The purpose of this Handbook is to inform students of the policies and procedures of Chowan University. This document is not static; it will be reviewed and changed as the need arises. The online version will be the official student Handbook.
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INTRODUCTION

Recognizing the changing ways students access information and in order to conserve resources the Chowan Handbook has been significantly redesigned. Much of the information you as students need is on the university’s web site or other electronically accessible sites. Complete information about the Chowan’s Academic Program is contained in the university catalog. This new handbook contains policies administered by the department of Student Affairs as well as information that the university is required to communicate to students in this publication. As a member of the university community you are expected to familiarize yourself with the information contained in this handbook and to follow the policies contained within the handbook.

Let's go CU Hawks!
Dear Chowan University Student:

What a wonderful time to be part of Chowan University. We are blessed to have the distinction of being the fastest growing private university in North Carolina. Because of this significant campus improvements abound: three new student apartment buildings, a new tennis center, a newly renovated football center and numerous projects inside the buildings. The beauty of Chowan’s campus is widely recognized.

However, I am most proud of the faculty and staff of Chowan University. Not only are they well educated and highly skilled but they care about you — the student. We are committed to your success as a student and your growth as a person.

Chowan University means “family.” I am pleased that you have chosen to be a member of our family.

Best wishes for the 2017-2018 academic year.

Welcome home to Chowan!

This is indeed a special year in the life of Chowan University as we celebrate our 170th anniversary. Whether you are a new member of our community or a seasoned veteran this truly will be a year to celebrate. This milestone year for Chowan will be witness to many positive changes for our university 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 the services and programs that are designed to enhance your university experience. The handbook also includes the expectations and guidelines that have set Chowan apart as a church-related university engaged in Christian higher education for 170 years. I encourage you to read this handbook carefully so that you will have full understanding of the community we are building at Chowan.
All of us who work here at the 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 to you, I encourage you to stop me on campus or drop by my office for a few minutes. I am confident that is going to 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  
Vice President for Student Affairs

Greetings,

I am Isiah H. McCullum; a senior, psychology major from Greenville N.C. I am honored and humbled to serve as the SGA President at Chowan University for the 2017-2018 Academic Year.

On behalf of the Chowan University Student Government Association, I would like to welcome all the new Hawks to the sloping hills and verdant greens of Chowan University. The Student Government Association (SGA) looks forward to building relationships with the entire student body and your needs. I hope you are ready for an exciting extracurricular and academic year ahead.

The goal of the SGA for the 2017-18 academic year consists of putting students first. We believe that students are the true heartbeat of the university and we want your voices to be heard. Our goal is to work closely with university administrators, faculty and staff to foster strong partnerships and provide a positive student experience. Our entire SGA Executive Committee and Senate take pride in serving the students of Chowan University and enhancing the collegiate experience. The SGA will remain focused on the University’s motto “Faith in your Future.”

Please feel free to contact SGA by email at sga@chowan.edu or stop by the SGA office located in the Hawks Nest. We are excited about the opportunity to serve you!

Isiah McCullum,  
Student Body President, 2017-2018
Chowan University

2017-2018

Student Handbook & Planner

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.
2017-2018 RESIDENCE LIFE CALENDAR

AUGUST
19 New Students Check-In 9AM – 3PM, Dining Hall Opens at lunch (new students only).
20 Returning Students Check-In 2PM–5PM, Dining Hall opens at supper.
22 Classes Begin, 8AM

SEPTEMBER
11-14 Free Room Change, 9AM–4PM
18-21 Room Consolidation
25-29 Fall Break sign-ups for Residential Students.

OCTOBER
4 Fall Break begins at the conclusion of classes. Dining Hall serves last meal at lunch. Residential students should vacate by 6PM.
8 Fall Break ends, Residence Halls open at 1PM and Dining Hall opens at supper.
9 Classes Resume at 8AM.
17 No Classes, Advising for spring 2018 classes
21 Homecoming

NOVEMBER
13-17 Thanksgiving Break sign-ups for Residential Students.
21 Thanksgiving Break begins at the conclusion of classes. Dining Hall serves last meal at lunch. Residential students should vacate by 6PM.
26 Thanksgiving break ends, Residence Halls open and Dining Hall opens at supper.
28 Classes Resume, 8AM

DECEMBER
5 Last day of classes
6 Reading Day
7-11 Final Exams (Students must Check-Out of their Residence Hall within 24 hours after their last exam.)
11 Dining hall serves last meal at lunch.
12 Residence Halls close and ID Access ends at 5PM.

JANUARY
7 New Students arrive and check-in 2PM–5PM, Dining Hall opens for supper.
7 Residence Halls reopen for Returning Students at 1PM.
8 Students meet with Advisors and Check-In
9 Classes begin, 8AM
15 No Classes (Martin Luther King Jr. Day)
22-25 Free Room Change, 9AM–4PM
29-31 Room Consolidation

FEBRUARY
1 RA Application Available
5-9 RA Recruitment Week
19-23 Whites Crossing Housing Sign-Ups Begin for Fall 2018-2019 *$100 Advance Tuition Deposit plus $150 Whites Crossing Deposit Due at Signup.
20-23 Spring Break sign-ups for Residential Students
26 Resident Assistant Applications are due

MARCH
2 Spring Break begins at the conclusion of classes. Dining Hall serves last meal at lunch. Residential students should vacate by 6PM.
11 Spring Break ends, Residence Halls open at 1PM and Dining Hall opens at supper.
12 Classes Resume, 8AM
12-16 Traditional Residence Halls housing Sign-ups continue for fall 2018-2019 *$100 Advance Tuition Deposit Due at Sign-up.
21 No Classes, Passport to Fall (Register for Fall 2018 Semester and Housing Sign-Ups continued) *$100 Advance Tuition Deposit Due, same deposit as used for Housing.
29 Classes Resume, 8AM
30 Good Friday: No Classes, Dining Hall Closed
31 Dining Hall Closed

APRIL
1 Easter: Dining Hall reopens at supper.
9 Summer School and Summer Lease Housing Applications Available.
26 Last day of classes.
27 Reading Day.
28 Final Exams (Students must Check-Out of their Residence Hall within 24 hours after their last exam.)

MAY
1 New Students: “New Student Housing Application” Packets are due in order to receive guaranteed housing for Fall 2018.
1-2 Fall Exams Continue (Students must Check-out of their Residence Hall within 24 hours after their last exam)
2 Dining Hall serves last meal at lunch.
4 Residence Halls close and ID access ends for Non-Commencement Approved Students at 5PM.
5 Returning Students: “Returning Student Housing Application” packets are due in order to receive guaranteed housing for Fall 2017.
6 Residence Halls close and ID access ends for Commencement Approved Students, 1PM.
15 Summer School Check-In for Residence Halls.
30 Returning Students: Students with housing assignment but not class schedule will be removed from housing.

JUNE
21 Summer School Housing Ends

• $100 fee per day, for students that arrive early or check-out after these posted dates and times.
• Residence Hall and Whites Crossing Inspection dates are located in the Student Handbook Calendar.
• Failure to pay or make satisfactory arrangements with the Business Office by August 1st for the Fall semester balance may result in you losing your room reservation, if other students are waiting for a room.
• Dates are subject to change without notice.

Revised July 20, 2017 | Any questions contact Residence Life at 252.398.6237 or email reslife@chowan.edu
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<thead>
<tr>
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- **Monday, August 13, 2017**
  - **Undergraduate Day**
  - Classes Begin, 8AM

- **Monday, August 21, 2017**
  - **MSoc at Radford, VA**
  - Returning Students Check-in 2PM–5PM

- **Monday, August 27, 2017**
  - Last Day to Add Classes
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- **Wednesday, 2**: Faculty/Staff Workshop
- **Thursday, 9**: New Students Arrive and Check-in 9am–3pm
- **Thursday, 10**: New Students Follow Student Life Schedule
- **Thursday, 16**: MSoc at VA Wesleyan Faculty/Staff Workshop
- **Thursday, 23**: MSoc vs Averett
- **Saturday, 19**: MSoc vs Averett
**This Week Monday Tuesday Wednesday**

**Priority This Week:**

www.chowan.edu • www.gocuhawks.com

14

**Monday**

First Day Faculty Report

15

**Tuesday**

16

**Wednesday**
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<th>Date</th>
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<tr>
<td>17</td>
<td>Faculty/Staff Workshop</td>
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<td>New Students Arrive and Check-in 9AM–3PM</td>
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<td>New Students Follow Student Life Schedule</td>
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<td>Returning Students Arrive</td>
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<td>New Students Follow Student Life Schedule</td>
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</table>
PRIORITY THIS WEEK:

- Undergraduate Day Classes Begin, 8 AM
- Graduate School Classes Begin, 5 PM
- MSoc at Radford in Radford, VA, 4 PM
- Returning Students Check-in 2 PM – 5 PM
- Students Meet with Advisors
- New Students Follow Student Life Schedule
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<td>24</td>
<td><strong>THURSDAY</strong></td>
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<td><strong>MSoc at VA Wesleyan in Virginia Beach, VA, 7PM</strong></td>
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<td><strong>FRIDAY</strong></td>
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<td>26</td>
<td><strong>SATURDAY</strong></td>
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<td><strong>SUNDAY</strong></td>
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<td><strong>MSoc vs Averett in Murfreesboro, NC @3PM</strong></td>
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**AUGUST • 2017**

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**APRIL • 2018**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

**SEPTEMBER • 2017**

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

*Campus Worship, 7PM*

*Classes Meet on Labor Day*

*VB vs Barton College*

*MSoc vs Shippenburg*

*9/11 Remembrance Day*

*Free Room Change*

*Last Day to Drop Classes without a Record*

*VB at Shaw*

*Room Consolidation*

*VB vs Lincoln (PA)*

*Taylor Religious Heritage Lecture 11AM*

*Fall Break Sign-Ups ➔ ➔*
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<td>WSoc in Mount Olive, NC</td>
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<td>VB at Catawba</td>
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<td>FB vs Fayetteville State</td>
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<td>Academic and Founders’ Day Convocation 11AM</td>
<td>VB at Francis Marion University</td>
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<td>MSoc vs Wingate</td>
<td>M Soc vs Emmanuel (GA)</td>
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<td>W Soc vs Emmanuel (GA)</td>
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<td>WSoc vs Washington Adventist</td>
<td>VB at St Aug</td>
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<td>F ree R oom C hange</td>
<td>VB at WSSU</td>
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<td>M Soc at Erskine</td>
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<td>FB at West Florida</td>
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<td>WSoc at Peace College</td>
<td>W Soc vs Lees-McRae</td>
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<td>Room Consolidation</td>
<td>M Soc vs Lees-McRae</td>
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<td>FB vs Livingstone</td>
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<td>VB vs Bowie State</td>
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<td>WSoc at Converst</td>
<td>FB at Johnson C. Smith</td>
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<td>M Soc vs Newberry</td>
<td>WSoc at Limestone</td>
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<td>Taylor Religious</td>
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<td>Heritage Lecture 11 AM</td>
<td>VB at Livingstone</td>
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<td>VB at JCSU</td>
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<td>VB vs Bowie State</td>
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<tr>
<td>31</td>
<td>MSoc at Lander in Grenwood, SC, 7 PM</td>
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<tr>
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<td>WSoc at Southeastern (FLA.) in Mount Olive, NC, 7 PM</td>
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<tr>
<td></td>
<td>VB at Catawba, 4 PM</td>
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<tr>
<td></td>
<td>VB at Bellmont Abbey, 8:30 PM</td>
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<td>2</td>
<td>VB at Catawba, 3 PM</td>
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<td></td>
<td>FB vs Fayetteville State, 6 PM</td>
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<tr>
<td>3</td>
<td>Campus Worship, Vaughan Auditorium, 7 PM</td>
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### September

**Priority This Week:**

- [www.chowan.edu](http://www.chowan.edu) • [www.gocuhawks.com](http://www.gocuhawks.com)

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<tr>
<th>Date</th>
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<tr>
<td>5</td>
<td>VB vs Barton College, TBA</td>
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</table>

#### Academic and Founders' Day Convocation
- 11 AM
- MSoc vs Wingate, 4 PM

#### Classes Meet on Labor Day
VB at Francis Marion University, TBA

MSoc vs Emmanuel (GA), 2:30 PM
WSoc vs Emmanuel (GA), 12 PM
FB at Delta State in Cleveland, MI, 6 PM

WSoc a Lincoln (PA), 12 PM
PRIORITY THIS WEEK:

MSoC vs Shippensburg, 3PM
Free Room Change, 9AM–4PM

9/11 Remembrance Day

MSoC vs Shippensburg, 3PM
Free Room Change, 9AM–4PM
Last Day to Drop Classes without a Record

WSoc vs Washington Adventist, 4PM
Free Room Change, 9AM–4PM
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>14</td>
<td>Free Room Change, 9AM–4PM</td>
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<tr>
<td>15</td>
<td>VB at St. Augustine's at WSSU in Winston-Salem, NC, 12PM</td>
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<td>VB at WSSU in Winston-Salem, NC, 6PM</td>
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<td>WSoc at Erskine in Due West, SC, 2PM</td>
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<td>MSoc at Erskine in Due West, SC, 4PM</td>
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<td>FB at West Florida in Pensacola, FL, 6PM</td>
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<tr>
<td>16</td>
<td>VB at Shaw at WSSU in Winston-Salem, NC, 7AM</td>
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</table>
PRIORITY THIS WEEK:

www.chowan.edu • www.gocuhawks.com

18
MONDAY

Room Consolidation

19
TUESDAY

Room Consolidation

20
WEDNESDAY

WSoc at Peace College in Cary, NC, 7PM

Room Consolidation
<table>
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<tr>
<th>Date</th>
<th>Events</th>
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</table>
| 21   | VB at ECSU in Elizabeth City, NC, TBA  
       Room Consolidation |
| 22   | WSoc vs Lees-McRae, 12PM  
       MSoc vs Lees-McRae, 2PM  
       FB vs Livingstone, 6PM |
| 23   |        |
| 24   | VB vs Bowie State, TBA |
THIS WEEK

PRIORITY THIS WEEK:

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25

MONDAY

VB vs Lincoln University, TBA
Taylor Religious Heritage
Lecture 11AM
Fall Break Sign-Ups for Residential Students

26

TUESDAY

Fall Break Sign-Ups for Residential Students

27

WEDNESDAY

WSoc at Converse in Spartanburg, SC, 1 PM
M5oc Vs Newberry, 4:30 PM
Taylor Religious Heritage
Lecture 11AM
Fall Break Sign-Ups for Residential Students
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Fall Break Sign-Ups for Residential Students</td>
</tr>
</tbody>
</table>
| 29   | FB at Johnson C. Smith in Charlotte, NC, TBA  
WSoc at Limestone in Gaffney, SC, 1pm  
MSoc at Limestone in Gaffney, SC, 4pm  
VB at Livingstone in Lincoln, PA, 12pm  
VB at JCSU in Lincoln, PA, 6pm |
| 30   |  
VB at FSU in Lincoln, PA, TBA |
| 1    |  
VB at FSU in Lincoln, PA, TBA |
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<td>Classes Resume at 8AM</td>
<td>VB at Mount Olive</td>
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<td>VB at BSU</td>
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<td>Columbus Day</td>
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<td>VB vs Virginia Union</td>
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<td>Pre-Registration for Spring Semester Begins</td>
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<td>MSoc at Conference Carolinas Quaterfinals</td>
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<tr>
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<td>VB vs VSU</td>
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<td>Adult Degree Completion Program Classes Meet</td>
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<td>Fall Break Begins at the Conclusion of Classes</td>
<td>– FALL BREAK –</td>
<td>– FALL BREAK –</td>
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<td>4</td>
<td>5</td>
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<tr>
<td>11</td>
<td>VB at Barton College</td>
<td>MSoc vs Barton College</td>
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<tr>
<td></td>
<td>WSoc vs Barton College</td>
<td>MSoc at King (TN)</td>
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<tr>
<td></td>
<td>MSoc vs Barton College</td>
<td>MSoc vs N. Greenville</td>
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<td></td>
<td>MSoc at Francis Marion</td>
<td>Adult Degree Completion Program Classes Meet</td>
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<td>WSoc vs Shaw</td>
<td>MSoc at Francis Marion</td>
<td>MSoc at S. Wesleyan</td>
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<td>MSoc at Francis Marion</td>
<td>MSoc at S. Wesleyan</td>
<td>MSoc vs Belmont Abbey</td>
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<td>– HOMECOMING WEEK –</td>
<td>– HOMECOMING WEEK –</td>
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PRIORITY THIS WEEK:

www.chowan.edu • www.gocuhawks.com

WSoc at Lincoln in Lincoln, PA, 1 PM
MSoc vs Concord, 3 PM
Fall Break Begins at Conclusion of Classes.
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<td>VB vs VSU, TBA</td>
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<td>6</td>
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<tr>
<td></td>
<td>FB at Bowie State, Bowie, MD, TBA</td>
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<tr>
<td></td>
<td>WSoc at King (TN), Bristol, TN, 1pm</td>
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<tr>
<td></td>
<td>MSoc at King (TN), Bristol, TN, 3:30pm</td>
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<td>Saturday</td>
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<td>Fall Break Ends</td>
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**Priority This Week:**

