STUDENT HANDBOOK & CALENDAR 2019-2020
Mission Statement

As a constituent institution of The University of North Carolina System, Elizabeth City State University offers baccalaureate, professional, and master's degrees for a diverse student body. Our mission is to promote economic, social, and environmental progress for the people of northeastern North Carolina, the state, and the nation.

We achieve our commitment to the highest quality education by maintaining a rigorous focus on academic excellence through liberal arts programs and using innovative and flexible technology-based instruction models to enhance our signature areas: integrating technology with education, improving human health and wellness, and advancing the natural and aviation sciences.

Through teaching, research, and community engagement, the institution's rich heritage and its current multicultural student-centered focus provide a firm foundation for its endeavors. This foundation serves the needs and aspirations of individuals and society, producing graduates for leadership roles and life-long learning.
Our Core Values

ECSU is guided by a commitment to excellence, which is exemplified in the subsequent group of core values the university strives to demonstrate and maintain.

- **Accountability** - Being responsible for our actions is part of the ECSU ethos. Administration, faculty, staff and students endeavor to expand continuously on the quality already in existence at the university;

- **Diversity** - Diversity of viewpoints, experiences, and backgrounds are critical tools of a quality education in the global marketplace;

- **Excellence** - Excellence is the measure for teaching, learning, and service to the university community; and

- **Preparing students holistically** - the full measure of personal, professional, and social development of our students, faculty, and staff is an integral part of the ECSU philosophy which is “to live is to learn.”
The Alma Mater

Melody by Joy Wallace Brown

(Harmonization and Revised Text by Evelyn A. Johnson)

Stanza I:
To thee Dear Alma Mater,
A tribute song we sing,
Of thy true worth to all of us
O may we honor bring.

Stanza II:
So now we’ll join together
For thee O’State to work
Let none of us be faint at heart
Nor any duty shirk.

Chorus:
Hail to thy lovely halls, ECSU
We’ll hear when duty calls, ECSU
Faithful and ever true,
We’ll be to you.
For in our hearts, we’ll still love thee
ECSU.
Elizabeth City State University
1704 Weeksville Road
Elizabeth City, NC 27909

STUDENT HANDBOOK AND 2019-2020 CALENDAR

Come to Discover. Leave to Conquer.

This planner belongs to:

NAME ________________________________

ADDRESS ________________________________

CITY/STATE ____________ ZIP CODE ____________

PHONE ________________________________

STUDENT No ________________________________

Karrie G. Dixon, Ed.D., Chancellor
www.ecsu.edu
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Greetings Fellow Vikings:

Congratulations! Welcome to Elizabeth City State University! As a Viking, the entire university community is here to serve, uplift, and empower you. We will work hard to ensure that your experience at ECSU is not only memorable and rewarding, but also enjoyable. Equally important, we will equip you with competitive credentials and marketable skills that you need to compete in the global marketplace.

You will soon experience both the joys and demands of college life with all its challenges and opportunities. To successfully navigate the rigorous demands of classes, the diverse extracurricular activities, and the countless social opportunities, time management is crucial.

To assist you in this process, the Division of Student Affairs has developed a Student Handbook. Among other things, this resource contains important policies and procedures, contact information for various university departments and offices, as well as important dates for the 2019-2020 academic year. I encourage you to use this handbook, as it will be a “road map” to time management, goal setting, and other services critical to your success.

As you travel this Viking journey, remember that you do not walk the path alone. Your ECSU family is here to celebrate your accomplishments, walk you through your challenges, and make your Viking experience a memorable one.

Now that you are officially a member of the Viking family, always remember VIKING PRIDE!

Karrie G. Dixon
Chancellor
ELIZABETH CITY STATE UNIVERSITY
SENIOR ADMINISTRATIVE OFFICERS
2019-2020

Karrie G. Dixon, Ed.D
Chancellor

Dr. Derrick Wilkins
Chief of Staff

Mrs. Leticia Evans
Interim Vice Chancellor, University Advancement

Mrs. Paula Bowe
Interim Chief Human Resource Officer

Mr. Suresh Murugan
Chief Information Officer

Mr. George Bright
Athletic Director

Ms. Gwendolyn Sanders
Deputy Chief of Staff

Dr. Farrah Ward
Provost and Vice Chancellor for Academic Affairs

Mr. Gary Brown
Vice Chancellor for Student Affairs

Mr. George Burnette
Interim Vice Chancellor for Business and Finance

Mr. Alyn Goodson
General Counsel/Chief Operations Officer

Mr. Carson Rich
Special Assistant to the Chancellor for Government Relations
STUDENT GOVERNMENT ASSOCIATION OFFICERS  
2019-2020

Emmanuel Butts  
President

Nyla Harris  
Chief of Staff

Jimmy Chambers  
Vice President of External Affairs

Khya Kornegay  
Vice President of Internal Affairs

Pele’ Rankin  
Vice President of Finance

Alisha Matthews  
Attorney General

Ke’Shya Bryant  
Recording Secretary

J’Nya Moore  
Corresponding Secretary

Ke’Shya Bryant  
Recording Secretary

Ex-Officio Members

Dequante McKoy  
Mr. ECSU

Nyasia Luke  
Miss. ECSU

Mr. Ferrelli McGilvary  
Student Government Association Advisor

Ms. Brittney Lamb  
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

As a constituent institution of The University of North Carolina, Elizabeth City State University offers baccalaureate, professional, and master’s degrees for a diverse student body. Our mission is to promote economic, social, and environmental progress for the people of northeastern North Carolina, the state, and the nation.

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Through teaching, research, and community engagement, the institution’s rich heritage and its current multicultural student-centered focus provide a firm foundation for its endeavors. It serves the needs and aspirations of individuals and society; producing graduates for leadership roles and life-long learning.

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 2019-2020 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday-Wednesday, August 6-7</td>
<td>Fall Faculty/Staff Institute</td>
</tr>
<tr>
<td>Friday, August 9</td>
<td>New and Transfer Student Orientation/Freshmen Move-In Day</td>
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<tr>
<td>Saturday, August 10</td>
<td>Extended Registration-Graduate Programs/New Viking Days</td>
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<tr>
<td>Sunday, August 11</td>
<td>Residence Halls Open, All Students Move-In Day/Viking Kick-Off</td>
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<tr>
<td>Monday, August 12</td>
<td>Official Registration, 8:30 a.m. - 7:00 p.m. 7:30 p.m. - Classes Dropped for Non-payment</td>
</tr>
<tr>
<td>Tuesday, August 13</td>
<td>Classes Begin for Fall 2019 Late Registration and Drop/Add Period Begins, 8:30 a.m.</td>
</tr>
<tr>
<td>Monday, August 19</td>
<td>Late Registration and Drop and Add Period Ends, 5:00 p.m.</td>
</tr>
<tr>
<td>Tuesday, August 20</td>
<td>First day to withdraw from classes and receive a grade of “W”</td>
</tr>
<tr>
<td>Tuesday, August 26</td>
<td>Census</td>
</tr>
<tr>
<td>Monday, September 2</td>
<td>Labor Day Holiday, Classes Dismisses, Offices Closed</td>
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<tr>
<td>Tuesday, September 2</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Monday, September 16</td>
<td>Fall 2019 Graduation Applications Due to Registrar’s Office</td>
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<tr>
<td>Thursday – Wednesday, October 3-9</td>
<td>Mid-Term Exam (All Students)</td>
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<tr>
<td>Tuesday, October 8</td>
<td>Last Day to Remove “I” Grades</td>
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<tr>
<td>Friday, October 11</td>
<td>Deadline for Posting Grades – 12:00p.m.</td>
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<tr>
<td>Saturday – Tuesday, October 12-15</td>
<td>Fall Recess</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Wednesday, October 16</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Tuesday, October 22</td>
<td>Last Day to Withdraw from Classes and Receive a Grade of “W”</td>
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<tr>
<td>Monday, October 28 - Friday, November 8</td>
<td>Academic Advisement/Pre-Registration for Spring 2020</td>
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<tr>
<td>Thursday, November 7</td>
<td>Last Day to Withdraw from the University and Receive a Grade of “WD”,</td>
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<tr>
<td>Monday, November 11</td>
<td>Veterans Holiday, Classes Dismissed, Offices Closed</td>
</tr>
<tr>
<td>Tuesday, November 12</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Friday, November 15</td>
<td>Spring 2020 Graduation Applications Due to Registrar’s Office</td>
</tr>
<tr>
<td>Wednesday – Saturday, November 27-30</td>
<td>Thanksgiving Holiday, Classes Dismissed</td>
</tr>
<tr>
<td>Monday, December 2</td>
<td>Classes Resume, 8:00 a.m.</td>
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<tr>
<td>Tuesday, December 3</td>
<td>Last Day of Classes</td>
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<tr>
<td>Thursday, December 4</td>
<td>Reading Day</td>
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<tr>
<td>Thursday-Monday, December 5-9</td>
<td>Final Examinations, Graduating Seniors</td>
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<tr>
<td>Thursday-Wednesday, December 5-11</td>
<td>Final Examinations, Remaining Students</td>
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<tr>
<td>Tuesday, December 10</td>
<td>Deadline for Posting Seniors’ Grades - 5:00 p.m. Last Day to Return Books/Mailbox Keys without Charge for Graduating Seniors</td>
</tr>
<tr>
<td>Saturday, December 14</td>
<td>Fall Commencement</td>
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<tr>
<td>Monday, December 16</td>
<td>Deadline for Posting Grades for Remaining Students - 3:00 p.m. Last Day to Return Books/Mailbox Keys without Charge</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Friday, January 3</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Wednesday, January 8</td>
<td>Winter Faculty/Staff Institute</td>
</tr>
<tr>
<td>Sunday, January 12</td>
<td>Residence Halls Open, All Students</td>
</tr>
<tr>
<td>Monday, January 13</td>
<td>Official Registration, 8:30 a.m. - 7:00 p.m. 7:30 p.m. - Classes Dropped for Non-payment</td>
</tr>
<tr>
<td>Tuesday, January 14</td>
<td>Classes Begin for Spring 2020</td>
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<tr>
<td></td>
<td>Late Registration and Drop/Add Period Begins, 8:30 a.m.</td>
</tr>
<tr>
<td>Monday, January 20</td>
<td>Dr. Martin L. King, Jr. Holiday, Classes Dismissed, Offices Closed</td>
</tr>
<tr>
<td>Tuesday, January 21</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Wednesday, January 22</td>
<td>Late Registration/Drop-Add Period Ends, 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>First Day to withdraw from classes and receive a grade of “W”</td>
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<tr>
<td></td>
<td>Financial Aid Deadline for Priority Funding</td>
</tr>
<tr>
<td>Tuesday, January 28</td>
<td>Census</td>
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<tr>
<td>Tuesday, March 10</td>
<td>Last Day to Remove “I” Grades</td>
</tr>
<tr>
<td>Friday, March 13</td>
<td>Founders’ Day</td>
</tr>
<tr>
<td>Monday – Saturday, March 16 - 21</td>
<td>Mid-Term Exam (All Students)</td>
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<tr>
<td>Monday, March 23</td>
<td>Deadline for Posting Grades – 12:00p.m.</td>
</tr>
<tr>
<td>Monday - Saturday, March 23 - 28</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>Monday, March 30</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Monday, March 30 – Friday, April 14</td>
<td>Academic Advisement/Pre-Registration for Summer/Fall 2020</td>
</tr>
<tr>
<td>Wednesday, April 1</td>
<td>Last Day to Withdraw from Classes and Receive a Grade of “W”</td>
</tr>
<tr>
<td>Friday, April 10</td>
<td>Good Friday Holiday, Classes Dismissed, Offices Closed</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Saturday, April 11</td>
<td>Saturday Classes Dismissed</td>
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<tr>
<td>Monday, April 13</td>
<td>Easter Monday, Classes Dismissed</td>
</tr>
<tr>
<td>Tuesday, April 14</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Thursday, April 16</td>
<td>Last Day to Withdraw and Receive a Grade of “WD”</td>
</tr>
<tr>
<td>Thursday, April 30</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Friday, May 1</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Saturday – Wednesday, May 2 - 6</td>
<td>Final Examinations, Graduating Seniors</td>
</tr>
<tr>
<td>Saturday – Friday, May 2 - 8</td>
<td>Final Examinations, Remaining Students</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>Deadline for Posting Graduating Seniors’ Grades – 12:00 p.m.</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>Last Day to Return Books/Mailbox Keys Without Charge for Graduating Seniors</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>Spring Commencement</td>
</tr>
<tr>
<td>Monday, May 11</td>
<td>Deadline for Posting Grades for Remaining Students – 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Last Day to Return Books/Mailbox Keys without Charge for Remaining Students</td>
</tr>
<tr>
<td>Tuesday, May 12</td>
<td>Spring Faculty/Staff Institute</td>
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</tbody>
</table>
ELIZABETH CITY STATE UNIVERSITY

Policy Under the Family Educational Rights and Privacy Act (FERPA)

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.

1) 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.

2) 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.
3) 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.

4) 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 and 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.

5) 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.

6) 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.

7) 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.

8) 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 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.

c) 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  
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 the 
University Calendar.

A) Grading and Quality Point System
   i. Cumulative grade point averages are computed on a quality point system. 
The 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 hour 
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, W, WA, WD, and they are not 
computed in the cumulative GPA except for the grade of I, F, and IF. ECSU 
does not recognize plus or minus.

The grade point average (GPA) is obtained by dividing the total number of quality 
points earned by the total number of semester hours attempted.

EXAMPLE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC202</td>
<td>A</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>ENGL 301</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>ECOM 202</td>
<td>C</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>TECH 101</td>
<td>D</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>MATH 157</td>
<td>F</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>W</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(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 achievement; 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 achievement; 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 achievement; 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 achievement; 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 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.

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 GPA.

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 GPA.

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 campaign reports shall be issued from the instructor to the student through the student’s Banner and noted in their E4U accounts.

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 or by the university-determined deadline.

iv. Students and faculty advisors may view grades electronically for all terms.

C. Student Appeals of Course Grades

i. A student, after conferences with the instructor involved and Department Chairperson, may present in writing to Provost and Vice Chancellor for Academic Affairs 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 Departmental Chairperson 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 Provost and Vice Chancellor for Academic Affairs.

ii. A grade change is made by the instructor submitting a Grade Change Form to the Department Chair. Concomitantly with filing the Grade Change Form, the instructor must also sign and submit the statement of explanation for the grade change to the Department Chair and the Provost/Vice Chancellor for Academic Affairs for review and approval.

iii. The Grade Change 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 GPA.
ii. When a grade of “I” is assigned, a detailed description of the work to be completed must be satisfied 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, 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 Sanctions Policy

Undergraduate students’ academic standing is based on the cumulative grade point average (CGPA) and Successful Completion Rate (earned hours divided by attempted hours). In order to be in Good Academic Standing students must

1. Have a cumulative GPA of at least 2.0; and
2. Earn a minimum of 67% of the cumulative credit hours they have attempted.

All prior coursework, attempted and earned, is reviewed in the determination of Academic Standing. The Office of the Registrar will measure a student’s academic performance at the end of each academic term.

Students who fail to meet the cumulative GPA requirement of 2.0 and/or 67% cumulative completion rate will be placed on academic sanction. Academic sanctions include academic warning, academic probation and academic suspension.

**Academic Warning**

A student will be placed on academic warning for one semester when the student’s cumulative GPA falls below 2.0 or their cumulative completion rate (earned hours divided by attempted hours) is less than 67% at the end of a semester, including summer sessions. Students with a status of academic warning may enroll in courses and must complete an Academic Intervention Plan.

A student on academic warning must achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% at the end of the next semester of attendance to be in good academic standing. Failure to achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% will result in academic probation.

Students on Academic Warning are required to comply with the terms of their Academic Intervention Plan.

**Academic Probation**

A student is placed on academic probation when the student’s cumulative GPA falls below 2.0 and/or their cumulative completion rate (earned hours divided by attempted hours) is less than 67% for two consecutive semesters of attendance, including summer sessions. A student on academic probation may not enroll in more than 15 credits per semester and no more than one course in any single summer session except under extenuating circumstances and with the permission of Academic Affairs.
Students on Academic Probation are required to enroll and successfully complete the requirements of UNIV 100 and comply with the terms of their Academic Intervention Plan.

A student on academic probation must achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% at the end of the next semester of attendance to be in good academic standing. Failure to achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% while on probation will result in academic suspension.

**Academic Suspension**

A student who does not achieve a cumulative GPA falls below 2.0 and a cumulative completion rate of at least 67% at the end of their probation term shall be placed on academic suspension. Students on academic suspension may not enroll in courses. Students who are placed on academic suspension may appeal. Students who do not appeal their suspension must sit out of ECSU for two consecutive semesters, not including the summer session. After the required two semester absence, suspended students may apply to the university to be readmitted on academic probation.

**Academic Suspension Appeals**

Students have the right to appeal academic suspensions and request readmission because of extenuating circumstances. The mitigating circumstances must be appropriately documented for the semester(s) in which the deficiency occurred.

**Appeals must include:**

1. A detailed explanation of the extenuating circumstances that occurred during the specific semester in which the student was placed on Academic Suspension.

2. All necessary documentation to support the existence of the circumstances described (examples would include letter from doctor, clergy, professional, etc.… and evidence that the circumstances have been resolved.

3. Incomplete appeals will not be reviewed. If additional information is required, an email will be sent to the student’s ECSU email account. After 30-days of being incomplete, the appeal will be denied.

4. Once all required documentation is submitted, students will be notified via email of the outcome of their appeal.

All appeals must be submitted by published university deadlines.

Students placed on academic suspension, but readmitted through the appeal process will be placed on Academic Probation and be limited to a course load of not more than 15 semester hours during the first semester of readmission and follow all other requirements outlined in Academic Probation. Students returning from suspension must maintain a 2.3 semester GPA and must successfully complete at least 70% of their attempted hours each semester until they have a cumulative GPA of 2.0 or better and earned a minimum of 67% of the cumulative credit hours they have attempted.
Students returning from academic suspension who fail to maintain a 2.3 semester GPA and successfully complete at least 70% of their attempted semester hours will be subject to suspension. Students who have been suspended a second time for academic reasons may not apply for readmission within a minimum of two consecutive semesters 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 or they are admitted under the Special Readmit Policy.

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 each of the fall and spring semesters 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 average in order to compete.

vi. In order to determine athletic eligibility, all freshman students must be approved through the NCASA Initial-Eligibility Clearinghouse.

H. Administrative Withdrawals for Undergraduate Students

i. Withdrawal from the University

This policy will repeal the previous Student Affairs policy concerning student withdrawal.

a. All students who are officially registered for classes and who wish to withdraw from the University must complete the withdrawal procedure by the established deadline on the university calendar. Students must visit the Registrar’s Office to begin the withdrawal process which will include clearance from Counseling and Testing Center/Special Needs Services to receive exit counseling and to relinquish their student identification cards. Students will be directed to the Financial Aid Office in order to address financial obligations. The withdrawal process will end in the Registrar’s Office to close out the process. Students who have a pending judicial charge are not allowed to withdraw from the university before the outcome of charges is completed on campus. In accordance with this policy, the University Registrar will record grades of “WD” based upon the Withdrawal Report.

b. Students who do not officially withdraw from the University will receive a grade of “F”.
c. Students who are administratively withdrawn from a course/or the University for disciplinary reasons and/or under special circumstances with written approval from the Vice Chancellor for Student Affairs will receive a grade of “WA”.

ii. Class Attendance

a. The expectations of class attendance are set forth in ECSU’s Class Attendance Policy (ECSU Policy 300.1.32), as it may be amended from time to time. Students enrolled for semester or summer sessions but stop attending classes shall be required to officially withdraw from ECSU. Students who stop attending classes and fail to officially withdraw from ECSU shall be administratively withdrawn by the University and receive grades of “WA” in accordance with this policy.

iii. Extenuating Circumstances or Military Service

The University recognizes that there may be extenuating circumstances beyond a student’s control which impacted his/her ability to meet the GPA requirements of satisfactory academic progress (SAP) set forth in Section F of this policy. Therefore, the University will permit a student to withdraw from a course or courses with written approval from the Provost and Vice Chancellor for Academic Affairs only for extenuating circumstances that occurred during the semester or summer session immediately preceding the student’s request.

Upon approval, the student shall be administratively withdrawn from the course or courses and:

1) A WA will be recorded on the transcript,
2) The course(s) will count as attempted hours,
3) The course(s) will not count in tuition surcharge calculations
4) The course(s) will not count in GPA calculations, and
5) The course(s) are subject to all financial aid and SAP rules and calculations.

a. Definition of Extenuating Circumstances

An “extenuating circumstance” is defined by the University as a situation which is beyond the student’s control and which could not have been prevented by the student. Such circumstances include the following:

1. a car accident or other incident which causes injury to the student resulting in hospitalization and/or health challenges which prohibit the student from being able to meet academic requirements;
2. a serious, life-threatening, or life-altering illness to the student or an immediate family member for whom the student must assume legal responsibility due to the condition;
3. an official documentable military deployment;
4. a natural disaster which negatively impacts the student’s well-being due to total destruction of home or other essential familial provisions.

