



CHOWAN
UNIVERSITY

STUDENT HANDBOOK

2023 - 2024

IMPORTANT PHONE NUMBERS

Academic Affairs	(252)398-6211
Academic Success	(252)398-6274
Admissions	(252)398-1236
Advancement Office	(252)398-1233
Athletics	(252)398-1239
Business Office	(252)398-6290
Bookstore	(252)398-1225
Career Services	(252)398-6454
Campus Life	(252)398-1227
Disability Services	(252)398-6570
Financial Aid	(252)398-1229
HawksCard Office	(252)398-6237
Hawk's Nest	(252)398-6276
Housekeeping	(252)398-1226
Jenkins Center	(252)398-6547
Maintenance	(252)398-1226
Campus Ministry	(252)398-6268
Murf's	(252)398-6275
Nurse (Student Health Services)	(252)398-6248
Post Office	(252)398-6372
Public Safety	(252)398-1234
Registrar's Office	(252)398-6280
Residence Life	(252)398-6237
Switchboard	(252)398-6500
Thomas Dining Hall	(252)398-6368
Title IX Coordinator	(252)398-6528
Whitaker Library	(252)398-6212

This Student Handbook is an official publication of Campus Life. 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 enjoys a historical as well as current relationship with the Cooperative Baptist Fellowship, 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.

Chowan University does not discriminate on the basis of race, color, religion, national origin, sex, disability, genetic information, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources lower level of Thomas Hall at (252)398-6204

The purpose of this Student 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.

Revised 8/13/23

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INTRODUCTION

Recognizing the changing ways students access information and to conserve resources the Chowan Student 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 handbook contains policies administered by Campus Life 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

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.

Accreditation: Chowan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone (404)679-4501) to award bachelor's and master's degrees.

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

Campus: Small town, located in Historic Murfreesboro with population of 2500

Admissions: Rolling, application reviewed upon receipt.

Financial Aid Procedures: Complete and submit Financial Aid Form (FAFSA) by March 15 for full consideration. Mission Statement

Mission Statement

Chowan University, 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 undergraduate and graduate 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

The Board of Trustees is the governing body of Chowan University. For a full list of current trustees, see the university website.

The President and Senior Staff



President

Charles "Chuck" Taylor, McDowell Columns Hall
Chowan's chief executive officer. Responsible to the Board of Trustees for the overall administration and leadership of the university.



Provost

Dr. Danny Moore, McDowell Columns Hall
Responsible for the overall administration of the instructional program of the University to include aspects of Student Life and Athletics.



Vice President for Development and Admissions

Mr. Andy Wilson, Early-Meyers House
Responsible for the coordination of all programs within the Development and Admissions Offices.



Vice President for Business Affairs

Mr. Donnie Clary, McDowell Columns Hall
Responsible for all business financial affairs of the university to include Operations and Campus Life.

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 Mace

Originally a stout club or weapon, the mace was converted by the early Romans into an emblem of power and control. Use of the mace in the parliament of England dates from the twelfth century when medieval universities also adopted the mace as a symbol of order and authority. The modern mace continues to signify dignity and authority and usually leads academic processions at formal convocations and commencements, and its placement and removal from a position of honor indicate the opening and closing of ceremonial sessions.



The Chowan University mace is crafted into three sections of staff, sphere, and finial and made of walnut, ornamented with gold and silver. The staff is a fluted column representing historic McDowell Columns Building and the pillars of Chowan University support: North Carolina Baptists, students, parents, faculty, staff, alumni, friends, trustees, and visitors. On the front side of the column's capital is the Chowan University seal and on the reverse side are the Greek symbols for Christian: chi and rho, alpha and omega, symbols representing the Christian heritage of Chowan University. The Latin words trivium and quadrivium appear on the remaining sides, words suggesting the several liberal arts as well as the two divisions of education in Roman schools. The sphere of the mace symbolizes Chowan's universal concerns, the representative student body, and her holistic approach to education. Finally, the third section of the mace called the finial is comprised of a band and flame, the latter portraying the Chowan experience as a source of intelligent and spiritual illumination.

The Chowan University mace was wrought by George Cloyd of Colonial Williamsburg. The mace was endowed by former trustee and Chowan staff member R. Clayton Lewis in honor of his wife, Mary Alice Lewis.

The Chain of Office

Chowan University's Chain of Office is approximately 38 inches long. Each link in the chain represents a part of the institution. At the center is the seal of the university mounted on a base of wood salvaged from a McDowell Columns Building renovation. The triangular shape of the base suggests the Trinity. The chain links are sterling and of the Old-World continuous knot design. This pattern is reminiscent of early Christian art in Ireland. The hand-engraved seal, also of sterling, is round with the name of the university and the date of its founding placed on a ring at its edge. In the center are the Latin words Lux et Veritas and symbols depicting the school's mission and its religious affiliation. The chain was wrought by George Cloyd of Colonial Williamsburg.

Academic Regalia of the Chowan University Faculty

Since its origin over 600 years ago at Oxford and Cambridge Universities, the custom of wearing academic regalia at such events as college and university convocations and graduations has remained relatively unchanged about the actual apparel to include gowns, hoods, mortarboards, tassels, and other designated emblems. One symbolic reason for so little change in the regalia is

that wearing such denotes a devotion to the qualities of serious study and disciplined persistence toward academic excellence which have remained the mainstay of reputable educational institutions.

With a few exceptions, gowns are by and large still black and are of three types: the bachelor's gown is a simple apparel which falls in straight lines from detailed yoke; the master's gown is similar to the bachelor's except for its unique arrangement of long sleeves with square ends which hang well below the elbows; the doctor's gown is very detailed, as a full-cut, flowing costume distinguished by the velvet panels down the front and around the neck and by three velvet bars on each of the bell-shaped sleeves.

Originally conceived as a garment to protect the wearer from inclement weather, the hood has become the identifying symbol of the wearer's degree. The length of the hood denotes the degree the wearer holds: three feet for the bachelor's degree, three and a half for the master's, and four for the doctorate. The linings of these hoods indicate the colleges or universities which conferred the degrees. Whereas, the linings indicate the institutions, the colors of the trimming indicate the major field of learning: white for arts, pink for music, drab for business, silver-gray for speech, dark blue for philosophy, sage green for physical education, golden yellow for science, cream for social science, scarlet for theology, lemon for library science, copper for economics, and light blue for education.



THE ALMA MATER

*On the plains of Carolina 'Neath her skies so blue,
Stands our noble Alma Mater, Glorious to view.
With her classic walls and columns Looks she
proudly down,
Reared against the arch of heaven, With the stars
for crown.*

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

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

Chowan we will ever cherish, Love her ever more.

Origin

The 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

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

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.

Lyrics: John A. Hinton, May 2009

Tune: “Semper Paratus” - Frances Van Boskerck



CALENDARS

Academic



2023-2024 ACADEMIC CALENDAR

Fall SEMESTER • 2023

First Day Faculty Report	Monday, August 14
New Faculty Orientation	Tuesday, August 15
Faculty/Staff Workshop	Thursday, August 17
New Students Arrive and Check-in	Saturday, August 19
New Student Welcome Weekend	Saturday-Monday, August 19-21
Continuing Students Arrive	Sunday, August 20
Continuing Students Check-in	Monday, August 21
Students Meet with Advisor	Monday, August 21
Classes Begin	Tuesday, August 22, 8:00 a.m.
Last Day to Add Classes	Tuesday, August 29, 5:00 p.m.
Classes Meet on Labor Day	Monday, September 4
Academic Convocation and Ringing of the Bell	Wednesday, September 6, 11:00 a.m.
Last Day to Drop Classes without a Record	Tuesday, September 12, 5:00 p.m.
Taylor Religious Heritage Lecture	Monday, September 18, 11:00 a.m.
Taylor Religious Heritage Lecture	Wednesday, September 20, 11:00 a.m.
Homecoming	Saturday, October 7
First-Half Semester Classes End	Wednesday, October 11, 5:00 p.m.
Fall Break Begins	Wednesday, October 11, 5:00 p.m.
Classes Resume	Monday, October 16, 8:00 a.m.
Second-Half Semester Classes Begin	Monday, October 16, 8:00 a.m.
Final Grades for Half-semester Classes Due	Monday, October 16, 4:00 p.m.
Advising and Pre-Registration Day (No Classes)	Tuesday, October 17

Last Day to Drop Classes with a W	Tuesday, October 24, 5:00 p.m.
Thanksgiving Holiday Begins	Tuesday, November 21, 5:00 p.m.
Classes Resume	Monday, November 27, 8:00 a.m.
Classes End	Tuesday, December 5
Reading Day	Wednesday, December 6
Final Examination Period	Thursday-Monday, December 7-11
Final Grades Due	Wednesday, December 13, 12 noon

SPRING SEMESTER • 2024

New and Continuing Students Arrive	Sunday, January 7
New Student Welcome Weekend	Sunday-Monday, January 7-8
Students Check-in	Monday, January 8
Students Meet with Advisor	Monday, January 8
Classes Begin	Tuesday, January 9, 8:00 a.m.
Martin Luther King Jr. Day (No Classes)	Monday, January 15
Last Day to Add Classes	Tuesday, January 16, 5:00 p.m.
Last Day to Drop Classes without a Record	Tuesday, January 30, 5:00 p.m.
Rouson Memorial Lecture	Wednesday, February 7, 11:00 a.m.
First-Half Semester Classes End	Friday, March 1
Spring Break Begins	Friday, March 1, 5:00 p.m.
Classes Resume	Monday, March 11, 8:00 a.m.
Second-Half Semester Classes Begin	Monday, March 11, 8:00 a.m.
Final Grades for Half-semester Classes Due	Monday, March 11, 4:00 p.m.
Advising and Pre-Registration Day (No Classes)	Tuesday, March 19
Last Day to Drop Classes with a Record	Tuesday, March 19, 5:00 p.m.
Good Friday (Chowan Closed)	Friday, March 29
Thirtieth Annual Mary Frances Hobson Prize Day	Monday, April 1
Pre-registration for Summer Session Begins	Tuesday, April 2, 8:30 a.m.
Nineteenth Annual Chowan Academic Forum	Friday-Saturday, April 12-20
Nineteenth Annual Faculty Interdisciplinary Symposium	Monday, April 15

Twenty-Sixth Annual Student Research Conference	Tuesday, April 16
Awards Day Convocation	Wednesday, April 17, 11:00 a.m.
Follow MWF Class Schedule	Thursday, April 25
Classes End	Thursday, April 25
Reading Day	Friday, April 26
Final Examination Period	Saturday-Wednesday, April 27-May 1
Final Grades for Degree Candidates Due	Thursday, May 2, 12 noon
Final Grades for Non-Graduating Students Due	Friday, May 3, 12 noon
Commencement	Saturday, May 4, 10:00 a.m.
Last Day Faculty Report	Friday, May 10

Calendars are subject to change

Residential

2023-2024 Chowan University Residence Life Calendar

AUGUST

- 19 New Students move-in 9am-3pm, Hawks Athletic Center
Caf opens at noon (new and approved students only).
- 20 Returning students move-in 9am-3pm, Hawks Athletic Center
Caf opens, 5pm (first board meal).
- 21 Move-in continues, 9am-4pm Penny Hall.
- 22 Classes begin, 8am

SEPTEMBER

- 4 Classes meet on Labor Day
- 5-8 Free Room Change Period, 9am-4pm
- 11-15 Room Consolidation
- 18-22 Monthly Room Inspections
- 18 Room charges submitted to student accounts.
- 25-29 Fall Break registration for those remaining on campus, watch email (Cafe will be closed during Fall Break).

OCTOBER

- 7 Homecoming
- 11 Murf's closes for Fall Break, 3pm
Caf closes for Fall Break, 1:15pm.
Fall Break begins, 5pm
- 15 Fall Break ends
Caf opens, 5pm.
- 16 Classes resume, 8am.
Murf's reopens, 11am.
- 16-20 Monthly Room Inspections
- 17 Students Meet with Advisors (No Classes)

NOVEMBER

- 15 End of semester hall meetings, watch email.
- 13-17 Thanksgiving registration for those remaining on campus, watch email (Caf will be closed during Thanksgiving).
- 21 Caf closes for Thanksgiving, 1:15pm
Murf's closes for Thanksgiving, 3pm
Thanksgiving break begins, 5pm
- 26 Thanksgiving break ends
Caf reopens, 5pm.
- 27 Classes resume, 8am.
Murf's reopens, 11am.
- 27-30 Monthly Room Inspections

DECEMBER

- 5 Last Day of classes
- 6 Reading Day
- 7-11 Final Exams
Students must vacate residence hall 24 hours after their last exam.
Students cannot reside on campus during Christmas holidays. Student are allowed to keep belongings in their rooms, if they are returning for the spring semester.
- 11 Caf closes for the Christmas holiday at 1:15pm
- 11-15 Monthly Room Inspections
- 12 Residence halls close, 6pm. HawksCards will be deactivated in residence halls.

JANUARY

- 7 Residence Halls reopen for returning students, 9am.
New students move-in between 9am and 3pm, Penny Hall.
Caf serves first board meal, 5pm.
- 8 Move-in continues, 9am-4pm, Penny Hall.
- 9 Classes begin, 8am.
Murf's reopens, 11am.
- 15 Martin Luther King Jr. Day (No Classes)
- 17 Housing Info. Session #1 Fall '24, 7pm (see email)
- 1/22-2/9 RA Recruitment for '24-'25 Academic Year.
RA Applications available.
- 22-26 Free Room Change Period.
- 25 Housing Info. Session #2 Fall '24, 7pm (see email)
- 1/29-2/2 Room Consolidation Period
- 31 Housing Info. Session #3 Fall '24, 7pm (see email)

FEBRUARY

- 5 Room Charges submitted to student accounts.
- 7 Housing Info. Session #4 Fall '24, 7pm (see email)

- 9 RA Applications Due for '24-'25 Academic Year
- 13-16 Monthly Room Inspections
- 19-23 Housing Sign Ups for Fall '24 Wk. #1 (details, sent over Christmas Break).
\$100 Advance Tuition Deposit, Double Room, Addtl' \$150 Private Room Deposit
Spring Break Registration for those remaining on campus, watch email (Caf will be closed during Spring Break).
- 2/23-3/1 Housing Sign Ups for Fall '24 Wk. #2 (details, sent over Christmas Break).
\$100 Advance Tuition Deposit, Double Room, Addtl' \$150 Private Room Deposit

MARCH

- 1 Caf closes for Spring Break, 1:15pm
Murf's closes for Spring Break, 3pm.
Spring Break begins, 5pm.
- 4-8 Monthly Room Inspections
- 10 Spring Break ends.
Caf opens, 5pm.
- 11 Classes resume, 8am.
Murf's reopens, 11am.
- 19 Advising and Pre-Registration Day for Fall '24 (No Classes)
(Register for Fall '24 semester and housing sign-ups continue) \$100 Advance Tuition Deposit Due, same deposit as used for Housing.
- 18-22 Easter Break Registration for those remaining on campus, watch email (Caf will be closed during Easter Break).
- 28 Caf closes for Easter, 1:15pm
Murf's closes for Easter, 3pm
Easter Break begins at conclusion of classes.
- 29 Chowan Closed (Good Friday)
- 31 Easter Break ends.
Dining Hall opens, 5pm.

APRIL

- 1 Classes resume, 8:00am
Murf's reopens, 11am
- 5 Summer School and Summer Lease Housing Applications available, Penny Hall.
- 10 End of Semester Hall meetings, watch email.
- 15-19 Monthly Room Inspections
- 19 Good Friday (Chowan Closed)
- 25 Classes end
- 26 Reading Day
- 4/26-5/1 Final Exams (Students must check-out of their residence hall within 24 hours after their last exam)

MAY

- 1 Housing Deposit Refund Requests for Fall '24 due by 5pm
Spring 2023 meal plan concludes at 1:15pm.
Murf's closes for semester, 3pm
New Students: "New Student Housing Application" due to receive guaranteed housing for the Fall 2024 semester.
- 2 Residence halls close, 6pm. Student HawksCards will be deactivated. Graduates and approved students only!
- 3 **Returning Students:** "Returning Student Housing Application" due to receive guaranteed housing for the Fall 2024 semester.
- 4 Commencement, 10am
Residence Hall HawksCard access ends for graduation participants, 6pm
- 6 Summer Lease begins (see Residence Life for application)
- TBA Summer School Housing move-in (schedule with Residence Life, prior to 5pm)
- 30 **Returning Students:** Students with housing assignment but no class schedule will be removed from housing.

JULY

- TBA Summer School housing ends, 5pm.

AUGUST

- 1 Failure to pay or make satisfactory arrangements with the Business Office for the Fall '23 semester balance may result in loss of room reservation if other students are waiting for a room.

- \$100 fee per day, for students that check-in early or checkout after these posted dates and times.

ACADEMICS

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 academic information, see the Academic Catalog at <http://catalog.chowan.edu>

Academic Cheating

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

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

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

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

WHITAKER LIBRARY

Whitaker Library is the academic center of campus offering a comfortable space for research and study. We are here to answer your questions by text, in-person, and email. We offer collaborative learning resources for your college experience.



WHITAKER LIBRARY

Pick your style—each of the three floors of the library have different sound levels to allow you to find your comfort zone based on the task to be completed. Group work and discussions should happen on the top floor. Prayer and silent study are reserved for the lower level. Thirty library laptops, multiple desktop computers, and a learning lab allow for flexibility to find your favorite study space.

Search the library from anywhere at www.chowan.edu/lib—find articles, books, streaming movies, and many other tools to assist in your academic programs. Using your University ID, you may check out most books and videos for a period of 4-weeks.

Library Hours

Fall & Spring Semesters

Mon-Thurs 7:45am–11:00pm

Friday 7:45am–4:00 pm

Saturday 1:00pm–4:00pm

Sunday 2:00 pm–11:00pm

**Hours change for Exams, Summer Semester, and Holidays and are posted on the library website and doors.*

**Exceptions will be posted on the library door. You may call the front desk of the library to check hours, (252)398-6212; text, 252-313-9042; or email library@chowan.edu.*

Conduct Policy

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.

FINANCIAL AID

Under guidance from the Assistant Vice President of Student Financial Services, 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. Reapply by completing the FAFSA annually.

***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 more than 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 online at studentaid.gov. This information is used to determine how much the student and parent(s) can afford for educational expenses.

Change in Financial Status

In certain cases, the current day income and household status may be different than what was reported on the FAFSA. Examples of such are:

- Loss of Income or job
- Significant reduction in income
- Parent Retirement
- Divorce, separation, or death of parent or spouse
- One time distribution from IRA or pension account
- Unusually high out-of-pocket medical expenses
- Other extenuating circumstances

In this instance, the Financial Aid Office can review certain tax records, current income, and other documents to determine if a change to the FAFSA will benefit the student and make them eligible for additional assistance. Please contact the Financial Aid Office to discuss in more detail.

