

Elizabeth City State University
1704 Weeksville Road
Elizabeth City, NC 27909

STUDENT HANDBOOK AND 2012-2013 CALENDAR



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STUDENT No _____

Dr. Willie J. Gilchrist, Chancellor
WWW.ECSU.EDU

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Message from the Chancellor



Willie J. Gilchrist, Ed.D.

Dear Fellow Vikings:

Welcome to Elizabeth City State University. The faculty and staff are eager to ensure your success at ECSU. We are committed to providing the leadership and academic programs needed to prepare each of you to embrace the opportunities that lie ahead.

The Division of Student Affairs has developed a *Student Handbook*, which contains important policies and procedures, contact information for various university departments and offices, as well as important dates for the 2012-2013 academic year. This is a wonderful tool to help you meet some of the challenges you may face. I strongly encourage you to refer to this document in managing your time and monitoring your progress toward the accomplishment of your goals.

The entire ECSU family will do everything possible to make sure you have a successful experience as a Viking. Do not hesitate to let us know if we can assist you in any way.

Again, best wishes and Viking pride!

ELIZABETH CITY STATE UNIVERSITY
SENIOR ADMINISTRATIVE OFFICERS
2012-2013

Dr. Willie J. Gilchrist
Chancellor

Ms. Gwendolyn Sanders
Chief of Staff

Dr. Ali Khan
Provost and Vice Chancellor, Academic Affairs

Dr. Anthony Brown
Vice Chancellor, Student Affairs

Mr. Robert Gaines
Special Assistant to the Chancellor

Mr. William G. Smith
Vice Chancellor, Institutional Advancement

Ms. Donna James Whidbee
Director, Human Resources and Payroll

Mr. Benjamin Durant
Vice Chancellor, Business and Finance

Attorney Bernetta H. Brown
Assistant to the Chancellor, Legal Affairs

Mr. Anthony Adade
Chief Information Officer

Mr. Thurlis Little
Athletic Director

Ms. Gina Knight
Internal Auditor

Dr. Flora Brown
Special Assistant to the Chancellor for Assessment

**STUDENT GOVERNMENT ASSOCIATION OFFICERS
2012-2013**

Devon McNair
President

Kelsie Sellers
Vice President of Internal Affairs

Brittni Piercy
Vice President of External Affairs

Quanisha Jones
Attorney General

Channel Wills
Vice President of Finance

Tynesha Jackson
Corresponding Secretary

Maya White
Recording Secretary

Ex-Officio Members

Tremaine Williams
Mr. ECSU

Brittany Whidbee
Miss. ECSU

Mr. Carlas White
Student Government Association Advisor

Mr. Darrien Jerman
Mr. & Miss ECSU Advisor

ELIZABETH CITY STATE UNIVERSITY

VISION STATEMENT

ECSU, a constituent institution in The University of North Carolina System, will be the premier public institution serving northeastern North Carolina, providing affordable academic programs and services of exceptional caliber in a nurturing environment. The university will attract and retain a diverse and highly qualified faculty that will educate and lead our students to become productive members of a global and increasingly interdependent society. ECSU will continue to be a leading partner in enhancing educational and cultural opportunities and improving the economic strength in the region.

MISSION STATEMENT

Elizabeth City State University, a constituent institution of The University of North Carolina, offers baccalaureate, graduate, and professional programs for a diverse student body. The institution's rich heritage provides a firm foundation for its educational endeavors, as well as its role in serving the needs and aspirations of individuals and society.

Through teaching, research, and community engagement, Elizabeth City State University provides a student centered environment, delivered in a manner that enhances student learning, while preparing its graduates for leadership roles and lifelong learning. The university is also a leader in facilitating sustainable economic growth, while safeguarding the unique culture and natural resources of the region.

Approved by Board of Governors 11/09

OFFICIAL SACS STATEMENT

Elizabeth City State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate and master's levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of ECSU.

FOREWORD

The Student Handbook Committee is pleased to present the 2012- 2013 Student Handbook. The Student Handbook is designed to broaden the knowledge of each student, thus promoting a clear understanding of the purposes, services, activities, rules and regulations of the university.

We strongly recommend that students become very familiar with the content of the handbook and use it regularly in a variety of ways. When used properly, this handbook can serve as a guide to help you achieve a successful school year.

As you read the Student Handbook, please keep in mind that it is not inclusive of all policies, regulations, traditions and procedures within the university. The handbook is intended to be a source of information to enlighten your involvement within the university community.

The ECSU Policy and Procedures Manual is the official document conveying the Board of Trustees' policies and the administrative procedures and guidelines of the Chancellor. The ECSU Policy and Procedures Manual is available online on ECSU's Homepage and a hardcopy of the manual is also available in the Office of Student Affairs. To the extent that any policy or procedure printed in the Student Handbook conflicts with a policy, procedure or guideline contained in the ECSU Policy and Procedures Manual the version contained in the ECSU Policy and Procedures Manual shall control.

We salute and congratulate each and every student, particularly the freshmen and new transfers, on becoming Vikings at Elizabeth City State University. The Student Handbook is being offered as a useful tool in preparing leaders. Proverbially speaking, drink liberally from its rich content and apply generously its knowledge for generating love and wisdom in your academic and personal development. The Handbook is dedicated to the expectation of realizing an inspiring and successful academic year.

NON-DISCRIMINATION STATEMENT

Elizabeth City State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age or disability.

Elizabeth City State University supports the protection afforded to all members of its community by all applicable state and federal laws - including, but not limited to Title VI; Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991 (CRA), the Americans with Disabilities Act of 1990 (ADA); Section 504 of the Rehabilitation Act of 1973; the Equal Pay Act of 1963; the Discrimination in Employment Act of 1967 (ADEA); Executive Order 11246; Title IX of the Education Amendments of 1972; Sections 799A and 845 of the Public Health Service Act; the Family Educational Rights and Privacy of 1974 (FERPA) - Part of PL 93-308; and the Family and Medical Leave Act of 1993 (FMLA). A copy of FERPA is also available in the Registrar's Office.

PATENT AND COPYRIGHT POLICIES

The University of North Carolina is dedicated to instruction, research, and extending knowledge to the public (public service). It is the policy of the university to carry out its scholarly work in an open and free atmosphere and to publish results obtained freely. Research done primarily in anticipation of profit is incompatible with the aims of the University. The University recognizes, however, that patentable inventions sometimes arise in the course of research conducted by its employees and students using University facilities. The Board of Governors of the University of North Carolina has determined that patenting and licensing of inventions resulting from the work of University personnel, including students, is consistent with the purposes and mission of the University.

The aim of the patent policies of the University is to promote the progress of science and the useful arts by utilizing the benefits of the patent system consistent with the purposes for which it was established by Article I, Section 8, of the Constitution of the United States:

The Congress shall have power . . . To promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.

Patents provide a means to encourage the development and utilization of discoveries and inventions. These policies have been established to ensure that those inventions in which the University has an interest will be utilized in a manner consistent with the public good through patents, licenses, or otherwise. The University is also aware of the value of patents in directing attention to Individual accomplishment in science and engineering. Where possible, the University should make inventions resulting from its research available to industry and the public on a reasonable and effective basis and at the same time provide adequate recognition to inventors. Patents and their exploitation, however, represent only a small part of the benefits accruing to the public from the research program of the University.

A portion of the research conducted by the University is supported by government and a portion by private industry. Service to the public, including private industry, is an integral part of the University's mission. In agreements with private industry or other private organizations, the constituent institutions of the University must keep the interests of the general public in view. The rights and privileges set forth in cooperative agreements or contracts, with respect to patents developed as a result of research partly or wholly financed by private parties, must be fair and just to the inventor(s), the sponsor and the public. Research should be undertaken by the University under support from private parties only if it is consistent with and complementary to the University's goals and responsibilities to the public.¹

¹See Section 500.2 at http://www.northcarolina.edu/research_spunc/index.php?pg=vb&node_id=177 of the UNC System Wide Sponsored Program Resources for more detailed information about patents and copyrights as amended February 9, 2001. See also section 900.1.1 of the ECSU Policies and Procedures Manual.

**ELIZABETH CITY STATE UNIVERSITY
ACADEMIC CALENDAR**

FALL SEMESTER 2012

Tuesday-Wednesday, August 14- 15	Fall Faculty/Staff Institute
Thursday-Friday, August 16-17	New Student Orientation
Saturday, August 18	Weekend/Evening/Graduate Programs, and New Transfer Students Registration, 9:00 a.m. to 3:00 p.m.
Sunday, August 19	Residence Halls Open, All Students
Monday, August 20	Official Registration, 8:30 a.m. - 7:00 p.m. 7:30 p.m. - Classes Dropped for Pre-Registered Students not Officially Registered
Tuesday, August 21	Classes Begin for Fall 2012 Late Registration and Drop/Add Period Begins, 8:30 a.m.
Monday, August 27	Late Registration and Drop and Add Period Ends, 5:00 p.m.
Monday, September 3	Labor Day Holiday, Classes Dismissed, Offices Closed
Tuesday, September 4	Classes Resume, 8:00 a.m.
Friday, September 14	Fall 2012 Graduation Applications Due to Registrar's Office
Saturday-Friday, October 6-12	Mid-Term Exams (All Students)
Monday, October 15	Deadline for Posting Grades- 12:00 p.m.
Monday-Tuesday, October 15-16	Fall Recess
Wednesday, October 17	Classes Resume, 8:00 a.m. and Last Day to Remove "I" Grades

Monday- Friday, October 29 - November 9	Academic Advisement/Pre-registration for Spring 2013
Wednesday, November 7	Last Day to Withdraw from Classes and Receive a Grade of "W"
Thursday, November 15	Spring 2013 Graduation Applications Due to Registrar's Office
Friday, November 16	Last Day to Withdraw from the University and Receive a Grade of "WD"
Wednesday-Friday November 21- November 23	Thanksgiving Holiday, Classes Dismissed
Monday, November 26	Classes Resume, 8:00 a.m.
Tuesday, December 4	Last Day of Classes
Wednesday, December 5	Reading Day
Thursday, December 6	Reading Day
Friday-Tuesday, December 7-11	Final Examinations, Graduating Seniors
Friday - Thursday, December 7-13	Final Examinations, Remaining Students
Wednesday, December 12	Deadline for Posting Graduating Seniors Grades – 12:00 p.m.
Wednesday, December 12	Last Day to Return Books /Mailbox Keys Without Charge for Graduating Seniors
Friday, December 14	Last Day to Return Books/Mailbox Keys Without Charge for Remaining Students
Saturday, December 15	Fall Commencement
Monday, December 17	Deadline for Posting all Other Grades - 3:00 p.m.

SPRING SEMESTER 2013

Tuesday- Wednesday, January 8-9	Spring Faculty/Staff Institute
Thursday - Friday, January 10- 11	New Student Orientation
Sunday, January 13	Residence Halls Open-All Students
Monday, January 14	Official Registration, 8:30 a.m. - 7:00 p.m. 7:30 p.m. – Classes Dropped for Pre-Registered Students not Officially Registered
Tuesday, January 15	Classes Begin for Spring 2013 Late Registration and Drop/Add Period Begins 8:30a.m.
Monday, January 21	Dr. Martin L. King, Jr. Holiday, Classes Dismissed, Offices Closed
Tuesday, January 22	Classes Resume, 8:00 a.m. and Late Registration Drop/Add Period Ends, 5:00 p.m.
Friday, March 1	Financial Aid Deadline for Priority Funding
Friday, March 8	Founders Day
Saturday- Friday, March 9-15	Mid-Term Week (All Students)
Wednesday, March 13	Last Day to Remove "I" Grades
Monday, March 18	Deadline for posting Grades -12:00 p.m.
Monday- Saturday March 18-23	Spring Recess
Monday, March 25	Classes Resume, 8:00 a.m.
Monday - Friday, March 25 - April 9	Academic Advisement/Pre-registration for Summer/Fall 2013
Friday, March 29	Good Friday Holiday, Classes Dismissed, Offices Closed
Saturday, March 30	Saturday Classes Dismissed
Monday, April 1	Easter Monday, Classes Dismissed
Tuesday, April 2	Classes Resume, 8:00 a.m.
Wednesday, April 3	Last Day to Withdraw and Receive a Grade of “W”
Monday, April 22	Last Day to Withdraw and Receive a Grade of “WD”

Saturday-Wednesday, April 27- May 1	Final Examinations, Graduating Seniors
Tuesday, May 2	Last Day of Classes Last Day to Return Books/Mailbox Keys without Charge for Graduating Seniors Deadline for Posting Grades-12:00 p.m.
Friday, May 3	Reading Day
Saturday, May 4	Final Examinations, Weekend/Evening/Graduate Programs
Monday, May 6	Reading Day
Tuesday- Monday, May 7- 13	Final Examination, Remaining Students
Saturday, May 11	Spring Commencement
Tuesday, May 14	Last Day to Return Books Without Charge for Remaining Students Deadline Posting all Other Grades- 3:00 p.m.
Tuesday, May 15	Faculty Workshop/End of Academic Year

300.1.2
Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY
Policy Under the Family Educational Rights and Privacy Act (FERPA)

1) Preamble

This policy purports with the requirements of The Family Educational Rights and Privacy Act (FERPA). Under FERPA, student educational records are to be kept confidential unless a student consents to a release of the records or an exception applies. This policy applies to the records of current students and former students which arise during enrollment at ECSU. The confidentiality protection for education records under FERPA ends when a student or alumni dies.

2) Students Rights to Inspect Educational Records

- a) A student has the right to inspect and review his or her own educational records;
- b) A student has the right to seek an amendment to his or her records if he or she believes that the records are either:
 - i) Inaccurate;
 - ii) Misleading; or
 - iii) Otherwise in violation of rights accorded under FERPA;

- c) A student has the right to consent to the disclosure of personally identifiable information contained in educational records unless an exception to FERPA applies as set forth in Section 6.b below; and
- d) A student has the right to file a complaint with the Office of Family Policy Compliance, U. S. Department of Education, if he or she believes and alleges that FERPA has been violated by ECSU officials.

3) Records

- a) Educational Records
 - (i) Educational records include any recorded information of any kind that personally identifies a student, including but not limited to: the student's name
- b) Records Not Included Under FERPA Protection

The following records are not protected under FERPA:

- i) Records of University Police that are created for law enforcement purposes and maintained at the Office of University Police.
- ii) Student employment records that are made and maintained in the normal course of business that relate only to a student as an ECSU employee.
- iii) Medical, psychiatric or psychological records that are made or maintained by a medical, psychiatric or psychological professional or paraprofessional in a professional capacity and are created or maintained exclusively for treatment and are disclosed exclusively to individuals providing treatment.
- iv) Records about an individual occurring after enrollment at ECSU which are unrelated to matters that occurred during enrollment.

4) Steps for Review and Inspection of Educational Records

- a) A student must make a written request to review and inspect his or her educational records;
- b) ECSU shall provide a student with access to his or her educational records within a reasonable time not to exceed 45 days from receipt of the request for inspection and review;
- c) ECSU officials shall explain and interpret a student's education records to the student if necessary;

- d) ECSU shall provide a copy of requested educational records if it is not reasonable for a student to inspect the records or make other arrangements to provide a student's access to his or her educational records if necessary.

5) Students Right to Seek Correction or Amendment to Educational Records

- a) **Student Request for an Amendment to Educational Records**
A student who seeks an amendment to his or her educational record must submit a written request for an amendment to the Office of the Registrar. The written request must include an assertion that the record is inaccurate, misleading or in violation of the student's FERPA rights. This process does not cover student objections or grievances concerning a grade that a student receives for a course.
- b) **ECSU Response to Student Request for an Amendment to Educational Records**
Upon receipt of a request for an amendment to an educational record, ECSU shall endeavor to respond within 45 days of receipt of a request for an amendment.
 - i) **Granting of Amendment to Educational Records**
If ECSU determines that a student's request for an amendment to his or her educational record should be granted, ECSU shall so notify the student in writing.
 - ii) **Denial of Amendment to Educational Records**
If ECSU determines that a student's request for an amendment to his or her educational record should be denied, ECSU shall so notify the student in writing and inform the student of his or her right to a hearing to contest the decision.
- c) **Hearing Process**
 - i) If a student elects to request a hearing to contest a decision denying a requested amendment to his or her educational record, the hearing process shall be initiated by the student filing a written request for a hearing including the grounds for the requested amendment;
 - ii) ECSU shall conduct a hearing within a reasonable time after receipt of the request and shall provide the student with advance notice of the date, time and place of the hearing;
 - iii) The hearing will be conducted by an ECSU official or staff member who does not have a direct interest in the case. This individual shall be referred to as the hearing officer;
 - iv) The student shall be given an opportunity to present relevant evidence and may at his or her own expense be assisted or represented by one or more other persons including an attorney

- v) The hearing officer must make his or her recommendation in writing within a reasonable period of time following the hearing and must include a summary of the evidence presented at the hearing and the reasons for the recommendation.

6) Disclosure of Personally Identifiable Information from Student Education Records

- a) Consent for Release
 - i) Unless an exception to FERPA applies, written student consent must be obtained before disclosing any student education record.
 - ii) Written student consent must specify which education records are to be disclosed, the purpose of the disclosure and to whom the records are to be disclosed.
 - iii) Written student consent is not required for:
 - (1) ECSU record custodians;
 - (2) ECSU officials with legitimate educational interests; or
 - (3) Certain federal or state officials.
- b) Exceptions Where Student Consent Is Not Required
Student consent shall not be required to disclose information to the following individuals or entities:
 - i) ECSU officials with legitimate educational interests
Under this policy, ECSU officials with legitimate educational interests refers to ECSU employees who are responsible for carrying out official duties involving student records including but not limited to instruction, advising and student disciplinary matters.
 - ii) Officials from other institutions where a student is seeking admission or enrollment.
 - iii) Federal or state officials
Records may be disclosed to certain federal or state officials when:
 - (1) The disclosures are connected with audits, evaluations or enforcement of federal or state supported programs
 - (2) The data collected will not be re-released in a way wherein students can be personally identified
 - (3) The data will be destroyed when no longer needed
 - iv) Persons or entities seeking information concerning a student's application for financial aid provided:
 - (1) The information is needed to determine eligibility for financial aid;
 - (2) The information is needed to determine the amount of financial aid;

- (3) The information is needed to determine the conditions for receiving financial aid or the enforcement of the terms and conditions of financial aid.
- v) State and local officials responsible for juvenile justice records and administration if the reporting requirement is required by state law.
- vi) Organizations conducting studies for or on behalf of educational agencies.
- vii) Accrediting organizations carrying out accrediting functions.
- viii) Parents of a “dependent” student as defined by the Internal Revenue Code.
- ix) Persons seeking information pursuant to a judicial order or lawfully issued subpoena.
- x) Court or judicial officials connected with a lawsuit that ECSU has initiated against a student or his or her parents.
- xi) Court or judicial officials connected with a lawsuit that a student or his or her parents brings against ECSU.
- xii) Appropriate health, safety and emergency officials in a health and/or safety emergency.
- xiii) Officials, faculty and staff of other institutions who have been determined to have legitimate interests in the behavior of a student. Directory information. Unless a student submits a written objection to the release of directory information, ECSU may disclose directory information without student consent. Written objections to the release of directory information must be submitted to the Office of the Registrar. Directory information at ECSU includes a student's:
 - (1) name;
 - (2) local address and telephone number;
 - (3) campus e-mail address;
 - (4) dates of attendance;
 - (5) classification;
 - (6) enrollment status;
 - (7) participation in officially recognized activities and sports;
 - (8) weight and height of athletes; and
 - (9) degrees, honors and awards received.
- xiv) The student himself or herself.
- xv) Disciplinary Proceedings Involving an Alleged Sex Offense. The accused student and the accusing student shall both be notified of the outcome of a disciplinary proceeding involving an alleged sex offense.

7) Limitation of Students Rights

- a) **More than One Student Covered in Educational Record**
If more than one student is covered in an educational record, a student may only review his or her specific information contained in the record.
- b) **Financial Records of Student's Parents**
A student does not have the right to review the financial records of his or her parents.
- c) **Confidential Letters of Recommendation**
Students who execute valid written waivers may not review confidential letters of recommendation relating to the student's admission, application for employment or receipt of an award or honorary recognition.
- d) **Medical Treatment Records**
As set forth in Section 3.b. above, medical treatment records are excluded from FERPA protection.

8) Re-disclosure

- a) Prior to or at the time of any release of student education records, ECSU shall inform the recipient that the records may not be disclosed to others without the student's consent and that the information released may only be used for the purpose for which the records are being disclosed.

9) Student's Educational Records at ECSU: Annual Notification of Rights

- a) ECSU maintains personally identifiable educational records of its students and former students that are subject to the federal Family Educational Rights and Privacy Act of 1974, as amended, (FERPA).
- b) Under FERPA, a student may inspect his or her own educational records. If a student believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights, a student may request an amendment of the record. In accordance with FERPA, a student's personally
- c) identifiable information may not be released to others unless (1) a student consents to the disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA allow the information to be released without the student's consent. A student may file a complaint with the U. S. Department of Education concerning ECSU's failure to comply with FERPA.
- d) **Directory Information Notification**
Unless a student submits a written objection to the release of directory information, ECSU may disclose directory information without student consent. Written objections to the release of directory information must be submitted to the Office of the Registrar. Directory information at ECSU includes a student's:

- (1) name;
- (2) local address and telephone number;
- (3) campus e-mail address;
- (4) dates of attendance;
- (5) classification;
- (6) enrollment status;
- (7) participation in officially recognized activities and sports;
- (8) weight and height of athletes; and
- (9) degrees, honors and awards received.

- e) Procedures for inspection of education records and student consent rights are set forth in ECSU's FERPA Policy Section 4 and Section 5.
-

ELIZABETH CITY STATE UNIVERSITY **Class Attendance Policy**

Elizabeth City State University recognizes that regular and punctual class attendance is essential to each student's academic performance. Although all learning does not take place in the formal classroom, classroom instruction is the primary vehicle for the delivery of knowledge to students, the evaluation of achievement, the forum for intellectual exchange, the skill development, and the molding of attitudes which promote the attainment of goals resident in the teaching-learning process at ECSU. This policy is designed to encourage students to make the best grades of which they are capable, while discouraging absences. In short, all students are expected to attend all class meetings of all courses in which they are enrolled.

The maximum number of absences permitted by an instructor in a semester shall not exceed twice the number of times the class meets per week. The instructor shall not impose an absence limit less than the number of times the class meets per week. No additional absences shall be allowed except in the most severe and unusual circumstances. Students involved in official university functions will inform the instructor of the dates classes would not be attended. Permission to make up missed assignments and dates to submit assignments will be given at that time. The student may need to make special arrangements with course instructors to complete missed assignments.

Examples:

The number of absences for the courses meeting 3 times per week = 3-6

The number of absences for the courses meeting 2 times per week = 2-4

The number of absences for the courses meeting 1 times per week = 1-2

Instructors will prepare a course-specific policy to be used in each of their classes. Areas in which instructors are given discretion in determining how the attendance policy will be implemented are as follows: instructors will determine what action, if any, needs to be taken regarding make up of missed instruction, actual number of absences they will allow (see above), "official absences," and consequences for excess lateness and absences. Each attendance policy must be included in the course syllabus and be presented verbally to the class at the beginning of each semester. Should a student exceed the allowable number of absences, the instructor has the option of informing the student and or retention coordinator (in writing) that a grade of "FA" will be turned in at the end of the semester. At this point, the student may wish to officially withdraw from the class.

Absence from class for any reason does not free the student from responsibility for materials covered during missed classes. It is the student's responsibility to make arrangements with each course instructor to acquire missed instruction in accordance with guidelines set forth in each course syllabus. The instructor's responsibility is to provide reasonable assistance to students in making up missed instruction.

Failure to take announced tests or to submit assignments as scheduled constitutes a serious breach of academic procedure. Students will be allowed to make up missed tests or submit assignments late only with the consent of the instructor. Procedures covering final exams will remain as published.

Punctuality being an important component of any class; students are expected to be on time to every class. Consequences for consistent late arrival and leaving the class early should be covered in the course syllabus. Instructors may record excessive lateness or early departure from class as an absence. The instructor is expected to keep an accurate record of attendance in all classes. Instructors are also encouraged to keep students informed when they are in jeopardy of exceeding absence limitations and should refer them to the retention coordinator.

When the instructor informs a student of an intention to turn in a grade of "FA" because of excess absences, the student can appeal. The appeal process begins with the instructor. Next, appeal may be made to the instructor's Department Chair, Dean, and finally, to an appeal board composed of faculty, administration, and students. All such appeals must be initiated within 14 days of the time the student is sent notification of the instructor's intention to turn in an "FA" grade. No appeal will be allowed after course grades have been submitted to the Registrar.

SERVICES PROVIDED FOR STUDENTS WITH DISABILITIES

In accordance with section 504 of the Rehabilitation Act of 1793 and Americans with Disabilities Act of 1990 (ADA), Elizabeth City State University offers services through its Center for Special Needs Students.

Students seeking reasonable accommodations must notify the university. The Center provides forms, including 504 Student Data Sheets. The Student Data Sheets are distributed to transfer and Freshman students during New Student Orientation. Students must submit completed forms to the Center's Coordinator and also provide current documentation of their disability. Documentation may include results of medical or psychological diagnostic tests or other professional evaluations

that verify the existence of a disability and need for accommodations. It is the student's responsibility to provide all costs in connection with obtaining the necessary documentation.

For more information, contact the Coordinator of the Center for Special Needs Students, Room 110-B Moore Hall, Telephone Number: (252) 335-3527

300.1.7
Adopted: 06/14/05
Amended: 06/07/12

ELIZABETH CITY STATE UNIVERSITY
Grading, Evaluation and Academic Progress Policy

Preamble

Students shall be assigned a letter grade at the end of each semester and each of summer session. This grade measures the academic assessment of each student. Instructors must submit grades electronically by the time designated by University calendar.

A. Grading and Quality Point System

- i. Cumulative grade point averages are computed on a quality point system. A grade (quality) point system based on all hours attempted at ECSU is used to calculate students' Academic Achievement. Grade symbols currently in use for all undergraduate courses are: **A**-Excellent, **B**-Good (above average), **C**-Average, **D**-Poor (passing but not satisfactory in some Departments), **F**-failing (course must be repeated to earn credit), **I**-Incomplete, **IP**-Incomplete Passing, **IF**-Incomplete failing.
- ii. Quality points are computed by multiplying the number of semester hours credits by four for courses in which a grade of A is earned; by three for a grade of B; by two for a grade of C; and by one for a grade of D. No quality points are given for grades of *I, F, IF, IP, FA, W, WA, WD*, and they are *not computed in the cumulative GPA except for the grade of I, F IF, and FA*. ECSU does not recognize plus or minus. The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted.

EXAMPLE:

Course	Grade	Quality Hours	Quality Points
EDUC202	A	2	8
ENGL 301	B	3	9
ECOM 202	C	3	6
TECH 101	D	1	1
MATH 157	F	3	0
CHEM 101	W	0	0

(24 divided by 12 = 2.0)

The interpretation of the letter grades is as follows:

- A** Designates work of exceptionally high quality. The "A" grade represents the highest level of academic attainment; it is given only for work of the highest quality.
- B** Designates work which is above average and of good quality. The "B" grade represents a

high level of academic attainment; it is given for work which is above average but lacks the high quality of "A" work.

- C** Designates work which is satisfactory and of average quality. The "C" grade represents an adequate level of academic attainment; it is given for work which is acceptable but lacks the superior quality of "B" work.
- D** Designates work of less than satisfactory quality. The "D" grade represents a minimal level of academic attainment; it is given for work which is less than average in quality but is at least of sufficient quality to meet minimum standards in most courses and thus carries credit. However, in GE 100 Grammar and Usage, GE 106 College Reading, GE 109 Intro to College Math, GE 102 English Composition and Grammar and GE 103 English Composition and Vocabulary, and courses within the Professional Education sequences, grades of "D" work do not meet the minimum standards and must be repeated.
- F** Designates work of such unsatisfactory quality that no credit is awarded.
- FA** Failure due to absenteeism.
- I** Indicates that the student may have maintained a passing average, but for reasons beyond his or her control, some specific performance such as an examination, a report, a notebook, or experiments has not been completed. An instructor should give a student an "I" grade ONLY for justifiable reason. An "I" graded carries no quality points and is computed in the student's grade point average.
- IF** Indicates an incomplete grade that was changed to a failing grade by the Registrar's Office after the designated time had expired for the change or a grade change was submitted with a failing grade. An "IF" grade carries no quality points and is computed in the grade point average.
- IP** Indicates that the student has not completed the Senior Honors Thesis/Project or has not passed the PRAXIS to exit EDUC 400. This grade is awarded only for students enrolled in HON 494 Senior Honors Colloquium. Students may take two semesters to complete the Senior Colloquium Thesis/Project with an "IP" (In Progress) grade for the first semester. Students may take three semesters to complete EDUC 400. The "IP" grade may also be awarded in graduate courses that require theses and in certain Flight Courses dependent upon the completion of all required flight hours.
- WA** A "WA" grade will be assigned to a student who has been administratively withdrawn from a course or the university for disciplinary reasons and/or under special circumstances wherein administrative approval is required.
- W** Withdrawal. The grade of "W" is given to indicate withdrawal from a course by the designated deadline.
- WD** Withdrawal from the university.

Plus or minus signs are not recognized in computing and recording official passing grades at ECSU.

B. Grade Reports

- i. Grade reports shall be available electronically at the end of each semester and at the close of each summer school session.
- ii. Mid-term deficiency reports shall be issued from the instructor to the student with copies to the Department Chairperson, the student's faculty advisor, the Retention Coordinator and the Dean.

- iii. Semester final grades shall be recorded electronically by each instructor, not later than 48 hours after each final examination in a course is given.
- iv. Students and faculty advisors may view grades electronically for all terms.

C. Student Appeals of Course Grades

- i. A student, after conference with the instructor involved and Department Chairperson, may present in writing to the Chairman of the Academic Standards and Credits Committee an appeal regarding the course grade given within one year from the date the original grade was received.
- ii. The Chairperson of the Academic Standards and Credits Committee refers all appeals of course grades to that Committee and the Chairperson of the Department in which the course was offered.
- iii. No change of grade is made except as a result of the recommendation rendered by the Academic Standards and Credits Committee to the provost and Vice Chancellor for Academic Affairs who then authorizes the change.

D. Change of Grade

- i. Each instructor is expected to give permanent passing or failing grades. Once a final grade has been reported to the Registrar's office, it may be changed only upon the authorization of the Dean.
- ii. A grade change is made by submitting a Change of Grade Form to the Dean. Concomitantly with filing the Change of Grade Form, the instructor must also file and submit a signed statement of explanation for the grade change to the Department Chair and the Dean for their review and approval.
- iii. The Change of Grade Form is then forwarded to office of the Provost and Vice-Chancellor of Academic Affairs for approval or the Academic Standards and Credit Committee for further review and evaluation. In some instances, the Academic Standards and Credit Committee may request the instructor to submit an additional explanation or appear in person to justify the change of grade. The Committee will then make a recommendation to the Provost and Vice Chancellor for Academic Affairs for approval or disapproval.
- iv. Any request for grade changes must be done within one academic calendar year from the date on which the initial grade was submitted to the Office of the Registrar.

E. Removal "I" Grades

- i. A grade of "I" (incomplete) indicates that the student may have maintained a passing average, but for reasons beyond his or her control, has not completed all course requirements. An "I" grade carries no quality points and is computed in a student's grade point average.
- ii. When a grade of "I" is assigned, a detailed description of the work to be completed must be removed by the end of the eight weeks of classes during the next regular semester (see Academic Calendar). If not removed, the grade of "I" will automatically change to a grade of "F".
- iii. To remove the "I" grade, the student must complete all requirements necessary to earn a grade in the course.
- iv. Once the coursework is completed, the instructor must submit a "Grade Change" Form bearing the signatures of the instructor, the Department Chair, Dean, and the Provost and Vice Chancellor of Academic Affairs.

- v. The Grade Change Form is then forwarded to the Office of the Registrar who makes the necessary changes.

F. Academic Eligibility Standards and Academic Sanctions Policy

The cumulative grade point average (CGPA) compared to the semester hours attempted and earned are used to determine the academic standing of a student. After the completion of two semesters and/or 24 semester hours, whichever comes first, evaluations are made to determine the academic standing of students.

Students with a cumulative grade point average below required standards must limit their course loads to 12 semester hours and shall be subject to academic probation for the first occurrence and academic suspension for the second occurrence. Students have the right to appeal academic suspensions and request readmission because of extenuating circumstances. If an appeal for readmission is granted, students may apply for readmission to the university by adhering to the following steps:

Step I

Students seeking readmission must write a letter, with appropriate documentation to the Provost and Vice Chancellor for Academic Affairs at least four (4) working days before the official late registration period ends:

Step II

Students must secure a letter containing an approved schedule of classes (not to exceed 12 semester hours) from their academic advisor or Department Chairperson.

Step III

The decisions of the Provost and Vice Chancellor for Academic Affairs are final and will be forwarded to the Office of the University Registrar for implementation.

Readmission and Reinstatement of Financial Aid

Students placed on academic suspension approval but readmitted through the appeal process must submit a written letter of appeal to the Financial Aid Appeals Committee for reinstatement of financial assistance.

Students returning after suspension will have a limited class load of not more than 12 semester hours during the **first semester of readmission** and **must maintain a 2.3 semester grade point average** until the minimum scholastic average requirement is satisfied.

Students who have been suspended a second time for academic reasons may not apply for readmission within a minimum of one calendar year from the date of suspension.

Students who have been suspended a third time for academic reasons shall be permanently suspended unless special permission is granted for readmission by the Provost and Vice Chancellor for Academic Affairs. A student who fails to achieve a 2.0 cumulative grade point average by the end of the tenth semester of enrollment shall also be permanently suspended

300.1.7
Adopted: 06/14/05
Amended: 06/07/11

unless special permission is granted for readmission by the Provost and Vice Chancellor for Academic Affairs.

G. Academic Eligibility for Athletes

- i. The Academic Athletic Compliance Office helps to monitor the academic progress of each student athlete as it relates to NCAA, CIAA, and institutional rules and regulations.
 - ii. All student athletes must be enrolled in no fewer than 12 semester hours (full-time) during the fall and spring semester to be eligible for practice, competition, and financial aid.
 - iii. Student athletes must earn or average no fewer than 24 applicable semester hours during a calendar year, of which 18 must be during the academic year.
 - iv. Before the end of the second year (fourth semester) of enrollment, each student must designate or declare a major field of study and make satisfactory progress toward that degree.
 - v. Student athletes must meet ECSU and NCAA minimum cumulative grade point averages in order to compete.
 - vi. In order to determine athletic eligibility, all freshman students must be approved through the NCASA Initial-Eligibility Clearinghouse.
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300.1.16
Adopted: 09/15/09

ELIZABETH CITY STATE UNIVERSITY
Quiet Week Policy

Preamble

In accordance with practicing tradition in higher education, this policy establishes a week that shall be designated as “Quiet Week” at Elizabeth City State University (ECSU) with the purpose of providing students with time to prepare for final examinations.

1. Establishment of Quiet Week

It is hereby established that, each semester, the week prior to final examination week shall be designated as “Quiet Week.” Quiet Week shall be a week devoted to study and devoid of on-campus student social activities.

2. Academic Activities During Quiet Week

With the exception of regular class work, written tests or assignments shall not be assigned during Quiet Week without first providing students with written notification prior to the 10th day of class for regularly scheduled courses or prior to the 12th day of class for all weekend and evening courses.

3. Ban on Student Social Activities During Quiet Week

The Division of Student Affairs, other university divisions, the Student Government Association (SGA) and other student organizations shall not sponsor or host any on-campus social activities (i.e. parties, concerts, special events, dances, banquets, etc.) during Quiet Week.

4. Ban on Travel During Quiet Week

300.1.16
Adopted: 09/15/09

Travel for faculty and/or students that would otherwise be allowable shall be banned during Quiet Week unless approved by the Provost and Vice Chancellor for Academic Affairs, subject to requisite approvals by the Division of Business and Finance

500.1.1
Adopted: 06/14/05
Amended: 03/08/07
Amended: 06/10/08
Amended: 06/12/12

ELIZABETH CITY STATE UNIVERSITY Code of Conduct

1. Standards

Students are expected to maintain acceptable standards of conduct, as identified by the University, both on and off campus. Students are reminded to observe the rules and regulations regarding student demonstrations, coeducational visitation in the residence halls, membership intake activities for fraternities and sororities, the use of illegal drugs and alcoholic beverages, weapons, and conduct in university buildings and student activities.

2. Student Responsibility

In addition to following university policies and regulations, students are responsible for adhering to all applicable federal, state and local laws. Any violation(s) occurring on campus, of a non-criminal nature, shall subject the student offender to disciplinary action. Any violation(s) of a criminal nature, whether occurring on or off campus, shall subject the student offender to disciplinary action and/or possible prosecution through the court system. Students are required to carry university identification cards at all times. Student leaders must be in "good standing" with the university. Any student, who is on "disciplinary probation," shall not be allowed to run or hold office, participate in Greek organization intake activities and /or participate in step shows and other activities, or play on athletic teams during the term of the probation. This restriction applies but is not limited to members of the Student Government Association, athletes, resident advisors, Viking Assisting New Students, members of the band and members of fraternities and sororities. This policy also includes any student who represents the University in an ambassador capacity must relinquish his or her responsibilities during the probationary period.

3. Behavioral Expectation

All students who are either actively or passively involved in the commission of an act prohibited by the Code of Conduct shall be subject to disciplinary action. The term "active involvement" refers to any action taken by a student in direct violation of a university policy or regulation. If an incident relates to the POSSESSION of an illegal object or substance, an active violator shall be deemed to be in actual POSSESSION of the object or substance. The term "passive involvement" refers to a student's association with others who are openly

500.1.1

Adopted: 06/14/05

Amended: 03/08/07

Amended: 06/10/08

Amended: 06/12/12

engaging in a prohibited activity. If an incident relates to the POSSESSION of an illegal object or substance, a passive violator shall be deemed to be in constructive POSSESSION of the object or substance. A student, who encounters a prohibited activity, may avoid disciplinary action as a passive participant by immediately notifying university officials of the situation. Otherwise, a student who is passively involved in a violation shall face the same consequences of the active participant(s).

4. Involuntary Withdrawal/Residence Hall Suspension

- a) A student who violates the Code of Conduct or engages in behavior that potentially poses a threat to his/her life or others may be subject to an involuntary withdrawal and/or suspension from a residence hall. Under this section, involuntary withdrawal refers to a student separation from the university that is administratively initiated by the Vice Chancellor for Student Affairs (or designee) for behavioral reasons. Under this section, suspension from a residence hall refers to an administrative separation of a student from a residence hall for behavioral reasons. If an involuntary withdrawal and/or residence hall suspension is administratively imposed, a student may seek readmission to the university or a residence hall reassignment after at least one (1) semester on the condition that he/she can document stable behavior. The student must produce documentation from a treating physician, psychologist or other qualified professional who gives an opinion that the student is ready to return and cope with the university life to be considered at that time for readmission to the university and/or a residence hall reassignment. Reasonable efforts will be made by Student Affairs staff to help students understand the consequences of their behavior make responsible decisions and develop skills to allow students to function successfully within the university community. Students who have a pending judicial charge are not allowed to withdraw from the university before the outcome of charges is completed on campus.
- b) Students who have a pending judicial charge are not allowed to withdraw from the university before the outcome of charges is completed on campus.

5. Policy on Arrest and/or Conviction

- (a) University police officers are deputized by the State of North Carolina and have full enforcement and arrest powers of police officers. The University police officers are empowered to arrest students and other persons who violate state, local, and/or campus laws while on the campus of Elizabeth City State University.
- (b) Students who are charged with criminal acts by law enforcement agents (University Police, local police, state troopers, and sheriff deputies) in the form of felony or misdemeanor warrants may be suspended from the university immediately. It is the responsibility of each student to notify Student Affairs in writing of arrest(s). Failure to do so may result in disciplinary action. An Administrative (Investigative Review) Hearing will be held prior to such separations when feasible and in other cases, the appropriate hearing will be held

500.1.1

Adopted: 06/14/05

Amended: 03/08/07

Amended: 06/10/08

Amended: 06/12/12

after the separation at the request of the arrested students, or prior to readmission to the university.

- (c) Any student who is convicted in a local, state, or federal court of law for any cause may also be tried by a designated University judicial body to determine if such action violated regulations referred to in the Elizabeth City State University policies, procedures, rules and regulations. Additional action and/or punishment could occur pursuant to university policy. Records of students kept on file for some violations are destroyed after one year.

6. Emergency Rules & Behaviors

- (a) During emergencies (power outages at night, severe weather, etc.) all residents are to remain inside their respective residence halls until power is restored or normal operations are resumed.
- (b) Any student caught wandering on the university grounds, loitering around buildings, or inside building in violation of Coeducation rules, will be suspended from the university and/or arrested and prosecuted.
- (c) Any student who must leave a residence hall or enter a residence hall for emergency reasons must be cleared by the residence hall staff person on duty or a university official.

500.1.2

Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY

Grievance Procedure for Students Involving Students and University

Employees

Preamble

The objective of these procedures is to provide prompt, fair equitable resolutions of all student grievances. A grievance that should be resolved under these procedures is one that rests on an allegation by a student (undergraduate or graduate) that he or she has been treated with substantial unfairness by another student or by a faculty, staff, or student employee of the University. These procedures are not intended to be used when the University takes disciplinary action against a student for violation of the Student Code of Conduct or related student actions. If you believe your rights or freedoms have been violated, you are advised to use the grievance procedure. Students' rights and freedom include, but are not limited to, such things as discrimination on the basis of race, color, national origin, disability, religion, age and sexual preferences,

as well as sexual harassment. We hope our students will attempt to resolve problems first through the informal grievance procedure. If the grievance is not resolved satisfactorily through the informal procedure, students may file a formal written grievance.

Under no circumstances will the filing of a grievance result in retaliation by the party being grieved against or his or her department.

1. Informal Grievance Procedure

Any student who believes he or she has grounds for a grievance should make an attempt in good faith to resolve the problem through early informal discussion of the matter with the student academic, administrative, or staff member directly involved. If the student is not satisfied, the student will attempt to resolve the grievance through either of the following channels.

- a. In the case of academic personnel, through the Chairperson of the department, and if resolution still cannot be attained, through the Dean of the School, and if the resolution still cannot be attained, through the Provost and Vice Chancellor for Academic Affairs.
- b. In the case of student, support staff or administrative personnel, through the employee's supervisor, and if resolution still cannot be attained, the Head of the Administrative Unit, or Vice Chancellor.