The University reserves the right to consider other situations in addition
to those enumerated herein in determining whether or not the alleged extenuating circumstance(s) directly impacted the student’s ability to maintain the required GPA.

iv. Official Supporting Documentation

A student must have official written documentation which explicitly substantiates and corroborates the assertion of the extenuating circumstances. An extenuating circumstance shall be an exceptional one-time occurrence and not one that is characterized by a repeated pattern of behavior which has compromised the student’s academic standing over time.

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

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

300.1.32
Adopted: 12/15/15
Amended: 06/14/16

ELIZABETH CITY STATE UNIVERSITY
Class Attendance Policy

Class Attendance

Regular class attendance is a key determinant of student success. It also is an important
factor in a student’s commitment to the transfer of knowledge. For that reason, each student should recognize the benefits of regular class attendance, and embrace such as a personal charge. It is a student’s responsibility to complete all coursework, including tests, and written assignments of all class meetings. University faculty members are encouraged to monitor the progress and activity of their students.

**Student’s Responsibility**

1. To understand and adhere to an instructor’s expectations for course participation and satisfactory course completion. Students must also monitor their progress throughout the term.

**The Instructor’s Responsibility**

1. To establish and communicate how students’ progress and activity will be monitored.

2. Publish course expectations in course syllabi at the beginning of each term.

500.1.1

Adopted: 06/14/05
Amended: 03/08/07
Amended: 06/10/08
Amended: 06/12/12
Amended: 12/13/16
Amended: 09/11/18
Amended: 06/11/19

**ELIZABETH CITY STATE UNIVERSITY**

**Student Code of Conduct**

The policies and procedures, herein described, govern the conduct of students of Elizabeth City State University (ECSU). Upon acceptance of admission to ECSU, each student agrees to abide by the policies of the University, as well as with the federal, state and local laws, and to conduct him/herself in a manner consistent with its educational mission. It is the responsibility of each student to be familiar with the University policies and procedures.

The Student Code of Conduct applies to all students, student organizations, and student groups regardless of whether or not the alleged behavior occurred on or off campus or whether the conduct was in direct relation to the university. Further, the Student Code of Conduct may also be applied to behavior conducted online, via e-mail, or through other electronic mediums. ECSU may take action if such information is discovered or brought to the attention of University officials. This includes conduct in connection with, but is not limited to:

a. Work related to co-curricular educational activities and experiences, such as class projects, field trips, work-study, study abroad, community service, or internships – not including academic dishonesty;

b. Activities sponsored, conducted, or authorized by ECSU or its student organizations;

c. Activities that cause or threaten harm to the health, safety, well-being, or property of ECSU or any member of the ECSU community;

d. Activities that unreasonably disturb the peace and privacy of a student’s neighbors when living in off-campus housing;
e. Any conduct by a student that occurs during or outside of the academic term, even if the student subsequently graduates, withdraws, takes leave, or is otherwise absent from ECSU, and/or if the University does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent;

f. The Student Code of Conduct applies to participants on overseas and off-campus programs, who are expected to act in accordance with University rules and regulations but assume added responsibility to the group and to the laws and customs of the host country or local jurisdictions.

NOTE: Student Conduct charges and associated process is independent and separate from local, state, or federal legal system. Student Conduct charges and associated process will proceed regardless of the status or outcome of a student’s local, state, or federal legal status.

A. RIGHTS AND RESPONSIBILITIES

The University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the United States Constitution and the North Carolina State Constitution. The university has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. Students are guaranteed the following elements of fundamental fairness throughout the Conduct Process:

1. to be provided a fundamentally fair process;
2. to be presumed not responsible for a violation of the Code until determined otherwise;
3. to be given written notice of any allegation(s) or formal charge(s) of prohibited conduct;
4. the right to have a reasonable amount of time
5. to prepare for a hearing; to review the information that will be presented in any resolution, provided that the information may be given to the student in a redacted format;
6. to present relevant information on their behalf;
7. to be represented by an Attorney or Non-Attorney Advocate throughout the entire Student Conduct Process, provided written Notice of Representation, a signed FERPA authorization, and Certification forms;
8. to have sanction(s) imposed on the basis of the guidelines set forth in the Code;
9. to be informed of the final decision and results of a disciplinary proceeding;
10. to know the identity of individuals speaking or providing written information for consideration at any hearing;
11. to confront, in some manner, the allegations and information presented relevant to the formal charge(s) against them, which in all cases will be brought forward by the University;
12. to request a delay of the hearing for academic or extenuating circumstances;
13. to admit responsibility for any or all of the charges against them;
14. to request that a member of a Board be excluded from the hearing on the basis of a conflict of interest or bias;
15. to not speak or answer any question(s), if such testimony or answers would tend to establish against them a violation of the Code. When a student refuses to speak, therefore avoiding questioning, they relinquish the right to make a written or verbal statement at the end of the findings stage the hearing;
16. to pose reasonable questions to any witness appearing at a hearing in a manner determined by the Chair; except the alleged victim of alleged sexual violence;
17. to appeal any decision of a Hearing Panel, pursuant to Section 11 of the Code;
18. to have supervised access to a recording of the hearing proceedings; and
19. to have any disciplinary records kept confidential, unless an exception is allowed or required by law or regulation.

B. STUDENT CONDUCT DISCIPLINARY PROCESS

Disciplinary Process Purpose

When a student engages in behavior that may violate the Student Code of Conduct, the processes set forth in this section shall be followed. The Office of the Dean of Students shall delegate primary responsibility over the judicial process for resolution of student conduct issues.

The disciplinary procedures at ECSU are designed to address violations of disciplinary or conduct rules in a manner that prioritizes student development and education. While disciplinary procedures may result in the imposition of sanction in appropriate cases, the primary objectives of these disciplinary procedures are to uphold honor, integrity, and personal responsibility and to promote student learning, safety, health, and wellbeing.

At educational institutions, disciplinary proceedings do not follow the same procedures used in courtrooms. The university shall have the burden of proof responsibility by a preponderance of evidence. Preponderance of evidence shall be interpreted as a person being held responsible based upon information/evidence (that information/evidence which is more likely than not) presented from which any reasonable person would conclude that a violation of the Student Code of Conduct occurred. Disciplinary Procedures are not subject to the Federal Rules of Evidence or the Rules of Civil Procedure. As a result, information that might be deemed “hearsay” or is otherwise inadmissible during formal legal proceeding might be considered by the hearing administrator or the Student Conduct Board.

Initiation of the Disciplinary Process

1. Filing Complaints

1.1 Any member of the University community may file a written complaint with the Office of the Dean of Students against a student, student
organization, or student athletic team for an alleged violation of the Student Code of Conduct policy. The report must include factual information supporting the allegation(s).

1.2 Complaints shall be submitted as soon as possible after the incident takes place, preferably within thirty (30) days of the discovery of the violation.

1.3 Upon receipt of a complaint, the Office of the Dean of Students will conduct a preliminary investigation of the allegation(s) included in the report. In the absence of sufficient substantive evidence, a complaint will be dismissed.

2. Presumption of Innocence

2.1 Any student, student organization, or student athletic team charged with an alleged violation of the Student Code of Conduct shall be presumed innocent until proven responsible by a preponderance of evidence.

3. Notification of Misconduct Allegation(s)

3.1 Allegations of misconduct will be presented to Respondent by means of a written notice of referral from the University Police or in other cases by electronic notification to the student’s ECSU email directing the student to appear at a specified time and place for a Student Conduct Conference to discuss the allegation(s).

3.2 If an accused student fails to respond to the notification letter or attend the student conduct conference, the process will continue without the student’s input. A determination of responsible or not responsible will be made based upon available information. The student will be notified in writing.

4. Student Conduct Conference

4.1 The Student Conduct Conference shall be held within five (5) days of the notification.

4.2 The Student Conduct Conference shall be held with a conduct officer from the Office of Dean of Students or designee.

4.3 At the Student Conduct Conference, the Respondent will be:
   a. Afforded the opportunity to review his or her rights and responsibilities.
   b. Notified of the possible charges which may result from the allegation(s).
   c. Given the opportunity to discuss the allegation(s) and provide information.
   d. If the Respondent is formally charged with a conduct violation, the conduct officer will inform the student of his/her options available for resolution and procedures in cases of failure to respond or withdrawal from the University in the face of conduct charges.

5. Options for Resolution of Disciplinary Charge(s)

5.1 Students who have disciplinary charge(s) pending against them may choose one or more of the following means of resolution:
   a. Plead responsible for the charge(s), waive a hearing on the charges and accept the sanctions to be levied after an administrative review by the Dean of Students or his/her designee.
b. plead not responsible to the charge(s) and request a hearing before an administrative hearing officer or the SCB where a determination of responsibility will be made. If the student is held responsible, an appropriate sanction will be determined.
c. Request that an interim sanction be imposed so that the student may resolve any pending criminal charges prior to proceeding with the campus disciplinary process.

6. **Administrative Hearing**

6.1 An Administrative Hearing Officer shall become involved when a student who is charged with an alleged violation of the Student Code of Conduct requests a hearing before an administrative officer or when a case is referred by the Dean of Students or his/her designee. During this meeting, a student may accept responsibility for Student Code of Conduct violations and waive his/her right to a hearing before the SCB. A student who fails to attend the meeting with the administrative hearing officer will forfeit his/her right to respond on his/her behalf regarding the alleged violation, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance as determined by Office of the Dean of Students.

6.2 During the Administrative Hearing, the student will be provided with the following:
   a. an explanation of the charges;
   b. a summary of the information gathered in support of the charges;
   c. a reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges; and
   d. an explanation of the applicable disciplinary procedures.

6.3 The Administrative Hearing Officer will determine whether he/she finds the responding party responsible or not for the violation(s) of the Student Code of Conduct and, if so, the appropriate disciplinary sanction(s) to apply. In determining the sanction(s), the administrative hearing officer will consider any aggravating or mitigating factors, including any prior violations of the Student Code of Conduct.

6.4 The student will be notified of the decision in writing within three (3) days of the conclusion of the hearing.

6.5 The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. This decision is considered to be in full force and effect, unless the Vice Chancellor of Student Affairs receives a notice of appeal within forty-eight (48) hours after the student is notified in writing of the decision.

6.6 A student who fails to attend his or her scheduled hearing shall have the case adjudicated by the administrative officer in the student’s absence. Note: An Advisor without the presence of the student in question cannot fulfill the student’s attendance obligation.
7. **Student Conduct Board**

7.1. The Student Conduct Board (SCB) shall become involved when a student requests a hearing before the SCB. The SCB is a board composed of faculty, staff, and student members. The Dean of Students or his/her designee serves as the advisor to the SCB.

7.2. A quorum shall consist of any three (3) individuals (to include the chair) selected from the pool of members, which includes a minimum of five (5) students, faculty, and staff members from the University:
   a. a minimum of five (5) students recommended by the president of the student body;
   b. a minimum of five (5) faculty members recommended by the Vice Chancellor for Academic Affairs or his/her designee;
   c. a minimum of five (5) administrative staff members recommended by the Vice Chancellor of Student Affairs or his/her designee.

7.3. The chair of the SCB shall be appointed by the Vice Chancellor of Student Affairs or his/her designee and is a non-voting member, except when there is a tie vote.

7.4. The students recommended by the president of the student body for appointment to the SCB are selected through a campus wide application process.

7.5. SCB members will be appointed by September 1st each year. Appointments are for one (1) year SCB members may be reappointed by the Vice Chancellor of Student Affairs or his/her designee.

7.6. Vacancies occurring during the course of the year will be filled by the Vice Chancellor of Student Affairs or his/her designee.

7.7. Members of the SCB become active members only after they have been trained by the Division of Student Affairs.

8. **Student Conduct Board Hearing Procedures**

8.1. The chair of the SCB will state that the hearing is closed to the public. The chair will also remind everyone present that the hearing proceedings are confidential.

8.2. The chair will facilitate the introductions of those present and will explain the hearing procedures to the parties.

8.3. The chair will state the charge(s) against the Respondent, advise the student of his/her rights and ask the Respondent whether or not he/she agrees or disagrees to the charges.

8.4. The Dean of Students or Designee will present the University’s case in the form of documentary evidence and witnesses.

8.5. The SCB will be permitted to question the Dean of Students or Designee and his or her witnesses.

8.6. The Respondent may respond to the charges and may also present evidence in the form of documents and witnesses.
8.7. The SCB will be permitted to question the Respondent and his or her witnesses.

8.8. The Dean of Students or Designee and the Respondent will be permitted to present rebuttal evidence.

8.9. The Dean of Students or Designee will be provided with the opportunity to make a closing statement.

8.10. The Respondent will be provided with the opportunity to make a closing statement.

8.11. The Chair will conclude the evidentiary portion of the hearing and the SCB will deliberate in closed session.

8.12. The decision of the SCB shall be determined by majority vote.

8.13. If the SCB finds the Respondent responsible, Dean of Students or Designee and the Respondent may present evidence and argument regarding the appropriate sanction. Written statements by either party are permissible.

8.14. The SCB will then deliberate and determine an appropriate sanction. All sanctions imposed shall be pursuant to and in accordance with the sanctions outlined in this policy. These deliberations shall be conducted in closed session.

8.15. The SCB shall render a written decision as to the Respondent responsibility and any sanctions determined within three (3) business days of the conclusion of the hearing. The decision shall state the procedures for an appeal.

8.16. Decisions and sanctions rendered by the SCB are considered effective immediately unless the Respondent files a notice of appeal.

8.17. A student who fails to attend his or her scheduled hearing shall have the case adjudicated by the SCB in the student’s absence. Note: An Advocate without the presence of the student in question cannot fulfill the student’s attendance obligation.

9. Representation During Disciplinary Procedures

9.1. In accordance with North Carolina General Statute §116-40.11[1], students and student organizations at Elizabeth City State University who have been accused of a violation of disciplinary or conduct rules may be represented by a licensed attorney or a non-attorney advocate during any disciplinary procedure except when the violation:
   a. will be heard by a Student Honor Court; or
   b. is an allegation of Academic Dishonesty, as defined by ECSU.

9.2. When scheduling disciplinary procedures, ECSU will make reasonable efforts to accommodate a licensed attorney or non-attorney advocate. However, the availability of students or student organization members; witnesses; the designated administrator, panel members, or board members assigned to the matter; and other necessary participants may take priority when determining the date and time for a disciplinary procedure.
9.3. Nothing in this policy shall be construed to create a right to be represented during a disciplinary procedure at public expense.

9.4. A student or student organization may be represented by a licensed attorney or non-attorney advocate provided written Notice of Representation, a signed FERPA authorization, and Certification forms are received as outlined in the letter of notification sent via email to the Responding Party. Note: The Notice of Representation must include the identity of the Advisor and specification of their status, address, telephone number, and email where they may be reached. The FERPA Authorization and Certification forms will be provided in the notification email.

9.5. Licensed attorneys or non-attorney advocates may fully participate in disciplinary procedures only to the extent afforded to the student or student organization they represent. Additionally, licensed attorneys and non-attorney advocates may not delay, disrupt, or otherwise interfere with a disciplinary procedure.

9.6. An attorney or other individual representing ECSU may participate in disciplinary procedures in which a licensed attorney or non-attorney advocate represents a student or a student organization.

10. Appeal of Administrative/Student Conduct Board Determinations

10.1. In the event that a responding student disagrees with a findings of an administrative hearing officer or the SCB, the responding student may request an appeal to the Vice Chancellor of Student Affairs within forty-eight (48) hours after notification of the decision. The responding student must submit the Request for Appellate Consideration form to the Dean of Students or his/her designee within forty-eight (48) hours for prompt consideration.

10.2. An appeal may be sought on two grounds:
   a. On a claim of error in the hearing procedure;
   b. On a claim of new and significant information that would have affected the outcome of the hearing and that was not known, or could not reasonably been discovered and/or presented at the time of the hearing.

10.3. Following a review of the appeal, the Vice Chancellor of Student Affairs may:
   a. Uphold the original decision;
   b. Modify the original decision and adjust the imposed sanction;
   c. Overturn the original decision and remand for a new hearing

10.4. The responding student will be notified in writing of the decision within five (5) calendar days after receiving the request for appellate consideration. If the Vice Chancellor overturns the original decision and remands the case to a new hearing, that hearing shall be held within five (5) calendar days of such determination and notification shall be given in writing, specifying the hearing date, time, and location. The notification will also include information to the student regarding his/her rights.
11. Prohibited Conduct

The following conduct, committed or attempted, is prohibited for all students and student organizations, and is subject to disciplinary sanctions:

11.1 Academic Misconduct

All academic related matters, not associated with a student’s classroom behavior, are handled by Academic Affairs. The following are several types of academic related matters that are prohibited by Academic Affairs:

a. Plagiarism: Using another’s work, in whole or in part, without acknowledging the source, presenting that material as one’s own academic work or in violation of course assignment standards.

b. Cheating: Any attempt by a student to answer questions on a test, quiz, or assignment by means other than his or her own knowledge, without authorization from the instructor in an attempt to obtain an unfair academic advantage.

c. Multiple Submissions: Submitting the same academic work for credit more than once unless specifically authorized by the instructor of record.

d. Fabrication or Falsification: Knowingly using and/or presenting invented or fabricated information, falsified research, or other findings.

e. Misrepresentation: Misrepresenting facts in an attempt to gain an academic advantage.

f. Posing as another student, including, attempting to meet a course or graduation requirement.

g. Providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage.

h. Providing aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic evaluation.

i. Permitting one’s academic work to be represented as the work of another.

j. Sharing or distributing academic materials, including class notes, in violation of the UNC Policy Manual 500.2 – Patent and Copyright Policies.

11.2 Acts of Dishonesty

Making or furnishing false information, to include but is not limited to:

a. Furnishing false information to University officials or law enforcement officers acting within the scope of their job duties.

b. Forgery, alteration, defrauding or misuse of individual and/or University documents or records.

c. Possession, use, and/or attempted use, manufacture, distribution or sale of false identification.

d. Misrepresenting self in or regarding any transaction, whether oral, written or by other means.

e. Transferring, lending, borrowing, or altering University identification.
f. Withholding, with full knowledge, information from the University.

11.3 Alcohol
The illegal and irresponsible use, possession, manufacture, and distribution of alcohol on university policy is prohibited, to include but is not limited to:

a. Possession and/or use of alcohol under the age of 21.

b. Sale and/or distribution of alcohol to an individual under the age of 21.

c. Being intoxicated or overcome by alcohol while in public.

d. Operating a motor vehicle while intoxicated or under the influence of alcohol.

e. Manufacture of any type of alcoholic beverage while living in student housing.

f. Possession and/or use of common source alcohol containers.

g. Hosting a social event with alcohol that involves disruptive behavior, illegal use/possession of alcohol, and/or other violations of university policy.

h. Participation in behaviors/games/devices which are consistent with rapid consumption of alcohol, including, but not limited to, beer funnels/bongs, keg stands, shot-gunning/chugging, flip cup, circle of death, quarters, etc.

11.4 Assault
The act of physical harm or threaten to cause physical harm to another person. This includes, but is not limited to, any unwanted touching or attempted unwanted touching that causes physical injury or pain to another person.

11.5 Disruptive and Disorderly Conduct
Such behavior that disrupts or prevents the peaceful or orderly conduct of classes, lectures, meetings, or other University functions. Conduct that is disorderly, lewd, or indecent, including but is not limited to:

a. Disrupting and/or interfering with university operations including, but not limited to, obstruction of teaching, learning, research, and/or administrative activities that occur on or off campus.

b. Causing, inciting, or participating in any disturbance that presents a clear and present danger to others, causes physical harm to others, or damage and/or destruction of property.

c. Failure to comply with lawful orders of University officials or law enforcement officers acting within the scope of their job duties.

d. An act that deliberately interferes with the freedom of speech of any member or guest of the university community.

11.6 Drugs, Drug Paraphernalia, and Other Controlled Substances
The illegal and irresponsible use, possession, manufacture, and distribution of drugs, drug paraphernalia and other controlled substances on university property is prohibited.

a. Unauthorized possession and/or use of a controlled substance.

b. Sale and/or distribution of a controlled substance.

c. Being intoxicated or overcome by a controlled substance or drug while in public.
d. Operating a motor vehicle while intoxicated or under the influence of a controlled substance.

e. Manufacturing any type of controlled substance or drug.

f. Possession of any drug related paraphernalia, including, but not limited to, devices commonly used for smoking marijuana and other drug devices commonly employed in the use of drugs.

g. Hosting a social event in which controlled substances or drugs are being used.

h. Knowingly being in the presence of others violating the drug policy.

11.7 Electronic Devices
Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or video of another person in what is considered a private area (i.e. gym, locker room, or restroom).

11.8 Endangering Health and Safety
Any act or conduct that threatens the health and safety, or well-being of one’s self or another person; threatening another individual physically, verbally, or by any other means in a manner to make that individual reasonably believe that the threat or threats are likely to be carried out, this includes harassment, intimidation, or coercion.

11.9 Failure to Comply
a. Failure to comply with the official and proper of a clearly identifiable university official or law enforcement officer acting within the scope of their employment.

b. Uncooperative response to faculty members, university officials, or any local, state, and federal law enforcement officer acting within the scope of their employment.

c. Failure to present personal identification when requested to do so by a university official acting within the scope of their employment.