Financial Obligation

Each student is responsible for making appropriate financial plans to meet their obligations to the University and community. Financial plans are arranged with the Business Office. Arrangements may include but are not limited to monthly payment plans, semester payment plans, additional financing agreements via federal and outside loan agencies. Failure to successfully meet financial plan arrangements may result in removed room assignments and schedules, transcript holds, and suspension from the University. For more information or to set up a financial plan, please contact the Business Office.

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 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, and residential charges but not on fees. Students leaving school for disciplinary reasons (dismissed, suspended, expelled, etc.) 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.

THE FAMILY EDUCATION 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, hometown 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.

HAWKS ATHLETICS CENTER

In 1977 the Hawks Athletics Center was constructed and became a new home to the volleyball team, as well as the men's and women's basketball programs. In the winter of 2015, the court was named after Coach Bob Burke, who coached at Chowan for over 20 years. The Hawks Athletics Center seats 2,500 people with stadium seating, meaning there is never a bad seat in the house. Being able to convert into three full sized basketball or volleyball courts, makes it comfortable to host tournaments and events. In 2009 the gymnasium underwent large-scale restorations that included

the painting and resurfacing of the main court, painting the interior walls, new wall padding, and the addition of a modernized P.A. and sound system.

The building also has recently added indoor batting cages, a new renovated swimming pool, a training room, and locker rooms to house both home and away teams. The Hawks Athletics Center also serves as the office center for the athletic department administration and many of the team's coaches.

GREEN HALL ART GALLERY

The Green Hall Art Gallery presents several 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.

MUSIC & DRAMA PRODUCTIONS

Turner Auditorium located in McDowell Columns Hall 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. You may contact Steve Harder's hardes@chowan.edu if you are interested.

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 bookstore is located on the back side of McDowell Columns Hall.

HAWK FLIGHT BOOK RENTAL

The Hawk Flight Book Rental Program is a low-cost program that allows students to rent all required books/access codes for the semester. Full-time students cost \$275 per semester and part-time students cost \$135 per semester.

Students are automatically enrolled into the Hawk Flight Book Rental Program and must opt out via the MyCU portal by August 1st (fall) and January 1st (spring), to not participate or be charged for the upcoming semester. The rental books will be available for students to pick up during their check-in process and are to be return at their final exam. Opting out of the Hawk Flight Book Rental Program does not relieve student's obligation to have the required books/access codes for their registered courses.

DINING SERVICES

Pioneer College Caterers, Inc. manages the dining hall. Your dining service has an open-door approach and welcomes input at any time (252)398-1231 or diningservices@chowen.edu. 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 of this student handbook.

Locations

- Thomas Dining Hall
 - Located in the center of the campus. Serving breakfast, lunch and dinner.
- Murf's
 - Murf's is in the Hawks Nest. 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: flatbread pizzas, salads, and snacks. See Murf's hours for lunch and dinner hours.

Meal Plans

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
- 14 Meal Plans with \$75 Dining Dollars
- 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 or using your e-accounts mobile app.

“All You Can Eat” Rates

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

*Breakfast: \$5.75 *Lunch: \$7.50
*Dinner: \$8.00 *Prem/Special Meals: \$8.75

Prices are subject to change.

Other Services and Requirements

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.

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.

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. This policy is subject to change for students with COVID-19 symptoms.

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 HawksCard 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 meal. Please do not pass your HawksCard to another student to use. If you do, you will be referred to Residence Life for disciplinary action. If you have lost your HawksCard, a new one may be obtained in Penny Hal between the hours of 9:00a.m. – 5:00 p.m., Monday through Friday

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.

Dining Services Committee

Dining Services, the Assistant VP for Campus Life, and the Student Government Association will work to establish a Dining Service Committee to determine the needs of the student population. We will be happy to have any student join the committee who feels that he/she can help us provide a better food program for you. Remember, this is one of the greatest means of student and food

service communications. If you have a comment or complaint, you should speak to your Dining Service Director so that they can respond immediately.

Other Requirements

- No food of any kind is to be taken from the dining hall except for “sick trays” which have been authorized by the nurse or RA. This service is to utilize paper goods only.
- No dishes, cups, silverware, or other dining room equipment are to be taken from the dining hall for personal use.
- Unauthorized persons are requested to stay out of the kitchen according to the Health Department’s regulations.
- Inappropriate behavior in the dining hall will result in disciplinary actions determined by judicial hearing.

Thomas Dining Hall Regulations

- Students must present their HawksCard card upon entry to the Thomas Dining Hall or pay cash for the meal (NO EXCEPTIONS).
- Shoes and shirts must be always worn in dining facilities.
- Do not leave trays, plates, cups, etc., on tables.
- Do not take dining hall property (non-disposable plates, silverware, cups, etc.) from the facility.
- Do not take food and beverages from the dining hall.
- Do not throw food or other items (trays, cups, etc.) in the dining hall.
- Do not bring undue notice to oneself.
- Headphones must be work with all listening devices (i.e., radios and phones)

VENDING MACHINES

Soft drink, fruit drink, and snack machines are in most residence halls and various buildings throughout the campus. Issues with vending machines should be directed to Mary Harris at (252)398-6223.

HOURS OF OPERATION

Hours are subject to change

Academic Success (252)398-6389
Monday – Thursday 8:00am - 7:00pm
Friday 8:30am - 5:00pm

Bookstore (252)398-6373
Monday – Friday 9:00am - 4:00pm

Computer Labs
Library
See Library Hours
Whites Crossing E Multi-Purpose Room
Posted at location.
102 Parker Hall
Open while Residence Hall is open.

Public Safety (252)398-1234
Operates 24 hours a day, 7 days a week, 365 days a year.

Hawks Nest (252)398-6276
Monday-Friday 8:00am - 10:00pm
Saturday 1:00pm - 10:00pm
Sunday 1:00pm - 10:00pm

Jenkins Center (252)398-6547
Monday – Friday 8:00am – 9:00pm
Weekends 12pm – 9:00pm

Murf's (252)398-6275
Monday-Friday
Lunch
Conversions/Murf's Menu 11:00am - 1:30pm
Murf's Menu 11:00am-3:00pm
Dinner

Conversions/Murf's Menu 5:00pm-7:00pm
Murf's Menu 5:00pm-10:00pm
Saturday & Sunday
CLOSED

Post Office (252)398-6372
Monday-Friday 8:30am - 5:00pm

Thomas Dining Hall (252)398-6348
Monday-Friday
Breakfast 7:30am - 9:00am
Lunch 11:00am - 1:30p
Dinner 5:00pm - 7:00pm
Saturday & Sunday
Lunch 11:15am - 1:15pm
Dinner 5:00pm - 6:30pm

Student Health Services (252)398-6248
Monday-Friday 8:00am –12:00pm

Whitaker Library (252)398-6202
Monday-Thursday 7:45am - 11:00pm
Friday 7:45am - 4:00pm
Saturday 1:00pm - 4:00pm
Sunday 2:00pm - 11:00pm



RESOURCES IN THE SURROUNDING COMMUNITIES

Churches

Assembly of God

Carpenter's Shop, Ahoskie (252)332-6113
Murfreesboro Assembly of God (252)398-3625

Baptist

First Baptist Church, Ahoskie (252)332-4003
First Baptist Church, Murfreesboro (252)398-4663
Meherrin Baptist Church, Murfreesboro (252)398-4663
Nebo Baptist Church (252)398-5666
New Beginnings Baptist Church (252)398-4545
Second Baptist Church, Creeksville (252)398-5236
Union Baptist Church, Union (252)332-8049

Catholic

St. Charles Borromeo-Ahoskie (252)332-2939

Church of God

Mt. Sinai Church of God (252)398-5601
New Jerusalem Church of God (252)587-3810

Episcopal

St Thomas Episcopal Church, Ahoskie (252)332-3263

Methodist

Murfreesboro United Methodist (252)398-4556

**This is only a partial listing of churches in our area. For other options, contact Campus Ministries or use your favorite search engine.*

Financial Institutions

PNC Bank
137 East Main Street Murfreesboro, NC
(252)398-1440
State Employees' Credit Union
900 West Main Street Murfreesboro, NC
(252)398-5322
Wells Fargo
300 East Main Street Ahoskie, NC
(252)332-7250
Bank of Southside Virginia
18207 Virginia Avenue Boykins, VA
(757)654-6121
Southern Bank and Trust
336 East Main Street Murfreesboro, NC
(252)398-4174

First Citizens Bank
201 West Main Street Conway, NC
(252)585-0304
Sun Trust
1547 Armory Drive Franklin, VA
(757)516-6641

Heath Facilities/Services

Boykins Family Practice
1813 Virginia Ave.
Boykins, VA 23837
(757)654-9111
Dr. Thomas W. Vinson, Dentist
112 E. Broad Street Murfreesboro, NC
(252)398-5143
Edward Eye Care, Optometrists
1488 E. Memorial Ave. Ahoskie, NC 27910
(252)332-5618
Hertford County Health Department
825 S. Academy St. Ahoskie, NC 27910
(252)862-4054
Murfreesboro Primary Care
305 Beechwood Blvd Murfreesboro, NC
(252)398-3323
Northampton Family Practice
111 E. Main Street
Conway, NC
(252)585-0304
ECU Immediate Care
226 S. Academy St.
Ahoskie, NC 27910
(252)209-3911

Hospitals

ECU Health Roanoke-Chowan Hospital
Ahoskie, NC
(252)209-3000
Sentara Obici Hospital
Suffolk, VA
(757)934-4000
Southampton Memorial Hospital
Franklin, VA
(757)569-6100
Norfolk Sentara Hospital
Norfolk, VA
1-800-SENTARA

HAWKSCARD

The official ID of for Chowan University faculty, staff, and others is 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 (e-Accounts) to deposit funds to your HawksBucks account and to check your HawksCard related balances.
- Other uses for the card will be rolled out in the future.



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 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.

HawksBucks from your HawksCard, 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>.

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 HawksCards 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 HawksCard accounts, visit e-Accounts online at <https://chowansp.blackboard.com/eaccounts>.

e-Accounts

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, HawksBucks, Dining\$, Laundry\$, board plan activity, etc.

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

Registering for E-accounts

To begin using e-Accounts for the first time, visit <https://chowansp.blackboard.com/eaccounts> and click on the "Register" link (do not attempt to Sign In first). You may also get to e-Accounts by going to the University's webpage and click on the HawksCard & e-Accounts 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 then 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 HawksCard 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 e-Accounts 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 e-Accounts 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 always carried and presented to a 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, HawksBucks, or e-Accounts can be directed to HawksCard@chowan.edu.

HawksCard 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.

CAMPUS MAIL

Campus Mail is in the lower level of Thomas Hall building and is where all mail and packages sent to Chowan University are routed to – items cannot be sent directly to a residence hall. At Campus Mail we strive every day to provide the Chowan University community with the following outstanding campus mail services:



- Distribution of all mail and packaged received.
- United States Postal Service, UPS, and Fed-Ex outgoing shipments.
- Drop off location for United States Postal Service, UPS, and Fed-Ex.
- Sales of Postage Stamps and mailing supplies.

Receiving Mail and Packages

Mail or packages must include the individual's whole name and campus box number assigned if you are a student and department name if you are a faculty or staff member.

STUDENT EXAMPLE

Student First and Last Name
One University Place
XXXXXX Campus Box
Murfreesboro, NC 27855

*Mail or packages not addressed correctly cannot be received and may be returned to sender.

Be sure your friends and family know your mailing address. Student's first and last name and campus box number **MUST** be included as listed in the address example shown. Items without the student's name or campus box number, or with the wrong name or box number, may not be delivered or returned to the sender.

Student Mailing Numbers

All resident and international students are assigned a Campus Box #. Your Campus Box # is important information for you to know because this number will be used to receive and sort your mail. To locate your campus box # you can log in to MyCU, select the student tab, and select the campus box # link that is located on this tab.

If you need further assistance locating your campus box# you can request it in person during business hours at the mailroom or anytime through your campus email to mailroom@chowan.edu, responses will be sent during normal business hours.

Student Procedures for Picking up Mail and Packages

All correctly addressed mail received by the University will be available for pick-up once it has been scanned into our package notification system Pitney Bowes. When you have a package or mail available for pick-up an email notification is sent to you from the following address:

If you are expecting a package and have not received a notification from Chowan Mail Room – no-reply-@pb.com please check your junk email to ensure that the email was not routed there.

Once you receive the notification you will need to come to Campus Mail facilities and be prepared to present your valid Hawks card to pick up your item(s). If you receive mail or a package that is not addressed to you, please return it promptly to Mail Services.

Delegating others to pick up your mail/package.

You are responsible for getting your own mail and packages. However, in rare instances, if due to an illness or unforeseen circumstance that prohibits you from coming to the mail counter yourself, you can authorize another individual to pick it up by sending an email to mailroom@chowan.edu (link sends e-mail) with the tracking number of the package/mail you need to be picked up and the name of the person designated to pick up your package. Individuals picking up mail will need to present a valid ID to obtain your mail or package.

Picking up your mail in a timely manner

Mail and packages should be picked up promptly. Once you receive notification from Chowan Mail Room – no-reply-@pb.com you will have 14 days to pick up your items. If you are not able to pick up these items within 14 days, you will need to contact a member of the campus mail team to make further accommodations for your items. Items without accommodations that have not been picked up within 14 days will be returned to the sender. You will continue to receive emails daily about your package receipt until it is returned for failure to pick up or decide for delivery.

Perishable Packages

Packages that are considered perishable will be held for 24-48 hours before being discarded. Your notification from Chowan Mail Room – no-reply-@pb.com will alert you that your package content is perishable.

Sending Mail and Packages

Mail and packages can be sent through campus mail during normal business hours. You can ship packages using either USPS or UPS. Shipping supplies such as boxes, and padded envelopes are available for free, but you will be charged for any postage needed. Our campus mail employees can walk you through the best way to ship your package. Cash is accepted in the mailroom, and you may pay with a card in the business office.

United States Post Office, UPS, AND FED-EX Courier Drop-Offs

- USPS delivers Chowan University to Campus Mail once daily Monday thru Friday 10:00 AM thru 1:00 PM. United States Post Office mail and packages are first routed through the town of Murfreesboro Post Office before coming to the University. * When your shipper has confirmed delivery, but you have not received confirmation from mailroom@chowan.edu to pick up in Campus Mail. This is usually because companies alert you when your package

has been delivered to the Murfreesboro Post office and not campus. We also receive a lot of mail and packages over the course of a day so time for processing is needed. You will receive an email notification from us once the package is ready for pickup.

- Fed-ex Express usually arrives at campus Mail Monday thru Friday between 2:00 PM and 4:30 PM to drop off university packages.
- Fed-ex Ground usually arrives Monday thru Friday between 11:00 AM and 4:00 PM to drop off university packages.
- UPS arrives Monday thru Friday between 12:00 PM and 4:00 PM to drop off university packages.

Overnight Shipping

There are several things to keep in mind when shipping items overnight:

- USPS Mail/Packages: All USPS mail and packages are first routed through the Town of Murfreesboro Post Office before coming to the University. Our couriers pick up and drop off mail throughout the day but if your overnight package arrives at the Town of Murfreesboro Post Office after 3:30 pm, we may miss it until the next day.
- If you need to have something shipped overnight, we recommend shipping via overnight services offered by FedEx or UPS. Both vendors deliver directly to our mail processing center so the chances of your package getting here on time is greater.
- Mail Services Hours are Monday through Friday 8:30-5:00. If your overnight package is delivered when we are not open, your student won't be able to get the package until the next business day. This includes Sunday deliveries.

Updating your Shipping Address

If you are not going to be staying at Chowan for the summer, or for other times when you may need to change your address such as graduation, you will need to update your address directly with any businesses such as AMAZON banks, credit cards, cell phone providers, magazine subscriptions, etc. Please be sure to enter and verify your correct shipping address for any online purchases. Any mail or packages received for students who are not on campus during the summer will be returned to sender unless other accommodations have been verified through an employee of Campus Mail.

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 <http://www.chowan.edu/student-complaint-form>

STUDENT PARTICIPATION 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.

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

- 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.
- Items sold cannot be in competition with the bookstore.
- 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.
- Items sold must be keeping with the character of Chowan University. Profanity, obscenity or activities related to drug and/or alcohol use are specifically prohibited.

Vending, Solicitation, and Distribution of Literature on Campus

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

literature, advertisements, propaganda, etc., which is alien to the purpose/objective of that event or activity.

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

KEJI IWAMOTO EMERGENCY LOAN FUND

The Office of Campus Life provides loans to students registered at Chowan University.

Expectation and Requirements

- The maximum approved loan limit is \$50.00.
- 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.
- Loans are interest free.
- A loan may be outstanding up to 30 days.
- If payment is late:
 - A \$5.00 late charge will be added to the outstanding loan.
 - 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.
 - Loss of privilege to apply for another loan.
- No one may have two loans out at the same time.
- Failure to repay the loan is in violation of the Chowan University Honor Code.
- Failure to repay any loan may result in charges being brought before the small claims court of Murfreesboro (Hertford County).
- A \$20.00 service charge, in addition to bank charges, will be assessed for bad checks.
- No loans will be processed four weeks before examinations.
- Loan applications will be accepted two weeks after classes begin.
- Students not in good social standing with the University may be denied participation in this program.

PHOTO RELEASE

Photographs or recordings maybe 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.

COMMUTER 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 a commuter student. Often, commute students have 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. All vehicles on campus must be registered.
- **Vehicle Registration:** All motor vehicles operated by Chowan University students must be registered with Public Safety. Vehicle registration decals are available at Public Safety.

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.

https://www.chowan.edu/wp-content/uploads/2022/01/commuter_application_form_fall_2018_ecf_fillable-2.pdf

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

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 Caterers 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.
- **Visa Information:** For information regarding visas, I-20's, and government regulations, please contact University Registrar, Lower Level, Columns Building, ext. 6282.

STUDENT HEALTH SERVICES

The University maintains a close relationship with Vidant Roanoke-Chowan Hospital which is 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.



Student Health Services is located on the lower level of Penny Hall. You can reach Joy Taylor, University Nurse at (252)398-6248 or tayloj2@chowhan.edu

Excuses for Class Absences

In keeping with the current Class Attendance Policy, the Wellness Center staff is not permitted to write excuses for missed classes. Students should send a photo copy of their written excuse to Chowan Registrar at Registrar@chowhan.edu

Health Facilities/Services - On campus

A Registered Nurse (RN) staffs the Wellness Center. The university also enjoys a relationship with Northampton Family Practice, which offers a full range of basic medical treatment. The tuition and fee charges cover 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 Student Health Services, a part of which is a complete immunization record. The State of North 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. Students will have thirty calendar days after the first day of classes in which to submit forms; failure to do so will result in preliminary suspension 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, with proof of coverage. Once enrolled, the student is responsible for filing claims, and claim forms can be found at 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, John Dilustro at (252) 398-6528 or dilusj@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 Campus Life Department. It is important to identify the pregnancy as early as possible 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

To remain in university housing during her pregnancy, the student must 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.