2. Formal Grievance Procedure:

A student who is dissatisfied with the outcome of an informal inquiry may submit a complaint for resolution under this grievance procedure. A student, faculty, or staff member who has a grievance against another student will proceed in accordance with the Student Code of Conduct. A student who has a grievance against faculty, staff, or student employee of the University will proceed in accordance with these grievance procedures.

- a. Within a reasonable time after the conclusion of unsuccessful efforts to resolve the matter through informal review, the student shall present to the supervisor of the unit, the Vice Chancellor, or his or her designee, who will serve as the hearing officer, a written statement of the grievance and any action that may have been taken. The supervisor, Vice Chancellor, or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the person will be notified of the reason.
- b. If the matter is determined to be grievable, the supervisor, Vice Chancellor or designee (which may be an individual or a committee) shall hear the grievance.
- c. A hearing should be held that will give the student, respondent, and others invited to appear, the opportunity to explain what they know about the issues surrounding the grievance.
- d. Considering the oral and written statements and documents, the supervisor, Vice Chancellor, or designee shall issue a decision within ten (10) calendar days of close of the hearing. The decision shall be served upon the grievant and the respondent, which will reject or grant the grievance, and make recommendation(s) to resolve the issue.
- e. The supervisor, Vice Chancellor's or designee's decision is final unless a Petition or Letter for Review is filed with the Vice Chancellor of Student Affairs by either party within five (5) calendar days of the decision.
- f. Upon receipt of the Petition for Review, the Vice Chancellor of Student Affairs or designee, will review the record and either issue a written decision in ten (10) calendar days, or refer the process to the next appropriate level according to the appellate flow chart in the Student Code of Conduct.

ELIZABETH CITY STATE UNIVERSITY
Student Rights and Steps in the Judicial Process

STUDENT RIGHTS

1. Written notification of the charges; time and place of the hearing must be issued at least five (5) days before the hearing;
2. Select his (or her) own defense counsel (counsel may be appointed by student court hearing case). Counsel may not include a professional attorney or the student's parents;
3. Have a character witness in his (or her) behalf. Prior to the hearing, the student must be given the opportunity to review all written evidence, and to obtain a list of all witnesses; and
4. Plead innocent under any circumstances without fear of being tried for lying relative to the plea is proven guilty. However, a student may be charged with perjury.

STEPS IN THE JUDICIAL PROCESS

1. Written complaints should be made to the Vice Chancellor for Student Affairs or designee. Charges may be brought by students, faculty, staff or administrator. The charge must be in writing, and must include factual information supporting the allegation. Anonymous charges will not be permitted.
2. The Vice Chancellor or a designated University official determines whether the charge is to be pursued. This determination should be made within thirty (30) calendar days after the initiation of the charge.
3. If a charge is to be pursued, it is then referred to a hearing official or body. The student must be notified in writing of the charge, the referral, and the hearing date. The hearing should not be scheduled for at least five (5) calendar days, unless the student agrees to an earlier hearing date. For major violations, the hearing should not be scheduled for at least 10 (ten) calendar days. A committee member or official who has conflict with bias about or interest in the case should recuse himself. If the committee member refuses to recuse himself, an institutional official should make the recusal decision.
4. The student may waive the hearing and accept a sanction proposed by the designated University official. The waiver and acceptance must be in writing, and signed by the student and the designated University official.
5. If a hearing is held, it may occur as a meeting between the hearing body/official and the student. It will be a closed meeting. No attorneys are allowed in the proceeding. (Both parties may have a non-attorney assistant of choice at the hearing). Witness testimony and documents may be received from both the designated University official and the student, who will both be present during all of the evidentiary presentations. At the end of the

hearing, the body/official will determine whether the charging official has shown (by a preponderance of the evidence) that the

student committed the offense as charged. This determination must be based solely on the evidence presented at the hearing or meeting.

6. The decision may be final or it may be a recommendation for final decision by a designated University official. The final administrative decision must be transmitted to the student within ten (10) calendar days, and it must contain a brief summary of the evidence upon which the decision is based.

The student found guilty has the right to appeal to the next appellate level within five (5) working days. He or she must document evidence of one or more of the following:

1. Prejudicial error by the hearing body members;
2. Additional evidence, which could not be produced at the original hearing;
3. The decision of judgment was not supported by the evidence;
4. The sanction was excessive.

ELIZABETH CITY STATE UNIVERSITY

Appellate Flow Chart

Hearing Body:

1. Residence Hall Council
2. Student Court
3. Pan-Hellenic Council
4. Joint Council for Student Affairs
5. Administrative Hearing
6. Vice Chancellor and/or designee
7. Chancellor

Appeal to:

- 1a. Student Court
- 2a. Joint Council for Student Affairs
- 3a. Vice Chancellor for Student Affairs
- 4a. Administrative Hearing
- 5a. Vice Chancellor for Student Affairs
- 6a. Chancellor
- 7a. Board of Trustees

ELIZABETH CITY STATE UNIVERSITY

Student Hearing Bodies and Procedures

HEARING BODIES

1. Residence Hall Council Court is composed of the elected officers of a given residence hall. This body shall hear minor infractions that are associated with residential living. A residence hall director shall be the designated advisor to this body.

2. Student Court is appointed by the President of the Student Government Association. It will be comprised of the Chief Justice, eight Associate Justices, and the SGA Attorney General. The Advisor shall be the Dean of Students /Associate Vice Chancellor for Student Affairs. This body shall hear minor and major violations as assigned by the Vice Chancellor for Student Affairs.
3. Joint Council for Student Affairs is appointed by the Vice Chancellor of Student Affairs and shall be composed of a chairperson, and three faculty-staff representatives, one alternate student, and one alternate faculty-staff representative. The SGA Attorney General shall be the student appointee. This body hears cases of major violations.
4. Pan-Hellenic/Inter-Fraternity Council has oversight of all Greek organizations. The Council receives and hears the official report of all charges against Greek organizations, except a suspension or expulsion that is determined/approved by the Vice Chancellor for Student Affairs. An organization has the right to appeal any decision, in accordance with campus appellate procedures.
5. Administrative Hearings may be composed of one or more university officials, including the Vice Chancellor for Student Affairs' designee(s) who is responsible for student decorum.

HEARING BODY PROCEDURES

1. The student will be notified at least five (5) days of the charges and is informed of what hearing body will be conducting the hearing and his or her rights.
2. The Hearing Body will convene with a call to order by the chairperson.
3. A transcript or other verbatim record of the hearing is prepared.
4. All hearings will be closed to the public unless agreed upon by both parties.
5. A statement is given by the chairperson relative to the nature of the complaint, and who is accused. Copies of the charges are distributed to the members of the Hearing Body. The chairman asks the accused if he or she understands the nature of the charges; if no, they are read; if yes, a plea is requested.
6. **Student's Plea:**
 1. Plea of guilty - the hearing retires to make its recommendation regarding institutional sanctions. Move to step 8
 2. Plea of not guilty - the hearing body proceeds with the hearing.
7. **Opening Statements:**

If the hearing proceeds, the chairperson instructs the accuser to make an opening statement. The accused is then instructed to make any rebuttal statements.
8. A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, an institutional official should make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five (5) calendar days. If necessary, substituted hearing members should be appointed at that time.
9. The student must be given the opportunity to present any witness or documentary evidence that he or she offers, provided the evidence is relevant to the charge or other evidence presented and does not otherwise infringe on the rights of other students.

10. Witnesses are called. Each side has the right to ask questions of each witness.
 11. Witnesses may be recalled by either the accused or the accuser.
 12. Summary statements may be offered by each side.
 13. The chairperson retires the Hearing Body for deliberation. He or she defines the issues presented in the hearing. Any questions are clarified. A recommendation is made by majority vote with the chairperson voting only in case of a tie vote. He or she asks for a decision of:
 1. Guilty or innocent
 2. If a guilty plea is entered, recommended sanction
 14. The Hearing Body's recommendation for sanctions is then sent to the Vice Chancellor for Student Affairs.
 15. The decision may be final or it may be a recommendation for a final decision by a designated official. The final administrative decision must be reached within forty (40) calendar days after the hearing is completed. The final decision is made and it must contain a summary of the evidence upon which the decision is based.
 16. The Vice Chancellor for Student Affairs or designee notifies appropriate University officials of the outcome of all hearings and/or appeals.
 17. The Vice Chancellor for Student Affairs or his or her designee will send the decision to the student found guilty informing him or her of his/her right of appeal, to whom and within what time frame. Students found not guilty, the Vice Chancellor for Student Affairs or designee will inform them of such.
 18. A written record of all pertinent dates shall be filed in the Vice Chancellor for Student Affairs' files in case there is an appeal.
 19. Appeal rights must be specified in the decision letter. At least one level of administrative appeal must be permitted and the time limits in which to appeal and the permitted grounds for appeal must be articulated.
 20. In the case of suspension, the appeal should be forwarded to the Chancellor. (The Chancellor's appeal decision is final.)
 21. When the sanction is expulsion, an appeal may be made to the Board of Trustees. No appeal to the President of the UNC System is permitted. Appeals from decisions of the Board of Trustees to the Board of Governors are allowable when the sanction is expulsion.
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ELIZABETH CITY STATE UNIVERSITY
Automatic Suspensions

Preamble

The rules and regulations of Elizabeth City State University are formulated to promote the educational, social and cultural well-being of students attending the University. Because of the

nature of some antisocial behaviors or actions, certain violations by a student will subject him (or her) to automatic suspension from the University pending a judicial hearing before the appropriate Hearing body. This policy will govern automatic suspension.

Automatic Suspension

The Vice Chancellor for Student Affairs may impose automatic suspension for the following behaviors or actions that violate the Student Code of Conduct.

1. Commission of a sexual offense (forcible or non-forcible).
2. Possession or use of chemicals, firearms, and/or other weapons
3. Assault upon another person or self, with the intent to do bodily harm, which includes, but are not limited to knives, razors and clubs.
4. Failure to appear before a disciplinary committee or failure to carry out the action imposed by a disciplinary committee when no appeal of the sanction has been made.
5. Physical and/or sexual abuse of any person or persons.
6. Wanton destruction of University property and/or the destruction of property belonging to the University.
7. Hate crimes that show evidence of prejudicial treatment or speech based on one's race, religion, sexual orientation or ethnicity.
8. Arrested for a misdemeanor or felony by University or police or other authorized law enforcement officials.
9. Students who are charged with criminal acts by law enforcement agents in the form of felony or misdemeanor warrants may be suspended from the University immediately.
8. Failure to notify the Vice Chancellor for Student Affairs (in writing) of any arrest or arrests that a student has been involved with.
9. Any behavior or disorder that impedes hinders or prevents the attainment of educational, research, or other goals of the University related to the mutual process of teaching and learning.

Appeal Process:

Students have the right to appeal the automatic suspension to the next appellate level within the five\ (5) working days upon receipt of their automatic suspension letter.

ELIZABETH CITY STATE UNIVERSITY
Policy on Student Disciplinary Sanction

Preamble

This policy defines and sets forth the types of disciplinary sanctions that Elizabeth City State University (ECSU) may impose against any student who, after due process, is found to have violated the Student Code of Conduct, university policies or regulations and/or engaged in other types of misconduct.

A. Types of Sanctions

The following sanctions may be imposed upon any student who, after due process, is found to have violated the student code of conduct, university policies or regulations and/or engaged in other types of misconduct and shall become part of the student's disciplinary record:

1. Expulsion. Permanent dismissal of a student from the University (Chancellor's approval required).
2. Suspension. Separation of the student from the University for a definite period of time or under specific conditions, after which the student is eligible to return. ECSU may require satisfaction of certain conditions prior to readmission.
3. Suspended Suspension. Suspension sanction is revoked under certain conditions as long as no other violations occur.
4. Withdrawal. Student is allowed to withdraw and return after specified time with no entry on official records other than withdrawal.
5. Probation. Student is allowed to continue matriculation at the university as long as no recurrence of violation(s) and/or violation of the conditions(s) of probation. Probation is documented in writing and is for a set period of time and allows for more severe disciplinary sanctions if the student is found to engage in other violations during the probationary period.
6. Restitution. Student must pay for compensation for loss, damage or injury to public or private property for which he (or she) held accountable.
7. Warning/Admonishment. Written reprimand or unacceptable behavior.
8. Removal of Privileges. Limitation on participating in activities such as holding office, playing sports or other student related activities.
9. Withhold Registration Privilege or Release of Transcript. A temporary sanction imposed until a previous sanction has been completed.
10. Behavioral Counseling. Appointments for counseling and follow-up with appropriate University personnel.
11. Administrative Fees. Published administrative fees may be imposed on a student.
12. Discretionary Sanctions, including but not limited to:
 - a. Withholding Degree. ECSU may withhold awarding an earned degree until completion of imposed disciplinary sanctions;
 - b. Loss of Privileges. Denial of specified privileges for a set period of time.
 - c. Residence Hall Expulsion. Permanent separation of the student from a residence hall.

500.1.7
Adopted: 06/14/05
Amended: 06/07/11

- d. Residence Hall Suspension. Separation of the student from a residence hall for a set period after which the student is eligible to return.
 - e. Work assignments.
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500.1.8
Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY Readmission Following Suspension

Students who are suspended for Code of Conduct violations must be approved for readmission by the Joint Council for Student Affairs, before they are eligible to return. The student must submit, in writing, a request for readmission to the Vice Chancellor for Student Affairs. This request should show evidence that all conditions of the suspension have been satisfied/completed. The Vice Chancellor will convene the Joint Council for approval and the Council's decision will be forwarded to the Registrar's Office for action. (Students suspended for arrests related to felony or misdemeanor charges, must provide documentation to show that their legal case has been adjudicated.)

500.1.9
Adopted: 06/14/05
Amended: 06/12/12

ELIZABETH CITY STATE UNIVERSITY Policy on Firearms and Weapons

Preamble

Elizabeth City State University is committed to providing a safe environment for students to matriculate and reside on campus. It is a weapon free campus. Weapons of any kind are prohibited on university property, in university facilities, in vehicles on university property and at university events. This policy will govern a campus free firearms and weapons environment.

Definitions:

Under this policy, the following terms are defined as follows:

- A. Weapon** is any device defined by the statute or the university which in any manner used or intended is capable of producing death, harm, or bodily injury to person or property. Such devices includes but not limited to guns (including starter pistols, pistols, paintballs guns, BB guns, pellet rifles, rifles sawed off shotguns, AK47 and any type of use of gun powder) knives, explosive devices firecrackers and smoke bombs, rocks, sticks and razors, box cutters, slingshots, martial arts weapons, tazers, swords, spears, bow and arrow and /or crossbow.

B. **Possession** is maintaining weapons or firearm on you, in your room or closet, in open view or concealed, and in a motor vehicle registered to any student, employee, and visitor.

Prohibition:

A Weapons are not permitted on campus property this includes possession or storage by an individual, in a university facility or vehicle and university property.

- 1) All weapons as defined in the aforementioned definition.
- 2) All air or gas powdered firearms are prohibited including BB guns, rifles, and pellet guns.
- 3) Toy guns, water guns, and pistols that bear a closer resemblance to “real firearms” which potentially are dangerous may be subject to University discipline if the use of such “toys and water guns” is used in a manner that violates the code of acceptable behavior.
- 4) Electronic devices intended to stun or incapacitate are considered weapons and are not permitted on campus. (tazor)

B. Persons possessing permits to carry concealed weapons in public are subject to this policy and are prohibited from bringing weapons onto campus or into campus facilities.

Disciplinary Sanctions

A. Possession and/or use of all firearms, including all weapons as defined in the aforementioned definition are subject to automatic suspension from Elizabeth City State University. Possession of weapons (guns) on school campuses or firing a gun on a school campus is a felony offense. G.S. 14-269.2(b)

B. Possession of any weapon as referred to above will result in prompt eviction from the residence halls as stated in I item 13 of the “Campus Housing Agreement” and item 18 of the “Residence Life Student Manual.”

Exceptions:

A. Exceptions to this policy include uniformed police officers, and authorized university security personnel,

B. Theatrical or Stage weapons may be used in preparation and performance of theatrical productions under the restriction and stipulation that follows:

- 1) A stage weapon refers to any device or approximation of a device described as a weapon in the policy on firearms and weapons. This includes but is not limited to guns, knives, swords, spears, bow and arrow, crossbows, whether capable of inflicting bodily injury or not.

500.1.9
Adopted: 06/14/05
Amended: 06/12/12

- 2) Stage weapons may be used on campus only in the context of practice for a university-sponsored theatrical event under the authorization of the university personnel.
- 3) They are permitted only in defined theatrical performance and practice venues. They must be stored and maintained by authorized university personnel and “checked-out” for use under their approval.
- 4) University Police must be notified of each instance a stage weapon is to be used and each performance and rehearsal at least one week prior.
- 5) Real operable (even if unloaded) firearms are not permitted. Firearms should be rubber or non- functional replicas, and must be mechanically incapable of firing a projectile.
- 6) Starters Pistols or other approved theatrical weapons designed to fire a blank and only a blank are also acceptable.
- 7) Any strange or unusual stage weapon used in a classroom, rehearsal, or production event must receive prior approval from university police.
- 8) Audience members must be notified prior to the beginning of the performance when stage firearms are to be in use.

Any student with knowledge that these are on campus should contact the University Police Crime Line at 335-3555. All calls are anonymous and confidential

500.1.10
Adopted: 06/14/05
Amended: 06/07/11

ELIZABETH CITY STATE UNIVERSITY

Student Policy on Illegal Drugs

Preamble

Elizabeth City State University’s Board of Trustees is committed to the proposition that students, faculty, and staff should be able to engage in the scholarly pursuits of teaching, learning discourse, and research free from illegal drug use and/or abuse. Knowing the dangers of illegal drug use, the Board of Trustees has adopted a policy to safeguard the welfare and integrity of the University community. The University rules and regulations on illegal drugs are designed to promote academic integrity and an appropriate learning atmosphere for students, faculty and staff. To accomplish these goals, the POSSESSION and/or use of illegal drugs is prohibited at Elizabeth City State University.

1. Educational Programs and Activities

Drug prevention on ECSU's campus has at its base educational programming and activities on drug abuse. In implementing its educational programming on illegal drug use and POSSESSION ECSU will conduct activities including but not limited to:

- a. Anonymous surveys to identify the extent to which campus drug problems exist;
- b. Seminars on substance abuse;
- c. Drug and Alcohol Awareness Week activities with print and electronic media advertising;
- d. Outreach programs utilizing community services;
- e. Contacting academic departments to address substance abuse in appropriate health and physical education courses;
- f. Special events such as film fairs, sporting events, campus extravaganzas, panel discussions, etc.;
- g. Publishing and distribution of fact sheets and other printed literature on substance abuse; and
- h. Providing drug abuse awareness training.

2. Counseling and Referrals

The entire university community is responsible for assisting in maintaining a drug-free campus. Members of the university community are urged to bring forward any information to university officials regarding drug abuse treatment needs and/or illegal drug use of illegal drug POSSESSION. The identity of an individual who brings forth information regarding illegal drug use and/or POSSESSION shall remain confidential unless law requires disclosure. ECSU's Counseling Center will make referrals to appropriate local or State agencies for students who voluntarily contact the Counseling Center to seek drug abuse treatment.

3. Enforcement and Penalties

This policy is expressly subject to all applicable laws relative to "controlled substances including Chapter 90, Article 5 North Carolina Controlled Substance Act of the North Carolina General Statutes. Any student who violated the laws on illegal drug use and POSSESSION shall be subject both to criminal prosecution and punishment by the State of North Carolina and disciplinary action by the university. It is not considered "double jeopardy" for the university to impose sanctions in addition to criminal penalties for the same specified conduct. University sanctions for violation of this policy shall be imposed in accordance with the procedural safeguards applicable to disciplinary actions against students as set forth in the current student handbook.

A. Penalties for Trafficking Illegal Drugs

- i. Any student who violates this policy by the illegal manufacture, sale or delivery, or POSSESSION with intent to manufacture, sell or deliver of any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Status (Schedule IV, N.C.G.S. 90-89 and 90-93) including but not limited to heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine or methaqualone shall be expelled from the university.
- ii. Any student who violates this policy by the illegal manufacture, sale or delivery, or POSSESSION with intent to manufacture, sell or deliver of any controlled substance as

identified in Chapter 90, Article 5 of the North Carolina General Statutes (Schedule VI, N.C.G.S. 90-94) including but not limited to marijuana for a first offense shall be suspended from enrollment at the university for at least one semester or its equivalent

- iii. Any student who violates this policy by the illegal manufacture, sale or delivery, or POSSESSION with intent to manufacture, sell or deliver of any controlled substance as identified in Chapter 90, Article 5 of the
 - a. North Carolina General Statutes (Schedule VI, N.C.G.S. 90 –94) including but not limited to marijuana for a second offense shall be expelled from the university.

B. Penalties for Illegal POSSESSION of Drugs

- i. Any student who violates this policy by POSSESSION and controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Status (Schedule VI, N.C.G.S. 90-98) including but not limited to heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine or methaqualone shall be suspended from enrollment at the university for at least one year. Parents or legal guardians of students under the age of twenty-one shall be notified.
- ii. Any student who violates this policy by possessing any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes (Schedule VI, N.C.G.S. 90-94) including but not limited to marijuana, shall be placed on probation for at least one semester, assessed a fifty dollar (\$50.00) administrative fee; referred to individual or group counseling sessions at the university Counseling Center and required to fulfill six hours of community service for a first offense. A first time offender may also be subject to suspension from the University for Violations that include property damage, personal assault or failure to cooperate with university officials. Parents or legal guardians of students under the age of twenty one shall be notified of the offense. In the case of an individual who wishes to either return or re-enroll after being suspended under this policy, the person shall return under probation and must agree to participate in a drug education and counseling program, consent to regular drug testing and accept such other conditions or restrictions, including a program of community service, as the Chancellor or the Chancellor's designee deems appropriate. Refusal or failure to abide by the term of return or re-enrollment shall result in suspension.
- iii. Any student who violates this policy with a second offense of possessing any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes shall be expelled from the university. Parents or legal guardians of students under the age of twenty-one shall be notified of the offense.

DISCIPLINARY ACTIONS PENDING FINAL DISPOSITON

If a student is charged with violating this policy, he or she may be suspended from enrollment before initiation or completion of disciplinary proceedings if the Chancellor or the Chancellor's designee determines that the student's continued presence within the university community poses a clear and immediate danger to the health or welfare of other members of the university community. If a suspension is imposed under such circumstances, a hearing shall be held as promptly as possible thereafter.

TABLES

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSION/ SALE N.C. LAW	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
LSD	Mainly psychological; hallucinations/perception distortions; unable to function normally; accidents common; can produce anxiety, elevation in temperature, heart rate, and respiration	POSS. - MAX: 5 years imprisonment and fine (for any amount) SALE - MAX: 10 years imprisonment and fine (for any amount)	MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense, including student expulsion	Student expulsion.
HEROIN	Psychological/physical dependence; relaxer and pain reliever, causing sluggishness and sleep at inappropriate/dangerous times; AIDS a possibility with intravenous injection; addition can be passed to child born to user; overdose can result in death.	POSS. - MAX: 5 years imprisonment and fine (for any amount) SALE - MAX: 10 years imprisonment and fine (for any amount)	Same as above	Student expulsion

TABLES

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSION/ SALE N.C. LAW	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
OPIUM	Less potent than heroin; physical / psychological dependence sluggish & sleep at inappropriate times; AIDS a possibility w/intravenous injection; addiction can be passed to unborn child; death possible from overdose	POSS. - MAX: 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and \$2,000 fine SALE - MAX: 10 years imprisonment and fine (for any amount)	MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense, including student expulsion	Student expulsion
COCAINE	Powder or crystals, affects respiration, heart rate, blood pressure, sugar levels; leads to tumors, chronic fatigue, dangerous weight loss, sexual impotence, insomnia, habitual use: irritability, paranoia, hallucinations. Regardless of length of use, sometimes seizures lead to heart fibrillations and stroke. Death may follow	POSS. - MAX: 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and \$2,000 fine SALE - MAX: 10 years imprisonment and fine (for any amount)	Same as above	Student expulsion

TABLES

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSION/ SALE N.C. LAW	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
PSILOCYBIN	Mainly psychological, hallucinations/perception distortions unable to function normally, accidents common; can produce anxiety, elevation in temperature heart rate, and respiration	POSS. – MAX: 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and \$2,000 fine SALE – MAX: 10 years imprisonment and fine (for any amount)	MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense, including student expulsion	Student expulsion
BARBITURATES (e.g. Valium and Seconal)	Psychological/physical dependence; possible difficulty in breathing, lethargy, allergic reactions, nausea, dizziness; possible infant deformities; in high doses can cause death	POSS. – MAX: 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and \$2,000 fine SALE – MAX: 10 years imprisonment and fine (for any amount)	Same as above	Student expulsion

TABLES

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSIONS/SALE N.C.	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
MARIJUANA	Effects range from motor impairment to throat and lung cancer (2 ½ times tobacco tar). Particularly threatening for students is the way it damages short term memory and decreases concentration and learning abilities	POSS. – MAX: 2 years imprisonment and (more than ½ oz.) POSS. – Max: 5 years imprisonment and fine (more than 1 ½ oz.) SALE – Max: 10 years imprisonment and fine (for any amount)	Probation, under conditions prescribed by institutions, including participation in drug education and counseling, regular drug testing and whatever else deemed appropriate. Failure to comply shall result in suspension from enrollment. For subsequent offenses, there will be progressively more severe penalties, including student suspension.	MIN: Suspension from enrollment for at least one semester or its equivalent, for second offense, expulsion for student

TABLES

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSIONS/SALE N.C.	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
<p>SPICE/K2 Synthetic Chemical Compounds HU-210, HU-211, JWH-018, JWH-073</p>	<p>Spice appears to have many negative side effects such as anxiety attacks, hallucinations, nausea, and a chemical dependency. There is a high quantity of synthetic chemicals found in spice and a user really has no way of knowing what they are being exposed to.</p>	<p>Pending NC Legislation – As of March 17, 2011, NC passed legislation to impose penalties similar to real marijuana for possessing or selling a synthetic compound, including “Spice” and “K2.” The Legislation will become law pending the signature of the Governor.</p>	<p>MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense</p>	<p>Student expulsion</p>

TABLES

<p>DRUG</p> <p>MDPV (Bath Salt Ingredient)</p>	<p>When snorted, it can cause hallucinations and paranoia</p>	<p>PENALTIES FOR POSSESSIONS/SALE N.C.</p> <p>As of March 17, 2011, NC passed legislation to impose penalties possessing or selling the synthetic compound, MDPV. The Legislation will become law pending the signature of the Governor. Under the law, trafficking MDPV carries a maximum sentence of 18 years in prison.</p>	<p>PENALTIES FOR POSSESSION ON THE CAMPUS</p> <p>MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense,</p>	<p>PENALTIES FOR SELLING ON THE CAMPUS</p> <p>Student expulsion</p>
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Review History: Last reviewed by the Policy Review Committee 04/28/10.

ELIZABETH CITY STATE UNIVERSITY
Sexual Assault Policy for Students

Preamble

Elizabeth City State University (ECSU) is committed to providing a safe community in which students may matriculate with dignity and respect. To this end, acts of sexual assault are prohibited. Sexual assault refers to any sexual act(s) forced on another against his or her will. A student who violates this policy shall be subject to disciplinary action and may also be subject to criminal prosecution.

1. Reporting a Sexual Assault

- a. Any student who falls victim to a sexual assault on campus or anyone within the university community who has personal knowledge concerning a sexual assault occurring on campus should promptly report the incident to University Police.

2. Victim Not Subject to Disciplinary Action for Alcohol Violation

- a. Disciplinary action will not be imposed on a sexual assault victim found to be in violation of ECSU's alcoholic beverage policy or illegal drug policy at the time of the incident.

3. Medical Attention

A sexual assault victim should seek immediate medical attention and refrain from changing clothing or performing personal hygiene until evidence has been collected. Students may seek medical assistance through Student Health Services or local medical facilities.

4. Option to Report to Local Law Enforcement

A sexual assault victim has the option of reporting the incident to local law enforcement officials in addition to reporting to University Police.

5. Campus Response to an Allegation of Sexual Assault

a. Investigation

University Police will investigate any alleged incident(s) of sexual assault and report the findings to the Vice Chancellor for Student Affairs.

b. Alternate Academic and/or Living Assignments

A sexual assault victim may request an alternate class schedule and/or residence hall room assignment as a result of the incident. Upon receipt of such a request, ECSU will assist a victim with an alternate class schedule or room assignment if reasonably possible.

c. Confidentiality

Information provided or gathered in connection with an allegation of sexual assault will be treated as confidential except to the extent that information has to be disclosed in accordance with the law and as is necessary for the university to investigate the allegation(s) and take appropriate action.

d. Services for Victim

- **Campus Counseling**

Counselors are available at the Counseling and Testing Center to assist a victim with emotional or mental hardships that may result from a sexual assault.

- **Educational Programs and Activities**

A sexual assault victim may participate in educational programs and activities on sexual assault offered through the Office of Student Health Services, the Counseling and Testing Center and the Office of Housing and Residence Life

- **Local Services**

In addition to campus services, Albemarle Hopeline is a local organization that offers a 24-hour crisis counseling service and assistance to sexual assault victims free of charge.

e. Services for the Accused

- **Campus Counseling**

All students accused of committing a sexual assault, may seek counseling services at the Counseling and Testing Center

- **Educational Programs and Activities**

All students, accused of committing a sexual assault, may participate in educational programs on sexual assault offered through the Office of Student Health Services, the Counseling and Testing Center and the Office of Housing and Residence Life but shall not be placed in group sessions with the accuser.

f. Procedures For Reporting Sexual Assault and Services Available to Assist Victim of Sexual Assault

Elizabeth City State University is committed to providing a safe environment for the University community and will not tolerate acts of sexual assault. Sexual assault refers to any sexual act(s) forced on another against his or her will. Force, in this context, includes: physical force; mental or emotional pressure; coercion or manipulation. To this end, if a student is victimized by sexual assault on campus, the incident should be reported immediately to University Police at 335-3481.

A Victim of sexual assault may experience emotional hardships as a result. The University's Counseling Center has counselors on staff to assist in addressing emotional issues of this type. Counselors may be reached at 335-3273. The University also offers educational

programs on sexual assault through Student Health Services. Information on these programs is available at 335-3267. In addition to University services, Albemarle Hopeline is a local non-profit organization that assists victims of sexual assault. Albemarle Hopeline maintains a twenty-four (24) hour crisis counseling telephone at 338-3011.

ELIZABETH CITY STATE UNIVERSITY
Policy on Protocols for Responding to Disruptive and Threatening Student Behavior

Preamble

Elizabeth City State University (ECSU) recognizes that some students may face pressures coping with university life that could result in disruptive and/or threatening behaviors. To this end, ECSU strives to create a climate where students are welcome to talk to counselors about personal problems and where referrals to mental health professionals are not stigmatized. However, a student who engages in behavior that: violates the Student Code of Conduct; potentially poses a threat to his/her life; others or property may be subject to an involuntary dismissal from the university or suspension from a residence hall. This policy establishes the university protocols for responding to disruptive and/or threatening student behaviors.

1. Behavioral-related Withdrawals from the University

A. Voluntary Withdrawals

A student who has engaged in disruptive or threatening behavior may voluntarily withdraw from the university by submitting medical documentation verifying that his/her behavior is related to an illness and the date of onset of the illness.

B. Involuntary Withdrawals

The Vice Chancellor for Student Affairs (or designee) may administratively initiate the involuntary dismissal of any student who violates the Student Code of Conduct or engages in behavior that may threaten his/her life, others or property.

2. Residence Hall Suspensions

The Vice Chancellor for Student Affairs (or designee) may administratively suspend any student from a residence hall who violates the Student Code of Conduct or engages in behavior that may threaten his/her life, others or property.

3. Appeals

A student will be advised of his/her right to appeal and a hearing regarding an administrative decision of involuntary withdrawal from the university or suspension from a residence hall.

4. Referrals

- A. Disruptive and/or Threatening Behaviors
For purposes of this policy, disruptive and threatening behaviors refer to student behaviors that may be life threatening including but not limited to: suicide threats; suicide attempts; verbal threats; physical threats or unstable behavior.
- B. Emergency
Any student, faculty or staff who observes a student engaging in disruptive and/or threatening behaviors that pose an imminent threat to life is obligated to immediately contact University Police for emergency assistance.
- C. Non Emergency
Any student, faculty or staff who observes a student engaging in disruptive and/or threatening behaviors that is not life threatening should contact and inform the Director of Counseling and Testing.
 - i. The Director of Counseling and Testing or counseling staff member will meet with the referred student and make a decision as to whether or not a counseling services referral is needed. Counseling services referrals may consist of:
 - a) An emergency evaluation at an off-campus facility;
 - b) An evaluation for an on-campus appointment with a psychologist;
 - c) Counseling sessions with a university counselor; or
 - d) Other appropriate treatment

5. Notification

- A. Student
 - i. Involuntary Withdrawal/Residence Hall Suspensions
The Vice Chancellor or designee will generate a letter to a student who is referred for behavior reasons that will include the following:
 - a) Reference to the incident in which the student engaged in disruptive or threatening behavior and/or disruption of the academic process;
 - b) Any required psychological evaluations;
 - c) Requirements for return to campus.
- B. Parental
The parents/guardian of a student will be contacted if a student engages in life threatening behavior.

6. Emergency Hospitalizations

- A. Transportation
University Police or an ambulance will transport a student who engages in life threatening behavior to the local hospital.

B. Hospitalization

If a student is admitted to the local hospital:

- i. A university counselor will go to the hospital to make contact with the student;
- ii. A university counselor may also provide counseling support services to the hospitalized student roommate or others who were present or affected by the incident;
- iii. The hospitalized student will be asked to sign a release of information form to permit the hospital to share medical information with the university and to contact the Office of Student Affairs and the Counseling Center when discharge is expected;
- iv. The hospitalized student will be asked to contact his/her parents or guardians. If the hospitalized student is unwilling or unable, the Vice Chancellor for Student Affairs (or designee) will contact the hospitalized student's parents/guardian to notify them of the incident.

C. Further Assessment and Treatment

- i. The local Sheriff's Department will normally transport a hospitalized student to another facility if the hospital medical staff determines that the hospitalized student is in need of further assessment and treatment.
- ii. The hospitalized student is responsible for informing his/her professors of the medical related absences.
 - a) The Counseling Center will assist a student in contacting professors of the medical-related absences if needed.

D. Discharge

- i. Prior to discharge, ECSU must be notified by medical personnel of the hospitalized student's status, including a confirmation as to whether or not the student is able to return to campus, live on campus and recommendations for any follow-up treatment;
- ii. The hospitalized student will be advised of the campus procedure and documentation required to return to classes and residence hall, if applicable;

1. **Conditions for Return to University and/or Residence Hall**

After being separated from the campus for behavioral reasons, students must complete the following conditions to be cleared to return to classes and/or a residence hall:

- A. Meet with the Vice Chancellor for Student Affairs (or designee) to submit documentation from a mental health professional confirming whether or not: the student

is no longer a threat to himself/herself or others; can safely participate in his/her academic program and/or resume independent living in a residence hall.

- B. Schedule an appointment with a mental health care provider and make an immediate appointment with the Director of Counseling and Testing or make an on-campus appointment with a psychologist for continued counseling support.
 - C. A student will be referred to the Campus Disability Coordinator if he/she requests permission to remain enrolled or housed at a residence hall as an accommodation to a disability.
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ELIZABETH CITY STATE UNIVERSITY
Residence Life Policy on Abandoned Personal Property

Preamble

Elizabeth City State University has official residence hall checkout procedures, which require students to remove all personal property from assigned rooms when vacating the premises. This policy governs how abandoned personal property left in residence hall rooms after official checkout will be handled.

1. Disposition of Abandoned Personal Property

- a. The Office of Housing and Residence Life, at the end of five business days following an official residence hall closing, will dispose of the abandoned personal property left in the residence hall rooms.
- b. Students, who abandon personal property in residence hall rooms and do not reclaim the item(s) within five business days from the official residence hall closing date, shall be charged a non-refundable fee of \$25.00. Roommates will equally share the fee if the specific property owner cannot be identified. This fee will be assessed to cover the costs of removing the item(s), storage and disposition.
- c. The Office of Housing and Residence Life reserves the right to move abandoned personal property item(s) prior to the end of the five business days in order to comply with immediate housing obligations.
- d. The assigned occupant retains ownership of the abandoned property until the end of the five business days and the university does not assume responsibility for loss or damages, which may occur during this time period.

500.2.1
Adopted: 06/08/04

2. Reclaiming Personal Property from the Residence Halls Policy on Lock out Fee

Students who abandon property in residence hall rooms, may reclaim the property within five business days from the official residence hall closing date by contacting the Director of Housing and Residence Life to make arrangements to retrieve the item(s).

500.2.2
Adopted: 06/08/99
Amended:06/09/09

ELIZABETH STATE UNIVERSITY
Residence Life Coeducational Visitation Policy

Preamble

Students living in the residence halls (excluding first year students) may choose to have visitors in their individual living space. Coed visitation refers to the specific times when students who reside in campus housing facilities may host guests of the opposite genders in residence hall rooms or in common living areas of the Complex suites. Visitation privileges may not interfere with students' right to privacy, study, sleep, or compromise safety and security measures while living in the residence halls. Visitors of the opposite gender must be escorted to and from rooms and common areas at all times by the residents of the building. This also includes visitors of the same gender. Residents are responsible for the conduct of their guests.

1. Visitation Hours

- a. Coed visitation (upperclassman only) may only occur during the following hours:
Sunday through Thursday-2:00 p.m. to 12 a.m. Friday and Saturday- 2:00 p.m. to 1:00 a.m.
- b. Visitation hours (not Coed visitation) for freshmen may only occur during the following hours: 6:00 p.m. to 12:00 a.m.

2. Procedures

All students participating in Coed visitation must have guests officially check in the residence hall or Complex suites prior to a visit and check out of the residence hall or Complex suites at the conclusion of the visit. Guests will not be allowed to check in 30 minutes prior to the end of a Coed visitation period. Each student participating in Coed visitation is allowed to host one Coed guest at a time.

- a. All guests must call the resident prior to entering the building.

500.2.2
Adopted: 06/08/99
Amended: 06/09/09

- b. No more than (2) guests per occupant.
- c. All guests must check-in at the front desk of the residence hall by presenting a valid photo identification card. ECSU students may present a valid student identification card to satisfy this requirement.
- d. All guests must receive a guest pass from the front desk attendant. The pass must remain in the guest's POSSESSION for the entire length of the visit. ID will be returned upon check out.
- e. The student host/hostess must meet his/her guest at the front desk and escort his/her guest throughout the visit.
- f. All guests must check-out at the front desk of the residence hall by turning in the guest pass.
- g. Coed guests may only utilize restroom facilities designated for the public.
- h. Overnight guests with permission only are permitted to spend (3) days/nights same gender. An overnight guest must leave when requested by the roommate, Dorm Administrator or after 72 hours.

3. Penalties

- a. Any student who violates the Coed Visitation policy shall be subject to the sanctions set forth below: Based on the nature of the violation, the University student judicial process may be invoked and may lead to stiffer sanctions including suspension.

1st Violation: A student offender shall be subject to one (1) year probation and six (6) hours of community service.

2nd Violation: A student offender shall lose his/her on campus housing privileges for one (1) year.

500.2.3
Adopted: 06/14/05
Amended: 06/07/11

ELIZABETH CITY STATE UNIVERSITY Drugs, Smoke and Alcohol Zero Tolerance Policy in the Residence Halls

Preamble

The Office of Housing and Residence Life is committed to assisting the University in its efforts in maintaining a drug, smoke and alcohol free campus. The use of these substances on campus hampers

500.2.3
Adopted: 06/14/05
Amended: 06/07/11

the learning process and compromises the academic integrity of all students. Research has shown that some acts of violence and crime occur as a direct result of the use of illegal substances. Unfortunately on our campus, users, as well as innocent victims, have recently been plagued by incidents of vandalism, disorderly conduct, and assault, which have been linked to the use of drugs and/or alcohol. Maintaining a safe living/learning environment is crucial to those who wish to remain in the residence halls and thus achieve success by graduating from Elizabeth City State University.

This policy has been established to protect the welfare of our students and to safeguard the integrity of the University.

1. Guidelines for Drugs, Smoking and Alcohol:

- a. All ECSU students found in violation of the ECSU Drug/Alcohol policy Elizabeth City State University Policies 500.1.10 Student Policy on Illegal Drugs and 900.1.3 Alcoholic Beverage Policy, as described in the ECSU Student Handbook and the Housing and Residence Life Student Manual, may be evicted and may have their privilege to reside or visit anyone living in the residence halls terminated.
- b. Smoking of tobacco products shall only be permitted 100 linear feet from the Residence Halls.
- c. In addition, all sanctions as listed in the Student Handbook pertaining to policies 500.1.10 and 900.1.3 will apply.
- d. Students must adhere to the “Student Code of Conduct”.

500.2.4
Adopted: 03/02/04
Amended: 06/08/10

ELIZABETH CITY STATE UNIVERSITY
Check-in and Check-out Policy for Residence Halls

Preamble

Elizabeth City State University (ECSU) establishes dates and times that its residence halls officially open and close each academic year and during summer sessions. This policy shall govern the manner in which occupancy within ECSU residence halls begins at check-in, ends at check-out or may be otherwise extended or terminated.

1. Regular Check-in and Check-out

A. Official Residence Hall Opening and Closing Dates

Residence halls open for regular check-in and close for regular check-out in accordance with ECSU’s official opening and closing dates.

B. Notification to Students

The Office of Housing and Residence Life is responsible for notifying boarding students of the official dates for:

- (1) Regular check-in and check-out each semester and summer session;
- (2) Residence hall closings for semester breaks, holidays and emergencies.

2. Early Check-in and Late Check-out

A. Unusual Hardship Situations

Boarding students may request permission to check into a residence hall early or check out of a residence hall late if the official opening and closing dates create an unusual hardship for the student.

B. Participation in ECSU Programs

It is acknowledged that boarding students may participate in certain university programs (i.e. athletic teams, cheerleading or student workers assigned to ECSU's radio station, etc.) which commence prior to or extend beyond the official residence hall opening and closing dates. Boarding students who participate in such programs will be allowed an early check-in or late check-out in accordance with the official schedule of the relevant university program.

C. Procedures for Early Check-in or Late Check-out

i. Requests for Early Check-in or Late Check-out

(1) Unusual Hardship Situations

Boarding students who seek permission for an early check-in or late check-out due to unusual hardship must submit a request in writing. The written request must be submitted to the Director of Housing and Residence Life at least two (2) weeks prior to the official opening or closing of the residence halls and must specify the reasons for the request. Written requests will be reviewed and decided by the Director of Housing and Residence Life.