11.10 False Alarm/Misuse of Fire or Safety Equipment
Misusing, tampering with, or disturbing without proper cause any fire prevention and control equipment. This includes, but is not limited to, setting, attempting to set, or assisting in setting a fire, or misusing or damaging fire safety equipment including, but not limited to smoke detectors, fire extinguishers, or hoses. This also includes not evacuating during a fire drill.

11.11 Gambling
Placing a bet or wager on an uncertain outcome for money or other items of value unless permitted by law. Also includes engaging in activities further defined by North Carolina law.
11.12 Harassment, Bullying, or Intimidation
Repeated, persistent, severe, or pervasive actions directed toward specific individual(s) with the intent or effect to harass, harm, or alarm, including attempted or threatened physical contact, or acts that create the reasonable apprehension of unwanted contact. Such acts may include but are not limited to face-to-face interactions, phone calls, text messages, and/or use of social media.

11.13 Hazing
Any action that recklessly or intentionally endangers the mental, emotional, or physical health and/or safety of another person in connection with initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, fraternity, sorority, or other group, regardless of the person’s willingness to participate in such activity.

a. Brutality of a physical nature including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the elements.

b. Coerced consumption including, but not limited to, any food, alcoholic beverage, liquid, drug, or any other substance - especially those that may subject the student to a risk of harm.

c. Acts intended to cause mental stress including, but not limited to, sleep deprivation, transportation and/or abandonment, confinement to a small space, forced exclusion from social contact, forced contact which could reasonably result in embarrassment, any forced activity that is designed to shame and/or humiliate, or any act of harassment.

d. Coerced activities including, but not limited to, violation of local/state/federal laws, violation of university policies/rules/regulations, and personal servitude.

NOTE: It is illegal to haze, or be hazed, pre and post the timeline of a regulated and sanctioned new member process. In other words, it is illegal to pre-pledge/haze and it is illegal to post-pledge/haze.

11.14 Misuse of the Student Conduct System
a. Falsification, distortion, or misrepresentation of information during the Student Conduct Process, including filing a false complaint against another person.

b. Hindering or interfering with the Student Conduct Process, including, failing to abide by the notice from a University official to appear for a student conduct meeting or hearing.

c. Intimidation or retaliation in response to an individual’s participation in, or use of, the Student Conduct Process.

d. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

11.15 Offensive or Disruptive Speech/Conduct
Engaging in objectively offensive or disruptive speech or conduct directed toward a member of or visitor to the university community if such language or conduct is obscene or so severe and pervasive as to constitute legally
prohibited harassment in that it effectively prevents an individual from obtaining an education or creates an objectively hostile educational work environment.

11.16 Sexual Misconduct
The University prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, “Prohibited Conduct”). The Policy on Sexual and Gender Based Harassment and Other Forms of Inter-Personal Violence can be found in policy 900.4.1.5.

11.17 Theft
Stealing or attempting to steal, aiding or abetting, receiving stolen property, selling stolen property, or embezzling the property of another person or the University.

11.18 Unauthorized Entry/Trespassing
Entering or accessing or attempting to enter or access University premises or property of another without permission, including but is not limited to roofs, storage facilities, crawl spaces, mechanical rooms, and buildings or student property (i.e. automobiles, lockers, residences) or unauthorized possession, duplication, loan, or use of keys to any University premise or property.

11.19 Vandalism and Damage to Property
Vandalism, malicious destruction, damage, misuse or abuse of public or private property, including library materials and computer programs and equipment.

11.20 Violation of Local, State, and/or Federal Law
Conduct that would constitute a violation of any local, state, and/or federal law.

11.21 Violation of University Policies, Regulations, and/or Rules
Conduct that would constitute a violation of any written policies, regulations or rules of the University.

11.22 Weapons, Explosives, and Dangerous Chemicals
Possession, use, manufacture, and distribution of weapons, explosives, and dangerous chemicals is prohibited on university property.

a. Possession, storage, or use of weapons including, but not limited to, firearms, compressed-air guns, stun guns, pellet BB guns, etc. on university owned or affiliated property except as expressly permitted by law.

b. Possession, storage or use of dangerous materials including but not limited to fireworks, explosives or chemicals which are corrosive or explosive on university owned or affiliated property except as expressly permitted by law.
c. Any object not mentioned above used to intimidate, threaten, harm, and/or provide force can be considered a weapon under this provision.

12 Sanctions

A conduct sanction is an educational tool designed to address violations of Prohibited Conduct.

Upon any final finding of responsibility of a Student Code of Conduct violation, one or more sanctions may be imposed for each violation. Failure to complete any assigned sanction is a separate violation of the Student Code of Conduct. Sanctions relate to the nature and context of the policy violation as well as the developmental needs of the student found responsible. Progressive sanctions are necessary when a student is found responsible for repeated or similar violation of misconduct.

The following sanctions are not recorded on a student’s transcript. These sanctions are not reported to external agencies as a University disciplinary action, unless required by law:

12.1 Disciplinary Warning
An official reprimand that is formally communicated by a letter to the student, group, organization - its advisers and members, giving notice and warning that any subsequent Student Code of Conduct violation will carry more serious sanctions.

12.2 Disciplinary Probation
Permits continuation of the relationship between the responding student and the University; a specified period of time, a minimum of one semester, requiring the respondent to avoid a recurrence of any conduct that violates the Student Code of Conduct and/or any University policy that may result in additional University sanctions including but not limited to suspension or expulsion. Probation is a status in which the Responding student is deemed not to be in good conduct standing with the University for a defined period of time.

NOTE: The sanction of probation may prohibit graduation until the period of probation has ended and the student has complied with all requirements.

Any student, who is on “disciplinary probation,” will 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.

12.3 Educational Experience
Learning opportunities, including but not limited to, community service, drug and alcohol education, and written papers.
12.4 Removal of Privileges
Loss of access to University services, activities, facilities or registration privileges which may impact participation in extracurricular activities, residence in University housing, University employment, Honors College, leadership within student.

12.5 Restitution
Appropriate reimbursement for a wrongful or negligent act which resulted in loss, damage, or actual expenses occurred by the University.

12.6 Disciplinary Hold
The Dean of Students (or designee) may issue a Disciplinary Hold limiting activity on a Student’s University records and prevents the Student from completing the following University processes: pre-registration, registration, drop/add, withdrawal, graduation, receiving official transcripts, etc. A Disciplinary Hold may be applied to a Student’s account to facilitate participation in the Student conduct process; to facilitate completion of sanctions.

12.7 No-Contact Order
The Dean of Students (or designee) may issue a University temporary no-contact order pending the outcome of any conduct proceeding or investigation. The respondent is instructed to avoid direct and indirect contact with an identified individual or group. This includes but is not limited to contact in person, through electronic means, or through a third party.

12.8 Deferred Suspension
Permits continuation of the relationship between the responding student and the University; a specified period of time; a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the Student Code of Conduct. Subsequent violations of the Student Code of Conduct during the term of a deferred suspension will result in a full suspension.

The following sanctions are recorded on a student’s transcript. These sanctions are reported to external agencies as a University disciplinary action and as required by law.

12.9 Suspension
The removal of a responding student for a defined period of time, for a maximum of six consecutive semesters, during which a student loses all University privileges, which generally includes access to facilities, programs, classes, and premises. Consistent with the University’s continuous enrollment policy, all students who do not attend ECSU for one or more successive semesters, must submit an application for readmission.

12.9 Expulsion
The permanent dismissal from the University, administrative withdrawal from classes and loss of all University privileges. This sanction implies
permanent separation from North Carolina Central University and any institution within the University of North Carolina System, and will likely prevent admission to any other institution of higher education. Respondents separated from the University by expulsion for reasons, which represent a threat to persons, or property may not enter University premises or university-related premises without securing prior approval from the Office of the Dean of Students.

INTERIM ACTIONS

When the Dean of Students (or designee) has reasonable cause to believe that a student or student organization may pose a risk to the safety or well-being of those involved or others in the University community, the student or student organization may be issued one or more interim actions. Interim actions may include but are not limited to: issuing a no contact order(s); restriction from specific facilities or locations; requirement to secure a psychological, or other personal, evaluation; cease and desist mandates; restriction from facilitating or participating in student organization business or activities; suspension of student status or student organization recognition, etc. An interim action shall remain in effect until removed or altered by the Dean of Students (or designee) or as the result of the student conduct hearing.

12.11 Interim Suspension

Interim suspension shall be exercised when there is reasonable cause to believe that the Respondent’s alleged act of misconduct is of such a serious nature that his or her continued presence on campus may pose a significant threat to the health and safety of others, and/or when the student’s behavior(s) significantly disrupts the educational pursuits and/or living environment of others. Such acts of misconduct include, but are not limited to, all acts of assault and/or battery with any type of weapon or instrument; gross sexual misconduct; rape; hazing; possession of weapons; false bomb threats or community threats against University officials, staff or faculty; armed robbery; arson; the manufacture, distribution, and/or possession of any incendiary or explosive device; and other acts which might endanger persons or property. This list is not exhaustive or conclusive.

a. The Respondent will be issued written notice of the interim suspension. Upon notice, the Respondent must leave campus, not to return unless in compliance with explicit instruction or directive in the notice.

b. While operating under an Interim Suspension, the student shall exit the premises of University property and not reenter any such property unless in compliance with explicit instruction or directive outlined in the Notice of Interim Suspension. Non-compliance will result in arrest for trespass and the student may be subject to additional actions in ECSU’s disciplinary process.

c. The Respondent may appeal within five (5) business days of the issuing of the Interim Suspension by submitting a written request to appeal (email is an acceptable form of formal written notice). The Interim Suspension will remain in effect pending the outcome of the appeal meeting.

d. If the Respondent does not appeal the interim suspension, or if the
appeal is denied, the regular student conduct process shall proceed on the normal schedule.

e. If the appeal is approved, the Respondent will be notified in writing of the decision to uphold, modify, or terminate the interim suspension within five (5) days of receiving the written appeal. The decision of the Vice Chancellor of Student Affairs shall be final and is not subject to further appeal. The Vice Chancellor of Student Affairs may require the Respondent to provide additional information relevant to the determination of health and safety risks posed by the student, and the timeframe for decisions outlined herein may be extended in order to enable the development and review of such information.

NOTE: The interim suspension process is separate and distinct from the processes of investigation and adjudication undertaken pursuant to other ECSU policies and regulations, including those occurring under the Student Code of Conduct Policy. Interim suspension is authorized as an interim measure to protect the University community pending resolution of charges of misconduct.

13 Records

The following pertains to student records from student conduct matters involving ECSU undergraduate and graduate students.


Disciplinary files retained by the Office of the Dean of Students shall be in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). A Respondent’s disciplinary file is not released outside the University without the written and dated consent of the Respondent identified in the record and a record shall be maintained of each request for a Respondent’s disciplinary file. Disciplinary information will be provided within the University to individuals who are determined to have a legitimate, educational interest in obtaining this information. Disciplinary records may also be shared with third parties to the extent allowed under FERPA. Victims of violence will be notified of the final disposition of the case to include the name of the accused, the written notification of the charges filed against the accused, the decision of the administrative hearing office or hearing panel, the sanctions imposed (if any), the date the sanctions were imposed and the duration for which the sanctions shall be imposed. When students under the age of 21 are found responsible for violating alcoholic beverage and/or controlled substance laws or policies, ECSU will notify their parent or guardian of such violations if the student is under the age of 21 at the time of the notification, in accordance with FERPA.

13.2 Awarding of Degree(s)

The University does not award degrees solely because a student successfully completed all academic requirements. Violations of the Student Code of Conduct, including academic and non-academic violations, might result in a degree not being awarded. When a student has a conduct case pending, the awarding of the degree might be delayed until the case is adjudicated and/or closed.
13.3 Withdrawal
Students with a pending conduct case will not be permitted to withdraw from the University without first resolving the case or receiving permission from the Dean of Students to do so. Withdrawal from the University will not alter the student conduct process.

13.4 Administrative Withdrawal for Disciplinary Reasons
Students who are suspended for violations of the Student Code of Conduct will be administratively withdrawn from their courses for the semester of the case outcome. An Involuntary Administrative Withdrawal for Student Conduct letter will be forwarded by the Office of the Dean of Students or designee to the Registrar’s Office, Financial Aid, and Academic Affairs. Continual Enrollment: Students with a pending conduct case might be prohibited from future enrollment until the conduct matter is resolved by the University.

13.5 Readmission following Student Conduct Withdrawal
Students who are suspended for violations of the Student Code of Conduct must be approved for readmission by the Vice Chancellor of Student Affairs, or their designee before they are eligible to return. The student must submit, in writing, a request for readmission to the Vice Chancellor of Student Affairs. This request should show evidence that all conditions of the suspension have been satisfied/completed. The Vice Chancellor of Student Affairs will take into consideration the student’s conduct history, completion of the sanctions associated with the suspension, and any additional circumstances related to the student’s ability to successfully reenter and navigate the university. Students suspended for arrests related to felony or misdemeanor charges must provide documentation to show that their legal case has been adjudicated. A determination of readmission will be forwarded to the Registrar’s Office, Financial Aid, and Academic Affairs for action by the Vice Chancellor of Student Affairs Office. While the student may be cleared for readmission for a conduct related suspension they must still meet all academic and financial standards, as determined by the Office of the Registrar and Office of Financial Aid, for readmission to the university.

13.6 Release of Student Conduct Records (to student)
A student wishing to receive a copy of their conduct record must complete and submit the Release of Information / Authorization Form to allow the Office of the Dean of Students to provide a copy of the requested conduct file(s) to the student. Please allow up to five (5) business days to process this request, as all documents must be redacted for identifiable information pertaining to other students.

13.7 Release of Student Conduct Records (to someone other than the student)
Students wishing to release information pertaining to their conduct record must complete and submit the Release of Information/Authorization Form. The Dean’s Certification Form will be given in person or sent to the authorized e-mail address provided by the student. Please allow up to five
(5) business days to process this request, as all documents must be redacted for identifiable information pertaining to other students.

14. Definition of Terms

The below definitions apply to the Student Conduct Process. For definitions and other information related to the Sexual Misconduct Process, see the Sexual Misconduct, Stalking, and Dating Violence Policy (900.4.1.5).

14.1 Campus - Property or buildings owned, leased, rented, operated, controlled, managed, or otherwise under the jurisdiction of ECSU or its affiliates, regardless of their location.

14.2 Members of the University Community - Refers, collectively and individually, to faculty, staff, students, Trustees, volunteers (e.g., advisors), organizations, divisions, sub-divisions, groups, alumni, and contractors of the University or any of its campuses, facilities, programs, or events.

14.3 Student - Any person from the time he or she accepts admission to ECSU up through the date of graduation or official withdrawal from the University. This includes, but is not limited to, new students at orientation, persons not currently enrolled but who are still seeking a degree from ECSU, persons currently under suspension, and any other person enrolled in a course or program offered by ECSU.

14.4 Student Groups - A number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization (included but not limited to athletic teams, musical or theatrical ensembles, academic or administrative units, clubs not registered as a student organization).

14.5 Student Organizations - A number of persons who are associated with the University and each who are registered with and recognized by the University (included but not limited to Greek letter organizations, social, service, and thematic groups).

14.6 University - Elizabeth City State University (ECSU), including online programs and off-site locations.

14.7 University Facility - Any building or other facility, including an athletic or recreational field that is owned, operated, and/or under the jurisdiction of the University.

14.8 University Official - Any person employed by the University (including but not limited to faculty, staff, administration, and student staff members) acting within the scope of their job duties.

14.9 Referral/Incident Report - Document which contains the basis for the alleged violation of the Student Code of Conduct including, but not limited to, police reports, formal statements from university officials submitted to the Dean of Students and/or designee.

14.10 Referring/Reporting Party – The person or office that reported the alleged violation of the Student Code of Conduct to the Dean of Students and/or designee. The Referring Party may be the person who was subject to
alleged misconduct, a witness to the misconduct, or a university official who the alleged violation has been reported to. There may be more than one reporting party for an incident.

14.11 Responding Party or Respondent- The accused student, student group, or student organization who is alleged to have violated the Prohibited Conduct section of the Student Code of Conduct. There may be more than one Responding Party or Respondent for an incident. In the cases of student groups or student organizations senior most officer or officers will participate in the Student Conduct Hearing on behalf of the group or organization.

14.12 Witness – Person(s) requested to participate in an investigation, by interview or written statement, or attend and give a verbal witness statement at a hearing because they may have information about the alleged misconduct. Suggested witness names may be supplied by the Referring Party, Responding Party, or others with knowledge of the matter.

14.13 Hearing Officer - Any person, or persons, authorized by the Dean of Students, or designee to be a member of an administrative hearing or hearing board designated to give reasoned judgement of finding as to whether a student has violated the Prohibited Conduct section of the Student Code of Conduct. They have the authority to conduct Administrative Hearing and to serve on a Hearing Board. Hearing Officers have the authority to impose the full range of sanctions under the Student Code of Conduct Policy and Procedures.

14.14 Student Conduct Board - A select group of several hearing officers (students, faculty, and staff) that has been designated to make findings as to whether a student has violated the Prohibited Conduct section of the Student Code of Conduct.

14.15 Hearing Chair - A specific hearing officer who is designated to lead the hearing process during all hearings, to guide the hearing board through deliberation and determination/outcome of each case, and is responsible to completing and filing critical paperwork with the Office of the Dean of Students.

14.16 Non-Attorney Advocate- A person selected by the Responding Party (responding student) to assist them in navigating the Student Conduct Process. A student may have only one advocate; a legal attorney may be used as an advocate The advocate may advise, assist, and accompany the Responding Party in the preparation for any meetings or hearings and may fully participate in such procedures. Advocates may not be witnesses in the matter at hand, and they may not provide direct information or testimony at any point in the process. The student is responsible for the behavior and actions of their advisor.

14.17 Attorney - Legal representation serving on behalf of the Responding Party (responding student). An attorney may serve as an advisor during the Student Conduct Process. The attorney, serving in the advisor capacity, may advise, assist, and accompany the Responding Party in the preparation for any
meetings or hearings and may fully participate in such procedures. Advisors may not be witnesses in the matter at hand, and they may not provide direct information or testimony at any point in the process. The student is responsible for the behavior and actions of their advisor.

14.18 Preponderance of Evidence- Standard of proof used by the hearing officer. Preponderance of evidence means that the statements and information presented in the matter must indicate that it is more likely than not that the Responding Party a violated the Student Code of Conduct.

14.19 Good Standing - A student is considered to be “not in good standing” with the University if they have been a pending conduct matter, have not completed sanctions associated with their student conduct case or have been expelled from the University.

500.1.2
Adopted: 06/14/05
Amended: 06/07/11

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 filling 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 grieveable offense. The matter will be closed if the situation is determined not grieveable and the person will be notified of the reason.

b. If the matter is determined to be grieveable, 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 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 Statues 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 DISPOSITION
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.
<table>
<thead>
<tr>
<th>Drug</th>
<th>Effect/Health Risks</th>
<th>Possession Penalties</th>
<th>Sale Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>Hallucinations/Perception distortions; unable to function normally; accidents common; can produce anxiety, elevation in temperature, heart rate, and respiration</td>
<td>5 years imprisonment and fine (for any amount)</td>
<td>10 years imprisonment and fine (for any amount)</td>
</tr>
<tr>
<td>HEROIN</td>
<td>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; overuse can result in illegalılması and severe withdrawal symptoms; can produce anxiety, elevation in temperature, heart rate, and respiration</td>
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<td>LSD</td>
<td>Mainly psychological; relaxation</td>
<td>Student expulsion</td>
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<td>EFFECT/HEALTH RISKS</td>
<td>PENALTIES FOR POSSESSION/ SALE N.C. LAW</td>
<td>PENALTIES FOR POSSESSION ON THE CAMPUS</td>
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<tr>
<td>OPIUM</td>
<td>Less potent than heroin; physical / psychological dependence sluggish &amp; sleep at inappropriate times; AIDS a possibility w/intravenous injection; addiction can be passed to unborn child; death possible from overdose</td>
<td><strong>POSS. - MAX:</strong> 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and $2,000 fine&lt;br&gt;&lt;br&gt;<strong>SALE - MAX:</strong> 10 years imprisonment and fine (for any amount)</td>
<td><strong>MIN:</strong> Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense, including student expulsion</td>
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<td>COCAINE</td>
<td>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</td>
<td><strong>POSS. - MAX:</strong> 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and $2,000 fine&lt;br&gt;&lt;br&gt;<strong>SALE - MAX:</strong> 10 years imprisonment and fine (for any amount)</td>
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<td>Mainly psychological, hallucinations/perception distortions unable to function normally; accidents common; can produce anxiety, elevation in temperature, heart rate, and respiration</td>
<td>POSS. – MAX: 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and $2,000 fine</td>
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<td>MARIJUANA</td>
<td>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</td>
<td><strong>POSS. – MAX:</strong> 2 years imprisonment and fine (more than ½ oz.)</td>
<td>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.</td>
</tr>
</tbody>
</table>
DRUG EFFECT/HEALTH RISKS

PENALTIES FOR POSSESSION/SALE

N.C.

PENALTIES FOR POSSESSION ON THE CAMPUS

PENALTIES FOR SELLING ON THE CAMPUS

SPICE/K2 SYNTHETIC CHEMICAL COMPOUNDS

HU-210, HU-211, JWH-018, JWH-073

Spice appears to have many negative side effects such as anxiety and a chemical dependency. There is a high quantity of synthetic compounds found in spice and a user really has no way of knowing what they are being exposed to.