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**Classes Resume at 8AM**

**Monday, October 9**

- VB at Mount Olive, Mount Olive, NC, TBA

**Tuesday, October 10**

- VB at Barton College, Wilson, NC, TBA
- WSoc vs Barton College, 2pm
- MSoc vs Barton College, 4pm
<table>
<thead>
<tr>
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<tr>
<td>Thursday</td>
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<td>Monday</td>
<td>Midterm Grades due, 12 PM</td>
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<td>Friday</td>
<td>FB at Virginia Union, Richmond, VA, TBA</td>
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<td>WSoc Vs N. Greenville, 12 PM</td>
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<tr>
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<td>MSoc Vs N. Greenville, 2:30 PM</td>
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<td>VB at BSU</td>
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</table>
October

PRIORITY THIS WEEK:

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16
MONDAY
Columbus Day
VB at LU
Campus Worship, Vaughan Auditorium, 7PM

17
TUESDAY
No Classes, Advising for Spring 2018 Classes
VB vs Mount Olive, TBD

18
WEDNESDAY
WSoc vs Shaw University, 12PM
MSoc at Francis Marion, Florence, SC, 7PM
Career Services - Branding and Marketing Yourself

Homecoming
FB vs ECSU, TBA
WSoc at S. Wesleyan, Central SC, 1PM
MSoc at S. Wesleyan, Central, SC, 3PM

VB vs Virginia Union, TBA
October

Priorities This Week:

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23

Monday

Pre-registration for Spring Semester Begins

24

Tuesday

WSoc at Mount Olive, Mount Olive, NC, 4PM
MSoc at Mount Olive, Mount Olive, NC, 6PM
Last Day to Drop Classes with a W

25

Wednesday
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<th>Date</th>
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**Saturday**

- FB vs Virginia State, 1 PM
- WSoc vs Belmont Abbey, 12 PM
- MSoc vs Belmont Abbey, 2:30 PM
- VB at Claflin University, TBA
- Last Day to Drop Classes with a W
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<tr>
<td>MSoc at Conference Carolinas Championships</td>
<td>Campus Worship, 7PM</td>
<td>VB at Virginia State</td>
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<td>Thanksgiving Break Sign-Ups</td>
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<tr>
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<td>Thanksgiving Break Begins at the Conclusion of Classes</td>
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<tbody>
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<td>Thanksgiving Break Ends</td>
<td>Classes Resume 8am</td>
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See weekly calendar pages for CU events and important dates.
<table>
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<td>FB at Lincoln (PA)</td>
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<td>WSoccer at Conference Carolinas Championships</td>
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<td>Adult Degree Completion Program Classes Meet</td>
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</table>

- **Wednesday**: Thanksgiving
- **Thursday**: WSoccer at Conference Carolinas Semifinals
- **Friday**: MSoccer at Conference Carolinas Semifinals
- **Saturday**: VB at Virginia Union
- **Wednesday**: Career Services - What about Graduate School for Residential Students
- **Thursday**: VB at Conference Tournament
- **Friday**: VB at Conference Tournament
- **Saturday**: VT at Conference Tournament
PRIORITY THIS WEEK:

WSoc at Conference Carolinas Quarterfinals

MSoc at Conference Carolinas Quarterfinals
<table>
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<tbody>
<tr>
<td>FB at Lincoln (PA), Lincoln, PA, TBA</td>
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<td>Adult Degree Completion Program Classes Meet</td>
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<td>MSoc at Conference Carolinas Championships</td>
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<tr>
<td>Campus Worship, Vaughan Auditorium, 7 PM</td>
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<td><a href="http://www.chowan.edu">www.chowan.edu</a> • <a href="http://www.gocuhawks.com">www.gocuhawks.com</a></td>
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<tr>
<td>TUESDAY</td>
<td>VB at Virginia State, Petersburg, VA, TBA</td>
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<tr>
<td>WEDNESDAY</td>
<td>VB at Virginia Union, Richmond, VA, TBA</td>
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This Week:

Priority this week:

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Monday, November 13

Thanksgiving Break Sign-Ups for Residential Students

Tuesday, November 14

Thanksgiving Break Sign-Ups for Residential Students

Wednesday, November 15

Thanksgiving Break Sign-Ups for Residential Students
Career Services - What about Graduate School
Thanksgiving Break Sign-Ups for Residential Students

VB at Conference Tournament
Thanksgiving Break Sign-Ups for Residential Students

VB at Conference Tournament
NOVEMBER

PRIORITY THIS WEEK:

20
MONDAY

21
TUESDAY

22
WEDNESDAY

Thanksgiving Holiday Begins at Conclusion of Classes

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<table>
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<tr>
<td>24 Christmas Eve</td>
<td>25 Christmas Day</td>
<td>26</td>
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<td>New Year’s Eve 31</td>
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See weekly calendar pages for CU events and important dates.
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<td>Final Exams Begin</td>
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<td>Final Grades For all Students Due, 12PM</td>
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Campus Worship, Vaughan Auditorium, 7pm
DECEMBER

PRIORITY THIS WEEK:

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4 MONDAY

5 TUESDAY

Last Day of Classes

6 WEDNESDAY

Reading Day
Final Exams
**December**

**Priority This Week:**

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**Monday, December 11, 2017**

- Final Exams End

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**Tuesday, December 12, 2017**

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**Wednesday, December 13, 2017**

- Final Grades Due, 12pm
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Christmas Eve
PRIORITY THIS WEEK:

www.chowan.edu • www.gocuhawks.com
<table>
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<td>New Years Day</td>
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<td>7</td>
<td>New and Returning Students</td>
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<td>Arrive</td>
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<tr>
<td>14</td>
<td>Students Meet with Advisors</td>
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<td>and Check-In</td>
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<tr>
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<td>Martin Luther King Jr.</td>
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<td>New and Returning Students</td>
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<td>Sunday (7)</td>
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<td>Thursday (4)</td>
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PRIORITY THIS WEEK:

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8
MONDAY

Students Meet with Advisor and Check-In

9
TUESDAY

Classes Begin, 8AM

10
WEDNESDAY
**January**

**Priority This Week:**

- www.chowan.edu • www.gocuhawks.com

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<td>Career Services - Resume and Cover Letters</td>
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PRIORITY THIS WEEK:

Free Room Change, 9AM–4PM

Free Room Change, 9AM–4PM

Free Room Change, 9AM–4PM
Free Room Change, 9am–4pm
See weekly calendar pages for CU events and important dates.

RA Applications are Due

- RA RECRUITEMENT WEEK – – –

Career Services - Resumes and Cover Letters

- Spring Break– WHITES CROSSING HOUSING

RA Applications are Due
<table>
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<td>Career Services - Hone Your Interviewing Skills</td>
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<td>Sign-Ups For Residential Students – SIGN-UPS BEGIN FOR FALL 2018-2019</td>
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Priorities this week:

- www.chowan.edu
- www.gocuhawks.com

- Room Consolidation
- Last Day To Drop Classes without Record
- Room Consolidation
- Room Consolidation
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# February

**Priorities for this week:**

- www.chowan.edu
- www.gocuhawks.com

### Calendar

#### FEBRUARY

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### RA Recruitment Week

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- 7th
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FEBRUARY

PRIORITY THIS WEEK:

www.chowan.edu • www.gocuhawks.com

19
MONDAY

Whites Crossing Housing Sign-Ups Begin for Fall 2018–2019

20
TUESDAY

Whites Crossing Housing Sign-Ups Begin for Fall 2018–2019

21
WEDNESDAY

Whites Crossing Housing Sign-Ups Begin for Fall 2018–2019
Whites Crossing Housing
Sign-Ups Begin for Fall 2018–2019
<table>
<thead>
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**March • 2018**

See weekly calendar pages for CU events and important dates.

www.chowan.edu • www.gocuhawks.com

- **4 March 2018**
  - Adult Degree Completion Program Classes Meet

- **11 March 2018**
  - Spring Break Ends

- **12 March 2018**
  - Classes Resume, 8AM

- **18 March 2018**
  - Pre-registration for Fall Semester Begins

- **19 March 2018**

- **20 March 2018**
  - No Classes
  - Passport to Fall
  - Last Day to Drop Classes with a W
Wednesday | Thursday | Friday | Saturday
---|---|---|---
| 1 | 2 | Mid-Term Grades Due, 12PM
Spring Break Begins at Conclusion of Classes | 3

7 | 8 | 9 | 10
---|---|---|---
Adult Degree Completion Program Classes Meet

14 | 15 | 16 | 17
---|---|---|---
Career Services - Internships: Overview and Search

Housing Sign-Ups Continue for Fall 2018-2019

21 | 22 | 23 | 24
---|---|---|---

28 | 29 | 30 | 31
---|---|---|---
No Classes
Good Friday
Dining Hall Closed
Feb/Mar

This Week

Priority this week:

www.chowan.edu • www.gocuhawks.com

RA Applications are Due
Midterm Grades Due, 12PM
Spring Break Begins at Conclusion of Classes
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<td>Spring Break Ends</td>
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</table>
Classes Resume, 8AM
Traditional Residence Halls housing Sign-Ups Continue for Fall 2018-2019

Traditional Residence Halls housing Sign-Ups Continue for Fall 2018-2019
Career Service - Internships: Overview and Search

Traditional Residence Halls housing Sign-Ups Continue for Fall 2018-2019
March

Priority this week:
www.chowan.edu • www.gocuhawks.com

Monday

No Classes
Passport to Fall
Last Day to Drop Classes with a W

Tuesday

Wednesday
See weekly calendar pages for CU events and important dates.

### April 2017

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</table>

- **1st April**: Easter Sunday
- **8th April**: Dining Hall reopens
- **15th April**: 14th Annual Faculty Interdisciplinary Symposium
- **17th April**: 12th Annual Chowan University Student Research Conference
- **22nd April**: The Chowan Academic Forum
- **29th April**: The Chowan Academic Forum: A Celebration of the
<table>
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<tr>
<td>Awards Day Convocation, 11 AM</td>
<td>Career Services - Cultivating Professional Networks</td>
<td>Intellectual and Artistic Life of the University</td>
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<td>Reading Day</td>
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www.chowan.edu • www.gocuhawks.com
**Mar/Apr**

**THIS WEEK**

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**Priority This Week:**

- [www.chowan.edu](http://www.chowan.edu)
- [www.gocuhawks.com](http://www.gocuhawks.com)

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**Pre-registration for Fall Semester Begins**

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**MARCH • 2018**

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**APRIL • 2018**

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MARCH • 2018

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APRIL • 2018

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MAY • 2018

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THIS WEEK

PRIORITY THIS WEEK:

www.chowan.edu • www.gocuhawks.com

2

24th Annual Mary Frances Hobson Lecture and Prize Conferral
Pre-registration for Summer Session Begins

3

4

WEDNESDAY
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PRIORITY THIS WEEK:

www.chowan.edu • www.gocuhawks.com

Summer School and Summer Lease Housing Applications Available
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Priorities for the week:
- www.chowan.edu • www.gocuhawks.com

**APRIL**

**16th April**
- 14th Annual Faculty Interdisciplinary Symposium
- The Chowan Academic Forum: A Celebration of the Intellectual and Artistic Life of the University

**17th April**
- 12th Annual Chowan University Student Research Conference
- The Chowan Academic Forum: A Celebration of the Intellectual and Artistic Life of the University

**18th April**
- Awards Day Convocation, 11am
- The Chowan Academic Forum: A Celebration of the Intellectual and Artistic Life of the University
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<td>Final Exams Continue&lt;br&gt;Dining Hall Meal Plan Concludes at Lunch</td>
<td>Final Exams Continue&lt;br&gt;Residence Halls Closed and ID access ends for non-Commencement Approved Students</td>
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<td>9</td>
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<td>Last Day to Add Classes</td>
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<td>Last Day to Drop Classes without a Record</td>
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<tr>
<td>Students with housing assignment but no class schedule will be removed from housing</td>
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Final Exams End for Graduate School and Adult Degree Completion Program

New Student Housing Application packets are due

Final Exams End for Undergraduate Day

New Student Housing Application packets are due
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<tr>
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<td>Saturday</td>
<td>Commencement, 10AM</td>
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<td>Residence Hall closes and ID access ends for Commencement Approved Students at 3PM</td>
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### May

**THIS WEEK**

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**Priority This Week:**

www.chowan.edu • www.gocuhawks.com

### 7

**Monday**

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### 8

**Tuesday**

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### 9

**Wednesday**

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See weekly calendar pages for CU events and important dates.

www.chowan.edu • www.gocuhawks.com

Final Exams
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</tbody>
</table>

- Last Day to Drop Classes with a W
- Final Grades Due. 12PM
See weekly calendar pages for CU events and important dates.

**Sunday** | **Monday** | **Tuesday**
---|---|---
1 | 2 | 3
8 | 9 | 10
15 | 16 | 17
22 | 23 | 24
29 | 30 | 31

Final Exams Begin for Adult Degree Completion Program
Independence Day

Final Exams End for Adult Degree Completion Program

Final Exams Grades for Adult Degree Completion Program due, 4PM
INTRODUCTION

Recognizing the changing ways students access information and in order to conserve resources the Chowan Handbook has been significantly redesigned. Much of the information you as students need is on the university’s web site or other electronically accessible sites. Complete information about the Chowan’s Academic Program is contained in the university catalog. This new handbook contains policies administered by the department of Student Affairs as well as information that the university is required to communicate to students in this publication. As a member of the university community you are expected to familiarize yourself with the information contained in this handbook and to follow the policies contained within the handbook.

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 Bachelor and Master’s degrees.

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

STUDENT POPULATION:

CAMPUS: Small town, located in Historic Murfreesboro with population of 2,500
- Residential - 78%
- Commuter - 22%
- States Represented - 21
- Foreign Countries - 6
- Student/Faculty Ratio - 12 to 1
- 56% out-of-state; 44% in-state

ADMISSIONS: Rolling, application reviewed upon receipt

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

Athletics

Chowan is affiliated with NCAA Division II Athletics, is a member of the Central Intercollegiate Athletic Association (CIAA), and the National Christian College Athletic Association (NCCAA).