(2) Participation in University Programs

Housing arrangements for early check-in or late check-out for boarding students due to participation in university programs shall be coordinated by the head of the relevant university program and the Director of Housing and Residence Life.

ii. Early Check-in or Late Check-out Housing Assignments

Boarding students who are granted an early check-in or late check-out will receive a housing assignment for the extended period from the Director of Housing and Residence Life which may differ from the student's regular housing assignment.

D. Early Check-in and Late Check-out Fees

Any boarding student, other than a participant in a university program which requires extended housing, shall be charged a non-refundable fee in the amount of twenty-five dollars per day (\$25.00/day).

3. Early Check-Outs

A. Withdrawal from the University

A boarding student who withdraws from ECSU is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of withdrawing from the university.

B. Disciplinary Suspensions

i. Academic Suspensions

A boarding student who is placed on academic suspension is subject to a mandatory early check-out and must vacate his or her housing assignment within twenty-four (24) hours of receiving notice of the academic suspension.

ii. Disciplinary Suspensions

A boarding student who is placed on disciplinary suspension is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of receiving notice of the disciplinary suspension.

C. Under Twelve (12) Credit Hours

A boarding student whose enrollment falls below twelve (12) credit hours is subject to a mandatory early check-out and must vacate his or her housing assignment within twenty four (24) hours of reducing his or her course load below twelve (12) credit hours.

D. Criminal Warrants and Violations of Smoking, Alcoholic Beverage and Illegal Drug Policies

A boarding student who is named as a defendant on a criminal warrant (felony or misdemeanor) or who is found in violation of ECSU's Smoking, Alcoholic Beverage or Illegal Drug policies is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of discovery of issuance of a criminal warrant or upon discovery of the policy violation(s).

E. Firearms or Weapons Violations

A boarding student who is found in violation of the university's prohibition against POSSESSION and use of firearms and other weapons on campus is subject to a mandatory early check-out and must vacate his or her housing assignment immediately upon discovery of the violation.

4. Status of Campus Housing Assignments During a Disciplinary Appeal Process

Students who appeal disciplinary sanctions remain subject to the mandatory early check-out and will not be allowed to maintain a campus housing assignment during the course of the appeal process.

ELIZABETH CITY STATE UNIVERSITY
Housing and Residence Life Emergency Operations Policy

In the event of an emergency that will require the closing of the residence halls, the Vaughan Center will operate as a shelter.

It will be the responsibility of each person to provide their own bed linens, pillows, towels, toiletries, and any medications in the shelter. Weapons, illegal drugs, alcohol, and pets are not allowed in the shelter. The shelter meets the standards as prescribed by the American Red Cross, and is prepared to provide basic emergency services. The shelter is not designed to satisfy any particular needs and personal conveniences.

The directive to open the Vaughan Center as a disaster shelter will come from the Vice Chancellor for Student Affairs. The Associate Vice Chancellor for Student Affairs will then direct the Director of Residence Life to begin Residence Hall Pre-close down procedures. The residence hall close down procedures begins with communications to all residence hall staff on duty. They will be instructed to commence Pre-close down. Pre-close down consists of the following:

1. Posting Notices from the Public Information Officer throughout the residence halls,
2. Establishing a sign out log for students to include Name, Date and Destination,
3. Staff will visually and manually inspect all exterior doors, windows, and locks to ensure that they are locked.

The Pre-close down is complete once all students have vacated the building. At this point the staff will work through the Close down Checklist. At the completion of the Checklist, the checklist and hall keys will be delivered to the Director of Residence Life. The Director of Residence Life will notify Campus Police that all halls are secured.

The Vaughan Center shelter will operate as a disaster shelter for ECSU students only. The shelter will be staffed by 4-6 Residence Hall staff and 1 Resident Security Officer. The suites of Staff will include check-in, desk coverage, and security patrols. When weather permits, staff will be rotated every 12 hours. The Director of the Student Health Center will provide emergency medical supplies for the designated shelter area. The medical staff will operate an emergency staff throughout the emergency period. It will be the responsibility of each person in the shelter to bring their own special medications. The Director of Student Activities will provide games, cards, televisions, and other sources of entertainment for students for the duration of the emergency. When appropriate, the Director of Student Activities will provide staff on site for the purpose of facilitating student recreation. The Vaughan Center staff will be prepared to remain on site throughout the emergency as established in the Shelter Operation Guide.

500.2.5
Adopted: 06/14/05
Amended: 06/09/09

Students will be required to check in at the Vaughan Center by completing the Shelter Residence Card. After completion of the residence card, the students will be given the Shelter Occupancy Rules and Policies.

The Residence Halls will reopen following the directive from the Vice Chancellor for Student Affairs. The Associate Vice Chancellor for Student Affairs will issue the directive to the Director of Residence Life. The Residence Life staff will implement the Residence Hall Reopening Protocol. The Director of Residence Life will notify Campus Police when halls have been reopened.

500.2.6
Adopted: 06/10/03

Review History: Last reviewed by the Policy Review Committee 04/28/10.

ELIZABETH CITY STATE UNIVERSITY
Residence Life Policy - Lockout Fee

Preamble

The Department of Housing and Residence Life has developed the Residence Hall Lockout Fee to address the problems caused by students who continually seek assistance in gaining entrance into the residence halls. Enacting a Residence Hall Lockout Fee helps to teach students to be more responsible for their actions, while still providing security and assistance for accidental room or building lockouts.

1. Procedure

- a. Students will not be assessed a lockout fee for the first 2 incidents requiring lockout assistance to their room or residence hall. Any incident requiring access to the front door of any residence hall as a result of a loss or misplaced ID card will be referred to disciplinary action as a violation of University policy.
- b. On the 3rd incident and all subsequent incidents, students will be assessed \$5.00 per incident. The student will also be required to meet with the Resident Administrator of his/her living area to discuss the repeated incidents, in which a disciplinary sanction may be warranted.
- c. The residence life staff will record each lockout request, and the names of students who are assessed a fee will be forwarded to Student Accounts for billing purposes.

- d. Students must clear all fees prior to vacating the residence halls at the completion of any semester. A hold will be placed on the student's records if the student's accounts are not cleared by the end of each semester.
 - e. Records of lockouts will be removed at the conclusion of the academic year.
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ELIZABETH CITY STATE UNIVERSITY
Residence Life Property Damage Policy

All students who live in University Residence Halls are bound by the terms and conditions set forth under this Damage Policy. By accepting occupancy in a Residence Hall at Elizabeth City State University, students are agreeing to this policy. Acceptance is defined as receiving a Residence Hall room key and signature on the appropriate Residence Hall contracts and forms. This policy applies to all students who are occupying campus housing during the period when damages occur.

The University will assess damage charges for unauthorized use of and damages or alterations to Residence Halls, including rooms, floors, suites, community bathrooms and common areas. Charges will be rendered for any damages that are not the result of normal wear. When the responsible party or parties allegedly responsible for damages are identified and the evidence is substantiated, charges will be assessed against the responsible party or parties. If the responsible party or parties are not identified, all residents of the hall, a floor, a room or a suite will be held accountable for equal portions of the total damages that occur within the areas, as well as damages that occur in common area(s).

Damage fees must be paid prior to the end of the semester.

Support for Item 10. Of the Elizabeth City State University Campus Housing Agreement

Damage Billing - Common Area

Damage to common areas is the responsibility of each resident. The Department of Residential Life has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Excessive room or common area damage may result in the reassignment of those individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether that is a wing, floor, or whole building.

500.2.7

Adopted: 06/08/99

Amended: 06/09/09

Common area damage charges are used to assist in repairing or replacing damaged items. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of the items. Common area damage assessment amounts are not appealable, as they are not fines. Assessment costs include the time, materials, and administrative expense required for correcting unusual cleaning or damage situations.

It is important that a reasonable level of cleanliness be maintained in residence hall areas. If it is determined that the cleanliness level in a room, suite, bathroom or apartment is unacceptable, the resident(s) will receive a written notice to have the space cleaned within 24 hours or they will be financially responsible for the actual cost of cleaning the room. A similar notice and charge apply to excessive trash in any living areas.

500.2.8

Adopted: 12/09/03

ELIZABETH CITY STATE UNIVERSITY
Residence Life Policy on Room Reassignments for Repairs

Preamble

Elizabeth City State University is committed to providing safe housing for its residential students and recognizes that occasions may arise when occupied rooms will require repairs. This policy shall govern situations, which necessitate students being displaced from assigned rooms in order for the university to make such repairs.

1. Reassignment to Alternate Campus Housing

- a. If university officials determine that an occupied residence hall room is in need of the type of repair, which necessitates relocation, the occupant(s) shall be reassigned to alternate campus housing if space is available.
- b. A reassignment for repairs will be a temporary room assignment until the repairs are completed unless the repairs require a substantial amount of time as set forth in Section 4 below.
- c. The Office of Housing and Residence Life will make reasonable efforts to reassign students to comparable alternate rooms but there is no guarantee.
- d. The Office of Housing and Residence Life will assist in moving reassigned student(s) to alternate campus housing.

- e. The Office of Housing and Residence Life will secure personal property items that are impractical to move to a temporary location, but such items must be inventoried in advance of reassignment.

2. Off-Campus Accommodations

If university officials determine that an occupied residence hall room is in need of the type of repair, which necessitates relocation of the occupant(s) and alternate campus housing is unavailable, the occupant(s) shall be temporarily relocated to off-campus accommodations until the repairs are completed.

3. Circumstances When Reassignment May Become Permanent

The university will make reasonable efforts to complete repairs expeditiously and to return a student to his or her original room assignment. In the event that room repairs cannot be completed expeditiously, the reassignment shall become permanent and the university will make any applicable adjustments to the housing fee.

4. Independent Relocation

A student, who declines a campus reassignment, and independently arranges alternate accommodations while his or her residence hall room is under repair, shall be responsible for all costs for the accommodations.

Review History: Last reviewed by the Policy Review Committee 03/29/11.

ELIZABETH CITY STATE UNIVERSITY Shelter Occupancy Policy

- a. All persons must follow the rules for Shelter Occupancy. Each person must sign in at the desk and sign out when leaving the premises of the shelter.
- b. The Shelter is opened to ECSU students only. It is intended to offer emergency shelter during a disaster or emergency. This Shelter meets the standards of the American Red Cross and is prepared to meet all basic shelter needs. It is not designed to satisfy particular needs of comfort and convenience.
 - Each person must sign-in at the desk when first entering the Shelter.
 - When you leave the premises of the Shelter you must sign out.
 - If you do not plan to return to the Shelter, you should indicate your destination.
 - Any problems and concerns must be reported to the Shelter staff.

- All occupants must follow the instructions of the Shelter staff including Shelter Security.
 - Possession of alcohol, non-prescription drugs and weapons is not allowed.
 - Men and women will be assigned separate sleeping areas.
 - Loud music and other disruptive behavior are not allowed.
 - Lights-out hours will be observed.
- c. The University Shelter staff is not liable for loss or damage Personal property.
- d. Failure to comply by these rules and policies will result in appropriate disciplinary actions by the University. Discipline by civil authorities including arrest and eviction from the Shelter are possible.
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ELIZABETH CITY STATE UNIVERSITY
Housing and Residence Life Application Charge and Cancellation Policy

Preamble

Elizabeth City State University (ECSU) has limited residential housing on campus, and offers residential living to students that are admitted and enrolled at the University. A student accepting an assignment in any university residence hall at the beginning of the semester is responsible for the payment of room and board for the entire semester. The intent of this policy is to keep housing assignments current and to ensure housing needs are accommodated.

1. Application Charge:

- A) Students will be charged \$125.00 to process their application for a housing assignment.
- B) The application charge does not guarantee a housing assignment, does not go towards the payment of any future housing charges, and is non-refundable.

2. Cancellation:

- A) Students who cancel housing prior to the beginning of the semester will be charged a \$100.00 cancellation charge, and the \$125.00 application charge is non-refundable.
- B) Students who cancel housing on or before the end of the first week of classes will be charged 20% of the housing cost, a \$100.00 cancellation charge, and the \$125.00 application charge is non-refundable.

500.2.10

Adopted: 09/15/09

- C) Students who cancel housing after the first week of classes will be charged 50% of the housing cost for the next four weeks of the semester.
 - D) Students who cancel housing after the first four weeks of classes will receive no refund.
 - E) Students who are evicted from on campus housing will be responsible for payment of the entire semester.
 - F) In the event of a student's sudden death, Policy Number 500.4.2 in the University Policy Manual will take precedence.
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500.3.1.1

Adopted: 06/14/05

Amended: 12/14/10

ELIZABETH CITY STATE UNIVERSITY Activity Admissions Policy

It is the philosophy of Elizabeth City State University's Administration that funds pertaining to students and student fees should be used to support events which further the educational and cultural mission of the University, provide opportunities for social growth and cultural understanding, and serve the recreational needs of the campus community. Therefore, the admission policy reflects the expectations that the campus community will be the primary audience at campus events.

1. Definitions:

Under this policy the following shall apply:

- a. Movies- A sequence of images projected onto a screen with sufficient rapidity to create the illusion of motion and continuity (to include CD and DVD).
- b. Dances- A party of people dancing, a ball, and activity involving music (to include masquerade balls, socials, grown and sexy parties and lounging).
- c. Performing Arts- Arts such as dance, drama, and music that are performed before an audience (to include lectures and poetry reading or the spoken word).
- d. Concert- A performance given by one or more artists (to include comedians, musical artists, rappers and dancers).
- e. Special Events-Events that are traditional to the campus but only happens during a specific time to the academic year such as but not limited to Coronation for the campus queen and king, and the Freshman Candle-lighting Ceremony. Events pertaining to Homecoming, Winter Homecoming, Viking Fest and Open Houses, New Student Orientations and Graduations are included as special events.

2. Guidelines for admission to student activities

The following are the University expectations for admission to campus events. The sponsoring organization may choose to narrow the audience further (for example, only admit students) if they feel it is more appropriate for the event.

- a. Movies:
 - i. Admission may be open to students, their guests (up to three per student) at least 18 years of age, (if under 18, they must be accompanied by a parent or legal guardian)
 - ii. If the scheduled movie is controversial or has a record of causing problems, security may be required.
 - b. Dances:
 - i. Students must show proper student identification to be admitted to a dance.
 - ii. Must be 18 years of age.
 - iii. A student can bring guest from other institutions of higher education but they must show proper student identification.
 - iv. Regular dances are only open to current students.
 - v. All dances are to be held in Williams Hall, unless special permission is granted.
 - vi. The only exceptions to the aforementioned conditions for admittance are during special events such as Homecoming, Winter Homecoming and Viking Fest.
 - c. Performing Arts and Lectures:
 - i. Admission may be open to all, unless the nature of the material presented is inappropriate for a younger audience.
 - ii. Admission for persons under the age of 18 must be accompanied by a parent or legal guardian
 - d. Concerts and Special Events:
 - i. Admission may be open to students and their guest who are 18 years of age.
 - ii. Guest under 18 years of age may attend the programs if accompanied by a parent or legal guardian.
 - e. Athletic Events:
 - i. Admission is open to all.
3. Request for Broader Audiences:
- a. Request for a broader audience should be made to the Director of Student Activities at least four weeks prior to the date of the event.
 - b. Consideration will be given to events that are outreach and/or cultural in nature.
 - c. The Elizabeth City State University Security Policy will be used to determine appropriateness of holding the event on campus and level of security needed for the event.
 - d. If the request is denied the sponsoring organization may appeal to the Vice Chancellor of Student Affairs.
4. Request for Permission for a Different Venue for a Dance:
- a. A request for a different venue to hold a dance other than Williams Hall should be made to the Director of Student Activities.
 - b. The request must meet the approval of the Director of Student Activities, Chief of University Police, the Associate Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs.
 - c. The Elizabeth City State University Security Policy will be used to determine appropriateness of holding the event on campus and the level of security needed for the event.
 - d. If the request is denied the sponsoring organization may appeal to the Vice Chancellor for Student Affairs.

ELIZABETH CITY STATE UNIVERSITY
Policy on Plots and Squares

Preamble

This policy shall govern the manner in which active Pan-Hellenic Greek letter organizations, Inter-Fraternal Council Organizations and Clubs will be allowed to maintain outdoor displays of distinguishing emblems of the respective organizations on the campus of Elizabeth City State University (“ECSU”).

1. Definitions:

Under this policy, the following terms are defined as follows:

A. Quad. The term “Quad” refers to university-owned land bounded by Bias Hall, Williams Hall, Johnson Hall and Butler Hall.

B. Plot. The term “Plot” refers to a university designated outdoor space, not to exceed 400 square feet (20 ft. x 20 ft.), within the Quad and on the Vaughan Center lawn that is assignable to active Pan-Hellenic Greek letter organizations or grandfathered Inter-Fraternal Council Organizations to maintain outdoor displays of its emblems in accordance with the requirements of SECTION 4 below. Plots do not include nearby trees, shrubbery or other landscaping.

i. New Plots. All plot assignments made after the adoption of this policy shall be located within the Quad.

C. Square. The term “Squares” refers to one of twelve concrete square slabs located on university-owned land behind the softball field that are assignable to active Inter-Fraternal Council organizations or Clubs for the sole purpose of “painting” its emblems in accordance with the requirements of SECTION 5 below.

D. Pan-Hellenic Greek Letter Organizations. The term “Pan-Hellenic Greek Letter Organizations” refers to the following fraternities and sororities: Alpha Phi Alpha Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Phi Beta Sigma Fraternity, Inc., Iota Phi Theta Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc. and Sigma Gamma Rho Sorority, Inc.

E. Inter-Fraternal Council Organizations. The term “Inter-Fraternal Council Organizations” refers to the following organizations or social fellowships: Nu Gamma Psi Fraternity, Inc., Groove Phi Groove Social Fellowship, Inc., Alpha Phi Omega Fraternity, Etta Gamma Pi Sorority, Inc. and Tuba Phi Tuba Fellowship.

F. Grandfathered Inter-Fraternal Council Organizations. The term “Grandfathered Inter-Fraternal Council Organizations” refers to the following organizations: Nu Gamma Psi Fraternity, Inc., Etta Gamma Pi Sorority, Inc., and Groove Phi Groove Social Fellowship, Inc.

- G. Plot Plan. The term “Plot Plan” refers to a written description and sketch of an organization’s plan for decorating an assigned Plot or modifying an existing plot. The Plot Plan must include all specifications including but not limited to the materials to be used, paint colors, etc.
 - H. Paint-Over. The term “Paint-over” refers to an option the university, in its sole discretion, may exercise to paint an assigned Plot or Square a neutral color due to the suspension of an organization.
 - I. Dismantle. The term “Dismantle” refers to an option the university, in its sole discretion, may exercise to totally remove a Plot or Square.
 - i. Dismantling of Plots Located on the Vaughan Center Lawn. If the university opts to dismantle a Plot located on the lawn of the Vaughan Center, the Plot will be reassigned to a new location within the Quad.
 - ii. Dismantling of Plots Assigned to Grandfathered Inter-Fraternal Council Organizations. If the university opts to dismantle a Plot assigned to a Grandfathered Inter-Fraternal Council Organization, the organization will be reassigned to a Square.
2. Assignment of Plots
- i. Assignment
The Director of Student Activities is responsible for making assignments of Plots.
 - ii. Revocable
The assignment of a plot is a privilege that may be revoked by the university at any time.
 - iii. Maintenance
Organizations that receive plot assignments are expected to properly and safely maintain the assigned plot by insuring it is free from debris and is in compliance with the requirements of SECTION 4 below.
3. Assignment of Squares
- i. Assignment
The Director of Student Activities is responsible for making assignments of Squares.
 - ii. Revocable
The assignment of a square is a privilege that may be revoked by the university at any time.
 - iii. Maintenance
Organizations that receive Square assignments are expected to properly maintain the assigned square by insuring it is free from debris and in compliance with requirements of SECTION 5 below.
4. Plot Requirements
- A. Approval

The Student Affairs Planning Council and the university Property Committee must approve all Plot plans prior to implementation. Failure to obtain the requisite approval will result in immediate dismantling of unapproved Plots and cost of dismantling under these circumstances shall be assessed to the violating organization.

B. Materials

All items used in a Plot design must be safe, stable and properly secured. Loose bricks, hazardous chemicals and other unapproved items are strictly prohibited.

C. Restrictions

i. Trees, Shrubbery and Landscaping

It is impermissible to include surrounding trees, shrubbery and landscaping in plot designs. Trees, shrubbery and landscaping shall not be painted or otherwise modified to reflect an organization's insignia. Trees, shrubbery or landscaping that have been painted as part of past Plot designs will be painted over by the university.

ii. Artificial Elements

Artificial elements including but not limited to ponds, water devices, flowers are impermissible in Plot designs.

iii Fencing and Barriers

It is impermissible to include fencing or other barriers around a Plot design.

iv. Elevated Designs

Elevated Plot designs must not exceed 36 inches in height above ground surface.

D. Modifications

Organizations shall not make modifications to existing Plots unless and until the revised Plot Plan is approved by the Student Affairs Planning Council and the university Property Committee.

5. Square Requirements

A. Painting

Décor for Squares is limited to painting of an assigned Square with the organization's colors and symbols.

6. Inspections

A. Without Notice

Plots and Squares shall be subject to inspections by the Director of Student Activities, without advance notice, during the first month of each academic semester, prior to Homecoming, prior to Winter Homecoming and prior to Viking Fest.

B. With Notice

Plots and Squares shall be subject to inspections by the Director of Student Activities, at other times with three (3) calendar days' advance written notice.

C. Failure to Pass Inspections

i. Warning

A written warning shall be issued to an organization that fails to pass an inspection of its assigned Plot or Square for a first offense.

ii. Probationary Status

An organization will be placed on probationary status for a second offense of failure to pass an inspection of its assigned Plot or Square.

iii. Suspension

An organization will be placed on a 1-year suspension for a third offense of failure to pass an inspection of its assigned Plot or Square. During the term of suspension, the university in its sole discretion may paint over or dismantle a Plot, paint over a Square or reassign the Plot or Square to another organization.

7. Requests for Plot or Square Assignments

A. Plots

Active Pan-Hellenic Greek Letter Organizations or Grandfathered Inter-Fraternal Council Organizations seeking a new Plot assignment must submit a written request to the Student Affairs Planning Council along with a Plot Plan. If approved by the Student Affairs Planning Council and university Property Committee, a new assignment will be made by the Director of Student Activities.

B. Squares

Active Inter-Fraternal Council Organizations or Clubs seeking a Square assignment must submit a written request to the Director of Student Activities. Any of the available twelve Squares will be assigned on a first come first served basis.

ELIZABETH CITY STATE UNIVERSITY
Student Fundraising Policy

Preamble

Elizabeth City State University recognizes and support fund-raising projects of university affiliated student organizations especially when these activities are related to the mission of the university; provided a source or contributed funds for philanthropic purpose or community service; enable an organization, and provide a public service or benefit to the university community at large. However, unauthorized solicitation (e.g. selling and promotions) on campus is not permitted. This policy shall govern the manner in which university sales, solicitation and fundraising are conducted on campus by university affiliated student organizations.

1. Definitions:

Under this policy the following definitions shall apply:

- a. University. Refers to Elizabeth City State University.

- b. University affiliated student organizations. Groups that are formally part of the University such as student clubs and organizations that have been officially recognized by the Office of Student Affairs.
- c. Unaffiliated organizations. Groups that are not defined as University affiliated organizations, even though some of the members or participants may be University personnel and students.
- d. Fundraising. Includes the charging of admission, solicitation for funds, sales, or donations in any form including raffles and drawings by a recognized student club or organization, University affiliated organization, or a non-University affiliated organization
- e. Solicitation. Any effort or attempt to (a) importune, entreat, implore, ask, attempt to try to obtain an order or to invite a business transaction for a product offered or being sold; (b) seek orders, subscriptions, political or charitable contributions, or any other kind of financial support; or (c) distribute literature, handbills, samples or other printed material for the purpose of advertising products, services, or other commercial enterprises to members of the University community.
- f. Solicitor. Any person or entity that engages in solicitation.
- g. Facilities. Buildings and grounds owned or controlled by the University.

2. Purpose:

This policy is for the following purposes:

- a. To preserve the university's right to regulate university affiliated student organizations sales and solicitation activities on its property; and
- b. To protect the campus community from sales and solicitation activities that are disruptive, unrelated to the university's mission and educational purpose, or incompatible with the normal operation; and
- c. To enable the university to enforce compliance with the state's statutes governing sales of merchandise by governmental units; and university policies.

3. General Guidelines:

- a. Solicitation, fund raising, and selling of services, products, or articles upon property under the jurisdiction of Elizabeth City State University is prohibited with the exception of the following:
 - i. By University affiliated student organizations
 - ii. At designated university events such as Homecoming, Community Fairs an Viking Fest when the university determines that such sales directly relate to and are supportive of the event's primary purpose.
 - iii. By solicitors who have contracted with the university to provide services products or articles directly related to the university's educational purpose or to students' needs and not otherwise available in the local area.
- b. In accordance with policies 500.3.14 Student Activity Admission Policy and 500.6.3 Promotion Policy for Student Events and Activities, university affiliated student organizations, may conduct fund-raising events involving the sale of goods, services, subscriptions, tickets, and the like only with the completion of an activity request form and with appropriate signatures. Before granting approval, the Vice Chancellor of Student Affairs or designee may require a review of any contract existing between an affiliated organization and its fundraising partners. Each solicitor involved conducting an approved activity must have an approved Activity Request Form for each activity.

- c. Students may not use residence hall rooms as a place of business.
 - d. Except as otherwise described in the University policy 900.1.3 Alcoholic Beverage Policy, solicitation, promotion, or sales of alcoholic beverages and/or alcohol related items is prohibited.
 - e. The University reserves the right to withhold, at its discretion, approval or cancel all solicitation and sales activities on its property should the event conflict with functions essential to the educational mission of the University.
 - f. The University also reserves the right to regulate time, place, manner, and duration of approved sales or solicitation activity and any advertising related thereto.
4. Guidelines for Solicitation:
- a. Approval to solicit will be considered only for organizations, not individuals, with the exception of solicitors as described under General Guidelines a.-iii.
 - b. Solicitation must occur only in the approved locations in policy 500.6.3 Promotion Policy for Student Events and Activities.
 - c. Solicitor may not call out to or ask individuals in the vicinity of the solicitation to participate or respond to the solicitation.
 - d. Door to door sales are not permitted in any campus facility.
 - e. University affiliated student organizations may sponsor non-university affiliated groups to solicit at the locations identified in policy 500.6.3, if there is a logical relationship to goods or services being solicited and when there is no contractual agreement between a student and a solicitor involved.
5. Guidelines for Fundraising:
- a. The purpose for which the funds will be raised must be consistent with the purpose of the university affiliated student organization, the Code of Student Conduct and other applicable policies of the University.
 - b. All revenue collected in the name of the university affiliated student organization must be deposited into the on campus account. The University does not recognize off-campus bank accounts for student organizations and clubs.
 - c. Fundraising for any candidate running for political office is prohibited.
 - d. The university affiliated student organization will be held responsible for all expenditures accrued. Prior to the event the organization must show proof of revenue in the on campus account to cover the expenditures.
6. Guidelines for Raffles and Drawings:
- a. University affiliated student organizations who wish to conduct a raffle or drawing must be approved seven days in advance of the ticket sales by the Director of Student Activities. Consultation will be made with Office of Institutional Advancement to insure that such activities do not conflict with other planned fund raising activities by the University or the Foundation.
 - b. All raffle tickets shall be identical in form and include:
 - i. The name and address of the sponsoring organization or club
 - ii. The price of the ticket and the discounted price, if any, applicable to multiple ticket purchases.
 - iii. A place for the purchaser to enter his or her name and contact information

500.3.1.3
Adopted: 06/07/11

- iv. The date, time and place of the drawing(s)
 - v. A list of each prize to be awarded which has a retail value of \$500.00 or more
 - c. No raffle ticket may exceed \$10.00 in cost.
 - d. Tickets for a proposed raffle may not be offered for sale more than 180 days before the raffle drawing.
 - e. All raffle drawings shall be held in public.
 - f. All prizes shall be awarded.
 - g. If a raffle drawing is canceled, the university affiliated organization shall refund the receipts to the ticket purchasers.
 - h. All profits from raffles shall be used by the university affiliated student organization conducting the raffle to further the organization's or purpose for existence and no salaries, fees, or profit shall be paid to any other organization or individual in connection with the operation of a raffle.
 - i. Raffles must comply in all respects with North Carolina General Statute 14-309.15. Groups that fail to comply with the law are guilty of a crime.
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500.3.1.4
Adopted: 12/13/11

ELIZABETH CITY STATE UNIVERSITY Student Policy on Use of Electronic Boards

Preamble

Elizabeth City State University is committed to disseminating information in various formats. The University has three electronic message boards to display public announcements. The purpose of the electronic message boards is to promote events of wide interest to the University community and the community at large.

The electronic message boards are located on the corner of Weeksville Road and Herrington Road, the Bowling Center and in the curve of Viking Drive near Bedell Cafeteria. They are viewed by the university community and the general public and represent the university. The electronic message boards will, therefore, be operated in a manner that is conducive to protect the university welfare and integrity. This policy will govern the guidelines and use of the electronic message boards located on Viking Drive near the Bedell Cafeteria and the Bowling Center.

1. Guidelines:
 - a. Messages must be submitted 10 business days prior to the beginning date of the display with no exceptions.
 - b. Messages should not exceed one frame of three lines, 16 characters/spaces per line.
 - c. Messages must be typed or printed plainly on the “Electronic Message Board Request” form.
 - d. The request form must be signed by the club advisor and attached to a “Student Activity Request” form with the appropriate signatures.
 - e. Messages will be edited for simplicity, clarity and conformity issues.
 - f. Messages are subject to the constraints of priorities and electronic or mechanical limitations.
 - g. The number of messages that may appear in any given time period is limited.
 - h. The Director of Student Activities or the Ridley Complex Building Coordinator will manage and approve all messages for the electronic message boards located on Viking Drive and the Bowling Center.

 2. Examples of Appropriate Messages:
 - a. University events
 - b. Clubs and Organizations events
 - c. Student Government events
 - d. Student Activities events
 - e. University brand messages
 - f. Official university announcements and emergency notifications

 3. Examples of Prohibited Messages:
 - a. Tobacco, alcoholic beverage, gaming and other addictive’s or age-restricted activities, regardless of sponsorship of the event are prohibited.
 - b. Personal messages such as birthdays, anniversary, love notes, etc., are prohibited.
 - c. Promotion of political, editorial or other statements of opinion is prohibited.
 - d. Messages expressing racist, sexist, false, misleading or deceptive viewpoints are prohibited.
 - e. Messages must not state or imply University endorsement or approval of any goods or services.
 - f. Solicitations of employment, membership or petition signatures are prohibited.
 - g. Messages from outside agencies are prohibited unless endorsed and sponsored by a University affiliated club or organization on campus.
 - h. Use of this service for commercial interest is prohibited.
 - i. Profane language is prohibited.
-

ELIZABETH CITY STATE UNIVERSITY
Clubs and Organizations Policy

Preamble

The purpose of this policy is to support new and established student clubs and organizations by providing information on policies and procedures of Elizabeth City State University by which they are governed. This policy should be used by organizational officers and advisors as guidelines.

Student Clubs and Organizations should not assume that they might rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt or clarification needed as to the appropriateness of the activity, the organization or club should contact the Director of Student Activities in advance.

1. Starting a Club or Organization

- a. Any student (s) wishing to start a new club or organization should first make an appointment with Coordinator for Clubs and Organizations. During this initial meeting, the staff member will discuss the Student Organization Registration Form, Advisor's Form, and the intended purpose of the new student organization. The proposed group must verify that an existing club or organization is unable to meet its needs.
- b. The student(s) will also receive a sample constitution to use as a guideline when writing the constitution for the new student club or organization.
- c. Once the student(s) has completed the Student Organization Registration Form and written the constitution, he or she must find a minimum of two advisors officially recognized by the university. One advisor must be an Elizabeth City State University employee who is a full-time staff or faculty member.
- d. The advisors must then sign the bottom portion of the Student Organization Registration Form and Advisor Commitment Form.
- e. Any recognized student organization or club must have a minimum of ten (10) currently enrolled Elizabeth City State University students.
- f. All members must have a minimum cumulative grade point average of 2.0.
- g. Any student who is on disciplinary or academic probation cannot play intramural sports, participate in intake activities, run or hold office during the term of their probation.
- h. If the new organization is affiliated with a national organization, a copy of the national constitution and local bylaws must be submitted. These off-campus affiliates frequently have guidelines or regulations with which the affiliated organizations must comply in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in the Student Center Office. All Greek organizations must file directly with the Director of Student Activities.
- i. Upon receipt of these documents, the Director of Student Activities in consultation with the Student Government Association will rule on the recognition of the group based on organizational purpose and compliance with established criteria.
- j. The Coordinator for Clubs and Organizations will send written notification of official recognition of the new organization. If approved, the group will immediately become a recognized student organization with all the privileges thereof, as long as the members adhere to regulations governing student clubs and organizations.

- k. All clubs and organizations must be open to all Elizabeth City State University students. Clubs may not discriminate on the basis of sexual orientation, ethnicity, gender, age, disability, or any other factors.
- l. An organization that previously operated at Elizabeth City State University, but is now inactive, must reapply at the University Center Office to reactivate the group.

2. Requirements for Clubs and Organizations

- a. All clubs/organizations presidents are required to complete the Student Leadership Development Program. Failure to do so will result in the club or organization being rendered inactive. For more information please contact the Coordinator for Student Leadership and Development in the Office of Student Life.
- b. All clubs/organizations must complete at least one fundraising event and one community service activity during each semester. Failure to do so will result in the club or organization being rendered inactive. Please use the Student Organization Bi-Annual Report form to document your activities. The forms are available on the University website under Forms and Documents/Student Activities or in the Office of Student Life.
- c. All clubs/organization members must maintain a 2.0 GPA to remain active. National Pan-Hellenic Council Greek Organizations must adhere to the policy regarding members GPA's. Please see the Director of Student Activities for further information regarding the policy.
- d. All clubs/organizations must register by the third week of the fall semester. Failure to do so will result in the club/organization not receiving their allocated funds for the academic year.
- e. It is mandatory for at least one (1) representative from your club/organization to be present at all Clubs and Organizations sessions.
- f. All Activity Request Forms must be completed no later than seven (7) business days prior the event and all Requisitions must be completed no later than fourteen (14) business days prior to the event. Activity Request forms are available on the University website under Forms and Documents/Student Activities or in the Office of Student Life.

3. Officers

- a. Based on individual organizational constitutions officers will have a variety of responsibilities. Although the responsibilities are uniquely tailored to fit each organization, general guidelines for duties do exist. For example, the President should conduct meetings and oversee general operations of the club; Vice President should act in this capacity in the absence of the President; the Secretary records the business of the organization; and the Treasure keeps track of financial matters.
 - i. The president should conduct meetings and oversee general operations of the club.
 - ii. Vice President should act in this capacity in absence of the President.
 - iii. The secretary records the business of the organization.
 - iv. Treasurer keeps track of the financial matters.

- v. When a member of the faculty or staff is asked to serve as an advisor, he or she should be informed about what the organization will require.
- vi. The new advisors should be given an orientation relating to all the activities of the new organization.
- vii. Notices of meetings should be given an orientation relating to all the activities of the organization.
- viii. Notices of meetings should be given to the advisors. Every attempt should be made to set a time that is convenient for the advisor when designating a meeting time for the semester.
- ix. The advisors should be invited to executive meetings in which agendas are established for general meetings. If the advisors are unable to attend, the meeting should be rescheduled until a time when they are able to meet.
- x. The organization should confirm the appointment of the advisors each year and should be certain the advisors will serve before submitting his/her name as advisors. Advisors are required to continue their willingness to act as advisors each year.
- xi. Advisors must attend all activities sponsored by the organization. This should be done to allow the advisors to be aware of what is happening and also to allow him/her to react to the proposed event/activity.
- xii. If the situations arise that may cause problems for the organization or member of the organization, the advisors should be informed immediately. xiii. Advisors should update the organization of the financial condition of the organization. This is important for all the organizations, especially important for organizations receiving funds from Student Fees. The advisors should not be expected to cosign a money request unless he or she has evidence of the validity of the supporting documents.
- xiv. Organizations should be recognized that an advisor should not be committed to any type of obligation unless he or she agrees to the commitment.
- xv. Minutes of meetings as well as other materials from the organization should be submitted to the advisors, as these materials are made available to the members.
- xvi. An organization should be aware that the advisors are providing services without compensation. Although advisors do not expect special recognition, they would like to know their services are appreciated.
- xvii. The organization should be willing to discuss any dissatisfaction it may have with the advisors. Every effort should be made to resolve this. The advisor should feel free to discuss his/her dissatisfaction. If these cannot be resolved, the Office of Student Life can be asked to mediate.

- b. It is also the responsibility of all executive to be aware of all rules and regulations that govern student organizations. These are outlined in the Clubs and Organizations handbook. Specific training and guidance on University policies of leadership development may be received from the Office of Student Life.

4. Advisors

- a. Every Student organization must have two advisors officially recognized by the University. One advisor must be an Elizabeth City State University employee who is a faculty or staff member. The other may be a faculty, staff, or community member. Advisors have obligations to their organizations and to the University. Ideally, the relationship between the advisor and the organization would involve trust and respect. The advisor must feel that they

can depend on the organization to act in a manner that is responsible, and the organization must feel that it can depend on the advisor to act in a manner that is responsible as well. Responsibilities for the advisors are as follows:

- i. An advisor should agree to serve only if he or she is willing to participate in the work.
- ii. Understanding the organization, its purpose, and its goals is a primary obligation of any advisor. He or she should help the organization evaluate its purpose and goals, and the program it is providing.
- iii. Interest in the organization should be demonstrated by an advisor through his/her attendance at meetings and other functions. All events require an advisor's presence.
- iv. Advisor's should try to develop a close relationship with the officers and as many members as possible. Meeting members in a social setting can help establish a better relationship.
- v. Advisors should give attention to interaction within the group, be available for complaints from members about the group, and serve as negotiator if necessary.
- vi. Advisors should inform the group if they are not receiving notices of the meetings, minutes, or materials.
- vii. An advisor should explain his/her dissatisfaction with anything the group is doing or proposing to do. How the advisor handles this depends on the situation, he or she should be sensitive to opportunities that may help the organization become more productive and effective. In some cases, it is better to discuss the concerns with the officers. In others, it may be necessary to react during a meeting at the time the proposal is made.
- viii. Advisors who have long associations with the organizations can provide continuity. In some situations advisors have been associated with their groups longer than any of the members. They can help the members understand the history of the organization, and provide a perspective that would otherwise be lacking.
- ix. Advisors have a wealth of knowledge, expertise, and leadership skills that can benefit the student leader's experience. Whatever skills they possess they should make available to the group organization become more productive and effective. In some cases, it is better to discuss the concerns with the officers. In others, it may be necessary to react during a meeting at the time the proposal is made.
- viii. Advisors who have long associations with the organizations can provide continuity. In some situations advisors have been associated with their groups longer than any of the members. They can help the members understand the history of the organization, and provide a perspective that would otherwise be lacking.
- ix. Advisors have a wealth of knowledge, expertise, and leadership skills that can benefit the student leader's experience. Whatever skills they possess they should make available to the group.
- x. An advisor should provide assistance but not allow the organization to become dependent. He or she should not accept responsibility for the group unless under situations where the advisor has signed an Activities Request Form, acknowledging the activity/ event.
- xi. Advisors should accompany groups when attending meetings, conferences, conventions, or any other activity where the organization is representing the University.
- xii. Advisors must sign all Activity request forms in addition to signing all requests for monies.

- xiii. Advisors should also be aware of all University policies and regulations as they relate to student organizations; The activities, projects, and programs of the organization.
- xiv. At least one (1) advisor is required to be present at all activities sponsored by the organization. If an advisor is not present, the event will be shut down.

5. Fiscal Responsibility

- a. The University, by allowing student organizations and clubs to register on campus, permits them to conduct certain activities, one of which is the collection and management of funds used for organizational programming. Consequently, any funds allocated to or collected by student organizations and clubs are considered university funds, subject to university financial policies and procedures.
- b. As part of the university registration procedure, all clubs and organizations agree that no portion of proceeds raised from a project or campaign or allocated to them by the university will be used for the personal gain of any individual member of the club or organization. Additionally, all clubs and organizations agree to abide by university financial policies and procedures regarding the procurement of goods and disbursement of funds as contained in the university's policies and procedures manual, as well as the university's "Clubs and Organizations Guide".

6. Display Showcase

- a. A lottery system will be held during the second week in February of the Spring Semester. The lottery will take place during the Clubs/Organization Session. A representative from your organization must be present during that time. All active clubs/organizations that are registered for the academic year and have submitted a Bi-Annual Report will be eligible for the lottery.
- b. A club/organization may choose to opt out of the lottery process
- c. The club/organization selected in the lottery will have usage of the board for a year. The club/organization selected will have two weeks after the lottery to decorate their case. Failure to do so will result in the club/organization losing the case. At which time, the case will be given to the club/organization who is next in line.
- d. Items may not be attached directly to the display board. You may use fabric, or paper to attach your items.

7. Campus Event Security Policy Statement

It is a policy of Elizabeth City State University to support student organizations and other members of the ECSU community in the presentation of events which further the educational mission of the University, provide opportunity for social growth and cultural understanding, and serve the recreational needs of the campus community.

The office of Student Life and University Police Staff are charged with the responsibility for reviewing all events held to assure that they do not represent an unreasonable risk to participants, other members of the campus community, or University property. Accordingly, the review will

500.3.2.1
Adopted: 06/14/05
Amended: 06/07/11

determine the risk involved and liability incurred, and whether under what conditions it is appropriate to hold the event on campus. If the event is appropriate for the campus, a level of security will be established that assures the safety of people and the security of the property.

8. Policy on Designated Areas for Unplanned “Free Speech” Events

Freedom of speech is one of the most cherished traditions of the academic community. A community of scholars cannot pursue truth without the ability to publish critical information. One of the most important responsibilities of the University is to protect the right of expression in a manner that does not infringe upon the rights of others to pursue their studies or work. In guaranteeing free speech, the administration’s obligation is to provide reasonable regulations of time, place, and manner, so that disruption of normal educational activities is avoided.

The designated area on campus for “free speech” events is the Outdoor Classroom.

500.3.3.2
Adopted: 06/14/05
Amended: 06/07/11

ELIZABETH CITY STATE UNIVERSITY
Hazing Policy for Greek-lettered Fraternities and Sororities and Student Organizations

Elizabeth City State University requires that no fraternity, sorority, or student organization shall allow any of its alumni, associates, potential new members, new members, members, or others to participate in any form of hazing. Hazing is defined as any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; calculated to produce ridicule or harassment; produce physical or mental duress; reduce a person to a state of subjection by physical or psychological means which impairs or destroys and individual’s freedom of thought; or in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- Any form of paddling
- Any activity which causes physical discomfort, pain or excessive fatigue
- Any morally demeaning, embarrassing or humiliating experience
- Activities which produce physical, psychological or emotional duress
- Any unnecessary, mandatory activities which interfere with academic class schedules or other scholastic activities

Individual or organizational violations will be immediately investigated and, if found guilty, issued sanctions of suspension. Additional sanctions may be appropriate depending on the severity of the violation.