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.

MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense. Student expulsion from enrollment for at least second offense or with their equivalent.

500.1.10

Adopted: 06/10/03

Amended: 06/07/11
<table>
<thead>
<tr>
<th>DRUG</th>
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<td>MDPV (Bath Salt Ingredient)</td>
<td>When snorted, it can cause hallucinations and paranoia</td>
<td>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</td>
<td>MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense,</td>
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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. 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. A student who is in need of counseling services will be encouraged by The Office of Student Affairs to seek counseling as a means to assist with reaching his or her goal attainment of a degree. Any student who engages in behavior that violate the Student Code of Conduct (see pages 25 – 26) and/or disrupts the educational mission of the university may be subject to an involuntary dismissal from the university and/or suspension from a residence hall.

1. Behavioral-related Withdrawals from the University

   Disruptive and/or Threatening Behaviors
   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 and altercations; written threats or unstable behavior.

   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 is required.

   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 and disrupts the educational mission of the university and/or may be a direct threat to 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. 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.

B. Non-Emergency
Any student who is not a threat to self or others and who is experiencing emotional distress should be referred to the Counseling and Testing Center.

In emergency and in non-emergency situations, counselors will conduct an assessment to determine if an off-campus evaluation is needed, or if the student’s mental health needs can be addressed on campus.

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 behavioral reasons; the letter 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 parent and/or guardian of a student will be contacted if a student engages in life threatening behavior.

6. Emergency Hospitalization
A. Transportation
   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 may 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 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. If the hospital medical staff determines that the hospitalized student is in need of further assessment and treatment or involuntary commitment has been ordered; the Sheriff’s department will transport the student to a mental health. (The Sheriff’s Department will only transport in cases of involuntary commitment.)
   ii. The hospitalized student is responsible for informing his/her professors of the medical related absences. The Counseling Center, with the student’s
permission, will contact Academic Affairs regarding the student’s absences.

D. Returning to Campus

i. The student must report to Student Affairs in the morning of the next business day for a consultation session prior to returning to classes.

ii. If a student is released from the hospital after 5:00 pm or during the weekend, he or she must check-in with his/her resident director upon return to the residence hall.

E. Consultation Session-Student Affairs

i. 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) On/off campus mental health services may be suggested for further assistance
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.

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).
ELIZABETH STATE UNIVERSITY  
Housing & Residence Life Visitation Policy

Preamble
Students living in the residence halls may choose to have visitors in their individual living space. Visitation refers to the specific times when students who reside in campus housing facilities may host guests in their residence hall room or common living area of the residence hall 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 must be escorted to and from rooms and common areas at all times by the residents of the building. Residents are responsible for the conduct of their guests. University rules and regulations apply to all guests.

Standard and Co-ed Visitation Hours
Sunday – Thursday 12:00 pm – 1:00 am
Friday and Saturday 12:00 pm – 2:00 am

Overnight Visitation Hours (Same Sex Only)
Friday 12:00 pm Sunday 11:59 pm

Residence hall lobbies are open to residents of the community at all times. The lobbies are open to residents and their visitors only during scheduled hours. All guest must present a valid identification card to visit a resident. All guest are required to sign in and out of the residence hall they are visiting and must be accompanied by their host resident at all times. Babysitting is prohibited in all residence halls. Minors are not allowed to visit rooms. HRL may permit exceptions for athletic recruitment visits, Family weekend, and Homecoming and Winter Homecoming weekends. During these times, residents may host minors age 12 and up during visitation hours and 16 and up for overnight guests. A minor visitation form and copy of a parent/guardian official ID must accompany the Minor Visitation Request Form prior to hosting a minor in a residence hall community. The visiting minor must be a relative if the student they are visiting.

Housing & Residence Life reserves the right to disapprove or terminate same gender, co-ed, and or lobby visitation privileges and or post changes to the visitation policy with or without notice.

Overnight Guest(s) (Same Sex Only)
All overnight guest must be between the ages of 18 and 25 unless approval is granted by the Director of HRL, Vice Chancellor for Student Affairs, Associate Vice Chancellor for Student Affairs, or one of their designees. A student that wishes to have an overnight guest must written obtain approval from their roommate(s). They must complete a Roommate’s Agreement for Acceptance of Overnight Guest Form. The form must be completed and signed by the resident’s Community Director on or before Thursday of the planned visit. Upon arrival and departure, the overnight guest must be a student of the same sex as the host student and the visiting minor must be a relative if the student they are visiting.
Each resident may have only one overnight guest per weekend. A guest may stay no more than two consecutive nights and no more than a total of four nights or two weekends per semester. Guest are required to abide by residence hall rules and regulations. Any guest(s) that abuses visitation privileges will be asked to leave and may be denied future visits.

We encourage parents to visit students. Parents must also adhere to the visitation policy. Parents are not permitted to spend the night in the residence halls.

Procedures:

• The University reserves the right to refuse admittance to anyone in the residence halls
• The University reserves the right to alter visitation and or co-education visitation privileges to ensure proper operation of the residence halls
• As a common courtesy, you must check with your roommate if you wish to have a visitor. Consideration for the rights and privacy and rights of the roommate(s) will be given priority. Roommates(s) may not be denied access to his or her room at any time and may declare the room off limits for any open visitation. Violations of the roommate’s rights of privacy will be considered a major violation and will result in disciplinary action.
• All guest must call the resident prior to entering the building
• No more than (2) guests per occupant
• All guest must check-in at the front desk of the residence hall by presenting a valid photo identification card.
• All guest must receive a guest pass from the front desk attendant. The pass remain in the guest’s POSSESSION for the entire length of the visit. ID will be returned upon check-out. The University is not responsible and or liable for injuries to, or the personal belongings of any visitor of the residence halls
• Residents are not allowed to issue their key and or key card to guests. Violators will be disciplined.
• Co-ed guests may only utilize restroom facilities designated for the public and are prohibited from using the shower.
• Overnight guests with the permission only are permitted to spend (2) consecutive nights and no more than a total of four nights or two weekends per semester. An overnight guest must leave at the request of the roommate, Community Director, University Police or after 48 hours.
• Inappropriate behavior will not be tolerated (i.e. sexual contact, parties, loud music, profane language, etc.)
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 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”.

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
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.

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.

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.

500.2.9
Adopted: 06/14/05

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.
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.
   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.
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 and shall be 100 square feet (10 x 10).


D. **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., Tuba Phi Tuba Fellowship, and Swing Phi Swing Social Fellowship, Inc.

E. **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.

F. **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.
G. **Paint-Over.** The term “Paint-over” refers to an option the university, in its sole discretion, may exercise to paint an assigned Plot a neutral color due to the suspension of an organization.

H. **Dismantle.** The term “Dismantle” refers to an option the university, in its sole discretion, may exercise to totally remove a Plot.
   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

2. **Assignment of Plots**
   A. **Assignment**
      The Director of Student Activities is responsible for making assignments of Plots.
   B. **Revocable**
      The assignment of a plot is a privilege that may be revoked by the university at any time.
   C. **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. **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, wall or other barriers.
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.

4. Inspections
   A. Without Notice
      Plots 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 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 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.

      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. During the term of suspension, the university in its sole discretion may paint over or dismantle a Plot, or reassign the Plot to another organization.

5. Requests for Plot or Square Assignments
   Active Pan-Hellenic Greek Letter Organizations or Grandfathered Inter-Fraternal Council Organizations seeking a new or redesigned plot assignment or make modification to a plot 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.
Preamble

Elizabeth City State University recognizes and supports 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 Division 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 statues 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 and 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 approved fundraising and solicitation application. 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 fundraising and solicitation application.

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. 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 designated bank account.

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.

e. Must follow guidelines set forth in the fundraising and solicitation procedures

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 Engagement. Consultation will be made with the Division of University Advancement to ensure that such activities do not conflict with other planned fundraising activities by the University or 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;
   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. Tickets for a proposed raffle may not be offered for sale more than 90 days before the raffle drawing.

d. All raffle drawings shall be held in public.

e. All prizes shall be awarded to winners.

f. If a raffle drawing is canceled, the university affiliated organization shall refund the receipts to the ticket purchasers within 30 calendar days of cancellation notice.
g. 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.

h. 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.

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.

500.3.1.5
Adopted: 12/11/12

ELIZABETH CITY STATE UNIVERSITY
Student Policy on Political Campaign Activity

Preamble

Elizabeth City State University is one of the sixteen constituent institutions of the University of North Carolina System which are deemed public institutions. As a public institution ECSU is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Political intervention includes not only making financial contributions to but also publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate. However, all members of the University community are free to express political opinions and engage in political activities in accordance with policy 300.5.1 Political Activities of Employees in the UNC Policy Manual.

This policy shall govern the manner in which political campaign activities are conducted on campus by/or in conjunction with the 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. **Fund raising.** Includes the charging of admission, solicitation for funds, sales, or donations in any form including raffles and drawing 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, sample 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. **Political campaign activity.** The solicitation of campaign contribution, service in furtherance of candidates, political parties and political action committees, and advocating a particular position a referendum, but also promoting action on issues which have become highly identified as dividing issues between the candidates.

h. 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 political campaign activities and solicitation activities on its property; and

   b. To protect the campus community from political campaign activities 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 statues governing political activities on University campus and University’s policies.

3. **General Guidelines**

   Under this policy the following guidelines will apply:

   a. Candidate forums or debates may be held on campus as part of the University’s educational mission as long as all qualified candidates are invited to participate.

   b. Candidates may be invited to appear on campus in a non-candidate capacity, e.g. to participate in a class, provided that no campaigning or fundraising is done at the event and a non-partisan atmosphere is maintained and/or to present an award or monetary gift to University.

   c. A University affiliated student organizations may use University facilities for partisan political purposes and be willing to take responsibility for any cost that may occur.
d. The University affiliated student organizations must be in compliance with 500.3.14 Student Activity Admission Policy, 500.3.1.3 Student Fundraising Policy and 500.6.3 Promotion Policy for Student Events and Activities.

e. The University affiliated student organizations must adhere to 500.3.16 Reservation Policy when making reservation for the event which includes completing an Activity Request Form and selecting the appropriate venue.

f. Fundraising for any candidate running for political office is prohibited in accordance with 500.3.1.3 Student Fundraising Policy.

g. Courses at the University may require students to participate in the political campaign. However, the students have the right to choose and vote for the candidate of their choice.

h. Student publication may run editorials expressing the editors’ views on candidates for public offices; provided that the publication’s editorial policy is free of editorial control by University administrator or faculty advisors. A statement on the editorial page must indicate that the views expressed are those of the student editors and not of the University.

i. Voter registration and “get out to vote” drives by the University affiliated student organizations must be done on a non-partisan basis and they may not focus on a particular party.

j. The following disclaimer must be included in all written materials, advertisement, and announced at the beginning of all events: “Elizabeth City State University does not endorse or oppose any political candidates. The views expressed are those of the candidate(s) only. The University affiliated student organization is sponsoring the event.”

k. Any communication disseminated through the University e-mail system that could be construed as relating to political activity must include a clear statement that such communication represents the personal position of the author.

4. Prohibitions as to Students

The following are prohibited for student use for any political campaign:

a. Elizabeth City State University or school banners may not be displayed;

b. University’s bulk-mailing privilege;

c. University mailing lists-including the addresses and e-mails addresses of departmental offices or the offices of faculty or other employees;

d. University provided office supplies, telephones, facsimile machines, computers, copiers, printers and/or other institutional resources;

e. Posting information on the University administered website that is favorable to one candidate or issue or posting a hyperlink on a University administered website to a candidate or campaign site;

f. Federal and State laws restrict gifts and honoraria for public officials, including meals and tickets to sporting events.
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 Office of Student
Engagement. All Greek organizations must file directly with the Greek Life Office and Director of Student Engagement.

i. Upon receipt of these documents, the Coordinator of Leadership Development in consultation with the Director of Student Engagement will rule on the recognition of the group based on organizational purpose and compliance with established criteria.

The Coordinator of Leadership Development 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.

j. 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.

k. An organization that previously operated at Elizabeth City State University, but is now inactive, must reapply to reactivate the group.

2. Requirements for Clubs and Organizations

a. All clubs/organizations presidents are required to complete the Viking Leadership Academy. Failure to do so will result in the club or organization being rendered inactive. For more information, please contact the Coordinator for Leadership Development in the Office of Student Engagement.

b. All clubs/organizations must complete 10 hours of community service per member per year. 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 on the Student Engagement website.

c. All clubs/organization members must maintain a 2.0 GPA to remain active. All officers must have a 2.5 GPA. National Pan-Hellenic Council & Inter-Fraternity Council must adhere to the policy regarding members GPA’s. Please see the Director of Student Engagement/Director of Greek Life for further information regarding the policy.

d. All clubs/organizations must register by first Friday of August semester. Failure to do so will result in the club/organization being inactive until the next registration period opens.

e. It is mandatory for at least one (1) representative from your club/organization to be present at all Clubs and Organizations sessions.

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 Treasurer 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 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.

viii. 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.

ix. 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 not required to continue their willingness to act as advisors each year.

x. 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.

xi. If the situations arise that may cause problems for the organization or member of the organization, the advisors should be informed immediately.

xii. 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.

xiii. Organizations should recognize that an advisor should not be
committed to any type of obligation unless he or she agrees to the
commitment.

xiv. 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.

xv. An organization should be aware that the advisors are providing
services without compensation.

xvi. 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 Engagement can be asked to
mediate.

b. It is also the responsibility of all executive board members 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 Engagement.

4. Advisors

a. Every Student organization must have two (2) 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 provided 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 prospective 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.

tax. Advisors who have long associations with the organizations can provided 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 prospective that would otherwise be lacking.

xi. 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. 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.

xii. Advisors should accompany groups when attending meetings, conferences, conventions, or any other activity where the organization is representing the University.

xiii. Advisors must sign all Activity request forms in addition to signing all requests for monies.

xiv. 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.
xv. 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. 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 Engagement 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 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.

7. 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.
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.

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 accessed accordingly:
   a. Participation by individual not enrolled in the University
      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.

500.3.7.6
Adopted: 06/07/11
Amended: 06/11/19

ELIZABETH CITY STATE UNIVERSITY
Student Life Facility Central Reservation Policy

Preamble
The Office of Student Engagement 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 image, which is essential to
our operation. The office also provides assistance and support with developing new
organizations, scheduling activities, and events in the Williams Hall Gymnasium,
Ridley Student Center Room 102A, 216, 218, 220, Ridley Student Center 206
(Theatre), Great Hall, Food Court, outdoor classroom, outdoor basketball courts and
the Bowling Center and Ridley Student Center Plaza.

Reserving the Student Center

1. Reserving the Student Center
   Williams Hall Gymnasium, Ridley Student Center Room 102A, 216, 218, 220, Ridley Student Center 206 (Theatre), Great Hall, Food Court, outdoor classroom, outdoor basketball courts and the Bowling Center and Ridley Student Center Plaza.

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 Engagement must complete an online central reservation space request.
   ii. These forms must be completed at least fourteen (14) days prior to the event.

b. Off Campus Rentals for Community
   i. Individuals may rent the Student Center, Bowling & Gaming Center, Williams Hall Gymnasium, Outdoor Classroom and Outdoor Basketball Courts the Softball Field for activities ex. Family Reunions and Meetings.
   ii. To rent any of these facilities, you must first contact the Central Reservations by phone or email to reserve requested space.

c. Rates
   i. All student life facilities rental rates are set by the Division of Student Affairs in consultation with the Division of Business and Finance. (Williams Hall Gymnasium, Student Center Room 102A, 216, 218, 220, Ridley Student Center Theatre, Great Hall, Restaurant Area, the outdoor classroom, outdoor and basketball courts and the Bowling Center and Ridley Student Center Plaza).

2. Facilities Use Guidelines for the Ridley Student Center
   a. All facility use guidelines are maintained by the Office of Central Reservations.
   b. Smoking and vaping are prohibited. This is a smoke-free building.
   c. Alcoholic beverages, gambling, fighting and profanity are prohibited.
   d. Any student or person found consuming an alcoholic beverage, gambling, fighting, smoking, vaping or using profanity will be subject to disciplinary action.
   e. Students are prohibited from sitting on tables, back of chairs, or any other furniture not normally considered appropriate seating.
   f. No equipment, furniture, tables, chairs, etc. can be removed from this center without approval of the Office of Student Engagement.

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.
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, etc. 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
      i. If a student death occurs on campus, the Chancellor of Vice Chancellor for Student Affairs shall notify the deceased student’s next-of-kin as soon as possible by telephone.
      ii. 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
      i. As a first choice, speak with both parents or guardian, if possible and appropriate.
      ii. 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.
      iii. Explain as much of the circumstances as you know. i.e. child/family member was “fatally injured” or died from...
      iv. 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 inquiries 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

In accordance with UNC System policy related to student health insurance, all degree seeking students registered for six (6) or more credit hours are required to purchase the student health insurance plan with the following exceptions: distance education students and students who submit evidence of equivalent coverage satisfactory to the policyholder (BCBS). Students must complete the online enrollment or waiver process by the deadlines specified by Student Health Services. Upon receipt of this proof, from the university’s health insurance company, Student Health Services will submit a waiver approval list to the university’s Bursar office in order for the student to have the health insurance fee credited back to his or her account. Students who did not submit a waiver online, 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.

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 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. A current list of health care charges shall be maintained in the Student Health Center. Student Health Services will file the insurance claims for students that have the University health insurance plan.

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

3. 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 paver 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.
4. 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

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. **Flyer 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

500.6.3
Adopted: 12/14/10
made by the Office of Student Life based on the UNC General Administration and Elizabeth City State University polices 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 place 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 sponsor 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
Amended: 06/11/13

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. 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. Academic Standing
   A student’s academic standing during any term is determined by the cumulative GPA earned on the total quality hours. To be in good standing all incoming freshman, beginning fall 2013 and forthcoming must maintain a cumulative 2.0 GPA. Individuals with less than a cumulative 2.0 are placed on either probation or suspension.

2. 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):

<table>
<thead>
<tr>
<th>Cumulative Earned Hours</th>
<th>Minimum Semester GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 29</td>
<td>2.0</td>
</tr>
<tr>
<td>30 - 59</td>
<td>2.0</td>
</tr>
</tbody>
</table>
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 study 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.

3. 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.

4. 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.

5. 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.

6. 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.

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 when they are on financial aid suspended; 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 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.
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 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
Amended: 03/08/07
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 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.
ii. 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 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 of 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_18B3 02.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: 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.

900.1.10
Effective: 06/11/19

ELIZABETH CITY STATE UNIVERSITY
Regulation on Freedom of Expression

Introduction
The purpose of this regulation is to provide applicable guidelines for the exercise of free speech and free expression on the campus of Elizabeth City State University. This regulation applies to members of the University community and all others who seek to use University space for the purpose of expression. Universities in the UNC system place high value on the freedom of speech and encourage the open and free exchange of ideas and debate. The primary function of each constituent institution is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. ECSU embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the United States Constitution and the North Carolina Constitution. In accordance with UNC Policy Manual 1300.8, Elizabeth City State University may not take action on contemporary public policy controversies which require members of the University community to express a given view of social policy publicly. It is not the proper role of any constituent institution to shield individuals from speech protected by the First Amendment, including, without limitation, ideas and opinions found to be unwelcome, disagreeable, or even deeply offensive. Even so, campus safety remains a priority. Use of campus space does not, in itself, represent a University endorsement of the content expressed by an individual or group. The University
reserves the right, under appropriate circumstances, to regulate the time, place, and manner of exercising these and other constitutionally protected rights. This policy supersedes and nullifies any prior provisions in campus policies, regulations, rules or guidelines that restrict speech on campus.

1. Definitions

1.1. “University/Campus Community” includes all official representatives and employees of the University, students, potential students, parents, visitors, supporters and alumni.

1.2. “Non-affiliated Group(s)” means an individual or group of individuals who are not affiliated with the University. Though non-affiliated groups may include members or participants that are University personnel or students, they are separate entities from the University.

1.3. “University Group(s)” means any unit within the University, including but not limited to, administrative and academic departments, institutes, and other University-sponsored programs.

1.4. “Student Group(s)” means a number of individuals that, as a collective, associate as a body and are recognized by the University after having met the requirements for registration as a student organization.

1.5. “University Space” refers to any space, building, or structure that is owned, operated, or controlled by Elizabeth City State University.

1.6. “Distribution” means the dissemination of information by the exchange of hands. Leaving materials unattended on a surface to be picked up is not considered distribution.

1.7. “Major Event” is an event whose expected attendance is 250 or more.

1.8. A “Material and substantial disruption” is any action that:
   a. qualifies as disorderly conduct;
   b. constitutes a disruption as defined by N.C. General Statute §143-318.17;
   c. violates a curfew period designated by the chancellor pursuant to N.C. General Statute §116-212; and
   d. results in the receipt of a trespass notice from the University Police Department.