Chowan Strong-Safer Together

Since COVID-19 first affected our campus, the collective determination and resilience of the Chowan University has been demonstrated again and again. The university discontinued the campus dashboard updates, and relies on local, state, and national guidance. Student Health Services uses information from the following to keep up with local, state and national trends.

- <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>
- North Carolina COVID-19 Dashboard | NC COVID-19
- (ncdhhs.gov)
- Vaccination Information | Albemarle Regional Health Services (arhs-nc.org)

Chowan University has moved to a mask-optional status for all areas. Wearing masks does help contain the spread of disease, and so we also encourage wearing a mask if one is so inclined to do so, and we ask that we all be courteous and respectful of anyone who elects to wear a mask.

Listed below are recommendations we encourage for our community:

- individuals are encouraged to self-test prior to coming to campus. You may also bring your personal COVID 19 home tests to campus.
- Members of the Chowan community are reminded that physical distance is one component of how to protect yourself and others. Ventilation has an important role when assessing the need to maintain physical distancing in hallways and other indoor spaces.
- Individuals who have tested positive for COVID-19 or who have been diagnosed with COVID-19 are required to be isolated. Isolation begins the first day of the onset or the date of the positive test. We have isolation spaces on campus for students that are unable to travel home. Staying in your residence hall assignment while having COVID is a violation of university policy and will be treated as such. Students that violate policy are subject to suspension from the university.
- Comply with directives from university officials and public health authorities. Students, faculty, and staff are required to comply with directives related to monitoring and adhering to isolation and quarantine requirements.
- Comply with local and state laws and ordinances. This includes state and local directives for masking and mass gathering limitations when off campus.
- When University and local ordinances are in conflict, members of the Chowan community must adhere to the more rigid set of requirements in regard to masking, social distancing, and mass gathering limitations.
- Though vaccines are not required, they have proven to be effective and are the best protection we have. We encourage everyone who can be vaccinated to do so for the health and safety of themselves, others, and this place.

The top priority of the University is the health and safety of our students, faculty, staff, and campus community. The University will continue to develop and revise guidelines that address the expectations of all members of the community, personal safety practices, workplace environments, emotional wellbeing, on-campus visitors, modifications of facilities, and workplace education as we continue campus life.

Care for self. Care for others. Care for the community. Protect our nest!



CAMPUS MINISTRY

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

The Minister to the University is here to encourage the presence of Christ on our campus and in our community. The Campus Minister is 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.

The Campus Ministry office is located in the Hawks Nest. You can reach Mari Wiles, Minister to the university at (252)398-6268 or wilesm@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 Judeo-Christian Heritage.

STUDENT LIFE

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 Life Skills as they are 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.



Events

All events must be APPROVED by the Director of Recreation and Wellness. Events need to be submitted at least two weeks before the event. Event Proposal forms can be found with the Director of Recreation and Wellness. No last-minute programs/events will be approved. Please plan for your program/event to be successful.

Hawks Nest

The Hawks Nest, located behind the Columns Building, is for the use and enjoyment of the entire Chowan Community. This multifaceted facility, will be transformed this year to support our Life Skills emphasis, 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. Pioneer 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 Recreation and Wellness, the Assistant Dean of Student Life, and the SGA. Students can obtain an application for a club proposal from the Director of Recreation and Wellness 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.

SGA – Student Government Association is the organization that will facilitate student led activities. The Officers and Senators will work closely with those they are representing to provide structure and support for most of our activities to be student generated and lead. This will model our Life Skills component giving students hands on experience with leadership.

Recreations 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. The office of the Director of Recreation and Wellness is located here.

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.

Club Accounts

Any recognized club or organization can start a club account with the Business Office. The purpose of this account is to give the club opportunity to have fiscal control of the money that the club raises. To set-up account, take any money that you have raised either through dues or fundraising or deposit money; you need to see the Business Office.

Cookouts/Bake Sales

All serving or selling of food must be APPROVED by the Director of Recreation and Wellness. Locations for these events will be determined after approval process.

- » All bake sale items shall be, individually wrapped at the original point of preparation. Items are to remain wrapped until sold.
- » You must take all necessary precautions to insure that goods are prepared and served in a sanitary matter and transported in a covered container.
- » The request needs to be in within 48 hours before the bake sale.

Reserving Chowan Rooms

- How to reserve a space a Chowan: (MYCU>Helpful Link>MIDAS)
- If you want to reserve a space for an event or meeting, you need to do so no later than 48 hours before the event.
- Reminders if you want to have STEP, DANCE OR STROLL PRACTICE in any of the academic buildings you cannot practice until after 8:30pm.
- When you reserve a location through the CHOWAN system (MYCU>Helpful Link> MIDAS), you need to have details of the event in the notes/comment section, so the staff member approving knows more about the event other than just the title.
- TURNER AUDITORIUM is the most popular place for performances... PLAN EARLY & BOOK EARLY!
- Please make sure you put the room back to regular set-up. Academic building, please always set-up in the classroom setting.
- Public Safety will not, unlock a room unless you have a reservation in MIDAS!

Residence Hall Building Usage

- If you would like to use a Residence Hall for event or meeting you need to contact the Area Director of the building, or contact Residence Life, reslife@chowan.edu or (252)398-6327. All requests need to be 7 days in advance.
- White Crossing Multi-Purpose Room contact Residence Life, reslife@chowan.edu.

Table and Chair Requests

- Tables and Chairs Request contact the Director of Recreation and Wellness,
- 7 days prior to the event. The earlier the request the better chance you will be able to get what you need. If you break any tables or chairs your organization will be charged for the replacement of the item(s).

Sound System Requests

If you need any sound for your event please contact Audio Visual, AudioVis@chowan.edu, at least two weeks before the event. If you break any of the equipment, your organization will be fined for replacing the item. *Approved usage of Turner Auditorium does not include sound, if you need sound in Turner, please make a request. *

Poster/Flyer Requirements

Academic Buildings

- The University permits “posting” only in stairwells or on bulletin boards.
- The policy pertains to faculty, staff, student, or group wishing to post materials.
- The policy excludes material not directly associated with the University.
- Permission to post on a bulletin board must be obtained from the office/department responsible for maintaining the board.
- Under no circumstance are posters to be placed on classroom doors, elevator doors, and hallway or stairwell doors, inside elevators, hallways, lobbies, windows, classroom or other academic spaces.
- Poster/flyers/notices should be removed in a timely fashion.
- Any posters/flyers/notices hung in contradiction to the guidelines and restrictions of this policy will be removed.

Residence Halls/Whites Crossing

- Posters or flyers hung-up in-Residence Halls (hallways or breezeways) have to be hung with putty.
- NO TAPE CAN BE USED, if tape is used your flyers or posters will be taken down!
- Ally flyers/posters must be taken down after 48 hours after an event.

Note: Exception to this policy is the Hawks Nest. Contact Student Life for Hawks Nest “posting” guidelines.

Hazing

North Carolina Hazing Statute (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 is 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. (1913, c.169, ss.1, 2, 3, 4; C.S., s.4217; 1969, c.1224, s.1; 1993, c.539, s.19; 1994, Ex. Sess., c.24, s.14(c); 2009-299, s.1.)

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 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 statute 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.

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.



COUNSELING SERVICES

Chowan University provides all students access to an online counseling called The Virtual Care Group. As a Chowan student, you have free, unlimited access 24/7 on-demand crisis counseling, scheduled counseling, and life coaching.



You can register at www.thevirtualcaregroup.com/chowan to speak to a doctor or therapist. Be sure to use zip code 27855.

Our campus minister is available for pastoral counseling. Our Campus Minister, Mari Wiles is in the Hawks Nest. You can reach Mari Wiles, at (252)398-6268 or wilesm@chowan.edu.



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:

- Aid 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.
- Assist students with individual needs as they relate to career development.
- Provide students with personal StrengthQuest testing and assessment.



www.collegecentral.com/chowan

The Career Services office is in the Hawks Nest. You can reach Alan Scott, Director of Career Services at (252)398-6268 or scottal@chowan.edu

DEPARTMENT OF PUBLIC SAFETY

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

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



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

Safe Ride

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.

- **Air Service:**
 - Norfolk International Airport, Norfolk, VA is 75 miles away. Fee: \$150.00 per trip

- Raleigh Durham International Airport Raleigh, NC is 120 miles away. Fee: \$240.00 per trip
- **Train Service:**
 - The Amtrak Station in Rocky Mount, NC is 60 miles away. Fee: \$120.00 per trip.
 - The Amtrak Station in Newport News, VA is 65 miles away. Fee: \$130.00 per trip
- **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: \$80.00 per trip.
 - The bus station in Ahoskie, NC is 12 miles away. Fee: \$24.00 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 always protect all students and their property. 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 252.398.1234 or 911 immediately.

How to Register Vehicle

All vehicles must be registered with Public Safety to park on campus. Use this QR code register your vehicle today. After completing your registration, pick up your hanging tag at Public Safety located on the lower level of Penny Hall. If you have any questions or concerns, contact Public Safety at (252)398-1234.



Vehicle Regulations

- **Bicycles** - Bicycles 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.
- **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.
- **Disclaimer**
 - Not responsible for damage done to cars on campus.
 - Not responsible for damage done while trying to jump-start or otherwise assist a motorist.
- **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.
- **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.
- **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.
- **Registration** - All motor vehicles operated by Chowan University students must be registered with Public Safety. Pick up vehicle registration decals at the Public Safety Office. Registration decals are included as part of tuition fees. Display registration decals on your rear-view mirror. 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. Unregistered vehicles may be towed, immobilized, and/or fined.

- **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 Lot Information

- 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. Operating a motor vehicle in unauthorized places (Squirrel Park, intramural fields, athletics fields, sidewalks, etc.) is considered inappropriate and will result in disciplinary action.
- Fire Zones
 - Towing will be enforced in all fire zones.
- 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.
- Parking lot in front of Thomas Dining Hall
 - Open to all registered vehicles from 7:00 am to 10:00 pm, except for spaces identified with appropriate signage.
- Parking lot in front of Marks Hall and McSweeney Hall
 - Faculty/Staff only in the south portion (closest to Dining Hall) always
 - Students may not park in front of Marks Hall from 7:00 am to 10:00 pm
- Parking lot behind Marks Hall/McSweeney Hall/ Whitaker Library
 - Faculty/Staff only from 7:00 am to 5:00 pm.
- Parking lot in front of Parker Hall
 - The parking area in front of Parker Hall is a NO PARKING ZONE except for spaces identified with appropriate signage.
- 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.
- Parking lot between Camp Hall and Horner Graphic Communication Center
 - All registered vehicles between 7:00 am and 10:00 pm
- Parking lot between Baseball Field and Beacon - At your own risk!

- Whites Crossing
 - Registered vehicles only. Overnight guests must register with Public Safety or Residence Life.
- Columns Building - Visitor Spots
 - For visitors only.
- 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.
- Traffic Fine Appeal Process. Any person wishing to appeal a traffic fine must submit such request to the office of Public Safety for review. Students should be able to present their copy of violation (ticket) during the appeal. Appeals for traffic fines must be submitted within five days after the ticket date.
- Parking Violation Sanction Resolution Policy
 - All parking fines must be paid within twenty (20) business days of violation date.
- Commuters
 - Commuters should park in the commuter parking lot or in the parking lot between Horner Graphic Communication Center and Camp. Any unregistered vehicle is subject to immobilized/ towing at owner's expense.
- Collisions
 - Report all motor vehicle collisions occurring on campus property to Public Safety.
- General Guidelines:
 - 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.
 - Obey all traffic and parking regulations, as no one likes to receive a traffic violation or have their vehicle towed.

FIRE SAFETY



Fire Alarm Systems

The campus fire alarm systems are 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) or 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. Other causes of fire include careless cooking.

Before a Fire:

- Take all fire drills seriously.
- Know primary and secondary evacuation routes.
- Know locations of fire alarm pull stations and fire extinguishers and how to activate/use 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.

Fire Evacuation

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.
- 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 Building:

- 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 responsible party 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.
- Any alarms considered false, by the Town of Murfreesboro, are subject to additional fines. Any fines received by the university will be charged back to the student that caused the false alarm condition. Example: A false alarm could be considered cooking and the smoke causing a building wide fire alarm or smoking illegally within a residence hall and causes a building wide fire alarm.

Residence Hall Fire Evacuation Rally Points

Building Name	Building Address	Building Description	Rally Point
Belk Hall	438 University Dr.	Traditional Student Housing	Squirrel Park
Dunn hall	438 University Dr.	Traditional Student Housing	Squirrel Park
Mixon Hall	340 University Dr.	Traditional Student Housing	Squirrel Park
Parker Hall	784 Union St.	Traditional Student Housing	Whites Crossing B grass area
Simons Hall	326 University Dr.	Traditional Student Housing	Squirrel Park
Whites Crossing A	104 A Whites Crossing Dr.	Contemporary Student Housing	Whites Crossing Sign
Whites Crossing B	222 B Whites Crossing Dr.	Contemporary Student Housing	Whites Crossing Sign
Whites Crossing C	110 C Whites Crossing Dr.	Contemporary Student Housing	Whites Crossing C Parking Lot
Whites Crossing D	216 D Whites Crossing Dr.	Contemporary Student Housing	The wood line toward Parker Hall
Whites Crossing E	210 E Whites Crossing Dr.	Contemporary Student Housing	Whites Crossing F grass area
Whites Crossing F	112 F Whites Crossing Dr.	Contemporary Student Housing	Whites Crossing E volleyball court area
Whites Crossing G	154 G Whites Crossing Dr.	Contemporary Student Housing	Median of parking lot in front of Whites Crossing G
Whites Crossing H	128 H Whites Crossing Dr.	Contemporary Student Housing	Median of parking lot in front of Whites Crossing H and J
Whites Crossing J	128 J Whites Crossing Dr.	Contemporary Student Housing	Median of parking lot in front of Whites Crossing H and J

STORM SAFETY

Hurricane Safety

A hurricane is an intense area of low atmospheric pressure with counterclockwise 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.

In the event of a hurricane coming towards Chowan. The university will use all means of communication to communicate how Chowan will respond to such a weather event.

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).

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 (Hawks Athletics 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.

In the event of a tornado warning in our area. The university will use all means of communication to communicate necessary safety precautions.

Tornado Watch (Conditions are right for tornado development.)

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

Tornado Warning (A tornado has been sighted).

1. Seek shelter - to lowest floor, preferably an interior hallway - stay away from windows.
2. Avoid long span buildings (Hawks Athletics 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 another low spot).

Tornado Evacuation Areas

If a Tornado Warning has been issued on campus you should move immediately to the following areas:

- Academic Buildings – interior corridors, interior classrooms, away from glass and windows
- Belk Hall - 1st floor north/south hallway, laundry room and restroom.
- Dunn Hall - 1st floor hallways.
- Hawks Athletics Center - Training and locker rooms
- Hawks Nest- Back bathrooms, away from large room roof
- Jenkins Center - Restrooms and aerobics room, away from large room roof
- 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
- Pond Center- Lower level
- Simons Hall - 1st floor hallway.
- Thomas Cafeteria – under tables, away from windows, lower level
- Whites Crossing - shower areas or laundry rooms on the 1st floor if available.

Crisis 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 statement is to set forth a procedure by which the university can prepare for and/or respond to events such as natural disasters (severe 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 or 911. 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 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 of 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.

Safety Information and Services

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. Most 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.

To prevent such incidents, a full staff of residential living personnel are located in each residence hall to oversee and assist their 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.

The Public Safety Office is in Penny Hall. The department provides public safety and 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 campus police 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 public safety 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.

The Public Safety, along with Campus Police 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
- Car unlocks.
- 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.
- Engrave your valuables free of charge.

- Manage and update our campus parking system.
- Safe rides when someone feels unsafe.
- 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.

Hot 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 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.

Silent Witness 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. 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 Facility Maintenance

Campus police officers and public 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 handrails and any other conditions which might detract from one's personal wellbeing. 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 (252)398-1234. Your efforts will greatly add to or detract from our efforts to keep criminal activity at the lowest possible level around campus.

Crime Awareness

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. Crime statistics are required to be available to all students. The crime statistics can be found within the Annual Security Report. Our current Annual Security Report, along with all previous editions are located in MyCU, under

the Public Safety section. If you do not have access to MyCU, you may contact Campus Police.

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

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.

Safety Tips

- DO report all crimes and/or suspicious activities to the Department of Public Safety as soon as possible at (252)398-1234.
- DO register your 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 are a victim of sexual assault. Do not bathe, brush your teeth, go to the restroom, or change your clothes.
- DO register all your valuables with the department of Public Safety.
- DO call us for a safe ride if you are feeling unsafe.
- DO attend the Chief of Campus Police's annual Public Safety presentation.
- 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.
- DO NOT leave personal property in a locker unattended and unlocked.
- DO NOT leave your residence hall room unlocked.
- DO NOT give your HawksCard to anyone, including your best friend.

Emergency Notification and Evacuation - CU HawkAlert

Chowan University receives information from students, faculty, staff, as well as other University constituents and sources, both on and off campus (911, parents, Silent Witness, external Public Safety sources). If the University confirms that there is an emergency or dangerous situation, that poses an immediate threat to the health or safety of some or all members of the University community, the University will send out appropriate notifications without delay. These notifications will consider the safety of the community unless issuing a notification will, in the professional judgment of the team, will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the situation. If, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may

elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the team will issue an appropriate emergency notification to the campus community.

Members of the Campus Life Response Team in collaboration with university administration is responsible for initiating CUHawkAlert. CUHawkAlert is the University campus wide emergency alert system that uses text messaging, email, social media, as well as a loudspeaker system that brings attention of a campus wide emergency to the entire Chowan community. As further details are available, the University will release updates during a critical incident, as necessary.

Based on the characteristics of the situation, a determination will be made as to the breadth of the emergency communication. The entire campus community is notified when there is the potential that a large segment of the Chowan community is affected by a situation, or when a situation threatens the operation of the campus. Smaller segments of the Chowan community will be notified if the situation is more specific to that population. Due to the size of the Chowan University campus, most incidents will likely be communicated to the entire community.

Examples: Active Shooter unknown location – Entire community notified. Gas Leak in a specific residence hall- notification to residents of that residence hall Impending Tornado- Entire community notified.

