following:

- access to all facilities and systems may be suspended temporarily or removed permanently;
- legal action may be taken to recover the damages;
- referral to law enforcement authorities outside Chowan University;

Alleged abuse or misuse of computing services by students, faculty or staff will be referred to the Director of Information Technology. If evidence of a violation is found, the matter will be dealt with by the Director of Information Technology or referred to the Vice President of Academic Affairs and/or the Vice President of Student Affairs and be treated as misconduct, misdemeanor, or felony as appropriate.

After referral to the appropriate office, violations, depending upon their gravity, will result in sanctions ranging from the following:

- suspension of the user's account until the user has a conference with the Director of Information Technology.
- suspension of the user's account for a period of one week.
- suspension of the user's account for the remainder of the semester
- preliminary suspension
- suspension from the university
- expulsion from the university

A user has the right to a fair hearing by the appropriate disciplinary committee concerning the policy violation and the disciplinary action recommended.

V. DISTRIBUTION OF THIS POLICY

Chowan University will ensure that all users are aware of the policy by publishing and distributing it in appropriate media to reach all faculty, staff and students.

YOUR RESPONSIBILITIES AS A MEMBER OF THE CHOWAN NETWORK

Chowan University provides access to its computer network to members of the campus community, and promotes the development of a community of electronic learners with rights and responsibilities. The Chowan computer network is essential to meeting the educational, informational, operational, and financial needs of the institution. The university provides access to the network with the understanding that network use, like other areas of campus life, will be guided by the university mission statement. Chowan's mission statement is:

Chowan University is a four-year coeducational institution committed to excellence in teaching, learning, and service. The university provides the environment for students to become learners who possess the skills, knowledge, creativity, and ethical values necessary to survive and flourish in a rapidly changing, culturally diverse, global society. Chowan University, as a church-related institution, was founded upon and is dedicated to Judeo-Christian values. Consistent with this heritage, the university is guided by the historic principles of religious and intellectual freedom, academic excellence, the dignity and worth of each individual, an atmosphere of open dialogue, freedom of inquiry and expression, and a moral commitment to the pursuit of truth.

The university fulfills its mission with a careful blend of both liberal arts courses and professional courses. Recognizing that such a blend of knowledge and experience is particularly suited to the needs of contemporary society, Chowan takes as a priority the need to connect general education with specialized education, theoretical learning with practical learning, and intellectual skills with vocational skills. These connections are emphasized throughout the four years normally required to satisfy graduation requirements.

The university meets the academic, social, and spiritual needs of its students by affording personal attention in a caring context, providing extracurricular opportunities which facilitate positive life experiences, furnishing diverse programs maintained in appropriately appointed physical facilities, promoting and supporting the ideal of responsibility to self and others, and employing a qualified and diverse faculty and staff who are committed to the mission of the institution.

The campus computer network is part of that "environment" in which the university expects students to demonstrate their developing "skills, knowledge, creativity, and ethical values." When you use the campus computer network, you do so as a member of a community of learners who share "a moral commitment to the pursuit of truth." Responsible participation in this community requires respecting the values inherent in the university's mission and abiding by policies that ensure the mutual benefit of all members of the community.

RESPECTING THE VALUES INHERENT IN THE UNIVERSITY'S MISSION

In accordance with its mission, Chowan upholds certain standards of community decency, promotes the development of ethical values, and emphasizes personal responsibility. The values inherent in the university's mission statement have specific implications for how the university's computer and other resources will be used. These include:

a. *Academic Excellence.*

To insure that computer resources are used in ways that promote academic excellence, educational use has priority over other uses. Use of the network in ways that limit others' educational use—such as time-consuming or multiple-terminal-consuming game playing or excessive message-sending during peak lab hours—violates the university's commitment to academic excellence by interfering with others' use of the computers to pursue educational goals. Talking and noise making in the computer labs also diminishes others' opportunity to use the computer resources for educational purposes. Computer labs are designated only for Chowan students, faculty, and staff. Children and unauthorized guests are not allowed in the computer labs.

b. *The Dignity and Worth of Each Individual.*

Each member of the network community is expected not only to respect the basic rights of others, but to act in ways that respect the equal dignity and worth of all persons regardless of race, class, sex, or creed. Accessing or sending racially or sexually degrading or harassing materials is not in keeping with the dignity and worth of individuals. Pornographic materials, because they tend to reduce persons to objects, fail to respect the dignity and worth of whole individuals. Viewing such materials in the computer labs is not only offensive to the decency of others, but can also create an atmosphere of sexual harassment.

c. *An Atmosphere of Open Dialogue.*

Open dialogue is essential to learning. Therefore, every member of the network community has a right to enter into dialogue without fear of harassment. Practices such as "flaming," personal attacks, and sending harassing messages diminish the possibility of open dialogue.

d. *Freedom of Inquiry and Expression.*

All members of the network community possess a basic right to freedom of inquiry and expression, and a responsibility to exercise that right within the bounds of decency and ethical responsibility. Members of the network community will at all times respect the intellectual property rights of others and will conduct themselves in keeping with copyright and other laws.

e. *A Moral Commitment to the Pursuit of Truth.*

Participation in the network community is guided by our common

commitment to the pursuit of truth. Because all information available through computer networks is not equally worthy of attention, network members will need to exercise discernment in the acquisition and dissemination of information via the computer network just as they do in the classroom.

ABIDING BY POLICIES FOR THE MUTUAL BENEFIT OF ALL

The Chowan University “Policy on Use of Computers and Data” has been devised to ensure that the university’s computer resources are utilized in ways that ensure the greatest possible benefit to all users and to the institution. Responsible membership in the network community requires abiding by the rules and guidelines set forth in the Policy statement.