2. Priority for Use

2.1. Reservation requests for use of University space will be considered in the following order:
   a. Academic use. At the forefront of the University’s mission is a commitment to academic excellence. Accordingly, academic courses, research, and activities that constitute an extension of academic programs will have the highest priority for reserving University space. If academic units are primarily housed in a particular building or space, that unit will have priority over others who seek to use such space. Use of any facility shall not be authorized where such use may disturb the conduct of University activities.
b. University groups. Other non-academic units of the University will have next priority in reserving and using University space. Use of University facilities by a University-affiliated group for a major event is subject to guidelines set by University Reservations office, which defines procedures to be followed and approvals to be obtained before events will be approved for use of University space.

c. Student groups. Students, student groups/organizations, and student-sponsored groups will have the next highest priority.

d. Non-affiliated group. A non-affiliated group or individual must be invited to campus by a University or student group in order to use University space. Use of space by a non-affiliated group will have the lowest priority in reservation and use of University space.

3. General Procedures for Use of University Space

3.1. Notice. Groups and individuals who wish to reserve University space must request to use space at least fifteen (15) working days in advance via the Ad Astra Reservations System. Failure to enter all of the required information into the database may result in a denial of the request or a delay in scheduling the event.

3.2. Usage Fee. The University may impose a fee for use of certain spaces. In such circumstances, the terms of the fee agreement will be in writing and signed by both a University representative and the party seeking to reserve the space. Fees may be imposed at the discretion of the University and failure to adhere to the terms of a fee agreement may result in denial of the request.

3.3. Other Fees. Other fees for use of University space may be imposed including, but not limited to, security fees, technical support fees, and parking fees.

3.4. Conditions on Use

a. Approval of use of space is based on whether the requested space is suitable for the proposed use, among other things. Other factors to be assessed include, but are not limited to:

i. the anticipated number of attendees;

ii. the potential disturbance to ordinary campus operations;

iii. the impact on vehicular and pedestrian traffic; and

iv. the general purpose of the space requested.

b. The University does not tolerate, condone, or permit behavior that violates the First Amendment rights of students, members of the University community, or other non-affiliated groups or individuals. The University will protect the rights of all individuals and organizations, regardless of content or viewpoint. The University will not deny the use of space because of the content or viewpoint of speech or the possible
reaction to such speech.

c. Notwithstanding the above, the University may consider certain speech or expressive activities to be in violation of UNC Policy Manual 1300.8 if the speech includes, but is not limited to, the following:

i. Expression that a court has deemed unprotected defamation;

ii. Unlawful harassment;

iii. True threats, which are defined as statements meant by the speaker to communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals;

iv. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern;

v. An action that materially and substantially disrupts the functioning of Elizabeth City State University or that substantially interferes with the protected free expression rights of others;

vi. Expressive activities that are inconsistent with the reasonable time, place and manner prescribed by the chancellor; and

vii. Speech that interferes with the treatment of patients.

d. Activities shall take place only in facilities that are appropriate for the activity in question, as determined by the nature of the activity, staging requirements, anticipated audience, and the like. All activities must be in compliance with University Environmental, Health and Safety policies and practices, the North Carolina Fire Prevention Code, and local fire and life safety policies.

3.5. Security Assessment

a. The safety of the campus community is a priority and as such, security may be provided for events as necessary. A determination regarding the need for security will be made in the discretion of campus police based on the following criteria:

i. the anticipated number of attendees;

ii. risk of injury to others or damage to university property;

iii. need for traffic control; and

iv. prior incidents of injury or property damage during similar events at ECSU or other institutions.

b. Costs and damage incident to the use of a facility under this policy shall be borne by the organization using the facility. As a condition of use, the user organization will be required to obtain comprehensive liability insurance with combined limits of no less than $1,000,000 per occurrence and $3,000,000 in the aggregate consistent University rules or regulations on special events.
3.6. Areas Open to Speech

The University has designated certain areas on campus, also known as designated public forums, as areas on campus where individuals may engage in spontaneous, expressive activity. Students, faculty and invited groups/individuals are permitted to assemble and engage in spontaneous expressive activity within the designated public forum as long as such activity is lawful and does not materially and substantially disrupt the functioning of the institution.

a. The Outdoor Classroom has been identified by the University as a designated public forum.
   i. The University may impose time, place and manner restrictions on the use of the Outdoor Classroom. (For example, the University may require that individuals only use the Outdoor Classroom at certain times.)

b. The University has designated other areas on campus, known as limited public forums, as areas on campus where use of the space is restricted to members of the University community or certain topics. Access to campus in a limited public forum for purposes of free speech and expression is available to any member of the University community, i.e., student, student group, faculty member or staff.

4. General Procedures for Distribution of Materials

4.1. With the exception of vendors previously approved by the University, individuals and groups may not engage in commercial solicitation at University-sponsored events. The distribution of leaflets, brochures, pamphlets, or other materials at University-sponsored events should mainly be for informational purposes. Donations may be accepted in connection with such distribution.

4.2. University groups may distribute publications in open, outdoor spaces without advance approval. However, approval to distribute, as well as to sell publications, in any other location must be obtained from the Director of Auxiliary Services in advance of the event where the material is to be distributed.

4.3. General purpose bulletin boards may be used for informational purposes, for materials associated with student election campaigns, and for solicitation of charitable contributions and fundraising events. They may not be used for commercial purposes, except by University students, faculty, and staff for offering personal items, such as textbooks or bicycles for sale or for advertising individual services of students, faculty, and staff, such as babysitting or term paper typing for compensation. All notices are subject to removal at any time.

4.4. In addition to being subject to those consequences associated with violations of this policy, as discussed below, persons responsible for damage to walls or other surfaces resulting from violation of these posting procedures shall pay the costs of repair, and may be subjected to criminal penalties under N.C. General Statute §14-132.
5. Termination of Privileges

5.1. Use of University space requires compliance with this policy and all other applicable University policies, regulations or rules. Accordingly, the University reserves the right to terminate any use of space that fails to comply with University policies.

5.2. If a decision is made to terminate the use of space during an event, the individual or group(s) responsible for the use of space should promptly ensure that all necessary actions are taken to end the event.

6. Disciplinary Sanctions

6.1. Anyone under the jurisdiction of the University who substantially disrupts the functioning of the institution or substantially interferes with the protected free speech rights of others will be considered to have engaged in misconduct and will be subject to a range of disciplinary sanctions in accordance with applicable University policies and procedures consistent with UNC Policy 1300.8. Visitors who engage in such misconduct may be barred from campus and may face criminal charges pursuant to state law.

6.2. Substantial interference with the protected free speech rights of others includes, but is not limited to protests and demonstrations that infringe upon the rights of others to engage in and listen to expressive activity when the expressive activity has been scheduled pursuant to this policy.

7. Responsible Officer

7.1. Pursuant to UNC Policy 1300.8, ECSU is required to identify a “responsible officer” who shall be responsible for ensuring compliance with UNC Policy 1300.8 and Article 36 of Chapter 116 of the North Carolina General Statutes. The responsible officer is also responsible for answering any questions or concerns from students, faculty members, staff members or others.

7.2. The name and contact information for ECSU’s responsible officer is:

Ms. Tiffany Hinton
trhinton@ecsu.edu 252-335-3276
The Office of Legal Affairs is also available to answer questions related to UNC Policy 1300.8 and this policy.

900.4.1.4
Adopted: 06/10/14

ELIZABETH CITY STATE UNIVERSITY
Weapons on Campus Property Policy

Preamble
Elizabeth City State University (ECSU) is committed to maintaining a safe campus. The possession and use of weapons is prohibited at ECSU, except as allowed by law. This policy governs university-wide possession of weapons on campus property.

1. Definitions
   Under this policy, the following definitions apply:
A. “Campus property” means any university building, bus, grounds, recreational area, athletic field, or other property owned, used or operated by ECSU.

B. “Student” means an individual enrolled at ECSU, whether full-time, part-time, or as an exchange student.

C. “Employee” means an individual employed at ECSU, whether full-time, part-time or on a temporary basis.

D. “University Police Officer” means an individual employed within ECSU’s university police department who is authorized to carry weapons.

E. “Visitor” means an individual who is permitted on campus, other than a student, employee or external emergency responder.

F. “External Emergency Responder” means any local or state law enforcement officer who enters campus property to assist ECSU’s university police department or other local emergency responders including but not limited to firefighters or EMT staff.

G. “Weapon” means a device that is capable of resulting in bodily harm, death or property damage including but not limited to: guns; rifles, pistols or other firearms of any kind; dynamite cartridges; bombs; grenades; mines or powerful explosives; BB guns; paintball guns; stun guns; air rifles; air pistols, bowie knife; dirk; dagger; slungshot; leaded cane; switchblade knife, blackjack; metallic knuckles; razors and razor blades (except solely for personal shaving); fireworks or any sharp-pointed or edged instrument (except instructional supplies; unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance of campus property); bow and arrows; ammunition; gun powder (except for use in maintenance of campus property) and crossbows.

H. “Weapon-like Device” means a non-functional replica of a weapon that is incapable of resulting in bodily harm, death or property damage.

2. Prohibition as to Students
   Students are prohibited from possessing or carrying weapons on campus property, whether open or concealed, except as allowed under SECTION 5 below.

   A. Disciplinary Action for Violation of Policy
      A student who violates this policy shall be subject to disciplinary action and may be subject to eviction from a residence hall, if the student is a boarding student.

   B. Arrest for Violation of State Laws
      In addition to disciplinary action, a student who violates state laws pertaining to weapons on campus shall be subject to arrest.

3. Prohibition as to Employees
   Employees are prohibited from possessing or carrying weapons on campus, whether open or concealed, except as allowed under SECTION 5 below.
A. Disciplinary Action for Violation of Policy
   i. Full-Time Employees
      A full-time employee who violates this policy shall be subject to
disciplinary action in accordance with the respective procedures for SPA,
EPA Faculty and EPA Non-faculty based on the type of employment.
   ii. Part-Time and Temporary Employees
      A part-time or temporary employee who violates this policy shall be
subject to immediate separation.

B. Arrest for Violation of State Laws
   In addition to disciplinary action, an employee who violates state laws
pertaining weapons on campus shall be subject to arrest.

4. Prohibition as to Visitors
   Visitors are prohibited from possessing or carrying weapons on campus, whether
open or concealed, except as allowed under SECTION 5 below. A visitor who
violates state laws pertaining to weapons on campus shall be subject to arrest.

5. Allowable Possession of Weapons on Campus
   A. University Police Officers and External Emergency Responders
      i. University Police Officers
         University police officers are allowed to possess and carry weapons on
campus property in the discharge of their official duties.
      ii. External Emergency Responders
         External emergency responders may carry weapons on campus property
in the discharge of official duties, if duly authorized.

B. Handguns
   i. Employees Who Reside on Campus Property
      An employee, who resides in a detached, single-family campus residence
either alone or with immediate family members, may possess a handgun
on campus only in the following manner:
      a. With a Valid Concealed Handgun Permit
         If the employee has a valid concealed handgun permit or is exempt
from obtaining a concealed handgun permit, the employee may have
his/her handgun:
            1. on the premises of the employee’s campus residence; or
            2. in a closed compartment or container within the employee’s locked
               vehicle in a campus parking lot;
            3. except for direct transfer between the campus residence and the
               employee’s vehicle, the handgun must remain at all times either on
               the premises of the employee’s campus residence or in the closed
               compartment of the employee’s locked vehicle. The employee
may unlock the vehicle to enter or exit, but must lock the vehicle immediately following the entrance or exit if his/her handgun is in the vehicle.

b. **Without a Concealed Handgun Permit**
   If the employee does not have a valid permit to carry a concealed handgun, the employee may have his/her handgun:
   
   1. on the premises of the employee’s campus residence; and
   2. in the employee’s vehicle only when the vehicle is occupied by the employee and the employee is immediately leaving the campus or is driving directly to their campus residence from off campus; and
   3. on the employee’s person outside the premises of the employee’s campus residence when making a direct transfer of the handgun from the employee’s campus residence to the employee’s vehicle when the employee is immediately leaving the campus or from the employee’s vehicle to the employee’s campus residence when the employee is arriving at the campus residence from off campus.

ii. **Individuals With Valid Concealed Handgun Permits**
   Any person who has a valid concealed handgun permit or who is exempt from obtaining a concealed handgun permit may possess a handgun on campus only in the following manner:
   
   a. **Locked Vehicles or Containers**
      The handgun must be in a closed compartment or container within the person’s locked vehicle or in a locked container securely affixed to the person’s vehicle.
   
   b. **Entry or Exit of Vehicle**
      The person may unlock his/her vehicle for entry or exit provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.

C. **Weapons and Weapon-Like Devices Utilized Under Supervision for University Sponsored Programs**
   
i. **ROTC**
   The prohibition against carrying and possessing weapons on campus does not apply to ROTC students while participating in military science coursework, military science training or university ceremonies provided all the following criteria are met:
   
   a. the weapons used are either pocket knives or utility tools; and
   b. the weapon-like devices used are either: ceremonial rifles; rubber duck m-16 training rifles or paintball guns; and
   c. the weapons or weapon-like devices identified in SECTION 5.c.i.a and 5.C.i.b above are used under the direct supervision of the university’s military science personnel.
   
   ii. **Theatrical Performances**
   The prohibition against carrying and possessing weapons on campus
does not apply to students and employees carrying weapon-like devices while participating in campus theatrical performances or rehearsals provided all the following criteria are met:

a. The weapon-like devices are stage props that are rubber or mechanically incapable of discharging any type of projectile; and

b. The weapon-like devices are used only under the direct supervision of employees who are responsible for the performance; and

c. Prior to use, the supervising employee(s) must inform the university police department that weapon-like devices are planned for use as part of the performances and rehearsals; and

d. The weapon-like devices undergo examination by university police to confirm the devices are rubber, non-functional replicas or mechanically incapable of discharging projectiles; and

e. The weapon-like devices must be stored securely by university personnel when not in use during performances or rehearsals; and

f. The audience must be informed that weapon-like devices will be used during the performances and rehearsals.

6. Relevant Laws

This policy is subject to all applicable laws pertaining to the regulation of weapons on campus property including but not limited to N.C. General Statute §14-269.2, titled Weapons on campus and other educational property, as may from time to time be amended, http://www.ncga.state.nc.us/gascritps/statutes/statutelookup.pl?statute=14-269.2.

a. The weapon-like devices must be stored securely by university personnel when not in use during performances or rehearsals; and

b. The audience must be informed that weapon-like devices will be used during the performances and rehearsals.

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 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.

900.4.1.5
Adopted: 09/09/14
Amended: 12/13/16
Amended: 03/26/18

ELIZABETH CITY STATE UNIVERSITY
Policy on Sex and Gender Based Discrimination and Harassment, Interpersonal Violence and Stalking

Related Policies:
UNC SHRA Employee Grievance Policy at the following link:
https://files.nc.gov/ncoshr/documents/files/Employee_Grievance_Policy-University_0.pdf
ECSU Sexual Harassment Policy #900.1.2
ECSU Workplace Violence Policy #200.1.7
I. Preamble

The University is committed to providing an inclusive and welcoming environment for all members of our community. The University values safety, diversity, education, equity, and is firmly committed to maintaining a campus environment free from Sex and Gender Based Discrimination and Harassment, Interpersonal Violence, and Stalking.

This Policy prohibits all forms of Discrimination and Harassment based on sex, sexual orientation, gender, gender identity, and gender expression. This Policy defines “Prohibited Conduct” as: Sex or Gender-Based Discrimination and Harassment (which includes; Sexual Harassment, Sexual Assault, and Sexual Exploitation), Interpersonal Violence (which includes Relationship Violence, Dating Violence, and Domestic Violence), and Stalking. Prohibited Conduct also includes Complicity, and Retaliation. Students, faculty, or staff who violate this Policy may face discipline, up to and including, expulsion or termination. This Policy and associated procedures apply to students, faculty, staff, contractors, visitors, and third parties.

ECSU is committed to providing a safe learning and working environment. In compliance with federal laws, policies, and procedures this policy has been adopted to prevent and respond to Prohibited Conduct impacting the members of our campus community. Further, this policy prohibits behavior that violates Title IX of the Education Amendments of 1972 (“Title IX”); Title VII of the Civil Rights Act of 1964 (“Title VII”), and North Carolina law. Further, Prohibited Conduct requires the University to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

The University adopts this policy with a commitment to eliminating, preventing, and addressing the effects of Prohibited Conduct; while fostering the University’s community of trust. The University will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and address its effects. The University conducts ongoing education, prevention, awareness, and training programs for students, faculty, and staff to facilitate the goals of this policy.

It is the responsibility of every member of the University community to foster an environment free from Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The University will support and assist community members who take such actions.

II. Procedures

There are specific procedures for reports under this Policy based on the relationship of the Complainant or Respondent to the University:

A. Procedures for reporting and responding to Prohibited Conduct involving a student as a Respondent and/or Complainant.

B. Procedures for reporting and responding to Prohibited Conduct involving faculty or staff as a Respondent and/or Complainant.
These above Procedures are included in this Policy. The below Procedures are found in the ECSU Policy and Procedures Manual:

C. Procedures for reporting and responding to concerns of Prohibited Conduct involving EHRA Faculty and EHRA Non Faculty and SHRA Employees.

III. Title IX Coordinator Role and Responsibilities

A. Title IX Coordinator

ECSU has a designated Title IX Coordinator who oversees the University’s administrative response to all reports of Title IX associated Prohibited Conduct as outlined in the Preamble of this document. The Title IX Coordinator shall receive training on at least an annual basis on issues related to Sex and Gender Based Discrimination and Harassment, Interpersonal Violence, and Stalking. The Title IX Coordinator is:

i. Responsible for overseeing the administrative investigation of all reports of Prohibited Conduct involving students, faculty and staff;

ii. Knowledgeable and trained in University policies and procedures and relevant state and federal laws;

iii. Available to advise any individual, including a Complainant, Respondent, or a third party, about University and community resources and reporting options;

iv. Available to provide assistance to faculty or staff regarding how to respond appropriately to a report of Prohibited Conduct;

v. Responsible for the effective implementation of this Policy, including monitoring, compliance with all procedural requirements, record keeping, and timeframes;

vi. Responsible for overseeing educational, training, awareness and prevention efforts, and conduct annual reviews of climate and culture;

vii. Responsible for ensuring compliance with the University Title IX Complaint Process;

viii. Responsible for reviewing this Policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process (including as to the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed);

ix. Responsible for including the opportunity for individuals affected by the Policy to provide feedback;

x. Responsible for preparing an annual report, publicly available, which will include recommendations; incorporate an aggregate view of reports on resolution and climate; and steps taken to improve the delivery of services and the effectiveness of the Policy and procedures.
B. Title IX Investigator

Investigates and helps to ensure timely resolution of assigned reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking involving members of the University community

IV. Definitions

A. Sex or Gender Based Discrimination: Any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual’s sex or gender and that is sufficiently serious to unreasonably interfere with or limit:

i. A student’s or applicant’s ability to participate in, access, or benefit from educational programs, services, or activities (e.g., admission, academic standing, grades, assignment, campus housing);

ii. An employee’s or applicant’s access to employment or conditions and benefits of employment (e.g., hiring, advancement, assignment);

iii. A guest’s or visitor’s ability to participate in, access, or benefit from the University’s programs.

B. Sex or Gender Based Harassment: A type of discrimination that occurs when verbal, sexual, physical, electronic, or another form of conduct based upon an individual’s sex or gender interferes with that individual’s education, employment, or participation in a University program or activity.

C. Sexual Harassment: Unwelcome verbal, physical, electronic, or other forms of conduct of a sexual nature that significantly interferes with that individual’s education, employment, or participation in a University program or activity. There are two types of Sexual Harassment: Hostile Environment Harassment and Quid Pro Quo Harassment.

D. Hostile Environment Harassment: Unwelcomed conduct by an individual against another individual based upon sex or gender that is so severe, persistent, and/or pervasive that it alters the conditions of education, employment, or participation in a University program or activity and creates an environment that a reasonable person, in similar circumstances and with similar identities, would find hostile, intimidating, offensive, or abusive. An isolated incident, unless sufficiently serious, will usually not amount to Hostile Environment Harassment.

E. Quid Pro Quo Harassment: Unwelcomed conduct by an individual against another individual based upon sex or gender where submission to, or rejection of, such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual’s education, employment, or participation in a University program or activity.

F. Sexual Assault: A severe form of Sexual Harassment that involves intentional touching or penetration of another person’s clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner
without consent. Sexual Assault also includes causing another person to touch their own or another’s body in the manner described above.

G. Sexual Exploitation: A form of Sexual Harassment that involves one or more of the following behaviors committed for any purpose, including sexual arousal or gratification, financial gain, or other personal benefit:

i. Taking sexual advantage of another person without consent;

ii. Taking advantage of another’s sexuality; or

iii. Extending the bounds of consensual sexual contact without the knowledge of the other individual.

Examples of Sexual Exploitation include, but are not limited to:

i. Threatening to disclose an individual’s sexual orientation, gender identity, or gender expression;

ii. Observing another individual’s nudity or allowing another to observe the same, without the knowledge and consent of all parties involved;

iii. Non-consensual streaming of images, photography, video, or audio recording of sexual contact or nudity, or distribution of such without the knowledge and consent of all parties involved;

iv. Prostituting another individual; knowingly exposing another individual to a sexually-transmitted infection, without the individual’s knowledge;

v. Knowingly failing to use contraception without the other party’s knowledge; and

vi. And inducing incapacitation for the purpose of taking sexual advantage of another person.