Men
- Football, Basketball, Baseball, Golf, Tennis, Soccer, Lacross, and Cross Country

Women
- Basketball, Volleyball, Softball, Tennis, Soccer, Bowling, Lacrosse, Cross Country, Golf, and Swimming

Coed Cheerleading
- (Selected through organized tryouts)

Intramurals
- Offered in various activities and open to new areas

Colors
- Blue and White

Nickname
- Hawks
# HOURS OF OPERATION

**ACADEMIC SUCCESS (3rd Floor Columns)**  
252.398.6389  
Monday - Thursday 8:00 AM - 7:00 PM  
Friday 8:30 AM - 5:00 PM  

**BOOKSTORE**  
252.398.6373  
Monday - Friday 9:00 AM - 4:00 PM  

**COMPUTER LABS**  
McSweeney Hall 8:00 AM - 12:00 AM (M-F), 1:00 PM - 12:00 AM (Sun)  
311 Camp Hall 8:00 AM - 5:00 PM (M-F)  

**DEPARTMENT OF PUBLIC SAFETY**  
252.398.1234  
Operates 24 hours a day, 7 days a week, 365 days a year.  

**HAWKS NEST STUDENT CENTER**  
252.398.6259  
Monday-Friday 8:00 AM - 12:00 AM  
Saturday 1:00 PM - 12:00 AM  
Sunday 1:00 PM - 12:00 AM  

**JENKINS CENTER**  
8:00 AM - 10:00 AM, 2:00 PM - 10:00 PM  
Saturday & Sunday 2:00 PM - 9:00 PM  

**MURF'S**  
252.398.6275  
Monday-Friday Lunch 11:00 AM - 3:00 PM  
Monday-Thursday Dinner 6:00 PM - 10:00 PM  

**POST OFFICE**  
252.398.6372  
Monday-Friday 8:30 AM - 5:00 PM  

**THOMAS DINING HALL (Hours subject to change)**  
252.398.6368  
Monday-Friday Continuous Service  
Breakfast 7:30 AM - 8:45 AM  
8:46 AM - 10:15 AM  
Full Breakfast  
Continental Breakfast  
Lunch 10:16 AM - 11:15 AM  
11:16 AM - 1:15 PM  
Limited Lunch  
Full Lunch  
1:16 PM - 3:00 PM  
Extended Lunch  
Dinner 3:01 PM - 5:15 PM  
5:16 PM - 7:00 PM  
Limited Dinner  
Full Dinner  
Saturday  
Lunch 11:15 AM - 1:15 PM  
Dinner 5:00 PM - 6:30 PM  
Sunday  
Lunch 11:15 AM - 1:15 PM  
Dinner 5:00 PM - 6:30 PM  

**WELLNESS CENTER**  
252.398.6248  
Monday-Friday 10:00 AM - 2:00 PM  

**WHITAKER LIBRARY**  
252.398.6202  
Monday-Thursday 7:45 AM - 11:00 PM  
Friday 7:45 AM - 4:00 PM  
Saturday 10:00 AM - 4:00 PM  
Sunday 2:00 PM - 11:00 PM
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 grounded in its Christian faith, transforms the lives of students of promise.

The University fosters its mission by:

• ensuring its Christian character informs all its endeavors.
• equipping students with the knowledge, skills, and ethical values necessary to flourish in a culturally diverse, global society.
• promoting active participation in discovery and creative activities.
• providing a supportive teaching and learning environment.
• enrolling and retaining promising students of all backgrounds.
• meeting the students’ social and spiritual needs by affording personal attention in a caring community.
• cultivating relationships with students, alumni, churches, corporations, foundations, and other stakeholders.
• maintaining stewardship of its physical, financial, and human resources.
• offering intercollegiate athletic programs that enhance the academic and personal development of all student-athletes while promoting individual and team success.

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.
THE PRESIDENT AND SENIOR STAFF

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:

- **President**
  
  Dr. M. Christopher White, x6221 • Chowan’s chief executive officer. Responsible to the Board of Trustees for the overall administration and leadership of the University

- **Provost and Vice President for Academic Affairs**
  
  Dr. Danny Moore, x6211 • Responsible for the overall administration of the instructional program of the University

- **Vice President for Athletics**
  
  Mr. Patrick Mashuda, x6244 • Responsible for all athletic programs for the University

- **Vice President for Business Affairs**
  
  Mr. Danny Davis, x6250 • Responsible for all business and financial affairs of the University

- **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.

- **Vice President for Human Resources and Special Assistant to the President**
  
  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 Student Affairs and Enrollment Management**
  
  Mr. Randy Harrell, x6209 • Responsible for the following areas; Campus Ministries, Food Services, 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 • Responsible for the coordination of all programs administered by the Office of Student Enrollment, including admissions, retention, and financial aid.

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.
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.

Chowan we will ever cherish,
Love her ever more.

Praise to her! God grant His blessings,
May He give rich store.

The 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.

The 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.

The 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.

The Fight Song

Hail Chowan

Lyrics: John A. Hinton, May 2009
Tune: “Semper Paratus” - Frances Van Boskerck

Now let’s show our Chowan pride.
The hawks have come to play.
The spirit soars above our team
We’ll surely win this day.

Fight, till it’s over, mighty hawks.
Fight on for old CU
With spirits brave and hearts on fire
Hail, Chowan, the white and blue.
### OFF CAMPUS RESOURCES

#### Financial Institutions

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>PNC Bank</td>
<td>137 East Main Street, Murfreesboro, NC</td>
<td>252.398.1440</td>
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<tr>
<td>State Employees’ Credit Union</td>
<td>900 West Main Street, Murfreesboro, NC</td>
<td>252.398.5322</td>
</tr>
<tr>
<td>Wachovia Bank</td>
<td>300 East Main Street, Ahoskie, NC</td>
<td>252.332.7250</td>
</tr>
<tr>
<td>Bank of Southside Virginia</td>
<td>18207 Virginia Avenue, Boykins, VA</td>
<td>757.654.6121</td>
</tr>
<tr>
<td>Southern Bank and Trust</td>
<td>336 East Main Street, Murfreesboro, NC</td>
<td>252.398.4174</td>
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<tr>
<td>First Citizens Bank</td>
<td>201 West Main Street, Conway, NC</td>
<td>252.585.0304</td>
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<tr>
<td>First Citizens Bank</td>
<td>1352 Armory Drive, Franklin, VA</td>
<td>757.562.8200</td>
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<tr>
<td>Bank of America</td>
<td>1547 Armory Drive, Franklin, VA</td>
<td>757.516.6641</td>
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</table>

#### Churches

**Assembly of God**

- Carpenter’s Shop Church
  - 252.332.6113
- Murfreesboro Assembly of God
  - 252.398.3625

**Baptist**

- First Baptist Church, Murfreesboro
  - 252.398.4775
- First Baptist Church, Ahoskie
  - 252.332.4003
- Meherrin Baptist Church
  - 252.398.4663
- Murfreesboro Baptist Church
  - 252.398.3613
- Nebo Baptist Church
  - 252.398.5666
- New Beginnings Baptist Church
  - 252.398.4545
- Second Baptist Church, Creeksville
  - 252.398.5236
- Union Baptist Church
  - 252.332.8049

**Catholic**

- St. Charles Catholic Church
  - 252.332.2939

**Church of God**

- Mt. Sinai Baptist Church of God
  - 252.398.5601
• New Jerusalem Church of God 252.587.3810

EPISCOPAL
• St. Thomas Episcopal Church 252.332.3263

METHODIST
• Murfreesboro United Methodist 252.398.4556

PRESBYTERIAN
• First Presbyterian Church, Ahoskie 252.332.2145

*This is only a partial listing of churches in our area. For other options, see the Yellow Pages of the local telephone directory or contact Campus Ministries.

Health Facilities/Services

Northampton Family Practice Dr. Thomas W. Vinson, Dentist
111 E. Main Street 112 E. Broad Street
Conway, NC Murfreesboro, NC
252.585.1134 252.398.5143

Boykins Family Practice Edward Eye Care, Optometrists
1812 Virginia Ave. 1488 E. Memorial Ave.
Boykins, VA 23821 Ahoskie, NC 27910
757.645.9111 252.332.5618

Hertford County Health Department
Winton, NC 252.398.7833

Clinics (Physician’s referral is not required. However, **PLEASE CALL TO MAKE AN APPOINTMENT!**) Clinics held at Vident Roanoke-Chowan Hospital are located in Ahoskie, NC.
- Orthopedic - 252.209.3600
- Allergy - 252.209.3260
- Dermatology - 252.209.3260
- Neurology - 252.332.1260

**Hospitals**

Vident Roanoke-Chowan Hospital Southampton Memorial Hospital
Ahoskie, North Carolina Franklin, Virginia
252.209.3000 757.569.6100

Sentara Obici Hospital Norfolk Sentara Hospital
Suffolk, Virginia Norfolk, Virginia
757.934.4000 or 800.237.5788 1.800.SENTARA
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. For other academic information see the Academic Catalog at http://catalog.chowan.edu.

FERPA

The Family Educational Right and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s education 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 education 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 e-mail 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 e-mail address should not be listed in the university’s public access e-mail 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 education record in order to fulfill his or her professional responsibility.
### August

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<thead>
<tr>
<th>Monday</th>
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<th>First Day Faculty Report</th>
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<tr>
<td>Tuesday</td>
<td>15</td>
<td>New Faculty Orientation</td>
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<tr>
<td>Tuesday</td>
<td>15</td>
<td>Adult Degree Completion Program Classes Begin, 6:00 p.m.</td>
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<tr>
<td>Thursday</td>
<td>17</td>
<td>Faculty/Staff Workshop</td>
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<tr>
<td>Saturday</td>
<td>19</td>
<td>New Students Arrive and Check-in</td>
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<tr>
<td>Sat.-Mon.</td>
<td>19-21</td>
<td>New Students Follow Student Life Schedule</td>
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<tr>
<td>Sunday</td>
<td>20</td>
<td>Returning Students Arrive</td>
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<tr>
<td>Monday</td>
<td>21</td>
<td>Returning Students Check-in</td>
</tr>
<tr>
<td>Monday</td>
<td>21</td>
<td>Students Meet with Advisors</td>
</tr>
<tr>
<td>Tuesday</td>
<td>22</td>
<td>Undergraduate Day Classes Begin, 8:00 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>22</td>
<td>Graduate School Classes Begin, 5:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>22</td>
<td>Last Day to Add Classes</td>
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### September

<table>
<thead>
<tr>
<th>Monday</th>
<th>4</th>
<th>Classes Meet on Labor Day</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>6</td>
<td>Academic and Founders’ Day Convocation, 11:00 a.m.</td>
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<tr>
<td>Tuesday</td>
<td>12</td>
<td>Last Day to Drop Classes without a Record</td>
</tr>
<tr>
<td>Monday</td>
<td>25</td>
<td>Taylor Religious Heritage Lecture, 11:00 a.m.</td>
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<tr>
<td>Tuesday</td>
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<td>Taylor Religious Heritage Lecture, 11:00 a.m.</td>
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### October

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<thead>
<tr>
<th>Wednesday</th>
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<th>Fall Break Begins at Conclusion of Classes</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>5</td>
<td>Adult Degree Completion Program Classes Meet</td>
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<tr>
<td>Monday</td>
<td>9</td>
<td>Classes Resume, 8:00 a.m.</td>
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<tr>
<td>Friday</td>
<td>13</td>
<td>Mid-term Grades Due, 12 noon</td>
</tr>
<tr>
<td>Saturday</td>
<td>14</td>
<td>Adult Degree Completion Program Classes Meet</td>
</tr>
<tr>
<td>Tuesday</td>
<td>17</td>
<td>Students Meet with Advisors (No Main Campus Undergraduate Classes)</td>
</tr>
<tr>
<td>Saturday</td>
<td>21</td>
<td>Homecoming</td>
</tr>
<tr>
<td>Monday</td>
<td>23</td>
<td>Pre-registration for Spring Semester Begins</td>
</tr>
<tr>
<td>Tuesday</td>
<td>24</td>
<td>Last Day to Drop Classes with a W</td>
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</table>

### November

<table>
<thead>
<tr>
<th>Saturday</th>
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<th>Adult Degree Completion Program Classes Meet</th>
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</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>21</td>
<td>Thanksgiving Holiday Begins at Conclusion of Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>27</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
</tbody>
</table>
### December

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>5</td>
<td>Final Exams Begin for Graduate School and Adult Degree Completion Program</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Thursday</td>
<td>7</td>
<td>Final Exams Begin for Undergraduate Day</td>
</tr>
<tr>
<td>Thursday</td>
<td>7</td>
<td>Final Exams End for Graduate School and Adult Degree Completion Program</td>
</tr>
<tr>
<td>Monday</td>
<td>11</td>
<td>Final Exams End for Undergraduate Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>13</td>
<td>Final Grades for All Students Due, 12 noon</td>
</tr>
</tbody>
</table>

### January

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>7</td>
<td>New and Returning Students Arrive</td>
</tr>
<tr>
<td>Sun.-Mon.</td>
<td>7-8</td>
<td>New Students Follow Student Life Schedule</td>
</tr>
<tr>
<td>Monday</td>
<td>8</td>
<td>Students Check-in</td>
</tr>
<tr>
<td>Monday</td>
<td>8</td>
<td>Students Meet with Advisors</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9</td>
<td>Undergraduate Day Classes Begin, 8:00 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9</td>
<td>Graduate School Classes Begin, 5:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9</td>
<td>Adult Degree Completion Program Classes Begin, 6:00 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>15</td>
<td>Martin Luther King, Jr., Day (No Classes)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>16</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>30</td>
<td>Last Day to Drop Classes without a Record</td>
</tr>
</tbody>
</table>

### February

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>3</td>
<td>Adult Degree Completion Program Classes Meet</td>
</tr>
</tbody>
</table>

### March

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>2</td>
<td>Mid-term Grades Due, 12 noon</td>
</tr>
<tr>
<td>Friday</td>
<td>2</td>
<td>Spring Break Begins at Conclusion of Classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6</td>
<td>Adult Degree Completion Program Classes Meet</td>
</tr>
<tr>
<td>Thursday</td>
<td>8</td>
<td>Adult Degree Completion Program Classes Meet</td>
</tr>
<tr>
<td>Monday</td>
<td>12</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>20</td>
<td>Passport to Fall (No Main Campus Undergraduate Classes)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>20</td>
<td>Last Day to Drop Classes with a W</td>
</tr>
<tr>
<td>Monday</td>
<td>26</td>
<td>Pre-registration for Fall Semester Begins</td>
</tr>
<tr>
<td>Friday</td>
<td>30</td>
<td>Good Friday (No Classes)</td>
</tr>
</tbody>
</table>

### April

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>2</td>
<td>Twenty-Fourth Annual Mary Frances Hobson Lecture and Prize Conferral</td>
</tr>
<tr>
<td>Monday</td>
<td>2</td>
<td>Pre-registration for Summer Session Begins</td>
</tr>
<tr>
<td>Saturday</td>
<td>7</td>
<td>Adult Degree Completion Program Classes Meet</td>
</tr>
<tr>
<td>Fri.-Sun.</td>
<td>12-22</td>
<td>The Chowan Academic Forum: A Celebration of the</td>
</tr>
<tr>
<td>Monday</td>
<td>16</td>
<td>Fourteenth Annual Faculty Interdisciplinary Symposium</td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday</td>
<td>17</td>
<td>Twentieth Annual Chowan University Student Research Conference</td>
</tr>
<tr>
<td>Wednesday</td>
<td>18</td>
<td>Awards Day Convocation, 11:00 a.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>26</td>
<td>Follow MWF Class Schedule</td>
</tr>
<tr>
<td>Thursday</td>
<td>26</td>
<td>Final Exams Begin for Graduate School and Adult Degree Completion Program</td>
</tr>
<tr>
<td>Friday</td>
<td>27</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Saturday</td>
<td>28</td>
<td>Final Exams Begin for Undergraduate Day</td>
</tr>
</tbody>
</table>

### May

| Tuesday   | 1      | Final Exams End for Graduate School and Adult Degree Completion Program |
| Wednesday | 2      | Final Exams End for Undergraduate Day |
| Thursday  | 3      | Final Grades for Graduating Seniors and Graduate Students Due, 12 noon |
| Friday    | 4      | Final Grades for All Other Students Due, 12 noon |
| Saturday  | 5      | Commencement, 10:00 a.m. |
| Friday    | 11     | Last Day Faculty Report |
| Monday    | 14     | Registration and Class Changes |
| Tuesday   | 15     | Undergraduate and Adult Degree Completion Program Classes Begin, 8:00 a.m. |
| Friday    | 18     | Last Day to Add Classes |
| Friday    | 25     | Last Day to Drop Classes without a Record |
| Monday    | 28     | Memorial Day (No Classes) |

### June

| Friday    | 1      | Last Day to Drop Classes with a W |
| Tuesday   | 19     | Final Exams for Undergraduate Day |
| Thursday  | 21     | Final Grades for Undergraduate Day Due, 12:00 p.m. |

### July

| Tuesday   | 4      | Independence Day Observed |
| Tuesday   | 24     | Final Exams Begin for Adult Degree Completion Program |
| Thursday  | 26     | Final Exams End for Adult Degree Completion Program |
| Friday    | 27     | Final Grades for Adult Degree Completion Program Due, 4:00 p.m. |
Whitaker Library Services

Whitaker Library offers a comfortable environment for research and study. The Information Commons on the main 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
- Mon.—Thurs. 7:45 AM–11:00 PM
- Friday 7:45 AM–4:00 PM
- Saturday 10:00 AM–4:00 PM
- Sunday 2:00 PM–11:00 PM

Summer Semester
- Mon.—Thurs. 8:00 AM–5:00 PM
- Friday 8:00 AM–5:00 PM
- Saturday Closed
- Sunday Closed

During final exams library hours are extended until midnight.