Approved and endorsed by the Director of Information Technology, Jay Howell 10/17/2006



STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Chowan University, recognizing that all powers and responsibilities are vested in the President of the University, and through him/her certain privileges and powers have been delegated to the administration, faculty, staff, and students, do establish this constitution for the Chowan University Student Government Association (SGA).

ARTICLE I. LEGISLATIVE

SECTION I. MEMBERSHIP

Membership in the Student Senate shall be composed of four senators appointed from each class, and four duly elected officials (President, Vice-President, Treasurer, and Secretary). The sophomore, junior, and senior representatives are to be elected during the school term previous to the year they shall serve. The freshman representatives are to be elected in September. All students registered at Chowan University are considered members of the Student Senate. Only elected senators, class officials, and SGA executive officers hold voting privileges.

- A. Vacancies that occur between elections shall be filled upon the request of the elected class presidents subject to the approval of the appropriate class officers within a two-week period.
- B. Class Officials and Senators, at the time of their election and during their term of office, shall have and maintain the following standards:
 - a. Shall be a full-time student (carrying at least 12 credit hours) of Chowan University.
 - b. Shall be in good disciplinary standing with the University.
 - c. Shall not assume any other office without having submitted a letter of request to the SGA President and Vice President for Student Affairs.

SECTION 2. LEGISLATIVE POWERS

Legislative power in the student body shall be vested in the SGA, which has the following powers:

- A. To appropriate funds for activities which shall prove beneficial to the general welfare of the student body.
- B. To appropriate funds for recognized student clubs and organizations, and perspective committees of the SGA, for their use with programs and activities.
- C. To approve or reject by a majority vote all appointments made by the SGA President.
- D. To override a veto of the SGA President with concurrence from fifty-one percent of the voting membership.
- E. To establish procedures for the execution of its business.
- F. To try impeachments (neglect of duty) of all student officers appointed or elected. No person shall be convicted of impeachment without concurrence from fifty-one percent of the membership. The SGA President shall preside in these cases.

- G. To require oral reports from chairpersons of standing committees and from Presidents of all organizations receiving appropriations from the SGA and/or collecting dues or sponsoring money making projects.
- H. To propose and receive from members of the student body proposals for changes in rules and regulations which are necessary and proper to promote the general welfare of the student body. Upon approval of the voting majority of the SGA, the proposals may be forwarded for consideration to the proper University faculty-student committees.
- I. To appeal recommendations of the University faculty-student committees to the appropriate Administrator and then to the President of Chowan University or his/her designee whose decision is final. Such an appeal requires a voting majority.
- J. To regulate the functioning of all standing or special committees under its jurisdiction.
- K. To invite a person or group of persons from the University community to meetings of the SGA for business purposes. Such invitations should be made with the approval of the SGA Executive Cabinet.
- L. To appoint ad hoc committees composed of members of the Senate and the student body.
- M. To approve regulations governing student elections.

SECTION 3. PRESIDING OFFICER

The SGA President shall preside when the Senate is in session. The SGA Executive Vice President shall preside in the absence of the President.

SECTION 4. MEETINGS

The SGA shall meet every other week on a day chosen by the Executive Cabinet, as deemed necessary, or may be convened by the SGA President to discuss urgent matters. The meeting time shall be voted on by the Senate, at the meeting prior to the fact.

SECTION 5. MINUTES

The SGA Vice President for Administration shall record minutes of all meetings of the SGA.

SECTION 6. COMMITTEES

The following standing committees shall be composed of members of the SGA who are appointed by the SGA President at the beginning of each academic year.

- A. The Constitution Committee, composed of the SGA Executive Cabinet and chaired by the SGA President, shall review and make recommendations for revising and amending the SGA Constitution before April 1 of each year.
- B. The Elections Committee, composed of the SGA Executive Cabinet and chaired by the Executive Vice President, shall have the responsibility of handling all elections as defined in Article IV.
- C. The Student Life Committee, composed of one senator from each class and chaired by the Vice President for Residence Halls, shall deal with issues outside the classroom, such as campus improvements, food service, and athletics.

- D. The Special Events Committee, composed of one senator from each class and chaired by the Vice President for Programming, shall cooperate with other students and faculty organizations in planning for the following events - Homecoming (parade, entertainment, dance and the Homecoming Court), Football Day for Parents; Spring Festival; and the Awards Banquet.
- E. The Academic Affairs Committee, composed of one senator from each class and chaired by the Vice President for Clubs and Organizations, shall deal with issues pertaining to inside the classroom such as academic policies.
- F. The Finance Committee, composed of one senator from each class, the SGA Executive Chair, and chaired by the Vice President for Clubs and Organizations, shall deal with the appropriations of funds to student groups and organizations.
- G. The Greek Life Committee, composed of one senator from each class and chaired by the Vice President of Greek Life, shall deal with issues concerning Rush, Greek Council, and rules/regulations of Greek organizations on campus.
- H. The Religious Life Committee, composed of one senator from each class, shall deal will issues pertaining to religious issues such as campus worship, community service, and mission centered activities.
- I. Ad Hoc Committee(s) shall be:
 - a. Composed of members from the student body at large and chaired by a member of the SGA or an appointed individual of the student body, by the SGA President.
 - b. A recognized honorary member of the SGA for the term in which the Committee functions. The members of this committee shall have voting rights in the SGA Senate during their term in which they serve on the respective Ad Hoc Committee(s).