Timely Warnings

Timely Warnings are issued when crimes or situations are considered a serious or continuing threat to the campus community. In addition to warning community members, these alerts can aid in crime prevention. The decision to issue a Timely Warning is made on a case-by-case basis, taking into consideration the facts surrounding the Clery Act crime, including, but not limited to, such factors as: the nature of the crime, the serious or continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are sent out by Public Safety to the campus community. Timely warning communications may be sent out via email, text message, website and/or social media. Those responsible for sending out the information will likely be comprised of individuals or a group of individuals from the Campus Life Response Team and/or members of university administration. The Campus Life Response team is comprised of Chief of Campus Police, Assistant Chief of Campus Police, Assistant Vice President for Campus Life, Associate Vice President for Students Affairs, Assistant Dean of Student for Residence Life and Associate Dean of Students.

MISSING STUDENT POLICY

A missing student is defined as any currently registered student at Chowan University who has not been seen by friends, family members or associates for a reasonable length of time or a maximum of 24 hours, and whose whereabouts have been questioned. Missing students' concerns should be brought to the attention of a member of the Campus Life Staff or Campus Police immediately (see list below). All reports submitted will be investigated by Chowan University Campus Police. The Director of Public Safety will initiate an investigation when they are notified that a student is missing, with no reasonable explanation for his/her absence. In the event campus police are unavailable, missing student reports will be transferred to Murfreesboro Police Department.

In the event a missing student resides on campus, the Associate Vice President of Campus Life 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 campus police and an investigation will be initiated. Students determined missing will have their “missing person contact” contacted, emergency contacts contacted, and any student under the age of 18 will have their custodial parent or guardian contacted. Chowan Campus Police will also contact Murfreesboro Police within 24 hours of determining a student is missing.

The university encourages all students to provide a missing person contact. You may complete a “Missing Person Contact” form in Residence Life located in Penny Hall. This “missing person contact” information is confidential and will only be accessible to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This “missing person contact” will be kept separate from emergency contact information and will not be provided even if requester has FERPA consent.

Students that are under the age 18 years of age and are not emancipated will provide notification to custodial parents or guardians within 24 hours of the determination the student is missing. This is in addition to the “missing person contact” designated by the missing student.

Whom to contact if a Chowan student is missing.

Public Safety

(252)398-1234

Chief of Campus Police

(252)398-1234

Director of Residence Life

(252)398-6200

Assistant Vice President for Campus Life

(252)398-6464

For any emergency:

**From a cell phone, call (252) 398-1234 or
911**

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAPP)

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Chowan University has implemented the following policies to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

The Mission of the University states that, “Chowan University, grounded in its Christian faith, transforms the lives of students of promise.” Drug and alcohol use and abuse can interfere with a student’s ability to pursue an education that transforms his/her life and therefore drug and alcohol abuse is inconsistent with the University’s Mission. Alcohol and drug abuse affects the health, safety and well-being of all students and employees. Thus, it is in this context that the University views the presence of illicit drugs as conflicting with this mission and therefore strives to maintain a drug and alcohol-free campus environment.

The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illicit drug is prohibited on campus, including all University premises where the activities of the institution are conducted, while on university business or as part of any of the institution’s programs or activities. In addition, the University also prohibits the possession, use or distribution of alcohol on campus, while on university business or as part of any of the institution’s programs or activities.

Storing any unauthorized controlled substances, drug paraphernalia or alcohol in a locker, desk, University owned vehicle or other places on Chowan owned or occupied premises is prohibited. It is the responsibility of students and employees to know and comply with this policy. To facilitate this, the campus alcohol and drug policy is clearly laid out and distributed to all students and employees as follows:

- The University's drug and alcohol policy is available in the Student Handbook and the Employee Handbook, as well as posted on the Human Resources section of the MYCU intranet platform, which are made available to every student and employee. Information on Chowan’s drug and alcohol policies are distributed to all new and current students and employees through various University departments. At orientation sessions for new students and new employees, information about the University’s drug and alcohol policies are provided and discussed.
- Each year, copies of this policy are sent to all students and employees via email. Those who violate this drug and alcohol use policy will be subject to disciplinary action up to and including dismissal. Employees and students who violate this policy may be referred for criminal prosecution. The use of controlled substances/illicit drugs or narcotics and the service of or selling of alcohol to those less than 21 years of age is against the law. Many states will not grant driver’s license privileges to graduates convicted of a federal offense.
- This policy is subject to the jurisdiction of the University Senior Staff. The University conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating this policy are enforced consistently for all University students and employees.

The Student Body

The Department of Campus Life shall be responsible for the administration of this policy as it pertains to the students at the University. Their role and specific responsibilities include:

1. Education directed toward preventing the use of illicit drugs and alcohol consumption by providing programs, which view illicit drugs and alcohol consumption from various perspectives.
 - a. Students and parents shall be informed of:
 - i. the educational programs available.
 - ii. the counseling and rehabilitation opportunities; AND
 - iii. 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 concerns 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 including alcohol consumption/possession 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 Campus Life 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 Campus Life staff. Individuals whom evidence drug and/or alcohol related problems may be directed to seek other on-campus counseling provided by the Campus Life 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/she is found in violation of any federal, state, or local regulations. It is not considered "double jeopardy" for both the civil authorities and the University to proceed to prosecute a single offense of federal, state, and/or local statutes and a violation of university policy.

Chowan University Community

Chowan University prohibits the use of any illicit drugs and consumption of alcoholic beverages by any University employee where the consumption adversely affects job performance. Employees which demonstrate evidence of impairment to perform their assigned duties and/or endangers the physical well-being of other persons will be directed to their immediate supervisor(s) and/or the Office of Human Resources for evaluation assistance. Employees are never permitted to take illicit drugs and/or consume alcoholic beverages of any kind at any University owned or operated location at any time. The only potential exception to this policy statement is where the employee is under a licensed medical provider's care and the medication has been prescribed to the employee and documentation exists stating that the medication will not adversely affect the employee's ability to perform their duties and does not project a safety risk for fellow employees.

The consumption of alcoholic beverages or possession of open containers of alcoholic beverages in public places including hallways, lounges, buildings, outdoor spaces or anywhere on the grounds is prohibited. The University also prohibits driving in the local community while under the influence of alcohol, illicit drugs or controlled substances in concert with the laws of the State of North Carolina.

Student Conduct Policies on Drugs and Alcohol

The fines associated with violations of Chowan University's drugs and alcohol policy be used for the purpose of training the staff and educating the campus regarding drugs and alcohol.

1. Campus Life staff members will facilitate drug education programs for first offenders of the campus policy.
2. CHOICES drug education program has been selected as the curriculum to be used.
3. There is a cost for the worksheets and booklets used for this program.
4. There is a one-time cost for training the facilitators for this program.
5. The use of local and regional alcohol and other drugs professional will be part of this program. (An honorarium or mileage would be a good gesture from Chowan University for their time.)

Drugs

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
 - a. 1st Offense- \$50 fine, drug education program, probation, parental notification.
 - b. 2nd Offense- \$100 fine, drug education program, preliminary suspension, parental notification.
 - c. 3rd Offense- suspension from the University for one year, required drug counseling prior to readmission and drug test.
- B. Sale or distribution of drugs
 - a. 1st offense- suspension from the University for one year. Counseling, community service, and positive letter of recommendation prior to readmission.
 - b. 2nd offense- expulsion from the University.
- C. Possession of drug paraphernalia to include bongs, roach-clips, pipes, and other instruments for that purpose.
 - a. 1st offense- \$25 fine, drug education program, warning.
 - b. 2nd offense- \$100 fine, drug education program, probation, parental notification.
 - c. 3rd offense- \$200 fine, drug education program, preliminary suspension, parental notification.
 - d. 4th offense- suspension from the University for one year. Counseling, community service, and positive letter of recommendation prior to readmission.
- D. In the presence of drugs
 - a. 1st offense- warning, educational activity (hall program, reflection paper, bulletin board, etc.)
 - b. 2nd offense- \$25 fine, drug education program, probation, parental notification.
 - c. 3rd offense- \$100 fine, drug education program, (judicial educator), preliminary suspension, parental notification.

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
 - a. 1st Offense- \$25 fine, alcohol education program, (CHOICES) probation, parental notification.
 - b. 2nd Offense- \$75 fine, alcohol education program, (judicial educator) preliminary suspension, parental notification.
 - c. 3rd Offense- suspension from the University for one year, required alcohol/drug counseling prior to readmission and drug test.
 - d. 4th Offense- expulsion from the University.
- B. Distribution of Alcohol to a Minor (Violation of Law)
 - a. 1st Offense- \$300 fine, alcohol education program. Preliminary suspension, parental notification.
 - b. 2nd Offense- suspension from the University for one year. Counseling, community service, and positive letter of recommendation prior to readmission.
 - c. 3rd Offense- expulsion from the University
- C. In the Presence of Alcohol
 - a. 1st offense- warning, educational activity (hall program, reflection paper, bulletin board, etc.)
 - b. 2nd offense- \$25 fine, alcohol education program, probation, parental notification.
 - c. 3rd offense- \$75 fine, alcohol education program, (judicial educator), preliminary suspension, parental notification.
 - d. 4th Offense- suspension from the University for one year. Counseling, community service, and positive letter of recommendation prior to readmission.
- D. Public Intoxication or Drunken Behavior
 - a. 1st Offense- \$100 fine, alcohol education program, (judicial educator), preliminary suspension, parental notification.
 - b. 2nd Offense- within a 12-month period suspension is the most likely response.

Employee Standards of Conduct:

The Drug-Free Workplace Act and the Drug-Free Schools and Campuses Regulation require that it provide a drug-free workplace and campus. Each University employee will, as a condition of employment, abide by the Drug-Free Workplace Act and the policies of the University as listed below:

- Employees may not possess, use, purchase, sell or transfer illicit drugs/controlled substances and/or alcoholic beverages in any amount on Chowan University property (including parking lots), or in university owned vehicles, (either owned or leased to or used on behalf of the institution), or while on university business or performing institution-related duties on or off campus. Illicit drugs or substances and controlled substance analogues, as well as those drugs which, although legal, have been illegally obtained (i.e., prescribed drugs not being used for prescribed purposes or not being used by the intended recipient of the prescription, including amphetamines and barbiturates). Examples of illicit drugs include marijuana, cocaine, “crack” cocaine, heroin, morphine, phencyclidine (PCP), hallucinogens, narcotics, etc.
- Employees may not possess, use, or consume illicit drugs/substances and/or alcoholic beverages on or off university property during working hours, lunch periods, breaks or relief periods.

- Employees may not report to work “under the influence” of illicit drugs/substances or alcohol. “Under the influence” is defined as a person being affected by alcoholic drink and/or drugs. It is also a term used to describe the state of intoxication which is criminal during certain activities.
- Employees are prohibited from bringing drug paraphernalia onto university property (including parking lots) at any time.
- Employees may not possess, use, purchase, sell, or transfer alcohol on university property (including parking lots), or in university vehicles (either owned by, leased to or used on behalf of the University), or while on university business or performing University related duties on or off campus.

Failure to abide by the policies detailed above will result in appropriate disciplinary actions up to and including termination of employment based on the severity of the offense as well as the options for possible rehabilitation. Pursuant to the Drug-Free Workplace Act, any employee engaged in the performance of a federal grant or contract is required to notify his or her supervisor and the Human Resources Director no later than five days after any conviction under the criminal drug statute for a violation that occurred in the workplace. When a supervisor and the Director of Human Resources are notified by an employee of such a conviction, they will notify the appropriate federal agency within ten (10) days of receiving notice of such conviction. Discipline for violations of Chowan University’s policies on drugs and/or drug paraphernalia include up to termination of employment.

Legal sanctions

There are significant criminal penalties under state and federal law for the unlawful possession or distribution of alcohol and illicit drugs.

North Carolina Laws on Alcohol

Under North Carolina State Law, it is unlawful for:

- Persons under the age of 21, to buy or possess beer 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.
- 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.
- Those holding provisional driver’s 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:
 - Purchasing or attempting purchase
 - Aiding or abetting someone to illegally purchase
 - Lending or borrowing a driver’s license or other identification or using a fraudulent or altered driver’s license or other identification to purchase alcohol.

North Carolina Laws on Controlled Substances (Drugs)

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 and violations include the following:

- Controlled substances classified in Schedule I or II shall be punished as a Class H felony.
- Controlled substances classified in Schedule III, IV, or VI shall be punished as a Class I felony.
- It is unlawful for any person to create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance. Anyone who violates this law shall be punished as a Class I felony.
- It is unlawful for any person to possess a controlled substance. Anyone who violates this law with respect to:
 - A controlled substance classified in Schedule I shall be punished as a Class I felony.
 - A controlled substance classified in Schedule II, III, or IV shall be guilty of a misdemeanor and be sentenced to a term of imprisonment of not more than two years or fined not more than two thousand dollars (\$2,000) or both.

- A controlled substance classified in Schedule V shall be guilty of a misdemeanor and shall be sentenced to a term of imprisonment of no more than six month or fined not more than five hundred dollars (\$500) or both.
- A controlled substance classified in Schedule VI shall be guilty of a misdemeanor and shall be sentenced to a term of imprisonment of not more than 30 days or fined not more than one hundred (\$100) or both.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance (Drugs):

21 U.S.C. 844 (a)

- First conviction – Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000.
- Special sentencing provision of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both if:
 - First conviction and the amount of crack possessed five grams.
 - Second crack conviction and the amount of crack possessed exceeds 1 gram.
 - Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881 (a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844

A civil fine up to \$10,000.

21 U.S.C. 853

A denial of Federal benefits, such a student loans, grants contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(G)

Ineligible to receive or purchase a firearm.

Additional penalties, including imprisonment and fines, apply for the manufacture or distribution of a controlled substance or possession with intent to manufacture, distribute or dispense a controlled substance.

Notwithstanding the enactment of state laws permitting certain transportation, sale, dispensing, distribution, possession and consumption of marijuana under specified conditions with intent to manufacture, the U.S. Department of Justice has made clear that marijuana remains an illegal drug

under the U.S. Controlled Substances Act and federal prosecutors will continue to aggressively enforce this statute.

Drug and alcohol health risks

In compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) the University has adopted a program to prevent the unlawful possession, use and distribution of illicit drugs and alcohol by members of the University community. In compliance with this requirement, information below describes the various health risks associated with alcohol abuse and the use of specific types of drugs. The following list is not intended to be an exhaustive or complete statement of all the possible health consequences of substance abuse, but an example of the serious nature of drug and/or alcohol use has on the individual.

Alcohol use and abuse

Alcohol is the most widely used and abused drug in the United States. Alcohol acts as a central nervous system depressant. Alcohol intake causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal. Repeated use of alcohol can lead to dependence. In addition, research indicates that children of alcoholic parents are at a greater risk of developing alcohol dependency later in life.

Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Mothers who consume alcohol during pregnancy may give birth to infants with fetal alcohol spectrum disorders. Because every woman metabolizes alcohol differently, even the smallest amount of alcohol could harm a developing baby. Infants with fetal alcohol spectrum disorders have irreversible physical abnormalities and mental retardation. Alcohol can affect the baby during every trimester of pregnancy.

Drinking alcohol up to the 13th week of pregnancy can cause:

- Severe brain damage
- Problems with the heart, liver, and kidneys
- Miscarriage
- Facial malformations

Drinking alcohol between weeks 14 and 26 can cause:

- Brain damage
- Miscarriage
- Damaged muscles, skin, teeth, glands, and bones

Drinking alcohol between weeks 27 and 40 can cause:

- Brain and lung damage
- Low birth weight
- Early labor and delivery

Amphetamines/Other stimulants

Amphetamines (speed, uppers), methamphetamines and other stimulants can cause increased heart and respiratory rate, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, bad breath, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection causes a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects listed above, stimulant users report feeling restless, anxious, and moody. People who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

Barbiturates/Other depressants

Barbiturates (downers), methaqualone (quaaludes), tranquilizers (valium and Rohypnol) and other Depressants have many of the same effects as alcohol. Small or prescribed doses can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. Use can also cause liver damage, convulsions, and coma.

Cannabis / Marijuana

The physical effects of marijuana include a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. It may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that motivation and cognition may be altered, making the acquisition of new information difficult. When marijuana contains 2 percent THC, it can cause severe psychological damage, including paranoia and psychosis. Since the early 1980's, most marijuana has contained from 4 to 6 percent THC - two or three times the amount capable of causing serious damage.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect.

Cocaine / Crack

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, increased heart and respiratory rate, and elevated body temperature. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Crack, or freebase rock, is a purified form of cocaine that is smoked. Smoking crack provides intensified cocaine effects because higher doses of the drug reach the brain very quickly. Crack is far more addictive than heroin or barbiturates. Continued use can produce violent behavior and psychotic states similar to schizophrenia.

Health risks include malnutrition, respiratory problems, addiction, stroke, liver problems, seizures, heart and respiratory failure, psychosis, coma, convulsions, and sexual dysfunction. Cocaine in any form, but particularly in the purified form known as crack, can cause sudden death from cardiac arrest or respiratory failure.

Hallucinogens

Hallucinogens phencyclidine (PCP, angel dust), mescaline, peyote, LSD, and mushrooms interfere with the part of the brain that controls the intellect and keeps instincts in check. Hallucinogens are psychedelic, mind-altering drugs that affect a person's perceptions, feelings, thinking, and self-awareness. Use causes increased body temperature, heart rate and blood pressure, sweating, loss of appetite, sleeplessness, tremors, confusion, paranoia, and sometimes violence.

Because PCP blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. Large doses may produce convulsions and coma, as well as heart and lung failure. Psychological reactions may include panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Inhalants

The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, and lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

MDMA / Ecstasy

MDMA is a stimulant with psychedelic properties. Short-term effects include feelings of mental stimulation, emotional warmth, enhanced sensory perception, and increased physical energy. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision. Chronic use of MDMA may lead to changes in brain function.

Narcotics

Narcotics such as opium, Demerol, heroin, codeine, and morphine initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Narcotics are extremely addictive.

Steroids

Steroids are synthetic drugs that resemble natural hormones made in the body. The type of steroids that are misused are anabolic androgenic steroids (AAS), which copy the effects of the male hormone, testosterone. People use AAS to build muscle or increase strength. These types of steroids can be swallowed or injected into the muscles. AAS is different to corticosteroids, which are medically prescribed to treat conditions such as asthma. Corticosteroids copy the effects of the cortisol hormone and have no muscle-building or performance-enhancing effects.

AAS drugs affect people in different ways with varied intensity. However, adverse effect will increase the longer the drug is used when people take several AAS drugs simultaneously (known as

stacking) the risk and harms associated with use are increased. Some harmful effects of this type of use are as follows:

- Water retention
- Acne
- Reduced sex drive.
- High blood pressure and cholesterol
- Heart disease, stroke, and abnormal liver function
- Diabetes

Additional information about the health risks of drug use and abuse can be accessed through the National Institute on Drug Abuse.