500.3.3.3
Adopted: 06/14/05
Amended: 06/07/11

ELIZABETH CITY STATE UNIVERSITY
Greek-Lettered Fraternities and Sororities Membership Intake Procedure

Preamble

The purpose of this policy is to establish the guidelines and procedures regarding the intake process for all Greek Letter organizations on the campus of Elizabeth City State University including but not limited to Pan Hellenic and Inter Fraternal. All “pledge” activities have been suspended by the Vice Chancellor for Student Affairs as of June 30, 1990. The selection process is henceforth referred to as “Intake”.

Guideline for Intake

Each organization engaging in membership intake must be in good standing with University policies both academically and socially, and must have submitted an updated membership roster with the GPA for each member.

To ensure that all chapters of National Pan Hellenic Council (NPHC) and Inter Fraternal Council (IFC) are following proper membership intake procedures, all forms must be completed in a timely manner. Below is an outline of the due dates for all documents related to membership intake. Before ANY Membership Intake Activities can be planned: The chapter must select a Membership Intake Coordinator; have that member complete the proper forms along with the Chapter President, Chapter Advisor, and Director of Student Activities.

Intake Process

1. Each organization must select a Membership Intake Coordinator. This person will be responsible for coordinating with the Director of Student Activities in regards to ALL Intake activities the organization is holding ex. Interest Meetings, Meeting Dates, Probates. The Membership Intake Coordinator must complete the following:
 - a. Complete form on membership intake plan and return to the Director of Student Activities. This form must cover all proposed Informational Nights and other recruitment based activities. If no membership intake is planned, then the proposed start and end dates are to be left blank. **No NPHC and/or IFC member organization will be allowed to host recruitment events without completing this form.**
 - b. Complete an Activity Request Form for each and every Intake meetings and/or function, and return to the Director of Student Activities. **Throughout the process, no meeting or function is allowed to take place without the presence of the official advisors.**
 - c. All members and advisors must attend the Greek Life Membership Intake Seminar prior to the beginning of membership intake.
 - d. Each organization must submit a list of potential members (with advisors’ signatures) and a signed copy of an official letter from the organization’s Headquarters or Regional office granting permission to conduct intake.
 - e. Each organization will receive an approval letter for Membership intake from the Office of Student Life within three (3) business days of our receipt of your Membership Intake Packet. **No intake activities can take place until the Membership Intake Coordinator and official advisors have received this letter.**

- f. After every recruitment event the Membership Intake Coordinator must return copies of Information Night Sign-in forms. In addition, all potential members who want to be considered for membership must fully complete a Student Information Card. All cards must be submitted to the Director of Student Activities before ANY membership intake activities can proceed. These cards may be obtained from the Office of Student Life.
 - g. All potential members must report to the Student Health Center on a weekly basis for a mandatory physical. Membership candidate(s) who fail to meet this requirement will be eliminated from the Intake Process.
2. Upon completion of the Membership Intake Process, each organization must submit a final list of all new members certified by the advisors. Probate shows taking place before receipt of this list will be considered an act of hazing. Non-adherence to these policies can lead to suspension or loss of organizational privileges as determined by the NPHC/IFC Judicial Council Court and Director of Student Activities.
 3. Greek Life Privacy Statement
To protect the interests, privacy, and confidentiality of the member chapters of the NPHC and IFC, the Office of Student Life GUARANTEES all documents submitted will be kept confidential. No one other than the Director of Student Activities, officers of the University, the respective National Headquarters, Chapter President, and Chapter Advisor will have access to these forms. All membership intake forms will be stored for a minimum period of twenty-four (24) months. Access to these documents will be denied to all parties with the exception to those identified above. All organizations will submit the following policies to the Director of Student Activities:
 - a. Non-Discrimination Policy
 - b. Hazing Policy
 - c. Alcohol and Drug Abuse Policy
 - d. Sexual Harassment Policy
 - e. Minimal Academic Policy
 - f. Internal Disciplinary Procedures Policy

Review History: Last reviewed by the Policy Review Committee 03/29/11.

ELIZABETH CITY STATE UNIVERSITY
Membership Eligibility for Greek-lettered Fraternities and Sororities

1. A student must have completed a minimum of 30 semester hours at ECSU, and must have a minimum grade point average of 2.5 before being selected into any sorority or fraternity.
2. A student must be, at the time of his/her selection, a regular student of the University enrolled in a regular session.
3. Students enrolled at ECSU may be selected in only those sorority and fraternity chapters that are chartered on this campus.
4. No student shall be selected at a time that he or she is on disciplinary probation.

500.3.3.4
Adopted: 06/14/05

5. Students must be in good financial standing with the University before they are eligible for membership selection.
 6. The University shall publish, each semester, the scholastic rank of each sorority and fraternity. Such rank shall be the same as that used by the University for determining honor points.
 7. Any member of a sorority or a fraternity who fails to maintain a 2.5 GPA after being initiated shall be declared inactive and will not be allowed to participate in any activity of his or her chapter regardless of the nature of the activity until such time his or her average has been raised to a 2.5 as certified by the University Registrar's Office.
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500.3.5.1
Adopted: 06/14/05
Amended: 06/07/11

ELIZABETH CITY STATE UNIVERSITY

Intramural Sports Policy on Eligibility

Preamble

The Intramural Sports Grievance Board established the following policies in order to determine the eligibility of students who may participate in the intramural program, and the circumstances under which such eligibility is deemed permissible.

1. General Eligibility

- a. A student must be registered at the University to be eligible for intramural competition. Staff personnel are also permitted to participate.
- b. Any student who is on either academic or disciplinary probation cannot participate in intramural sports.
- c. No current varsity players are eligible in the sport in which they participate.
- d. All students participating in intramural activities must have proper health certification on file in the Health Center.
- e. To be eligible to compete in a playoff or championship game in any sport a player must have represented the team in at least two (2) games prior to the playoff or championship contest.

2. Independent Teams

- a. Whenever a group of players enters intramural competition as an independent team in isolated sports, the number of individuals entitled to represent that team shall not exceed the sports quota of (15). This number does not include the coaches (up to 2).
- b. The names of new team members shall be submitted to the Office of Student Activities before the first scheduled games is played or advertised.
- c. No new name(s) shall be added after game one has been played.
- d. Greek Organizations are allowed to form teams, as well as Clubs and Organizations.

3. Penalties

Penalties for the following infractions will be assessed accordingly:

- a. Participation by individual not enrolled in the University

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- i. Forfeiture of games.
 - ii. Games shall not be rescheduled.
 - b. Participation by individuals for more than one team in the same sport:
 - i. Team penalty – Forfeiture of contest with potential loss of trophy points.
 - ii. Participant penalty – Barred from future participation with any team in the sport concerned (length of penalty decided by current student judicial proceedings). Special policies may be made by the Intramural Sports Grievance Board or the Coordinator of Intramural Sports whenever circumstances justify same. The new ruling shall apply to the immediate happenings or circumstances which made the new rule necessary (profanity, fighting, or unsportsmanlike conduct by players).
4. Championship
Championship will be based on team won-lost records.
-

500.3.6.1
Adopted: 06/14/05
Amended: 06/07/11

ELIZABETH CITY STATE UNIVERSITY
Mr. and Miss Elizabeth City State University Policy on Becoming Elected

Preamble

Mr. and Miss Elizabeth City State University (Mr. & Miss ECSU) are the official student host/hostess and ambassadors for the university. Since the inception of their titles, they have played a significant public role, as student representatives. They are expected to be persons of high moral conduct and students with a great deal of student pride and spirit.

1. Selection Process

- a. The sophomore and junior class is responsible for nominating a minimum of three contestants for Mr. ECSU and three contestants for Miss ECSU. When there is less than the minimum for either position, the nomination process will be repeated until the requirement has been met. If the sophomore and junior Class fails to meet this requirement, the Miss and Mr. Advisory Board will open the process to any qualified rising junior or senior.
- b. The selection process for Mr. and Miss ECSU shall consist of a student election and a judged showcase. The candidate(s) with the highest combined score (student votes (50%) and Judge's score (50%)) will become Mr. and Miss ECSU. In addition to Mr. and Miss ECSU, the court will consist of the first, second, and third runners-up to Mr. and Miss ECSU.
- c. The winning candidates will be crowned at the Coronation. Their reign will end the following year with the crowning of the next Mr. and Miss ECSU. In case either winning candidate is unable to fulfill the duties as Mr. and Miss ECSU, the first runner-up will assume the responsibilities of the title, with all privileges, and complete the reign. All

positions will ascend to the next level. The official announcement of the winners will be made at the annual Student Government Association Gala.

2. Qualifications

- a. Candidates must be classified as a rising junior or senior to be prospective full-fledged seniors at the beginning of the upcoming academic year and must serve the entire academic year. Candidates will be limited to one year of service. Decision will be made based on the candidate's academic file.
- b. Candidates must have a minimum cumulative grade point average of 3.0 and must maintain a minimum cumulative grade point average of 3.0 for the duration of their reign. Failure to do so will result in forfeiture of the title.
- c. Candidates must have been enrolled as a full time student at ECSU for at least one year.
- d. Candidates must have actively participated in at least two extracurricular activities, excluding sororities and fraternities.
- e. Candidates must comply with the Code of Conduct (See Student Handbook) that has been sanctioned by the University.
- f. Candidates must be able to express themselves well in oral and written communications.
- g. Candidates personal profile:
 1. Candidates for Miss ECSU must be of female gender; candidates for Mr. ECSU must be of male gender. This must be the original gender at birth.
 2. Candidates must be single (never married).
 3. Candidates must be between the ages of 18-26.
 4. Candidates must have no children or conceive during reign.
 5. Candidates must possess a clear civil and criminal record.
- h. Candidates' wardrobe must include appropriate attire for various University functions. For Miss ECSU, such attire and accessories should include: skirt/pant suits, dresses, gowns, outerwear, matching hosiery, shoes, and jewelry. For Mr. ECSU, such attire should include: formal wear, dress slacks, dress shirts, outerwear, ties, shoes, and socks.

3. Official Guidelines for Mr. and Miss ECSU

Mr. and Miss ECSU are expected to represent integrity in scholarships, leadership, character, and to represent all facets of the University population. As a result:

- a. They must exemplify the highest traits of character and good conduct.
- b. They must involve themselves in campus activities, as well as academic pursuits.
- c. Mr. and Miss ECSU will work under the guidance of the Mr. and Miss ECSU Advisory Board. They work unselfishly and cooperatively with the Advisory Board, the Student Government Association, and their court.
- d. They must be committed to official representation of the title they hold. They are to serve on a number of University committees, and represent the University at various functions, including, but not limited to:

1. Athletic Events
 2. Parades
 3. Recruitment Activities
 4. Campus-Wide Assemblies
 5. Approved Off-Campus Activities
 6. Alumni Functions
 7. Homecoming, Winter Homecoming and Viking Fest Activities
 8. New Student Orientation
 9. Approved Pageants
 10. Approved Leadership Conferences
- e. If Mr. ECSU and/or Miss ECSU are unable to represent the student body at an official function, it is their responsibility to inform the Advisory Board immediately. The Advisory Board will make the necessary arrangements to have official representation by a member of the court.
- f. The official itineraries for Mr. and Miss ECSU will be coordinated by the Advisory Board, and, as such, all appearance requests must be channeled through the Director of Union and Student Life. All off-campus engagements must be cleared by the Advisory Board. When Mr. and/or Miss ECSU are scheduled to participate in a public program, they must be advised by the Advisory Board. All speeches and/or information are subject to approval by the Advisory Board.
- g. Mr. and Miss ECSU's public appearances must exemplify their position at all times. They must select attire that reflects professionalism and good judgment.
- h. As a representative of the University, Mr. and Miss ECSU must be sensitive to the school colors when selecting their attire for official functions. The official color scheme for the University is royal blue and white; however, navy blue and cream can be used as alternative Colors. At the coronation, Miss ECSU is required to wear a white cotillionstyle gown and Mr. ECSU is required to wear a black and white tuxedo with tails.
- i. At the showcase, Miss ECSU is required to wear a royal blue gown and Mr. ECSU is required to wear a black tuxedo.
- j. Mr. and Miss ECSU must practice time management skills and be on time for all scheduled events. They must realize that they are representatives of the University, and that tardiness does not reflect well on the University and the title that they hold.
- k. Mr. ECSU is the official escort for Miss ECSU. Likewise, Miss ECSU is the official escort for Mr. ECSU.
- l. Mr. and Miss ECSU will serve as ex-officio members of the Student Government Association.
- m. Mr. and Miss ECSU's behavior, conduct, or demeanor reflects unfavorable on the office

they hold, the student body, or the University, they may be removed from office by two thirds vote of the Advisory Board.

- n. Should the office of Mr. and Miss ECSU become vacant for any reason, the respective runner-up will assume the responsibility of the title and complete the reign. All other positions will ascend to the next level.
- o. Due to the extensive amount of activity that occurs during the fall semester, it is recommended by the Advisory Board that Mr. and Miss ECSU take no more than 15 credit hours during the fall semester. If the grade point average of Mr. and Miss ECSU falls below 3.0, they will be rendered ineligible to hold the title and the respective runner-up will assume responsibility of the title and complete the reign.
- p. Mr. and Miss ECSU must submit a copy of their fall and spring semester midterm grades to the chairperson of the Advisory Board for review and advisement.
- q. The Mr. and Miss ECSU Coronation will be held the week prior to Homecoming and the Showcase will be held during the week of Student Government Association Elections during the spring semester.
- r. Miss and Mr. ECSU will not be compensated for unapproved purchases.

4. Advisory Board

- a. The role of the Advisory Board is to provide Mr. and Miss ECSU with a clear understanding of their duties and responsibilities to the University, to supervise their performance as required, and to plan the annual Coronation and Showcase. The Advisory Board supports Mr. and Miss ECSU as they perform the tasks associated with their official role, and with the fulfillment of their academic pursuits. The Advisory Board will provide guidance to ensure that Mr. and Miss ECSU always represents the University in a professional manner. The University Advisor to Mr. and Miss ECSU is determined by the Director of Student Activities and **the Advisory Board. He or she appoints** the other members of the Advisory Board.

5. Budget

- a. The University will provide Mr. and Miss ECSU with a budget to cover the following expenses:
 - 1. Production of the Coronation and the Showcase.
 - 2. Crown, Medallion, and Scepter.
 - 3. Travel costs for the official ECSU business.
 - 4. Attendance at approved seminars, conferences and other events.
 - 5. Wardrobe attire for Mr. and Miss ECSU and the Royal Court for approved events.
 - 6. Any additional incentives if necessary will be approved by the Advisory Board.
- b. Mr. and Miss ECSU are responsible for sharing in the financial obligations that this title includes. Such expenses may include, but not limited to:
 - 1. Personal grooming expenses.
 - 2. Wardrobe attire.

500.3.6.1
Adopted: 06/14/05
Amended: 06/07/11

3. Travel for non-official business.

It is important to remember that Elizabeth City State University does not discriminate against any persons who meet the qualifications of becoming Mr. and Miss ECSU. Individuals seeking these positions/titles should understand that they may have to make positive changes to promote a positive image. These policies are established to create a professional image that will outlast their reign and continue through their lives.

500.3.16
Adopted: 06/07/11

ELIZABETH CITY STATE UNIVERSITY Reservation Policy

Preamble

The Office of Student Life primary function is to accommodate and serve the University, guest, and community in the capacity of planning, scheduling, and implementing programs and activities. The

University Center provides well-rounded social, cultural, and recreational activities. These activities are designed to provide educational and cultural values. The programs originate with the university personnel and student leaders. Thus, our attitude towards them reflects on the University Center's image, which is essential to our operation. The office also provides assistance and support with developing new organizations, scheduling activities, and events in the center. The University Center operational hours are Monday thru Friday, from 8:00 a.m. to 11 p.m.

1. Reserving the Student Center

The Student Center, Bowling Center, Williams Hall, Outdoor Classroom and Softball field are all available for reservations.

A. On Campus Rentals (Clubs, Organizations, and University Departments)

- i. Clubs, organizations, and university departments on campus who want to reserve the Student Center or any area of Student Life must complete an Activity Request Form.
- ii. These forms must be completed at least seven (7) days prior to the event. All forms must be complete with all required signatures before the event can be added to the calendar.
- iii. The club, organization, or department must provide an account number on their forms.
- iv. When the form is complete; return the form to the Student Center Coordinator.

B. Off Campus Rental

- i. Individuals may rent the Student Center, Bowling Center, Williams Hall Gym, Outdoor Classroom and the Softball Field for activities ex. Family Reunions and Meetings
- ii. To rent any of these facilities, you must first contact the Student Center Coordinator and schedule a meeting or call to discuss the availability and price of the facility.
- iii. During this discussion, the Student Center Coordinator will provide you with the contract and all necessary documents for the event.

- iv. All forms must be complete with all required signatures before the event can be added to the calendar.
- vi. When the form is complete; return the form to the Student Center Coordinator.
- vii. All student life facilities rental rates are \$150.00 per hour. (Williams Hall Gym, Student Center Room 216, NSC Theatre, Stage Area, Checkers Area, the outdoor classroom, softball field and the Bowling Center).
- viii. The following guidelines apply to building usage:
 - a. Parties, family reunions, and church functions must be held during nonoperational hours unless special arrangements are made with the manager. The maximum reservation time is two (2) hours.
 - b. Sitting on gaming equipment is not permitted.
 - c. Shirts and shoes are always required.
 - d. Fighting and horse playing is not permitted.
 - e. Bike riding in the building is not permitted.
 - f. Animals and reptiles are not permitted.
 - g. Profanity and cursing is not permitted.
 - h. Damaging the equipment is not permitted.
 - i. Leaving trash is not permitted.
 - j. Alcohol is not permitted.
 - k. A non-refundable administrative fee of \$50.00 will be charged for all cancellations.
 - v. These forms must be completed at least seven (7) days prior to the event

2. Rules of the University Center

- A. Smoking is prohibited. This is a smoke-free building.
- B. Alcoholic beverages, gambling, fighting and profanity are prohibited.
- C. Any student or person found consuming an alcoholic beverage, gambling, fighting, smoking, or using profanity will be subject to disciplinary action.
- D. Students are prohibited from sitting on tables, back of chairs, or any other furniture not normally considered appropriate seating.
- E. No equipment, furniture, tables, chairs, ect. Can be removed from this center without approval of the University Center Coordinator.

This facility will not be available to rent during special University occasions, i.e., Homecoming, Viking Fest, Open House, Family Weekend, Commencement (winter, spring, and summer), and any other date deemed necessary by the University.

3. Guidelines for the Outdoors Classroom and Picnic Areas

- A. Request to cookout form must be completed (7) days prior to the event.
- B. There is a \$50.00 refundable deposit for the fire extinguisher
- C. The following areas are designated cookout locations:
 - i. Outdoor Classroom
 - ii. Fraternity and Sorority Plots

500.4.1
Adopted: 06/14/05
Amended: 03/08/07

ELIZABETH CITY STATE UNIVERSITY
Policy on Undergraduate Withdrawals through the Counseling Center

Withdrawal from the University for Undergraduate Students

All students who are officially registered for classes and who wish to withdraw from the university must complete the withdrawal procedure at least two weeks prior to final exam week. Withdrawals are processed in the Counseling Center. Students receive exit counseling and are advised of the procedures to follow for any financial obligations. Instructors will record a grade of “WD”. A student who is registered for classes and does not officially withdraw from the university will receive a grade of “FA”. Students may administratively withdraw from the university with written approval from the Vice Chancellor for Student Affairs. Students who have a pending judicial charge are not allowed to withdraw from the university before the outcome of charges is completed on campus.

500.4.2
Adopted 06/10/08

ELIZABETH CITY STATE UNIVERSITY
Policy on Protocols to be followed in the Event of a Sudden Death

Preamble

Elizabeth City State University (ECSU) recognizes that the untimely death of any currently enrolled student would result in a tremendous loss to the university community. In the event such a loss occurs, ECSU is committed to offering certain grief support services to students, faculty and staff. ECSU also acknowledges various matters will have to be handled in order to finalize the deceased student’s matriculation at the university. This policy establishes the protocols to be followed in the event of a student death.

1. Emergency Response to a Student Death

A. On-Campus

In the unlikely event that a student or employee discovers the body of a student on campus, the first response is to immediately call 911 or notify University Police.

B. Off-Campus

In the unlikely event that a student or employee discovers the body of a student at any off campus location, the first response is to immediately call 911 or notify the local law enforcement agency.

2. Notification After a Student Death is Confirmed

A. Notifying the Family of the Deceased

In the event that a student death is officially confirmed through University Police or otherwise, the Chancellor or Vice Chancellor for Student Affairs or designee shall take steps to immediately notify the family and administrators.

B. Next of Kin

- a) If a student death occurs on campus, the Chancellor or Vice Chancellor for Student Affairs shall notify the deceased student's next-of-kin as soon as possible by telephone.
- b) If a deceased student's next-of-kin is notified by a local law enforcement agency in accordance with SECTION 2.D.vi below, the Chancellor or Vice Chancellor for Student Affairs shall contact the next-of-kin as soon as possible to extend expressions of sympathy.

C. Procedure On What to Say when Speaking With a Family Member

- a) As a first choice, speak with both parents or guardian, if possible and appropriate.
- b) Identify yourself; ask if they have been in contact with the police; that you have already been in contact with the police; that you have to communicate a difficult message; and if they are at home alone.
- c) Explain as much of the circumstances as you know. i.e. child/family member was "fatally injured" or died from..."
- d) If available, give family member the necessary information to contact medical personnel. Indicate if and when a representative of ECSU will be on hand at the hospital. Police involved may identify the person to be contacted for any vital details.

D. Senior Administrative Staff

- i. Chancellor
- ii. Vice Chancellor for Institutional Advancement
- iii. Vice Chancellor for Academic Affairs
- iv. Administrative Council
- v. Behavior Management Team
 - a) Associate Vice Chancellor for Student Affairs
 - b) Associate Vice Chancellor for Student Affairs (Dean of Students)
 - c) Director of Counseling and Testing
 - d) Director of Health Services
 - e) Director of Housing and Residence Life
 - f) Associate Vice Chancellor for Academic Affairs
- vi. External Agencies
If a student death occurs off campus, the deceased student's next-of-kin will be notified by an external agency (i.e. local hospital, local law enforcement agency, etc.)

E. Residence Hall Roommate/Suitemates

If the deceased student resided in a residence hall, a university Counselor and the Residence Hall Director will make reasonable efforts to notify the roommate and/or suitemate.

- F. Faculty Advisor
The Vice Chancellor for Academic Affairs shall be responsible for notifying the deceased student's faculty advisor.
- G. Campus-wide
The Division of Student Affairs will distribute an official campus-wide email notifying the deceased student's faculty advisor.

3. External Media Inquires

All calls or inquires from the media regarding a student death must be directed to the Office of University Relations and Marketing for response.

4. Support Services

- A. Residential Students
In the event the deceased student resided on campus, floor/suite and small group meetings led by the Counseling Center will be offered to support student grief of other students of the Residence Hall.
- B. Non-residential Students
In the event the deceased student was a commuter, small group meetings will be offered by the Counseling Center to support student grief.
- C. Campus Community
Counseling services will be offered for students, faculty or staff who were closely affiliated with the deceased student.

5. Condolences

- A. Services
 - i. University Representative
The Division of Student Affairs will endeavor to obtain information regarding services for a deceased student and make that information available to the university community. A university representative may attend a service held in honor of a deceased student if reasonably possible. If attendance is not reasonably possible, some form of university acknowledgement will be sent in lieu of attendance.
 - ii. Students
Students who elect to attend a service held in honor of a deceased student shall do so at their own expense.
- B. Campus Vigils/Observance
The Student Government Association or another club or organization may hold a vigil or observance in honor of the deceased student after consultation and approval by the Vice Chancellor for Student Affairs and the family of the deceased student.

C. Annual Founders Day Observance

A deceased student will be memorialized, in consolation with his/her family, at the annual Founders Day Convocation following the student's death. The family of a deceased student is traditionally presented with a memorial plaque during the Founders Day Service.

6. Personal Effects

- A. If the deceased student will be memorialized, in consultation with his/her family, at the annual Founders Day Convocation following the student's death. The family of a deceased student is traditionally presented with a memorial plaque during the Founders Day Service.
- B. If the next of kin is unable to collect the deceased student's personal effects from the residence hall within five (5) days, all inventoried items will be packed and transferred to University Police for pick-up.

7. University Records

- A. Registrar
Upon presentment of an official death certificate by the deceased student's next-of-kin, the Registrar shall code the student's record and permanent file as "deceased".
- B. University Accounts
Upon presentment of an official death certificate by the deceased student's next-of-kin, the Bursar shall cancel any outstanding university chargers incurred by the deceased student. For purposes of this policy outstanding university charges means tuition and fees and does not include any outstanding government or private loans.

8. Posthumous Degree

The deceased student's family may submit a request for conferral of a posthumous degree to the Office of Academic Affairs. ECSU shall make decisions on awarding posthumous degrees on case by case by case

**ELIZABETH CITY STATE UNIVERSITY
Health Insurance Waiver Policy**

All students registered for 12 or more credit hours are automatically billed for the full health fee and the additional health insurance fee. Students are given a 10-day period to show Student Health Services proof of comparable health insurance coverage. Upon receipt of this proof, Student Health Services issues a waiver for the student to have the health insurance fee credited back to his or her account. Students producing the proof beyond the ten-day period will have to pay the insurance premium for the current semester but may be eligible for a waiver the following semester provided the health insurance is still in effect. The health insurance premium, is negotiated annually through the North Carolina Insurance Commission and is determined during the spring semester for the upcoming academic year.

500.5.2
Adopted: 06/14/05

Review History: Last reviewed by the Policy Review Committee 03/29/11.

ELIZABETH CITY STATE UNIVERSITY
Student Health Services Billing Policy

Student Health Services currently provides diagnosis, treatment and follow-up on urgent health care and general medical needs. These services are available at no charge to all currently enrolled students including weekend/evening and commuter students. The cost of health care has grown tremendously where in total student health services expenses exceed revenues obtained from health fees, resulting in a negative net balance. To cover the negative net balance, Student Health Services has operated by utilizing the fund balance to fund the negative net balance. Charging a nominal fee will allow the Student Health Center to continue to provide effective, efficient and accessible health care on campus and generate additional revenues to avoid the gradual depletion of the fund balance. The student health fee covers access to health professionals, health education programs and events. To offset the rising costs of providing quality health care, students shall be charged a nominal fee for selected health services that are not covered by the student health fee. It is the intent of Student Health Services to make charges to students as affordable as possible. Market information, as well as actual cost information, will be considered when establishing specific charges. Providers or the Student Health Service Director may waive an approved charge in a case of student hardship, to make health care as affordable as possible. An increase in charges will only be proposed when increased costs are not offset by an increase in the health fee. A current list of health care charges shall be maintained in the Student Health Center. This policy takes effect Fall 2003.

500.6.1
Adopted 06/10/08

ELIZABETH CITY STATE UNIVERSITY
Viking Walk of Fame Brick Paver Policy

Preamble

The Viking Walk of Fame Campaign is a fundraiser sponsored by Elizabeth City State University's (ECSU) Division of Student Affairs wherein brick pavers are purchased for engraving and placement on the Promenade between the Ridley Student Complex and University Suites. Funds generated from this campaign are used to enhance and support emerging initiatives and priorities within the Division of Student Affairs that foster the development of student leaders. This policy governs the implementation of the project.

1. Purchasing Process

A. Methods of Purchase

Students, faculty, staff and friends of ECSU may purchase brick pavers for engraving and placement on the Promenade by check or money order payable to ECSU Foundation. ECSU employees may also purchase brick pavers through payroll deduction. The purchase price includes engraving as set forth in SECTION 2 below.

B. Right of Refusal

ECSU reserves the right to refuse acceptance of any brick paver purchase it deems inappropriate for placement on the Promenade.

2. Engraving

A. Text

- i. Each brick paver holds up to three (3) lines of text with a maximum of fifteen (15) characters per line, including spaces and any punctuation.
- ii. The purchaser is responsible for ensuring that the engraving text is spelled correctly.
- iii. English alphabets, Greek capital letters, numbers, spaces and punctuation marks (period, comma, dash, slash, ampersand, apostrophe, quotation marks, colon, semicolon, parentheses, question mark and exclamation mark) may be used for text. Each letter, digit, space and punctuation mark counts as one character.
- iv. Each line of text shall be centered on the brick pavers.
- v. All text to be engraved on brick pavers for placement on the Promenade is subject to university approval.

B. Layout

Each brick paver shall be engraved from the purchaser's information as printed on the order form and each line shall be set up for the best fit by the engraver. **Brick Paver Placement**

A. Order of Placement

Brick pavers shall be placed on the Promenade in the same order that purchases are submitted. Purchasers shall have no control as to where an engraved brick pavers shall be placed on the Promenade.

B. Permanent Placement

Engraved brick pavers shall not be relocated to another position once placed on the Promenade. After installation, engraved brick paver placement shall be considered permanent.

C. Damage

ECSU shall not be responsible for any damaged engraved brick pavers once placed on the Promenade.

3. Cancellation

An order for one or more engraved brick pavers may be cancelled up to twenty-four (24) hours after an order is placed. Although orders may be cancelled with 24-hour notice, all payments are non-refundable.

**ELIZABETH CITY STATE UNIVERSITY
Off Campus Events Policy**

Preamble

A student club/organization is expected to use Elizabeth City State University facilities whenever it is sponsoring an event or a meeting of its club/organization. The use of University facilities increases accessibility of the events to all students, assures compliance with University guidelines, and assures availability of adequate supervision for the event. However when space is not available on campus and certain conditions cannot be met on campus this policy will govern off campus events.

1. Request for Waiver Guidelines:

- a. A student club/organization may seek a waiver of the requirement that events be on campus by submitting and Off-Campus Event Registration form to the Director of Student Activities.
- b. The form should be obtained from the Office of Student Life and must be completed and returned at least four (4) weeks prior to the event.
- c. Each request for wavier will be considered on an individual basis.
- d. Consideration will be given to events that are outreach and/or cultural in nature.

2. Conditions for a Waiver:

A waiver may be granted if the following conditions are met:

- a. The student club/organization is locked into a certain date and there are no facilities available on campus to accommodate the club/organization.
- b. The student club/organization has special food or environmental requests that cannot be provided by the campus.
- c. Environmental needs may include such elements as the infeasibility of the event being held on campus (e.g., a recreational trip such as a shopping trip or ski trip, or/and educational field trip).

3. Review Process:

- a. The Director of Student Activities will review all Waiver Request Forms submitted to the Office of Student Activities.
- b. The Director of Student Activities will determine appropriateness of holding the event off campus.
- c. The Director of Student Activities will submit a recommendation to the Chief of University Police, the Associate Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs.

- d. Upon receipt of the recommendation from the aforementioned, the request for waiver will be approved or denied.
- e. If the request is denied, the sponsoring club/organization may appeal to the Vice Chancellor for Student Affairs.

4. Guidelines for Off Campus Event:

- a. If a waiver is granted permitting an event to be held off-campus, the club/organization must have two (2) advisors in attendance during the entire event to assure proper supervision.
- b. The Chief of University Police will determine the level of security needed for the event.
- c. The student club/organization bound by national policies and insurance regulations must ensure that each event meets all required insurable criteria in order for your insurance policy to cover members and guest. Failure to comply will result in legal ramifications if problems should arise during the event
- d. The student club/organization sponsoring any off campus event, will assume the responsibility for all incidents occurring at the event location.
- e. The hosting group is still legally liable for participating guest, after the official time of a function expires.
- f. The student club/organization sponsoring the event may not use the Elizabeth City State University name, emblem, or any other signs or symbols associated with the University on any publication for an off campus event.
- g. All publications for the event must be approved by the Director of Student Activities prior to the event. The sponsoring club/organization must comply to the Campus Promotion Policy.

5. Responsibility of the Student:

- a. It is the responsibility of all Elizabeth City State University students to read and understand the Code of Conduct found in the Student Handbook.
 - b. Students must adhere to all Elizabeth City State University policies/guidelines even if the event is sponsored on or off campus.
 - c. If a policy violation occurs, the student will be subject to the judicial procedures set forth in the Code of Conduct.
-

ELIZABETH CITY STATE UNIVERSITY
Promotion Policy for Student Events and Activities

Preamble

Elizabeth City State University encourages and supports the promotion of all sanctioned campus events and activities as a fundamental part of a successful university community. Bulletin boards have been placed in convenient locations on campus to post notices of campus events and activities. This policy shall govern the manner in which promotion materials are displayed on campus.

1. Definitions:

Under this policy the following definitions shall apply:

- a. **Handbills.** A flier that is general 4" x 6" or smaller and is distributed by hand.

- b. **Flier or Flyer.** A pamphlet or circular that is general 11" x 17" or smaller for mass distribution. Flier or Flyer will be referred to in this document as flyer.
- c. **Poster.** A large printed placard bill or announcement that is general 11" x 17" or larger, often illustrated, that advertises or publicizes something.
- d. **Banner.** A large printed piece of cloth or other material that is general 23" x 31" or larger but smaller than 3' x 6' often illustrated, that advertises or publicizes something.

2. Guidelines for Approval of Posters, Flyers, Handbills and Banners:

- a. All posters, handbills, flyers and banners must be proofed by the Director of Student Activities or designee prior to printing.
- b. All posters, handbills, flyers and banners must be stamped by the Office of Student Life before being displayed. For maximum effectiveness for promoting events, material should be brought to the office at least one week in advance of the event.
- c. Posters, handbills, flyers and banners advertising non-university sponsored events must be approved by the Director of Student Activities. Approval is given for events of general interest to the university community sponsored by not-for-profit organizations.
- d. The sponsoring organizations must be clearly indicated on the promotional material.
- e. Banners may only be displayed during special events such as homecoming, open houses, career fairs and new student orientations and must have the approval of the Vice Chancellor of Student Affairs.

3. Content:

- a. Information on posters, handbills, flyers and banners which can be considered racially, sexually or otherwise offensive may not be posted. Decisions will be made by the Office of Student Life based on the UNC General Administration and Elizabeth City State University policies or applicable federal regulations.
- b. Information that promotes and/or implies the use of abuse of alcohol or drugs will not be allowed. The University shall not allow the manufacturer or distributor of alcoholic beverages to publicly or visibly connect with university events or activities. Non-alcoholic products are treated in the same manner as alcohol and beer products.

4. Guidelines for Authorized Locations:

- a. The campus has approximately 15 bulletin boards which are strategically located on the lower level of most buildings. Campus bulletin boards may be used for posting information or general interest to the campus. Campus bulletin boards should not be used for notices that are pertinent only to a particular division or organization, unless the organization or division has a designated bulletin board.
- b. One poster, handbill and/or flyer per event will be allowed per campus bulletin board.
- c. Posters, flyers, handbills and banners may not be attached to doors, walls, floors, furniture, trees, or any part of the university grounds.
- d. Advertisements for persons running for state or local elected positions may be placed on the bulletin boards in the Walter and Henrietta Ridley Student Complex only, and must have an on campus organization sponsorship indicated on the material to be posted.
- e. All posters, flyers and handbills which are placed in unauthorized locations, or have not been approved by the Office of Student Life, will be taken down by Student Life employees or maintenance personnel and discarded.
- f. Placing literature on cars is prohibited.

5. Guidelines for Other Forms of Promotion:

- a. Fundraisers for non-profit organizations may use designated window spaces located in the Walter and Henrietta Ridley Student Complex to display items used as receipts. A reservation for window space must be submitted by a student organization and approved by the Director of Student Activities.
- b. Table promotion may be put on the tables in the eatery area located in the Walter and Henrietta Ridley Student Complex and Bedell Cafeteria. Table promotion must be approved by the Director of Student Activities.
- c. Distribution of flyers, leaflets, or other literature on university property is only allowed by reserving a table. Organizations or offices may reserve tables through the Walter and Henrietta Ridley Student Complex Building Coordinator.
- d. Distribution in residence halls must be approved by Housing and Residence Life Office.
- e. No promotional materials may be distributed door to door in residence halls unless otherwise approved by the Housing and Residence Life Office.
- f. Distribution of vending or credit card information global technologies (including internet services, cellular phones, or other telecommunication services/devices) is permissible on campus once per semester per company and must be sponsored by an on campus organization. These companies must reserve a space with the Office of Student Life by a student organization.

6. Organization Responsibilities:

- a. Posters, flyers and handbills may be displayed no longer than three weeks. It is the responsibility of the sponsoring organization to put the aforementioned up and to take them down within two days of the event.
- b. Table promotion and fundraiser receipts are to be removed from tables or windows two days following the event by the sponsor.
- c. Request for special permission may be obtained during times of campus elections and/or special events for additional display time and areas, and should be directed to the Director of Student Activities.
- d. Request for a waiver of this policy should be directed to the Director of Student Activities

600.2.1

Adopted: 06/14/05

Amended: 03/07/06

Amended: 03/08/07

Amended: 06/12/12

ELIZABETH CITY STATE UNIVERSITY
Satisfactory Academic Progress (SAP) Policy and Procedures

Preamble

To be eligible to receive Student Financial Aid funds, which includes financial aid from federal, state and institutional programs, students must maintain satisfactory academic progress. Elizabeth City State University (ECSU) is required by the U.S. Department of Education to establish minimum standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling educational requirements.

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Adopted: 06/14/05
Amended: 03/07/06
Amended: 03/08/07
Amended: 06/12/12

SAP is calculated each semester. SAP includes all periods of the student's enrollment, including periods in which the student does not receive financial aid funds.

1. Satisfactory Academic Progress

Students attending ECSU must be in good academic standing and making satisfactory progress with a minimum GPA and completion rate in accordance with the maximum time frame, as stated below.

A. Grade Point Average Requirement (Qualitative)

Students must maintain the following minimum semester grade point average (GPA):

Cumulative Earned Hours	Minimum Semester GPA
1 - 29	1.45
30 - 59	1.60
60 - 89	1.75
90 - 190	2.0
2 nd Degree & Certificate	2.0
Graduate Students	3.0

If a student's GPA falls below the required minimum cumulative GPA, his or her eligibility to receive financial aid will be jeopardized. A student will be put on financial aid warning for the semester following the term the student fails to earn the required minimum cumulative GPA. The student has the next semester of attendance to earn the required minimum cumulative GPA. The student may receive financial aid while on financial aid warning. At the end of the warning period, if the required minimum cumulative GPA is met, the student is taken off of financial aid warning. If the required minimum cumulative GPA is not achieved, then the student will be put on financial aid suspension during the next semester of attendance. The student will not receive financial aid assistance while on financial aid suspension. The total cumulative earned hours consist of hours earned at ECSU and accepted transfer credits. Transfer credits are not included in the computation of the cumulative GPA for financial aid unless the credit was earned while attending other schools as a Transient student (ECSU student taking classes at another institution as an ECSU student).

B. Completion Rate (Quantitative)

Students must earn a minimum of 66 percent of the cumulative coursework attempted (including transferred hours). Failure to complete this minimum percentage will result in a student being placed on financial aid warning during the next semester of attendance. If the student completes 66 percent of the coursework attempted during the warning semester, then the student will be taken off of financial aid warning. If the student completes less than 66 percent of cumulative coursework attempted during the warning semester, then the student will be placed on financial aid suspension for the next attending semester.

C. Maximum Time Frame

All students must complete their program of study within a maximum time frame of one and one-half (150 percent) times the length of the program in which they are enrolled. This means that once a student has attempted one and one-half times the minimum number of credit hours necessary for completing program requirements, the student will be ineligible to receive financial aid. Attempted hours include all attempted hours at ECSU and all accepted transfer credit. Double majors are expected to complete their program of student within 186 credit hours. If the student qualifies for graduation in a particular major but makes a personal decision to double major, the student is no longer entitled to receive Federal Title IV Aid. Second degree students are required to complete their second degree within the maximum 150% of the hours required for the second degree (maximum of 246 including hours for the first degree). For graduate students, the maximum time frame is 54 attempted hours. If the time limit has been exceeded, aid eligibility ends. The student will be placed on financial aid suspension status.

2. Grades

Grades of IP (in-progress), W (withdrew), WA (withdrew administratively), WP (withdrew passing), WF (withdrew failing), and WD (withdrew from the university) are not included in calculating a student's GPA, but are counted as coursework attempted. I (incomplete) and FA (failure due to absenteeism) are counted as an F.

All grade changes must be submitted and processed during the first 10 days of classes of the following semester. Any changes after the first 10 days of the following semester will not be included in the SAP calculation.

3. Transfer Students

Transfer students accepted by ECSU, not previously enrolled at ECSU, will be classified as maintaining satisfactory academic progress for the first semester enrolled. At the end of the first semester, the student's grades will be measured in accordance with the ECSU's

satisfactory academic progress requirements. Students who previously attended ECSU, transferred to another school, then returned to ECSU, will have all of their coursework reviewed.

4. Financial Aid Suspension

Once a student is on financial aid suspension, the student must pay for the next attending semester at his or her own expense (alternative loans may be used). All federal, state and institutional funds are removed for the next semester. Once the student has enrolled for 6 or more hours and successfully completed the semester maintaining SAP requirements, the student's financial aid will be reinstated to financial aid probation status for the next attending term.

5. Appeal of Financial Aid Suspension

Students have the right to appeal their suspension of financial aid if they have extenuating circumstances that prevented them from making satisfactory academic progress. Extenuating circumstances are limited to 1) death or serious illness or injury to an immediate family member, 2) extended hospitalization or medical condition of the student, 3) victimization of a violent crime or natural disaster, 4) work related difficulties, and 5) other unexpected documented situations. Lack of transportation to school, poor class performance, and pursuit of a double or dual major are not extenuating circumstance.

The appeal must be specific, typed, and address the student's entire previous academic performance as well as how the circumstances have changed so that the student can meet SAP. The type appeal must be attached to the Appeal of Financial Aid Suspension form. The form may be obtained from the Office of Student Financial Aid and Scholarships (OSFAS) or the financial aid section of the ECSU Web site. The appeal form must be submitted by the fourth day of the semester in which the student plans to attend. Failure to adhere to this time line will result in the student losing the right to appeal the financial aid suspension.

The Satisfactory Academic Progress Appeals Committee will meet to review appeals at the beginning of each semester. The Office of Student Financial Aid will notify the student of the committee's decision via campus email. Decision results will be available on Self-Serve Banner (SSB). The committee's decision is final. Only the Chancellor can override the committee's decision.