SECTION 7. BY-LAWS

The By-Laws of all new organizations sponsored by Chowan University shall be reviewed and approved by a majority vote of the SGA upon the recommendation of the Vice President for Student Affairs.

SECTION 8. VETO POWER

The SGA President shall have veto power over the SGA. The President of Chowan University or his/her designee shall have final veto power.

SECTION 9. ADVISORS

The Vice President for Student Affairs shall serve as the SGA advisor.

SECTION 10. QUORUM

Fifty-one percent of the voting members of the SGA shall constitute a quorum.

ARTICLE II. EXECUTIVE

SECTION 1. OFFICERS

The Executive Officers shall consist of a President, Executive Vice President, Vice President for Administration, Vice President for Residence Halls, Vice President

for Programming, and Vice President for Clubs and Organizations. They shall be known as the Executive Cabinet and serve in an advisory decision-making powers during emergencies.

- A. Executive Officers, at the time of their election and during their term of office, shall have and maintain the following standards:
 1. Shall have and maintain an average of 2.0 or above on all work attempted.
 2. Shall have and maintain a good conduct record.
 3. Shall be full-time with at least one semester completed at Chowan University.
 4. Shall not assume any other office without having submitted a letter of request to the SGA President and Vice President for Student Affairs.
 5. Shall maintain a good attendance record at SGA meeting.
- B. The President shall:
 1. Represent the student body of Chowan University.
 2. Convene and preside over meeting of the Executive Cabinet and SGA, which shall meet regularly every two weeks or when necessary.
 3. Appoint students to faculty-student committees which function under the jurisdiction of the Academic Affairs Council. Such appointments must be approved by a voting majority of the SGA.
 4. Appoint individual members of the SGA, with their consent, to standing committees which function under the jurisdiction of the SGA.
 5. Appoint members to ad hoc committees as deemed necessary.
 6. Make appointments to fill vacancies in the Executive Cabinet, which occur between elections. Such appointments must be approved by a voting majority of the SGA.
 7. Chair the SGA Constitution Committee.
 8. Administer and enforce regulations enacted by the SGA.
 9. Veto an act of the SGA within five days after approval of a recommendation.
 10. Serve as ex-officio member of all faculty-student committees functional under the jurisdiction of the Academic Affairs Office and the Student Affairs Office, and require written reports from such committees, if desired.
 11. Require oral reports from student committees which function under the SGA.
 12. Call and preside over meetings of the student body at such that have been approved by a voting majority of the SGA and the Vice President for Student Life.
 13. Make a report to the Board of Trustees of Chowan University when and if requested to do so by the President of Chowan University or his/her designee.
 14. Submit to the President of Chowan University a report on SGA activities, prepared in five copies, at the end of the academic year. Copies of this report should also be given to all members of the Administrative Council and placed in the SGA files.
 15. Attend, at his/her pleasure, meeting of SGA standing committees.
 16. Present a written report to the student body at the beginning and end of the academic year to be published in the Chowan Forum.

17. Post and keep office hours, four hours per week.
 18. Perform other duties incident to the office.
- C. The Executive Vice President shall:
1. Supervise the work of the Student Life, Academic Affairs, and Special Events committees.
 2. Serve as a non-voting member of all SGA committees except when there is a tie vote among members of the SGA.
 3. Exercise the duties and assume the responsibilities of the SGA President in his/her absence.
 4. Assume the office of President in the event the position becomes vacant between elections.
 5. Chair the SGA Elections Committee.
 6. Post and keep office hours, two hours per week.
 7. Perform all other duties incident to the office.
- D. The Vice President for Administration shall:
1. Take minutes of all SGA and Executive Cabinet sessions and keep same in a permanent form.
 2. Chair the Appropriations Committee by consulting with them on business matters of the SGA.
 3. Forward budgets to the SGA for approval.
 4. Assist in the handling of up to date record of business transactions of the SGA.
 5. Forward copies of the SGA minutes and financial reports, which have been reviewed by the SGA President and Vice President for Student Affairs, to the following persons no later than the next SGA meeting: President of Chowan University, Administrative Council, and SGA officers and senators. Copies will also be placed in the files and posted for the student body to read.
 6. Post and keep office hours, two hours per week.
 7. Perform all other duties incident to the office.
- E. The Vice President for Residence Halls shall:
1. Be the President of the Residence Hall Association (RHA), which is an association of residence hall government presidents and executive officers.
 2. Represent all students living in residence halls.
 3. Chair the Student Life Committee.
 4. Be an active member of the Executive Cabinet and SGA.
- F. The Vice President for Programming shall:
1. Be the Chair of the Program Board.
 2. Represent the students and committees of the Program Board.
 3. Chair the Special Events Committee.
- G. The Vice President for Clubs and Organizations shall:
1. Be the Chair of the Interclub Council (ICC) which is an association of the presidents of all University sponsored clubs and organizations.
 2. Represent the students and committees of the Interclub Council.
 3. Chair the Academic Affairs Committee.
 4. Be an active member of the Executive Cabinet and SGA.

SECTION 2. IMPEACHMENT

An officer shall be tried for impeachment on the grounds of neglect of duty as indicated in Article I, Section 2E. In such cases, a motion and second shall be made by a SGA voting member. At such time, the floor will be open for discussion, after which a secret ballot will be taken and simple majority will determine the verdict. When the President is tried for impeachment, the Executive Vice President shall preside.

ARTICLE III. JUDICIAL

SECTION 1. HONOR CODE

The Chowan University Honor Code is: "We will not lie, cheat, or steal, nor tolerate it among us those who do."

SECTION 2. CAMPUS CODE

The Chowan University Campus Code is, "We are bound by our responsibilities as ladies and gentlemen to conduct ourselves as such at all times."