Where to go for Help/Community Resources

Student Drug and Alcohol Assistance

Students are encouraged to contact The Office of Campus Life for information regarding counseling, treatment services and self-help programs related to substance use and abuse. You can contact Campus Life at (252)398-1227 to schedule an appointment.

Employee Drug and Alcohol Assistance

Chowan University has communicated with its employees through educational literature and materials detailing the dangers of drug and alcohol abuse in the workplace. The University provides voluntary substance abuse counseling/referrals through the Human Resources Department and its Employee Assistance Program (EAP), Health Advocates. The EAP services are offered through a third-party professional counseling service under contract with the University. In conjunction with, or as an alternative to disciplinary action, the Human Resources Department may offer or mandate referrals to Health Advocates and/or other rehabilitation programs. Employees may contact Health Advocates at 800-854-1446.

Community Resources

The following community resources are available to all members of the University community.

Addiction Resource

<https://addictionresource.com/>

AA Meetings

Wednesday - 8pm – 9pm Murfree Center
201 E. Broad Street, Murfreesboro, NC

Thursday – 7:30pm

St Thomas Episcopal Church Fellowship Hall 424 Church Street, Ahoskie, NC

Saturday – CrossOver Ministry 4pm – 5pm

Soul Saving Station Church
337 Ahoskie Cofield Road, Ahoskie, NC

Alcohol Addiction Center

<https://alcoholaddictioncenter.org/>

Get Smart About Drugs

<https://www.getsmartaboutdrugs.gov/>

Integrated Family Services, PLLC

312 Academy St. S, Ste B, Ahoskie, NC 27910 252-209-0388

<http://www.integratedfamilyservices.net/>

Nar-Anon Family Support Group

1st and 3rd Thursday at 7:00 pm Gates County Community Center

130 US Hwy 158, Gatesville, NC 27938

NA Meetings

Tuesday – 8pm

St Thomas Episcopal Church Fellowship Hall 424 Church Street, Ahoskie, NC

Port Health Services

144-B Community College Rd., Ahoskie, NC 27910 252-209-8932 - <https://www.porthealth.org/>

Substance Abuse and Mental Health Services Administration (SAMHSA)

National Helpline 1-800-662-HELP (4357).

SAMHSA is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations.

North Carolina Department of Health & Human Services

Alcohol/Drug Council of North Carolina

Hotline: 1-800- 688-4232

Start Your Recovery

<https://startyourrecovery.org/>

Trillium Health Resources Office

201 W. First Street, Greenville, NC 27858-1132 Crisis Hotline: 1-877-685-2415

Policy Distribution Requirements

Annual distribution of the most current DAAPP is to be conducted on a perpetual cycle to ensure that all current and new students/employees have access to the program policy and an understanding of their rights and obligations to ensure an educational, social, and work environment free of drugs and alcohols as influenced by university policy and legal requirements. The University takes its obligations seriously and therefore requires the following distribution actions annually:

DAAPP Distribution to students:

- incorporated in the annual student handbook.
- made available on the Campus Life section of the University website.
- made available on the Campus Life section of the University intranet (MyCU).

- included in new student orientation programs to include dialog of awareness and comprehension.
- included in start of term residential hall orientation/ semester meetings to solicit understanding and feedback.
- formatted into an annual student-centric brochure distributed to residential students via their university assigned mailbox and sent to student home addresses of non-residential students.
- e-mailed to all currently enrolled students per fall and spring academic semester.

DAAP Distribution to employees:

- incorporated in the annual faculty/staff (employee) handbook.
- made available on the Human Resources section of the University website.
- made available on the Human Resources section of the University intranet (MyCU).
- included in new employee orientation programs to include dialog of awareness and comprehension.
- formatted into an annual employee-centric brochure distributed to current employees via university mail system.
- e-mailed to all current employees at the beginning of each fall/spring academic semester.

Required DAAPP Review:

The University DAAPP, once approved by the Department of Education, is expected to be reviewed biennially through a program/policy review team as directed by the Biennial Review policy. The review expectations will include, but not be limited to:

- review of then current Department of Education regulations
- to ensure the DAAPP remains compliant with DoE and Federal expectations and make necessary adjustment recommendations for university adoption.
- review of all sources (federal, state, and local) law/regulations
- which impacts directly or indirectly the University DAAPP to ensure continued compliance and to make necessary adjustment recommendations for university adoption.
- review the most current two academic years of drug and/or
- alcohol related University issues
- to determine whether the cases were adjudicated consistently and fairly under the framework of the then current DAAPP.
- to investigate and report the effectiveness of the current DAAPP and recommend improvements to the University for adoption.
- to determine whether new opportunities have arisen to offer students/employees with resources to strengthen the University DAAPP.
- determine the effectiveness of the distribution requirements above to verify/ensure adequate program distribution to all aspects of the University community.



CHOWAN UNIVERSITY TITLE IX AND GENDER EQUALITY

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”

- Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act



Consistent with federal law and its own Christian mission, Chowan University does not discriminate, nor tolerate discrimination, on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability.

Title IX Coordinator Dr. John Dilustro
2nd Floor McDowell Columns Hall
dilusj@chowan.edu
(252)398-6528

Sexual Misconduct Policy

Introduction

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 discrimination as being inconsistent with its mission. Chowan University, as a Christian institution of higher education affirms its moral commitment to the dignity and worth of all individuals.

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 and harassment are forms of discrimination prohibited by Title IX.

Chowan’s policies prohibiting sexual violence and sexual harassment (“sexual misconduct”) are not only legal responsibilities with practical applicability, but they also stem from the University’s historical and continuing commitment to Christian and moral values. Chowan University takes seriously every allegation or report of sexual misconduct it receives. The University’s response is intended to assure that all parties involved are treated fairly, that victims receive appropriate support, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

Scope

All members of the Chowan University community (students, faculty, and staff) are protected by and are responsible to adhere to the Sexual Misconduct Policy. This policy applies to any instance in which a member of the Chowan University community becomes a victim of or is alleged to have engaged in sexual misconduct. The Sexual Misconduct Policy applies to all conduct that impacts the educational environment, regardless of whether it takes place on or off campus and regardless of the gender or sexual orientation of the individuals involved. Sexual misconduct committed electronically or via social media is included in this policy and is strictly prohibited by Chowan University.

Chowan University defines sexual misconduct to include:

- Sexual harassment – unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature.
- Gender-based harassment – unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- Sexual violence (assault) – actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:
 - Intentional touching of another person’s intimate parts without that person’s consent.
 - Other intentional sexual contact with another person without that person’s consent.
 - Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent.
 - Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.
- Sexual exploitation – a person takes sexual advantage of another person (victim) for the benefit of anyone other than the victim without the victim’s consent. Examples of behavior that could rise to the level of sexual exploitation include:
 - Prostituting another person.
 - Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent.
 - Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
 - Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

- Relationship violence – committing an act of violence (including but not limited to, pushing, hitting, striking, using a weapon) against another person in the context of a dating, cohabitation, or marriage relationship.
- Sex/gender-based stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress.

Definition of Affirmative Consent

For purposes of applicability to Title IX only, affirmative consent between individuals engaging in sexual activity is defined as “informed, freely and affirmatively communicated willingness to participate in sexual activity that is expressed by clear and unambiguous words or actions.” Clear and unambiguous words or actions are those that are freely and actively given by informed individuals that a reasonable person in the circumstances would believe communicate a willingness to participate in a mutually agreed upon sexual activity.

The following factors will be considered when determining consent:

- It is the responsibility of each person who wishes to engage in the sexual activity to obtain consent.
- A lack of protest, the absence of resistance and silence do, the absence of resistance and silence do not indicate consent.
- The existence of a present or past dating or romantic relationship does not imply consent to future sexual activity. Consent must be present throughout the sexual activity and may be initially given but withdrawn at any time.
- When consent is withdrawn, all sexual activity must stop. Likewise, where there is confusion about the state of consent, sexual activity must stop until both parties consent again.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent is not obtained where:
 - There is physical force, threats, intimidation, or coercion.
 - There is incapacitation due to the influence of drugs or alcohol.
 - There is the inability to communicate because of a physical or mental condition.
 - An individual is asleep, unconscious, or involuntarily physically restrained. An individual is unable to understand the nature or extent of the sexual situation because of mental or physical incapacitation or impairment.
 - One party is not of legal age to give consent.

Report for Support

Chowan University strongly encourages any victim of sexual misconduct to report such misconduct to the University. Whether or not the victim intends to pursue disciplinary action against the accused, Chowan University places the highest importance on providing victims with support in responding to the incident. The University strives to end all forms of discrimination, prevent their reoccurrence, and remedy their effects both on individual victims and the larger

University community. Retaliation and intimidation, whether by the accused or third parties, are prohibited and are considered violations of this policy.

Title IX Coordinator

Chowan University has designated a Title IX Coordinator to oversee the University's compliance with and response to instances of sexual misconduct. The Title IX Coordinator is:

Dr. John Dilustro
2nd Floor McDowell Columns Hall
dilusj@chowান.edu
(252)398-6528

The Office of the Title IX Coordinator investigates incidents, coordinates support for victims, and may make initial disciplinary determinations when formal disciplinary proceedings are instituted in response to an allegation of sexual misconduct.

In addition to contacting the Title IX Coordinator, victims of sexual assault and of dating or domestic violence should immediately call Chowan University Public Safety at (252)398-1234 (if the assault took place on campus) or local law enforcement at 911. Victims are strongly encouraged to seek immediate medical attention as well. Please seek medical attention prior to bathing or changing clothes to avoid destruction of evidence.

Reporting

There are many ways to report an alleged incident(s) of sexual misconduct. You may submit the Title IX Discrimination Complaint Form [GMG1] by email to TitleIX@chowান.edu, by campus or US mail, or bring it to the office of the Title IX Coordinator. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call the Title IX Coordinator at 252-398-6528. Upon receiving a call, the Title IX Coordinator will be in touch. Please use the reporting method with which you are most comfortable.

Terminology

This policy refers to the individual who is the alleged victim of the behavior(s) in question as the "complainant" and the student alleged to have committed the violation of the policy as the "respondent". Both the complainant and the respondent will be treated fairly and with respect throughout the process.

Time Frames

The university's overall goal is to resolve complaints under this policy within 60 calendar days from receipt of a report. An investigation typically takes 10 to 30 days to complete. Generally, within 14 days after completion of an investigation (during which time the Title IX Coordinator may be seeking clarifying information and/or meeting with a complainant, respondent, or others), a hearing, if applicable, is scheduled.

Circumstances may require extensions of this overall 60-day time frame, or any individual time frame discussed in this policy. The University reserves the right to extend these time frames in its sole discretion. Examples of reasons why time frames may need to be extended include the complexity of the case, delays due to fall/spring/summer/holiday breaks, inclement weather, and other extenuating circumstances. Exceptions to these time frames will be communicated to the complainant and respondent.

Investigation and Initial Action

Upon receipt of a report, the Title IX Coordinator will confer with the Vice-President of Campus Life to determine whether the report falls within the scope of Title IX. If the report is considered a Title IX incident, the Title IX coordinator will:

- coordinate interim action to support the alleged victim,
- determine appropriate investigatory measures, and
- take other short-term actions as necessary.

See the Student Conduct Process for Sexual Misconduct Allegations chart.

Administrative Resolution

In some cases, the Title IX Coordinator will propose an administrative resolution to resolve the matter. If both Complainant and Respondent accept the proposed resolution, the matter is closed. In the event that either party rejects the administrative resolution, or the Title IX Coordinator decides the case is not appropriate for administrative resolution, the Title IX Coordinator will refer the matter to a hearing board to determine whether Respondent is in violation of Chowan University policy.

Hearing Procedures

Through the process of a hearing, a panel of faculty and staff determines – by a preponderance of the evidence – whether it is more likely than not that Respondent violated University policy. The following procedures apply to a complaint that proceeds to a hearing panel. Hearing panels typically consist of three to five members, one of whom is designated to serve as chairperson. The hearing chair has general authority over the conduct of the hearing.

- Notice: Both Complainant and Respondent will be notified at least 72 hours in advance of the date and time of the hearing and the name(s) of the hearing panelists.
- Recusal: A complainant or respondent may challenge the participation of a hearing panelist who he/she perceives to have a conflict of interest. Such challenges, including their rationale, must be made to the hearing panel chairperson at least 48 hours prior to the commencement of the hearing. In his/her discretion, the hearing panel chairperson will determine whether the challenged panelist should be replaced.
- Hearing Packet: In advance of the hearing, the Title IX Coordinator will prepare a hearing packet with information relevant to the case for the hearing panelists. The hearing packet will typically include the investigator's report. The Title IX Coordinator will make the hearing packet available to both Complainant and Respondent at least 72 hours in advance of the hearing. If the hearing packet contains particularly sensitive information, Complainant and Respondent may be asked to review the information at the Title IX office rather than receiving a copy.
- Additional Information. If Complainant or Respondent wishes to share additional relevant written information with the hearing panel, it must be submitted to the Title IX Coordinator at least 36 hours in advance of the hearing. The Title IX Coordinator will share the additional material with the other party at least 8 hours before the hearing.
- Witnesses: Complainants and Respondents may offer relevant material witnesses to provide testimony. Complainants/Respondents must provide (in writing) Hearing Panel [SLF2] at least 48 hours in advance of the hearing. Names of witnesses submitted to the Title

IX Coordinator by the Complainant or Respondent will be shared with the other party in advance of the hearing. Note that the Chair of the Hearing Panel [SLF3] may exclude witnesses or witness testimony deemed irrelevant or duplicative. Participants are reminded that any information shared during a hearing is confidential.

- **Hearing Format:** The general format of a hearing is as follows: introductions; Respondent's statement regarding whether he/she accepts or denies responsibility; statement of Complainant; questions; statement of Respondent; questions; witnesses; closing comments from the Complainant; and closing comments from the Respondent. A complainant or respondent may not question one another or other witnesses directly, but may submit questions to the hearing panel, which will determine whether to ask them.
- **Notice of Findings:** Written notification of the hearing panel's decision will be provided to Respondent and Complainant at approximately the same time no later than five business days after the hearing.

Sanctions

If Respondent is found responsible for violating University policy, the hearing panel will recommend a sanction to the Vice President of Campus Life and the Title IX Coordinator. Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, disciplinary probation, mandatory counseling, and/or other educational sanctions. Factors pertinent to the determination of what sanction(s) applies to the finding include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of Respondent, and Respondent's willingness to accept responsibility for his/her actions. The Vice President of Campus Life in consultation with the Title IX Coordinator has [SLF4] discretion to adopt or modify the panel's recommended sanction.

Appeals

Either Respondent or Complainant may appeal the hearing panel's decision on two limited grounds. The two grounds of appeal are:

- New information not reasonably available at the time of the hearing that is material to the hearing panel's decision has become available.
- Procedural error(s) that materially impacted the hearing panel's decision were committed.
- Note that an appeal is not a re-hearing of the case.

Appeal Procedures

The party who files the appeal is the "Appellant." The other party is the "Appellee." The following procedures guide the Appellate Board process:

- **Appeal Statement.** The appeal statement of the Appellant is due five business days from the date of the hearing panel's decision. Appeals must be submitted in writing and are limited to five pages (12-point font, 1-inch margins).
- **Grounds of Appeal.** Appeal statements must identify the grounds of appeal. The Appellate Board Chair may summarily deny an appeal if it is not based on one or both grounds of appeal.
- **Response to Appeal.** The Chair will provide written notice to the Appellee that an appeal has been submitted and will give the Appellee an opportunity to review the appeal statement. The Appellee may submit a written response to the appeal statement ("response"). The response is due five business days from the date the chair provides written notice of the

appeal to the Appellee and is limited to five pages (12-point font, 1-inch margins). The Chair will provide the Appellant an opportunity to review the response, but no additional opportunity to respond in writing will be provided to the Appellant.

- **Composition of Appellate Board.** The Chair will convene an Appellate Board and notify the Appellant and Appellee of the names of the Board members. Individuals who served as hearing panelists may not serve as Appellate Board members in the same case.
- **Recusal.** The Appellant or Appellee may challenge the participation of an Appellate Board member who he/she perceives to have a conflict of interest. Such challenges, including their rationale, must be made to the Appellate Board chairperson at least 48 hours prior to the commencement of the hearing. In his/her discretion, the Appellate Board chairperson will determine whether the challenged Board member should be replaced.
- **Role of the Appellate Board.** The Appellate Board's role is limited to reviewing the hearing panel record, the Appellant's written appeal statement and any response to that statement by the Appellee.

The Appellate Board will generally provide written notice of its decision within 20 business days from receipt of the appeal statement. If the decision takes longer, the Chair will inform the parties. Both the Appellant and the Appellee will be notified at approximately the same time.

If the Appellate Board determines that a ground of appeal is substantiated, the panel has the authority to resolve the case or to remand the case to the original hearing panel with instructions for further proceedings. If the case is reconsidered by the original hearing panel, the Complainant and/or Respondent may appeal the subsequent decision of that hearing panel, but the appeal is limited to those issues(s) considered in response to the original appeal.

Information for Complainants

Complainants will be treated with respect before, during, and after the Title IX process. Complainants will be informed of the University's disciplinary process and possible outcomes. The University will provide updates as to the status of the investigation as appropriate.

The alleged conduct may also be criminal in nature, and complainants are encouraged to report such conduct to Chowan University Public Safety, Murfreesboro Police, or another appropriate law enforcement agency. The University process and the criminal process are two different processes and may proceed simultaneously but separately. Regardless of whether a complainant pursues a criminal complaint and/ or the University's grievance process through this policy, the University may investigate the incident(s) in question and will take appropriate responsive action to ensure that the educational environment is free of discrimination, to prevent the recurrence of sexual misconduct, and, if appropriate, to remedy the effects of the alleged misconduct on the complainant.

Remedies available to a complainant may include, but are not limited to reasonable academic accommodations, on-campus housing reassignment, a "no contact" order between the accused and the Complainant, and disciplinary action against the accused as determined through the disciplinary process outlined in this policy.

Complainants are strongly encouraged to seek counseling and support available through resources such as the University Counselor and/or Campus Ministry Staff as well as local, off- campus

resources. Complainants may request changes to academic and living situations and will be notified as to what changes are reasonably available.

An advisor of the Complainant's choice may accompany the Complainant to any meeting with Title IX Coordinator, the case officer, or to a hearing. The advisor's role in any meeting or hearing is limited to quietly conferring with the Complainant through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel.

Information for Respondents

Respondents will be treated with respect before, during, and after the Title IX process. Respondents will be informed of the University's disciplinary process and possible outcomes. The University will provide updates as to the status of the investigation as appropriate.