If approved, the student will be placed on financial aid probation status for the subsequent semester(s). While on financial aid probation, the Office of Student Financial Aid and Scholarships may require the student to maintain a specified percentage of semester coursework, cumulative GPA, and tutorial assistance. If any of the prescribed conditions are not met, eligibility will be denied. The student will be awarded based on funds available. Replace of previously awarded funds is not guaranteed.

600.2.1
Adopted: 06/14/05
Amended: 03/07/06
Amended: 03/08/07
Amended: 06/12/12

A student is expected to know the Satisfactory Academic Progress Policy. Students can review their SAP status on Banner Web after final grades have been processed. The Office of Student Financial Aid attempts to notify students on financial aid suspension; however, sometimes students do not receive notification due to circumstances beyond the control of the Office of Student Financial Aid. If a student is not notified of the financial aid suspension, that in itself does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner.

600.2.2
Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY Student Accounts Policy

Financial Obligations:

All students are expected to meet their financial obligations to the University promptly and without notice from the Business Office. It is each student's responsibility to keep parents or guardians informed of all statements of accounts. Students whose accounts are more than fourteen (14) days overdue may have their attendance in classes discontinued or be requested to withdraw from the University.

Students are urged to make their tuition and fee payments by mail at least 10 days before reporting to the University. Remittances should be sent directly to the Office of Business and Finance; Elizabeth City State University; Elizabeth City, NC 27909 in the form of certified check, cashiers' check, money order, or cash by registered mail. Personal checks are not accepted unless certified.

Each check or money order should be made payable to Elizabeth City State University. A letter should be enclosed with each remittance stating clearly and specifically the purpose and for whom the money is intended. Since a check or money order made payable to Elizabeth City State University must be deposited in full to the student's account, money intended for personal use, books and supplies should not be included in the payment for tuition and fees.

The established State Fiscal Policies and Regulations under which Elizabeth City State University operates state that on registration day students' bills must be paid in full prior to the close of each semester for which students are registered. An account which remains unpaid after the close of the semester is delinquent. No official transcript or diploma may be issued by the Office of the Registrar until the account is paid in full.

The intent of this policy is primarily to place the responsibility for keeping accounts current on the student rather than on the University. The policy is not considered unduly burdensome considering the many scholarships, grants, loans and other funds which are available to qualified students.

The Title IV programs are Pell Grant, Supplemental Education Opportunity Grant, National Direct Student Loan, College Work-Study, Guaranteed Student Loan and PLUS Loans.

Withdrawals:

If you receive federal student aid from any of the programs mentioned in this publication (except for Federal Work-Study), and you withdraw from school, some of that money may have to be returned by you or your school. Also, even if you don't finish your course work, you'll have to repay the loan funds you received, less any amount your school has returned to your lender.

Awarding Process:

Academic Year

1. Financial Aid is awarded on an academic year basis (August-May). When the application process is complete and the Financial Aid Office has received official allocations and payment schedule for Pell Grant disbursements from the U.S. Office of Education, the student is mailed an award letter or a letter of denial.
2. Primary consideration is given to the applicants demonstrating financial need.
3. Based on need, grants are awarded first, employment second, and loans third. These funds are packaged and awarded based on the availability of funds and the time of the application.
4. PELL Grant adjustments are made after official registration for all recipients who are less than full time.

Summer School

Funds are based on what is left from the academic year. A separate application must be filed. However, the need analysis for the preceding year will be used for summer school.

ELIZABETH CITY STATE UNIVERSITY
Refund Policy

If a student officially withdraws from the University on or before the first week of the semester, the amount paid may be refunded. After the first week of registration, the charges for tuition and fees will be assessed based on twenty (20) percent per week for the next five weeks of the semester. After the first six weeks of the semester, no refunds will be issued. The weekly charge begins with the first day of scheduled classes regardless of the actual day of enrollment.

Financial Aid will be adjusted in accordance with federal and state regulations.

If a student departs from the University without following the official withdrawal procedures, he or she may be subject to 100 percent of the semester charges.

Room and Board

If a student withdraws within the first five weeks of the semester, fifty (50) percent of the room rental is refundable. After the first five weeks, there will be no refund of room rental. Board charges will be assessed based on ten (10) percent per week for the first ten (10) weeks of the semester. After the first ten (10) weeks, no board charges will be refunded.

Refunds Due to Dropping and Adding of Courses

A student who drops courses so that he or she is no longer a full-time student will have his or her charges reduced accordingly and will receive any refund due, provided the courses are dropped prior to the end of the official drop/add period. No adjustments or refunds will be made for courses dropped after the end of the official drop/add period.

Payment Policy

The University will not release any refund of tuition, fees, room and board until at least four weeks have elapsed from the date of official withdrawal. Upon request, all refunds will be made by check payable to the agency or person responsible for the student's bill.

900.1.2
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Amended: 06/08/10

ELIZABETH CITY STATE UNIVERSITY Sexual Harassment Policy

Preamble

This policy serves as a prohibition against sexual harassment at Elizabeth City State University (ECSU) and sets forth the various campus-level processes for resolving a sexual harassment complaint. Sexual harassment as defined within this policy is an unlawful form of gender discrimination which may involve harassment of women by men, harassment of men by women or harassment between individuals of the same sex. This policy applies to the entire university community including: faculty, staff, students, agents and applicants for employment and admission to university programs.

1. Definition

Sexual harassment refers to unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome verbal and/or physical conduct of a sexual nature when:

- A. submission to such conduct is made either an expressed or implied term or condition of an individual's employment or academic standing; or
- B. submission to or refusal of such conduct is used as grounds for a decision concerning an individual's employment or academic standing; or
- C. such conduct is so extreme or constant that a reasonable person would find that it:
 - i. alters the terms or conditions of a person's employment or educational experience; or
 - ii. unreasonably interferes with an individual's work or performance in a course, program, or activity, which thereby creates a hostile or abusive work or educational environment.

2. Complaint Procedure

A. Filing a Complaint

Anyone within the university community who seeks to lodge a complaint of sexual harassment must complete, sign and date ECSU's Sexual Harassment Complaint Form and submit it within ninety (90) calendar days of the alleged incident in the following manner:

- i. If the Alleged Harasser is a Faculty or Staff Member
If the alleged harasser is a member of the faculty or staff, the Complaint Form may be submitted to either the alleged harasser's supervisor, academic school dean, or the Equal Employment Opportunity Officer.
- ii. If the Alleged Harasser is a Senior Administrative Officer.
If the alleged harasser is a senior administrative officer, the Complaint Form may be submitted to either the alleged harasser's supervisor or the Equal Employment Officer.
- iii. If the Alleged Harasser is a Student
If the alleged harasser is a student, the Complaint Form may be submitted to either the Dean of Students or the Equal Employment Opportunity Officer.
- iv. If the Alleged Harasser has Other Status
If the alleged harasser is an individual other than categorized above, the Complaint Form must be submitted to the Equal Employment Opportunity Officer.

B. Confidentiality

The full extent of confidentiality provided by law to personnel records and educational records shall apply to information and documents generated as a result of a sexual harassment complaint except where disclosures are required for the university to investigate a complaint or take appropriate action in response to a complaint. Anyone within the university community who, without authorization, discloses information in connection with a sexual harassment complaint shall be subject to disciplinary action.

- C. **Groundless Complaints**
Under this policy, the term “groundless” complaint refers to the act of filing a false or malicious sexual harassment complaint. Anyone within the university community who files a groundless complaint shall be subject to disciplinary action.
- D. **Retaliation**
Under this policy, the term “retaliation” means engaging in an adverse act against a person who has filed a sexual harassment complaint or against a person who cooperates in a sexual harassment investigation. Retaliation is expressly prohibited. Anyone within the university community who engages in retaliation shall be subject to disciplinary action.
- E. **Complaint Intake**
The person who receives a completed Sexual Harassment Complaint Form under Sections 2.A. (i-iv) above must:
- i. Comply with the confidentiality requirements;
 - ii. Complete ECSU’s Sexual Harassment Intake Form;
 - iii. Inform the complainant of the options for internal resolution of a sexual harassment complaint under the policy and document the complainant’s choice for resolution;
 - iv. Forward a copy of the completed Sexual Harassment Complaint Form and the completed Sexual Harassment Intake Form to the Assistant to the Chancellor for Legal Affairs including written documentation of the option selected by the complainant for resolving the complaint; and
 - v. If the complaint is received by an individual other than the Equal Employment Opportunity Officer, forward the original completed Sexual Harassment Complaint Form and Sexual Harassment Intake form to the Equal Employment Opportunity Officer including written documentation of the option selected by the complainant for resolving the complaint.
- F. **Notice to the Alleged Harasser**
As soon as the EEO Officer receives notice of a sexual harassment complaint, the EEO Officer will notify the alleged harasser in writing of the details of the sexual harassment complaint.
- G. **Withdrawing a Complaint**
The complainant may withdraw a sexual harassment complaint at any time in writing to the Equal Employment Opportunity Officer. Notwithstanding the complainant’s choice to proceed with a complaint, ECSU may conduct an administrative investigation of the complaint any sexual harassment complaint.

3. Options for Resolution

A sexual harassment complaint may be resolved through either an informal or formal process, at the option of the complainant and must indicate the option on the Intake Form. Notwithstanding the complainant's choice for resolution, ECSU may conduct an administrative investigation of any sexual harassment complaint. Notwithstanding the complainant's choice for resolution, ECSU may conduct an administrative investigation of any sexual harassment complaint.

A. Informal Processes

i. Individual Resolution

The complainant may seek to resolve the matter directly with the alleged harasser individual.

ii. Mediation

The complainant may seek resolution through mediation. If this option is selected, the complainant and the alleged harasser must mutually agree on an approved campus mediator, alleged harasser Mediation must be scheduled within ten (10) calendars of filing a complaint. The date of the scheduled mediation session may be more than ten (10) calendar days after a complaint is filed. A mediator will not conduct an investigation or determine culpability but will facilitate discussions with the aim of reaching a resolution.

iii. Reporting Outcomes of an Informal Resolution

(1) Individual Resolution

If the option of individual resolution is selected, the complainant must notify the Equal Employment Opportunity Officer in writing within fourteen (14) calendar days of filing the complaint whether or not the matter has been resolved. The outcome shall be filed by the Equal Employment Opportunity Officer in the personnel files of the parties involved, if employees, or in the student records maintained in the Division of Student Affairs, if a student is involved.

(2) Mediation

If the option of mediation is selected, the mediator must notify the Equal Employment Opportunity Officer in writing at the conclusion of the mediation conference as to whether or not the matter has been resolved. The outcome shall be filed by the Equal Employment Opportunity Officer in the personnel files of the parties involved, if employees, or in the student records maintained in the Division of Student Affairs if a student is involved.

B. Formal Processes

A determination will be reached as to whether alleged conduct constitutes sexual harassment by considering the entire record in addition to the circumstances giving rise to the allegation based upon an objective standard.

i. Administrative Investigation and Resolution

The complainant may opt to have the complaint resolved through an internal administrative investigation. If the alleged harasser is an employee, the investigation will

be conducted by the alleged harasser's supervisor. If the alleged harasser is a student, the investigation will be conducted by the Dean of Students. If the alleged harasser is a non-employee or non-student, the investigation will be conducted by the Equal Employment Opportunity Officer. An investigator may confer with the Equal Employment Opportunity Officer for guidance and shall do the following, without compromising confidentiality:

- (1) Question the alleged harasser, after first notifying the complainant when the alleged harasser will be questioned and obtain a written response from the alleged harasser;
- (2) Question witnesses, if any, for purposes of verifying the truthfulness of the complaint;
- (3) Examine documentary evidence, if any;
- (4) Contact the Equal Employment Opportunity Officer to determine whether there have been other complaints of sexual harassment concerning either the complainant or the alleged harasser;
- (5) Complete the Sexual Harassment Investigation Report Form, including:
 - (a) The identity of the complainant and the alleged harasser;
 - (b) The written, signed and dated Complaint Form;
 - (c) The alleged harasser's written response, if any;
 - (d) Documentary evidence, if any;
 - (e) The findings and a summary of the facts constituting the basis for the findings;
 - (f) A statement, if applicable, of any difficulties confronted while conducting the investigation; and
 - (g) The resolution.

A copy of the investigation report must be mailed to the complainant and to the alleged harasser by certified mail return receipt requested or other method that provides confirmation of delivery with notification that either party may submit written comments, within fourteen (14) calendar days of the parties' receipt of the investigation report. Comments received within the fourteen (14) calendar day period, will be attached to the final investigation report.

The final investigation report, including any attached comments by the parties, shall be submitted to the Equal Employment Opportunity Officer and shall be filed in the personnel files of the parties involved, if employees, or in the student record of the Office of Student Affairs, if as student is involved.

An administrative resolution is appealable to the Chancellor for a final campus level decision. Either party may file a written appeal to the Chancellor within fourteen (14) calendar days of the parties' receipt of the final report.

ii. Resolution Before a Hearing Body

A complainant may opt to have the matter resolved through a before a hearing body

(1) Faculty

- (a) A faculty member who files a sexual harassment complaint against another faculty member may seek resolution in accordance with ECSU's Faculty Grievance Procedure (ECSU Policy 300.2.7.1).
- (b) A faculty member who files a complaint of sexual harassment in connection with evidence of discrimination in a non-reappointment decision or in the case of a discharge or imposition of other serious sanctions may seek resolution in accordance with the review process set forth in ECSU's Promotion and Tenure Policy (ECSU Policy 300.2.1.1).
- (c) A faculty member who files a sexual harassment complaint against a student may seek resolution under ECSU's policy on Student Rights and Steps in the Judicial Process (ECSU Policy 500.1.3).

(2) State Personnel Act (SPA) Employee

An SPA employee with a complaint of sexual harassment may proceed according to the Grievance Procedure for SPA employees. An SPA employee may seek resolution of a sexual harassment complaint in accordance with ECSU's Mediation and Grievance Policy for SPA Employees (ECSU Policy 200.2.1). SPA employees and applicants for SPA positions also have the option of filing a complaint with the North Carolina Personnel Commission.

(3) Employees Exempt from the State Personnel Act (EPA) Employees

An EPA employee may seek resolution of a sexual harassment complaint in accordance with ECSU's Grievance Procedures for Employees Exempt from the State Personnel Act (ECSU Policy 200.3.5)

(4) Students

- (a) A student who files a sexual harassment complaint against another student may seek resolution under ECSU's policy on Student Rights and Steps in the Judicial Process (ECSU Policy 500.1.3).
- (b) A student with a sexual harassment complaint against a faculty member or other employee of the University shall proceed according to the Student Grievance Procedure. Information on the Student Grievance Procedure is available from the Office of the Vice Chancellor for Student Affairs. A student who files a sexual harassment complaint against a faculty member, an ECSU employee or others may seek a resolution under ECSU's Grievance Procedure for Students (ECSU Policy 500.1.2).

- (5) The findings from a determination reached following a grievance hearing shall be submitted to the Equal Employment Opportunity Officer and shall be filed in the

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personnel files of the parties involved, if employees, or in the student records of the Office of Student Affairs, if the parties involved are students.

4. Disciplinary Action for Violation

Any individual who engages in sexual harassment shall be subject to disciplinary action, which will be determined on a case by case basis, up to and including discharge for employees and suspension for students.

900.1.3
Adopted: 09/10/02
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Amended: 12/15/09

ELIZABETH CITY STATE UNIVERSITY Alcoholic Beverage Policy

Preamble

The POSSESSION and consumption of alcoholic beverages are prohibited on the campus of Elizabeth City State University (ECSU), except at approved events. This policy governs the manner in which alcoholic beverages may be consumed at approved events and establishes the disciplinary actions that may be imposed for violations.

1. Prohibition as to Students

A. Students Under Twenty-one

Students, under twenty-one years of age, are prohibited from possessing or consuming alcoholic beverages on ECSU's campus. A student, under the age of twenty-one, who possesses or consumes alcoholic beverages on campus shall be subject to student disciplinary action and/or arrest as set forth in SECTION 1.C. below.

B. Students Twenty-one or Older

Students, twenty-one years of age or older, may consume alcoholic beverages at approved campus events on the condition that proper identification with proof of age is provided at the time of the event. A student, twenty-one years of age or older, who possesses or consumes alcoholic beverages on ECSU's campus, other than at an approved event, or who aids or encourages anyone under the age of twenty-one to possess or consume alcoholic beverages on campus shall be subject to student disciplinary action and/or arrest as set forth in SECTION 1.C. below.

C. Disciplinary Sanctions

The following are the disciplinary sanctions that shall be imposed on a student for violation of this policy depending upon whether it is a first or subsequent offense. Before disciplinary sanctions are imposed, a student shall be afforded due process.

i. First Offense

The penalties listed below shall be imposed on a first-time offender. A student offender shall also be subject to suspension from the university for a first offense that involves property damage, personal assault or failure to cooperate with university officials.

- a. A fifty dollar (\$50.00) administrative fee;
- b. Notification of offense to parent(s) or legal guardian(s);
- c. Requirement of one (1) hour participation in Alcohol 101 Interactive Program or similar program at Student Health Care Wellness Program or ECSU Counseling Center;
- d. Requirement of participation in individual or group counseling sessions at the ECSU Counseling Center; and
- e. Disciplinary probation for one (1) semester; and
- f. Six (6) hours of community service.

ii. Second Offense

The penalties listed below shall be imposed on a second-time offender. A student offender shall also be subject to suspension from the university for a second offense that involves property damage, personal assault or failure to cooperate with university officials.

- a. A one hundred dollar (\$100.00) administrative fee;
- b. Notification of offense to parent(s) or legal guardian(s);
- c. Disciplinary probation for one (1) full academic year;
- d. Twelve (12) hours of community service;
- e. Requirement of participation in three (3) sessions at a local substance abuse facility and individual or group counseling sessions at the ECSU Counseling Center; and

iii. Third Offense

The penalties listed below shall be imposed on a third-time offender:

- a. Disciplinary suspension from ECSU for one (1) semester;
- b. Following the semester disciplinary suspension, a third-time offender must provide proof of completion of a substance abuse program of his or her choice;
- c. If a third-time offender violates this policy after re-admittance to ECSU, the student shall be expelled.

D. Violation of State Laws/Local Ordinances

In addition to university disciplinary action, a student who violates the laws of the State of North Carolina or local ordinances pertaining to the regulation of alcoholic beverages shall be subject to arrest.

2. Prohibited POSSESSION & Consumption of Alcoholic Beverages On Campus By Employees

A. During Work Hours

ECSU employees are prohibited from reporting to work having the odor of alcohol on their breath or about their persons and from possessing or consuming alcoholic beverages during work hours. An employee who is accused of reporting to work having the odor of alcohol on

900.1.3
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his/her breath, about his/her person or consuming alcoholic beverages in the workplace will have the option of submitting to a breath alcohol testing analysis administered by a University Police Officer. A breath alcohol test result showing an alcohol concentration level of .03 or higher, shall result in a rebuttable presumption of a violation of this policy. An employee may challenge a breath alcohol test result of .03 or higher by obtaining a blood alcohol test at his/her own expense. A blood alcohol test must be performed within at least thirty (30) minutes of the breath alcohol test and the employee must notify the officer who administers the breath alcohol test upon receipt of the breath alcohol test result. An employee, who elects to obtain a blood alcohol test, will be responsible for bearing the cost(s) of having the official result submitted from the medical care facility to ECSU.

- B. Disciplinary Action for Policy Violation
An employee who violates this policy shall be subject to disciplinary action as determined by the Chancellor or his designee based upon a review of the relevant facts and circumstances.
- C. Breath Alcohol Test
If a breath alcohol test reveals a level below .03 or an employee does not submit to a breath alcohol test, the employee's unit head shall determine whether or not there is a need for disciplinary action and the level of disciplinary action, if any, based on a review of the relevant facts and circumstances.
- D. Restriction/Limitation of Driving Privileges
ECSU employees must possess a valid North Carolina driver's license in order to operate university state-owned vehicles. If an employee's driving privilege becomes restricted or limited in any manner, the employee must notify his/her supervisor of the restriction(s) or limitation(s) on the next business day after such restriction or limitation is imposed. Limited driving privileges shall not be valid for the operation of university state-owned vehicles.
- E. Violation of State Laws/Local Ordinances
In addition to university disciplinary action, an employee who violates the laws of the State of North Carolina or local ordinances pertaining to the regulation of alcoholic beverages shall be subject to arrest.
- F. Employee's Assistance Program
An employee, with an alcohol abuse problem, may obtain assistance through the Employees' Assistance Program (EAP) as set forth in ECSU Policy 200.1.18.

3. Enforcement

- A. In General
 - i. *Disciplinary Action*
With the exception of approved events and locations, ECSU shall take all reasonably necessary action, in accordance with the law, to keep the university community alcohol-free. Any member of the university community who violates this policy and relevant

laws or local ordinances pertaining to the POSSESSION and consumption of alcoholic beverages shall be subject to both disciplinary action by ECSU and prosecution and punishment in the North Carolina General

Court of Justice. ECSU shall initiate disciplinary action against students, faculty members, administrators or staff who violate this policy.

ii. *Disciplinary Process*

Disciplinary action for violations of this policy shall be imposed by ECSU in accordance with the applicable procedural safeguards as set forth in ECSU's Student Handbook, ECSU's Promotion and Tenure Policy, the State Personnel Manual, policies governing employees who are exempt from the State Personnel Act, and any other applicable policies or regulations.

B. University Police Enforcement

i. *Duties of University Police Department*

ECSU's University Police Department shall take all reasonably necessary action(s) in accordance with the law and local ordinances to investigate and eliminate the POSSESSION, sale and consumption of alcoholic beverages on the campus, except as allowed at approved events in accordance with SECTION 4 below.

ii. *Incident Reports*

The investigating University Police Officer(s) shall submit a written report whenever a student, faculty member, staff member, administrator or visitor violates any law(s) pertaining to the regulation of alcoholic beverages. Arrests shall depend on the totality of the circumstances surrounding each incident.

Students, faculty members, administrators, staff members or visitors who violate the law or local ordinances pertaining to the POSSESSION and consumption of alcoholic beverages shall not be insulated from criminal prosecution or punishment.

iii. *Transmittal of University Police Incident Reports*

A copy of any University Police incident report arising from a violation of the laws or local ordinances pertaining to the regulation of alcoholic beverages involving students, faculty members, administrators or staff members shall be forwarded to the appropriate division or unit head as follows:

a. *Incident Reports Involving Students*

Incident reports involving students shall be forwarded to the Office of the Vice Chancellor for Student Affairs.

b. *Incident Reports Involving Faculty Members*

Incident reports involving faculty members shall be forwarded to the Office of the Provost and Vice Chancellor for Academic Affairs.

c. Incident Reports Involving Administrators or Staff Members

Incident reports involving administrators or staff members shall be forwarded to the Head of the Division or Unit to which the administrator or staff member reports.

4. Alcoholic Beverage Consumption at Approved Events

A. Chancellor Approved Events

With the Chancellor's approval, alcoholic beverages may be served and consumed at designated rooms at the K. E. White Center or designated rooms of other campus buildings on the condition that the event sponsor obtains a permit from the North Carolina Alcoholic Beverage Control Commission.

Alcoholic beverage permits must be submitted to the Chancellor's office at least three (3) business days prior to an approved event or the Chancellor's approval shall be automatically revoked.

B. Restricted to Service by Catering Staff or Bartender

Alcoholic beverages may only be served at an approved event through the catering staff or a bartender. The catering staff may serve unfortified wine or malt beverages. An event sponsor must obtain a bartender to serve fortified wine, mixed beverages or spirituous liquor. Any other form of distribution of alcoholic beverages at an approved event is strictly prohibited. All unused portions of alcoholic beverages, procured by an event sponsor, must be reclaimed immediately following the event.

C. Identification Systems

At approved events, event sponsors must utilize an identification system (i.e. hand stamps, wristbands, etc.) that will allow servers and/or bartenders to readily identify those individuals, who are twenty-one years of age or older, to whom alcoholic beverages may be legally served.

D. Consumption Prohibited Outside of Designated Rooms

Alcoholic beverages shall not be carried or consumed outside of designated rooms at an approved event.

E. Sale of Alcoholic Beverages

The sale of alcoholic beverages is prohibited at approved events unless the event sponsor is nonprofit organization that has obtained a special one-time permit from the North Carolina Alcoholic Beverage Control Commission allowing the sale of alcoholic beverages for a single fundraising event of that organization.

F. Security Officers

Event sponsors must obtain a security officer for the duration of an approved event.

G. Liability Insurance

Except for approved university sponsored events, event sponsors must obtain liability insurance, including host liquor liability coverage, for the event in the sum of not less than \$1,000,000 per occurrence, which names ECSU as an additional insured. The event sponsor

900.1.3
Adopted: 09/10/02
Amended: 03/08/07
Amended: 12/15/09

must submit a certificate of insurance reflecting the required coverage to the Chancellor's office at least three (3) business days prior to the event otherwise the Chancellor's approval will be automatically revoked. An insurance quote is insufficient proof of coverage.

H. Time Restriction

Alcoholic beverages shall not be served twenty (20) minutes prior to the end of an approved event. Event sponsors shall be responsible for taking steps to adhere to this time restriction.

5. Counseling and Referrals

A. Campus Community Responsibility

With the exception of approved events, it shall be the responsibility students, faculty members, staff members and administrators to help in the maintenance of an alcohol-free campus.

B. Treatment Referral

Upon request, the following offices are available to assist students and employees with alcohol treatment referrals. Any such referrals shall be handled confidentially.

i. Students

Students with alcohol treatment needs may voluntarily contact ECSU's Counseling Center. ECSU's Counseling Center may make referrals to the appropriate local or state agencies.

ii. Employees

The Office of Human Resources and Payroll may assist, if requested, with employee referrals to the State Employees' Assistance Program (EAP) as set forth in ECSU Policy 200.1.18

6. Relevant Laws and Ordinances

This policy is expressly subject to all applicable laws and ordinances pertaining to the regulation of alcoholic beverages including but not limited to the laws and ordinances referenced below, as may from time to time be amended.

A. State of North Carolina

This policy is subject to N.C. General Statute 18B-302 **Sale to or Purchase by Underage Persons** which is incorporated herein by hyperlink reference:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_18B/GS_18B302.html.

B. Local Ordinance

This policy is subject to the City of Elizabeth City Code of Ordinances, Section 50-2 **Consumption of alcoholic beverages in public** which is incorporated herein by hyperlink reference:

900.1.3
Adopted: 09/10/02
Amended: 03/08/07
Amended: 12/15/09

http://elizabethcity.govoffice.com/index.asp?Type=B_BASIC&SEC=%7bAF861AC2-1AF7-42D2-9C91-78689F9CDC2B%7d.

C. Definitions

1. The terms “fortified wine;” “malt beverage;” “mixed beverage;” “spirituous liquor” and “unfortified wine” are defined in accordance with N. C. General Statute 18B-101 which is incorporated herein by hyperlink reference:
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_18B/GS_18B-101.html.
2. The term “citation” is defined in accordance with N. C. General Statute 15A-302 which is incorporated herein by hyperlink reference:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_15A/GS_15A-302.html.

Elizabeth City State University Hurricane/Disaster Operational Plan Preparation Before a Disaster/Hurricane Strikes (For All Students)

- All furniture, including beds, should be pulled away from windows. All electronic equipment should be placed off the floor, preferably in a closet.
- Since floors can get wet, all articles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- Papers, books, school supplies, etc. should be put inside desks or dressers. Valuables should be placed in lockable closets or drawers and secured throughout a hurricane. All doors should be locked when occupants are not in the room or apartment.
- All windows must be closed tightly. In those facilities where venetian blinds are provided, the blinds should be RAISED all the way to the top. Where shutters are provided, these shutters should be closed in all rooms.
- Any student who owns a car should insure that the emergency brake is set and that the car is in reverse gear or park. All windows should be closed and the car locked. Be certain to fill the gas tank. Gas pumps cannot work if a power failure occurs.
- Students should provide their own flashlights in case of power failure. Do not use candles or other flammable lighting under any circumstances; fire is uncontrollable during a hurricane.
- Students should have snack food items, such as crackers, cookies, peanuts, etc. Food service on campus will be available as long as possible, but students should plan for an emergency by having non-perishable items available. Do not plan to travel off campus after a storm since transportation may not be possible.

Students Living On Campus

Students will receive information pertaining to storm preparations from their Resident Assistant (RA) and through information posted on their floor and in the lobby of the residential college.

On-campus residents from the Albemarle area who want to go to their homes may do so. Please inform your Resident Assistant or the reception desk of your residential hall or the apartment area so your whereabouts are known.

Students should contact their parents prior to the storm to advise them of their location and then again shortly after the storm to inform them of their status. It will be easier for students to contact their parents than for parents to locate students.

Meals: Arrangements for meals and food supplies will be made, as storm specifics are determined. Meals will be provided to all students during an impending storm, regardless of board plan status.

Students Living Off Campus (Commuters)

Students off campus should refer to our Website, the rumor control hotline, and local authorities as specifics of the storm situation.

STUDENT RESPONSIBILITIES DURING AN EMERGENCY

Students have a responsibility to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembly at the emergency assembly areas. No students should leave the assembly areas until permission has been granted. Buildings, including residence halls, should not be re-entered until official notification has been provided that it is safe to do so. Students should render assistance to disabled students in their class or elsewhere during building evacuations. Those students with special skills that might be useful during an emergency response should identify themselves to a faculty or response team member immediately following the roll calls at the assembly areas.

EMERGENCY EVACUATION AND ASSEMBLY EVACUATION ROUTES

Maps showing evacuation routes have been posted in all University buildings, classrooms and laboratories. Faculty members will provide specific directions to students regarding evacuation routes and assembly areas and will lead the students to the designated assembly areas.

- A. **Be Prepared-** Know at least two exits from the building and be familiar with evacuation route posted on the evacuation diagrams in your building, lab or other area.
- B. **Students with Disabilities needing Assistance-** Identify yourself to your instructor in each class at the beginning of the semester and indicate the nature of the assistance required so arrangement can be made to ensure that assistance with evacuation will be available at the time an emergency occurs.

If, for some reason, the suggested evacuation route is not available, faculty should use their discretion in determining the best alternative route. However, during all emergencies, elevators should not be used, due to the possible loss of power.

ASSEMBLY POINTS

In The Event of a Building Evacuation

BUILDING NAME	NO. OF FLOORS	EVACUATE & ASSEMBLE	DURING INCLEMENT WEATHER
Bias Hall	3	Williams Hall Front Steps	Williams Hall Front Lobby
Butler Hall	3	West Side of Johnson Hall	Johnson Hall Lobby
Caldwell-Hoffler	1	Lane Hall Parking Lot	Lane Hall, Room 106
Complex Housing	2	University Towers cul-de-sac	University Towers cul-de-sac
Commuter Center	1	Ridley Complex Front Steps	Ridley Complex Lobby
Dixon Hall	2	Dixon Hall Parking Lot	CW Griffin
Doles Hall	3	Williams Hall Parking Lot	Williams Hall
Duplicating Services	1	150' from bldg.	Caldwell-Hoffler Lobby
Fine Arts Center	2	FAC West & East Parking Lots	Information Technology Center
Information Tech Center	2	ITC Parking Lot	FAC Auditorium Lobby
Jenkins Science Center	4	Front of Lester Hall	Lester Hall Lecture Room

BUILDING NAME	NO. OF FLOORS	EVACUATE & ASSEMBLE	DURING INCLAMENT WEATHER
Lester Hall	2	Near Jenkins Science Center entrance	Jenkins Science Center Lobby
GR Little	2	Near Trigg Building back	Lester Hall Lecture
Moore Hall	2	Near Trigg Buildings Front Steps	Johnson Hall Lecture Room
McLendon Hall	1	Near Faculty Senate House	CW Griffin Hall
University Towers	4	Cul-de-sac	University Towers Lobby
New Student Center	2	New Student Center front steps	New Student Center Lobby
Ridley Hall	1	Vaughan Center Parking	Commuter Center
Telecommunications	1	Johnson Hall Ramp	Johnson Hall Lobby
Trigg Building	1	150' from Front steps	Little Theatre
University Suites	3	Commuter Ctr. Steps	Ridley Hall
Vaughan Center -East	2	Commuter Ctr. Steps	Ridley Hall
Vaughan Center – West	1	New Parking Lot towards Jenkins Ctr.	Commuter Center
Viking Village	3	Dixon Hall	Dixon Hall
Williams Hall	2	Johnson Hall steps	Johnson Hall Lobby
W. J. Gilchrist Complex	3	Lot between FAC & Complex	FAC Auditorium Lobby

EVACUATION OF PERSONS WITH DISABILITIES

PROCEDURES FOR NON-AMBULATORY PERSONS (IN WHEELCHAIRS):

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used. If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.) As conditions allow, ask the person's preference with regard to:

1. Method(s) of being removed from the chair.
2. The number of persons necessary for assistance (in the event the person must be carried more than three flights of stairs, a relay team concept may be necessary).
3. Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
4. Whether the person should be carried forward or backward.
5. Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.
6. Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

If the wheelchair is left behind, remove it from the stairwell to avoid blocking other persons. Remove the batteries (from battery powered chair) before attempting to move it. Make sure that the footrests are locked and the monitor is off. An unoccupied wheelchair should be removed from the building if at all possible. If the person has a manual wheelchair, it may be possible to carry the person and the wheelchair down the stairway. At least two or three people may be required. If the person has a battery-powered wheelchair, it is normally advisable to carry the person first and then the wheelchair. In the event that the batteries have been removed, it may be possible to carry the person in the chair and then return for the batteries. (Returning for the batteries should only be done following notification that the building is safe to re-enter.) Two to three persons are required. The wheelchair occupant or a person with a mobility limitation should stay in the exit corridor or on a landing. These areas are marked with signs and are protected with self closing fire rated doors. Rescue personnel will check those areas first for trapped persons. Persons using crutches, canes or walkers for evacuation purposes should be treated as if they were injured persons. Carrying options include a two-person locked arm (fireman's) position or having the person carried while sitting in a sturdy chair.

Procedures for the Visually Impaired:

In the event of an emergency, tell the visually impaired person the nature of the emergency and guide them to the nearest exit. Inform the person of any obstacles while guiding them. When you

reach safety, orient the person as to their location and answer any questions if further assistance is needed.

Procedures for the Hearing Impaired:

Hearing impaired persons should know new fire alarm systems often include flashing lights. However, some buildings have only audible alarms. Therefore, persons with impaired hearing may not perceive an emergency and might require special assistance.

EMERGENCY ASSEMBLY AREAS

Emergency assembly areas have been established for all University buildings. Faculty will conduct roll calls at each of these assembly areas.

It will be the responsibility of individual faculty members to assemble their students in a specific portion of the designated assembly area. This will be especially important in those areas, such as the Vaughan Center or Student Center Courtyard, where students from many classes will be assembling. All students must stay within these designated areas until roll calls have been completed. Roll call information plays an essential role in resolving the chaos during and after an emergency. Information collected will be used to determine those who need assistance and reassure families that community members are safe and accounted for.

Staff and faculty who are not in class during the time of an emergency should also assemble in specific areas, in accordance with their departmental affiliation. Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the EOC. Separate assembly areas have been established for each residence hall. Residence Life Coordinators and Peer Advisors should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Missing and accounted for students should be reported to the EOC via the Office of University Police

STUDENT LIFE and STUDENT SERVICES

Student Affairs Mission Statement

Student Affairs is committed to creating an environment conducive to enhancing the personal growth and intellectual stimulation of our students. This is accomplished through holistic learning approaches that foster character building, integrity and respect for diversity by promoting excellence, commitment, service and unity in a global society.

Confidentiality of Student Records

The university adheres to the established rules on the confidentiality of students records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.I, 93-

380), commonly referred to as the Buckley Amendment. Personally identifiable information contained in students' educational and student records will not be disclosed to persons outside of the university without the prior written consent of the student. Under this policy, the student has the right to review his or her educational and student conduct records that are maintained by the university or any unit of the university.

Ethical Practices

University officials who deliver services to students are committed to the highest level of professional conduct and ethical standards. Individuals are committed to the confidentiality of student records, nondiscrimination in the provision of services, the avoidance of conflict of interest in dealings with individuals within and outside the university, to the exercise of fiscal responsibility with the university funds, to compliance with accepted rules of ethical behavior established by professional organizations and associations, and to make referrals when faced with limitations of expertise, training, and/or authority.

Publication Statement

The university supports the publication of a student newspaper (The Compass) and a yearbook (The Viking) as part of the academic and educational experience available to students at Elizabeth City State University. These student publications are produced under the supervision of faculty advisors who are part of the Language, Literature and Communication Department within the School of Arts and Humanities. Funding is derived from student fees through an annual allocation process that is administered by the Student Affairs Budget Allocation Committee within the Division of Student Affairs. (This committee includes representatives from faculty, students, and staff, and is chaired by the Vice Chancellor for Student Affairs).

The opinions expressed in student publications are not necessarily the opinions of the university administration. Students are allowed to express themselves freely, restricted only by defamatory statements and libelous comments associated with the subject.

STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Amended April 21st, 2009
Amended April 27th, 2010

Preamble

We, the students of Elizabeth City State University, establish a government within the realm of educational growth to protect our unalienable rights which will provide us the opportunity to interact with our faculty, staff, and administration, providing student derived solutions for the advancement of Elizabeth City State University, will with servitude preserve the prestige of the

university committing ourselves to that which is ours while seeking to assert our goals to preserve order, establish justice, and gain unparalleled competitiveness and unending knowledge, while enhancing the total student experience, do hereby ordain and establish this constitution of the Student Government Association of Elizabeth City State University.

ARTICLE I

General Provisions

- Section 1. Name.** The name of this organization shall be the Elizabeth City State University Student Government Association.
- Section 2. Membership.** All full-time undergraduate students at Elizabeth City State University who are in good standing with the university shall be members of the Student Government Association under this constitution.
- Section 3. Jurisdiction.** All organizations, groups, and/or persons who commit actions against the survival of Elizabeth City State University or its students, or have an effect on their or its continuous educational growth are all under the jurisdiction of this constitution.
- Section 4. Purpose.** This constitution will provide a channel of communication with the faculty and administration and other forces that affect the total lives of Elizabeth City State University students. It shall serve as a mechanism capable of addressing itself to community concerns. It shall also coordinate an overall thrust for student interests and concerns.

ARTICLE II

Declaration of Student Rights

- Section I. Basic Rights.** The Student Government Association recognizes the rights of all students under the constitution and laws of the State of North Carolina and the United States of America. The Student Government Association shall not make nor attempt to enforce any law abridging these basic rights.
- Section II.** Students are granted the following rights under this constitution.
1. The right to submit referendums and initiatives for ratification by the electorate.
 2. The right to recall and remove any elected official.
 3. The right to address its student body officials
 4. The right, through the Student Government Association, to have any grievance heard and acted upon.
 5. The right to hold any office in a single branch during a term that student so desires.
 6. The right to not be discriminated against by race, ethnicity, culture, national origin, ability, religion, orientation, age, intellectual position and perspectives.

ARTICLE III
Executive Branch

Section I. The powers set forth in Article II Section 2 shall be vested in the SGA President who shall have the assistance of the Vice-President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Vice President of Student Activities, Attorney General, Corresponding Secretary, Recording Secretary, Mr./Miss Elizabeth City State University. The student body shall elect the President, Vice-President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Attorney General, Corresponding Secretary, Recording Secretary, and Mr./Miss Elizabeth City State University.

Section II. President: Powers and responsibilities of the SGA President are as follows:

- A. Calling and presiding at all student body meetings;
- B. Serving as an ex-officio member of the ECSU Board of Trustees;
- C. Representing the student body at official affairs with the administration, faculty, ECSU Board of Trustees, UNC Board of Governors and students from other campuses;
- D. Shall have a 1/3 vote needed to appoint Student Court Justices;
- E. Appointing members to the SGA Cabinet as deemed necessary. All SGA cabinet appointments are subject to approval by a two-thirds vote of the Student Senate;
- F. Submitting legislative items to the Student Senate whenever deemed necessary;
- G. Administering and enforcing all legislative acts enacted by the Student Senate;
- H. Calling meetings of the Student Senate as deemed necessary after reasonable and appropriate notice;
- I. Vetoing legislative acts of the Student Senate, provided that the veto power must be exercised within ten (10) days after the SGA President receives notice of the legislative act(s);
- J. Submitting requisitions for transactions, disbursements and/or withdrawals involving SGA funds jointly with the SGA Treasurer;
- K. Appointing chairpersons and members of all student standing committees as is provided for under this Constitution or as deemed necessary, with the approval of a two-thirds vote of the Student Senate;
- L. Issuing orders to the standing committees and requiring reports from the standing committees
- M. Provide a "State of the Campus" address to the Student Body.

Section III. Vice-President of Internal Affairs: The powers and responsibilities of the SGA Vice President of Internal Affairs are as follows:

- A. Assuming the SGA Presidency in the event that the elected SGA President is impeached, resigns or is otherwise removed from office;
- B. Performing the duties of the SGA President in his/her absence;
- C. Presiding over the Student Senate and forwarding all resolutions to the SGA President;
- D. Voting to break a tie within in the Student Senate; and
- E. Serve as ex-officio member of The ECSU Foundation Board of Directors.

Section IV. Vice President of External Affairs: The powers and responsibilities of the SGA Vice President of External Affairs are as follows:

- A. Shall have the executive authority to carry out all external operations
- B. Shall serve as Chair of the Community Relations Committee
- C. Appoint members to the Community Relations Committee as deemed necessary
- D. Representing and suggesting policy changes pertaining to the commuter and multicultural students
- E. Improve and maintain relationship between enrolled ECSU students and ECSU Alumni
- F. Create and/or improve sustainability efforts on behalf of the student body.

Section V. Vice President of Finance: The powers and responsibilities of the SGA Vice President of Finance are as follows:

- A. Shall be responsible for the complete accurate accounting of all Student Government Association funds.
- B. Handling all SGA fiscal affairs;
- C. Keeping all SGA financial records; and
- D. Signing all monetary documents co-signed by the SGA President
- E. Shall serve as chair of the SGA Finance Committee
- F. Shall serve on the Student Affairs Budget Allocations Committee

Section VI. Vice President of Student Activities: Shall be appointed to the SGA Executive Cabinet within two weeks after the General Election. The powers and responsibilities of the SGA Vice President of Student Activities are as follows:

- A. Serve as chair to the Student Activities Committee;
- B. Appoint members to the Student Activities Executive Board as deemed necessary;
- C. Present written Student Activities reports at SGA Executive Board meetings.

Section VII. Attorney General: The powers and responsibilities of the SGA Attorney General are as follows:

- A. Assisting and representing the SGA President in the performance of his/her duties as the SGA President directs; and
- B. Compiling and presenting all available facts at student disciplinary proceedings referred to the Student Court.

- C. Present all facts and evidence to the Student Legislature regarding impeachment of any SGA positions.