SECTION 3. COUNCILS

The Judicial power of the Student Government Association shall be vested in : 1) the Residence Hall Judicial Board; 2) the Chowan University Judiciary Committee, and 3) an Administrative Committee.

- A. The purpose of the Residence Hall Judicial Board shall be to help interpret and enforce University rules, regulations, and procedures as they relate to residence hall living.
- B. The purpose of the Chowan University Judiciary Committee shall be to hear the evidence involving students who are accused of breaking the rules and regulations of Chowan University and to make recommendations as to guilt or innocence and penalty to the Vice President for Student Affairs.
- C. The purpose of an Administrative Committee shall be to function as needed in lieu of the Chowan University Judiciary Committee when members of the Chowan University Judiciary Committee are not available for hearing scheduled before classes are begun at the beginning semesters, during vacation periods, and during examination periods.

SECTION 4. JURISDICTION

- A. The Residence Hall Judicial Board shall have original jurisdiction over infractions of residence hall rules and regulations except those cases which might result in payment for damages to University or individual property exceeding \$25.00; fines and/or work detail exceeding 10 hours based on the work study rate of pay; periods of disciplinary probation exceeding one semester in duration; and preliminary suspension.
- B. The Chowan University Judiciary Committee shall have original jurisdiction over major rule infractions that are not delegated to the Residence Hall Judicial Board.
- C. An Administrative Committee appointed to hear a case in lieu of the University Judiciary Committee shall have the same jurisdiction as the University Judiciary Committee.

SECTION 5. MEMBERSHIP

- A. The Residence Hall Judicial Board shall be composed of two appointed and/or elected members from each Residence Hall Government with the Director of Housing and Residence Life.
- B. The Chowan University Judiciary Committee shall be composed of four faculty and/or administrative staff members and one alternate and three student members and one alternate member.
 - 1. The faculty/administrative staff members shall be appointed by the Committee on Committees.
 - 2. The student members shall be appointed by the SGA Executive Cabinet prior to the end of each academic year.
 - 3. The alternate faculty/administrative staff member shall serve in the absence of another faculty/administrative staff member.
 - 4. The alternate student member shall serve in the absence of a duly appointed student member.
 - 5. When an accused student does not wish to be heard by students, a request and explanation are submitted in writing to the Vice President for Student Affairs who decides if the request is granted or denied. If the request is approved, the student will be heard by the faculty/administration staff members (four members and one alternate) of the University Judiciary Committee.
 - 6. The Chowan University Judiciary Committee shall follow the procedure for conducting a hearing as set forth in this Constitution.
- C. When available, members of the Judiciary Committee will be appointed to an Administrative Committee selected to hear a case which is normally heard by the Judiciary Committee.

SECTION 6. QUALIFICATION OF CANDIDATES AND MEMBERS

- A. Student candidates:
 - 1. Have been enrolled at Chowan University for two full semesters.
 - 2. Have a 2.0 GPA or higher for the previous semester or previous midterm grading period, whichever is nearer to the time of appointment.
 - 3. Have a clear disciplinary record.
- B. Student members must:
 - 1. Maintain a 2.0 GPA or higher on all work attempted and be in good academic standing.
 - 2. Maintain a clear disciplinary record.
 - 3. Have a clear disciplinary record.
- C. Administration Committee members may be appointed from any person whose University employment places them in an administrative, managerial, or teaching position.

SECTION 7. APPOINTMENT OF OFFICERS

- A. The Chairperson, Vice Chairperson, and Secretary of the Chowan University Judiciary Committee shall be appointed by the Committee on Committees, subject to approval by the President.
- B. The Secretary shall be a paid secretary of the University and not a member of the Judiciary Committee.

- C. The Chairperson of an Administrative Committee shall be appointed by the Vice President for Academic Affairs.

SECTION 8. DUTIES OF OFFICERS

- A. The Chairperson shall preside over all meetings and cast the deciding vote in case of a tie.
- B. The Vice Chairperson shall assume the duties of the Chairperson in the temporary absence of the Chairperson.
- C. The Secretary shall provide copies of the minutes of the hearing.
- D. The Secretary shall see that hearings are taped.

SECTION 9. DUTIES OF MEMBERS AND ALTERNATES

- A. Members and alternates, unless excused by the Chairperson, shall be present at all meetings of the Judiciary.
- B. An alternate will be seated to replace either a student member or a faculty/administration staff member who has been excused or removed.

SECTION 10. ADMINISTRATIVE DISCIPLINARY ACTION

Administrative disciplinary action is taken by the Vice President for Student Affairs against individuals for certain violations of University Policies, General Guidelines and Expectations which do not agree with or accept the penalties imposed by the Vice President for Student Affairs, they may request a hearing before the Judiciary Committee. A student has the right to appeal any administrative disciplinary action to the Vice President for Student Affairs.

ARTICLE IV. ELECTIONS

SECTION 1. JURISDICTION

All student elections shall come under the jurisdiction of the Elections Committee which functions as a SGA standing committee. The Executive Vice President will chair the Elections Committee.

SECTION 2. ELECTION RULES

The Elections Committee shall have the right to make additions and/or corrections to the following rules upon approval of a voting majority of the SGA:

- A. Elections shall be held by secret ballot and counted by the Elections Committee.
- B. Each candidate has the right to address the student body and have a campaign manager.
- C. There shall be no campaigning or campaign material within fifty feet of the voting area.
- D. Campaign expenses shall not exceed \$25 per candidate. Receipts must be presented to the Executive Vice President.
- E. All campaign speeches and campaign material shall be displayed in good taste.