H. Interpersonal Violence (commonly referred to as dating violence, domestic violence and relationship violence): can encompass a broad range of abusive behavior including; physical, sexual, emotional, economic, or psychological actions or threats of actions that a reasonable person in similar circumstances, and with similar identities, would find intimidating, frightening, terrorizing, or threatening, and is committed by a person who is or has been:

i. In a romantic or intimate relationship with the Complainant (of the same or different sex);

ii. The Complainant’s spouse or partner (of the same or different sex);

iv. The Complainant’s family member; or

v. The Complainant’s cohabitant or household member, including a roommate.

Such behaviors may include threats of violence to one’s self, one’s family member, or one’s pet. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
I. Stalking: is unwanted attention, repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear for a reasonable person in similar circumstances and with similar identities.

J. Complicity: Any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

K. Retaliation: is defined as any action taken in response to a complaint that would discourage a reasonable person from participating in the complaint process. The complaint process includes: good faith report of Prohibited Conduct, participation in the investigation of or follow up to a complaint, and includes action taken against a bystander who intervened to stop or attempt to stop Prohibited Conduct.

Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation in the process. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances. Fear of retaliation should never be an obstacle to report an incident. All persons who believe they have been subjected to Prohibited Conduct or retaliated against under this policy have the right to seek support, utilize available resources, and come forward with their concern or complaint. Protection against retaliation applies to the Complainant, Respondent, witness, or bystander.

L. Consent: is freely and actively given when both parties agree to engage in a specific sexual activity. It is the responsibility of the initiator, that is, the person who initiates the specific sexual activity, to make sure that they have consent from their partner(s). Consent is explicit when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same act, in the same way, at the same time, with each other. Consent must be knowing, active, voluntary, present, and ongoing.

The following should also be considered in determining consent:

i. Consent may not be inferred from silence, passivity, or lack of active resistance alone;

ii. A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else) may not, in itself, be taken to imply consent;

iii. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date;

iv. Consent to one type of sexual act may not, in itself, be taken to imply consent to another type of sexual act;
v. Consent cannot be given if a person is incapacitated; and
vi. Consent may be withdrawn at any time.

Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm - whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure), fraud (misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity), or the fear of any of the above.

Consent may never be given by any of the following:

i. Minors (under the age of 16 in North Carolina);
ii. Mentally disabled persons;
iii. Individuals who are incapacitated as a result of alcohol or other drugs, or who are unconscious, asleep, or otherwise physically helpless. Incapacitation means being in a state where an individual lacks the capacity to appreciate the nature of giving consent to participate in sexual activity.

M. Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include; sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or “drunkenness.” Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

i. Making decisions about the potential consequences of sexual contact;
ii. Appraising the nature of one’s own conduct;
iii. Communicating consent to sexual contact; or
iv. Communicating unwillingness to engage in sexual contact.

Where an individual’s level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent.

In evaluating whether consent was sought or given, the following factors may be relevant:

i. Intoxication may impact one’s ability to give consent and may lead to incapacitation (the inability to give consent).
ii. A person’s level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility.

iii. An individual’s level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

An individual may not engage in sexual activity with another whom one knows, or should reasonably have known, is incapacitated as a result of alcohol or other drugs. The perspective of a reasonable person will be the basis for determining whether an individual should have known about the effect of the use of alcohol or drugs on another’s ability to give consent. A Respondent being under the influence of alcohol or drugs does not diminish an individual’s responsibility to obtain consent and is never an excuse for sexual misconduct.

N. Complainant: individual(s) who alleges that an act of sexual misconduct occurred against them

O. Responding Party or Respondent: individual(s) who are accused of doing an act of sexual misconduct against another individual(s)

P. Reporting Party: individual(s) who inform the Title IX Office and/or police about any allegation of sexual misconduct (Complainant may also be the Reporting Party.)

V. Resources and Support

Understanding the Difference between Making a Report to the University or Law Enforcement and Seeking Confidential Assistance.

There is a distinction between making a report to the University or Law Enforcement and seeking assistance through Confidential Resources.

A. Reporting Options

Making a report to the University or Law Enforcement means that the report will be shared with the Title IX Coordinator; they will communicate with the Complainant to provide resources and support and identify the appropriate action to respond to the report as outlined in this Policy. In addition, many University employees, designated as Responsible Employees, are required to share information with the Title IX Coordinator and/or Law Enforcement. There are many options for resolution of a report, and a Complainant is encouraged to make a report even if that individual is not seeking disciplinary action against a Respondent. The University will make every effort to respect a Complainant’s autonomy in determining how to proceed. Support and resources are always available to a Complainant regardless of the chosen course of action.
B. Confidential Resources
In contrast, information shared with a Confidential Resource will not be disclosed to anyone else, including the University, Title IX Coordinator, or the University Police, except under very limited circumstances. Any individual may choose to seek support from confidential professionals on and off campus, including counselors, medical health providers, and clergy. Confidential Resources on campus may be found in the Counseling and Testing Center, Student Health Services. Confidential Resources off campus may be found at the Albemarle Hopeline. Contact information for Confidential Resources is listed below:

**Counseling and Testing Center**
304 Griffin Hall  
252-335-3275

**Student Health Services**
300 Griffin Hall  
252-335-3267

**Albemarle Hopeline**
252-338-5338  
24 hour hotline/advocacy services 252-338-3011

C. On Campus Resources
ECSU offers important resources to the Complainant, Respondent, and witnesses of Prohibited Conduct, including medical treatment, counseling and advocacy. At ECSU, the Office of Dean of Students and the Counseling and Testing Center are available to assist any student **free of charge**. The Office of Human Resources is available to help any faculty and staff also **free of charge**. These offices will help the Complainant and Responding Party consider their options and navigate through any resources or recourse they elect to pursue. Contact information for on campus resources are listed below:

**Office of the Dean of Students**
500 Griffin Hall  
252-335-3276

**Counseling and Testing Center**
300 Griffin Hall  
252-335-3273

**Student Health Services**
300 Griffin Hall  
252-335-8535

**Interim Title IX Coordinator /Investigator**
Lucretia Banks 130 Griffin Hall Elizabeth City, NC 27909  
252-335-3907  
**titleixcoordinator@ecsu.edu lrbanks@ecsu.edu**
D. Off Campus Resources
The City of Elizabeth City offers important resources to the Complainant, Respondent, and witnesses of Prohibited Conduct, including medical treatment, counseling and advocacy. Contact information for off campus resources are listed below:

Sentara Albemarle Hospital
1144 N. Road St
Elizabeth City
252-335-0531

Albemarle Hopeline (free, confidential non-profit)
252-338-5338
24-hour hotline/advocacy services
252-338-3011

NC Coalition Against Sexual Assault (free, confidential non-profit)
811 Spring Forest Rd. Suite 900
Raleigh, NC 27609
919-871-1015

E. Support for the Complainant and Respondent
The Title IX Coordinator, in concert with the Dean of Students in cases involving students, will identify supports and resources available to address the effects of the alleged prohibited conduct on the Complainant and Responding Party, restore the Complainant’s and Responding Party’s safety and well-being, and maximize the Complainant’s and Responding Party’s educational and employment opportunities.

The University will consider the appropriateness of support, including continued interim measures, and accommodations to assure the safety and well-being of the parties throughout the process. (Interim measures are temporary measures used to stabilize the situation, stop the sexual misconduct, support the people involved in the report and the community, and protect the integrity of the investigation. These measures are available to all parties and can be put in place by the university whether the report is resolved informally or formally.) Support may include extending any interim measures or implementing additional measures tailored to achieve the goals of this Policy. Examples of support measures may include:

i. Counseling services;

ii. Rescheduling of exams and assignments;
iii. Providing alternative course completion options;
iv. Change in class schedule, including the ability to drop a course without penalty or to transfer sections;
v. Change of grade to an incomplete or withdrawal;
vi. Opportunity to complete missed work in a course or to retake a course without charge;
vii. Change in work schedule or job assignment;
viii. Change in student’s University housing accommodations
ix. Assistance from University support staff in completing housing relocation;
x. Voluntary leave of absence or return from leave of absence;
xi. Academic support services and resources; and
xii. Assistance in obtaining accommodations such as tutoring.

F. Interim Measures and Accommodations
The University will take immediate action to eliminate a hostile environment, prevent its recurrence, and address its effects. The University may also take interim measures to assist or protect the parties during the grievance process, as necessary. Whether or not a student, faculty, or staff member reports to the Title IX Office, the University is committed to providing a safe learning and working environment. Upon request, the University will make any reasonably available change to a Complainant or Respondent’s academic, living, transportation, and/or working situation. Students, faculty, and staff may contact the Title IX Coordinator for assistance in ensuring they receive proper interim measure(s).

G. Amnesty
The University shall grant amnesty to students who may have violated the University’s prohibition against having alcohol on campus or under-age drinking if they became a Complainant of, or witness to, Prohibited Conduct. Therefore, the University shall not file charges against a student who reports Prohibited Conduct and was under the influence of alcohol. Amnesty shall also be granted to students who initiate and seek medical assistance and aid on behalf of another student or friend experiencing an emergency related to Prohibited Conduct related to this Policy. Any person who makes a report will not be subject to disciplinary action by ECSU for their own personal consumption of alcohol or other drugs, during the time related to the incident, provided that the consumption did not harm or place the health or safety of any other person at risk. The Office of the Dean of Students may require a follow up meeting in which support, resources, and educational counseling options may be required for a person who has engaged in the prohibited use of alcohol or illegal drugs.
VI. Reporting Prohibited Conduct

A. Reporting to the Title IX Coordinator
Reports of Prohibited Conduct may be made to the Title IX Coordinator via email, phone, or in person at the contact information below:

Interim Title IX Coordinator /Investigator
Lucretia Banks 130 Griffin Hall Elizabeth City, NC 27909
252-335-3907
titleixcoordinator@ecsu.edu

If the Complainant requests anonymity or does not wish to have an investigation they may make a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threats, use of weapons, and/or violence, the University may be unable to honor the request. In cases where the Complainant requests anonymity or to not move forward with an investigation and the circumstances allow the University to honor that request, the University will offer interim measures to the Complainant and the community, but will not otherwise pursue formal action. Reporting to the Title IX Office still affords privacy to the Complainant; only a small group of University officials who have an education or legal need to know will be informed. Information will only be shared as necessary with investigators, witnesses, and the Respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a Complainant’s privacy.

The Title IX Coordinator may issue a no contact order during the investigation and/or pending the outcome of any conduct proceeding and may extend it after the conduct proceeding or investigation is complete, regardless of outcome.

The Title IX Investigator will not wait for the conclusion of a law enforcement investigation or proceeding to begin the University’s administrative investigation. However, the Title IX Coordinator will coordinate with law enforcement to minimize any interference between University processes and law enforcement investigation.

Additionally, anonymous reports can be made by the Complainant and/or third parties at: https://cm.maxient.com/reportingform.php?ElizabethCityStateUniv&layout_id=7. Depending on the amount of information available about the incident, or the individuals involved, the University’s ability to respond to an anonymous report may be limited.

B. Reporting to the University Police
The University encourages students to report incidents of Prohibited Conduct to the appropriate local law enforcement agency (911); however, the Complainant is not required to report the incident to law enforcement. If the Complainant does wish for a criminal investigation to take place, they may make such a request to University Police who will evaluate that request in light of their duty to ensure the safety of the campus and comply with state law. If the incident
occurred on University owned or leased property, the University’s Police Department is the appropriate agency with which to file a report.

If the Complainant reports to University Police or local law enforcement, University Police will provide reasonable assistance to the Complainant in obtaining a North Carolina no contact/restraining order from a criminal court if the Complainant wants one. The University is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Once a complaint is made to University Police, their office shall notify the Complainant of their right to file a complaint with the University’s Title IX Office, in addition to filing a criminal complaint. These complaints may be filed concurrently at the election of the Complainant. Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decide to investigate the matter is determinative of whether a violation of this policy occurred. The Title IX Office’s investigation is conducted separately from University Police, although both offices may work closely together.

If an incident of Prohibited Conduct occurs it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The Complainant should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence, should be documented including through the preservation of photographic evidence. Evidence of stalking, including any communication, such as written notes, voice mail, or other electronic communications, should be saved and not altered in any way.

Information obtained through the criminal investigation may be used by the Title IX Coordinator for consideration in the University disciplinary process. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the Student Code of Conduct, criminal investigations or reports are not determinative of whether Prohibited Conduct, for purposes of this Policy, has occurred. The Student Conduct process may constitute Prohibited Conduct under this Policy even if a law enforcement agency lacks sufficient evidence of a crime and therefore declines to prosecute. Reports to the University Police can be made through the information below:

Chief of Police
John Manley
142 Thomas Jenkins Bldg.
252-335-3555
jhmanley@ecsu.edu

C. Reporting Off Campus Conduct to Local Law Enforcement
Prohibited Conduct that occurs off-campus can be the subject of a university complaint or report and will be evaluated to determine whether it violates this policy. If the incident occurred off University property, University Police will assist the Complainant with reporting the incident to the appropriate local
law enforcement agency. Because Prohibited Conduct constitutes a violation of University policy, the University encourages individuals to report alleged Prohibited Conduct promptly to campus officials whether or not they have reported to a local law enforcement agency.

D. Responsible Employees
Faculty and staff with supervisory and leadership responsibilities on campus are considered Responsible Employees. This includes faculty and staff with a responsibility for student welfare. In order to proactively enable the University to respond effectively and to stop all Prohibited Conduct involving students at the University, all Responsible Employees must immediately report information they have about alleged or possible Prohibited Conduct to the Title IX Coordinator.

Responsible Employees include*: (1) a person designated as a supervisor of any University employee (i.e. Board of Trustees, Chairs, Deans, Administrators); (2) any person who is designated as a Campus Security Authority; or (3) any ECSU employee responsible for coordinating or supervising clinical education experiences, practicum and/or internships. Responsible Employees must report incidents of Prohibited Conduct to the Title IX Coordinator and must not attempt mediation with the Complainant and Respondent. Faculty and other ECSU employees who are responsible for coordinating or supervising clinical education experiences, practicum and/or internships are considered to be Responsible Employees with respect to the students participating in those experiences, and are required to report any allegations of Prohibited Conduct that they receive relating to those students to the Title IX Coordinator. The University reserves the right to take disciplinary action against a Responsible Employee, up to and including discharge from employment, who fails to report Prohibited Conduct to the Title IX Coordinator. *(If you do not know whether you are a Responsible Employee, please check with ECSU’s Title IX Office.)

Responsible Employees will safeguard an individual’s privacy, but are required by the University to share a report of Sex or Gender Based Harassment, Interpersonal Violence, or Stalking (including the known details of the incident and the names of the parties) with the Title IX Coordinator. It is important to understand that any faculty or staff designated as a Responsible Employee under this Policy are required to share a report of Sex or Gender-Based Harassment, Interpersonal Violence, or Stalking with the Title IX Coordinator. The Title IX Coordinator will conduct an initial assessment of the incident or alleged behavior, consider the Complainant’s desired course of action, and the necessity for any interim measures or accommodations to protect the safety of the Complainant, Respondent, and community.

The Title IX Coordinator will take steps, either directly with the Complainant or through a Responsible Employee, to provide information about the University’s grievance process, available health and advocacy resources, and options for criminal reporting. Faculty and staff who are statutorily prohibited from reporting...
such information are exempt from these requirements, including licensed mental and medical health-care professionals (i.e. Licensed Counselors or Medical Doctor).

VII. Title IX Complaint Process

A. University’s Obligation Under Title IX

Before starting an investigation the University’s Title IX Office will inform the Complainant of their rights, the investigation process, and obtain consent from the Complainant acknowledging that they wish to proceed with an investigation. If the Complainant does not wish to pursue a resolution and/or requests that the complaint remain confidential, the Title IX Investigator Coordinator shall inform the Complainant that the University is under an obligation to investigate and take reasonable action in response to the complaint; thus the University cannot ensure confidentiality as it proceeds to investigate the matter. If the Complainant insists that their name not be disclosed to the Respondent, the University’s ability to respond to the incident may be limited. In such a case, the Title IX Investigator Coordinator shall evaluate the request(s) that the complaint not be adjudicated or remain confidential in the context of the University’s commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Title IX Investigator Coordinator may weigh the Complainant’s request(s) against the following factors:

i. The seriousness and severity of the alleged Prohibited Conduct;

ii. The Complainant’s age (minority status);

iii. Whether there have been other complaints of Prohibited Conduct against the Respondent;

iv. Whether a power relationship exists;

v. Whether the alleged incident was isolated or alleged to have occurred more than once;

vi. The Respondent’s right to receive information about the allegation if the information is maintained by the University as an “education record” under FERPA; and

vi. The applicability of any laws mandating disclosure.

Complaints under this policy may be subject to a mediation proceeding, only if the Title IX Coordinator deems it to be appropriate and only with the full consent of both parties. No party will ever be pressured, coerced or required to participate in mediation under this policy.

B. Investigation and Standard of Proof

Once the Title IX Coordinator has made the determination that the complaint will proceed, the Title IX Coordinator and/or Investigator shall begin the investigation with written notification to the Complainant and Respondent with information regarding the allegation(s), investigation process, and possible sanction(s). Investigations shall be conducted in a timely manner
unless there are mitigating circumstances in which case the Complainant and Respondent shall be notified, provided an explanation, and the estimated amount of additional time required. The Title IX Investigator and/or Coordinator shall be authorized to interview the Complainant, the Respondent, and any witnesses. The investigation shall also include a review of relevant documentary evidence. Meetings with the parties and witnesses shall be conducted individually and shall not take the form of a hearing. Both parties shall be provided with the opportunity to present relevant witnesses and other evidence to the Title IX Investigator and/or Coordinator to ensure a thorough investigation.

At the conclusion of the investigation, the Investigator and/or Coordinator will prepare a draft investigation report summarizing the information gathered and outlining the contested and uncontested information. The draft investigation report will not include any findings. The Complainant and Respondent will have an opportunity to review the draft investigation report; meet with the Investigator and/or Coordinator; submit additional comments and information to the Investigator; identify any additional witnesses or evidence for the Investigator and/or Coordinator to pursue; and submit any further questions that they believe should be directed by the Investigator and/or Coordinator to the other party or to any witness. The Investigator will designate a reasonable time for this review and response by the parties, not to exceed five (5) business days.

Unless there are significant additional investigative steps requested by the parties or identified by the Investigator and/or Coordinator, within five (5) business days after receipt and consideration of any additional comments, questions and/or information submitted by the parties during the designated review and response period, the Title IX Investigator and/or Coordinator will prepare a final investigation report, which will include findings of fact, as well as a recommendation as to whether there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility for a violation of the Policy or not. Upon review of the written report, the Title IX Coordinator may return the report back to the Investigator for further investigation, if he/she deems necessary. Once the report is complete and final, the Respondent and Complainant will receive written notice simultaneously that the investigation is complete and whether or not there was a policy violation based on the preponderance of evidence. If there is a finding of a policy violation,

i. When the Respondent is faculty or staff, the report will be forwarded to the Director of Human Resources, or their designee, for a determination of disposition pursuant to applicable University policies pertaining to faculty and staff;

ii. When the Respondent is a student, the report will be forwarded to the Dean of Students for a determination appropriate sanction(s).

C. Finding of a Policy Violation (Student)
If the sanction and the policy violation, as outlined in the notice, is agreed upon by both parties, the complaint shall be considered closed.

Either party has the option to reject the sanction and/or finding of a Policy violation and request a hearing before a Title IX Hearing Board. Within three (3) business days from the Notice of Outcome, either the Complainant or the Respondent may submit a written request to the Dean of Students objecting to the proposed sanction(s) and request a hearing to determine the appropriateness of the sanction, Policy violation, or both. The notice requesting a hearing must clearly state whether the Respondent or Complainant is challenging the sanction, the finding of a Policy violation, or both. The Dean of Students shall forward the written notice to the Chair of the Title IX Hearing Board to schedule a hearing.

D. Finding of a Policy Violation (Employee)
If there is a finding that a violation occurred, the Director of Human Resources or their designee, in consultation with the appropriate manager, shall determine an appropriate sanction and notify, in writing, the Complainant and Respondent.

E. Title IX Hearing Board (Student)
In consultation with the Title IX Coordinator, the Dean of Students or his/her designee will convene a Title IX Hearing Board (“Hearing Board”) once a request by either party is made in writing. A Hearing Board will be comprised of at least three (3) individuals, selected by the Chancellor or their designee, from a pool of trained Board members. Any individual designated by the University to serve on a Hearing Board must have sufficient training and experience to serve in this capacity. Board members may include University faculty or staff, an outside expert from the surrounding community, or a member of another constituent institution or agency of the University of North Carolina system. University students, the Dean of Students, and the Director of Human Resources (in a case involving faculty and staff) cannot serve as a panelist. A Hearing Board will select a member to serve as Chair. The Chair is responsible for signing all documents and communicating on behalf of the Board.

Identification of members of the Hearing Board will be provided to the Complainant and Respondent via the Notice of Outcome. Both parties have the ability to challenge a Hearing Board member on the basis of actual conflict, bias, or lack of impartiality. The request must be submitted in writing and must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. All objections must be raised at least five (5) business days prior to the commencement of the hearing. Failure to object prior to the hearing will forfeit ones’ ability to appeal the outcome based upon perceived or actual bias.
F. Hearing Board Procedure (Student)

A hearing is an opportunity for the parties to address trained faculty and staff that sit on a Hearing Board, in person, about the findings as determined by the Title IX Coordinator and reviewed by the Dean of Students. The date, time, and location will be listed on the Notice of Outcome, when appropriate. The hearing may not be scheduled for at least ten (10) business days after the student receives notice of the hearing date, unless the student agrees to an earlier hearing date. Reasonable extensions of time for either party to prepare for the hearing should be allowed.