Section VIII. Corresponding Secretary: The powers and responsibilities of SGA Corresponding Secretary are as follows:

- A. Serving as executive secretary to the SGA President;
- B. Conducting all SGA correspondence;
- C. Aligning forces of communication with other institutions;
- D. Keeping written records of all SGA meetings and SGA Executive Branch meetings; and
Maintaining all SGA records and files; and arranging for permanent preservation of SGA's archives.

Section IX. Recording Secretary: The powers and responsibilities of the SGA Recording Secretary are as follows:

- A. Keeping written records of all SGA meetings and SGA Executive Branch meetings; and,
- B. Maintaining all SGA records and files; and arranging for permanent preservation of SGA's archives.

Section X. Mr. and Miss Elizabeth City State University: Shall serve as the constitutional monarchs of the university and ex-officio members to the SGA Executive Cabinet.

Section XI. Succession: In the event that the President is unable to fulfill his responsibilities, the following line of succession shall occur; Vice President of Internal Affairs, Speaker Pro-Tempore.

Section XII. Vacancies: All vacancies in the Executive Branch shall be filled in the same manner as original appointments. Exception: Presidential position shall be filled by Vice-President of Internal Affairs; Vice-President of Internal Affairs position shall be filled by the Speaker Pro Temp.

ARTICLE IV Legislative Branch

Section I. Student Congress: Legislative powers of the Student Government Association shall be vested in the bi-cameral legislature, Student Congress. Student Congress shall consist of the Student Senate and the Student House of Representatives.

Section II. Student Senate: Shall be the upper house of Student Congress. The Student Senate shall be empowered to:

- A. Establish, each academic year, guidelines and procedures for the execution of legislative business;
- B. Enact policies and procedures governing attendance and censorship of members;

- C. Enact legislation to promote and insure the educational growth of the student body;
- D. Approve all appointments by the SGA President by a two-thirds vote of the members present, provided those present constitute a quorum.
- E. Enact legislation recommending appointments as deemed necessary by the SGA President.
- F. Approve or disapprove the SGA budget submitted by the SGA President;
- G. Impeach and bring to hearing by a majority vote of the Student Senate, and remove from office by a majority vote of the Senate, all officials of the Student Government Association, provided the majority constitutes a quorum.
- H. Grant certificates of merit to outstanding members of the university community or pass resolutions in recognition of persons, measures or organizations.
- I. Elect a Speaker Pro Temp from the Student Legislature with the first four weeks of an academic year. To seek and hold the office of Speaker Pro Temp, candidates and the holder of the office must have and maintain a minimum cumulative GPA of 3.0 and classify as a junior or senior upon assuming office. Failure to do so shall result in immediate removal from office. The Speaker Pro Temp shall assume the SGA Vice-Presidency in the event that the elected SGA Vice President is impeached, resigns, is removed from office or assumes the SGA Presidency.
- J. All meetings shall be open to the Student Body

Composition: The Student Senate shall be composed of twelve students of the university. Two representatives from each class shall be elected during regular student elections, and along with the Class President shall serve for one academic year.

Class Presidents: Each class president shall be included in the delegation and together shall serve as the Chief Delegates to insure the attendance of each respective class representative at all legislative sessions. The Chief Delegate shall appoint a representative of the class delegation to keep records of attendance and/or roll call vote.

Presiding Officer: The SGA Vice President of Internal Affairs shall preside over the Student Senate. In the absence of the Vice President of Internal Affairs, the Speaker Pro Temp shall preside. The Vice President of Internal Affairs shall be an ex-officio member of the Student Senate, and vote only in the case of a tie.

Quorum: Quorum shall consist of two-thirds of the Student Senate. No business can be transacted without a quorum.

Section III. Student House of Representatives: Shall be the lower house of Student Congress. The Student House of Representatives shall be empowered to:

- A. Review and approve New Student Organizations
- B. Determine by a plurality, its rules and procedures;
- C. Enact legislation to promote and insure the educational growth of the student body;
- D. Censure or expel a member by two thirds vote;

- E. Create any committees it deems necessary and proper for carrying out the powers granted in this Constitution. The House Leader shall be the chief authority within the lower house with the absence or resignation of the Speaker. This person shall be elected at the first Student House of Representatives meeting by a majority vote of the Student House of Representatives.
- F. All meetings shall be open to the Student Body

Composition: The Student House shall be composed of one (1) representative from each club/organization and residence hall of the university.

Presiding Officer: The SGA Speaker Pro-Tempore shall preside over the Student House of Representatives. In the absence of the Speaker Pro Temp, the House Leader shall preside. The Speaker Pro-Tempore shall be an ex-officio member of the Student House, and vote only in the case of a tie.

Quorum: Shall consist of two-thirds of the Student House. No business can be transacted without a quorum.

Section IV. Joint Session of Student Congress:

- A. The Student Senate and Student House of Representatives shall meet in Joint Session to approve any increase in Student Fees and any other legislation to affect the university community as a whole.
- B. The Officers of the Student Senate shall preside over all joint session of the Student Congress.
- C. The Officers of the Student Senate will follow the SGA Constitution and Roberts Rules of Order.

Section V. Vacancies:

All vacancies in the Student Legislature shall be filled in the same manner as original appointments.

**ARTICLE V
Judicial Branch**

Section I. Student Responsibility: Every student at Elizabeth City State University has an initial responsibility to himself, his/her peers, and to Elizabeth City State University to prohibit lying, cheating, and stealing, whether or not these actions significantly impair the academic processes and the advancement of educational opportunities of the university community.

Section II. Judicial Power: The Judicial power of the Student Body shall be vested in the Student Court for hearing matters involving minor disciplinary offenses as set forth in the Student Handbook as well as other administratively delegated disciplinary matters.

Section III. Student Court: The Student Court of the Student Body shall be composed of a Chief Justice, ten Associate Justices, and the Attorney General (non-voting). Student Court Justices shall be appointed through a three (3) branch application process. Starting with the Attorney General, Chief Justice, and Associate Vice Chancellor for Student Affairs through an application process who shall carry one third of the vote needed for appointment. The Student Body President shall be privy to all information and interviews of such candidates seeking a position as a Student Court Justice and shall carry one third of the vote needed for appointment. If necessary, the Student Senate shall cast the final one third vote needed for appointment to the Student Court. The Chief Justice, Associate Justices, and Attorney General must have and maintain a minimum cumulative GPA of 2.75. Failure to do so will result in immediate removal from office.

Section IV. Jurisdiction: The Student Court shall have jurisdiction to hear and make recommendations regarding all disciplinary matters referred by the Vice Chancellor for Student Affairs or his/her designee and shall return its findings and recommendations to the Vice Chancellor for Student Affairs or his/her designee within five (5) days while school is in session, or as soon as time permits when school is not in session. After receipt of the Student Court's findings and recommendations, the Vice Chancellor for Student Affairs or his/her designee shall render a decision for each disciplinary matter within the time frame set forth within the Student Handbook.

Section V. Voting: A quorum for the Student Court shall consist of five members. A majority vote shall constitute a decision of the Court. The Associate Justices shall be the only voting members of the Student Court. Exception: In case of a tie vote, the Chief Justice shall cast his/her vote to break the tie.

Section VI. Attorney General: The SGA Attorney General shall receive all disciplinary matters referred by the Vice Chancellor for Student Affairs or his/her designee. The Attorney General shall:

- A. Compile all available facts for each matter and submit all relevant information to Student Court for the student disciplinary hearing; and,
- B. Request witnesses to appear at student disciplinary hearings.
- C. Present all facts and evidence to the Student Legislature regarding impeachment of any SGA positions.

Section VII. Student Rights:

- A. A student with a disciplinary matter before the Student Court shall have the right to:
- B. Receive written notification of the charges and time and place of the hearing at least five (5) days before the hearing.
- C. Select his/her own representative for the hearing. The representative may not be a professional attorney. The accused student may have a representative appointed by the Student Court.
- D. Present character witnesses on his/her behalf.
- E. Review all written evidence and obtain a list of witnesses prior to the hearing;
- F. Plead innocent of the charges, without being subject to a subsequent disciplinary hearing for dishonesty, if proven guilty of the charges.

Section VIII. Chief Justice: The Chief Justice shall be the chief administrative officer in charge of conducting Student Court hearings.

Section IX. The Associate Justices: The Associate Justices shall establish proper and reasonable Student Court hearing procedures including:

- A. Requirements that all findings and recommendations of the Student Court be in writing and forwarded to the Vice Chancellor for Student affairs or his/her designee who shall notify the student involved of the decision rendered;
- B. Requirements for maintaining accurate records of all referred disciplinary matters.

Section X. Removal From Office:

The Justices and the Attorney General of the Student Court may be removed from removed from office by a two-thirds vote of the Student Legislature, provided quorum is obtained, for a finding of misconduct. Charges may be brought against a member of the Student Court by any member of the university community. The Student Court Justice must be immediately removed. The Chief Justice of the Student Court shall preside over impeachment hearings, unless he/she is the accused. In the event of the latter situation, the Attorney General must present all evidence and preside.

Section XI. Vacancies:

Vacancies in the Student Court shall be filled by the Attorney General through the application process.

Section XII. Impeachment:

Impeachment of the SGA President, Vice-President of Internal Affairs or any member of the Executive Branch or Cabinet shall be by a two-thirds vote of the Student Legislature, provided those present constitute a quorum. The Student Legislature shall be provided with evidence as it relates to persons involved in the impeachment process. The Chief Justice of the Student Court shall preside over the hearing, unless he/she is the accused. In the event of the latter situation, the Attorney General must present all evidence and preside.

ARTICLE VI

Elections

Section I. The Election Board shall administer all rules and procedures governing student elections. The President of the Student Government Association shall appoint members of the Election Board for one academic year. All appointments must be approved by a two-thirds vote of the Student Senate, provided those present constitute quorum. The Election Board shall consist of a chairperson and eight student representatives (two from each class). Members of the Election Board shall:

- A. Have and maintain a minimum cumulative GPA of 2.75 (exception: incoming first semester freshmen). Failure to do so shall result in immediate removal from office.

- B. All members of the Election Board must be in good standing with the university, not on probation or with a pending disciplinary matter. With the exception of freshmen representatives, all members must have been in attendance at the university at least one year prior to their term.
- C. Ensure fairness and equity of opportunity for all qualified candidates for campus-wide student elections
- D. Make all necessary arrangements and policy recommendations for the protection and tabulation of ballots.
- E. Verify the on-line ballots cast in each student election and ensure that each candidate has no more than one observer in the vicinity of the voting area when on-line voting is not used.
- F. Recommend candidates for office after certifying petitions and investigating qualification of all candidates in conjunction with the Office of Student Life.
- G. Make a record of election returns for future reference.
- H. Carry out other duties as assigned by the SGA President, SGA Advisor, and the Director of Student Activities.

Section II. General Elections:

- A. The following SGA officers shall be voted upon during the general student elections: President, Vice President of Internal Affairs, Vice President of External Affairs, Attorney General, Recording Secretary, Corresponding Secretary, Treasurer, Attorney General and Mr./Miss Elizabeth City State University;
- B. To seek and hold office of SGA President or Vice President of Internal Affairs, candidates must have and maintain a minimum cumulative GPA of 3.0. In order for a candidate to be considered for President he/she must have served at least one year of experience in SGA (including Student Court, Student Senate, Class Officers, and SGA Committees) in any capacity. In the circumstance that no candidate meets the previous requirements, it is the responsibility of the Election Board to review and approve accordingly. Failure to maintain the required GPA for all SGA positions shall result in immediate removal from office. Candidates for SGA President or Vice-President of Internal Affairs must classify as either a junior or senior upon assuming the office
- C. To seek and/or hold any other SGA position, candidates must have and maintain a minimum cumulative GPA of 2.75.
- D. In addition, during the nomination period all candidates must submit a petition endorsed by 200 undergraduate students. Student elections shall be held during the spring semester and shall not be held within one week after a scheduled semester break, or during university's examination period. The Election Board, in conjunction with the Office of Student Life, shall establish the exact date of student elections.
- E. Students who plan to graduate before the completion of a potential term of office shall be barred from running for or holding any SGA office.
- F. Failure of an SGA officer (Executive, Legislative or Judicial), elected or non-elected, to maintain the required GPA shall result in immediate removal from office.

Section III. Time of Inauguration and Oath of Office:

All Student Government officers shall take an oath of office to preserve, protect, and uphold the constitution. The inauguration ceremony shall take place within seven days after the election, or otherwise after the resolution of a disputed election.

A. The Oath of Office is as Follows:

“I (name of student) pledge to uphold the Constitution of the Student Government Association of Elizabeth City State University and to do my best to fulfill the official duties and responsibilities entrusted to me as (name of office) for the (relevant) academic year.”

Section IV. Recall:

Any constituency shall have the power to recall any officer elected by the constituency under this Constitution. If the constituency is a campus wide constituency, the petition to recall shall be submitted to the President of the Student Government Association and shall not be valid unless signed by at least twenty percent (20%) of the qualified voters. The President shall immediately direct the Election Board to immediately review the validity of the petition and to immediately conduct an election for the office in question, in which case the officer(s) in question shall be a candidate(s). The incumbent shall continue in office until the results of the election are officially announced by the Student Government Association.

Section V. Initiative:

The Student Body has the power to initiate any act within the power of the Student Senate provided that twenty percent (20%) of the Student Body endorses a petition calling for a referendum. The Student Senate shall determine the constitutionality of the petition, submit it to the Election Board for review, and direct the Election Board to administer a referendum in no fewer than five days and no more than ten days after receiving the petition and bill. Public notice shall be posted four days before election and a majority of the votes cast by the Student Body shall pass the bill.

Section VI. Review:

The Student Body has the power to call for a ballot on any act of the Student Senate provided a petition documenting the ballot and the proposed action in written form endorsed by twenty percent (20%) of the Student Body is submitted to the SGA President. The SGA President shall determine the constitutionality of the petition and direct the Election Board to conduct an election on said acts in no fewer than five and no more than ten days after receiving the petition. Public notice shall be posted four days before the election and a majority of the votes cast by the Student Body shall pass the bill.

Section VII. Guidelines for Class Elections:

- A. The elected class officers shall be President, Vice President, Secretary, Treasurer, two SGA Senators, and Mr. and Miss Class Representatives;
- B. All class elections shall be held in conjunction with the SGA elections (spring semester), exception: freshman class elections shall be held two weeks after the official opening of the fall semester.
- C. The SGA Vice President of Internal Affairs shall preside over the freshman class nominations;
- D. All nominees shall campaign one week following the nominations and shall be voted upon the following week by the class. No provision shall be made for additional nominees. The persons nominated must be present at the meetings.
- E. With the exception of on-line elections, all class meetings and elections shall follow Robert's Rules of Order for Parliamentary Procedure.
- F. With the exception of on-line elections, two advisors must be present for student elections but meetings may be held with only one advisor present.
- G. In addition, during the nomination period all candidates must submit a petition endorsed by 75 students that are in their current classification.

ARTICLE VII

Amendments

Section I. Amendments to this constitution must be proposed by one of the following methods:

- A. Before the body of the Student Senate in the form of new business; or
- B. Presented by any non-congressional member in writing to the Chair of the Student Senate (Vice President of Internal Affairs)
- C. When a written petition endorsed by twenty-five percent (25%) of the Student Body is submitted to the Student Government Association President, and subsequently ratified. The President shall then direct the Election Board to conduct an election and a two-thirds vote shall ratify the amendment.

Section II. Enactment: All amendments shall receive the first reading in the Student Senate.

Section III Amendments must be passed by two-thirds vote of the Student Senate.

Section IV The student body must be provided with the amendments via a student forum, publication in the campus newspaper and other means as deem necessary.

Section V. A committee on Constitutional Review shall meet every two years beginning in 2012 to review this constitution and shall have the authority to present revision to the Joint Session of the Student Congress for confirmation.

ARTICLE VIII
Ratification

- Section I.** The procedure for ratification requires two-thirds vote by the Student Senate
- Section II.** This Constitution shall become effective July 1, 2010
- Section III.** This Constitution shall be the SUPREME AUTHORITY of the Student Law. Any bills, resolutions, rules or procedures enacted prior to the ratification of this constitution shall be considered null and void.

All members of SGA being student leaders are bound by the Student Code of Conduct. Any members of the SGA cabinet found guilty, placed on probation, suspended, or expelled by the student court must be immediately removed from office by the SGA Advisor.

ARTICLE XI
Class Councils

One officer from each class will be elected by the student body. The sophomore, junior, and senior class officers will be elected during the spring semester and shall begin their term for the following fall and spring semesters. The freshmen class officers shall be elected during their incoming fall semester and shall begin their term once elected and the following spring semester.

- Section I. Class Presidents:** The powers and responsibilities of the Class President shall be to
- A. Call and preside over class meetings for respective class;
 - B. Provide a class meeting once a month
 - C. Serve as an ex-officio member of the Student Affairs Budget Allocations Committee;
 - D. Representing the respective class at official affairs with the administration, faculty, and students from other campuses;
 - E. Appoint members to the Class Cabinet as deemed necessary. All Class Cabinet appointments are subject to approval by a two-thirds vote of the Student Senate.
 - F. Serve on the Student Senate as ex-officio member;
 - G. Submitting requisitions for transactions, disbursements and/or withdrawals involving class funds jointly with the Class Treasurer;
 - H. Serve on the SGA Presidential Council
- Section II. Class Vice President:** The powers and responsibilities of the Class Vice President are as follows:
- A. Assuming the Class Presidency in the event that the elected Class President is impeached, resigns or is otherwise removed from office;
 - B. Performing the duties of the Class President in his/her absence;

Section III. Class Secretary: The powers and responsibilities of the Class Secretary are as follows:

- A. Serving as executive secretary to the Class President;
- B. Conducting all Class correspondence;
- C. Keeping written records of all Class meetings and Class Executive Board meetings; and,
- D. Maintaining all Class records and files; and arranging for permanent preservation of Class's archives.

Section IV. Class Treasurer: The powers and responsibilities of the Class Secretary are as follows:

- A. Shall be responsible for the complete accurate accounting of all Class funds.
- B. Handling all respective Class fiscal affairs;
- C. Keeping all respective Class financial records; and
- D. Signing all monetary documents co-signed by the Class President.
- E. Shall serve on the SGA Finance Committee

Section V. Class Senator: The powers and responsibilities of the Class Secretary are as follows:

- A. Serve on the SGA Student Senate
- B. Serve as a member of the respective SGA Class Executive Board
- C. Establish guidelines and procedures for the execution of legislative business
- D. Enact legislation to promote and insure the educational growth of the student body

Section VI. Class King/Queen: The powers and responsibilities of the Class Secretary are as follows:

- A. Serve on the Mr./Miss ECSU royal court
- B. Represent respective class at all functions

MR. AND MISS ELIZABETH CITY STATE UNIVERSITY

Mr. and Miss Elizabeth City State University (Mr. and Miss ECSU) are the official student hostess/host and ambassadors for the university. Since the inception of Miss ECSU (1934) and Mr. ECSU (2000), they have played a significant public role, as student representatives. They are expected to be persons of high moral character and students with a great deal of school pride and spirit.

The winning candidates will be crowned at the Coronation. Their reign will end the following year with crowning of the next Mr. and Miss ECSU. In case either winning candidate is unable to fulfill the duties as Mr. ECSU and Miss ECSU, the first runner-up will assume the responsibilities of the

title, with all privileges, and complete the reign. All positions will ascend to the next level. The official announcement of the winners will be made at the annual Student Government Association Gala.

Qualifications

1. Candidates must be classified as a sophomore or junior and be prospective full-fledged junior or senior at the beginning of the upcoming academic year and must serve the entire academic year. Candidates running for the position of Mr. or Miss ECSU can only hold the title as Mr. or Miss ECSU one term.
2. Candidates must have a minimum cumulative grade point average of 3.0 and must maintain a minimum cumulative grade point average of 3.0 for the duration of their reign. Failure to do so will result in the forfeiture of the title.
3. Candidates must have been enrolled as a full-time student at ECSU for at least one (1) year.
4. Candidates must have actively participated in at least two (2) extracurricular activities, excluding fraternities and sororities.
5. Candidates must comply with the Code of Conduct (Refer to the ECSU Student Handbook Section 500.1.1) that has been sanctioned by the University.
6. Candidates must be able to express themselves well in oral and written communications the University.
7. Candidates personal profile:
 - ◆ Candidates for candidates for Mr. ECSU must be of male gender; Miss ECSU must be of female gender. This must be the original gender at birth.
 - ◆ Candidates must be single (never married).
 - ◆ Candidates must be between the ages of 18-26.
 - ◆ Candidates must have no children or conceive during reign.
 - ◆ Candidates must possess a clear civil and criminal record.
8. Mr. and Miss ECSU wardrobe must include appropriate attire and accessories for various University functions.

Advisory Board

The purpose of the Mr. and Miss ECSU Advisory Board is to provide Mr. and Miss ECSU with a clear understanding of their duties and responsibilities to the university, to supervise their performance as required, and to plan the annual Royal Coronation and Showcase. The Advisory Board supports Mr. and Miss ECSU as they perform the tasks associated with their official role, and with the fulfillment of their academic pursuits. The Advisory Board will provide guidance to ensure that Mr. and Miss ECSU always represents the university in a professional manner. Everything concerning Mr. and Miss ECSU happens at the discretion of the Advisory Board.

NOTE: The university advisor to Mr. & Miss ECSU is the Coordinator of Student Leadership Development and Multicultural Affairs. The university advisor appoints members to serve on the Advisory Board.

SOCIAL FELLOWSHIP ORGANIZATIONS

Groove Phi Groove Social Fellowship Inc.- Groove Phi Groove Social Fellowship, Inc. was founded at Morgan State College (now Morgan State University) on October 12, 1962 by fourteen daring, young, black American men who wanted to change the way we think about brotherhood. Its mission is to perpetuate the Fellowships purposes, the National Office encourages affiliate chapters to participate in and support community service and civic programs aimed at youth mentoring, academic tutoring, scholarships, and activities that address the problems of homelessness, drug abuse, and alcoholism. (Viking Chapter)

Krimson Kourts Incorporated National Service Organization-non-Greek, social service organization dedicated to building leadership and organizational skills among its membership, providing community service to the university and the local community and an atmosphere for social involvement.

P.O.I.S.O.N. (Drumline Social Organization)-Open to students who are drummers in the ECSU Band. Purpose is to establish PRIDE and UNITY within the drumline. Promote and strengthen the University and community through positive activities of common interest and create an overall positive image. (Alpha Omega Chapter)

Tuba Phi Tuba Band Fellowship for Brass Players-Open to students who play tuba or some brass related instrument. Mission is to bond brass players of HBCU's and other music programs at all levels of education.

Swing Phi Swing Social Fellowship Inc.- Swing Phi Swing Fellowship Inc. was founded at Winston Salem State University in Winston Salem, NC, at the conclusion of the Civil Rights Movement and the burgeoning of the Black Power Movement. Twelve African-American women, with the help of their brother organization Groove Phi Groove, founded Swing Phi Swing on Friday, April 4, 1969. Swing has over 25 active graduate and undergraduate chapters throughout the United States.

CLUBS AND ORGANIZATIONS

Active Minds-Open to all ECSU students interested in issues surrounding Mental Health

AMP (Alliance for Minority Participation) Club-To foster leadership development through the coordination of educational and awareness projects.

Apothecary Club -Open to all students majoring in Pharmacy.

Beverly Hills Modeling Troupe- Open to all students who are interested in modeling and fashion. Auditions are held each semester

Chess Club-Open to students interested in playing chess

Chemistry & Physics Club – Open to all Chemistry and Physics majors and all interested students.

Criminal Justice Club - Organized to promote and familiarize students with the criminal justice field and to give them an opportunity to meet with in-service persons working in law enforcement and related areas. Open to Criminal Justice majors and other students with interest in the field.

ECSU Aeronautics Club-Open to all students who major or minor in Aeronautics providing them with an out of classroom experience with Aviation.

ECSU Chapter of American Marketing Association-Open to all students who major or minor in marketing.

ECSU Graduate Student Council-Open to students in graduate level classes.

ECSU Green Council-Promotes sustainability on campus. Open to all Students

ECSU HOSA-Open to all students

ECSU National Pan-Hellenic Council - Serves as the coordinating body between the university and all of the NPHC Greek letter organizations on campus. Representatives of these organizations comprise its membership

ECSU Pre-Alumni Association - Works with full-time students to promote the interest of the University and to familiarize students with the activities of the Alumni Association.

Essence of Praise - Open to all students interested in Gospel and spiritual songs. Auditions are held each semester

Existence Modeling Troupe-Open to students interested in modeling. Auditions are held each semester

Free Mindz Poetz-Open to all students who are interested in spoken word and performing arts

Health and Physical Education-Open to all Education Major

History and Political Science Club -Open to all Political Science majors or minors; organize discussions and activities to stimulate interest in public issues.

Honda Campus All-Star Challenge (HCASC)- sponsored by American Honda Motor Company, Inc., brings together the whole campus community -- students, faculty, administration and alumni. The Q & A game combines academic material, popular culture and sports in a format emphasizing quick recall. African American history and culture is prominently featured in the questions. Students have an opportunity to compete for a spot on the ECSU Traveling Team that competes at the annual national championship tournament. HCASC is serious fun, and it is a rewarding experience everyone!

I.N.K.(Incorporating New Knowledge)-Open to students interested in poetry, writing, and performing arts.

Intuition Dance Troupe-Open to all students interested in dance. Auditions are held each semester

Kuumba Art Society - Open to all students who are interested in art. This organization is solely campus based.

Library Club - Open to all students interested in library activities, promotes reading and research among students.

Mass Media Club -Open to all students interested in Mass Media.

Models V' - Open to all students who are interested in designing and showcasing clothing. Auditions are held every semester.

National Council of Negro Women-Open to African American women and other women of color.

New Generation Campus Ministries - Made up of different denominations, is open to all interested students.

Peer Health Educators - Open to all students who are interested in helping to educate their peers about all aspect of health that affect everyone

Pep Squad - Open to all students interested in promoting school spirit, increase crowd participation at sporting events.

Psychology Club-Open to all Psychology majors or minors

Rated X-A Freshman Class step team. Auditions are held annually for the group.

Reaching the Generations-Organization formed to provide community service opportunities to ECSU by bridging the generation gap with individuals in the community.

Residence Hall Council - Governing body of residence halls. Plans social and educational functions and has judicial powers. Membership is by election.

Royal Worshipers-Students who are interested in praise dancing.

S.A.V.E (Students Against Violence Everywhere)-Open to all Students

SEW Distinct- Open to students interested in fashion and designing.

S.I.F.E. (Students in Free Enterprise) - Open to all students enrolled in business subjects.

Social Work Club - Open to Social Work majors and other students with interest in the field.

Student Athlete Advisory Committee - To act as a vehicle of communication between student athletics, the CIAA member institutions and the NCAA; promote student athletes involvement in both divisions of CIAA, campus and community service activities and projects; design and implement projects that will enhance academic achievement and social responsibility amongst student athletics.

Student Activities Committee (SAC)-Open to students who are interested in implementing and planning activities on campus.

Student Leadership Development-Open to individuals who are student leaders on campus as well as those who desire to be student leaders.

TAP (Technology Arts Progression)-Open to all students

T-Sweets (Talented Sisters Who Exemplify Excellence Through Sisterhood) - An auxiliary organization of Tuba Phi Tuba Band Fellowship for Brass Players

The Compass Staff - The university newspaper provides excellent opportunities for students interested in journalism. Open to all students.

VANS- (Viking Assisting New Students) Open to all students interested in helping freshmen and new transfer students adjust to college life.

V.E.N.T. (Vikings Encountering New Things)-Designed to provide students with community service opportunities. Open to all students

“What Am I Worth”-Open to all ECSU Students

WRVS Street Team-Established to bring out media, public relations, and main stream networking opportunities for any communications, and mass communication major

ADDITIONAL INFORMATION REGARDING CLUBS AND ORGANIZATIONS CAN BE OBTAINED BY CONTACTING THE OFFICE OF STUDENT LIFE

HONOR, RECOGNITION, AND PROFESSIONAL SOCIETIES

A number of honor, recognition, and professional societies are to be found on campus. All honor, recognition and professional societies must be officially approved by the university. These groups must register with the Director of Student Activities.

Alpha Kappa Delta International Sociology Honor Society (1920)-Sociology Honor Society; Students classified as undergraduate: Must be an officially declared sociology major or demonstrate a serious interest in sociology within an official program of the host institution. Must be at least a junior (third year) by standards of the host institution. Must have accumulated the equivalent of an overall grade point average of 3.0 on a four point scale and rank in the top 35% of their class in general scholarship. Must have maintained the equivalent of a 3.0 grade point average in sociology courses taken at the host institution prior to initiation. Must have completed at least four regular courses in sociology prior to initiation (exclusive of extension or courses graded pass/fail). Barring unusual circumstances, graduate students are eligible for membership in Alpha Kappa Delta. Election to Alpha Kappa Delta shall be without regard to race, creed, or national origin

Alpha Phi Sigma (1922) - Chi Rho Omega Chapter (1993): Honor society; criminal justice.

Alpha Psi Omega (1925)- Phi Zeta Chapter (1970): Recognition society; high achievement in theater arts. Membership by selection and restricted to members and the advisors of the University Players.

American Chemical Society: Open to all Chemistry and Physics majors and minors.

Beta Beta Beta (1922) - Eta Chi Chapter (1975): Recognition society; biological sciences to promote scholarship in the area of biology. Members are selected.

Biology Association: Open to all Biology majors and minors.

Collegiate Music Educators National Conference (CMENC): Membership is open to persons engaged in music teaching or other music-related educational work.

National Association of Blacks in Criminal Justice (NABCJ): A non-partisan and non-profit service organization whose purpose is to examine and act upon the needs of African-Americans and other minorities employed in both the public and private sectors of the criminal justice system, and to participate in the eradication of injustice in the American justice process.

National Association of Black Accountants-Open to accounting majors and all interested in accounting careers.

National Black MBA Association-An individual who is actively pursuing an advanced management degree at a recognized college or university. The individual may be enrolled in a program as either a full-time or part-time student.

Phi Alpha Honor Society (1962)- Pi Psi Chapter: Honor Society; Social Work. Requires declaring Social Work as a major, achieved sophomore status, completed 9 semester hours of required Social Work courses, admitted to the Social Work Program, overall GPA of 3.0 on a 4.0 scale, and achieved a 3.25 GPA in required Social Work courses.

Phi Beta Lambda (Future Business Leaders of America) Eta Sigma Chapter - Open to all students enrolled in business subjects.

Psi Chi (1929) - Elizabeth City State University Chapter (1993): Honor society; Psychology. Requires scholarship in the upper 35% of class, and completion of at least nine semester hours in psychology, with at least a 3.0 average.

Sigma Beta Delta (1994)- Elizabeth City State University (2003): Honor Society; Business. Requires scholarship in the upper 20% of class and a junior or senior classification.

Sigma Tau Delta International English Honor Society: There are 2 categories of membership (1) ACTIVE MEMBERS: must be majoring or minoring (or the equivalent) in the discipline of English and have a “B” average in English plus a GPA of “B”, (2) ASSOCIATE MEMBERS: must have a “B” average in English/ Literature Courses and have an overall GPA of “B” and do not have to be majoring or minoring in English.

Student Chapter of NAE/SNCAE (Student North Carolina Association of Education): Open to all students who are interested in art education. Students must become members of the National Art Education Association to participate in this organization.

Women in Aviation International, Elizabeth City State University Chapter: Women in Aviation, International is a nonprofit 501(C)(3) organization dedicated to providing networking, education, mentoring and scholarship opportunities for women (and men) who are striving for challenging and fulfilling careers in the aviation and aerospace industries. Eligibility for membership in the chapter is open to any person who has an interest in aviation and who is also a member of WAI.

HONOR POSITIONS

Mr. and Miss ECSU: Candidates must be eligible for senior status at the next period of their enrollment. They must maintain a minimum cumulative GPA of 3.0.

Who’s Who: Students chosen for Who’s Who Among Students in American Colleges and Universities may be either juniors or seniors. Names are first submitted to the Who’s Who Committee. If approved, they are sent to the Advisory Council for final approval. Any student, staff, or faculty member can nominate a student.

Bearer of the Mace: Graduating student with the highest academic average.

GREEK LIFE

Greek letter organizations at Elizabeth City State University develop and maintain membership programs that complement and strengthen the mission of the university. They assist new students in their orientation to the demands of higher education and encourage their respective memberships to adopt and maintain high academic standards. Greek letter groups promote participation in college programs. They also develop close cooperation between Greeks and university officials, faculty, and other student organizations. They offer training to undergraduates in leadership and democracy. They enhance the university through the work of loyal alumni and strong undergraduate chapters. Greek sponsored service projects contribute positively to the local community. Greek letter organizations add a diversity of lifestyles that support the achievement of purposeful living in the university community.

Institutional Support

Fraternal organizations are an integral part of the total student life program at Elizabeth City State University. As campus organizations, they are entitled to:

1. Receive the assistance from Student Life staff in the normal business activities and operations of the chapter.
2. Use university facilities, equipment, and services in conformity with prescribed policies and procedures.
3. Receive advising and other support services from the Office of Student Life and other university sources.
4. Collect dues, sponsor fund-raising events, and solicit funds according to University policy.
5. Receive University awards, honors, and other recognitions.
6. Be listed in University publications.
7. Sponsor program activities consistent with the purpose of the organizations.
8. Participate in membership intake programs.

Expectations of Fraternal Chapters

Because membership and participation in the Greek system at the University is a privilege, chapters will:

1. Adhere to the tenets of this document.
2. Abide by all appropriate rules and regulations of the university and all local, state, and federal laws and statutes.
3. Assist in the university's efforts on recruitment, retention, and responsiveness to student needs.
4. Provide feedback to the administration on campus climate, policy, and procedure development.
5. Respect members of the university community who are not Greek affiliated.
6. Respect other chapters, their members, and their property.
7. Participate in campus activities and contribute to campus life by sponsoring or co-sponsoring public service and/or campus improvement projects and social programs.
8. Provide programs in scholarship, human relations, leadership development and other areas critical to member development.
9. Create and maintain an atmosphere conducive to high academic achievement.
10. Maintain chapter viability through sound financial management.

GREEK JUDICIAL BOARD

Purpose

The Greek Judicial Board at Elizabeth City State University is established to advance the general interests of the Greek community in connection with the welfare of the student body and the university as a whole, and to exercise such government control as might be necessary to accomplish such ends.

Composition

The Greek Judicial Board will consist of eight (8) members composed of the following:

- a. Director of Student Activities (Presiding Chair)
- b. Two Greek (2) Faculty Advisors
- c. One (1) Non-Greek Staff Member
- d. Student Government Association Attorney General
- e. President of Pan-Hellenic Council
- f. Two Additional Members from Greek Organizations

No organization can be represented more than once, and no member from the organization under investigation may sit on the board.

Jurisdiction

The Greek Judicial Board will hear incidents involving fraternity and/or sorority chapter activities which may violate Pan-Hellenic policies and all alleged violations of the Student Code of Conduct (including hazing).

Enlightenment Process

The ultimate function of the Greek Judicial Board is to promote compliance with the standing rules of the Greek Community. To do this, the Board must function in the following manner

Article 1: Complaints

- a. Complaints must be submitted in writing to the Office of Student Affairs and an investigation begun within three (3) days of the alleged infraction. (Convened by the Director of Student Activities)
- b. The investigative process can be stated in an anonymous manner, but must be strongly supported by evidence as uncovered in the process. Examples of evidence include, but are not limited to, eyewitness accounts, paper trails, medical documentation, police reports, etc.
- c. If the investigation warrants further action, a hearing must be conducted

Article 2: Hearing Procedures

When a student or organization is charged, she or he meets with the Director of Student Activities who conducts a preliminary conference. In this conference, the Director of Student Activities gives

the accused student a copy of the Instrument and reads to the accused their rights as guaranteed by the Instrument. Among the rights afforded to the student are the right to know the evidence against them, the right to face accusers, the right to know possible sanctions, the right to have a student defense counsel, the right to be considered innocent until proven guilty, and the right to not answer questions that might be self-incriminating.

The defendant and his or her counsel work to gather information that supports the position of the defendant. Likewise, an investigative counsel of the Director's staff simultaneously compiles information that supports the charge. Information collected by both parties is shared with the other party except that the defense has no obligation to share potentially incriminating information with the investigation. This sharing of evidence ensures that the defendant knows all of the evidence in a case so that there are no surprises at the hearing.

When both sides are prepared and at least 96 hours subsequent to the preliminary conference have passed, the hearing is held on the date that appears on the summons. Hearings are held in private, meaning they are not open to the public, unless the accused requests an open hearing in writing and the Board Chair grants the request. All hearings are tape recorded in the event that the Board's decisions are appealed. In addition to the Board members, the defendant, the defense counsel, and the investigator are present throughout all phases or presentation of evidence. Witnesses are present only during the time they are testifying.

Hearings begin with introductions of all participants involved and a review of whether Board members can objectively sit in judgment in the case. After the defendant states whether he is pleading guilty or not guilty, an overview of the case is presented in the investigator and defense counsel's opening statements. Evidence may then be entered into the record by the investigation and witnesses called. Witnesses may read into the record a general statement of what she or he knows regarding the case being heard. The investigation, defense counsel, defendant, and Board members may then ask questions of the witness. Defense is then given the opportunity to present its evidence and witnesses in the same manner. When all of the witnesses and evidence for both the defense and investigation have been presented, the two sides present summations. The Board then begins a private, unrecorded deliberation of the case.

If students or organizations accused plead not guilty, the Board must maintain a presumption of innocence until the evidence and facts considered in deliberations indicate guilt beyond a reasonable doubt. If the Board finds insufficient evidence of guilt, the hearing ends and no sanction is imposed. If the Board finds evidence of guilt beyond reasonable doubt, the Board announces a verdict of guilty and then hears arguments regarding sanctions. Defendants may present evidence and character witnesses to the Board so that an appropriate sanction may be rendered.

Defendants who are found guilty and want to appeal the verdict and/or sanction rendered by the Board may do so by writing a statement to the Director of Student Activities office within five (5) working days of the conclusion of the hearing. This statement of appeal must include the grounds upon which the case is to be appealed. Defendants may appeal the verdict on the basis of insufficient evidence, the severity of the imposed sanction, or prejudicial error by the hearing body. The appeal is made before the Vice Chancellor for Student Affairs, and only one level of administrative appeal is permitted.

NATIONAL PAN HELLENIC COUNCIL FRATERNITIES

Alpha Phi Alpha- Colors are Black and Old Gold. Founded on December 4, 1906 on the campus of Cornell University by seven college men. It is the first intercollegiate fraternity established by African Americans who recognized the need for a strong bond of Brotherhood among African descendants in this country. Fraternity mission statement is “Alpha Phi Alpha Fraternity, Inc. develops leaders, promotes brotherhood and academic excellence, while providing service and advocacy for our communities.” (Beta Zeta Chapter founded February 21, 1953)

Kappa Alpha Psi - Colors are Crimson and Cream. Founded on January 5, 1911 on the campus of Indiana University by ten astute founders. The founders sought a formula that would immediately raise the sights of black collegians and stimulate them to accomplishments higher than they might have imagined. The Fraternity's public motto is, “Achievement in every field of human endeavor”. (Epsilon Alpha Chapter founded April 22, 1961)

Omega Psi Phi – Colors are Royal Purple and Old Gold. Founded on November 17, 1911 on the campus of Howard University by three undergraduate students along with the assistance of their faculty advisor. From the initials of the Greek phrase meaning "friendship is essential to the soul," the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, scholarship, perseverance and uplift were adopted as cardinal principles. (Lambda Gamma Chapter founded May 14, 1954)

Phi Beta Sigma - Colors are Royal Blue and Pure White. Founded on January 9, 1914 by three African American students on the campus of Howard University. The founders wanted to organize a Greek letter fraternity that would truly exemplify the ideals of brotherhood, scholarship, and service. The Fraternity's motto is, "Culture for Service and Service for Humanity". (Gamma Rho Chapter founded March 25, 1961)

Iota Phi Theta – Colors are Charcoal Brown and Gilded Gold. Founded on September 19, 1963 by twelve students on the campus of Morgan State University. The Fraternity's purpose is, “The development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity, and Brotherhood among Men”. Additionally, they conceived the Fraternity's motto, “Building a Tradition, Not resting upon one”. (Iota Chapter)

ECSU NATIONAL PAN HELLENIC COUNCIL SORORITIES:

Alpha Kappa Alpha – Colors are Salmon Pink and Apple Green. Founded on January 15, 1908 on the campus of Howard University by nine women. Alpha Kappa Alpha Sorority is the oldest Greek-letter organization established by African American college-trained women. Forming a sorority broke barriers for African American women in areas where little power or authority existed due to a lack of opportunities for minorities and women in the early twentieth century. The Sorority's public motto is “By Culture and by Merit” (Delta Theta Chapter founded February 20, 1954)

Delta Sigma Theta – Colors are Crimson and Cream. Founded on January 13, 1913 on the

campus of Howard University by twenty-two collegiate women. Its purpose is to provide assistance and support through established programs in local communities throughout the world. Today, Delta Sigma Theta Sorority is the largest African-American Greek-lettered sorority in the world. The Sorority's public motto is "Intelligence is the Torch of Wisdom". (Delta Chi Chapter founded December 12, 1953)

Zeta Phi Beta - Colors are Royal Blue and Pure White. Founded on the campus of Howard University January 16, 1920 by five Coeds with the belief that sorority elitism and socializing should not overshadow the real mission for progressive organizations- to address societal mores, ills, prejudices, poverty, and health concerns of the day. Zeta Phi Beta is the only NPHC sorority that is constitutionally bound to a fraternity, Phi Beta Sigma Fraternity, Incorporated The Sorority's public motto is "A Community-Conscious Action-Oriented Organization".(Alpha Gamma Chapter December 12, 1953)

Sigma Gamma Rho - Colors are Royal Blue and Gold. Founded November 12th, 1922 on the campus of Butler University by seven young educators. Sigma Gamma Rho Sorority's aim is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmark of the organization's programs and activities. Sigma Gamma Rho Sorority addresses concerns that impact society educationally, civically, and economically. Sorority's motto is "Greater Service, Greater Progress" (Delta Tau Chapter founded May 1, 1970)

ECSU GREEK ORGANIZATIONS

Alpha Phi Omega- Founded in 1925, colors Royal Blue and Old Glory Gold. A National Coed service fraternity organized to provide community service, leadership development, and social opportunities for college students. The purpose of the fraternity is "to assemble college students in a National Service Fraternity in the fellowship of principles derived from the Scout Oath and Scout Law of the Boy Scouts of America; to develop Leadership, to promote Friendship, and to provide Service to humanity; and to further the freedom that is our national, educational, and intellectual heritage."(Chi Lambda Chapter)

Eta Gamma Pi- Founded September 23, 2004, colors Hot Pink and Tropical Blue. Open to female students. The purpose of the organization is to bring forth love, unity, sisterhood, leadership, and gracefulness; Also to present the Christian aspects of sisterhood to campuses, letting students and others see that by displaying God love Conquers all. It is to remind us that what you do for Christ will last. (Alpha Chapter)

Gamma Sigma Sigma-Founded October 12, 1952, in New York City, colors Maroon and White. The purpose of the organization is to assemble college and university students in the spirit of service to humanity and to develop friendship among students of all races and creeds. Gamma Sigma Sigma promotes a lifelong commitment to service and diversity, in an environment of unity and equality, while creating opportunities for growth

Nu Gamma Psi - Founded on February 4 1994, in Plymouth NC, colors Sand Khaki and Hunter Green our mascot is the Lion, the fraternity flower is the white rose and the cartoon mascot is the Incredible Hulk., in Washington county library. Incorporated on March 5th 2007, on the campus of Elizabeth City State University, The purpose of the fraternity is to spread love, community service, brother hood, leadership and courage to communities and college campuses. Out Fraternity motto is "it takes a man to pledge a frat but it takes a stronger and more courageous man to build one (Alpha Chapter)

STUDENT SERVICES

FINANCIAL AID

Student Accounts

Financial Obligations:

All students are expected to meet their financial obligations to the university promptly and without notice from the Business Office. It is each student's responsibility to keep parents or guardians informed of all statements of accounts. Students whose accounts are more than fourteen (14) days overdue may have their attendance in classes discontinued or be requested to withdraw from the university.