SECTION 3. INSTALLATION OF OFFICERS

The Elections Committee shall arrange for all SGA officers to be installed. Appointees filling vacancies which occur between elections shall be installed at the next meeting of the SGA.

SECTION 4. OATH OF OFFICE

SGA officers shall be bound by an oath to support this constitution, promote the highest ideals of honor, and to fulfill to the best of their ability the duties of their office.

SECTION 5. RUNOFF

If the leading candidate of an office does not obtain a majority of the votes, the candidate placing second has the right to call for a runoff between the two leading candidates of the particular office. The petition for a runoff shall be presented to the SGA President within forty-eight hours after election results have been posted and shall not be valid unless it contains the signatures of at least ten percent of the student body according to the enrollment figures obtained from the Registrar's office at the beginning of the semester.

SECTION 6. RECALL

The student body shall have the power to recall any officer elected by that body under this constitution. The petition to recall shall be presented to the SGA President within forty-eight hours after election results have been posted and shall not be valid unless it contains the signatures of at least thirty percent of the student body according to enrollment figures obtained from the Registrar's office at the beginning of the semester. The SGA President shall, if he/she finds the petition complying with this constitution, direct the Elections Committee to conduct a recall election of the office in question. The officer in question shall have the right to be a candidate.

SECTION 7. INITIATIVE

The student body shall have the power to initiate an act within the power of the SGA, provided ten percent of the student body, according to enrollment figures obtained from the Registrar's Office at the beginning of the semester, sign a petition calling for consideration of a bill which they shall submit in writing with the petition to the SGA President. The SGA President shall, if he/she finds the petition complying with the I constitution, direct the Elections Committee to conduct an election on the bill in not less than seven days nor more than fourteen days after receiving petition and the bill. Public notice of such an election must be given not less than four days prior to the election date. A majority of the votes cast at the election shall be sufficient to decide the issue.

SECTION 8. REVIEW

The student body shall have the power to call for a vote on any act of the SGA, provided a petition calling for the vote and stating in writing the action which the referendum is to take shall be signed by ten percent of the student body, according to enrollment figures obtained from the Registrar's Office at the beginning of the semester, and presented to the SGA President. The SGA President shall, if he/she finds the petition complying with the constitution, direct the elections Committee to conduct an election on the act in not less than seven days nor more than fourteen days after receiving the petition. Public notice of such an election must be given not less than four days prior to the election date. A majority of the votes cast at the election shall be sufficient to decide the issue.

ARTICLE V. AMENDMENT PROCEDURE

SECTION 1. PROPOSAL

Amendments to this constitution must be proposed in one of the methods listed below:

- A. By a written petition presented to the SGA President bearing the signatures of ten percent of the membership of the SGA after being tabled for one week.
- B. By a two-thirds vote of the membership of the SGA after being tabled for one week.

SECTION 2. PUBLISHED

Proposed amendments to this constitution must be published in the official student newspaper at least one week prior to the date on which a vote is taken by the student body.

SECTION 3. APPROVAL

Proposed amendments to the Constitution must be approved by a majority of the voting student body and the faculty and staff.

SECTION 4. STRUCTURE

Amendments to the Constitution shall go into effect upon the signature of the SGA President and the President of the University or his/her designee. Amendments which are additive shall be placed in additional sections or paragraphs, in the article to which they pertain.

SECTION 5. OPERATIONAL

Amendments to the Constitution shall go into effect upon the signature of the SGA President and the President of the University or his/her designee.

ARTICLE VI. BY-LAWS

By-laws to this constitution shall become valid after the motion has been tabled for two weeks and has been approved by a two-thirds majority of the SGA and the President of the University or his designee.