Each party may address any information compiled in the Investigation Report by the Title IX Investigator and any other statements or evidence. Each party has the opportunity to be heard, to present witnesses for the Hearing Board’s consideration, and to respond to any questions of the Hearing Board. Parties may not directly question each other or any witness. Parties may proffer questions for the Hearing Board, who may choose to pose appropriate and relevant questions to the Investigator, the parties, or witnesses. If proffered questions are determined not appropriate or relevant, the Chair of the Hearing Board must state the reason for the record. A typical hearing may include: (a) brief opening remarks by the Complainant or Respondent; (b) questions posed by the Hearing Board to the Title IX Coordinator, Dean of Students, Investigator, Complainant, Respondent, and witnesses; (c) testimony by the Title IX Coordinator, Dean of Students, Investigator, Complainant, Respondent, and witnesses; (d) follow-up questions by the Hearing Board; and (e) brief concluding remarks by the Complainant and Respondent. The Chair of the Hearing Board has the discretion to determine the specific Hearing format as circumstances may dictate. A transcript or other record of the hearing will be prepared. Deliberation will not be recorded. The institution is responsible for costs associated with obtaining a record of the hearing. Hearings are closed to the public.

G. Hearing Participation by Parties, Investigators, Witnesses, and Advisors (Student)

i. Complainant and Respondent

Both the Complainant and Respondent have a right to be present at the hearing. Either party may request alternative methods for participating in the hearing that do not require physical proximity to the other party, including participating through electronic means. This request should be submitted to the Hearing Board Chair at least three (3) business days prior to the hearing. If, after being notified of the date, time, and location of the hearing, either party is not in attendance or no alternative methods of participation have been requested the hearing may proceed and applicable sanctions may be imposed. Neither party is required to participate in the hearing in order for the Hearing Board to proceed in its review and for a final decision to be made by the Hearing Board.
ii. Witnesses, Investigator(s), and Other Relevant Parties
The Hearing Board may request the presence of the Investigator or any other witness or relevant party it deems necessary. The Complainant and Respondent may also request the presence of any witness they deem relevant to the determination by the Hearing Board. Students wishing to request witnesses are required to submit a witness list 10 of days in advance of the hearing. The Hearing Board has absolute discretion to determine which witnesses are relevant to its determination and may decline to hear from witnesses where it concludes that the information is not necessary for its review. The Hearing Board must note for the record why it declined to hear from a witness or other relevant party.

iii. Attorney - Non-Attorney Advisor
During the hearing, each party may be accompanied by only one advisor. Advisors may be attorneys or non-attorney serving as advocates for either party. The advisor may advise, assist, and accompany the Respondent and Complainant in preparation for any meetings or hearings and may fully participate in such procedures to the extent, and in the same manner, afforded to the student. Advisors may not be witnesses in the matter at hand, and they may not provide direct information or testimony at any point in the process. The University reserves the right to remove any individual whose actions are disruptive to the proceedings.

VIII. Determination, Sanction, and Notice of Outcome

A. Determination
Where either of the parties have contested the recommended finding(s) of responsibility by the Dean of Students, the members of the Hearing Board will, at the conclusion of the Hearing, determine by majority vote a finding of responsible or not responsible as it relates to whether or not a Policy violation has occurred. This determination will be made by a preponderance of the evidence; if said determination is responsible sanctions will be issued as appropriate.

B. Sanction
A sanction is a tool designed to address policy violations. The Policy prohibits a broad range of prohibited conduct, all of which is serious in nature. Sanctions are reviewed on an individual basis based on the unique facts and circumstances as found by the Dean of Students and/or Hearing Board. In keeping with the University’s commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, this Policy provides the Dean of Students and Hearing Board with wide latitude in the imposition of sanctions tailored to the facts and circumstances of the conduct, the effect of the conduct on the Complainant and University community, and accountability of the Respondent. The imposition of sanctions is designed to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects, while supporting the University’s educational mission and legal obligations. Sanctions may include
educational, restorative, rehabilitative, monetary, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved, or so pervasive to the educational process that it requires severe sanctions, including suspension or expulsion from the University. All sanctions shall comply with the UNC Code and UNC Policy Manual.

In determining the appropriate sanction(s), the Dean of Students and Hearing Board will be guided by a number of considerations, including:

i. The severity, persistence, or pervasiveness of the Prohibited Conduct;
ii. The nature or violence of the Prohibited Conduct;
iii. The effect of the Prohibited Conduct on the Complainant;
iv. The effect of the Prohibited Conduct within the University community;
v. Prior misconduct by the Respondent, including the Respondent’s relevant prior disciplinary history, at the University or elsewhere, and any criminal convictions;
vi. Whether the Respondent has accepted responsibility for the Prohibited Conduct;
vii. The maintenance of a safe, nondiscriminatory, and respectful environment conducive to learning; and
viii. Any other mitigating, aggravating, or compelling factors.

Any of the following sanctions, including those noted in the ECSU Student Code of Conduct, may be imposed when any student is found responsible for a violation of University Policy:

i. Formal Written Warning: A notice to ensure that the student fully understands the policy and is expected to cease from further violations.

ii. Disciplinary Probation: Sanction imposed for a designated period of time. Further violation of Prohibited Conduct may result in further disciplinary action up to, and including, disciplinary suspension or disciplinary expulsion. Periodic probationary meetings may also be required. All assigned conditions of sanction(s) must be completed prior to the conclusion of disciplinary probation; otherwise, the disciplinary probation will remain in effect.

iii. Residence Hall Expulsion: Permanent separation of the student from the residence halls. Notification will be sent to the Office of the Registrar, Office of Financial Aid and Scholarships, and Division of Academic Affairs.

iv. Disciplinary Suspension: Separation of the student from ECSU for a specific period of time, after which the student is eligible to return. The Dean of Students, or their designee, must make the final administrative determination in all suspension cases. The
delegation may be to a student committee or a student, faculty, and staff committee. Conditions for readmission may be specified. At the discretion of the Dean of Students, or designee, a partial or comprehensive University trespass order will be placed in effect for the period of the suspension. A student must petition for reenrollment through the Office of the Dean of Students prior to return. Reenrollment will be determined by the Dean of Students. Notification will be sent to the Office of the Registrar, Office of Financial Aid and Scholarships, and Division of Academic Affairs.

v. Disciplinary Expulsion: Permanent separation of the student from the University. At the discretion of the Dean of Students or designee, a University trespass order goes into effect with the dismissal. Notification will be sent to the Office of the Registrar, Office of Financial Aid and Scholarships, Division of Academic Affairs - Office of the Assistant Vice Chancellor for Academic Affairs, and University Police. Expulsion precludes matriculation at any UNC constituent institution.

Outcomes applied subsequent to a student conduct hearing go into effect immediately upon receipt of notice of those said outcomes, whether notice was transmitted electronically or via hard copy. If a reasonable attempt has been made to notify the Complainant or Respondent of the outcome and associated sanction (email, phone, and/or in person) but the Parties have not indicated receipt of notice, the outcome and associated sanction will still go into effect. The Parties are required to comply with the imposed outcomes until such time as they are complete or are altered by the resolution of the appeal process.

C. Notice of Outcome
The Hearing Board decision must be reached within twenty-five (25) business days after the hearing is completed. The Hearing Board Chair will simultaneously issue a written decision, referred to as the Notice of Outcome, to both the Complainant and Respondent, copying the Title IX Coordinator, within twenty-five (25) business days following the Hearing Board decision (or such longer time as the Chair may for good cause determine). The Notice of Outcome will outline the violation(s) of the Policy for which the Respondent was found responsible or not responsible, as supported by the testimony, investigation report, and other evidence presented during hearing. The Notice of Outcome may also identify protective measures implemented with respect to the Respondent or the broader University community. The Notice of Outcome will not disclose any interim measures provided to the Complainant.

D. Appeal
Either party may appeal the Hearing Board’s decision to the Vice Chancellor of Student Affairs (Appeals Officer) within five (5) business days of the receipt of the Hearing Board’s decision via the Notice of Outcome. The appeal must be submitted in writing to the Vice Chancellor of Student Affairs. The
appeal shall consist of a concise and complete written statement outlining the ground(s) for appeal as listed below and all relevant information to support the basis for the appeal. Suggested appeal guidelines: Maximum 5 pages, Times New Roman 12-point font, double spaced, and 1 inch margins. Receipt of the appeal will be acknowledged in writing.

Grounds for appeal include the following:

i. Demonstration of a significant procedural error;
ii. The availability of compelling new evidence; or
iii. Demonstration that the rights of the Complainant or Respondent were violated according to this Policy.

Each party will be given the opportunity to review the written appeal submitted and respond in writing to the Appeals Officer. Any response by the opposing party must be submitted to the Appeals Officer within three (3) business days from receipt of the appeal. If both parties file an appeal, the appeals documents from each party will be considered together in one appeal review process.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the outcome will be presumed to have been decided reasonably and appropriately. Appeals are not intended to be a rehearing of the matter. Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. The Appeals Officer should be deferential to the original Hearing Board, making changes to sanction(s) only where there is clear error.

The Appeals Officer shall notify both parties of the final decision within ten (10) calendar days from the date the decision is made. A decision by the Appeals Officer is final. No further appeals are allowed and this decision is final, unless expressly permitted by The Code of the University of North Carolina.

IX. Records, Training, and Prevention

A. Clery Act Reporting

Under the Clery Act, ECSU is required to include statistics about certain offenses in its Annual Safety and Security Report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires ECSU to issue timely warnings to the University community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students and employees. Consistent with the Clery Act, ECSU withholds the names and other personally identifying information of the Reporting Party when issuing timely warnings to the University community.
B. False Claims
   An individual who knowingly makes false allegations or who knowingly provides false information in a Prohibited Conduct investigation or proceeding shall be subject to disciplinary action.

C. Records
   The Title IX Coordinator shall maintain all records related to investigations into allegations of Prohibited Conduct until the process has been concluded. The Dean of Students shall maintain all records related to the formal (judicial) process, which may include written findings of facts, transcripts, or audio recordings of hearings.

D. Campus Training and Education
   ECSU is committed to increasing the awareness and prevention of violence. All incoming students and new employees shall be provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, bystander intervention training, dating violence, and stalking as reasonably as possible before it occurs through the changing of social norms and other approaches; ECSU will issue a clear statement that the University prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year.

   These programs may include:
   i. Poster campaign
   ii. Think About It
   iii. New & Transfer Student Orientation
   iv. New faculty and staff orientation
   v. Training for students, faculty, and staff
   vi. Trainings for Division of Student Affairs student employees
   vii. Vikings Against Violence Website
   viii. Bystander intervention training
   viii. Law enforcement and Student Conduct judicial board trainings on sexual violence

E. External Complaints
   As a student or employee, if you filed a complaint with the University and believe the University’s response was inadequate, you may file a complaint with the Equal Employment Opportunity Commission, or the Department of Education at:
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*

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>NO. OF FLOORS</th>
<th>EVACUATE &amp; ASSEMBLE</th>
<th>DURING INCLEMENTWEATHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bias Hall</td>
<td>3</td>
<td>Williams Hall Front Steps</td>
<td>Williams Hall Front Lobby</td>
</tr>
<tr>
<td>Butler Hall</td>
<td>3</td>
<td>West Side of Johnson Hall</td>
<td>Johnson Hall Lobby</td>
</tr>
<tr>
<td>Caldwell-Hoffler</td>
<td>1</td>
<td>Lane Hall Parking Lot</td>
<td>Lane Hall, Room 106</td>
</tr>
<tr>
<td>Complex Housing</td>
<td>2</td>
<td>University Towers cul-de-sac</td>
<td>University Towers cul-de-sac</td>
</tr>
<tr>
<td>Commuter Center</td>
<td>1</td>
<td>Ridley Complex Front Steps</td>
<td>Ridley Complex Lobby</td>
</tr>
<tr>
<td>Dixon Hall</td>
<td>2</td>
<td>Dixon Hall Parking Lot</td>
<td>CW Griffin Lobby</td>
</tr>
<tr>
<td>Doles Hall</td>
<td>3</td>
<td>Williams Hall Parking Lot</td>
<td>Williams Hall Gym</td>
</tr>
<tr>
<td>Duplicating Services</td>
<td>1</td>
<td>150' from bldg.</td>
<td>Caldwell-Hoffler Lobby</td>
</tr>
<tr>
<td>Fine Arts Center</td>
<td>2</td>
<td>FAC West &amp; East Parking Lots</td>
<td>Information Technology Center Lecture Room</td>
</tr>
<tr>
<td>Information Tech Center</td>
<td>2</td>
<td>ITC Parking Lot</td>
<td>FAC Auditorium Lobby</td>
</tr>
<tr>
<td>Jenkins Science Center</td>
<td>4</td>
<td>Front of Lester Hall</td>
<td>Lester Hall First Floor Hallway</td>
</tr>
<tr>
<td>Lester Hall</td>
<td>2</td>
<td>Near Jenkins Science Center Front Entrance</td>
<td>Jenkins Science Center Lobby</td>
</tr>
<tr>
<td>GR Little</td>
<td>2</td>
<td>Near Trigg Building Rear</td>
<td>Lester Hall First Floor Hallway</td>
</tr>
<tr>
<td>K.E. White</td>
<td>1</td>
<td>Parking Lot</td>
<td>Fine Arts Lobby</td>
</tr>
<tr>
<td>M.D. Thorpe</td>
<td>3</td>
<td>Parking lot behind Dixon</td>
<td>Fine Art Lobby</td>
</tr>
<tr>
<td>Mitchell-Lewis</td>
<td>3</td>
<td>Basketball Court</td>
<td>Williams Hall Gym</td>
</tr>
<tr>
<td>Moore Hall</td>
<td>2</td>
<td>Near Trigg Buildings Front Steps</td>
<td>Johnson Hall First Floor Hallway</td>
</tr>
<tr>
<td>McLendon Hall</td>
<td>1</td>
<td>Rear Parking Lot</td>
<td>CW Griffin Hall Lobby</td>
</tr>
<tr>
<td>University Towers</td>
<td>4</td>
<td>Cul-de-sac</td>
<td>ITC Lobby/Lecture Room</td>
</tr>
<tr>
<td>New Student Center</td>
<td>2</td>
<td>Pharmacy Complex Parking Lot</td>
<td>Pharmacy Complex Lobby</td>
</tr>
<tr>
<td>Pharmacy Complex</td>
<td>3</td>
<td>Parking Lot</td>
<td>Vaughn Center Lobby</td>
</tr>
<tr>
<td>Ridley Hall</td>
<td>1</td>
<td>Softball Field</td>
<td>Commuter Center</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>1</td>
<td>Johnson Hall Ramp</td>
<td>Johnson Hall Lobby</td>
</tr>
<tr>
<td>Thomas Jenkins</td>
<td>1</td>
<td>McLendon Hall</td>
<td>McLendon Hall</td>
</tr>
<tr>
<td>Trigg Building</td>
<td>1</td>
<td>150' from Front steps</td>
<td>Little Theatre</td>
</tr>
<tr>
<td>University Suites</td>
<td>3</td>
<td>Pharmacy Complex Parking Lot</td>
<td>Vaughn Center Lobby</td>
</tr>
<tr>
<td>Vaughan Center -East</td>
<td>2</td>
<td>Pharmacy Complex Parking Lot</td>
<td>Pharmacy Complex Lobby</td>
</tr>
<tr>
<td>Vaughan Center – West</td>
<td>1</td>
<td>Pharmacy Complex Parking Lot</td>
<td>Pharmacy Complex Lobby</td>
</tr>
<tr>
<td>Viking Village</td>
<td>3</td>
<td>Rear Parking Lot</td>
<td>Vaughn Center</td>
</tr>
<tr>
<td>Viking Tower</td>
<td>3</td>
<td>Quad Area/Bias Hall</td>
<td>Williams Hall Gym</td>
</tr>
<tr>
<td>Williams Hall</td>
<td>2</td>
<td>Johnson Hall steps</td>
<td>Johnson Hall Lobby</td>
</tr>
<tr>
<td>W. J. Gilchrist Complex</td>
<td>3</td>
<td>Lot between FAC &amp; Complex</td>
<td>FAC Auditorium Lobby</td>
</tr>
</tbody>
</table>

If long term evacuation is needed, directions/instructions will be provided by Administration.
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.L. 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 I. **Name.** The name of this organization shall be the Elizabeth City State University Student Government Association.

Section II. **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 III. **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 IV. **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.

A. The right to submit referendums and initiatives for ratification by the electorate.

B. The right to recall and remove any elected official.

C. The right to address its student body officials.

D. The right, through the Student Government Association, to have any grievance heard and acted upon.

E. The right to hold any office in a single branch during a term that student so desires.

F. 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
E. 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 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 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 hall 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 deemed 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; Keeping all respective Class financial records; and
C. Signing all monetary documents co-signed by the Class President.
D. 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 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)

**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

There are many opportunities at Elizabeth City State University for student involvement. The college experience is more gratifying when a student is able to pursue their talents and skills. Combining academics and other interests will allow you to become more discipline in managing your time, and also help to develop cultivate lifelong skills and friendships. Open to all ECSU students.

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.
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. Assistant Vice Chancellor / Dean of Students (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.

**ECSU 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)
FRATERNITY & SORORITY LIFE OVERVIEW

Introduction

Fraternities and sororities are an integral part of campus life and contributes significantly to the quality of life in a number of ways:

1. Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities.
2. Encouraging and fostering team building and group cohesion.
3. Striving for academic excellence.
4. Performing volunteer service on-campus and in the larger Eastern North Carolina community.

Because these outcomes are parallel to several university objectives, ECSU welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that the activities of fraternities and sororities conform to the university expectations and fulfill the university mission, they will continue to enjoy all privileges and courtesies extended to them as Registered Student Organizations.

Each of these chapters exist on campus as a courtesy to their respective national organizations. At all times, it is expected that the chapter conform to and assist with the upholding of all university policies and protocols. Regarding campus suspensions of fraternities, sororities, and social fellowships, the university makes no distinction between the chapter of a fraternity/sorority/social fellowship and the fraternity/sorority/social fellowship as an entity. The university further recognizes that chapters are not, in fact, organizations or their own and those chapters represent their respective fraternity, sorority or social fellowship.

The Greek community is comprised of a variety of organizations representing the diverse student population. Each organization is charged with maintaining active membership and good standing at ECSU to achieve continued recognition with the university. Additionally, the Greek community is classified into one of two governing boards. These boards are the National Pan-Hellenic Council (NPHC), and the Inter-Fraternity Council (IFC). Each board is self-governed and has a role in the recognition process of potential new organizations. Each chapter’s membership within a governing board/council is often determined by its affiliation with its national council/conference. The purpose of this document is to define the areas of relationship linking the University to the Greek system.

General Information

The Office of Student Engagement and Leadership (SEAL) complements student’s academic experiences by providing services and resources that engage students in creating a campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support to impact students’ growth and development and enhance the success of each student at Elizabeth City State University.
The department of Fraternity and Sorority Life (FSL) is housed in the Office of Student Engagement and Leadership within the Division of Student Affairs. FSL strives to develop responsible citizens who are dedicated to lifelong membership and community involvement through our commitment to academic excellence, positive relationships, civic engagement, and leadership. FSL also supports each Greek organization in its efforts to be a relevant contributing part of Elizabeth City State University.

**Pillars of Strength**

The goals of the Greek community are to promote superior standards of brotherhood/sisterhood, scholarship, service, commitment, and unity.

1. **Brotherhood/Sisterhood** – to not only be our brother and sister’s keeper but to ensure that we all are accountable and responsible for each other’s actions. Maintaining a relationship that displays civility, loyalty and friendship amongst the organizations.

2. **Scholarship** – to maintain and promote high academic standards by setting the expectation as a “Greek” on the campus of Elizabeth City State University to exceed that which is known as good standing (cumulative 2.5 GPA) by the university community.

3. **Service** – to support ECSU, the City of Elizabeth City and by impacting our community to uplift the youth who surround and look up to us.

4. **Commitment** – to be accountable for our actions and understand that fellow organizations and the community depend on you and it is therefore your job to follow through with plans stated to improve the organization and yourself.

5. **Unity** – encouraging each other and our Greek organizations to uphold and meet all standards and provide support through collaborative programs, initiatives and issues where we are of like mind. This promotes a more positive image to the campus and shows respect for other organizations.

**Council Function**

NPHC / IFC promotes interaction through forums, meetings, and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

It is the mission of the NPHC (as stated in the national constitution) to promote unanimity of thought and actions as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. The purpose of the NPHC/IFC at ECSU is:

1. To maintain a high level of Greek life and inter-fraternal relationship within the university.

2. To encourage student leadership and personal development.

3. To cooperate with university officials in the effort to maintain high social scholastic standards throughout the university.