Exceptions will be posted on the library door. You may also call the front desk of the library to check hours, 252-398-6212.

Music Library has moved to the main library.

Whitaker Library Conduct Policy

Adopted: June 7, 2006
Updated: June 11, 2012

Institutional Goals (From the Chowan University Catalog)
- 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 appropriate language at all times
- Present ID if requested
- Be respectful of library staff members
- Use library computers as outlined in the university computer use policy

Conduct violations will follow the procedures and appeals set forth in the policy on Classroom Conduct, and also the policy in the student handbook under Student Guidelines and Expectations.
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 8:00 am to 12:00 am Monday through Friday and 1:00 pm to 12:00 am Sunday. McSweeney Room 101 is open to all students during the day (unless reserved for a special class). Camp 311 is also open in the evenings Monday - Friday 8:30 am to 5:00 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:

Camp Hall 121C  (Education majors)
Daniel Hall  (Music majors)
Green Hall  (Graphic Arts majors)
Horner Building  (Graphic Arts majors)
Marks Hall 313  (English labs)
McSweeney Hall 101  (Open to all students)
McSweeney Hall 102  (Open to all students)
Reed Hall 101  (SSPE 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.

Withdrawal and Change in Enrollment Status Policies

INSTITUTIONAL CHARGE REDUCTION POLICY
Registration in the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Chowan University to give a pro-rata charge reduction through 60% of the enrollment period in the event a student OFFICIALLY WITHDRAWS from school. (See the Withdrawal Policy under Academic Regulations.) An official Withdrawal Form must be completed and turned into the Registrar’s Office in order for a student to be officially withdrawn. The official withdrawal date is the date this process is completed.

Reductions will be computed on total charges for tuition, room, and board but not on fees. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester’s charges. Undergraduate Day Program students registered for 12 or more hours who drop a course(s) after the last day of registration will not receive a pro-rata refund for individual classes that are dropped. Students charged on a per-hour basis may receive a pro-rata refund for classes that are dropped.

For purposes of interpreting this policy the pro-rata charge reduction percentage is equal to the number of calendar days (excluding breaks of five days or more) remaining in the semester divided by the number of calendar days in the semester. No charge reduction will be given after the 60% period of enrollment for the semester.

FINANCIAL AID REDUCTION POLICY
When a student changes enrollment status, Federal, State, Institutional, and Non-institutional Aid may be adjusted. In the event a full-time student ceases attending classes, financial aid will be adjusted according to Institutional, State and Federal policies. Federal regulations require a return or pro-rata reduction of Title IV funds if a student withdraws or ceases to attend classes up through 60% of the enrollment period. Title IV reductions will be calculated using the last known date of attendance at an academically related event. If the last date of attendance cannot be determined, the reduction will be calculated using the mid-point of the semester.

Financial aid reductions may affect the balance or amount owed on the student’s account.

For more information regarding Withdrawal or Change of Enrollment Policies contact the Financial Aid Office or the Business Office.

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

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 Service Enterprise, cash sales only. Outgoing mail must be in Service Enterprise by 3 PM, Monday through Friday.

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.

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; 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 AM to 5:00 PM. 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. 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 various services, and policies. Meal hours can be found under the Hours of Operation heading in the Chowan at a Glance section.

**Meal Plans**

As a boarding student, you will enjoy a choice of meal plans to fit your busy schedule. Below are your meal plan options.

- 19 Meal Plan with $25 Dining Dollars (includes 30 Conversion Meals per semester)
- 14 Meal Plans with $75 Dining Dollars (includes 30 Conversion Meals per semester)
- 10 Meal Plan with $150 Dining Dollars (for Whites Crossing Apartment residents only)

**Dining Dollars and Hawks Bucks**

Each meal plan includes Dining Dollars that can be used for purchase in Murf’s and Thomas Cafeteria. You may also choose to purchase Hawks Bucks for purchases throughout campus. Hawks Bucks are sold through the University business office.

**“All You Can Eat” Rates**

Non-board students and campus guests may purchase meals at these rates:

- *Breakfast: $5.00*
- *Lunch: $6.00*
- *Dinner: $7.00*
- *Premium/Special Meals: $8.00*

**Lost ID Cards**

Replacement cards may be obtained from Residence Life. (Monday–Friday; 9:00 AM–5:00 PM) If you do not have your ID card, please ask to speak to a dining services manager for assistance entering the cafeteria.

**Murf’s**

The newly renovated Murf’s 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, salads, and snacks. Meal hours can be found under the Hours of Operation heading in the Chowan at a Glance section.
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. Speaking to an RA is necessary for this service. Also, send your ID with the RA 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 Residence Life for disciplinary action. If you have lost your ID, a new one may be obtained in Penny Hall.

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 Vice President for Student Affairs, 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 they 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 judicial hearing.
8. **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:

a. Leaving trays, plates, cups, etc., on tables
b. Taking dining hall property (non-disposable plates, silverware, cups, etc.) from the dining hall
c. Taking food and beverages from the dining hall
d. Throwing food or other items (trays, cups, etc.) in the dining hall is totally unacceptable behavior and will be dealt with severely
e. Failure to allow ID card to be scanned or checked
f. Bringing undue notice to oneself
g. Use of profanity
h. All noise devices should be listened to with headphones (i.e. radios and phones)

**Vending Machines**

Soft drink, fruit drink, and snack machines are located in most residence halls and various buildings throughout the campus. Issues with vending machines should be directed to Mary Harris at 252.398.6223.
The University is pleased to introduce a new one card ID system the “HawksCard.” Your HawksCard has many uses. In addition to being your primary means of personal identification on campus, your HawksCard will be used for:

- Entry access to your residence hall, the Jenkins Center, Perspectives, and checking out materials in the Whitaker Library.
- To check out games and equipment in the Hawks Nest and Jenkins Center
- Access to your meal plan and Dining $ in the cafeteria and Murf’s
- Access to laundry services and Laundry $ in the residence halls
- Access to projected student account credit balances (Bookstore Voucher $), if applicable
- Depositing dollars (HawksBucks) on your HawksCard, that you can use as you wish in the cafeteria, Murf’s, the Bookstore, or campus laundry rooms.
- Online Access (eAccounts) to deposit funds to your HawksBucks account and to check your HawkCard related balances.
- Other uses for the card will be rolled out in the future.

More Information

ENTRY ACCESS
Your HawksCard is now used as your access key to your residence hall. To open an exterior door of your residence hall, you simply tap your card on the card reader near the door and the locking mechanism on the door will be released for a short period of time. Remember, do not prop open the exterior doors of your residence hall as you are compromising the safety and security of the entire building. Your HawksCard ID will also be required to enter into the Jenkins Center, to check out games and equipment in the Hawks Nest and the Jenkins Center, to record your attendance at Perspectives, and to check out books in Whitaker Library.

MEAL PLANS AND DINING $
The University has added Dining$ to each of its basic board plans, including a new 10 Meal Plan created for, and limited to, residents of Whites Crossing. Dining$ can be used at your discretion in the cafeteria or Murf’s. Additional information about meal plans and Dining$ can be found on pages 43 and 44 of the Academic Catalog. (Note: Dining$ does not carry forward from semester to semester and are non-refundable to the student.)

LAUNDRY SERVICES AND LAUNDRY$
The University has installed new washers and dryers in all residence hall laundry rooms. These machines can be activated in any one of three methods: 1) use of Laundry$ from your HawksCard, 2) use of HawksBucks, or 3) quarters. Each residential student, excluding those living in the Whites Crossing apartment (Bldg. B), will receive $45 worth of Laundry$ per semester on their HawksCard(ID Card). These Laundry $ can only be used to operate washers and dryers in the residence hall laundry facilities. If Laundry $ have been expended,
HawksBucks, if available, will automatically be deducted to complete the transaction. Note: Unused “Laundry$” are non-refundable and will not carry forward from semester to semester.

Another laundry related feature that the University has added is called “Laundry View”. This feature allows you to check on the availability of a washer or dryer from the web. You can also use Laundry View to see if your wash or dry cycle is completed. You can access “Laundry View” by going to http://www.laundryview.com and clicking on your residence hall. If you want to access Laundry View using a mobile device, go to http://laundryview.com/chowan.

**BOOKSTORE VOUCHER $**

Bookstore Voucher $ will be made available to you during the first two weeks of school if you have a projected credit balance on your student account after all fall semester charges and financial aid credits are processed. You can use your Bookstore Voucher $ to charge books and supplies (not personal items or soft goods) in the campus bookstore. These charges will then be posted to your student account. (Note: You will be responsible for payment of any bookstore charges that exceed your student account credit balance.) Keep in mind that not all students will receive Bookstore Voucher $. To see if you have Bookstore Voucher $ and how much you have, go to the eAccounts site at https://chowan-sp.blackboard.com/eaccounts. Additional details below.

**HAWKSBUCKS**

HawksBucks is the do-it-all account! Keep in mind that Laundry$ can be used exclusively at university laundry facilities and Dining$ can only be used only at Murf’s or Thomas Cafeteria for purchasing food. However, HawksBucks can be used to purchase goods and services at the Chowan University Bookstore, Thomas Cafeteria, Murf’s and university laundry facilities. Unlike the other HawkCards accounts (stored value account i.e. Dining $), HawksBucks can be used for multiple purposes and money can be added to the account by anyone! To add money to your HawksBucks account, or to view the balance of any of your HawkCard accounts, visit eAccounts online at https://chowan-sp.blackboard.com/eaccounts.

**eACCOUNTS**

You, your family, or your friends may deposit funds into your HawksBucks account online at any time or in person in the Business Office. In addition Bucks, Dining$, Laundry$, board plan activity, etc.

To deposit funds to your HawksBucks or to check your balances to https://chowan-sp.blackboard.com/eaccounts. First time users will need to register their accounts to begin.

**REGISTERING FOR eACCOUNTS**

To begin using eAccounts for the first time, visit https://chowan-sp.blackboard.com/eaccounts and click on the” Register” link (do not attempt to Sign In first). You may also get to eAccounts by going to the University’s webpage and click on the HawksCard & eAccounts link on the left side of the homepage. Complete the digital form, selecting a username and password that you can remember. Write it down!!!

Once complete, click “Continue” and you will then be asked to verify your information. If the information displayed is accurate, click “Continue” again. At that point, an e-mail will be sent to your e-mail to verify your account. You will then be prompted to re-enter your e-mail address. Enter this information and the click “Activate.” Next click “Return Home”, enter your username and password, and click “Sign In.” You will then be prompted for your Student ID# (found on the front of your HawksCard) and your first and last name. This information must match your HawksCard information exactly. Once you have entered this information click “Register.” If the information you entered does not match
your HawkCard you will be prompted to correct the information. Once correct click on “Accounts” and you will be able to view the balances in each of your HawksCard accounts. If you wish to add money to your HawksBucks account, simply click “+Add Money” under HawksBucks and follow the payment instructions. If you have difficulty registering, please contact the Business Office by e-mailing HawksCard@chowan.edu.

**GUEST DEPOSIT**

If a member of your family or a friend wishes to deposit funds to your HawksBucks account, they can to the eAccounts link https://chowan-sp.blackboard.com/eaccounts, then click “Make a Guest Deposit.” The person will need to input your first name, last name and Student ID# as it appears on your HawksCard and then follow the prompts.

**LOST OR STOLEN CARD**

Report/return lost, stolen, or found cards immediately to the Residence Life Office (252-398-6237) or you may deactivate your card by going to the eAccounts website as described above and clicking “Deactivate Card.” Deactivated cards can only be reactivated by the Residence Life Office. To replace a lost card, visit Residence Life in Penny Hall. You will be assessed a $10.00 fee for a replacement card.

**POLICIES AND DISCLOSURES**

Your HawksCard is the property of Chowan University and serves as your official University Identification Card. It must be carried at all times and presented to University Officials upon request. Unauthorized use, reproduction, or alteration warrants confiscation and/or disciplinary action.

HawksBucks balances are only refundable to the student upon request as a result of separation from school or the end of the academic year. A fee of $3.00 per semester will be assessed against formant accounts after students separate from the University.

Any additional questions regarding HawksCard, HawkBucks, or eAccounts can be directed to HawksCard@chowan.edu.

**HAWKS CARD CARE**

Your student ID is a contactless smartcard that contains an integrated chip(s) and antenna(s). Due to the internal components of the card certain handling guidelines should be followed. Failure to follow these guidelines may compromise the performance of the embedded technology.

**DO NOT:**

- Bend, bite, or twist the card
- Carry the card unprotected in your pocket or backpack
- Wash in a laundry machine
- Expose to extreme heat of any kind including clothes dryers, clothes irons, direct sunlight, or open flame
- Place within a metal phone case or next to a metal phone.
- Punch holes in the card at any time
- Immerse in alcohol, isopropyl, ethanol, or methyl
- Expose to organic solvents, thinners, or mineral spirits

**Do:**

- Place the card inside a plastic or rubberized protector, including a phone case, card holder, or wallet that is not metal. While the typical read range is 1-2 inches, placing the card inside a thick wallet may slightly shorten the range.
- Clean with a soft, non-scratching cloth and water as needed.
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.

Student Complaint Procedure

Chowan University is committed to providing students with a means for sharing their concerns and officially registering complaints about any academic programming student services, or university process.

The student must submit the completed form to the office of the Vice President of the area of complaint checked above. If the student does not know where to submit the form, he or she should submit it to the Office of the Provost (third floor, Columns Hall).

The form can be found at https://www.chowan.edu/student-complaint-form
The University maintains a close relationship with Vident 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 Public Safety at 252-398-1234 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 Northampton Family Practice, which offers a full range of basic medical treatment. The tuition and fee charges covers the cost of seeing the nurse in the Center. The cost of receiving services at Northampton Family Practice 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 accident and sickness policy. All students are enrolled in and billed for the accident and sickness policy unless they waive out of the coverage at [www.chowan.edu/insurance](http://www.chowan.edu/insurance), with proof of coverage. Once enrolled, the student is responsible for filing claims, and claim forms can be found at [www.1stagency.com](http://www.1stagency.com).
Pregnancy Policy:

Chowan University does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Learning Center, Ella Benson at (252) 398-6304 or bensoe@chowan.edu or Title IX Coordinator, Brenda Tinkham at (252) 398-6437 or tinkhb@chowan.edu.