ARTICLE VII. RATIFICATION

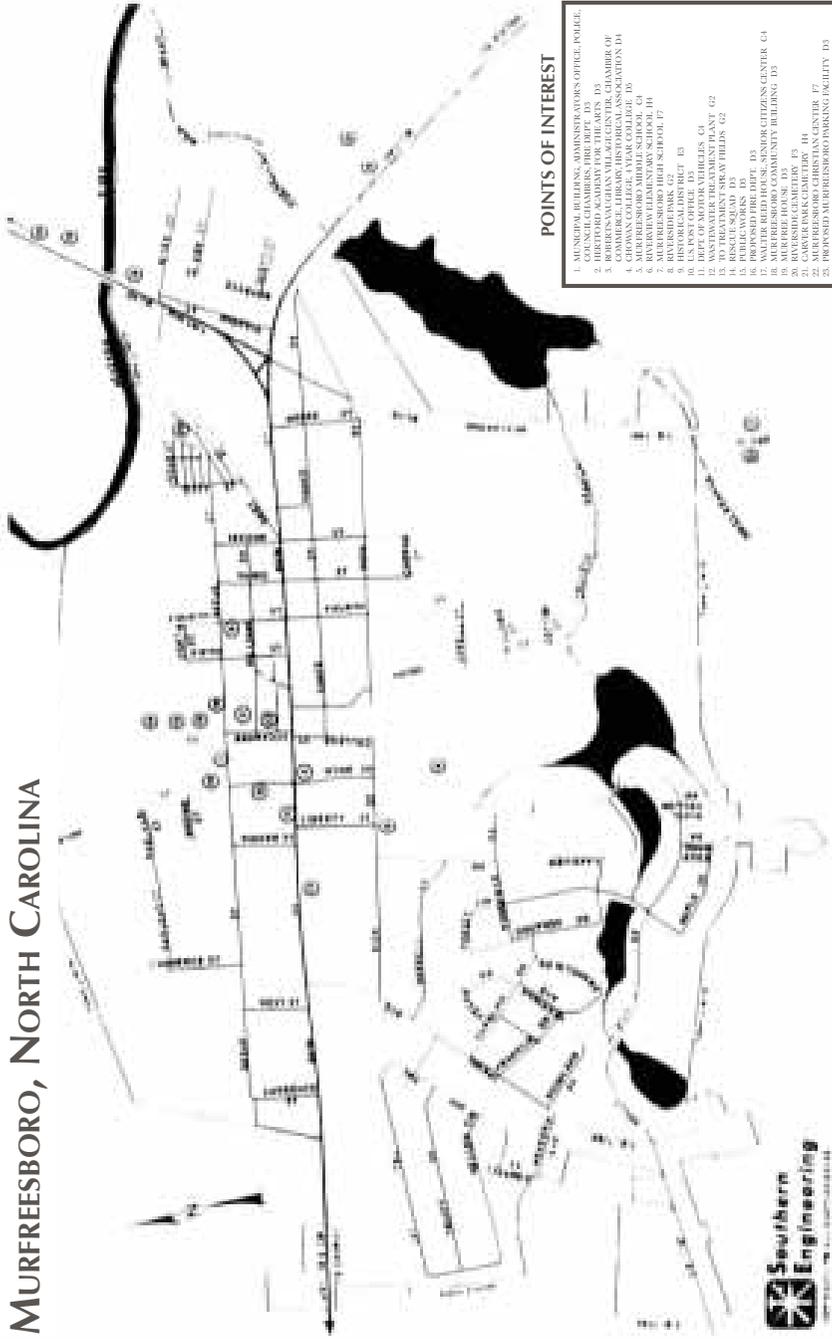
SECTION 1. RATIFICATION

This Constitution shall be ratified by a majority of the voting student, faculty, and staff. The ratification of this Constitution shall revoke all previous constitutions of the Student Government Association.

SECTION 2. OPERATIONAL

This Constitution shall go into effect immediately upon its ratification by the student body of Chowan University and approved by the President of the Student Government Association and the President of the University or his/her designee.