Students are urged to make their tuition and fee payments by mail at least 15 days before reporting to the university. Remittances should be sent directly to the Office of Business and Finance; Elizabeth City State University; Elizabeth City, NC 27909 in the form of certified check, cashiers' check, money order, or cash by registered mail. Personal checks are not accepted unless certified.

Each check or money order should be made payable to Elizabeth City State University. A letter should be enclosed with each remittance stating clearly and specifically the purpose and for whom the money is intended. Since a check or money order made payable to Elizabeth City State University must be deposited in full to the student's account, money intended for personal use, books and supplies should not be included in the payment for tuition and fees.

The established State Fiscal Policies and Regulations under which Elizabeth City State University operates state that on registration day students' bills must be paid in full prior to the close of each semester for which students are registered. An account which remains unpaid after the close of the semester is delinquent. No official transcript or diploma may be issued by the Office of the Registrar until the account is paid in full.

The intent of this policy is primarily to place the responsibility for keeping accounts current on the student rather than on the university. The policy is not considered unduly burdensome considering the many scholarships, grants, loans and other funds which are available to qualified students.

Withdrawals:

If you receive federal student aid from any of the programs mentioned in this publication (except for Federal Work-Study), and you withdraw from school, some of that money may have to be returned by you or your school. Also, even if you don't finish your course work, you'll have to repay the loan funds you received, less any amount your school has returned to your lender.

Summer School

Funds are based on what is remaining from the academic year. However, the Free Application for Federal Student Aid (FAFSA) of the current year will be used for summer school.

STUDENT HEALTH SERVICES

Student Health Services provides quality health care services and educational programs to promote and maintain the health and well being of the student population. The services include diagnosis and treatment of general and acute medical problems, allergy injections, immunizations, and limited pharmaceutical and laboratory services. An exercise room is also available to those students desiring to develop an appropriate exercise regimen to improve their physical well-being.

Hours of Operation:

Student Health Services is open on a year round basis and closes during official university closings. Medical care is not available to students during semester and term breaks, and other class holidays. Only administrative assistance is available at these times.

Fall and Spring Semesters

Monday - Friday	8:00 a.m. - 5:00 p.m.
Physician Hours	10:00 a.m. - 4:00 p.m. Monday-Thursday 9:00 a.m.- 1:00 p.m. Friday

Summer Sessions

Monday - Friday	8:00 a.m. - 5:00 p.m.
Physician Hours	TBA

Appointments are encouraged and should be scheduled by calling 335-3267. Walk-in patients are seen on a first come, first serve basis around those who have scheduled appointments.

Faculty and staff should call 911 in the event of a medical emergency on campus.

In the event a student who resides in the residence halls becomes ill when Student Health Services is closed, medical care may be obtained from First Choice Urgent Care 615 S. Hughes Blvd. Elizabeth City, NC 338-3111, or Albemarle Hospital in 1144 North Road Street Elizabeth City, NC 27909 335-0531

After hours & Weekends, The Student Health Insurance provides a 24 hour Emergency Care Hotline (1-866-315-8756). The hotline provides confidential health care advice and information.

Transportation

Student Health Services can provide transportation to medical appointments in Elizabeth City if the Student was referred to an outside provider by the staff of Student Health Services. Arrangements for this transportation must be made prior to the scheduled appointment by calling (252) 335-3267.

Student Health Insurance

All students enrolled in 6 (main campus) credit hours or more are required to have health insurance. Students have an opportunity to waive the health insurance fee during the fall and spring semester by completing the waiver process online at www.studentinsurance.com. All students enrolled in 6(main campus) credit hours or more who do not waive the health insurance fee will be automatically covered under a health insurance policy purchased by the University. The primary purpose of this coverage is to offset the costs of health care. Brochures outlining the coverage and limitations may be viewed online at www.studentinsurance.com. There will be a 2 week appeal period immediately following the waiver period for any student, who did not successfully complete the hard waiver student health insurance verification process prior to the campus deadline for submitting a waiver request. This applies to students who never filed a waiver request as well as students who filed a waiver request and had it declined. The campus-based appeal process is the same for all such students across all UNC campuses.

An optional health insurance plan is available at an affordable price to part-time students. Additional information is available online at www.studentinsurance.com

Fees and charges for medical services, diagnostic procedures and laboratory services not covered by the student health insurance are the responsibility of the student. Student Health Services does not file insurance claims for students.

Immunization Requirements

North Carolina law (General Statue 130A-152) requires that all graduate and undergraduate students taking more than four (4) credit hours on the campus submit documented proof of immunizations. All records must have an official seal/stamp, physician's signature or an official clinic personnel's signature to be valid.

Medical History

Any person attending class on campus should complete the Report of Medical History form and return it to Student Health Services.

PARKING**Vehicle Registration**

1. All vehicles, operated on the campus of Elizabeth City State University must be registered with University Police.
2. Registered vehicles shall be issued a parking decal, permit or pass bearing a letter corresponding to a specific lot and building during the period 7:00am to 5:00pm; and are to be parked only in that designated area and space.

3. Motor vehicles found on campus without a valid decal, permit or visitor's pass shall be ticketed. Vehicles, not properly registered with the Office of University Police, are subject to being towed at the owner's expense, whether or not the vehicle is operated by the registered owner.

Procedure for Obtaining Parking Permit (Decal)

To obtain a University parking decal, students, faculty and staff are to utilize the following procedure:

1. Report to the Office of the Cashier at M.D. Thorpe Administration Building during regular business hours (9:00am to 4:00pm) and submit payment for a parking decal;
2. Provide the Office of University Police with a receipt evidencing payment for a parking decal;
3. Present the Office of University Police with a valid driver's license, vehicle registration information and proof of insurance.

Student Parking Fees

The student parking fee schedule is as follows:

August 1 st through July 31 st	\$50.00
Second Semester (only)	\$25.00

Faculty/Staff Parking Fees

The Faculty/Staff parking fee schedule is as follows:

August 1 st through July 31 st (RESERVED)	\$115.00
August 1 st through July 31 st (NON-RESERVED)	\$60.00

Temporary Employees must provide the cashier with documentation to confirm the length of expected employment, in order that appropriate parking fees can be assessed.

General Parking

Non-reserved numbered lots are restricted to the use of any vehicles displaying a valid Elizabeth City State University parking decal through Saturday. Parking Rules and Regulations are in effect twenty-four (24) hours a day including towing:

1. Load Zones
2. Fire Zones
3. Reserved Spaces
4. Gates
5. Across Sidewalks
6. Blocking Sidewalks
7. Abandoned Vehicles
8. Unauthorized vehicles parked in reserved spaces or designed areas
9. Vehicles preventing movement of other vehicles.
10. Handicapped Spaces

DR. CLIFFORD BELL JONES POST OFFICE

The campus post office is located in the Ridley University Center. All residential students receive a rental mailbox per calendar year at a rate of \$30.00, which is included in tuition. A \$5.00 replacement fee is charged for the replacement of a lost, destroyed, or misplaced mailbox key. You must go to the Cashier's Station in the Thorpe Administration Building, pay the cashier, and bring the receipt to the post office so we may put in a request for a new key to be made. We will gladly

check your mailbox until your key is made. If you transfer or leave the university during the school year, you must return your key in at the campus post office.

Please be advised that packages with no name are considered suspicious mail. It is essential that your mail is addressed properly. The use of nick names and middle names will result in your mail being returned to the sender.

Hours of Operation:

Monday-Friday	8:30am-4:30pm
Saturday	10:00am-12:00pm

Mailing Address:

Residence hall students are required to inform their relatives, friends and anyone else from whom mail is expected that the correct mailing address is as follows:

Full Name
ECSU Campus Box Number
1704 Weeksville Road
Elizabeth City, NC 27909

The campus post office is a contract station with the U.S. Postal Service. All postal items may be purchased on campus including money orders, stamps, express mail, certified mail, registered mail, and insured mail.

The campus post office **does accept** Fed Ex, UPS, and other mail services other than U.S. mail for the students of the university.

Rental of campus mailboxes began its operation in August 1983. The campus post office contains 1,100 mailboxes for individual faculty, staff, students and office use. Additional mailboxes are in residence halls.

The effective period for mailbox rental will be from July 1st to June 30th for each fiscal year. Off campus students should have mail sent to their place of residence.

Contact information for the campus post office:

Mr. Chris Jones
Post Office Manager
Ridley University Center
Telephone: (252) 335-3382

HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life provides living-learning communities for students residing in seven (7) traditional residence halls and two (2) suite style residence hall and one (1)

apartment complex. The program supports an “out-of-classroom” experience for students in pursuit of their educational, personal, social and community development while on campus.

Residential buildings where students reside are: Bias, Butler, Complex (apartments), Doles, Hugh Cale, Mitchell Lewis, University Towers, University Suites, Viking Village, and Wamack. Residential buildings are staffed with resident directors, resident security officers, resident assistants and other student staff members who help support the operations of the department. Residential buildings are managed twenty-four (24) hours a day, seven (7) days a week by the Residence Life staff.

In accordance with the Residence Hall Housing Agreement, occupancy is limited to accepted and full-time enrolled students only. Students living in the residence halls must carry a minimum of twelve (12) credit hours per semester to remain in the residence halls. Students living on campus may not permit any unauthorized person(s) to occupy a room or apartment, nor may rooms be sublet. The university welcomes and respects students who may also be parents, however from a safety standpoint, the residence halls are not appropriate places for young children. For this reason, infants and young children are only permitted in the lobby areas of the residence halls. School age children may visit residence hall rooms, but must be accompanied by an adult guardian or the resident student. All overnight guests must be at least 15 years old and must follow the university guideline permitting only members of the same sex to visit overnight in the residence halls.

Housing and Residence Life Office Phone Numbers:

Housing and Residence Life Central Office	(252) 335-3761
Bias Hall (first year female)	(252) 335-3450
Butler Hall (Coed continuing)	(252) 335-3116
Complex Apartments (Coed continuing)	(252) 335-3587
Doles Hall (first year male)	(252) 335-3454
Hugh Cale Hall (upperclassman)	(252) 335-3453
Mitchell Lewis (Coed continuing)	(252) 335-3137
University Suites (Coed continuing)	(252) 384-1508
University Towers (first year female)	(252) 335-3117
Viking Village (Coed continuing)	(252) 335-1300
Wamack Hall (first year male)	(252) 335-3445

Break Closing:

Students are not allowed to reside within the residence halls of Elizabeth City state University at any time residence halls are officially closed without permission. The Office of Housing and Residence Life shall notify students of the official check-in or late check-out dates and times. Students may request an early residence hall check-in or late check-out if the university’s official opening and closing schedule creates an unusual hardship. Students must request permission for an early check-in or late check-out in writing to the Director of Housing and Residence Life at least two weeks in advance. If permission is granted, all students requiring housing will be charged a non-refundable fee of \$25.00 per day. Students are strongly encouraged to make travel arrangements in advance to avoid the need to request special housing arrangements.

G.R. LITTLE LIBRARY

The G. R. Little Library is an interactive information resource center for the campus and community, serving as a research portal for students and faculty in support of their academic endeavors. The library is also open to the general public who may obtain a library card and are encouraged to join the Friends of the Library.

The G. R. Little Library offers access to over 200,000 books 1,300 journals in print, 21,000 titles on-line via Journal Finder, more than 120 research databases, and over 480,000 microforms, and sound recordings and films. The library provides access to WorldCat, a union catalog of the holdings of more than 10,000 academic and public libraries worldwide.

With its extensive collection and its connection to external resources, the library ensures that all students and faculty have access to the materials they need to fulfill the mission of the university. The G.R. Little Library's on-line public access catalog provides patrons with a searchable list of the library's holdings. Our library's collections, except Children's Literature and some Media holdings, are classified according to the Library of Congress Classification System,

The Educational Media Center, located on the second floor of the library, plays a vital role in complementing all classroom instruction at the university. The Center provides various services that enhance classroom instruction and presentations. Media staff are available to assist patrons in the effective use of the Center's three main divisions: Projections and Related Services, Video Reproductions, and Graphic Reproductions.

The library strives to be patron friendly. Professional and support staff are available to assist patrons with the on-line public access catalog, Circulation, Serials, Reference, Inter-Library Loan services, and Archival access services. They provide informational tours, lectures, and classroom instruction. In addition, conference rooms, individual study carrels, a Media Center, a dedicated research computer lab, and other computers are available for student use. In order to orient and support students' academic learning, information literacy and distance learning tutorials are offered. Students are encouraged to participate in the library through work study opportunities and by joining the Library Club. During the Fall and Spring Semesters, the library is open 7:30 a.m. to 11:00 p.m. Monday through Thursday, closing Friday at 6:00 p.m. and with limited hours on Saturday and Sunday. For further information call (252) 335-3586.

UNIVERSITY ARCHIVES

The University Archives was established in 1971 for the purpose of collecting both the organized body of permanent Elizabeth City State University records and the historic records and artifacts which reflect the diverse experiences and story of the University community.

Archives material is open for use of all students, faculty and staff members, researchers, and others interested in the history of the University. Assisting students and others researchers in easily accessing the collection's manuscripts, photographs, audiovisual recordings, publications, and historic documents is the focus of all activities taking place in the University Archives. Staff members describe, preserve, and make available a variety of materials, ranging from non-current but essential paper records to digital scans of unique historical documents and images. University

Archives also assists academic departments and administrative units with their records management duties, as outlined by the University of North Carolina General Administration.

The University Archives encourages classes to meet in the archival work spaces and participate in hands-on activities with collection materials. Classroom presentations and campus exhibits also bring the collection's unique images, documents, and objects to a larger audience. By incorporating archival materials into academic coursework, students' preparation for graduate studies is enhanced as they are introduced to historical research methods and the use of primary source materials.

Students who are interested in careers in public history, museum studies, or library science are encouraged to apply for internships and assistantships in the University Archives.

Hours during the entire year: Monday-Friday 8:00 am to 5:00 pm. Researchers are urged to call in advance of visit.

IT CLIENT SERVICES

IT Client Services provides general purpose computing facilities to students, faculty, and staff at Elizabeth City State University. The department provides end-user support services for all areas of the university including personal computer support to the schools and various administrative departments of the university. Such services include, but are not limited to, computer application workshops, instructional technology assistance, pre-purchase consultations, hardware/software installations, technical troubleshooting and problem resolution, e-mail, and web services.

The department's labs provide access to state-of-the-art technologies that allow users to complete tasks such as Internet assignments, word processing, database, spreadsheets, multimedia presentations, scanning, programming, and web applications. In addition to the computer labs and classrooms, the department maintains laptops, LCD projectors, and a digital camera that can be checked out by the faculty and staff.

E-mail accounts are automatically created each semester for all students who officially register. Freshman accounts are distributed at New Student Orientation sessions. The E-mail Retention Policy is posted on the web at: <http://www.ecsu.edu/cs/policies/facultystaff/emailretention.pdf>

In addition to the labs in the Information Technology Center, there are approximately 21 other computer labs located in departments across the campus. These facilities, in most instances, provide discipline-specific resources that allow the students to utilize applications relative to their major discipline. The Computer Use Policy is posted on the web at: http://www.ecsu.edu/cs/policies_action.cfm

Information Technology Center Lab Hours:

Monday – Thursday 8:00 a.m. – 12:00 midnight

Friday 8:00 a.m. – 10:00 p.m.

Saturday 1:00 p.m. – 5:00 p.m.

Sunday

4:00 p.m. – 12:00 midnight

Summer hours are on a modified schedule

E.V. Wilkins Academic Computing Center Lab:

This lab is an instructional facility and is reserved for classes.

DISTANCE EDUCATION

Mission

The Office of Distance Education supports and encourages collaborative efforts involving faculty, staff, and administrators, working to serve as a model for change and growth at ECSU via distance education delivery methods. Distance education at Elizabeth City State University extends availability and access to convenient course offerings to students who are isolated from campus due to time and/or geographic location, utilizing existing, new, and emerging technological strategies.

Goals

1. To offer individuals an academically sound alternative to traditional face-to-face instruction via distance education technologies to meet the needs of non-traditional students.
2. To provide administrators, faculty, and staff with professional development opportunities and resources essential for teaching and learning in online distance education courses.
3. To increase student enrollment and retention by offering convenient and accessible online course and support services to address the needs of online students which supports the current and further workforce needs of the State of North Carolina.
4. To continuously maintain and upgrade the technologies necessary to deliver quality online courses and to review current and emerging trends in online distance education in an effort to integrate best practices.

Students –Getting Started

Students interested in taking online courses should determine if they have the qualities to be a successful online student. Before searching for a program or course, test your knowledge and skills for learning online. Take the Readiness Skills Survey and review the qualities of an online learner at the Distance Education website located at www.ecsu.edu, Current Students, Distance Education, Getting Started.

For more information about getting started with online opportunities at ECSU, visit the Distance Education website at www.ecsu.edu, Current Students, Distance Education, Getting Started or call 335-3699, 335-3112/ 1-877-432-7662.

24/7 Blackboard Helpdesk

<http://ecsu.blackboard.com>

1-866-321-7157

Contact Information:

Director of Distance and Continuing Education

Kimberley N. Stevenson, ED.D.
Campus Box 924
140 Information Technology Center
Phone: 252-335-3699 or 1-877-432-7662
Fax: 252-335-3426
Email: knstevenson@mail.ecsu.edu
DE@mail.ecsu.edu

Instructional Technology Specialist, Distance and Continuing Education

Loretta Powers, MSIT
Campus Box 924
140 Information Technology Center
Phone: 252-335-3112 or 1-877-432-7662
Fax: 252-335-3426
Email: lbpowers@mail.ecsu.edu

BOOKSTORE/BOOK RENTAL

The Elizabeth City State University Bookstore is located in the Walter N. & Henrietta B. Ridley Student Complex. The ECSU Book Rental is located in Lester Hall. The bookstore offers a variety of goods including educational literatures, school supplies, sundries, ECSU and Greek clothing/paraphernalia. The hours of operation in the Bookstore and Book Rental are 8:00 AM until 5:00 PM, Monday through Friday. Special hours can be arranged through Bookstore management.

Textbooks are distributed using a book rental system. All rental books must be returned by the last day of final examinations for the semester. The total cost of a student's unreturned books will be charged to the student's account. Book rental privileges are revoked for students with outstanding unreturned book charges.

Contact Information:

(252) 335-3402 (Phone) or (252) 335-3662 (Fax)

IDENTIFICATION CARDS

All students are required to have an Elizabeth City State University Identification Card (ID card). ID cards are non-transferable. There is a \$20.00 ID card replacement fee.

Lending of ID cards is prohibited. Failure to present ID card when requested by a University official is a violation of University regulations and subjects the holder to disciplinary action. A lost, stolen, or mutilated card should be reported to the ID Card Office or University Police immediately.

Contact Information:

(252) 335-3578 (Phone) or (252) 335-3817 (Fax)

UNIVERSITY DINING FACILITIES

Bedell Hall Cafeteria

The university provides a cafeteria which serves the university community as a modern, pleasant facility for dining.

Bedell Hall Operating Hours

Monday - Friday

Breakfast	7:00 a.m. - 9:00 a.m.	Continental	9:00 a.m.- 10:30 a.m.
Lunch	11:30 a.m.- 1:30 p.m.	Lite Lunch	1:30 p.m. - 3:00 p.m.
Dinner	4:30 p.m. - 7:30 p.m.		

Saturday and Sunday

Brunch	10:00 a.m. - 1:00 p.m.
Dinner	4:30 p.m. - 6:30 p.m.

Bedell Hall Guest Price (prices include tax)

Meal Prices

Breakfast	\$3.88
Lunch	\$5.13
Dinner	\$6.46
Brunch	\$7.80

Checkers Operating Hours

Hours are subject to change

Monday – Friday	8:00 a.m.- 10:00 p.m.
Saturday-Sunday	3:00 p.m.- 9:00 p.m.

Due to safety and sanitary standards, no one will be allowed in the Cafeteria wearing sleepwear. That means no pajama tops, bottoms or bedroom shoes allowed. Also, pets and oversized bags will not be allowed inside the cafeteria. We appreciate your cooperation in advance on adhering to these rules that will help make your dining experience more enjoyable. If you have any questions or concerns please feel free to contact:

Thompson Hospitality, 335-3127

Blue Room Operating Hours

Monday – Friday 12:00 p.m. - 2:00 p.m

ECSU HISTORIC EVENTS

- 1891** **January 26:** Legislation to establish institution introduced by the Honorable Hugh Cale (1835 1910), a black Pasquotank County Representative in the North Carolina General Assembly.
- March 3:** Cale’s Bill enacted into law; State Board of Education directed to establish school.
- Summer: Board of “Local Managers” - which became the Board of Trustees - hired Principal: Shaw University graduate P.W. Moore, of the Plymouth, N.C., Normal School Faculty.
- 1892** **January 4:** “Elizabeth City State Colored Normal School” began operations on Roanoke Avenue in the “Turner Normal School” building with two teachers, 23 students, and \$900 State appropriation. Principal Peter Wedderick Moore (1859 - 1934) was chief executive officer; John Henry Manning Butler (18_ - 1944) was the second teacher.
- May 20:** First Commencement; one person, Hattie A. Newby, completed “Post Graduate Program.”
- 1894** **School** moved to “Old Normal” building (erected ca. 1870). Structure is located on Herrington Road (formerly known as “Shannon Street”); currently occupied by the Elks organization.
- 1896** **May 29:** Graduating class of six students (no graduates, 1893 - 1895). Students received diplomas for successfully completing the two-year “Normal” curriculum. These five men and one lady were: Emic Coleman Cooper, James Edward Felton, Richard Copeland Jacocks, Charles Edward Physic, Joanna Outlaw Rayner and Charles Smythn Yeates.
- 1897** “Professional” courses introduced.
- 1898** **Alumni Association** in existence by this year.
- 1900** First known **Summer Session**
- 1907** State appropriates \$12,000 to **acquire present site.**
- 1909** **Lane Hall** erected - oldest campus building.
- 1912** **September 9:** Institution began operations at **present location with** two brick buildings; **Lane** and **Symera Halls**. During this period, curricula included high school subjects, as well as the Normal program.
- 1914** Fall: first **Football** Team. Spring: first **Baseball** Team.
- 1919** **Athletic Association** formed. Women’s **basketball** teams formed 1914 – 1919

- 1923** **May 25:** First graduates of **High School** program
- 1925** **First Yearbook - The Normal Light;** dedicated to Principal Moore. A **student newspaper – the Blue & White Banner** - preceded this publication. The yearbook indicated the following **facts at this point in ECSU’s history:** 750+ students from 41 NC counties and 9 states; 28 teachers; 11 buildings; 41 acres; valuation + \$399,920. School operated under State’s Division of Negro Education
- 1928** After serving 37 years, **Dr. Moore** retired effective July 1; became the first **president emeritus** (1928 - 1934) of a North Carolina public senior institution.
Dr. John Henry Bias (1879 -1939) elected second president.
- 1931** **High School Department** discontinued.
- 1937** **September: Curriculum** expanded from 2-year “Normal” to 4-year degree granting program in Elementary Education.
- 1939** **March 30: Name change** - “State Normal School” became “Elizabeth City State Teachers College.”
- May 19:** First baccalaureate degrees awarded to 27 graduates
- July 15: President Bias** died.
- November 18:** Dr. **Harold Leonard Trigg** (1893 - 1978) became the third president.
- 1941** Golden Jubilee - **50th Anniversary.**
- State Department of Public Instruction **approved** college as an “A”- rated institution.
- 1942** Alpha Kappa Chapter of **Alpha Kappa Mu Honor Society** established on campus.
- 1946** **January 1: Dr. Sidney David Williams** (1892 - 1974), former Dean, became the fourth president, following President’s Trigg’s December 1945 resignation.
- 1947** Institution became member of Association of Colleges & Secondary Schools (an organization of Black institutions) since regional accrediting group did not then accept Black schools.
- 1950** Iota Chapter of **Sigma Rho Sigma** (recognition Society, **Social Sciences**) established on campus.
- 1951** **Educational Media Center** established.
- 1952-53** *Catalogue* recognizes **Physical Education as the first formal academic “department.”**

- 1953-54** **Student Council** established -many years later became Student Government Association (SGA).
- 1957** **Vocational-Technical** program begun; modernized version of old **Industrial** Training program. Curricula: Automobile Mechanics, Brickmasonry, Cosmetology, Radio Television Electronics, and Secretarial Science.
- 1958** **September 1:** Upon Dr. Williams' retirement, **Dr. Walter Nathaniel Ridley** (1910-1996) became the fifth president.
- 1959** **May 24:** First Vocational-Technical certificates awarded
September: Curriculum expanded to include 8 majors other than Elementary Education. **Laboratory School** established; expanded with Kindergarten in 1969.
- 1960** **Student newspaper** renamed "**Compass**" succeeding the State Normal *Banner* and STC *News Letter*. Students suggested the name
- 1961** **December:** Institution **elected to membership** in the Southern Association of Colleges & Schools (SACS) - the regional **accrediting agency**. Campus wide **telephone system** was installed.
- 1962** **May 27:** First graduating class in 23 years to include degree-granting majors other than Elementary Education; Business Education, General Science (Biology concentration), Social Sciences (teaching major).
- 1963** **Name Change:** "Elizabeth City State Teachers College" became "Elizabeth City State College."

Data Processing Center established; Choir participated in program honoring General Assembly's visit to Halls' Creek for the NC Tercentennial; Eta Chi Chapter of **Beta Beta Beta** (recognition society, **Biology**) established May 16.
- 1964** Intercollegiate athletic teams and yearbook change name from "**Pirates**" to "**Vikings**"; President made around-the-world **educational tour**, resulting in greater internationalism among faculty.

February 8: Kappa Delta Chapter of **Kappa Delta Pi** established (honor society, **Education**).

August: Vocational-Technician program discontinued
- 1965** **Student enrollment** breaks the 1,000 mark. ECSU hosts first East Carolina University Extension graduate offerings.

June: Pre-College Booster study plan instituted – high school graduates given

opportunities to boost basic skills.

1966 **Educational Media Center** revamped and relocated to the “Classroom Building” (Johnson Hall).

Dr. Herman Glenn Cooke (1918-1977), Professor and Chair of Biology, received international acclaim for his discovery of an unknown species of *Chironomid*, subsequently named in his Honor.

Diamond Jubilee - **75th Anniversary** - celebrations included four presidents: Dr. Trigg, Dr Williams, Dr. Ridley, and Dr. Thorpe.

1967 **July 1: Dr. Marion Dennis Thorpe** (1932-1983) became the sixth president upon Dr. Ridley’s June 30th resignation. Office of **Institutional Research** established (Fall semester).

1969 **Name change:** “Elizabeth City State College” became “Elizabeth City State University.”

Basic Education & Enrichment Program established (BEEP) - an out-of-class instructional aid providing for counseling, tutoring of all Freshmen; **Career Counseling & Placement** Office established; **Data Processing Center** re-established with expansion of facilities, equipment, and staff; **Counseling Center** established under Division of Student Affairs; Office of Development & Research reorganized as **Office of Development**

Dr. Sydney D. Williams became the second **President Emeritus** (1969-1974).

1970 **Cluster Program** established; ECSU hosts 32nd Annual Convention of **Alpha Kappa Mu Honor Society**; establishment of **Five-College Curriculum** Program; **Archives & Records Center** established.

May 5: Delta Rho Chapter of **Alpha Phi Gamma** (recognition society, **Journalism**) established.

September 1: Phi Zeta Chapter of **Alpha Psi Omega** (recognition society, **Dramatics**) established.

Renovation of **Moore Hall** included air-conditioning and upgrading auditorium for greater academic and cultural use.

1971 Southern Association of Colleges & Schools (SACS) **reaffirmed accreditation** of ECSU.

Adult Basic Education instituted; **Student Personnel Services** expanded to include Director of Housing; **Football Team** won the **CIAA Championship**.

Majors begun in **Early Childhood** and **Intermediate Education**.

February 2: ECSU Foundation chartered.

1972 July 1: ECSU became **one of 16 constituent institutions** of The University of North Carolina; title of “President” changed to “Chancellor” - **first SGA President to become an ex-officio Trustee** (Darryl E. Morris ‘72).

ECSU Chapter of NC Association of **Educational Office Personnel** established, **Choir** had concert tour in Luxemburg, Holland, Germany; first **Early Childhood** and **Intermediate Education** graduates.

1973 New majors established: Business Administration, History, Pre-Social Work, Sociology; **Health Careers Center** established.

1975 Dr. Evelyn Adelaide Johnson (1909-1995) completed a **History of ECSU**; first graduates in **Sociology/Pre-Social Work**; the **University Choir** had a concert tour in Bahamas.

April 5: North Carolina Iota Chapter of **Alpha Chi Honor Society** established.

1976 ECSU’s **Long-Range Plan** revised and expanded; **Departments of Geosciences, Mathematical Sciences, and Physical Sciences** established; creation of **Planning Division**, first **Professor Emeritus** (Dr. Evelyn A. Johnson), **sculpture** presented to citizens of Elizabeth City through Art Department; first Black chairman of **Trustee Board** (Dr. Kermit Earle White, 1917-1997); ECSU designated “Bicentennial Campus” and included in **National Youth Sports Program (NYSP)**; first graduates in **History** and in **Political Science**; first female **Property Guard**.

Dixon Hall, Thomas-Jenkins Hall, Vaughan Center completed, respectively for Industrial Arts & Technology, Maintenance & Security, Health & Physical Education.

1977 Division of General Studies established; Trustees established **University Endowment Fund**; installation of stand-alone computer **micro data system**; ECSU *Fact Book* produced by Institutional Research; first **basketball** match with international team (Egyptian); majors in **Political Science Technology** and in **Reading Education** implemented; addition to **Library**, double its capacity; first **Industrial Technology** and **Geology** graduates; **UNC Teacher Education Review Program (1977-1978)**.

1978 Booklet printed honoring **McDonald Dixon (1898-1984)**, former Trustee Chairman; first televised **Homecoming Game**; Governor **James B. Hunt** spoke on campus; Chancellor Thorpe had interview with **U.S. President Jimmy Carter** (October 25).

- 1979** “Testing for Excellence” **Institutional Theme**; Student Affairs Division establishes **Living-Learning Centers** in various residence halls; **Self-Study** for State Department of Public Instruction review; **Spectrum** (faculty creativity) initiated by Vice Chancellor for Academic Affairs; **ECSU hosts** CAUSE, Industrial Arts Association, Intercollegiate Music Association Conclaves; **Long-Range** and **Affirmative Action** Plans revised; **Title XX** Child Development Training project initiated; first Nigerian Superintendent of Campus **Sunday School**; President of U.S. **Junior Chamber of Commerce** established ECSU Chapters; **Independent Study** courses offered in cooperation with UNC; institution designated state **Math Contest Center**.
- Psychology** major approved, **Geography** moves from Social Sciences to Geosciences; **Faculty Council** (later, Faculty Senate) issues its first newsletter; first two ECSU Faculty members receive Board of Governors’ **Study Leaves**; Chancellor made **educational tour** of Far East.
- May 13:** First degree in **Reading Education**
- July 21:** First two degrees in **Police Science Technology** (later designated Criminal Justice).
- 1980** ECSU Circle K Club chartered by **Kiwanis International**; **Continuing Education Units** (CEU’s) implemented; new **telephone** system installed; approval of a major in **Physics**; Dr. **Geneva Jones Bowe** ‘35, ’41(d.1999) is first graduate appointed to UNC Board of Governors - was a former ECSU Trustee; ***Educational Architects*** published by University Archivist (sketches of ECSU chief executives); formal opening of **Graduate & Continuing Education Center** - Governor Hunt and President William Clyde Friday in attendance (October 15); first graduates in **Special Education** and in **Physics** (May 11).
- 1981** **February 1:** “**Scholarcade ‘81**,” first ECSU faculty-staff administration extravaganza its kind, designed to raise funds for student scholarships (initiated by Vice Chancellor for Academic Affairs).
- February 28:** Basketball team won CIAA Championship.
- May 10:** Carrie M. and J. Samuel **Roebuck Stadium** dedicated.
- July 26:** first **Psychology** degree conferred.
- Early Childhood Education Center, and addition to Griffin Hall; completed; **Military Science** established on campus, 200-person **student apartment complex** completed; **reaffirmation of accreditation** by Southern Association of Colleges & Schools (SACS).
- December:** ECSU addressed by **Mrs. Coretta Scott King**.
- 1982** **ECSU highlighted** at Museum of the Albemarle Exhibit, at Museum’s invitation; two track degree program in **Music** approved by UNC Board of Governors, **SGA President** won five awards at state convention of his fraternity, UNC **Board of Governors and**

President Friday met on campus.

1983 **NC Highway 34**, bordering campus, widened, improved, equipped with traffic lights; **Afro American History Month** gained Steering Committee to enrich its observance; **Governor Hunt** spoke on campus.

March 3: Founders Day - **Naming of buildings** honoring Clarence Walton Griffin (1912-), Lorimer Willard Midgett (1919-1980), Maceo A. Sloan (1912), and Kermit Earle White (1917-1997) - Trustees.

April 14: Albemarle Area North Carolina Chapter of **Phi Delta Kappa** established (graduate, **Education**).

April 28: Chancellor Thorpe died after an extended illness. His final major public appearance had been on Founders Day, when he received a standing ovation for his address. On June 27, the North Carolina General Assembly passed a **Joint Resolution** in his honor - believed to be the first of its nature. On October 28, North Carolina Central University, his alma mater, conferred upon him posthumously the **honorary degree**, Doctor of Laws.

1983 **May 1:** Dr. Jimmy R. Jenkins, Vice Chancellor for Academic Affairs and Dean of the Faculty, named **Acting Chancellor** by President William Clyde Friday.

May 7: First Accounting graduates, first Commencement to formally include Commissioning Ceremony for **ROTC Cadets**.

August 21: Announcement of gift to university - valued at \$125,000 - through generosity of Dr. **Jessie Marissa Welch Lawrence** '29 '35 '42.

September 10: First on-campus **football game** since 1966; played in **Roebuck Stadium** with Mr. Roebuck - former Trustee whose \$150,000 philanthropy initiated the facility - tossing the ceremonial first ball.

October 14: Jimmy Raymond Jenkins (1943-) '65 elected Chancellor by the UNC Board of Governors, thereupon becoming the first ECSU chief executive named by that Board, and the first alumnus to hold such office at any NC institution of higher learning. Chancellor Jenkins subsequently named "Tar Heel of the Week" (*Raleigh News & Observer*, November 13).

October 26: Curriculum in **Industrial Technology accredited** by National Association of Industrial Technology (NAIT) - first non-teacher education curricular accreditation.

November 9: Graduation exercises for its initial group (16 persons) of campus-trained "First Responders" (Emergency Medical system) - class comprised of community, faculty, staff, and administrative personnel.

December 17: Professional quarterback **Johnnie Booker Walton** '69 honored with parade, banquet, and Proclamation by the Mayor of Elizabeth City.

1984 **Yolanda King**, daughter of the famed civil rights leader, appeared on campus; **computer hardware** resources significantly expanded for academic and administrative purposes; **Deneen Graham**, "Miss North Carolina '83" and first Black so honored, appeared on campus.

February 8: Alexander Palmer Haley, internationally renowned author and former student, was Lyceum speaker and received ECSU's first honorary doctorate.

March 2: Founders Day - transfer of building name, "**McLendon Hall**," to structure previously designated "Early Childhood Education Center."

April 24-29: "Inaugural Week" honoring Chancellor Jenkins and his family - actual ceremony, April 28. Convocation participants included President William C. Friday, NC Supreme Court Justice Henry E. Frye (first Black member of this Court), Mr. J. Steven Rhodes representing the Vice President of the United States, Mr. Benjamin S. Ruffin, representing the Governor of North Carolina, Dr. Walter N. Ridley - then the only living former ECSU chief executive, Mrs. Geneva J. Bowe, representing the UNC Board of Governors, and Mr. Levin B. Culpepper, Trustee Chairman. Other features include Mayor J. Frank Weeks' proclaiming April 28 "Jimmy R. Jenkins Day." **Marshal's Batons**, designed by Art Professor Eugene O'Neal, used for the first time.

May 6: First degree (BA) in **Music Merchandising** - subsequently awarded as B.S. in Music Industry Studies.

July 28: First degree in **Computer & Information Science**.

October 14: Fall Convocation included presenting first Certificates of Installation for the four **ECSU Class Presidents**

November 8: **University Center's** 25th Anniversary observed

1985 Chancellor and Mrs. Jenkins represented ECSU at Inauguration of **President Ronald Reagan** - and, with other representatives, at Inauguration of **Governor James G. Martin**; Department of Education and Psychology became **Division of Education** (October 1); Homecoming (October 26) features **Viking Ship I**, designed and constructed by staff members and students; second **University Choir** tour to Bahamas; **Honors Program** instituted

March 4: Formal implementation of **Small Business and Technology Development Center** (SBTDC) for northeastern North Carolina.

March 26: Institution gains approval for **Radio Station WRVS-FM** - the call letters (approved June 19) representing "**Wonderful Radio Viking Style**."

July 16-17: First campus-sponsored **Records Management Workshop**.

September 1: "Campus Security" upgraded to University Police **Department**.

- 1986** **January 13 -20:** ECSU participates in first nationwide observance of birthday of **Dr. Martin Luther King Jr.** (1929 - 1968) as a legal holiday, with week-long series of assemblies, audio and video events, exhibits, and a march.
- March 3:** Founders Day - First designations of **Trustees Emeriti** - John C. Bias '26; J. Wilbert Forbes; Leroy B. Fraiser; Clifford B. Jones Sr.; Fred P. Markham III; J. Samuel Roebuck; Martin Luther Wilson'26.
- March 18:** **First broadcast** by WRVS-FM, at 6:00 p.m.
- May 8:** **Griffin and McLendon Halls** become temporary haven "Harney II" - for some 325 **grade school children** whose historic Hattie Harney School burned (May 3). Kindergarten students began usage May 12.
- May 11.** First degree in **Middle Grades Education** (6-9).
- Computer Laboratory** completed with Open House January 16, TV satellite dish acquired for **Ridley University Center**; approval of **Airway Science** program; **reaccreditation** of **Teacher Education** program.
- 1987** **June 20:** Unveiling of the P.W. Moore "**Seat of Knowledge**" statue, created by **Roy Chester Farmer**, Art '72.
- 1988** **March 3:** Dr. Walter N. Ridley named third **President Emeritus** (1988-1996)
- April 22:** Five students became charter recipients of **Chancellor's Blazers**.
- 1990** **January 23:** **New Science Complex** utilized.
- September 14:** First **ECSU Queen** to be recognized as one of ten preliminary finalists at National Black College Alumni Hall of Fame Competition - held in Atlanta - **Alisa Lynette Robinson McLean** (English, magna cum laude, '90).
- December:** **WRVS** increased power from 10,000 to 41,000 watts.
- 1991** **March 1:** As part of ECSU's **Centennial Observance**, "Legislative Day" featured the **North Carolina General Assembly** convening in Vaughan Center to re-enact introduction of **House Bill 383** by the Honorable **Hugh Cale**, requesting establishment of a state-supported normal school in Elizabeth City. The Speaker was the Honorable **Daniel Terry Blue**, first Black elected to that position.
- August:** **Commuter Center** completed and utilized.
- December:** SACS' Centennial "Birthday Present": **reaffirmation of accreditation for ECSU**.

1992 **June: Miss ECSU - Tonya Arnette DeV Vaughn** (Business Administration, magna cum laude, '92) represented ECSU at the Miss Collegiate African-American pageant - Los Angeles.

September: Each **residence hall room** equipped with telephone lines.

December: 198-bed **residence hall for women** completed.

1993 **April:** SGA President **Michael Andrew Myrick** (English '94) became the first Student Government head to be elected to a second term.

August: Three students of the **Honors Program** studied at Oxford University (England). They were: **James Waldo Cherry II**, 1995-96 SGA President (Accounting and Business Administration, cum laude, '96), **Keisha Mignon Kent** (Special Education, cum laude, '96); **Jorice Jacqueline Webb** (Elementary Education, cum laude, '96).

Fifteen **students intern** with Environmental Protection Agency at sites across the United States.

Fall: Office of **Sponsored Programs, Contracts & Grants** instituted.

September: Chill Out Day/Jam Fest held for students, faculty, staff; Vice Chancellor Leon S. White and the late Dr. Paul Vandergrift chaired committee.

October: Butler Hall re-opened after extensive renovation establishment (May 5) of Elizabeth City State University Chapter of **Psi Chi** (Psychology Honor Society) and Chi Rho Omega Chapter of Alpha Phi Sigma, November 10 (Criminal Justice Honor Society)

1994 **“State Teachers College” Historic District** won entrance in the National Register of Historic Places, February 28.

1995 **September 1:** UNC President C. Dixon Spangler Jr. appointed **Dr. Mickey L. Burnim** to serve as Interim Chancellor following Dr. Jimmy R. Jenkins' August 31 resignation.

September: Miss ECSU, Trenace Nicole Fayton (English, magna cum laude '96), won the “Miss National Black College Alumni Hall of Fame Pageant” - Atlanta.

December 19: ECSU Trustees named Dr. Jimmy R. Jenkins **Chancellor Emeritus**.

1996 **Mickey Lynn Burnim** (1949 -) elected by the UNC Board of Governors to become ECSU's eighth chief executive (June 14). Dr. Burnim was formally **installed** as the third Chancellor via impressive ceremonies on October 19. A new **Mace** - designed by Art faculty member Alexis R. Joyner - was first utilized for the occasion.