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 __________________________________________________  

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

GUIDANCE & COUNSELING

Our mission is to promote student growth and development as they adjust to the demands of college life. We provide individual and group sessions to support students on everyday challenges that may have a negative impact of their academic and personal success.

SERVICES

Counseling is a confidential clinical relationship between the counselor and the student. Students and counselors explore numerous therapeutic methods to aid in the emotional and psychological well-being of students. We offer a wide range of services:

- Crisis Intervention
- Individual counseling
- Group counseling
- Substance Abuse Counseling and Education
- Psycho-Education
- Sexual Assault Advocacy

Chowan University Counseling Services is located in The Hawk’s Nest.
To schedule an appointment, contact Christy Hull at 252.398.1227, hullc@chowan.edu or in person in Penny Hall 201A

Yolanda L. Majette, University Counselor, can be reached by email at majety@chowan.edu.

MINISTRY OPPORTUNITIES

Current Ministry Opportunities at Chowan University

Campus Worship - Campus Worship is a regular gathering of the University to share through music, testimonies, preaching, dance, mime, etc. This service is student lead and welcoming to all.

Chowan Cares - During the month of November, Campus Ministry sponsors a month of community service for campus organizations and clubs.

Community Bible Study - Weekly, student-led Bible study and discussion.

Daughters of Most High-Praise Dance - This ministry uses dance to praise God. They serve regularly on campus as worship leaders and also share in local churches. All are welcome.

E3 - weekly time for worship, prayer, and fellowship.

Fellowship of Christian Athletes - This ministry is open to everyone but is led by athletes to offer community, Bible Study, fellowship and service. This group participates in an annual statewide event to get to know students from other schools.

Instruments of Praise-Gospel Choir - The Gospel Choir has a long tradition of being a passionate group that serves on campus and off through the gift of music. There is no audition required and all are welcome to be a part.
International Justice Mission - Is an organization of education and advocacy inspired by God’s call to love all people and seek justice for the oppressed by protecting the poor from violence without regard to religion, race, or any other factor, and we seek to partner with all people of goodwill.

Mimes of God - This ministry uses the gift of Mime to help others connect to God. All are welcome to join.

Ministry Chaplains - Upper Class students who serve in Residence halls to help provide community, ministry opportunities, friendship, and resources.

Mission Trips - We offer 3-4 Missional experiences a year. These vary from local to global. All are welcome to apply and meet the grade requirement, be in good standing with the school and be living an active faith. We assist with the fund-raising for trips.

Taylor Religious Heritage Lectures - An endowed annual lecture series, the Heritage Lectures were established by Dr. and Mrs. Hargus Taylor and Chowan University. They focus on religious personalities and movements as contributors to our understanding of our Judaeo-Christian Heritage.

CAREER SERVICES

Chowan University Career Services seeks to fulfill the mission of Chowan University by serving students and alumni in an efficient, productive and individualized manner as they search for career opportunities and advancement in a diverse and global society.

Career Services is available to:

- Provide assistance with use of the Job Systems Board where resumes and portfolios can be created, as well as the ability to search locally and nationally for internships and jobs.
- Provide Educational Programming to include, but not limited to, Creating Effective Resumes, Dressing for Success, The Power of Networking, etc.
- Host mock interviews.
- Host a business etiquette dinner.
- Serve as a liaison for participation in the CIAA Career Fair and other local collegiate fairs.
- Assist students with individual needs as they relate to career development.
- Provide students with personal StrengthQuest testing and assessment.
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 Public Safety at 252.398.1234. 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. Students can purchase theft, fire and accident damage insurance from National Student Services, Inc. Visit them at www.nssi.com.

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

**Transportation**
Transportation to and from certain airports and train stations is provided by 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: $110.00 per trip
   Raleigh Durham International Airport Raleigh, NC is 120 miles away.
   Fee: $150.00 per trip

2. **Train Service:** The Amtrak Station in Rocky Mount, NC is 60 miles away.
   Fee: $100.00 per trip.
   The Amtrak Station in Newport News, VA is 65 miles away.
   Fee: $110.00 per trip
3. BUS SERVICE: The bus station in Franklin, VA is 25 miles away. Fee: $50.00 per trip.
The bus station in Roanoke Rapids, NC is 40 miles away. Fee: $60.00 per trip.
The bus station in Ahoskie, NC is 12 miles away. Fee: $40.00 per trip.

CAMPUS SECURITY ACT [P.L. 101-542]
Chowan University complies with the Campus Security Act. 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
- Always locking and securing your vehicle
- Never leaving your keys in your vehicle
- Registering your bike with 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 Public Safety

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

FOR ANY EMERGENCY:
FROM A ROOM PHONE, CALL 1234 OR 9.911
FROM A CELL PHONE, CALL 1.252.398.1234 OR 911
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 Public Safety. Pick up vehicle registration decals in the Hawks Nest. Registration decals are included as part of tuition fees. 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
• Visitors/Faculty/Staff only 7:00 AM - 5:00 PM
• Students may park in this area from 5:00 PM to 10:00 PM.
• Visitor spaces must remain open at all times.

D. PARKING LOT IN FRONT OF THOMAS DINING HALL
• Open to all registered vehicles from 7:00 AM to 10:00 PM.

E. PARKING LOT IN FRONT OF MARKS HALL AND MCSWEENEY HALL
• Faculty/Staff only in the south portion (closest to Dining Hall) at all times
• Students may not park in front of Marks Hall from 7:00 AM to 10:00 PM
• Commuters only in the north portion (closest to Jenkins Hall) at all times

F. PARKING LOT BEHIND MARKS HALL/MCSWEENEY HALL/WHITAKER LIBRARY
Faculty/Staff only from 7:00 AM to 5:00 PM.

G. PARKING LOT IN FRONT OF PARKER HALL
• The parking area in front of Parker Hall is a NO PARKING ZONE.

H. PARKING BETWEEN PENNY HALL AND THOMAS DINING HALL
• 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
• All registered vehicles between 7:00 AM and 10:00 PM

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

K. WHITES CROSSING
• No registered vehicles are allowed to park in these spaces

M. 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. All fines must be paid to the Business Office, located in the Columns Building, within twenty days of violation.
N. PARKING VIOLATION SANCTION RESOLUTION POLICY

• All parking fines must be paid within twenty (20) business days of violation date.

O. COMMUTERS

• Commuters should park in the commuter parking lot 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.

P. COLLISIONS

• Report all motor vehicle collisions occurring on campus property to Public Safety.

Q. GENERAL GUIDELINES:

• 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.”
• 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.
• 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 & STORM SAFETY

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 of 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.

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 (911) and Public Safety (252.398.1234) 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 up to $200.00
- The charge for replacing damaged SMOKE DETECTORS is up to $200.00
- 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).

TORNADO EVACUATION AREAS
If a Tornado Warning has been issued on campus you should move immediately to the following areas:
• Academics Buildings - See notices in hallways
• Belk Hall - 1st floor north/south hallway, laundry room and restroom
• Dunn Hall - 1st floor hallways
• Helms Center - Training and locker rooms
• Jenkins Center - Restrooms and aerobics room
• Jenkins Hall - 1st floor hallway
• Library - Main floor away from windows and doors
• Mixon Hall - 1st floor hallway
• Parker Hall - Main floor in front of elevators, lobby away from windows
• Penny Hall - Examination room, Residence Life workroom
• Simons Hall - 1st floor hallway
• Thomas Cafeteria - Service Enterprise
• Whites Crossing - shower areas
Crisis Preparation Procedure

The possibility of an impending critical issue or the occurrence of such an event requires that the university notify the members of the university community in a timely yet orderly manner. The purpose of this document is to set forth a procedure by which the university can prepare for and/or respond to events such as natural disasters (serve weather, hurricane, tornado, flood), fires, floods, major utility failures, campus disturbances, violent crimes or the death of a member of the university community.

If reasonable cause exists to believe such an occurrence is eminent or has taken place Public Safety should be contacted immediately by calling 252-398-1234. This will initiate the university’s crisis management response system. The on-duty officer is to be appraised of the details of the occurrence and the caller should identify him/herself. The individual should contact 9-911 if the threat/occurrence deems such.

The on-duty Public Safety officer will initiate the university’s emergency notification procedure prior to physically responding to such a report. Members if the university community should not take it upon themselves to initiate campus-wide communication.

Members of the university community are to comply with directives of the Public Safety Staff or other Critical Issues Management personnel. In addition whenever possible, members of the university community are strongly encouraged to monitor their e-mail, telephones and the university’s web site for further information.
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 252-398-1234.

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 252-398-1234 or 9-911 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/silentwitness

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 252-398-1234 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 252.398.1226 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 252.398.1234.
• 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 252.398.1234 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 252.398.1234 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 dark ..............THINK!!

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 about crime and crime related problems. These efforts include:

Annual Security Report: A comprehensive annual report of crime related information is compiled, published and disseminated by October 1 of each year. This report is disseminated to all Faculty, Staff and Students.

Timely Warnings: If circumstances warrant, special printed Crime Alerts can be prepared and distributed throughout the campus via e-mail or special posted alerts.

Crime Statistics

Crime statistics are required to be available to all students. These crime statistics can be found in MyCU, the Student Affairs section. The previous year’s crime statistics are made available October 1. If you do not have access to MyCU, you may contact Campus Police.
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.

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.

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.

Chowan University Community

1. 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 censure.
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
• Spirituous 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 months 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 no more than 30 days or fined not more than one hundred dollars ($100) or both.

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**Policy on Illegal Substances, Weapon Policy and Missing Student 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. 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.
WEAPON POLICY
Chowan University prohibits the possession of any weapons on university property or at university related events. **This includes any firearm, even with the possession of a valid concealed carry permit.** This prohibition extends to weapons secured or unsecured in a vehicle while on university property. Examples of weapons include, but are not limited to: guns, rifles, pistols, bullets, explosives, BB guns, air soft guns, paint pellet guns, bow and arrow, sling shots, bowie knives, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened and/or the use of any object used as a weapon or in a threatening manner.

PUNISHMENT: Punishable by expulsion and/or imprisonment.

MISSING STUDENT POLICY
A missing student is defined as any currently registered student of Chowan University who has not been seen by friends, family members or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the University Community. The Director of Public Safety will initiate an investigation when they are notified that a student, who resides in a University residence hall, is missing, with no reasonable explanation for his/her absence. In the event of a missing student residing on campus, the Assistance Vice President of Student Affairs will notify the parents/family members regarding the situation. In the event the student does not reside in a University residence hall, the appropriate municipal local police authorities will be notified by University Police and an investigation will be initiated.

CHOWAN UNIVERSITY TITLE IX

Chowan University strives to provide an environment that is fully conducive to learning and intellectual pursuit within a Christian context. The University therefore condemns all forms of sexual misconduct as being inconsistent with its mission.

Chowan University complies with laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Title IX of the Education Amendment of 1972 states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Sexual violence is a form of sexual harassment prohibited by Title IX.

Chowan University, as a Christian institution of higher education affirms its moral commitment to the dignity and worth of all individuals. Chowan’s policies prohibiting sexual assault and sexual harassment are not only legal responsibilities with practical applicability, they stem from the University’s historical and continuing commitment to Christian and moral values Chowan University will take seriously every allegation or report of sexual misconduct.
The University’s response is intended to assure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

The Sexual Misconduct Policy applies to any instance in which a member of the Chowan University community is alleged to have engaged in sexual misconduct (on or off-campus), regardless of the complainant’s or respondent’s gender or sexual orientation. Chowan University defines Sexual Misconduct to include; sex/gender-based harassment, sexual violence, sexual exploitation, relationship violence, sex/gender-based stalking, retaliation, intimidation and/or third party involvement in such instances. Sexual Misconduct committed via social media or electronically is included in this policy and is strictly prohibited by Chowan University.

The University recognizes that confidentiality is important in matters relating to Sexual Misconduct. Consistent with this principle, a victim of Sexual Misconduct may request that his/her identity remain confidential. Such request should be made to the Title IX Coordinator. The University will attempt to maintain confidentiality except where, in the University’s judgment, maintaining confidentiality would jeopardize the safety of the members of the University community or where disclosure is required by law.

Chowan University has designated a Title IX Coordinator to coordinate the University’s compliance with and response to inquiries concerning Title IX. Ms. Brenda Tinkham serves as the Title IX Coordinator; she may be reached at tinkhb@chowan.edu or 252.398.6437. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S. Department of Education’s website or calling 1-800-421-3481.
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.

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.
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** - 252-398-1234

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 Residence Life        Penny Hall 103 252.398.6237
   Vice President for Student Affairs Penny Hall 200 252.398.1227
   Minister to the University        Penny Hall 201 252.398.6282

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’s 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 Public Safety: 252.398.1234. 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 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 252.398.4151

**HERTFORD COUNTY SHERIFF’S DEPARTMENT**
252.358.7800 (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.

**DISCIPLINARY ACTION TAKEN AGAINST THOSE CHARGED WITH SEXUAL HARASSMENT OR SEXUAL ASSAULT:**
- Report sexual harassment or sexual assault to the Director of Public Safety or to the Vice President for Student Affairs.
- The above persons will investigate the report.
- If sufficient evidence is produced to support a claim against the accused, charges will be drawn.
- 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.
- 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.
- A student can request an appeal by following the appeal procedure, which is explained elsewhere.

**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.

CHOWAN UNIVERSITY HAZING STATUE:

Chowan University defines hazing in accordance with North Carolina law and takes every measure to eliminate hazing on and off campus, up to and including expulsion of fraternities and sororities, as well as their individual members from the campus if they are found responsible of hazing. North Carolina statue also requires expulsion of personal aiding and abetting a person convicted of hazing. Further, the University will seek swift University disciplinary action and civil and criminal prosecution against any organization or its members found guilty of hazing. Penalties may also apply to person who observe hazing but do not report it to the appropriate University officials. Hazing is prohibited in all activities both on and off the campus, including privately owned facilities and property.

DEFINITION OF HAZING

Hazing is defined as any action taken or situation created intentionally, whether on or off Chowan University property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students or student groups, to produce mental or physical discomfort endangerment of life, embarrassment, harassment, intimidation or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

Hazing is a violation of the Student Code, see page 183.

Incident of hazing should be reported to the Office of Student Affairs, Campus Police and/or the Director of Student Life.
STUDENT LIFE

The Director of Student Life strives 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 Student Life, 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. Additionally, dining services operates Murf’s in the Hawks Nest where students can dine in a casual, relaxed atmosphere.

Clubs, Organizations and Greek Life

All Clubs and Organizations’ proposals must be approved through the Director of Student Life, the Vice President of Student Affairs, and the SGA. Students can obtain an application for a club proposal from the Director of Student Life’s office. All clubs and organizations must have a faculty or staff advisor prior to approval and must adhere to the mission of Chowan University at all functions and events. Alcohol is strictly forbidden at any event sponsored by a University recognized student organization.

GREEK LIFE: HAZING

North Carolina Hazing Statue (G.S. 14-35. Hazing: Definition and Punishment)
It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section hazing in defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” Any violation of this section shall constitute a Class 2 misdemeanor.

CHOWAN UNIVERSITY HAZING STATUTE
Chowan University defines hazing in accordance with North Carolina law and takes every measure to eliminate hazing on and off campus, up to an including expulsion of fraternities and sororities, as well as their individual members from the campus if they are found responsible of hazing. North Carolina statue also requires expulsion of personal aiding and abetting a person convicted of hazing. Further, the University will seek swift University disciplinary action and civil and criminal prosecution against any organization or its members found guilty of hazing. Penalties may also apply to person who observe hazing but do not report it to the appropriate University officials. Hazing is prohibited in all activities both on and off the campus, including privately owned facilities and property.
**Definition of Hazing**

Hazing is defined as any action taken or situation created intentionally, whether on or off Chowan University property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students or student groups, to produce mental or physical discomfort endangerment of life, embarrassment, harassment, intimidation or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

**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 Student Life Office 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. All public relations material should 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 Director of Student Life and Student Government Association. The board meets regularly to discuss, plan, and organize a varied program of co-curricular activities at the college.