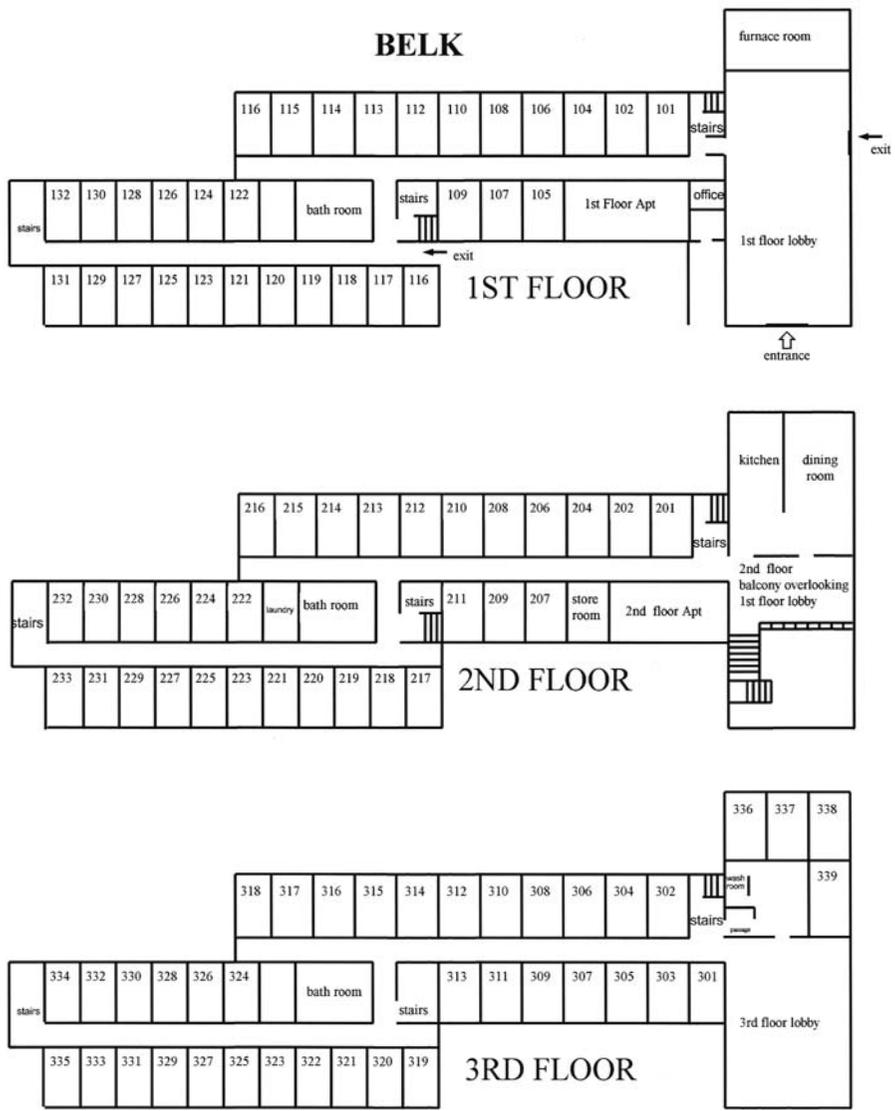
MURFREESBORO, NORTH CAROLINA



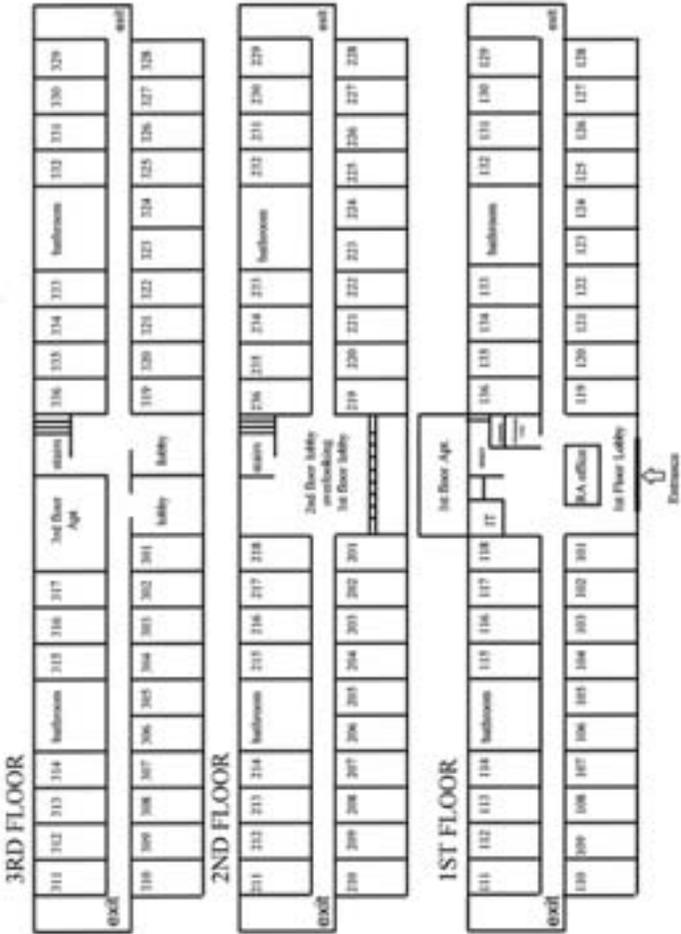
POINTS OF INTEREST

1. MURFREESBORO MUNICIPAL OFFICIAL POLICE
2. COUNCIL CHAMBERS LIBRARY D3
3. HERTFORD ACADEMY FOR THE ARTS D5
4. COMBINE LIBRARY HISTORICAL ASSOCIATION D4
5. CROWN COLLEGE AYER COLLEGE D5
6. RIVERVIEW ELEMENTARY SCHOOL H1
7. MURFREESBORO HIGH SCHOOL F7
8. HISTORICAL DISTRICT E3
9. U.S. POST OFFICE D5
10. WESTWATER TREATMENT PLANT G2
11. TO TREATMENT STRAW FIELDS G2
12. PUBLIC WORKS B5
13. WATER BATHHOUSE MINOR CITIZENS CENTER G4
14. MURFREESBORO COMMUNITY BUILDING D3
15. RIVERVIEW COMMUNITY CENTER F5
16. CARVER PARK GYMNASIUM H1
17. MURFREESBORO PARKING FACILITY D3
18. PROPOSED MURFREESBORO PARKING FACILITY D3