First endowed professorship - the **E.V. Wilkins** Chair in Education, honoring the former Trustee Chairman.

November 10: Ten students became Charter Members of Iota Nu Chapter of **Sigma Tau Delta** (English honor society).

1997 **Basketball Team** reached Elite Eight in NCAA Division II Finals and was CIAA Northern Division Champions; ECSU reached 2nd place in **Honda All Stars** competition; World Wide Web **Homepage** and television **Channel 18** unveiled.

1998 **May:** ECSU became **legatees** of a Will by the late **Richard Henry Addison Pitt** '42, amounting to approximately \$300,000.

1999 **May 14:** The institution's first **Master's degree program** - in Elementary Education approved by the UNC Board of Governors.

US News & World Report ranked Elizabeth City State University number 3 in the South among Top Public Schools Comprehensive Colleges - Bachelor's.

June 9: Second Endowed Chair formally celebrated; named for State Senator Marshall Rausch and located in the Biology Department.

2000 **January:** New Fine Arts Complex occupied; first students admitted to ECSU's first Master's Program (in Elementary Education).

August: First students admitted to new baccalaureate degree programs in Marine Environmental Science and in Social Work.

Fall: Academic Affairs Division reorganized into four Schools, with deans thereof: Arts & Humanities; Business & Economics; Education & Psychology; Mathematics, Science & Technology **Information Technology Center and "Wellness Center"** (Student Instruction and Fitness Center) are completed - the latter being a major addition to Vaughan Center.

December: ROTC became an official host university.

December 1: Reorganization moves several units administratively from the Division of Development & Planning, to the Office of the Special Assistant to the Chancellor, with accompanying recasting of the Division as Institutional Advancement and focusing entirely on fund-raising.

2001 NCAA Foundation and *USA Today* rank ECSU in top 10 of NCAA Division II Colleges for graduation rate of student athletes.

Spring: "Geosciences" Department becomes Department of **Geology, Environmental and Marine Sciences**.

Fall: Extensive upgrade of Communications Infrastructure completed; “Physical Sciences” Department becomes **Chemistry and Physics**.

September 27: ECSU again ranked number 3 in the South by *US News & World Report*.

December: Revised internal organizational structure completed with formation of a Division of Enrollment Management, Planning, Research, and Outreach. Under aegis of Assistant to the Chancellor, it is comprised of administrative units formerly in the Divisions of Development and Planning (now Institutional Advancement) and Student Affairs. They are: Admissions and Recruitment; Archives; Community Development; Financial Aid; Institutional Research and Assessment; Registrar; Small Business and Technology Development Center; Sponsored Programs, Contracts, and Grants.

December 8: Five women and one man - the exact opposite of the 1896 Graduating Class - became the **first recipients of ECSU’s Master of Education** degree. These persons: Thelma Yvette Askew Finch, Urania Taylor Harrell, Cheryl Ann Parks Luton, Karen M. Smith Palmer, Willie Clay Riddick, and Anne Elizabeth Hathaway Ziemba.

2002

May 31: Accreditation of Laboratory School for the first time by National Association for the Education of Young Children

July: SACS (Southern Association of Colleges and Schools – Commission on Colleges) **reaffirmed institutional accreditation**.

Fall: Majors in **Aviation Science** and **Communication Studies** begun.

Fall: Reached the highest enrollment of 2,150 in the history of the university.

First time in history of ECSU, **Lady Vikings Softball Team won NCAA Division II CIAA Championship**; qualified for regional play in Bloomsburg, PA.

University Archives produces Inventories of Papers of **P.W. Moore** (1859 - 1934) and **Elisha Overton** (ca. 1863 - 1911) and biographical sketches of three ECSU personalities: **Mamie Bedell** (1909 - 1971), Food service supervisor, **Charles Jackson Jenkins** (1869 - 1943), first known Engineer, and **Joshua Royal Fleming** (1869 - 1948), first known Librarian.

Elizabeth City State University again **ranked # 3** in the South by *US News and World Report* (see 1999 and 2001). This is the third time in four years ECSU has been so honored.

ECSU was again (see 2001) recognized as one of 10 NCAA Division II colleges and universities nationwide for its overall student-athlete rate. Of the 293 members in NCAA Division II reporting, ECSU was **listed 7th overall** in proficiency.

The ECSU teacher education program received **reaffirmation of accreditation** by the North Council for Accreditation of Teacher Education.

2003 **Fall: Master's** degree in **biology** began.

Fall: Bachelor's degree program in **pharmacy** began.

Fall: Reached another historic enrollment milestone of 2,308 students.

ECSU opened its new **Center of Excellence in Remote Sensing Education and Research (CERSER)**.

Computer Lab dedicated in honor of **Dr. Claude W. Green, III**, former head librarian.

Physical Education/Field House, first UNC bond project completed.

June: ECSU a **Tom Joyner Foundation School of the Month**, raised approximately \$250,000.

September 17: Research by Wanda Hunt-McLean, an ECSU employee, led to the Great Dismal Swamp being included in the U.S. National Park Service **Underground Railroad Network to Freedom** program.

Intramural Lady Viking basketball team won the **American Collegiate Intramural National Championship**.

2004 **Fall: Master's** degree in **mathematics** began.

Fall: Bachelor's degree in **graphic design** began.

Fall: Continued to boost enrollment with 2,470 students.

Two new student housing facilities opened – **University Suites** (bond project) and **Viking Village** (public-private partnership).

ECSU **ranked #1** in *US News and World Report* in the category of “Top Public Comprehensive Colleges” in the south offering the bachelor's degree.

ECSU **nationally recognized by the Education Trust** as a high-performing institution for its student graduation rate among its peer institutions.

Hurricane Isabel caused significant damage to campus trees and buildings.

Lady Vikings Bowling Team finished first in CIAA Eastern Division.

2005 **Fall: Doctor of Pharmacy** degree in collaboration with UNC- Chapel Hill began.

Fall: Surpassed enrollment target with 2,664 students.

ECSU **ranked #3** in *US News and World Report* in the category of “Top Public Comprehensive Colleges” in the south (see 1999, 2001, 2002, and 2004).

ECSU again **nationally recognized by the Education Trust** as a high-performing institution for its student graduation rate among its peer institutions (see 2004).

Chancellor Mickey Lynn Burnim celebrated 10th anniversary as chief executive officer of ECSU.

Fine Arts Center named in honor Chancellor Mickey Lynn Burnim.

Lady Vikings Softball Team won 2nd **CIAA Championship** (see 2002).

Vikings (men) Baseball Team won **CIAA Championship**.

Lady Vikings Basketball Team reached CIAA Finals, the first time in 25 years.

2006 **March 7: New Student Center Complex** dedicated in honor of 5th president and first lady, Walter N. and Henrietta B. Ridley

March: 2005-2006 Miss ECSU Carleta Ricks named Miss Black North Carolina, USA.

April: Master’s degree in School Administration approved by the UNC Board of Governors.

April: Pre Alumni Club establishment of Student Endowment Fund through the ECSU foundation.

August: ECSU achieved the highest fall enrollment in the history of the university with 2681 students enrolled.

October: ECSU Football Team 2006 CIAA Eastern Division Champions.

October: ECSU Viking Bus premier. Two 56 passenger busses were purchased by the University.

November: 2006-2007 Miss ECSU Ashley Edwards named Miss Black District of Columbia, USA.

2007 **March: ECSU Men’s Basketball Team CIAA 2007 Men’s Basketball Champions. Vikings defeated Virginia Union University 63-60 to capture the title.**

March: After serving the University in an interim capacity, **Dr. Willie J. Gilchrist** became the ninth executive officer and chancellor of Elizabeth City State University on **March 15, 2007**. He is the **2nd alumni to hold this office**. Dr. Gilchrist was officially **installed** as the fourth Chancellor on September 25th.

2008 February: **Celeste Trahan**, first woman in ECSU history and the fourth overall to have her jersey (#00) retired because of her accomplishments in Women's Basketball.

May: First graduating class of pharmacy students

May: First graduating class of Masters of School Administration

November: Lady Vikings Volleyball team captures the 2008 CIAA Championship

2009 March: Bowling Team captures 2008-2009 CIAA Championship

2010 June: ECSU wins \$50,000 "Retool Your School Grant" from Home Depot. The Home Depot 'Retool Your School' grant program is designed to encourage and recognize innovative environmentally-friendly projects that contribute to the campuses of historically black colleges and universities. ECSU's goal was to win the \$50,000 grant to create a baseball field using land previously donated for ECSU athletics.

October: Air Viking One-Elizabeth City State University celebrated the arrival of Air Viking One, a new, single engine airplane (Cessna Skyhawk) which was purchased for the purpose of training aviation science students.

2011 January: Walter R. Davis School of Business accredited by AACSB Industrial Technology program is accredited by ATMAE

March: 2010-2011 Miss ECSU Alana Simmons crowned Food Lion MISS CIAA "1st Time in ECSU History"

March: Legacy room opens at ECSU to display university icons.

September: ECSU ranked **second** by **US News and World Report** in 2012 listings

October: Air Viking II-Elizabeth City State University celebrated the arrival of Air Viking II, a new, single engine airplane (Cessna Skyhawk-172SP Model).

December: Willie and Jacqueline Gilchrist Education and Psychology Complex Ribbon Building Dedication. The building is named in honor of the current chancellor and his wife, both graduates of ECSU. Two planned gifts to the **Willie and Jacqueline Gilchrist Scholarship Fund** were announced- The couple's two sons, daughters-in-law, and their daughter and son-in-law, who gave a **\$75,000** donation and a **\$30,000** donation from Mr. and Mrs. Leonard (Ann) Carmichael, both alumni of ECSU.

BUILDINGS AND GROUNDS

Elizabeth City State University has slightly over 830 acres. More than 100 of them represent the campus proper. About 68 acres comprise the former Farm on Weeksville Road (NC 34); a 639-acre tract is reserved for educational research in Currituck County; and some 37 acres comprise other land holdings designed for residential or expansion purposes.

School year 2003 - 2004 not only witnessed massive clean-up efforts resulting from Hurricane Isabel. It also witnessed the largest and most complex transformation/expansion of campus structures and utilities in ECSU's history. This resulted from \$46.3 million allocated to our school, from a Statewide Bond Referendum and \$28 million for a new pharmacy program. Descriptions below include these changes as appropriate.

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Elizabeth City State University has slightly over 830 acres. More than 100 of them represent the campus proper. About 68 acres comprise the former Farm on Weeksville Road (NC 34); a 639-acre tract is reserved for educational research in Currituck County; and some 37 acres comprise other land holdings designed for residential or expansion purposes.

School year 2003 - 2004 not only witnessed massive clean-up efforts resulting from Hurricane Isabel. It also witnessed the largest and most complex transformation/expansion of campus structures and utilities in ECSU's history. This resulted from \$46.3 million allocated to our school, from a Statewide Bond Referendum and \$28 million for a new pharmacy program. Descriptions below include these changes as appropriate.

An **APARTMENT COMPLEX** with normal capacity for 200 persons (including **Midgett** and **Sloan** Halls) was completed in 1982. It contains six 2-story structures and two one-story buildings, the latter housing administrative functions and service facilities for residents. All structures are accessible to the handicapped.

The **ATHLETIC FIELD**, (containing a small, cinder-block storage building until 2003), was reworked for practice usage and, in 1984, to create a **softball field**. It is the remainder of the former site of ECSU's intercollegiate athletics. A new softball/baseball/soccer complex is under design.

BEDELL HALL, hexagonal-shaped, air-conditioned cafeteria capable of serving over 2,000 persons, was completed in 1969, renovated in 1986, and named for **Mamie Bedell** (1909 - 1971), former Food Service supervisor. It has various kiosk style eating areas including refrigeration and storage rooms, bakeries, offices, employees' dining area; and it is accessible to the handicapped.

BIAS HALL, historic 3-story residence hall normally housing 128 residents (coed, 2003 - 2004), was erected 1938, renovated several times since, and named for **John Henry Bias** (1879-1939),

second president. It is accessible to the handicapped, has been air-conditioned (2003) and contains a director's apartment.

BUTLER HALL, historic 3-story residence hall traditionally housing men, currently coed, and scheduled for all-female occupancy (2004 - 2005), was erected 1924, had a 1939 addition, and was renovated in 1983 and 1994. Named for **John Henry Manning Butler** (18__-1944), second teacher at ECSU, it is accessible to the handicapped and contains a director's apartment.

CARDWELL-HOFFLER STUDENT HEALTH SERVICES BUILDING was erected 1952, renovated 1973, and named for the former university physicians, **George Washington Cardwell** (1872 - 1942) and **Ernest Linwood Hoffer** (1883 - 1963), a former trustee. The one-story, air-conditioned building has treatment areas, a security vault, and is accessible to the handicapped. It also has an exercise room and houses the Health Careers programs.

CENTRAL UTILITY PLANT, on line Fall 2004 and a 'first' for ECSU, is a 9,706-square foot facility located behind Vaughan Center, with a new pond before it. The Plant consolidates mechanical systems of a majority of the campus via an underground, piped, continuous utility system capable of supporting 25 buildings over the next 15 years.

The **CHANCELLOR'S RESIDENCE** is a 1982 structure replacing the original (*ca.* 1961), destroyed by fire. Subsequent building and land additions have improved its operational value.

COMMUTER CENTER/BOWLING ALLEY is a one-story air-conditioned brick structure with interior re-design improving recreational facilities for all students. It is accessible to the handicapped and, besides a snack area, contains six bowling lanes; areas for ball and shoe rentals and for pool tables; and a video game room. The center was opened in 1991.

COTTAGES 1, 2, 3, 4 (all 1950) are formerly faculty-staff dwellings which have, or do serve students, storage needs, Academic Development Program, and ROTC Headquarters.

DIXON-PATTERSON HALL erected 1977, air-conditioned, 2-story and named for **McDonald Dixon** (1898-1984), former Trustee Chairman and named for **Bishop Patterson** former Industrial Technology Chairman, contains classrooms/labs including those for robotics, mechanical technology, manufacturing, computer networking, electronics, and offices for the Technology Department. It also houses the campus Office of Design and Construction, Special Programs personnel, and CERSER (Center of Excellence in Remote-Sensing Education and Research). CERSER and GEMS resources have many close ties benefiting students and this area of the state. With its elevator, the building is completely accessible to the handicapped.

DOLES HALL, 3-story residence hall with normal capacity of 72, houses women. Erected 1956, it is named for the **Rev. John Thomas Doles** (1873-1948) and the late **Mrs. Mary Deloatch Doles**, former faculty members. Some campus telephone equipment is housed in this building.

EDUCATIONAL TALENT SEARCH occupies the historic 2-story, wooden former residence for every CEO of ECSU and their families except Drs. Moore Burnim, and Gilchrist. Constructed 1923 and formerly known as the "Vice Principal's Residence," since it was first occupied by –then Vice Principal Bias, it was renovated (1992) for its current usage and was renovated again (2004) via a matched State Historic Preservation grant.

Seventeen (17) EMERGENCY CALL BOXES are designed for connection with University Police, with a targeted 2-minute response time. Installed 2000, the boxes have easily visible blue lights over them, to help with locating them during dark hours. They are placed in parking lots adjacent to (alphabetically) the Fine Arts Complex, Griffin Hall, Jenkins Science Complex, Lester Hall, Residence Hall, Ridley Hall, Student Health Center, Thorpe Hall, and Wamack Hall.

E. V. WILKINS ACADEMIC COMPUTING CENTER (1985) has offices, computer laboratory, storage and vending areas. It is completely accessible to and has provisions for the handicapped. It is named for the **Honorable Elmer Vanray Wilkins** (1911- 2002), former Trustee Chairman and Mayor of the town of Roper.

FRATERNITY/SORORITY PLOTS located at various campus sites reflect the pride of their respective chapters. They are carefully tended to benefit members and any other persons who wish to relax in these areas. Student maintenance included strong efforts to repair damage from Hurricane Isabel.

G.R. LITTLE LIBRARY, air-conditioned, 2-story building, erected 1966 to replace the 1939 structure which the collections outgrew, is named for **George Roscoe Little, Sr.** (1873-1954), former Trustee Chairman. Renovations of the 1966 structure and were completed in 1978, with renovations thereof in 1982 and 1988. Besides stacks and circulation/reading areas, it contains study cubicles, offices and work spaces, display areas, and a 140-seat auditorium. It has facilities to provide local CATV programming. With an elevator, the building is completely accessible to the handicapped; there are also provisions for the handicapped. A separate area contains documents of the University Records Center, protected by a fire suppression system. On November 21, 2002, a computer lab in the library was dedicated to the memory of the longtime former librarian, **Dr. Claude Willis Green** (1938 - 2001).

A **GAZEBO** (erected for aesthetics, February 1989) was razed 2003.

GOLF DRIVING RANGE (with small clubhouse) was established 1972 on a portion of the 'Farm'. It was doubled in size (1992) with a ceremonial re-opening on May 22.

GRIFFIN HALL (constructed 1981 as addition to the Early Childhood Center and formerly entitled Education/Psychology Building) is a large, one-story, air-conditioned structure named for **Clarence Walton Griffin** (1912-), former Trustee Chairman. Features include provisions for solar heating. It contains classrooms, offices, storage area, student workrooms, observation areas, learning laboratories, seminar/conference rooms, and learning booths. The **Curriculum Materials Center** is also housed here. The building is completely accessible to and has provisions for the disabled.

H. L. TRIGG BUILDING (1939; addition 1969) was built as the institution's library. It later served as original site of the University Archives (1971), then as the Student Union, and next for administrative operations including the Chancellor's complex. Thus it was once called "old Thorpe Hall" before being named for **Harold Leonard Trigg** (1893-1978), third President.

HOLLOWELL DRIVE, a campus thoroughfare, was dedicated February 28, 1965, in honor of **Isabella Hollowell** (1872-1973), Class of 1896, member of the first class (1892), and a benefactor of the university. Campus renovations (2004) has reduced a portion of its length.

HUGH CALE HALL, 3-story residence hall normally housing 36 students, was erected 1956, renovated 1984, and named for the **Honorable Hugh Cale** (1835-1910), Black legislator who

introduced the Bill establishing the University. It is scheduled for all-male occupancy, 2004 – 2005

INFORMATION TECHNOLOGY CENTER (2000) is a 2-story air- conditioned, L-shaped structure, which houses the administrative spaces for Information Technology, Academic Computing, Administrative Computing, Center for Teaching Excellence, Distance Education/Virtual College, interactive Video Services, and Network Services. The facility has five computer labs that are also used for instruction. A faculty Demonstration and Discovery lab; a lecture hall with ceiling-mounted projection integrated with a computer, VCR, and DVD player; computer operations room; student lounge; a video conference room; and two tele-classrooms are present. With an elevator, it is accessible to and has provisions for the handicapped.

The **JIMMY R JENKINS SCIENCE CENTER** had ground breaking ceremonies June 14, 1988 and was first utilized upon the January 23, 1990 visit to its Planetarium by **Governor James G. Martin**. Named for **Dr. Jimmy Raymond Jenkins** (1943-) '65, 2nd Chancellor and Chancellor Emeritus, it houses the Office of the Dean of the School of Mathematics, Science and Technology and brings together the central teaching facilities of the Departments of Biology, Geological, Environmental and Marine Sciences, and Chemistry and Physics. Ranging from one to four stories, its suspended stairway adds to its attractiveness. It has small animal housing; teaching, research and instrumentation laboratories (a safety shower included); student and faculty lounges; seminar; lecture and reading rooms; a computer laboratory; faculty offices; walk-in cold room; the only Planetarium in this section of the state; and adjacent greenhouse. The **Curtis Delano Turnage** (1945-1995) **Auditorium** was dedicated during the March 5, 1998 Founders Day ceremonies memorialized Dr. Turnage '67, Professor Emeritus and former Biology Chairman.

JOHNSON HALL, 2-story, air-conditioned classroom building, erected 1966 and completely renovated 1988, 2005. It houses offices, class and conference rooms and darkroom complex serving the Department of Language, Literature and Communication, along with offices of the Social Work and University Honors programs, as well as headquarters for *The Compass* (student newspaper). There is an elevator and provisions for the handicapped. It is named for **Evelyn Adelaide Johnson** (1909-1995), long-term Faculty member who was Chairman of the Fine Arts Department (now the Departments of Music and Art); Director of the University Choir; author of ECSU's history (1980); and first Professor Emerita of the institution headquarters for *The Compass* (student newspaper). There is an elevator and provisions for the handicapped. It is named for **Evelyn Adelaide Johnson** (1909-1995), long-term Faculty member who was Chairman of the Fine Arts Department (now the Departments of Music and Art); Director of the University Choir; author of ECSU's history (1980); and first Professor Emerita of the institution

K.E. WHITE GRADUATE AND CONTINUING EDUCATION CENTER, was named for Kermit E. White (1917-1997), a prominent Elizabeth City dentist and civic leader who served on ECSU's Board of Trustees from 1967-1986. The air conditioned, one story, 20,870 square feet building erected in 1982 currently houses the Office of Graduate Studies, Office of Alumni Relations, Community Development, and the Small Business and Technology Development Center. The K.E. White Graduate Center can be rented for events such as conventions, conferences, wedding receptions, reunions, etc and can accommodate up to 450 people.

LANE HALL, erected 1910 and in its original state believed to be the oldest building on campus, once housed all academic and administrative operations of the institution. Modified to become a cafeteria, following new frontage, 1961 renovations improved operational areas for food service while 1973 renovations and air-conditioning converted usage to classrooms, laboratories, offices,

and a copy center. Renovations in 1985 under girded Geosciences (since relocated). The structure has provisions for and is completely accessible to the handicapped. The second story rear of the building once held the "Quarterdeck," first an employee apartment then a small residence for men. The building is named for Frances Lane Bias (1882-1943), wife of the second president. The rear addition was razed and the entire structure rebuilt in 2007.

LESTER HALL, 2-story, air-conditioned building with lecture rooms, classrooms, laboratories, darkroom, and offices is the former home of most campus science instruction. It was erected 1952, renovated 1973, 1985 and 2002. It currently houses the Department of Mathematics and Computer Science and is named for **Aurelius P. Lester** (1895-1980), former faculty member and registrar.

McLENDON HALL (1981) was formerly designated the Early Childhood Education Center. Named for the late **Lucille M. McLendon**, former Teacher-Training Supervisor, it houses classrooms and an electronic classroom, Faculty offices, lounges, and facilities for the University's Laboratory School (including reading pits and kitchen). There is storage area, and it houses the Office of the Dean of the School of Education and Psychology. Basically an air-conditioned one-story building, there is a second-floor observation deck for the Nursery/Kindergarten area. The facility is completed with an adjacent, fenced playground area. There are provisions for and complete accessibility to the handicapped.

The **MICKY L. BURNIM FINE ARTS CENTER** (1999) is a 2-story, 55,500 square ft, air-conditioned building. The classroom portion, housing the Music and Art Departments, has labs, offices including Office of the Dean of the School of Arts and Humanities, studios, ensemble rooms, and restrooms. The band room's name was transferred from Williams Hall and commemorates **James Arthur Clark** (1890 - 1979), the first bandmaster at the institution, and honors his wife, **Nettie Beverly Clark '40**, dedicated supporter of his efforts. The original dedication took place March 3, 1987.

An amphitheater lies between this structure and the attractive **Floyd L. Robinson Auditorium** (dedicated in honor of Dr. Robinson, April 7, 2002). The Auditorium portion of the center contains personnel and orchestra lifts and has a seating capacity of 1,007, including its balcony. There are advanced facilities for sound and lighting. The auditorium's lobby has one elevator and an eye-catching "floating" staircase.

A unique feature of this Center (in addition to the retention pond on its grounds) is art work forming an integral part of its construction - thus far the only campus building with such adornment. Seven metal panels of coated steel, by sculptor **Lisa Kaslow**, symbolize (left to right) North America, South America (Incas), Europe, Africa, the Mid-East, India, and Asia. They are suspended between columns of the arcade, which connects the buildings in front of its amphitheater.

MIDGETT HALL (1982), which can house 32 persons, is a unit within the Student Apartment Complex (formerly Residence Hall "B"). It is accessible to the handicapped and is named for **Lorimer Willard Midgett** (1919-1980), former Trustee.

MITCHELL-LEWIS HALL, 3-story residence hall originally designed for 176 women, was erected 1969, renovated 1987, and named for **Edna Harris Mitchell '17** (1901-1963) and **Eva Jane Lewis** (1884-1946), former Faculty members. Currently coed, the building was renovated in 2006 and 2007 which added air conditioning.

MOORE HALL, air-conditioned 2-story structure, was erected 1922 and an addition built in 1939, with funds from the Federal Works Agency of the Public Works Administration. Further renovations and/or interior modifications have recurred (1961, *et seq.*) with 1988 providing a completely renovated building. It houses a portion of the Social Sciences Department and the Division of General Studies as well as areas monitoring Institutional Effectiveness, Planning, Outreach, and Enrollment Management. The building's auditorium is equipped with dressing and projection rooms, movie screen, 3-manual organ, and facility to provide local CATV programming. With an elevator, it has provisions for and complete accessibility to the handicapped. Mechanical equipment is computer-controlled, subject to central utility going on line. The structure is named for **Peter Wedderick Moore** (1859-1934), first President ("Principal") and first President-Emeritus

MARRION D. THORPE SR. ADMINISTRATION BUILDING (1987) is a 3-story air-conditioned office structure named for **Dr. Marion Dennis Thorpe** (1932-1983), sixth President and first Chancellor. It houses complexes for the Chancellor, all Vice Chancellors, Registrar, Admissions, Financial Aid, Alumni and Cashier. Provisions for and complete accessibility for the handicapped, an elevator, file rooms, vending area, vaults, a darkroom, programming and exhibit areas, lounges, and conference and storage rooms round out its appurtenances. Mechanical equipment is computer-controlled, pending on-line status for the Central Utility Plant. The adjacent parking area was expanded in 1989.

MELVYN N. AND VONDA REED RILEY WELLNESS CENTER, A Wellness and Fitness Center (completed Winter 2000), is a major addition to Vaughan Center. It is an 80' x 80' multi-level area for exercise physiology. Handicapped accessible and air-conditioned, it also contains two racquetball courts, a biomechanics laboratory, classrooms, and support spaces such as conference and storage rooms plus shower/dressing facilities.

NATURE TRAIL (Outdoor Classroom, beginning at the rear of Dole Hall) was established in 1974 through the efforts of Professor **Emerita Dorothy Elliott Thomas**, to expand instructional opportunities for ecological and related studies. Benches and provisions for outdoor repasts have been added. On October 18, 2001, it was renamed in Dr. Thomas' honor and commemorative trees planted.

PHARMACY COMPLEX: (2010) is \$26 million, glass and steel structure, located near the Jenkins Science Center. The facility has three stories and 52,500 square feet of classroom, laboratory and office space. The university's Drug Information Center shares the first floor with undergraduate labs, while the second and third floors are dedicated primarily to the doctor of pharmacy program, including classrooms, IV simulation and compounding labs and faculty research labs. ECSU's partnership with UNC-Chapel Hill's Eshelman School of Pharmacy was launched in 2005 to help alleviate the shortage of pharmacists in northeastern North Carolina. Through the partnership, students at ECSU are instructed "virtually" by professors at the UNC Eshelman School whose lectures are transmitted in real-time through interactive video conferencing to classrooms in the pharmacy complex on ECSU's campus.

The structure called the **PRACTICE SCHOOL**, then "The Ark," then McLendon Hall, and next the ROTC Building, was once a Rosenwald schoolhouse located elsewhere on campus. Erected in 1921 with renovations in 1957 and 1965, it has housed various operations (hence the "Ark" nickname) including Cosmetology, the Laboratory Kindergarten, and Laundry Services. It was altered in 1981 and renovated in 1985 to accommodate some operations of the Department of Military Science (ROTC). It has provisions for the handicapped.

RADIO TRANSMITTER HOUSING and a 280-foot **RADIO TOWER** for the university's public full-service station, WRVS-FM (89.9 - 41,000 watts of "The Obvious Choice"), were erected in 1986. The call letters represent "**Wonderful Radio Viking Style.**"

R. L. VAUGHAN CENTER, an air-conditioned 2-story building, was constructed in two phases - 1969 (swimming pool portion; renovated 1986); and its large addition (1977), both completely accessible to and having provisions for the handicapped. The complex houses the Department of Physical Education and Health and Athletic Director. It contains classrooms, dance and exercise studios, and offices. There are rooms for laundry, drying, and supplies; training, first aid, therapy, weight, and gymnastics; lockers and showers; and equipment and storage. There are also two trackball and handball courts; a library; physical development laboratories; Olympic-size swimming pool with an observation deck; a gymnasium seating 4,500; public restrooms, spacious lounge area; exhibit and 2nd floor game areas; an elevator and a ticket office. It is named for **Robert Louis Vaughan** (1928), Professor Emeritus of Physical Education, former Athletic Director and Hall of Fame Basketball Coach, and Department Chairman. A now-unused satellite dish was donated October 1992.

ROEBUCK STADIUM (completed 1982) was dedicated May 10, 1981, in honor of philanthropy by **Carrie Manning** (1943-1981) and **James Samuel** Roebuck (1923-), the latter a **Trustee Emeritus**. Its permanent seating capacity is approximately 3,500. It also contains a 440-yard perma-weather track with 8 lanes; a press box and ticket booths, concession, parking, and storage areas; and restroom facilities. Installation of lights for night events (1987) was a major enhancement.

"**SEAT OF KNOWLEDGE**," sculpture located near the entrance to Griffin Hall and depicting **President Emeritus Peter Wedderick Moore**, is the university's first such enhancement. It is the creation of **Roy Chester Farmer, Art '72**, and had unveiling ceremonies on September 28, 1987.

SIGNAGE: In addition to brick three markers identifying the institution (on Parkview Drive, Weeksville Road, and intersection of NC 34 and Herrington Road), an information Marquee (electronic sign) was installed during October 2003. It is computer-operated and updated from the Office of University Relations and Marketing.

SLOAN HALL, which can house 32 persons, is a unit within the Student Apartment Complex (formerly Residence Hall "A"). It is accessible to the handicapped and is named for **Maceo A. Sloan** (1912-), former Trustee.

SYMERA HALL (1912) is a 3-story building believed to be the second oldest campus structure. Originally for women students, its normal capacity was 99 persons before going out of service. It was rebuilt in 1949 following destruction by a hurricane, then had several renovations. Symera and Lane Halls are connected by a small area formerly known as the "Captain's Cabin," then a Faculty dining area. The building is named for **Symera Raynor Moore** (1860-1922), wife of the first President.

The **TELECOMMUNICATIONS BUILDING** (successively ECSU's first Laundry, then "Pirate's Den," followed by "Lighthouse," Publications Building, "Gallery," "Students Services," Student Affairs and Campus Security Headquarters) now houses offices and studios for the campus television station (Channels 18/22). Erected 1923, various renovations accompanied revised building usage. It has provisions for and complete accessibility to the handicapped. A KU-Band satellite dish, installed March 1, 1987, was destroyed by hurricane Isabel. A new satellite dish (also KU-Band) was installed April 1, 2004.

TENNIS COURTS are used for instruction, recreation, and intercollegiate matches. Two were constructed in 1958. Six additional courts were completed in 1980.

THE DISMAL SWAMP WETLANDS: In 1975, ECSU acquired 639 acres of land in the Great Dismal Swamp from the U.S. Department of Health, Education and Welfare. The U.S. Department of Education, Title III Program,

funded the construction of a half-mile-long Boardwalk and Observation Tower. The U.S. Navy licensed ECSU to construct 900 feet of the Boardwalk over Navy wetlands, in order to reach the university property. The property's **primary purposes** are to provide access to a pristine wetland environment and to **promote public awareness** of the crucial role played by wetlands in the Coastal Plain biome. Without the wetlands, there would be no fishing industry in Albemarle or Pamlico Sounds.

THOMAS L. CALDWELL PHYSICAL EDUCATION CENTER AND FIELD HOUSE was completed (2003) at the east end of Roebuck Stadium with a small parking area, and had a brief formal opening ceremony. The attractive 10,000 square foot structure includes faculty and coach's offices plus classrooms, storage area, a weight room, and shower, locker, and bathroom facilities.

THOMAS-JENKINS BUILDING (1977), air-conditioned and single-story, with provisions for the handicapped, is the Physical Plant and Police Department (formerly "Security Department") headquarters and also contains the Recycling Office. It is named for **Harvey Loyal Thomas** (1922-2001), once Dean of Men and former long-term Director of the Physical Plant; and **Charles Jackson Jenkins** (1869-1943), first "Engineer" and former Superintendent of Buildings and Grounds. The building has offices and shops; general and specialized storage rooms; locker and key rooms; a file room and records vault; a kitchenette and identification room. It has access to the DCI (formerly PIN) network; a radio tower; and a fenced area providing vehicle protection. A **Warehouse-Storage Annex**, completely accessible to the handicapped, was completed in 1983. Small additional storage facilities were added in 1989.

UNIVERSITY TOWER, originally for women, became all-male during 2004 - 2005. It is ECSU's first four story residence building, air-conditioned, with normal capacity for 198 persons, it was erected Spring 1993, and contains an administrator's apartment and elevator. It is equipped to accommodate cable television and individual telephone services

A **VENDING DEPOT** for the sale of surplus university items is the current function of the one-story, wooden former "Admissions Building" (completed 1922). Relocated to its present site, it once housed the infirmary, became a faculty-staff residence, next housed Admissions, then became the site for a proposed student banking center.

VIKING VILLAGE, scheduled for occupancy fall 2004, will be a 159,478-square foot student housing complex with 350 beds. Offering an alternative living environment for ECSU students, the 3-story building is on the south side of Weeksville Road, across from the main campus entrance. The "Village" will have a laundry facility, a meeting room, vending and maintenance areas, office, a full sprinkler system, and two elevators. The large structure will have 175 spaces, sidewalks and landscaping. This building is owned by the ECSU Foundation and managed by ECSU.

WALTER N & HENRIETTA B. RIDLEY STUDENT COMPLEX, Named for **Dr. Walter Nathaniel Ridley** (1910 - 1966), fifth President and third President Emeritus and **Mrs. Henrietta Bonaparte Ridley** (1910-), former First Lady and dedicated Student Union advisor is comprised of

a two story 34,800-square foot building constructed in 2004, a one story 14,300-square foot building constructed in 1969 and a raised terrace connecting the these two buildings with Bedell Hall (student cafeteria) and the Commuter Center.

The two story building (Ridley Student Center) houses Student Life Student Activities, Commuter Services, Student Leadership Academy, Campus Recreation, Student Government Association, University Information Desk, Bookstore, The **Mary Albritton Douglas Auditorium**, student club and organizations, lost and found, television lounge, 2 computer stations, Checkers, and meeting rooms. The building is fully ADA compliant and accessible with an elevator.

The one story (Ridley Center) building houses the U.S. Postal Station (since 1995), the Viking Den and the “Blue Room” dining facilities. This attractive, air-conditioned, one-story building has provisions for and accessibility to the handicapped, and is enhanced by a C-Band satellite dish, acquired September 1985.

WAMACK HALL, 3-story residence building with normal capacity for 124 men, was erected 1969, renovated 1981, and named for **Timothy Hiram Wamack** (1915-1972), former faculty member. It has a director’s apartment among other residence hall appurtenances.

WILLIAMS HALL, 2-story complex (1949) with added wings in 1951 for Physical Education and Fine Arts instruction, plus a Home Economics area. The Laboratory Nursery/Kindergarten was formerly housed here. Renovated several times, it formerly housed the Music Department. With 2003 - 2004 rehabilitation and modernization, the 36,000-square foot facility has become the new home of the School of Business and Economics and continues to house the operations of WRVS-FM radio. With all new finishes and furnishings, a new elevator, and facilities for the disabled, it also has some revisions of its exterior design, modernized electrical, mechanical, and plumbing systems. It also houses the renovated intramural gymnasium along with offices and locker rooms for the Physical Education program. The fountain area in front of the building will become part of the revised campus ‘Greenspace.’ The building is named for Dr. Sidney David Williams (1892 - 1974), fourth President and second President Emeritus.

ECSU’s buildings and grounds are completed with 11 structures and a small Utah land area. The structures are storage barn, four brick residences (1961), and the university’s Water Tower (1995) - all on Weeksville Road. The “Moore Residence” (1922) on College Street and an on-campus former residence having office spaces, which include the Faculty Senate, exist. Two small brick structures for hazardous materials (1980), and a vacant former residence on Herrington Road (awaiting renovations) complete the inventory. No longer existing are the cinder block Art Studio, Bookstore/Central Supply (formerly Maintenance Building), Identification Arch at Parkview Drive campus entrance, 2-story Industrial Training Building, a Pumping Station, 2-story residence (Weeksville Road) incinerated for local Fire Department training, a shed for outdoor storage, a cinder block storage building, and “West Lodge” (Quonset residence for men).

WILLIE and JACQUELINE GILCHRIST EDUCATION AND PSYCHOLOGY COMPLEX, named in honor of ECSU’s ninth CEO and current chancellor, **Willie J. Gilchrist** and his wife, **Jacqueline Gilchrist**, both graduates of ECSU. The three story, 47,991 square foot building will contain 53 faculty offices, including the Dean's suite, education and psychology chairs and endowed chair offices, two faculty lounges, three conference rooms, 15 classrooms and laboratories as well as a curriculum resource center. All exterior doors and office suite entrance doors will be operated by a

key card system. All classrooms will be constructed to support full audio visual conferencing and they will have audio visual display capabilities. Each classroom will be equipped with wall mounted phones for emergency use. Four LCD monitors will be placed in the building--- two will be posted on the first floor while one will be posted on the second and third floor, to display general student information and emergency messages. The building dedication ceremony was held December, 12, 2011.

DIRECTORY

WHAT	WHOM	WHERE	PHONE EXT.
Absence	Academic Affairs	TA	3291
Academic Problems	Academic Affairs	TA	3291
Adding Courses	Chairman of Dept. or Faculty Advisor	----	-----
Admissions	Mr. Darius Eure	TA	8530
Alumni Relations	Ms. Barbara Sutton	KE	3498
Administrative Computing	Dr. Mary Leary	ITC	3701
Athletics	Mr. Thurlis Little	VC	3396
Auto Registration	Ms. Myrtle Johnson	SO	3264
Baseball	Mr. Terrance Whittle	VC	3392
Blackboard	Dr. Kim Stevenson	ITC	3699
Bowling Center	Mr. Jeremy Williams	CC	3687
Campus Recreation	Mrs. Mary Berry	WH	3772
Cheerleading	Ms. Ruth Williams	VC	3396
Commuter Student Services	Mr. Darrien Jerman	RSC	3511
Distance Education/Virtual College	Dr. Kimberly Stevenson	ITC	3699
Employment	Ms. Paula Gassaway	TA	3776
Financial Aid/Scholarships	Mr. Kenneth Wilson	TA	3283
Football	Mr. Waverly Tillar	VC	3628
Golf	Mr. Lavern Jones	JCS	3236
Graduate Program	Dr. Paula Viltz	KE	3455
Greek Affairs	Mr. Carlas White	RSC	3654

WHAT	\WHOM	WHERE	PHONE EXT.
Housing and Residence Life	Mr. Arvin Mullen	Complex G	3712
ID Cards	Mrs. Denise Trotman	Lester Hall	3578
Illness	Ms. Regina McCoy-Davis	Infirmary	3267
Incomplete Grades	Academic Deans	-----	-----
Intramural Sports	Mrs. Mary Berry	WH	3829
IT Client Services	Mr. Matthew Simpson	ITC	3964
Men's Basketball	Mr. Shawn Walker	VC	3673
Men's Cross-country	Mr. Ken Alston	VC	3673
Outdoor Classroom	Mrs. Mary Berry	WH	3466
Placement Office	-----	RUC	3318
University Relations and Marketing	Ms. Rhonda Hayes	TA	3103
Radio/Television Services	Mrs. Melba Smith	TA	3985
Registration	Mr. Vincent Beamon	TA	3302
ROTC	Major Michael Peeler	ROTC	3917
Senior Clearance	Ms. Felicia Brown	RUC	3642
Softball Field	Mrs. Mary Berry	WH	3372
Special Needs Students	Ms. Felicia Brown	RUC	3642
Standardized Test	Ms. Felicia Brown	RUC	3642
Student Accounts	Ms. Chelsea Whidbee	TH	3563
Student Activities/Student Government Association	Mr. Carlas White	RSC	3466
Student Help Desk	-	IT	3939

WHAT	WHOM	WHERE	PHONE EXT.
Student Leadership Academy	Mr. Darrien Jerman	RSC	3511
Testing Programs	Ms. Felicia Brown	RUC	3271
Traffic Tickets	Mr. Sam Beamon	SO	3264
Transfer	Dr. Monette Williams	TA	3304
Tutoring	Ms. Rosa Brown	MH	3525
University Police	Mr. Sam Beamon	SO	3264
Withdrawals	Ms. Felicia Brown	RUC	3642
Women's Basketball	Mr. Alico Dunk	VC	3483
Women's Bowling	Mr. Jeremy Williams	BC	3687
Women's Cross-country	Mr. Alico Dunk	VC	3483
Women's Softball	Mr. Anton Thomas	SO	3266
Women's Tennis	Mr. Tommy Wilcox	VC	331-9180
Women's Volleyball	Ms. Linda Bell	VC	3847
Webmaster	Ms. Dana Cobbs	ITC	3533
Video Conference Center	Mrs. Deborah Flippens	ITC	3703

LEGEND

GH: Griffin Hall

MH: Moore Hall

SO: Security Office

VC: Vaughan Center

RUC: Ridley University Center

LH: Lane Hall

TH: Thorpe Hall

TB: Trigg Building

LB: Library

TC: Teleconference Center

K.E.:K.E. White Graduate Center

WH: Williams Hall

RSC: Ridley Student Complex

ITC: Information Technology Center

2012-2013 Calendar and Handbook Committee Members

Ms. Barbaina Houston-Black, Chairperson

Mr. Zaigham Bokhari

Ms. Rhonda Hayes

Mr. Darrien Jerman

Mrs. Mable Riddick

Ms. Jenelle Simpson

Ms. Rosa Sylvester

Mrs. Vicky Tillett

Ms. Lolita Turner

CALENDAR LEGEND

ATHLETICS	A	EXT. 3388
ACADEMIC AFFAIRS	AA	EXT. 3291
ALUMNI RELATIONS	AR	EXT. 3498
BUSINESS & FINANCE	BF	EXT 3211
CHANCELLOR'S OFFICE	C	EXT. 3228
HUMAN RESOURCES	HR	EXT. 3789
INSTITUTIONAL ADVANCEMENT	IA	EXT. 3225
STUDENT AFFAIRS	SA	EXT. 3281