**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 may pick up campus mail in Service Enterprise.

**Meal Plan:** Dining Services 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 Public Safety. Vehicle registration decals are available at Public Safety in the Hawks Nest or in Penny Hall.

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, (252) 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 Pioneer Caters at (252) 398-1231.

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.

VISANFORMATION: For information regarding visas, I-20’s, and government regulations, please contact 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. A loan may be outstanding up to 30 days.
6. 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.
7. No one may have two loans out at the same time.
8. Failure to repay the loan is in violation of the Chowan University Honor Code.
9. Failure to repay any loan may result in charges being brought before the small claims court of Murfreesboro (Hertford County).
10. A $20.00 service charge, in addition to bank charges, will be assessed for bad checks.
11. No loans will be processed four weeks before examinations.
12. Loan applications will be accepted two weeks after classes begin.
13. 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 officials(s). In the case of vending/solicitation, authorization rests with the Vice President for Business Affairs.
RESIDENCE LIFE

RESIDENCE LIFE MISSION STATEMENT
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.

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.

Your major contact with 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: Three (3) stories; 210-bed capacity; 3 lounges; sink in each room; kitchen
Mixon Hall: All double rooms; 102-bed capacity; two (2) stories. One apartment style room requires four roommates.
Dunn Hall: Three (3) stories; 212-bed capacity; 2 lounges; laundry
Simons Hall: Three (3) stories; 116-bed capacity; sink in each room; laundry
Parker Hall: Nine (9) stories; one lounge, laundry, 280-bed capacity
Whites Crossing: Building A, C, D, H, J (Suite-style partial kitchen with 4 double rooms, common area). Laundry and kitchen facilities on the first floor. Three stories; 88-bed capacity
Building B, E, F, G (Apartment-style includes full kitchen, laundry room, common area and 4 private bedrooms) Three stories; 48-bed capacity.

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 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 Residence Life 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.

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.
- 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
- 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/cutting/tearing holes in mattresses
- Room Furnishings - Relocating mirror; breaking chairs; breaking light fixtures; using drawers to support mattresses or books

Commuter 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 with proof of residency; (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 and be approved.

Any change of address or telephone number must be given to the Residence Life Office.

**Loitering**

Due to the increase of students in Whites Crossing, there has been a new policy added to the Student Policies. **Loitering** is not allowed at any Residence Hall exits in Whites Crossing. This would include the courtyard, balconies, stairwells, and breezeways of this community.

Whites Crossing residents enjoy different living accommodations that come with enhanced privileges as well as greater expectations of community behavior. Residents of this community have the responsibility to their neighbors to comply with our noise, blocking, room occupancy, courtesy hour policies and all other rules listed in the Student Handbook.

Residents should not loiter outside of residence halls or in other spaces designated above. Loitering is defined as lingering idly or without purpose in any area of the campus without official authority, gathering around in clusters, creating or causing unusually loud noises or disrupting the use of facilities. Students, residents, faculty and staff should be able to proceed without having to maneuver around groups.

Resident Assistants and Public Safety will enforce these rules. Please make sure you comply with our staff. Thank you for your attention with this matter.

**Maintenance and Housekeeping**

Repairs in residence halls are made by calling ext. 1226 (Physical Plant). 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 are closed only during Christmas holidays. 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. **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.

**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.

**Room Consolidation**

Students who have not contracted for single occupancy, do not have a roommate, and have been requested to consolidate but have not, must either change rooms or pay the single room rate. Failure to maintain one’s space in a manner welcoming a new roommate may
result in judicial action. Residents do not have the authority to refuse potential roommates. When possible, the Residence Life Office will notify you in advance of a new assignment to your room. Residents may be charged for loss of use of vacant space if conditions or situations in a room make it difficult for someone to move in. This includes not maintaining a clean and safe environment, being rude to prospective resident, not leaving enough space within the room for someone else’s belongings, or driving current roommates out of the living environment by being uncooperative or intolerable. WHERE THERE IS A VACANT SPACE, THE ROOM MUST BE MAINTAINED IN A MANNER BY THE OCCUPANT(S) THAT WILL ALLOW ANOTHER STUDENT TO MOVE IN IMMEDIATELY. See housing contract Section IX Assignment Rights.

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 Changes
Students are permitted to change rooms during the room change period provided such changes are approved by the Director Residence Life in advance. Unless the administration initiates the room change, a fee of $25.00 is charged. Any changes made without prior approval will result in a $100.00 fine per person involved, in addition to the $25.00 room change fee.

Room Checkout Procedures
All students must follow one of the two check out procedures listed below.

Standard Room Check-Out Procedure
All students must adhere to the following checkout procedure. In order for your RA or Residence Life Staff to complete the checkout procedure, all personal items must be removed from your room and the room should be cleaned.

To Check-Out:
• Setup time with your RA or Residence Life Staff to complete the room inventory form and return the key.
• All students must checkout within 24 hours of their last exam.
• Remove all personal items and clean room prior to scheduled check-out time.
• At your scheduled time, meet with your RA or Residence Life Staff to complete room inventory form and return key.
• Once all paper work is completed and room key is returned to your RA or Residence Life Staff, you may leave.

Failure to abide by this Check-out Procedure will result in the following:
$100 Improper Check-out Fee, $75 Lock Change Fee, Cleaning Fee and any damages found in the student’s room placed on the student’s account. A $100 a day fee will be assessed to all students who stay longer than 24 hours after their last exam. Damage charges will be based on the conditions of the room at check-in compared to check-out. The comparison will be based on the Room Inventory Form signed by the student and Residence Life Staff.

Improper Checkout can also result in the student’s ability to receive a University transcript or negative marks placed on student’s credit bureau rating.

The University is not responsible for any personal property abandoned or left in the room.
**Express Check-Out Procedure**

Participation in the Express Check-Out Process means to forego participation in the Standard Check-Out Procedure and requires a pre-authorized signature. Express Check-Out forms can be picked up from the RA or the Office of Residence life. The following information is listed on the Express Check-Out Form.

- I am voluntarily agreeing to participate in the Express Check-Out Process and choose not to participate in the traditional Check-Out appointment and room inspection process.
- I will properly clean and prepare my room for move out and fully comply with the requirements of the Check-Out Procedures.
- Residence Life Staff will conduct a complete inspection of my room following my departure and I am waiving my right to be present during the check-out inspection.
- Residence Life Staff will assess damage and cleanliness charges based upon their examination of the room at the time of inspection. (Be aware that you may be held responsible for any damages that may occur after your departure should your roommate not yet be checked out.)
- When applicable, all roommates will share responsibility for any concerns with the condition of the room and all fees and fines will be divided equally among roommates.
- I understand that there is no appeal available for fines and for any damage and cleaning charges assessed for the condition of my room at check-out.

Students who participate in express check-out agree to remove all non-university items, clean room (including vacuuming and removing of all trash). Once the express check-out form is returned, Residence Life Staff will conduct a thorough inspection of the room and the student waives the right to be present during the check-out inspection.

Staff will assess damages based upon their examination of the room at the time of inspection (be aware that you may be held responsible for any damages that may occur after your departure should your roommate not yet be checked out). When applicable, all roommates will share responsibility for the condition of the room and all fees and fines will be divided equally among roommates.

Failure to abide by this Check-Out Procedure will result in the following:

$100 Improper Check-out Fee, $75 Lock Change Fee, Cleaning Fee and any damages found in the student’s room placed on the student’s account. A $100 a day fee will be assessed to all students who stay longer than 24 hours after their last exam. Damage charges will be based on the conditions of the room at check-in compared to check-out. The comparison will be based on the Room Inventory Form signed by the student and Residence Life Staff.

Improper Checkout can also result in the student’s ability to receive a University transcript or negative marks placed on student’s credit bureau rating.

The University is not responsible for any personal property abandoned or left in the room.

**Room Furnishings, Key & Utilities**

**Room Furnishings**

Each residence hall room is furnished 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 a $75.00 fee to rekey the lock on the door.

If a student loses a key, 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.

**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 Residence Life shall be in violation of University Policy. No student should occupy a room during breaks/closures without prior permission from the Director of Residence Life. Those in violation may be subject to suspension and considered trespassing on private property.

**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 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:

- **Alcohol and illegal drugs**
- **Blocking** - in any way hallways, stairwells, and fire escapes
- **Bicycle** - parked in a hallway, stairwells, or the entrance to a residence hall; will be removed from these locations
- **Candles**
- **Ceiling fans**
- **Child Care Services** - Students are prohibited from providing child care and/or baby sitting services in a residence hall
- **Combustible engines** - including motorcycles, mopeds, and ATV’s stored within the residence halls or stairwells
- **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. No items may be displayed in external windows.
- **Door** - writing on or defacing of room door
- **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
- **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 10 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
- **Road signs**
• 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. In addition, the use of E-cigarettes and Hookahs are not permitted. 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

• Water balloons and/or water guns

• 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

Exterior doors - All residence halls are locked 24 hours a day. Do not prop open exterior doors; it creates a safety hazard for all residents of the hall.

Personal Property 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. Students can purchase theft, fire and accidental damage insurance from National Student Services, Inc. Visit them at www.nssi.com. 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 departure from Chowan University will be donated to a local charity.

Mid- and end-of-year closing - of residence halls requires that all but graduating seniors vacate their room within 24 hours of their last exam. Seniors must vacate their rooms by 3:00 PM on the day of graduation. Failure to vacate may result in fines of up to $100 per day.

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 during visitation hours. (See visitation hours on next page.) 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 Residence Life or Public Safety 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 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 24 hours a day. Resident students must use their key to unlock the exterior door of their residence hall. 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 following year occurs in the spring semester and is based upon seniority and date of payment of the Advance Deposit.

**Vacation period** - Christmas 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 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.

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**VISITATION IS A PRIVILEGE, NOT A RIGHT.**

The University reserves the right to change the visitation policy as it deems necessary.

**Visitation Hours**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun-Thurs</td>
<td>11:00 AM - 12:00 AM</td>
</tr>
<tr>
<td>Fri &amp; Sat</td>
<td>11:00 AM - 1:00 AM</td>
</tr>
</tbody>
</table>

Violation of policies will result in disciplinary action and may incur fines.

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

1. Guests must be accompanied by his/her host or hostess at all times.
2. The room door may be closed and noise within that room must be kept at a minimum.
3. Residents are equally responsible for the conduct of his/her guests.

If an off-campus guest violates this policy, then he/she is subject to removal from university property, immediate suspension of his/her visitation privileges. The penalty will be no less for the host/hostess.
4. Bathrooms are off-limits to the opposite sex. Students using the wrong rest rooms during inter-residence hall visitation will be subject to suspension of visitation privileges.

5. All overnight guests should be sixteen years of age or older. Special permission may be granted, see Residence Life for details.

Occupancy of a residence hall bed rooms should not exceed beyond two times the number of beds. (Ex. 2 beds = capacity of four, 3 beds = capacity of six). Violations of the student code of conduct can result in the capacity equalling the number of beds.

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.

**ROOM ENTRY/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. If a law or university violation is discovered upon entry, the entering party must contact the Vice President or his/her designee to initiate a further room search.

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.
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. 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 $75.00 fee to rekey the lock on the door. If a student loses a key, 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 third week of a semester provided such changes are approved by Residence Life in advance. Unless the room change is initiated by the administration or is made during free room change week, a fee of $25.00 is charged. Any changes made without prior approval of the Office of Housing and Residence Life will result in a $100.00 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 persons
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 Policy:** It may become necessary for University officials to search
a student’s residence hall room 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. All room searches will follow the room search policy.
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 Affairs 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, frying pans, and deep fryers 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 size with grounds.

xxii. Smoking: Smoking is not permitted in the residence halls or within a twenty-five foot “Smoke Free Zone” around all university building entrances. In addition, the use of E-cigarettes and Hookahs are not permitted.

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.
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 lend 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, may 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.

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 exits, 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

**ACTIONS UNBECOMING CHOWAN UNIVERSITY** - Actions by a member of the university community that are not in keeping with the mission and/or values of Chowan University

**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** - Is not permitted at any university sponsored function. (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

**BULLYING** - Any on-going anti-social or unreasonable behavior that offends, degrades, intimidates or humiliates a person, and has the potential to create a risk to health, safety and wellbeing. Overt or covert bullying refers to activities that create an environment of fear through acts such as: cruelty, belittlement or degradation; public reprimand or behavior intended to punish, such as isolation and exclusion from social activities; ridicule, insult, sarcasm; trivialization of views and opinions; or unsubstantiated allegations of misconduct; or physical violence such as pushing, shoving or throwing objects. Prohibited forms of bullying can be done personally or through written and/or electronic communication.

**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
Disorderly Conduct - any disorderly behavior

Dress Code - The following is a list of infractions concerning students’ dress which are considered in violation of the student dress code:
- Clothing (T-shirts or sweatshirts) conveying messages that are crude, vulgar, profane, violent, or sexually explicit
- Clothing that shows the stomach region is prohibited
- Pants should be worn at the natural waistline
- Exposure of undergarments of any type
- Pajamas, bedroom shoes, or other sleep wear not prohibited outside of residence halls

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 - 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 produce mental and/or physical discomfort, endangerment of life, embarrassment, harassment, intimidation or ridicule on any student (N.C. Statue: 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.
Illicit 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. Any threat made by electronic communication (text messaging, email, Facebook, MySpace, etc.) or written/verbal communication can result in judicial proceedings.

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 one level beyond the hearing officer.

CONDUCT PROCESS
A Conduct meeting is a hearing scheduled within Residence Life. It is scheduled for you and is in reference to a conduct situation that occurred for which you were documented. This meeting is an opportunity for you to explain your side of the situation before a decision is made, whether you are responsible for violating school policy or if you are not responsible.

We expect you to be honest and without prejudice in reporting violations and/or when participating in conduct proceedings or investigation.

Certain forms of behavior which disturb or offend others and/or violate the rights of others living and working on campus, or which run counter to a major goal of the University, may result in a disciplinary procedure/action. For this reason, and to protect the right of the community, Residence Life staff has responsibility and the authority to document, to correct, to counsel, and to administer sanctions when necessary.

Steps in the Conduct Hearing Process:
1. Notice (Hearing Letter)
2. Hearing (Conduct Hearing)
3. Notice (Hearing Sanctions)
4. Appeal Options

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, and a copy of his/her rights.

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 or Assistant Director 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.
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.
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:

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disorderly Conduct</td>
<td>$25</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>$25</td>
</tr>
<tr>
<td>Noise Violation</td>
<td>$25</td>
</tr>
<tr>
<td>Smoking</td>
<td>$25</td>
</tr>
<tr>
<td>Visitation Violation</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to Complete Sanction</td>
<td>$50</td>
</tr>
<tr>
<td>Failure to Evacuate in Emergency Situation</td>
<td>$50</td>
</tr>
<tr>
<td>Disrespect of University Official</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to Appear for Hearing</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to Present ID</td>
<td>$100</td>
</tr>
<tr>
<td>Stealing</td>
<td>$100 + restitution</td>
</tr>
<tr>
<td>Tampering with Emergency Equipment</td>
<td>$200 + personnel response costs</td>
</tr>
<tr>
<td>Failure to Comply</td>
<td>$100</td>
</tr>
</tbody>
</table>

***This is not an exhaustive list of fines. These are minimum sanctions and may be subject to an increase in financial penalty and/or other disciplinary sanctions.

Minor Infractions

In an attempt to remain fair but to give quick and rapid response to minor infractions, the University has instituted Fast Track Infractions (FTI). This process allows students who have been charged with minor infractions to have due process but gives the accused student thirty (30) days to resolve any discrepancy of the infraction with the Judicial Office of Residence Life. It is left to the discretion of the University Officials to use the FTI or the Standard Judicial Process.