Note that alleged behavior may also be criminal in nature, and a respondent may be subject to a criminal investigation by the appropriate law enforcement agency at the same time as an investigation by the University under this policy.

Respondents are strongly encouraged to seek counseling and support available through resources such as the University Counselor and/or Campus Ministry Staff as well as local, off-campus resources. Respondents may request changes to academic and living situations and will be notified as to what changes are reasonably available.

An advisor of the Respondent's choice may accompany the Respondent to any meeting with the Title IX Coordinator, the case officer, or to a hearing. The advisor's role in any meeting or hearing is limited to quietly conferring with the Respondent through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel.

Retaliation

Chowan University strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, or sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by third parties, will be addressed in the most serious way by Chowan University. Individuals who engage in such actions are subject to discipline up to and including suspension, expulsion, or dismissal from the University, consistent with university procedure. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator, who will take appropriate action(s) to address such conduct in a prompt and equitable manner.

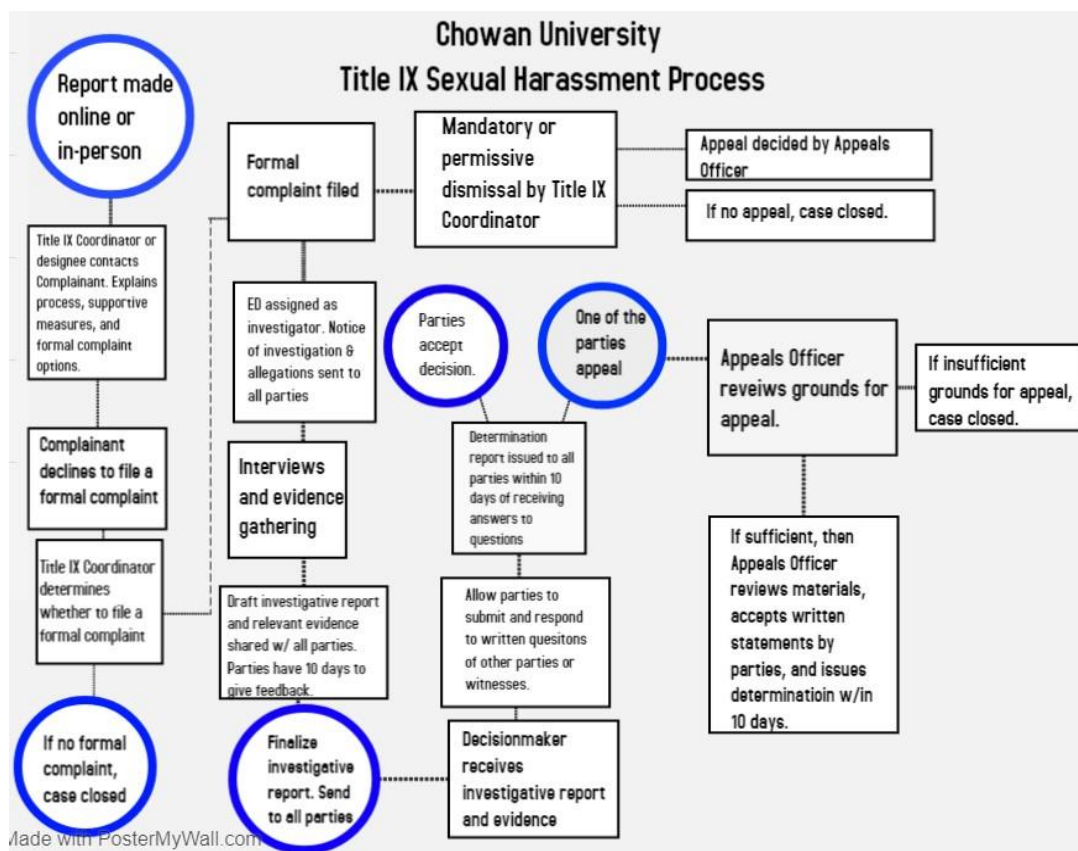
Title IX Complaint Form

The Title IX Complaint Form can be submitted electronically at: https://cm.maxient.com/reportingform.php?ChowanUniv&layout_id=4

Do not use this form to report events presenting an immediate threat. If you require emergency assistance, please contact Public Safety at (252)398-1234 or call 911.

This form is designed to provide Chowan University students, faculty, staff, and visitors with a method to report specific information related to an alleged incident(s) of discrimination,

harassment (including sexual misconduct), or retaliation. To file this form, please complete and email, mail, or bring it to the office listed above. If you are unable for any reason to complete this form and would like to make a verbal complaint or send a complaint via email, please use the Title IX Coordinator's contact information listed above. The University treats all information with sensitivity and discretion. However, the University has an obligation to assess all reports of sexual misconduct, and doing so may require the dissemination of some information. Please contact the Title IX Coordinator if you have any questions regarding the process for filing or investigation of complaints.



Resources

In an emergency, always call 911 first.

Campus

Chowan University employees should report any information regarding violations of the Sexual Misconduct Policy to the Title IX Coordinator.

One Chowan employee, listed below, may act as confidential resources, and will not make a report to the Title IX Coordinator unless specifically requested to do so by the complainant or as required by law:

Mari E. Wiles, Minister to the University

Hawks Nest

(252)398-6268

wilesm@chowan.edu

Title IX Resources

The following are other campus resources who are required to report any information regarding violations of the Sexual Misconduct Policy to the Title IX Coordinator.

Public Safety
Lower-Level of Penny Hall
252-398-1234
publicsafety@chowan.edu

Joy Taylor, Campus Nurse
Lower-Level of Penny Hall
252-398-6248
Taylorj2@chowan.edu

Local

ECU Health Roanoke Chowan Hospital
500 South Academy Street, Ahoskie, NC 27910 252-209-3000

Roanoke-Chowan Service for Abused Families with Emergencies (S.A.F.E.)
P.O. Box 98, Ahoskie, NC 27910
252-332-1933
www.roanokechowansafe.com

Murfreesboro Police Department
115 East Broad Street, Murfreesboro, NC 27855 252-398-4151
<http://bit.ly/2aGw5qv>

Murfreesboro Primary Care
3015 Beachwood Boulevard, Murfreesboro, NC 27855
252-398-3323
<http://www.rcchc.org/murfreesboro-primary-care.html>

The following Not for Profit agencies provide a range of resources for people in need:

Albemarle Hope line
P.O. Box 2064, Elizabeth City, NC 27906 252-338-3011
www.ablemarlehopeline.org (link is external)

The Genieve Shelter
157 North Main Street, Suffolk, VA 23434
1-800-969-HOPE (hotline)
www.thegenieveshelter.org

HER Shelter
P.O. Box 2187, Portsmouth, VA 23702 757-485-3384 (hotline)
www.hershelter.com

LGBT Center of Hampton Roads
247 West 25th Street, Norfolk, VA 23517 757-200-9198
www.accessaids.org

State and National

North Carolina Coalition Against Domestic Violence
3710 University Drive, Suite 140, Durham, NC 27707
919-956-9124
www.nccadv.org (link is external)

North Carolina Coalition Against Sexual Assault
811 Spring Forest Road, Suite 900, Raleigh, NC 27609
919-871-1015
www.nccasa.org (link is external)

National Domestic Violence Hotline
1-800-799-7233
www.thehotline.org (link is external)

Rape, Abuse, and Incest National Network
1-800-656-HOPE
www.rainn.org (link is external)

1 in 6: Support for Men
www.lin6.org (link is external)

Love Is Respect: Empowering Young People in Abusive Relationships
1-866-331-9474
www.loveisrespect.org (link is external)

If there are concerns that the University has not handled Title IX issues appropriately, questions may be directed to:

U. S. Department of Education
Office of Civil Rights Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW, Washington, DC 20202
1-800-421-3481
OCR@ed.gov www.ed.gov/ocr

For the most recent Title IX policy please go to <https://www.chowan.edu/title-ix>

BEGIN THE HEALING: RESOURCES FOR THE VICTIMS, BYSTANDERS AND SUPPORTERS

Introduction

Chowan University is committed to providing support and services to you, as a reporting party (someone who has experienced or reported an incident of sexual misconduct which includes sexual assault, domestic violence, dating violence and stalking). Chowan University's sexual misconduct policy is a unified policy that applies equally to students, faculty and staff and stipulates Chowan does not condone sexual violence and/or harassment in any form.

We understand that you may be unsure about what you want to do right now. You may not want to do anything. You may just want to talk to someone. You may just want some support or need accommodations. You may want to pursue an investigation. You have options. We are here to help you with those options. This document informs you of your options, steps Chowan University can take to support you, services available to you, and your rights during an investigation, should you decide you want to pursue one.

Although this document is about the university's internal administrative process, if you want to pursue criminal charges, we can help. You have the right to pursue both criminal and administrative charges; you do not need to choose one or the other. You can find more information about reporting options at: <https://chowan.edu/titleix>

Preservation of Evidence

If you have experienced sexual assault, there are specific procedures you can follow to preserve evidence including completing a Rape Kit at Vidant Roanoke-Chowan Hospital in Ahoskie.

Preserving Evidence for Sexual Assaults - Physical evidence is crucial in helping to prosecute assailants in cases of rape or sexual assault. Physical evidence must be collected in a timely manner by a certified medical facility. Prior to a medical/legal exam, victims of rape or assault should not bathe, change clothes, douche, use the toilet (if possible), smoke or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that the evidence may be preserved. If victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.

Preserving Evidence for Victims of Violence - Victims of violence should not bathe or change clothes prior to documentation of physical evidence. Preserving evidence may be necessary to prove criminal domestic violence, dating violence, stalking, or in obtaining a protection order. If victims do not opt for forensic evidence collection, health care providers can still treat injuries.

Preserving Evidence for Victims of Stalking - Victims of stalking should save evidence such as any letters, notes, emails, phone calls, videos, photos, texts, social media postings (Facebook, Twitter, etc.), computer screenshots, voicemails, or any other form of evidence that would be helpful.

If you would like to have a Rape Kit completed, Chowan University Public Safety can accompany you; however, you may go to a local hospital on your own and received the same services. You do not need to file charges against someone in order to complete a rape kit. You can remain

anonymous. If you are concerned about paying for the exam or your parents receiving an insurance bill, don't worry. There is no cost associated with obtaining a rape kit, and you do not need to provide any insurance information. Regardless of the type of misconduct you have experienced, please retain any electronic records, including texts, emails, photos, and social media postings in case you decide that you want to pursue an administrative and/or criminal investigation. Electronic records can also be helpful for purposes of obtaining an order of protection through the courts.

Reporting

How to Report

Please do not delay your safety or compromise the safety of other community members. Please report any sexual misconduct to Chowan University Public Safety at (252) 398-1234 or by calling 911.

Reporting of a formal complaint of the Sexual Misconduct Policy can also be made in person or orally to an appropriate official, but the University strongly encourages submission of grievances in writing, by email attachment as a MS Word or pdf document, in other written form to TitleIX@chowan.edu. You may also complete the online form by visiting <https://chowan.edu/title-ix-discrimination-complaint-form>.

Off Campus

- 911

On Campus

- Chowan University employees must report any information regarding violations of the Sexual Misconduct Policy to the Title IX Coordinator.
 - Dr. John Dilustro, McDowell Columns Hall 2nd Floor (252)398-6528 | dilusj@chowan.edu
- Chowan employees, listed below, may act as confidential resources, and will not make a report to the Title IX Coordinator unless specifically requested to do so by the complainant or as required by law:
 - Mari E. Wiles, Minister to the University, Hawks Nest, (252)398-6268 wilesm@chowan.edu
- Title IX Information—The following are other campus resources who are required to report any information regarding violations of the Sexual Misconduct Policy to the Title IX Coordinator
 - Public Safety, Penny Hall Lower Level, (252)398-1234, publicsafety@chowan.edu
 - Joy Taylor, Campus Nurse, Penny Hall 252-398-6248, tayloj2@chowan.edu

Confidentiality

The University makes every effort to protect the privacy and confidentiality of people who report or are named in a report of sexual misconduct. Information reported will be shared only on a need-to-know basis and in accordance with applicable policies and procedures. Which policies and procedures are applicable depends on whether the people involved are students or employees; students' rights are protected by federal law and the Student Privacy and Records Policy, and the applicable procedures is the Sexual Misconduct Procedure, while employees' rights are governed by state and University policy.

Mandated public disclosures of sexual assault, dating or domestic violence, or stalking offenses are made without including personally identifiable information. This means, for example, that the University's Daily Crime Log does not include names. The Chowan University Department of Public Safety staff is responsible for these disclosures are trained in appropriate protocols and the need to protect privacy.

Rights to Notify Law Enforcement

Sexual assault, Domestic Violence, Dating Violence and Stalking complainants are entitled to certain rights which shall be recognized and provided by Chowan University. Among these are:

- The right to notify proper law enforcement authorities and the option to be assisted by university personnel in notifying such authorities.
- The right to have an incident of sexual assault, domestic violence, dating violence and stalking investigated and adjudicated by the campus conduct system, and the right to full and prompt cooperation and assistance in the campus disciplinary process.
- The right to decline the notification of law enforcement.

Interim Steps and Services for Victims

Chowan University wants to ensure your continued equal access to educational programs and activities and to protect your safety and well-being. You do not have to pursue an investigation to receive resources and support. Upon making a report to us, you are immediately protected from retaliation by the respondent (the person who is reported as committing the misconduct) and others affiliated with him or her. This right extends to anyone affiliated with you, such as family members and any potential witnesses, should you decide you want to pursue an investigation. Interim measures are designed to prevent retaliation, prevent the continuation or recurrence of misconduct, and prevent the creation of (or remedy) a hostile environment. Most of these measures (listed below) may be taken even if you do not wish to initiate an investigation. We will maintain as confidential any accommodations or interim measures provided to you, to the extent feasible. Interim measures that would require disclosure of your identity to the respondent, such as a no contact order, for example, barring exceptional circumstances, would not be implemented without your consent or request. Possible interim measures available to you include but are not limited to:

- No contact orders, which will ban further contact from the respondent. For more information about Chowan no contact orders, please review the No Contact Order section in the Student Handbook. Title IX Coordinator, (252) 398-6528
- If you wish to obtain a civilly processed Domestic Violence Protection Order or No Contact Order, please contact Chowan University Public Safety, (252) 398-1234.
- Reasonable academic accommodations, Title IX Coordinator, (252) 398-6528
- Financial aid assistance for an underload, work study assignment, etc. Note that this is subject to limitations imposed by federal law and the terms of the relevant financial aid, Title IX Coordinator, (252) 398-6528.
- Changing residential locations. Please note that you will not be required to change residences, but it is an option available to you. Title IX Coordinator, (252) 398-6528
- Employee job adjustments, Title IX Coordinator in conjunction with Director of Human Resources. Title IX Coordinator, (252) 398-6528

Free Support Services Available to You

(You do not have to pursue an investigation to access these support services)

At Chowan University

Medical services from the Wellness Center
Penny Hall, (252) 398-6248

Counseling via The Virtual Care Group University

Academic Accommodations
Title IX Office, (252) 398-6528

Visa and immigration assistance for international students available through the Registrar's Office, (252) 398-6232

Victim Advocacy, Campus Ministry Office, (252) 398-6268

Legal Assistance—Chowan refers student to Legal Aid services in Ahoskie.

Outside Chowan University, Local Resources

Integrated Family Services,
228 W Main St, Ahoskie, NC 27910,
(252) 209-0388

ECU Health Roanoke-Chowan Hospital,
500 South Academy Street, Ahoskie, NC 27910
(252) 209-3000

Roanoke-Chowan Service for Abused Families with Emergencies (S.A.F.E.)
P.O. Box 98, Ahoskie, NC 27910
252-332-1933 | www.roanokechowansafe.com

Murfreesboro Police Department
115 East Broad Street, Murfreesboro, NC 27855
(252) 398-4151 | <http://bit.ly/2aGw5qv>

Murfreesboro Primary Care
3015 Beachwood Boulevard, Murfreesboro, NC 27855
252-398-3323 | <http://www.rcchc.org/murfreesboro-primary-care.html>

Legal Aid of NC
1610 E. Church St., Ahoskie, NC 866-219-5262

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 Director of Residence Life, 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.



The Residence Life is located on the lower level of Penny Hall. You can reach Residence Life staff at (252)398-6237 or reslife@chowan.edu

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.

Subject to Change Based on the Needs of the Institution

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 the above options and to make room assignments which are 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. 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.

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.

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.

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.

https://www.chowan.edu/wp-content/uploads/2022/01/commuter_application_form_fall_2018_ecf_fillable-2.pdf

Loitering

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. 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.

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.

Room Assignments

The University reserves the right to make Residence Hall Room Assignments, which are 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 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 room 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 for 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 paperwork 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.

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.

Room Furnishings, Keys and Utilities

Room Furnishings

Each traditional hall room is furnished with a bed, drawer space, closet, desk, and chair. The University does not provide linens or pillows. Each room has carpet, air conditioning, 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 Maintenance 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.

Cable TV

Residential Clearqam Lineup

Chowan University cable TV is provided by Spectrum. For detailed information about what devices work and do not work, please visit the Chowan University website, and click on cable TV under Residence Life.

Be advised, for your TV to work on Chowan's campus cable TV network your TV or device must have a QAM tuner. Not all devices have a QAM tuner. NTSC and ATSC tuners are not compatible on Chowan's cable network.

If you experience any technical difficulties, please contact Residence Life.

Channel	Channel Title	Channel	Channel Title
20	Chowan Channel	48-2	Oxygen
23-1	WAVY 10/FOX 43	49-1	Syfy
23-2	WTKR	49-2	CSPAN
24-1	Telemundo	50-1	Disney
24-2	WRAL	52-1	Nascar
26-1	ION	52-2	FS2
26-2	WAVY	53-2	Animal Planet
27-1	11 First Alert	54-1	HGTV
27-2	13 News Now	54-2	Food Network
28-1	PBS- NC	55-1	FX
28-2	New 3 WTKR	55-2	Ingrace TV (TBN)
29-1	Spectrum News 1	56-1	Cartoon Network
30-1	Bloomberg	56-2	Nat Geo
30-2	Bloomberg	57-1	BBC America
31-1	Free Form	57-2	ESPNews
31-2	Weather Channel	58-1	MLB
32-1	A&E	59-2	NBA
32-2	Bravo	60-1	NHL
33-1	PBS ETV	59-2	NBA
33-2	TBS	60-1	NHL
34-1	Lifetime	61-1	CBS Sports
34-2	CNN	61-2	ESPNU
47-1	History		
47-2	Travel		
48-1	CNBC		

Spectrum U

Spectrum U is an app offered by Charter Communications that allows Chowan University students to stream Charter television over the Chowan University wireless network to their personal devices. To connect to the service, users can download the necessary app through the App Store (iOS) or Play Store (Android) and install it on their mobile devices.