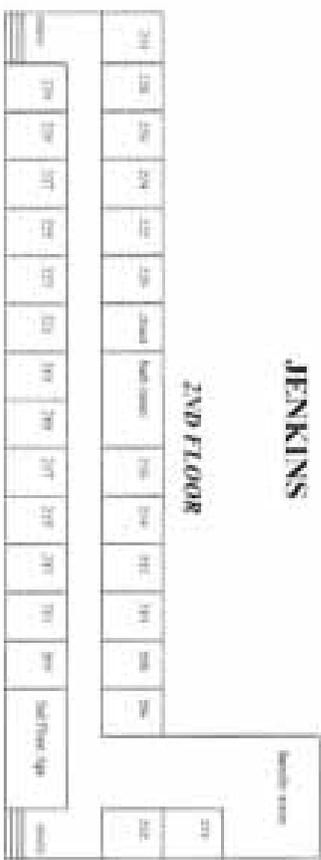


DUNN HALL

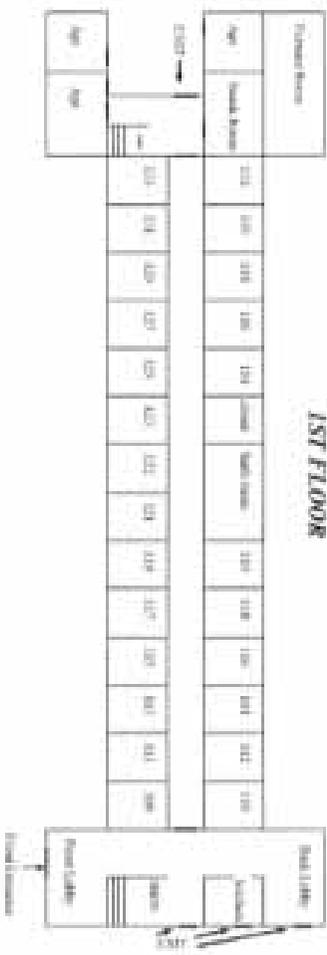


JENKINS

2ND FLOOR



1ST FLOOR

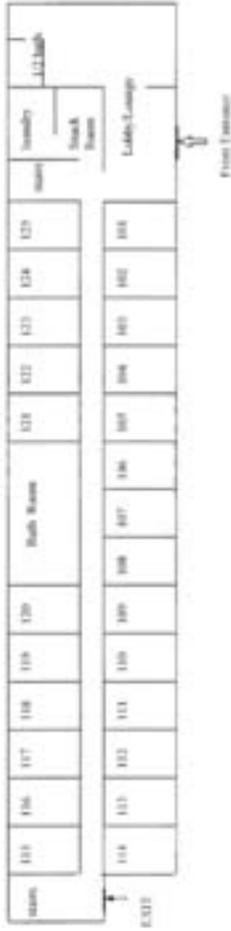


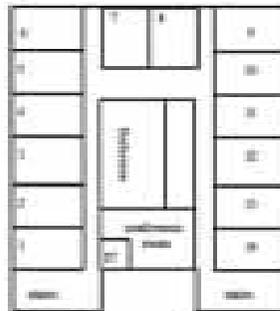
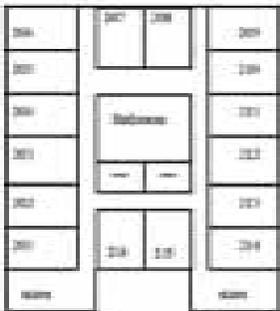
MIXON

2ND FLOOR

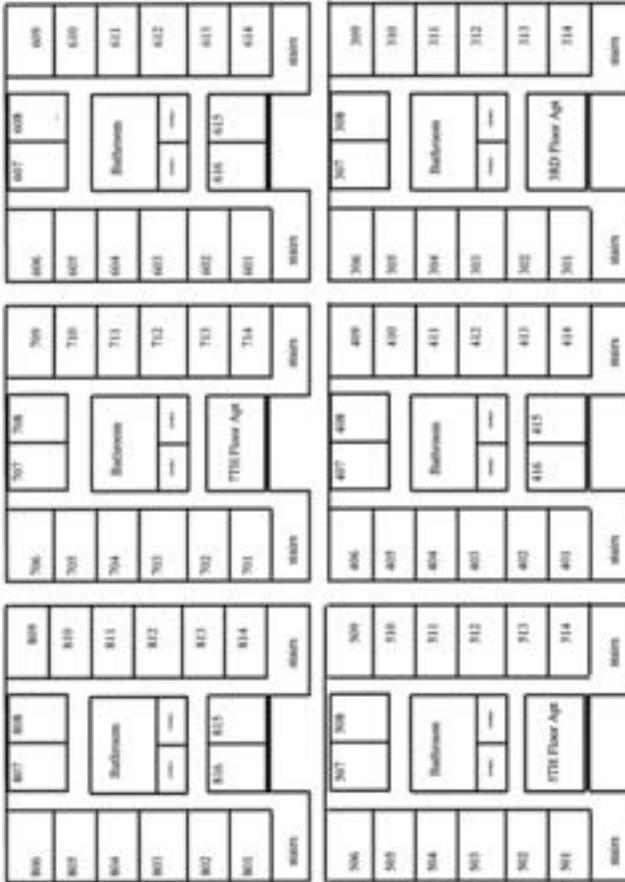


1ST FLOOR



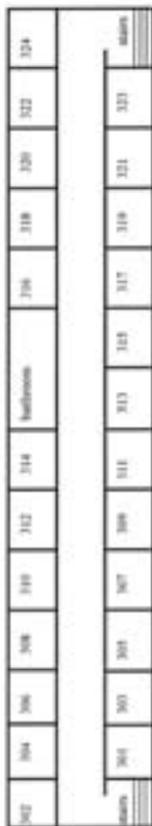


PARKER



SIMONS HALL

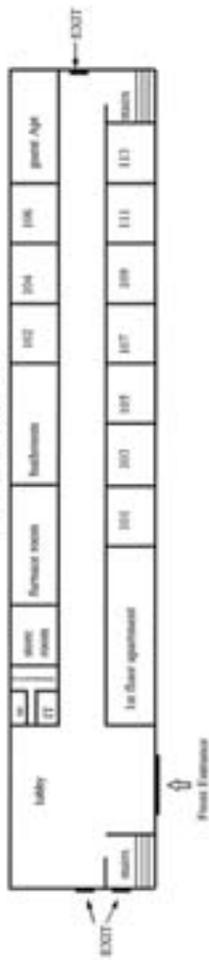
3RD FLOOR



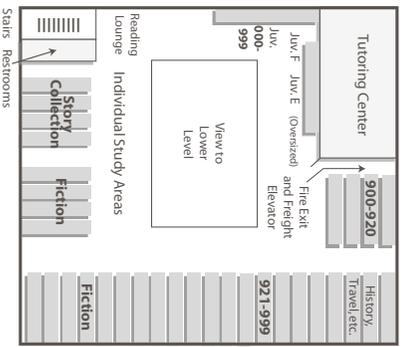
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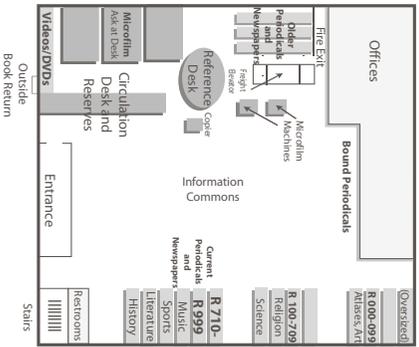
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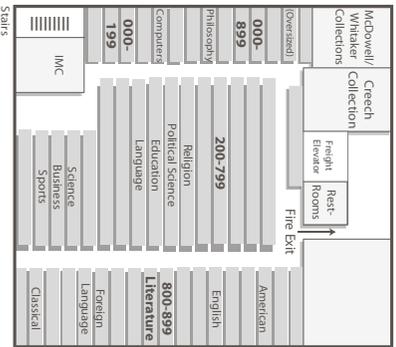
Whitaker Library



Upstairs
Circulating



Main Floor
Reference



Downstairs
Circulating

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