Minor infractions can only be violated twice during a semester and can carry no monetary penalty, initially. Once minor violations have been violated twice, the student will follow standard judicial procedures. Minor Violations are listed below but are not limited to:

- Sports inside Residence Hall $15.00
- Smoking within 25' of Building Entrance $25.00
- Burning of Candles/Incense $25.00 + removal
- Littering $25.00
- Noise/Quiet Hours $25.00
- Non-UL Appliances $25.00 + removal
- Non-Approved Mattresses $25.00 + removal
- Obscene, Lewd Indecent Media Exhibition $25.00 + removal
- Visitation Violation $25.00
- Dress Code $25.00
- Failure to Evacuate During Fire Drill $50.00
MINOR INFRACTION PROCESS
Students must be notified by a university official that they have violated policy and will be issued a Violation Infraction Notice. The student must sign and receive a copy of the VIN at the time of the violation. If the student feels they are not responsible for cited action, the student has 10 days to appeal the matter with the Judicial Office of Residence Life. The student must follow the appeals process guidelines as stated in the Student Handbook. One the student appeals the infraction, the written appeal will be reviewed by the appropriate appellate officer. Violation Infractions Notice cannot be appealed once the ten day appeal opportunity has passed.

MINOR INFRACTION SANCTIONS
Students that take advantage of the appeals process for a Minor Infraction accept responsibility for the violation and accept the sanction of disciplinary warning + the financial sanctions. All financial sanctions must be paid within twenty business days of violation date. A copy of this infraction will be placed in the student’s conduct file.

Alcohol

The following sanctions are intended to reflect a student’s entire academic career at Chowan University and will not restart once there is a break in enrollment.

A. Possession/Consumption
   i. 1st Offense - $200 fine, parents may be notified in writing or via telephone, attend alcohol education program, disciplinary probation
   ii. 2nd Offense - $275 fine, attend alcohol education program, mandatory counseling at the expense of the student, preliminary suspension for major offense for remaining academic career, and parents may be notified in writing or via telephone.
   iii. 3rd Offense - $350 fine and on year suspension from the University and required alcohol counseling upon readmission.
   iv. 4th Offense - $400 fine, immediate expulsion, no judicial hearing.

B. Distribution of Alcohol to a Minor
   i. 1st Offense - $300 fine, parents may be notified in writing or via telephone, preliminary suspension from the University.
   ii. 2nd Offense - $350 fine, suspension from Chowan University for one year.
   iii. 3rd Offense - $400 fine, immediate expulsion, no judicial hearing.

C. In the Presence of Alcohol
   i. 1st Offense - $75 fine, parents may be notified in writing or via telephone, attend alcohol education program, disciplinary probation for one academic year.
   ii. 2nd Offense - $100 fine, extended preliminary suspension, parents may be notified in writing or via telephone.
   iii. 3rd Offense - $125 fine, suspension from the University for at least six (6) months.
   iv. 4th Offense - $200 fine, immediate suspension for one year, no judicial hearing.
   v. 5th Offense - $300 fine, immediate expulsion, no judicial hearing

D. Bringing undue notice to oneself while under the influence of 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, 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: No less than a 1st Offense for Possession/Consumption/Legally Intoxicated/Impaired. Empty alcoholic beverage containers (such as cans, cartons, bottles, kegs) are not to be kept anywhere on campus. Penalty: No less than reprimand.
Physical Aggression Policy

Chowan University students are prohibited from engaging in acts of physical aggression on and off campus. This includes but is not limited to: fighting, intimidation, assault, bullying, harassment and deliberate behavior that could instigate violence or abuse. Under no circumstance is physical violence an acceptable means to resolve problems and/or disputes.

Physical Aggression is any intentional and unwanted contact intended to cause feelings of physical pain, or other physical suffering or bodily harm. Physical aggression includes assault and fighting. Examples of physical aggression may include are not limited to:

- Scratching, punching, hair-pulling, biting, strangling or kicking
- Pushing and pulling
- Slapping, hitting, and striking
- Tripping and kneeing

The sanctions contained in this policy will apply to a student’s entire academic career at Chowan University and will not restart once there is a break in enrollment.

Physical Aggression: Assault-making a physical attack on one or more persons.

<table>
<thead>
<tr>
<th>Pre- Hearing</th>
<th>Post-Hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Suspension</td>
<td>Counseling Assessment upon re-enrollment</td>
</tr>
<tr>
<td>Immediate housing reassignment</td>
<td>Maximum: Expulsion</td>
</tr>
<tr>
<td>Immediate removal from shared classes with victim</td>
<td>Minimum: Suspension</td>
</tr>
<tr>
<td>Defined cafeteria hours</td>
<td>$350 fine</td>
</tr>
</tbody>
</table>

Physical Aggression: Fighting- two or more people displaying or engaging in violence, combat, or aggression.

<table>
<thead>
<tr>
<th>Pre- Hearing</th>
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<td>Interim Suspension</td>
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<tr>
<td>Immediate housing reassignment</td>
<td>Maximum: Expulsion</td>
</tr>
<tr>
<td>Immediate removal from shared classes with victim</td>
<td>$300 fine due immediately to continue enrollment</td>
</tr>
<tr>
<td>Defined cafeteria hours</td>
<td>Counseling Assessment</td>
</tr>
</tbody>
</table>

Physical Aggression: Creation of a Hostile Environment- instigating, participating or otherwise encouraging others to engage in assaulting, fighting, or other disruptions. This may also include recording of such activities as fighting or assaults.
Post-Hearing

- Minimum: Disciplinary Probation
- Maximum: Expulsion
- $250 fine due immediately to continue enrollment
- Removal from classes where conflict may still exist
- Removal from extracurricular activities to include athletic teams

Physical Abuse: General Harassment-Bullying and Stalking threats or harassment through and medium including, but not limited to, email, instant messaging, social networking websites, computers, telephone, letters is prohibited.

Post-Hearing

- Minimum: Disciplinary Probation
- Maximum: Expulsion
- $250 fine due immediately to continue enrollment
- Removal from classes where conflict may still exist
- Removal from extracurricular activities to include athletic teams

**Fire System Fines**

Creating an environment such that a building wide fire alarm is set off:

Ex. - Horse playing in a hall and a pull station is activated or playing with a fire extinguisher and the alarm goes off. Smoking in a room and fire alarm is activated.

1. Fine Minimum: $400
2. Enrollment Status:
   - Minimum: Preliminary Suspension
   - Maximum: Expulsion

International pulling a pull station that creates an alarm, where an emergency is not present:

1. Fine Minimum: $500
2. Enrollment Status:
   - Minimum: Preliminary Suspension
   - Maximum: Expulsion

Tampering with Fire System:

Ex. - Covering smoke heads, breaking fire extinguisher casings, removing fire extinguishers for non-emergencies.

1. Fine Minimum: $200
2. Enrollment Status: Preliminary Suspension

Creating a condition in which a fire alarm system is activated and not reporting the cause of such alarm immediately to Public Safety:

Ex. - Burning popcorn in a microwave and not reporting to Public Safety, or burning food while cooking and not reporting to Public Safety, or using a hair iron causing the alarm to sound and not calling Public Safety.

1. Fine: 1st Offense $100, 2nd Offense $200
2. Community Service
3. Enrollment Status:
   - 1st Offense: Disciplinary Probation
   - 2nd Offense: Preliminary Suspension
Unknown culprits in a pull station alarm:
1. Community Fine: $20 per resident

Failure to evacuate in an emergency situation:
1. Fine: 1st Offense $50, 2nd Offense $100
2. Enrollment Status: Disciplinary Warning

Drugs

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. 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.

B. The following sanctions are intended to reflect a student’s entire academic career at Chowan University and will not restart once there is a break in enrollment.
   a. Possession and/or use of Illegal drugs:
      i. 1st Offense - $200 fine, drug education program, parents notified, preliminary suspension.
      ii. 2nd Offense - $300 fine, suspension from the University for one year, required drug counseling prior to readmission and clean drug test.
      iii. 3rd Offense - $400 fine, immediate expulsion, no judicial hearing.
   b. Manufacture, sale or distribution of illegal drugs:
      i. 1st Offense - $500 fine, suspension from the University for one year.
      ii. 2nd Offense - $1,000 fine, immediate expulsion from the University, no judicial hearing
   c. Possession of drug related paraphernalia.
      Inclusive but not limited to the following: scales, bongs, roach clips, syringes, homemade pipes, water pipes, E-cigarettes, hookahs, etc.
      i. 1st Offense - $100 fine, preliminary suspension, mandatory drug awareness counseling at the discretion of the University, parents contacted by student and/or University.
      ii. 2nd Offense - $200 fine, 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 fees associated with counseling services.
      iii. 3rd Offense - $300 fine, immediate suspension for one year, no judicial hearing.
      iv. 4th Offense - $400 fine, immediate expulsion, no judicial hearing.
   d. In the presence of drugs.
      This includes being aiding and abetting the possession, use or sale of illegal drugs. Depending on the degree of involvement, as judged by the University, these sanctions could increase.
      1. 1st Offense - $100 Fine, parents may be notified in writing or via telephone, mandatory drug awareness counseling, and preliminary suspension.
      2. 2nd Offense - $125 Fine, suspension for one year.
      3. 3rd Offense - $150 Fine, immediate expulsion, no judicial hearing.
On Campus Prohibited Party

WHAT IS A PARTY “KICKBACK” THAT VIOLATES UNIVERSITY POLICY?
At Chowan University, a prohibited party is a function with guests for the purpose of social activities including but not limited to alcohol, drugs, and music. A prohibited party on campus involves overcapacity of your housing facility and any violations of university policy. Below is the amount of guests allowed in each housing facility:

- Tradition Hall (Belk, Simons, Mixon, Dunn, Parker): 2 beds = Capacity of four
- Whites Crossing (Suite): 8 beds = Capacity of 16 (4 guests per room)
- Whites Crossing (Apartment): 4 bed = Capacity of 8 (2 guests per room)

SANCTIONS
1. Host of prohibited party: $200 fine, suspension, relocation of housing assignment, and community service (chosen by Residence Life)
2. Guest of prohibited party: $50 fine, disciplinary warning, and educational module (provided by Residence Life)
   - IF ALCOHOL/DRUGS ARE FOUND, THIS WILL RESULT IN AN AUTOMATIC DISCIPLINARY HEARING.
   - Students will be notified by e-mail their sanctions and also a copy will be placed in their disciplinary file.
   - Students have the right to deny the provided sanctions in result of having a hearing where the hearing officer will review the case and then issue sanctions.

ALCOHOL
- CHOWAN UNIVERSITY IS AN ALCOHOL-FREE CAMPUS.
- Drinking alcohol when you are under the age of 21 is a violation of the law.
- Consumption of alcohol is not permitted in any residential space on campus. Regardless of who is drinking/not drinking. If alcohol is being consumed, then ALL parties present are in violation of alcohol policy (see page 185 of the Student Handbook).

DAMAGES
The host of the prohibited party is responsible for any damages created in the housing facility. Included but not limited to: chairs, windows, window screens, blinds, carpet, wall paint, and tables.

Off-Campus Conduct Policy
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 has not negatively impacted the University. During this time the student will be able to explain his/her actions. If a reasonable explanation is not offered, the student will be given sanctions ranging from a reprimand to expulsion.
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.

**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.

**Right to call witnesses** - the student has the right to present situational witnesses from the University to speak in his/her defense. The number of situational witnesses to be presented will be determined by the Hearing Officer. In addition, the student may call no more than two (2) character witnesses from the university. All witness testimony must be presented on the hearing date and time, in person or in written format.

**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. Students may also be fined $100 for failure to appear for a scheduled hearing.

**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.

**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.

**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.

Sanction Resolution Policy

All student that have violated the student code of conduct, to include parking fines, are required to pay and complete all sanctions by the specified due date. Students who fail to complete the sanctions in the specified time period will have a disciplinary hold placed on their student account until all sanctions have been completed. These holds will prohibit the student from receiving academic transcripts, registering for classes, graduating or be involve in extra-curricular activities such as clubs, intramurals or NCAA sanctioned athletic events.
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 or written notification of the sanction as to whether to make an appeal. Appeals must be filed in writing and must include the reason(s) for the 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

Students may appeal to the Vice President for Student Affairs. The Vice President for Student Affairs may assign his/her designee to be the appellate officer. Disciplinary actions taken and decisions made by the Vice President for Student Affairs or his/her designee may be appealed to the President of the University or his/her designee. Make appeals to the President within 24 hours of notification of the decision of the Vice President for Student Affairs or his/her designee. Decisions made by the President of the University or their designee are final.

Students that have been assessed a sanction of Suspension or Expulsion will not have the option to appeal directly to the VP for Student Affairs. Students with these sanctions will be given the opportunity to appeal to a committee of three individuals established by the VP for Student Affairs. Students who have been administratively suspended or expelled will have the opportunity to only appeal to the President of the University or his/her designee. Decisions made by the committee may be appealed to the President of the University or his/her designee.

Appealed Sanctions and Disciplinary Review

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:

- Sanction Less than Suspension
  - Appeal to Vice President for Student Affairs
  - Appeal to Office of the President

- Sanction equal to or greater than Suspension
  - Appeal to Committee
  - Appeal to Office of the President
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.

**NOTIFICATION OF PARENTS/GUARDIANS**
The University understands and values the special relationships that can exist between students, parent/guardians and the University. Developmental and legal issues (such as FERPA) guide and at times limit the amount of information the University may share with parents/guardians. Whenever possible the University will approach its relationships with parents/guardians as partners in the development of our students.

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

University policy prohibits parents/guardians from participating in the University conduct process. Students must give special permission prior to parents having access to conduct information unless such information falls within the aforementioned guidelines.

**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, any sharing of copyrighted materials 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.
- Printing output is limited to 500 sheets per student each academic year. If you happen to start the year in January, your account will be credited 250 sheets. If you use all your print quota, you can go to the Business Office and deposit more money into your print account at the rate of $.08 per page in increments of 100 pages.

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 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 Executive 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 Executive 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.

Revised and endorsed by the Executive Director of Information Technology, Jay Howell 6/10/2010.
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.

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.


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.
c. 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.

Revised and endorsed by the Executive Director of Information Technology, Jay Howell 6/10/2010.

Chowan University Password Requirements

PASSWORD COMPLEXITY REQUIREMENTS
Password must meet the following minimum requirements:
• Not contain the user’s account name or parts of the user’s full name that exceed
two consecutive characters
• Be at least eight characters in length
• Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase letters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, $, #, %)

PASSWORD ROTATION REQUIREMENTS
Password must meet the following rotation requirements:
• Passwords must be changed at least every 180 days
• The previous eight passwords may not be reused
Photo Release

Photographs or recordings may be taken by the university or its designees in public areas of the Chowan University campus, regional centers, and at university events. The university may use such photographs or recordings to document, promote, or provide information about the university and its programs without prior consent by individuals depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, library, athletic facilities, residence hall common areas, dining and gathering facilities, meeting rooms, and performance spaces. A student has the right to refuse to permit the release of any or all directory information, and/or the use of her/his image or voice (if clearly identifiable in photograph or recording), without the student’s prior written consent. Any refusal must be received in writing by the registrar prior to the end of the second week of the academic year, and designate the information not to be released.
Preamble
We, the students of Chowan University, recognizing that all powers and duties are our responsibility, and through appointments and elections certain privileges and powers have been delegated to officials, administration, faculty, staff, and students to further act on those responsibilities, do establish this Constitution for the Student Government Association of Chowan University.

Article I. Legislative
Section 1. Club Congress Composition
Membership in the Club Congress, the legislative body of the SGA, shall consist of one representative from each active club or organization. It is recommended that each club elects a non-officer representative at the beginning of the fall semester. If the club doesn’t have enough members to have a non-officer representative, they have to get special consent. Club Congress representatives should be appointed by each club or organization no later than September 1 of each academic year. While all students are non-voting members of the SGA, the Club Congress is limited to one voting representative from each club. Voting privileges are limited to elected or appointed officials within the SGA.