Go to the appropriate app store for your device; search for SpectrumU (no space), look for the SpectrumU icon; download and open while connect to an authorized network.

- Apple App Store: <https://itunes.apple.com/us/app/spectrumu/id827887111>
- Google Play: <https://play.google.com/store/apps/details?id=com.charter.university>
- Amazon App Store: <https://www.amazon.com/Spectrum-Spectrum-SpectrumU/dp/B0787DDDRQ>
- Desktop and laptop users simply navigate to watch.spectrum.net while connect to an authorized network only.

The following restrictions also apply to the use of Spectrum U:

- User must be physically located on campus.
- User must be using the official Spectrum U App downloaded from the App Store or Play Store.
- Devices that are "rooted" or "unlocked" may not work with Spectrum U.
- Limited usage off campus.

An email will be sent to all students at the beginning of each semester for access. The first 150 requests will gain access. Each semester, you will have to reapply for access. Once you have completed the form and space is still available, you may have to wait up to 24 hours to gain access. You will use your Chowan username and password to gain access.

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 are 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 childcare and/or babysitting services in a residence hall
- COMBUSTIBLE ENGINES - including motorcycles, mopeds, and ATVs 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 Assistant Vice President for Campus Life 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 windowsill, 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, University staff, and Public Safety officers) always. 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.

Residence Hall Policies (Details)

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

- **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 STUDENT 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 Assistant Vice President for Campus Life.

- 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.
 - The University reserves the right to change the visitation policy as it deems necessary.
 - **VISITATION HOURS**
 - Sun-Thurs -11:00 AM - 12:00 AM
 - Fri & Sat - 11:00 AM - 1:00 AM
 - Violation of policies will result in disciplinary action and may incur fines.
 - All participants must abide by the following procedure during residence hall visitation:
 - Guests must be accompanied by his/her host or hostess at all times.
 - Noise within that room must be kept at a minimum.
 - Residents are equally responsible for the conduct of his/ her guests.
 - If an off-campus guest violates university policy, then the guest is subject to removal from university property, immediate suspension of his/her visitation privileges. The penalty will be no less for the host/hostess.
 - 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.
 - 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 room 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 equaling 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.
- **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.
 4. a veteran of the United States military.
 5. Students must be enrolled full-time (12 semester hours) to qualify to live in college housing. Juniors and seniors who meet certain conditions can apply to live off campus during the spring term prior to the fall of the upcoming semester.
- **Duration of Contract:** The housing 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.
- **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.
- **Failure to Occupy:** If a student fails to occupy the assigned room by the first day following registration without giving Residence Life proper written notice of late arrival, the student's room assignment will be canceled.
- **Residence Hall/Room Assignments:** The University reserves the right to make residence hall and/or room assignments, which are 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 to open rooms for others.

- **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.
- **Quiet Hours:** Residents are expected to be always quiet and orderly, 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.
- **Pets:** Except for non-carnivorous fish, university policy does not permit pets to be kept in residence halls.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

- **Solicitation:** The use of a residence hall room as a sales or service office, storeroom, or for the solicitation of sales, services, or gifts without permission in writing from the Assistant Vice President for Campus Life and the Vice President for Business Affairs is prohibited.
- **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 or 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.
- **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.
 - ***If the resident is present:***
 - 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.
 - If a resident refuses to allow his/her room to be searched, a Campus Life professional staff member will respond and search the room.
 - ***If the resident is not present:*** The Campus Life professional staff member must obtain authorization from the Assistant Vice President for Campus Life and/or his/her designee BEFORE the room search is conducted. It is to be understood that once the authorization is obtained, there will be minimum of two University Officials present, one of which must be a Campus Life professional staff member.
 - ***Mass Searches:*** There will be no random or mass room searches for any reason unless prior approval has been given by the Assistant Vice President for Campus Life. This is not to be confused with regularly scheduled room inspections. (As listed under the Residence Hall Contract/Policies found in the Student Handbook.)
- **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.
- **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.

- **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 Residence Life or 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.
- **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 with ground wires.
- **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.
- **Private Room:** Residents who request and are assigned a private room are charged an additional fee 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:
 - choosing a roommate with Residence Life's assistance,
 - being assigned a roommate by Residence Life, or
 - being billed by the Business Office a prorated fee for the private room.

Room Entry/Search 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:

- To verify occupancy
- For health and safety inspections
- To check for cleanliness
- To make necessary repairs and/or inventories
- 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.
- 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 Assistant Vice President for Campus Life 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.

STUDENT RIGHTS, GUIDELINES & EXPECTATIONS

Student Conduct System

Chowan University seeks to create an environment that promotes the intellectual and personal development of its students. The University is simultaneously responsible for protecting the individual rights of students, staff, and faculty and meeting the general needs of the community. The policies pertaining to the community, academic issues, personal and safety issues, and general administration of the University reflects and establishes the standards and expectations for all members of the University for these goals to be obtained.

The student conduct process is yet another aspect of the educational process at the University. It is intended to instill and reinforce the values and the policies of the community and to further students' knowledge about the standards of the University and their development of behaviors that are appropriate in a learning community. The process should facilitate students' understanding of the principle that individual freedom is tied to an acceptance of full responsibility for one's actions and the associated consequences. In particular, the process should promote the development of respect for others, ethical judgment, and a sense of responsibility for what occurs in the University's community.

Students are not only members of the University's community but are also members of the larger society. In cases where a student's behavior violates local, state, or federal law, the student may become involved in civil or criminal proceedings independent of the University's proceedings, as well as the University's student conduct system.

Crime Statistics

Crim statistics reported to campus authorities are reported annually to the federal Department of Education and distributed to all faculty, students, and staff by October 1st of each year. The report is maintained on the University's website at MyCU, the Campus Life section.

In compliance with the United Department of Education, requests for campus crime statistics should be directed to the Director of Public Safety at (252)398-1234.

Judicial Authority

The University may begin judicial proceedings against any student, whether admitted, enrolled, or on-leave, who has violated the Student Code of Conduct or any other policies of the University, whether the behavior occurred on- or off-campus. By voluntarily choosing to affiliate with Chowan University, students accept the responsibility to comply with the regulations outlined in the

Student Code of Conduct, which apply to behavior on- and off-campus. Therefore, the University's jurisdiction and discipline shall generally include conduct which occurs on and off the University's community or the pursuit of the University's mission.

Hearing Bodies

The Assistant VP for Campus Life or designee has responsibility for the maintenance of campus discipline, however, ultimate responsibility rests with the senior staff and trustees. Accordingly, notwithstanding any provisions of the student government constitution or bylaws, the University reserves the right to discipline, place on probation, suspend, or separate any student whose conduct or academic standing is unsatisfactory, without prior hearings before a hearing officer, panel, or other campus committees. The Assistant VP for Campus Life or their designee often conducts an administrative review of a student, which is a regular component of the university's student conduct system. Such a review is the equivalent of a hearing. Reviews and hearings may be conducted by the Assistant VP for Campus Life and other members of the Campus Life team, including Resident Life staff members. The VPSA may also choose to convene a panel of hearing officers.

Complaints & Hearings

- A. Any member of the Chowan University community may file a complaint against another student for alleged violation of the Student Code of Conduct. All complaints shall be in writing and directed to the Assistant VP for Campus Life or designee.
- B. During the hearing, students involved in an incident can discuss items relevant to the specific incident and the hearing officers can ask fact finding questions as it relates to the specific incident.
- C. Hearing panels will come to consensus for any violations and sanctions.
- D. In every case, the individuals involved shall be notified of the hearing outcome within approximately 5 business days of the hearing.
- E. Appeals to the decisions set forth by the hearing officer or panel follow the same procedures as appeals to any decision made by any hearing officer, which are set forth in the Appeals section of the Student Handbook.

Chowan University may also institute a complaint:

- A. A public safety incident report or other appropriate documentation serving as the initiating document. Complaints may be filed via incident reports with the administration, incident reports with a paraprofessional staff member (i.e. resident assistant), Public Safety reports, and Police Reports, among others. All complaints should be filed as soon as possible after the alleged violation of the Student Code of Conduct.
- B. The full adjudication process for violations of the Student Code of Conduct is outlined in Student Rights, Guidelines & Expectations section of the Student Handbook. Normally, the VPSA shall assign an administrative review office, or officers for an administrative review or convene a hearing panel based upon the complexity and/or severity of the alleged violation of the Student Code of Conduct. A complaint filed with the VPSA shall normally be directed to a hearing panel if it fulfills one or more of the following criteria:
 - a. the alleged violation has wide ranging community implications.
 - b. the alleged violation includes significant uncertain questions of fact.

- c. the alleged violation has not been previously encountered within the University's community.
- d. a person was or could have been seriously physically harmed.
- e. a person's safety was threatened.
- f. extensive damage to university property occurred or could have occurred.
- g. the student charged with the violation is a repeated offender of university policies.
- h. staff and/or faculty members are involved in the incident a club or organization's standing at the University may be affected.

However, the VPSA or their designee may choose to hear any case an administrative review and may impose sanction(s) listed in the Sanctions section of this document.

- C. The administrative review officer shall decide of responsibility for the alleged violation and, if appropriate, may impose sanctions.
- D. The hearing panel, or hearing officer, shall decide of responsibility for the alleged violation and impose sanction(s) listed in the Sanctions section of this document.
- E. The judicial process is intended to provide the student an opportunity to respond to allegations of violations of the Student Code of Conduct, thereby enabling the administrative review officer, or hearing panel/officer, to make an informed decision about responsibility and appropriate sanctions. However, if a student fails to respond to communications (in the form of written notification, telephone, email, or oral requests) attempting to schedule a meeting, or fails to attend a scheduled meeting, a decision based upon available information may be rendered in absentia.

Disciplinary Procedures

Cases will be directed to the appropriate hearing body by the Assistant VP for Campus Life or designee.

- A. **General Guidelines for Disciplinary Hearings** (These are the general guidelines for all hearing bodies:
 - a. Although there is no statute of limitations on matters involving any alleged violation of the Student Code of Conduct, a hearing is normally conducted in a timely fashion, as close to the date of the alleged violation as possible.
 - b. Proceedings of all hearings are confidential. Members of the hearing panel and student(s) involved may not discuss testimony or evidence with any person not on the panel or not directly involved in the case.
 - c. Legal counsel and parents may not be present at the hearing.
 - d. The standard of proof in all judicial cases shall be "*preponderance of the evidence*".
 - e. Students shall generally be given the opportunity to present relevant information and witnesses on their behalf. All testimony and evidence presented is at the discretion of the hearing officer and/or the chair of the hearing panel.
 - f. Records of a hearing will be maintained:
 - i. The proceedings of a hearing panel hearing will be tape recorded. The tape will be kept for 5 years and is only available to the Assistant VP for Campus Life or their designee, to assist the Assistant VP for Campus Life or their designee in determining the validity of an appeal.

- ii. In other administrative hearings, written records will be maintained by the hearing officer and notes will be inputted, when deemed necessary, into the College's judicial system.
 - g. Students who allegedly violated the Student Handbook will be notified in electronic writing of the final decision. Students may appeal decisions under specific situations (See Appeals section).
 - h. As the University determines whether a student is in violation of any of the University's policies, using the appropriate evidence and judicial history of the student and based on the severity of the violation, the hearing body also may apply any sanction (listed in the Sanction section of this document) to any violation.
 - i. All interpretation and revisions of this policy is at the discretion of the Assistant VP for Campus Life and their decisions are final and not subject to further review.
- B. Sanctions
- a. Some cases may require a variety of disciplinary actions. The University reserves the right to apply any sanction to any violation, and to notify parent(s)/guardian(s) of alleged violations of the Student Handbook and/or sanction(s) when deemed appropriate. Failure to abide by or complete any sanction shall result in a separate violation for an abuse of the disciplinary system.
 - b. All appropriate sanctions may be imposed upon groups and organizations. Groups and organizations may further receive a sanction which results in loss of university recognition for a specific period of time. In most cases, one or more of the following sanctions is employed:
 - i. Warning—This is written notification that a student's behavior is in violation of University's policy.
 - ii. Reprimand—A Student may receive written notification of extreme disapproval for violation.
 - iii. Restitution—A student may be held financially responsible for damages and/or may be fined.
 - iv. Educational activity—This may include, but is not limited to a public presentation, written reflection, seminar, research project, or hours of service to a department or agency that would help the student better understand their behavior and its consequences. Educational activities may also include individual meetings or assessments.
 - v. Revoking privileges—This may include the forfeit of housing assignment privileges, or excluding the student from participating in certain activities, clubs, or organizations.
 - vi. Residential reassignment—Requiring the student to relocate elsewhere on-campus (to be determined solely by the Residence Life office in consult with the appropriate hearing officer). This may include requiring a student who has been granted off-campus status to return to campus.
 - vii. Probation—A stringent warning may be issued in response to more serious or frequent violations of University's policy. Probationary status is issued for a stated period and may include specific restrictions on the student.
 - viii. Fines—The student may be assessed a fine as a penalty for the inappropriate behavior typically as restitution for damages.

- ix. Preliminary Suspension—Places a student with a more serious or frequent violations of university policy on notice regarding their behavior. During this deferment, if any violation of the University's policy is confirmed a suspension from the University is the next step. A preliminary suspension is issued for a stated period and includes specific restrictions on the student.
- x. Suspension—Removes the student from the University for a stated period. This may include prohibiting the student from attending classes, social events, or other functions, being employed by the University, or visiting University grounds or facilities without the written permission of the Assistant VP for Campus Life or designee. In all cases, the student must apply to the Assistant VP for Campus Life or designee for readmission through the Office for Campus Life.
Students who are suspended from the University are required to remove their belongings from their residence and return keys within 48 hours from the time of withdrawal or separation goes into effect. All personal property must be removed from the room. All keys must be returned to the Residence Life office.
- xi. Expulsion—In the case of an expulsion, the student is required to leave the University and is not eligible for reinstatement.

NOTE: Students leaving school for disciplinary reasons (dismissed, suspended, expelled, etc.) will not be eligible for any reduction and will be liable for the entire semester's charges.

C. Hearing Process & Responses for Alcohol and Other Drug (AOD) Violations—

Chowan University recognizes the important link between intellectual growth within the classroom and the social and emotional development that students experience in their daily lives. Alcohol and drug abuse affects the health, safety and well-being of all students and employees. When students make choices that violate the University's policies, an education response is the ideal approach to help students to think about their options and the decision-making process.

However, when there have been incidents that place the student and/or others at the risk of harm, or when there have been repeated offenses, other steps, such as a referral to the Counseling Center, or an outside agency might be necessary. In addition, some incidents may call for more traditional disciplinary action such as probation or suspension. When an incident involves violations of the alcohol and other drug policy and other policies, other sections of the Student Handbook will be invoked as well.

The University responds to alleged violations of the Student Handbook, based on the severity of the incident, by assigning an incident to the Assistant VP for Campus Life or his/her designees. In general, this may include residence life staff members, the Associate Vice President, the Assistant VP for Campus Life, or other members of the Campus Life team. Based on the severity of the incident and the student's past behavioral record, a variety of sanctions can be applied, including (but not limited to) reflective assignments, residential reassignments, social probation, preliminary suspension, suspension, or expulsion. In all cases, an education sanction will be required.

- a. **Group Accountability-** Student groups that violate the Policies on Drugs and Alcohol face the possibility of the loss of privileges and/or funding, and the suspension or permanent withdrawal of the right to operate as a recognized student group. Similarly, recognized Greek- letter, clubs, and other organizations that violate the Policies on Drugs and Alcohol face the possibility of suspension or expulsion of recognition or other sanctions.
 - b. **Disciplinary sanctions and responses** in addition to disciplinary sanctions and fees which may be imposed, the University may mandate an assessment and/or other educational measures as may be appropriate to safeguard the health and well-being of the group, its members, and the larger community. In general, the educational responses may include Alcohol and Other Drugs seminars, Online education, One-on-One Assessment with a certified counselor or an outside agency referral. While sanctions will depend on the severity of the incident and past behavioral record, in some cases, specific sanctions will apply.
- D. **Records** All disciplinary records will be maintained in the University's judicial system ("Maxient") and will be accessible by the appropriate university and other sanctioned administrators, in compliance with the Education Records section of this document.
- E. **Appeals** A student may appeal the outcome of a conduct hearing or administrative review when sanctions range from probation through permanent separation, or the student is being residentially re-assigned. An appeal must be submitted by the student, in writing, with relevant documentation, within the time stipulated by the hearing officer or panel hearing the case or, if not stipulated, within five calendar days of the date on which the official notification of the decision was written.
 - a. **Criteria for appeals:** Student appeals will be considered when any of the following apply:
 - i. a student has additional evidence that was not available at the time of the hearing.
 - ii. A student believes procedural violations occurred.
 - iii. A student believes the sanction is grossly disproportionate to the conduct committed.

Dissatisfaction with the outcome is not grounds for an appeal.
 - b. **Process:** Appeals for decisions and sanctions administered because of a hearing panel or a hearing by a member of the Campus Life staff will be evaluated by the Associate Assistant VP for Campus Life unless he/she was the hearing officer in which case the Assistant VP for Campus Life will serve as the appellate person. The appeal decision is final.

Appeals for decisions and sanctions administered as a result of a hearing by the Assistant VP for Campus Life will be evaluated by the Director of Human Resources/Special Assistant to the President. The appeal decision is final.

For all student conduct appeals, the appeal officer will review the case and determine whether to uphold the original outcome, send the case to a new hearing, or revise the outcome. The decision of the appeal officer is final, and no further appeals are permitted. All student conduct appeals should occur in writing and be submitted to the appropriate person.

F. Interim Suspension

- a. The Assistant VP for Campus Life or designee may impose an interim suspension for the following reasons:
 - i. To ensure the safety and well-being of members of the University community or to preserve University property.
 - ii. If a student poses a threat of disruption or interference with the normal operations of the University.
- b. During the interim suspension, a student may be denied access to the University's activities, facilities and/or classes or other privileges for which the student might otherwise be eligible, as the Assistant VP for Campus Life or their designee may determine to be appropriate.
- c. The interim suspension or altered privileges shall remain in effect until a final decision has been made regarding pending complaints or until the Assistant VP for Campus Life or designee determines that the reason for imposing the interim suspension of privileges no longer exists.
- d. A student may appeal an interim suspension if they believe the interim suspension is grossly disproportionate to the alleged conduct, do not believe there is an on-going concern for the safety or well-being of the community, and believe there is not a threat of disruption or interference to the operations of the University. An appeal must be submitted within five (5) calendar days in writing to the Assistant VP for Campus Life. The VPSA may consult with other appropriate campus departments and individuals in evaluating the appeal. All appeal decisions are final and will be communicated to the student within two (2) business days.