A. Vacancies in the Club Congress are to be reported to the SGA President and filled within a two-week period. All appointments by each club must be given to the SGA President immediately after their decision is made.

B. Representatives in the Club Congress, at the time of their appointment/election and during their term of office, must adhere to the following:
   a. Shall be a full-time student (taking at least 12 credit hours) at Chowan University.
   b. Shall have a 2.5 GPA upon election. Elected and appointed representatives of SGA may remain in office if their GPA falls below a 2.5 if they submit an Academic Enhancement Plan that has been developed in consultation with the Director of Academic Assistance and submitted to and approved by the Vice President for Student Affairs.
   c. Shall be in good disciplinary standing with the University.
   d. Shall maintain an 80% attendance record at SGA meetings with permission by the SGA President.
   e. No Executive Council member shall represent a club

Section 2. Legislative Powers
Legislative powers in the SGA shall be vested in the Club Congress, which possesses the following powers:

A. To vote on all business matters brought before the SGA.
B. To approve or reject by a majority vote all appointments made by the SGA President.
C. To override a veto of the SGA President with concurrence from two-thirds of the voting membership.
D. To try impeachments 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, unless he or she is being tried for impeachment, shall preside in these cases.
E. To require oral reports from Executive Council members, chairpersons of standing committees, and the Student Court.

F. 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, the SGA President will meet with the proper administrative official to discuss the proposal.

G. To appeal recommendations of the administration, faculty, or staff which the student body believes does not comply with the student agenda. Such an appeal requires a voting majority.

H. To regulate the functioning of all standing or special committees under its jurisdiction.

I. To formally invite a person or group of persons from the University community to meetings of the SGA.

J. To appoint ad hoc committees composed of members of the Club Congress and the student body.

K. To approve regulations governing student elections.

SECTION 3. PRESIDING OFFICER
The SGA President shall preside when the student government 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 Council. If the SGA President feels necessary, he or she can convene the SGA at any time. The regular meeting time must be approved by the voting membership and requires a majority vote.

SECTION 5. MINUTES
The SGA Vice President of Administration shall record minutes of all meetings of the SGA and Executive Council and present a formal, typed copy to the SGA President no later than five days following each meeting.

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 Council and chaired by the SGA President, shall review and make recommendations for revising and amending the SGA Constitution before April 5 of each year.

B. The Elections Committee, composed of the SGA Executive Council and chaired by the SGA President, shall have the responsibility of handling all elections as defined in Article IV.

C. The Campus Life Committee, composed of appointed officials and chaired by the Vice President of Campus Life, shall deal with issues such as food service, residence halls, campus improvements, and other issues concerning students.

D. The Academic Life Committee, composed of appointed officials and chaired by the Vice President of Academic Life, shall deal with issues concerning academic policies and in-class occurrences. They also have to keep track of the plagiarism committee lead by the Faculty Senate.

E. The Finance Committee, composed of the Executive Vice President, shall deal with the appropriations of funds to student groups, clubs, and organizations and other budget ordeals.

F. The Religious Life Committee, composed of appointed officials and chaired by the Vice President of Religious Life, shall deal with issues concerning religious life such as campus worship, community service, and mission-based activities.

G. The Athletic Life Committee, composed of appointed officials and chaired by the Vice President of Athletic Life, shall deal with issues concerning NCAA and CIAA athletics as
well as club and intramural sports. They also should be involved in the Faculty Athletic Committee.

H. The Programming Committee, composed of Executive Council members and chaired by the SGA President, shall plan and organize SGA-sponsored events and programs.

I. The Senior 48 Committee, composed of appointed officials and chaired by the Senior Class President, shall plan and organize the Senior 48 week.

J. The Snowball Committee, composed of appointed officials and chaired by the Junior Class President, shall plan and organize Snowball, the premiere SGA-sponsored dance at Chowan.

K. The Harvestfest Committee, composed of appointed officials and chaired by the Sophomore Class President, shall plan and organize Harvestfest, a community-wide event for children in the local area during Halloween.

L. The Go Green Committee, composed of elected members and chaired by a member appointed by the SGA President, shall plan and organize any events or programs that have to do with bettering the Earth and Chowan’s environment.

M. The Food Committee, composed of twelve elected members of the student body and chaired by a member appointed by the SGA President, shall plan and organize any ideas and programs from the student body to better our Hawk’s Nest and Thomas Cafeteria food.

N. Ad Hoc Committee(s) shall be:
   a. Composed of members approved by the Executive Council and chaired by an appointed individual of the committee members placed by the SGA President.
   b. The chairperson of each committee, if not already a voting member of the SGA, will have and maintain voting privileges throughout their term as chairperson of a respective Ad Hoc Committee.

SECTION 7. CLUB PROPOSALS
Club proposals of all new organizations shall be reviewed and approved by the Executive Council. Upon approval by the first of the month, the proposal will be brought to the Club Congress. If there are any grievances they should be made at that time. The organization will then elect a non-officer representative who will serve as a voting member of the Club Congress. This representative must be approved by the SGA President following the one in which the organization became official.

SECTION 8. CLUB FINANCIAL REQUESTS
Any club financial requests are to be turned in by the first of the month to the Executive Vice President. At the Executive Council meeting immediately following the request turned in, a representative from the club shall present the request and explain the details. EC will vote on it and at the next SGA meeting it will be brought to the Club Congress. If there is an emergency request that cannot wait until the first of the month, EC will meet at their earliest convenience.

SECTION 9. VETO POWER
The SGA President shall have veto power over SGA decisions. The veto can be overturned with support of fifty-one percent of the voting membership.

SECTION 10. ADVISORS
The Vice President of Student Affairs shall serve as the SGA advisor.

SECTION 11. QUORUM
Fifty-one percent on the voting members of the SGA shall constitute a quorum.

ARTICLE II. EXECUTIVE
SECTION 1. EXECUTIVE COUNCIL COMPOSITION
The Executive Officers shall consist of the President, Executive Vice President, Vice President of Administration, Vice President of Academic Life, Vice President of Campus Life, Vice President of Religious Life, Vice President of Programming, Vice President of
Athletic Life, and Senior, Junior, Sophomore, and Freshman class presidents. They shall be known as the Executive Council.

A. Executive Officers, at the time of their election or appointment and during their term of office, must adhere to the following:
   a. Shall be a full-time student (taking at least 12 credit hours) at Chowan University with at least one semester of academic work at Chowan completed. The only exception to having at least one semester of academic work at Chowan completed is the Freshman class president, who still must maintain full-time status.
   b. Shall have a 2.5 GPA upon election. Elected and appointed representatives of SGA may remain in office if their GPA falls below a 2.5 if they submit an Academic Enhancement Plan that has been developed in consultation with the Director of Academic Assistance and submitted to and approved by the Vice President for Student Affairs.
   c. Shall be in good disciplinary standing with the University.
   d. Shall maintain an 80% attendance at SGA meetings and programs with permission by the SGA President.

B. Executive Officers also may be entitled to a one time stipend per semester limited to a maximum of one hundred dollars, except for those already receiving stipends. Eligibility is determined by the SGA Advisor and the President and then taken to the Student Court for approval. It merits on the quality of work the officer has done and if there are funds to allow it.

SECTION 2. EXECUTIVE COUNCIL MEMBERS

A. The President shall:
   a. Represent the student body of Chowan University.
   b. Convene and preside over meetings of the Executive Council and SGA, which shall meet regularly or when deemed necessary.
   c. Appoint individual members of the SGA, with their consent, to standing committees which function under the jurisdiction of the SGA.
   d. Appoint members to ad hoc committees as deemed necessary.
   e. Make appointments to fill vacancies in the Executive Council which occur between elections. Such appointments must be approved by the Executive Council.
   f. Chair the SGA Constitution Committee.
   g. Administer and enforce regulations enacted by the SGA.
   h. Veto an act of the SGA within seven days after approval of a recommendation.
   i. Require oral reports from student committees which function under the SGA.
   j. 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 Affairs.
   k. 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.
   l. Attend, at his/her pleasure, meeting of SGA standing committees.
   m. Present a written report to the student body at the beginning in the Student Handbook and end of the academic year in the last SGA meeting.
   n. Keep at least two office hours per week.
   o. Perform other duties incident to the office.
   p. Must be of Junior status in the academic year becoming the SGA President.
   q. Chair the SGA Programming Committee
   r. Chair the Elections Committee
   s. Must have been involved in the previous year of SGA through being a club representative, committee member, student court, or executive council. They also must have had a 80% or better attendance record in the previous year.
   t. Shall receive a stipend of $800 per semester upon completion of each.
B. The Executive Vice President shall:
   a. Serve as a non-voting member of all SGA committees except when there is a tie vote among members of the SGA.
   b. Exercise the duties and assume the responsibilities of the SGA President in his/her absence.
   c. Assume the office of President in the event the position becomes vacant between elections.
   d. Keep at least two office hours per week.
   e. Perform all other duties incident to the office.
   f. Chair the Finance Committee and report when asked on business matters of the SGA.
   g. Shall forward copies of SGA financial reports to the SGA President and SGA advisor.
   h. Shall forward budgets to the EC for approval.
   i. Assist in the handling of business transactions of the SGA.
   j. Shall receive a stipend of $400 per semester upon completion of each.

C. The Vice President of Administration shall:
   a. Take minutes of all SGA and Executive Council meetings.
   b. Send out emails and ads campus-wide regarding SGA meetings and Executive Council meetings.
   c. Update and maintain the TV student reminder screen in the Thomas Cafe
   d. Keep at least two office hours per week.
   e. Perform all other duties incident to the office.
   f. Shall receive a stipend of $200 per semester upon completion of each.

D. The Vice President of Academic Life shall:
   a. Be the chair of Academic Life committee.
   b. Address issues concerning academic policies and in-class occurrences.
   c. Offer a report of committee activities at each SGA and Executive Council meeting.
   d. Perform duties incident to the office.
   e. Appoint students for the Plagiarism Committee when asked by the Faculty Senate and get approval from the SGA President.

E. The Vice President of Campus Life shall:
   a. Be the chair of the Campus Life committee.
   b. Be a Resident Assistant for at least one year prior to taking office and will still be a RA going into the next year.
   c. Address issues such as food service, residence halls, campus improvements, and other issues concerning students.
   d. Offer a report of committee activities at each SGA and Executive Council meeting.
   e. Perform duties incident to the office.

F. The Vice President of Religious Life shall:
   a. Be the chair of the Religious Life committee.
   b. Address issues concerning religious life such as campus worship, community service, and mission-based activities.
   c. Offer a report of committee activities at each SGA and Executive Council meeting.
   d. Perform duties incident to the office.

G. The Vice President of Athletic Life shall:
   a. Be the chair of the Athletic Life committee.
   b. Address issues concerning University athletics and athletic clubs, teams, and events.
   c. Offer a report of committee activities at each SGA and Executive Council meeting.
   d. Perform duties incident to the office.
   e. Be involved with the Faculty Athletics Committee.
   f. Shall be a Chowan University Athlete.
H. The Vice President of Programming shall:
   a. Address on-campus programming and organize events sanctioned by the CPB.
   b. Offer a report of committee activities at each SGA and Executive Council meeting.
   c. Perform duties incident to the office.
   d. Shall receive a stipend of $800 per semester upon completion of each

I. The Senior Class President shall:
   a. Chair the Senior 48 Committee.
   b. Advise the Freshman Class President.
   c. Represent his or her fellow class members.
   d. Offer a report of committee activities at each SGA and Executive Council meeting.
   e. Perform duties incident to the office.

J. The Junior Class President shall:
   a. Chair the Snowball Committee.
   b. Represent his or her fellow class members.
   c. Offer a report of committee activities at each SGA and Executive Council meeting.
   d. Perform duties incident to the office.

K. The Sophomore Class President shall:
   a. Chair the Harvestfest Committee.
   b. Represent his or her fellow class members.
   c. Offer a report of committee activities at each SGA and Executive Council meeting.
   d. Perform duties incident to the office.

L. The Freshman Class President shall:
   a. Be advised by the Senior Class President.
   b. Represent his or her fellow class members.
   c. Offer a report of committee activities at each SGA and Executive Council meeting.
   d. Perform duties incident to the office.

SECTION 2. IMPEACHMENT
An officer shall be tried for impeachment according to the guidelines provided in Article I, Section 2D. Impeachment can result from neglect of duty, and in such cases, a motion and second shall be made by voting members of the SGA. At such time, the floor will open for discussion, after which a secret ballot will be taken and a simply majority will determine the verdict. If 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. MEMBERSHIP
Membership of the Student Court, the judicial body of the SGA, shall consist of seven elected officials who will serve as judges on a court designed to protect the Constitution. The court members will be elected to review actions of all officers throughout the SGA and will also be voting members of the SGA. Student court members shall also be placed on any committee at any time of need.

A. Student Court members, at the time of their election and during their term of office, must adhere to the following:
   a. Shall be a full-time student (taking at least 12 credit hours) at Chowan University with at least one semester of academic work at Chowan completed.
b. Shall have a 2.5 GPA upon election. Elected and appointed representatives of SGA may remain in office if their GPA falls below a 2.5 if they submit an Academic Enhancement Plan that has been developed in consultation with the Director of Academic Assistance and submitted to and approved by the Vice President for Student Affairs.

c. Shall be in good disciplinary standing with the University.

d. Shall maintain an 80% attendance record at SGA meetings with permission by the SGA President.

e. Shall serve in the SGA only as a judge on the Student Court. The only exception is that the judge can also serve as chair of an ad hoc committee, can be appointed to help with a committee, or they can be a club representative.

**SECTION 4. JURISDICTION**
The Student Court shall have jurisdiction over all SGA officers’ actions. If an individual or a group’s actions within student government violate the SGA Constitution, the court can issue a decision against the individual or group and the actions must be overturned. The court can review any case in which they believe is a violation of the Constitution. A majority vote is necessary for all decisions. Once decided, the remaining members of the voting student body can vote at the following SGA meeting to overturn the court’s decision if they feel necessary. A majority vote is required for the court’s decision to be overturned.

**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 chair of the Elections Committee will be the SGA President.

**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.

C. There shall be no campaigning or campaign material inside the same room or around the same building where voting is taking place.

D. Campaign expenses shall not exceed $50 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. SGA President, Executive VP, VP of Administration, and class presidents are to be voted on by the student body. Any other EC member is to be appointed by the SGA President. Appointees filling vacancies which occur between elections shall be installed at the next meeting of the SGA.

**SECTION 4. OATH OF OFFICE AND SIGNATURE CLAUSE**
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. All elected officers will be required to sign a statement which says they will adhere to the guidelines within the Constitution and their job responsibilities and swear in at the first meeting of the Fall semester.

**SECTION 5. RUNOFF**
If the leading candidate of an office does not obtain a majority of the votes, the two candidates receiving the highest votes in the election will automatically enter into a runoff. The candidate winning a majority in the runoff will win office.
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 fifty one 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 thirty 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 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 thirty 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 no less than seven days or more than fourteen days after receiving the petition. Public notice of such an election must be given no 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 the following method:
A. By a written petition presented to the SGA President bearing the signatures of thirty percent of the membership of the SGA.
B. By a proposal within SGA by voting members. No petition is necessary for voting members to propose an amendment.

SECTION 2. PUBLISHED
Proposed amendments to this Constitution must be issued to the student body 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 membership and then approved by the SGA advisor.

SECTION 4. ENACTMENT
Amendments to the Constitution shall go into effect upon the signature of the SGA President. Amendments which are additive shall be placed in additional sections or paragraphs, in the article to which they pertain.
ARTICLE VII. 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 SGA President.

ARTICLE VII. RATIFICATION
SECTION 1. RATIFICATION
This Constitution shall be ratified by a majority of the voting membership. 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 voting student body of Chowan University and approved by the SGA President and Advisor.
Chowan University Residential College and University ClearQam Lineup

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