G. No Contact Order

- a. "No-Contact Order" is a directive that mandates that students are not to have contact in any way, including in person, via e-mail, telephone, text messaging, social media (i.e., Instagram, Facebook, Twitter, and any other platform) or any other method of electronic or direct communication. The order also includes third parties acting on students' behalf. The University may issue a "No-Contact Order" when it is deemed necessary to provide any or all students an opportunity to participate fully in the life of the University. A student who violates a "No-Contact Order" shall be in violation of the Student Handbook (specifically, Failure to Comply) and shall be subject to sanctions at any level. "No-Contact Orders" may be issued by the Assistant VP for Campus Life, Public Safety, or their express designees; in instances that may fall under the Sexual Misconduct Policy, "No-Contact Orders" may be issued by the Title IX Coordinator.
- b. On-call staff and incident responders, most often Public Safety and Residence Life staff, may issue verbal no contact orders. These verbal no contact orders are

directives to de-escalate situations. When a verbal no contact order is issued, the issuer will notify the Associate Assistant VP for Campus Life who will evaluate whether there is an on-going need for a formal no contact order and contact the students.

- c. Modifications to a “No-Contact Order” may be requested by contacting the administrator who issued the “No-Contact Order” or the Associate Assistant VP for Campus Life. All parties, including the alleged student (also known as respondent), will be given explicit notice of the “No-Contact Order,” including notification that any violation will result in additional student conduct charges.
- d. If a student believes a no contact order directly and unduly impacts their ability to participate fully in the life of the University, they may appeal the no contact order to the Vice President of Campus Life within 5 business days of the directive being communicated in writing. To appeal, the student would notify the Vice President in writing of their concerns and describe how the order unduly impacts their life at the University.

H. Withdrawal and Readmission

- a. If a respondent voluntarily withdraws from the university while a complaint is under investigation for prohibited conduct, the Assistant VP for Campus Life or their designee should make a notation in the student’s file that there is a pending judicial case.
- b. Should the student re-apply for admission to the University, the judicial process will resume. If the complaint cannot be resolved because the complainant, witnesses or evidence are not available, re-enrollment shall normally be denied. Permission for readmission shall be granted solely at the discretion of the Assistant VP for Campus Life or their designee.

I. Abuse of the Judicial System

The following behaviors are not permitted, including, but not limited to:

- a. Failure to comply with the directive to appear before a hearing panel or administrative review officer.
- b. Falsification, distortion, or misrepresentation of information before a hearing panel or administrative hearing officer.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Knowingly instituting a complaint that another member of the University community has violated the Student Handbook or other University policies without cause.
- e. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- f. Attempting to prevent an individual’s proper participation in, or use of the judicial system.
- g. Attempting to influence the impartiality of a member of a hearing panel or of an administrative review officer prior to, and/or during, the judicial proceeding.

- h. Inappropriate behavior or conduct and/or intimidation of any person involved in a judicial proceeding prior to, during, and/or after that judicial proceeding.
- i. Failure to comply with a sanction imposed under the Student Handbook.

A review of the Student Handbook shall be coordinated by the VPSA every four years, but the Student Handbook may be revised when deemed appropriate by the VPSA and the Senior Staff of the university.

STUDENT RIGHTS

A student charged with participating in a violation of the Code of Student Conduct is granted the following 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:
 - Irregularity in proceedings
 - Punishment inconsistent with the nature of offense 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 Assistant VP for Campus Life within 24- hours of verbal notification of the sanction.

OUR VALUE SYSTEM IN “HAWK COUNTRY”

- 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.
- The Judeo-Christian faith is the primary source of our values.
- We are committed to Christian values that create an academic community that is orderly, caring, and just.
- We believe that every person is a person of worth.
- We appreciate cultural backgrounds different from our own.
- We understand different attitudes & opinions.
- We do not tolerate any form of harassment, hazing, lewd, or indecent behavior.
- 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.
- 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.
- We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence.
- 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.
- 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 always conduct ourselves as such.

OFF-CAMPUS CONDUCT

A student who is charged or convicted of a crime off campus will not automatically be subject to university disciplinary proceedings unless the offense is of a nature that the student is considered to be a threat to the health, safety and welfare of the faculty, staff, and students. Additionally, a student whose behavior off campus negatively impacts the University and/or student body may be held accountable through normal disciplinary proceedings. Students who reside off campus and host parties or similar functions will be held responsible for the actions of those attending such

activities, in the event the behavior of those in attendance negatively impacts the University. In such an incident, the student(s) 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(s) 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.

Note: Chowan University reserves the right to hold the Official University Transcripts of individuals who have failed to fulfill the requirements of on-campus judicial proceedings.

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 their 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.
- **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.
- **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. Statute: 14.35)
- **ID Card Misuse** - Each currently enrolled student is required to have a current student identification card. A student must present his/her ID when requested to do so by an authorized University official or any authorized civil official. Students are required to present their ID card when entering the dining hall, and specified University events. Lending an ID card or ID card number or using another student's ID card number is strictly forbidden and is considered an act of falsification. Lost ID Cards may be replaced for \$10.00. Please report to the Business Office for card replacement. The ID card is the

property of the University and must be surrendered upon withdrawal from the University for any reason.

- **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 or unauthorized access via HawksCard.
- **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** - except for aquarium fish, Chowan University 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, social, 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.

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 may access a sanction. The student should understand that minimum penalties are not automatic, and a hearing officer has the authority to adjust the 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:

Violation	Minimum
Disorderly conduct	\$25
Dress code violation	\$25
Noise violation	\$25
Smoking	\$25
Visitation violation	\$25
Failure to complete sanction	\$50
Failure to evacuate in emergency	\$50
Disrespect to university official	\$100
Failure to appear for hearing	\$100
Failure to present HawksCard	\$100
Stealing	\$100 + plus restitution
Tampering with emergency equipment	\$200 +personnel response costs
Failure to comply	\$100

***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

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 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:

Violation	Minimum
Burning of candles/incense	\$25
Dress Code violation	\$25
Failure to evacuate during the fire drill	\$25
Littering	\$25
Noise/Quiet Hours	\$25
Non-UL Appliances	\$25 + removal
Non-approved mattresses	\$25 + removal
Obscene, lewd, indecent media exhibition	\$25 + removal
Pets	\$200 per day + removal
Possession of official signs	\$10 + removal
Possession of weight equipment	\$10 + removal
Profanity	\$25
Room decorations	\$10 + removal
Smoking withing 25' of building entrance	\$25
Sports inside of residence hall	\$25
Visitation violation	\$25

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 the violation date. A copy of the infraction will be placed in the students conduct file.

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.

- **Pre-Hearing Options:**
 - Interim suspension
 - Immediate housing reassignment
 - Immediate removal from shared classes with victims
 - Defined cafeteria hours.
- **Conduct Sanctions:**
 - Counseling assessment upon re-enrollment
 - Maximum: Expulsion
 - Minimum: Suspension
 - Fine: \$350

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

- **Pre-Hearing Options:**
 - Interim suspension
 - Immediate housing reassignment
 - Immediate removal from shared classes with victims
 - Defined cafeteria hours.
- **Conduct Sanctions:**
 - Maximum: Expulsion
 - Minimum: Suspension
 - Fine: \$300

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.

- **Conduct Sanctions:**
 - Minimum: Disciplinary Probation
 - Maximum: Expulsion

- Limited university events
- Defined cafeteria hours.
- Fine: \$250
- Reassignment of university housing
- Removal from classes where conflict may still exist.
- Removal from extracurricular activities which could 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.
 - Fine
 - Minimum: \$400
 - Enrollment Status:
 - Minimum - Preliminary Suspension
 - Maximum - Expulsion
- **Intentional pulling a pull station that creates an alarm, where an emergency is not present:**
 - Fine
 - Minimum: \$500
 - 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.
 - Fine:
 - Minimum: \$200
 - 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.
 - Fine:
 - 1st Offense \$100
 - 2nd Offense \$200
 - Community Service
 - Enrollment Status:
 - 1st Offense - Disciplinary Probation
 - 2nd Offense - Preliminary Suspension
- **Unknown culprits in a pull station alarm:**
 - Community Fine: \$20 per resident
- **Failure to evacuate in an emergency to include fire drills:**

- Fine:
 - 1st Offense \$50
 - 2nd Offense \$100
- Enrollment Status: Disciplinary Warning

PROHIBITED PARTY

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 number 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 beds = Capacity of 8 (2 guests per room)

Sanctions

- Host of prohibited party: \$200 fine, suspension, relocation of housing assignment, and community service (chosen by Residence Life)
- Guest of prohibited party: \$50 fine, disciplinary warning, and educational module (provided by Residence Life)

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.

SANCTION RESOLUTION POLICY

A student that is found responsible and issued a sanction, for a university violation, from 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 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.

DISCIPLINARY REVIEW

All disciplinary outcomes are subject to review by the Asssistant VP for Campus Life or designee. If an outcome from the disciplinary process is inconsistent with the nature of the offense or there is a history of disciplinary negligence by the student a new hearing may be required.

GREIVANCE PROCEDURE

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

Any student who has a grievance involving the impermissible use of the factor of race, creed, national origin, sex, age, handicap, or other irrelevant factors may present a written complaint within 90 days of the date of the grievance to either the Vice President for Academic Affairs, Asssistant VP for Campus Life, 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 guidelines.

USE OF COMPUTERS AND DATA

Purpose

The purpose of this policy is to define responsible and ethical behavior of all users 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.

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.

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 has 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.

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.

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.

Common Forms of Computer Abuse

Misuse or abuse of the university's computers, computer systems, computer networks, programs and data are 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).

Privacy

Violations of the universities 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 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.

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.

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.

Copyright Issues

The university owns licenses to several 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.

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.

Games, Chain Letters and Miscellaneous

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

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

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 Campus Life 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.

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:

Academic Excellence

To ensure 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

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.

An Atmosphere of Open Dialogue.

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

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.

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.

Network Password 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
 - Passwords must be changed at least every 180 days.
 - The previous eight passwords may not be reused.

E-Mail Usage

Purpose

- This email policy is intended to help employees and students understand the acceptable use of university issued email addresses. Email services are provided by the University to support its primary role of education and any other associated functions.

Scope

- This policy applies to all faculty, staff, students, alumni, retirees, and contractors that have been issued an active university email address. This policy applies to the use of sending or receiving emails and attachments with a university supplied address.

Responsibilities

- Individual users are responsible for the account that have been assigned to them. The use of email by these individuals assumes and implies compliance with this policy. The University expects individuals to use their assigned email accounts in a manner that does not violate university policy or community standards, violate the privacy rights of its employees and students, disclose confidential information of the university or otherwise detract from or cause harm to the University and/or individuals employed or associated with the university.

Policy

University use of email

Email is the official means for communication within the university. Therefore, the University has the right to send emails to any authorized user and expect those communications will be received and read in a timely fashion.

Assignment of email addresses

The University Information Technology department will assign email address using the naming convention used for that group of users. Students will be created using the first letter of their first and middle name, their last name, birth month, and birthday. For example, John Q. Doe born on January 10 would be JQDoe0110@chowhan.edu. Faculty and staff are created using the standard naming convention of the first five characters of their last name followed by their first name initial. An example would be John Doe's email address is DoeJ@chowhan.edu.

Email retention

The University uses Google Apps for Education to provide email services to its users. Email is not designed to be a record retention system and the University follows Google's policies regarding email and retention. Any email address that is removed from the system results in that user's emails and records of those emails being removed at the same time. Any deleted email in an active account will remain in trash until Google's policy removes it forever. The University will cooperate with any request for discovery of an account, upon the approval of the Vice President for Human Resources, but it is understood if items are outside of the time frame dictated by Google, then the University will not be able to comply with the request. Students that have left school the previous academic year are removed from the system at the beginning of the next fall semester. Except for retirees, faculty and staff are removed at the end of their last day as an active employee.

Expectation of Privacy

The University recognizes the importance of privacy in an academic setting and will not routinely monitor a user's email. There are certain circumstances in which the University might monitor, access, or disclose a user's communications without permission of that user. These circumstances can include the following:

- When required by a legal authority.
- To preserve the health and safety of a user or other individual.
- To maintain the integrity of the network or other university systems.
- When there are grounds to believe a breach of university policy or violation of the law has taken place.

Procedures

The Executive Director of Information Technology will review this policy as needed and reserves the right to change it at any time. Any changes will be published to the Chowan website and the next printing of the student handbook.

CAMPUS MAP & DIRECTORY

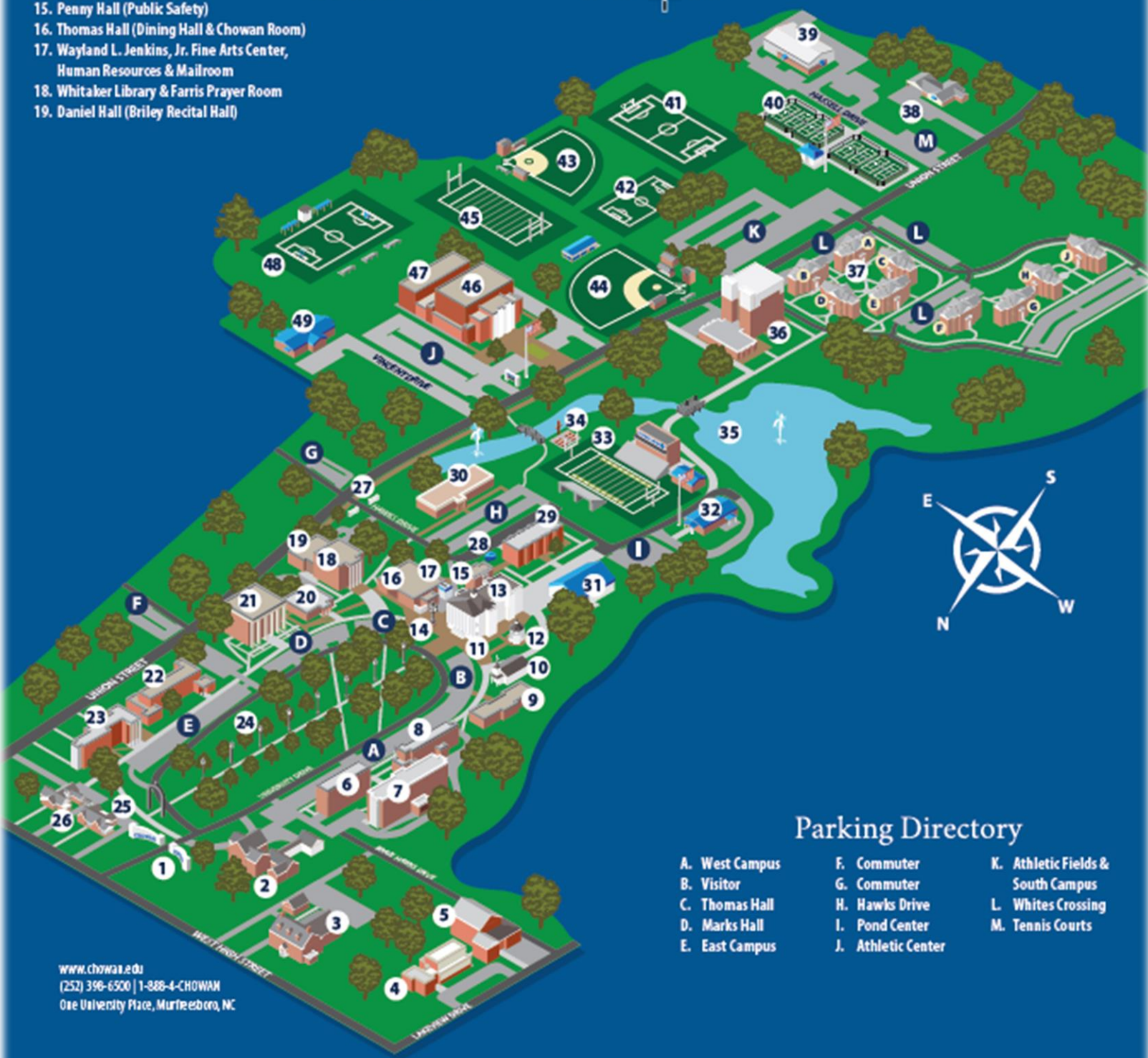
1. Main Entrance
2. Ella Cobb Camp President's Home
3. Admissions & Welcome House
4. Reed Hall
5. J. M. Jenkins Fitness Center
6. Simons Hall
7. Dunn Hall
8. Mixon Hall
9. Green Hall
10. Chowan Chapel
11. McDowell Columns Hall (Turner Auditorium)
12. Susan Parker Kerr Gazebo & Alumni Walk
13. University Bookstore
14. Chowan Clock & Plaza
15. Penny Hall (Public Safety)
16. Thomas Hall (Dining Hall & Chowan Room)
17. Wayland L. Jenkins, Jr. Fine Arts Center, Human Resources & Mailroom
18. Whitaker Library & Farris Prayer Room
19. Daniel Hall (Briley Recital Hall)

20. McSweeney Hall
21. Robert Marks Hall (Vaughan Auditorium)
22. Jenkins Hall
23. Belk Hall
24. Squirrel Park & University Promenade
25. Early-Myers Development House
26. Felton University House
27. South Entrance
28. The Senior Rock
29. Camp Hall
30. Horner Hall
31. Hawks Nest Student Center
32. Pond Football Center
33. Garrison Stadium

34. Cross of Christ Chapel (Outdoor Chapel)
35. Lake Vann, Vaughan Fountain & Appenzeller Fountain
36. Parker Residence Hall
37. Whites Crossing
 - A. Jewell Glover Hall (Suites)
 - B. Juanita Pond Hall (Apartments)
 - C. Suites
 - D. Suites
 - E. Apartments
 - F. Apartments
 - G. Apartments
 - H. Suites
 - J. Suites
38. Brave Hawks House

39. Hassell Center (Maintenance & Housekeeping)
40. Rose Family Tennis Complex
41. Soccer Practice Field
42. Lacrosse Practice Field
43. Softball Field
44. Hawkins Baseball Field
45. Football Practice Field
46. Hawks Athletic Center (Bob Burke Court)
47. Bynum Brown Aquatic Center
48. Soccer & Lacrosse Field
49. Vincent Athletic Center

- Parking Lots
 Sidewalks
- Roads/Streets
 Brick Walks



Parking Directory

- | | | |
|----------------|--------------------|-----------------------------------|
| A. West Campus | F. Commuter | K. Athletic Fields & South Campus |
| B. Visitor | G. Commuter | L. Whites Crossing |
| C. Thomas Hall | H. Hawks Drive | M. Tennis Courts |
| D. Marks Hall | I. Pond Center | |
| E. East Campus | J. Athletic Center | |

EMERGENCY

911

NON-EMERGENCY

PUBLIC SAFETY

(252)398-1234



CHOWAN
UNIVERSITY