4. To serve as a forum for the discussion of question of mutual interest and concern to the university, fraternities and sororities.
Council Membership

Affiliate membership in NPHC shall include the following members and any other member organization of the NPHC as membership may be granted.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Chapter Name</th>
<th>Charter Year</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Kappa Alpha Sorority, Inc.</td>
<td>Delta Theta</td>
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<tr>
<td>Alpha Phi Alpha Fraternity, Inc.</td>
<td>Beta Zeta</td>
<td></td>
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<tr>
<td>Delta Sigma Theta Sorority, Inc.</td>
<td>Delta Chi</td>
<td></td>
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</tr>
<tr>
<td>Iota Phi Theta Fraternity, Inc.</td>
<td>Epsilon Alpha</td>
<td>April 22, 1961</td>
<td>Active</td>
</tr>
<tr>
<td>Kappa Alpha Psi Fraternity, Inc.</td>
<td>Lambda Gamma</td>
<td>1954</td>
<td>Active</td>
</tr>
<tr>
<td>Omega Psi Phi Fraternity, Inc.</td>
<td>Gamma Rho</td>
<td></td>
<td></td>
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<tr>
<td>Phi Beta Sigma Fraternity, Inc.</td>
<td>Delta Tau</td>
<td></td>
<td></td>
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<tr>
<td>Sigma Gamma Rho Sorority, Inc.</td>
<td>Alpha Gamma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zeta Phi Beta Sorority, Inc.</td>
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</tbody>
</table>

Affiliate membership in IFC shall include the following members and any other member national organizations as recognized by the university to be considered Greek from time to time may be added.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Chapter Name</th>
<th>Charter Year</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Phi Omega National Service Fraternity, Inc.</td>
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<tr>
<td>Groove Phi Groove Social Fellowship, Inc.</td>
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<tr>
<td>Kappa Kappa Psi Honorary Fraternity, Inc.</td>
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<td>Tau Beta Sigma Sorority, Inc.</td>
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<td>Nu Gamma Psi Fraternity, Inc.</td>
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<tr>
<td>Gamma Sigma Sigma Sorority, Inc.</td>
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<tr>
<td>Swing Phi Swing Social Fellowship, Inc.</td>
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</table>

Administrative Guidelines and Expectations

In keeping with the mission of Elizabeth City State, a student’s co-curricular experience should be a rich and valuable supplement to their intellectual development. Ultimately, a student must make his/her academic progress a priority. Our Greek organizations are committed to this ideal, holding that scholarship is one of the most important aspects of the college experience.
Minimum Chapter Membership Requirements

- Each fraternity and sorority must be registered annually through the Office of Student Engagement & Leadership
- Be in good standing with their respective council
- Maintain the minimum standards
- Have at least 6 (six) active members at all times.

In the event that there are less than six active members due to graduation of the previous members or otherwise, SEAL will work with the (inter)national/regional designee to complete the process for the recruitment of new members.

Current members must be and remain in financial and good academic standing as required by their respective chapter as well as SEAL. Updated chapter rosters should be submitted to SEAL at least once at the beginning of each academic semester, or when changes occur.

Organizational Campus Plots

The coordination of plots will be the responsibility of the Executive Director or other SEAL staff; this includes the assignment of plot location and notification of dismantling of plots. The features related to the physical layout and plot maintenance are supervised by the superintendent of grounds. It is required by the university that the following guidelines are met in regards to organizational plots:

1. The area of an organization plot remains a part of the total campus and shall be considered property of the state of North Carolina at all times. Therefore, plots must remain accessible to any person. Requests or orders by member(s) to have a non-member vacate the plot will result in punitive measures.

2. The organization is responsible for the cleanliness and attractiveness of their assigned plot space, including grass, flowers, shrubs, symbols, structures, etc. Chapters are also required to participate in beautification efforts as mandated by the Office of Student Engagement and Leadership (SEAL). Advice, equipment and assistance can be sought from the Superintendent of Grounds or coordinated through FSL and the Facilities Department. All requests for construction and/or landscaping on existing plots must be submitted to SEAL/FSL for prior approval.

3. The university reserves the right to dismantle and remove plot materials whenever the areas is in need of campus development, or when it is deemed that such materials are hazardous, dangerous or create a blight on the overall campus environment.

4. Each plot operates as functional activity space. Events in the plot space must be scheduled through the Office of Central Reservations and approved by SEAL/FSL. Active members of chapters in good standing with the university are the only ones who have the rights to plan, scheduled and coordinate activities in these spaces.
Organizational Programming

Chapter programming includes, but is not limited to, the following: seminars, workshops, game nights, movie nights, panel discussions, and social events. It also includes passive and active programs/activities such as tabling (solicitation/fundraising), social media challenges, voter registration drives, demonstrations, etc. All of these must be scheduled in accordance with the following guidelines:

1. The Executive Director/Asst. Director of Student Programming must be made aware of any, and all, programs being held by the chapter at least 10 business days before the event. Failure to do so may result in a postponement or cancellation of that and/or upcoming programs.
2. Chapters may not program more than three (3) days a week in one week, with the exception of their organizations founders week.
3. No chapter may program on any others organization’s founders’ day.
4. At least (2) two members of each organization must be in attendance at the founder’s day celebration of the remaining chapters of NPHC/IFC.

Founding Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Organization</th>
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<tr>
<td>September 19, 1963</td>
<td>Iota Phi Theta Fraternity, Inc.</td>
</tr>
<tr>
<td>October 12, 1962</td>
<td>Groove Phi Groove Social Fellowship, Inc.</td>
</tr>
<tr>
<td>November 12, 1922</td>
<td>Sigma Gamma Rho Sorority, Inc.</td>
</tr>
<tr>
<td>November 17, 1911</td>
<td>Omega Psi Phi Fraternity, Inc.</td>
</tr>
<tr>
<td>November 27, 1919</td>
<td>Kappa Kappa Psi Honorary Band Fraternity, Inc.</td>
</tr>
<tr>
<td>December 4, 1906</td>
<td>Alpha Phi Alpha Fraternity, Inc.</td>
</tr>
<tr>
<td>December 16, 1925</td>
<td>Alpha Phi Omega National Service Fraternity, Inc.</td>
</tr>
<tr>
<td>January 5, 1911</td>
<td>Kappa Alpha Psi Fraternity, Inc.</td>
</tr>
<tr>
<td>January 9, 1914</td>
<td>Phi Beta Sigma Fraternity, Inc.</td>
</tr>
<tr>
<td>January 13, 1913</td>
<td>Delta Sigma Theta Sorority, Inc.</td>
</tr>
<tr>
<td>January 15, 1908</td>
<td>Alpha Kappa Alpha Sorority, Inc.</td>
</tr>
<tr>
<td>January 16, 1920</td>
<td>Zeta Phi Beta Sorority, Inc.</td>
</tr>
<tr>
<td>March 26, 1946</td>
<td>Tau Beta Sigma Honorary Band Sorority</td>
</tr>
<tr>
<td>April 4, 1969</td>
<td>Swing Phi Swing Social Fellowship</td>
</tr>
</tbody>
</table>

Minimum Attendance Requirements

**Council Events**: For all NPHC/IFC events that members are required to attend, each chapter must have at least 50% of its members in attendance or meeting the designated percentage to be considered at quorum. It is the responsibility of the chapter leadership to ensure that the organization meets it attendance requirement. If a chapter does not reach quorum at three or more events, the chapter will lose
its ability to function for the remainder of the semester. Lesser sanctions may include but are not limited to increased community service cancellation and/or postponement of upcoming campus programs or social events. Chapters may also be prohibited from conducting intake activities.

**Full Body Meetings:** The entire Greek community meets at least twice a semester as a full body or council, with the exception of dates that fall within the membership intake period. Each chapter is required to ensure that 75% of their chapter membership be in attendance to reach quorum. It is the responsibility of the chapter leadership to ensure that the organization meets its attendance requirement to be in compliance.

**Council Meetings:** Each council (if planned) will meet on a bi-weekly basis. The council is comprised of the executive board of each council and two (2) consistent reps from each of the member chapters. Charter reps should provide a copy of the chapter report in hard copy at the council meeting and electronically to the council secretary for dissemination at the Full Body Meetings.

Chapter reports should be prepared to report the following:

1. All, if any, campus events hosted or attended since the last full body meeting.
2. All, if any, upcoming campus events being hosted or attend by the chapter.

Total hours of community service completed by members of the chapter since the last full body meeting, as well as total hours completed since the start of the semester.

**Paperwork Submission Procedure and Posting Guidelines**

Any paperwork (i.e. program proposal, event flyer, etc.) should be submitted to the Assistant Director for Student Programming no later than 10 business days before the date of the scheduled event unless otherwise stated, no exceptions. Any paperwork submitted for signature will be returned to the requesting chapter within 48 business hours of being submitted. Chapters are advised to secure all logistical elements of any program submitting paperwork to ensure efficient processing time. Documents (including flyers) pre-approved by the organization’s advisor prior to submission will be returned to the organization without approval. Flyers and materials which have not been approved are prohibited for use in any form or posting including social media.

**Mid-Year Report:** Mid-Year reports should follow guidelines already established for ALL student organizations by the Council of President

**End of Year Report:** Each chapter should submit an electronic copy of their end of year report, per the following requirements, to the Office of Student Engagement and Leadership on or before May 1st of each year.
1. Cover Page to include organization name, chapter name, date, president signature with date, and advisor signature with date.
3. Executive Board contact information.
4. Current Membership
5. Programs and activities to date.
6. Community service hours by member and supporting documents from Galaxy Digital
7. Chapter improvements and recommendations.

Institutional Support

Fraternities and sororities are an integral part of the total Student Engagement and Leadership program at Elizabeth City State University. As campus organizations, they are entitled to:

1. Receive the assistance from Student Engagement and Leadership 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 Greek Life education through workshops, trainings, etc. from the Office of Student Engagement and Leadership and other University sources.
4. Collect dues, sponsor fundraising 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.

Advisor Responsibilities & Requirements

All student organizations are required to have a minimum of two advisors officially recognized by the university. One must be an Elizabeth City State University employee who is a full-time faculty or staff member. The faculty or staff member who agrees to serve as an advisor to a student organization accepts, thereby, the responsibility for encouraging the organization in meeting its aims and purposes in accordance with the University policy. Advisors must be at least 3 years removed from the undergraduate career in order to be eligible to serve in this capacity.

If the organization cannot provide an Advisor, then the organization will become inactive, until they can provide an Advisor. Each semester the Office of Student Engagement and Leadership will check for a registered advisor, if there is no advisor registered, that organization will be given two weeks to provide an Advisor.
Responsibilities of an Advisor

An advisor should be aware of the following:

- All University policies and regulations as they relate to student organizations;
- The activities, projects, and programs of the organization;
- 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 terminated.
- Must be a member of the local graduate chapter.

The ideal relationship between advisors and the student organization would be a partnership providing the basis for good decision making.

Advisor Registration

The term of office should be understood by both the advisors and the organization. The procedure is that each year when new officers are elected, the advisors should also be selected. After the advisor agrees to serve, they must sign the “Advisors Registration Form” located on Student’s Life webpage. This form is required to be submitted at the beginning of each academic year and/or any changes of advisors through the year.

Expectations of Fraternal Chapters

Because membership and participation in Greek systems 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 statues.
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. Participate in a Greek peer education program sponsored by the National Pan-Hellenic Council.
11. Maintain chapter viability through sound financial management.
Chapter Probation/Suspension

Once a Greek organization is on probation or suspended by the university, that organization is no longer allowed to have any representation to any on-campus events until probation/suspension is lifted. If the organization is suspended by its own national office, the Office of Student Engagement and Leadership reserves the right to add additional time, penalties, and fines. During the probation/suspension time period, if the organization continues to have unofficial representation, the Office of Student Engagement and Leadership will:

1. Report them to their district office and fines will be imposed, and/or
2. Extra time will be added to the probation/suspension.

Representation means:

- Prohibited from wearing any organization paraphernalia;
- Prohibited from representing the organization at any public functions and from attending non-public organization functions including but not limited to chapter meetings, retreats, conferences, and programs;
- Prohibited from participating in any Membership Intake Process activity;
- Prohibited from holding chapter office or representing the organization in any other organization; and
- Prohibited from planning, participating and hosting any and all social activities, including but not limited to step shows, yard shows, stroll-offs, etc.

Membership Intake Policies and Procedures

ECSU Policies

All organizations are required to read and understand the following policies:
- Alcohol and Drug Abuse Policy
- Clery Act
- Clubs and Organizations
- Hazing Policy – 500.3.3.2
- Minimal Academic Policy
- Non-Discrimination Policy
- Quiet Week Policy
- Sexual Harassment Policy
- Title IX

Procedure for Membership Intake Process

Recruitment activities can only be scheduled during the period designated by the university and only by those active organizations which are approved members of
Fraternity & Sorority Life as stipulated in this document. No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program and schedule are approved by the university and officially begin.

It is required that all new membership intake activities be coordinated through the Office of Student Engagement and Leadership (SEAL). The annual schedule and procedures for new membership intake are determined by SEAL and are provided to the appropriate persons at the designated time or upon request. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized.

No organization may proceed with membership intake before written approval on individual candidates’ academic and judicial status has been received by SEAL. If grade reports appear to be inaccurate, individual candidates should contact the Registrar’s Office; however, candidates must be eligible at time of clearance (including the resolution of ALL holds on a student’s account).

Once the Membership Intake Period (MIP) starts there will be no allowance or increase on elapsed time, should an organization’s MIP be stopped during the intake window for any reason. If permitted to proceed the organization will only have until the last day of intake as outlined by the University’s approved MIP calendar to complete their process. This will apply no matter where the organization is in the process.

If selected, students may hold membership in two (2) fraternities/sororities: 1 in each council. Students may not join two (2) fraternities/sororities in the same year.

Compliance with university minimum requirements for application eligibility does not guarantee that a student will be selected or voted on for membership into an organization.

Membership Intake Eligibility Requirements

Prospective Members: To be eligible or considered for membership into any Greek organization, the university requires that a student meet the following criteria:

1. A student interested in membership intake complete identified by Division of Student Affairs relate to Greek Life Education.
2. A student must have completed a minimum of 30 semester hours at ECSU, and must have a minimum semester grade point average of 2.5 prior to membership intake; and a cumulative grade point average of 2.5 before being selected into any sorority or fraternity. Some organizations may require a higher grade point average than that of the University.
3. A student be enrolled as a full time student at ECSU.
4. Students enrolled at ECSU may be selected in only those sorority and fraternity chapters that are chartered on this campus.
5. Student must be in good financial and academic standing with no conduct issues pending with the University before they are eligible for membership selection.
6. Transfer students must be enrolled as a full time student, having sophomore status and earned a minimum of 12 ECSU credit hours at the time of membership intake.

7. Any member of a sorority or fraternity who fails to maintain a 2.5 grade point average after being initiated shall be declared inactive and will not be allowed to participate in any activity of his or her chapter (or Greek-affiliated activity) regardless of the nature of the activity until such time his or her average has been raised to a 2.5 grade point average as certified by the University Registrar’s Office.

Maximum Limit for Membership Intake

There is a forty-five (45) new member limit for organizations participating in the membership intake process, as long as the organizations are conducting membership intake on an annual basis. The university reserves the right to grant approval up to an additional 10% of the restricted number. Organizations that are in good standing but ineligible to conduct intake due to a national moratorium or other organization mandate or directive are eligible to accept up to 150% of the university limit the first year and up to 200% of the university limit if the involuntary restriction lasts 2 years or more.

Organizations that voluntarily opt out of conducting intake while it is in good standing, or under sanction from the university, their region, or the national headquarters are ineligible of invoking the percentage increase. Organizations that did not have intake because they were not in good standing will not be able to invoke the 150%/200% rule upon their reinstatement. NOTE: The 10% special approval only applies to the annual intake limit of 45.

If an organization has a constitutional legacy provision, then a maximum of 50% of the new members may be admitted under the legacy provision, i.e., at least 50% of the new members must be non-legacy. Elizabeth City State University requires that all organizations including those under the NPHC be inclusive and representative of our student population. Undergraduates who apply for membership under the legacy provision must also meet all of the requirements as stipulated for non-legacy applicants. NOTE: the 10% special approval applies only to non-legacy applicants.

Each organization engaging in membership intake must be in good standing with the University policies both academically and socially. To ensure that all chapters of the National Pan-Hellenic Council (NPHC) and Inter-Fraternity Council (IFC) are following proper membership intake procedures, all forms must be completed in a timely manner.

Guidelines for Intake Petition

Before ANY Membership Intake Activities can be planned…

1) Each organization and advisor must be registered with Student Engagement and Leadership via the online club and organization registration process.

2) Each organization must have an updated membership roster with the GPA for each member with Student Life.
3) Each organization must select a **Membership Intake Coordinator**. The coordinator will be responsible for completing the proper forms and coordinating with the Executive Director of Student Engagement & Leadership, Chapter President, and Chapter Advisor(s) in regards to ALL Intake activities the organization is holding (i.e. Informational/Interest Meetings, Meeting Dates, New Member Presentations, etc.).

After the selection of the Membership Intake Coordinator the Membership Intake Coordinator and/or designated Advisor completes the following tasks/items:

4) **Complete the Membership Intake Plan** and return to the Executive Director of Student Engagement & Leadership. This form must cover all proposed Informational Nights and any recruitment based activities. No NPHC/IFC member organization will be allowed to host recruitment events without completing this form.

a) A Calendar of Events – which must include a detailed schedule of any and all intake activities with specific dates, times and locations. Activities must be approved by SEAL before chapters may commence. SEAL may cancel, change or re-schedule any of those activities with given notice to the organization. No organizational activities may take place during the designated “black-out period” or outside the hours of 9 am – 10 pm., without advanced written approval from SEAL. Weeknight activities will occur between the hours of 6 pm – 10 pm. All recruitment events must be listed in your Vikings Engage (Involvio) portal.

b) Complete online space reservation for each intake meetings and/or functions and return to the Director of Student Life. Throughout the process, no meeting or function is allowed to take place without the presence of the official advisor.

c) A copy of the membership initiation process as outlined by your respective national/international headquarters.

d) Updated contact information for Advisors/Advisory Team, Chapter Officers, and National, Regional and State Officers for the organization/chapter

e) Any additional date pertinent to your organization’s national program or intake requirements

f) A color copy of the interest meeting flyer

g) Confirmations for space/s being used for intake activities both on and off campus if allowed/approved.

h) After each recruitment event, the Membership Intake Coordinator must return copies of the **Vikings Engage (Involvio) Participant reports**. Note: After each informational meeting, a copy of the sign-in sheet must be submitted with the Membership Intake Packet (see below).

5) **Attend a Seminar** based on your role in the organization provided by the Office of Student Engagement & Leadership.

a) **All chapter members and advisors must attend the Fraternity & Sorority Life MIP Seminar** prior to the beginning of the membership intake.
b) Each **Prospective Member must attend the Hazing Seminar** in the same semester of the membership intake.

6) Each organization must complete the MIP Chapter & Prospective Members Anti-Hazing Compliance Form and submit to the Executive Director of Student Engagement and Leadership with the Membership Intake Packet.

7) Each organization must submit the Membership Intake Packet to the Executive Director of Student Engagement and Leadership, which includes the MIP Verification of Prospective Members Request Form, MIP Chapter & Prospective Members Anti-Hazing Compliance Form, and Vikings Engage (Involvio) Participant reports for all recruitment events. Before proceeding to the next step…

a) Remember at after each recruitment event, the Membership Intake Coordinator must have copies of Vikings Engage (Involvio) Participant reports for the Membership Intake Packet.

b) Each organization will receive an official approval letter from the Office of Student Engagement and Leadership within five (5) business days on receipt of your membership intake packet. The letter will include official start date, infirmary dates, and new member presentation date based on dates given on the Membership Intake Plan. No intake activities can take place until the Membership Intake Coordinator and official advisors have received this letter.

c) Each prospective member will be verified of meeting the eligibility requirements (i.e. Registrar, Judicial, and Financial Aid).

d) All potential members must report to the Student Health Center on a weekly basis for mandatory physical to include a thorough head-to-toe skin assessment. Membership candidates who fail to meet this requirement will be eliminated from the Intake Process. Also, the results of the Greek Pre-Participation Physical will be available to the Pan Hellenic Advisor, Director of Student Life, Vice Chancellor of Student Affairs, and Dean of Students.

**Upon completion of the Membership Intake Process…**

8) Each organization must submit the MIP New Member(s) List Form to the Executive Director of Student Engagement and Leadership of the final list of all new members certified by the advisor(s). New Member Presentation taking place before the receipt of this list must be considered an act of hazing.

- Non-adherence to these policies can lead to suspension or loss of organizational privileges as determined by the Executive Director of Student Engagement and Leadership.

**Hazing Policies and Procedures**

Hazing in any form is illegal within the State of North Carolina and will not be tolerated by the University. Any individual or organization participating in any hazing-related activities will be subject to the disciplinary actions listed in the Elizabeth City State University Code of Conduct. If found guilty, the individual may be subject to criminal prosecution.
State of North Carolina Hazing Policy

Violations of recruitment regulations may result in probation or suspension. Whether the chapter will be placed on review or receive automatic suspension of recognition is based upon the infractions and is at the discretion of the council advisor/s and/or the Director of Student Life.

1.1 Chapters will receive notice of violation from the Director of Student Life, and be provided the opportunity to be heard and defend against the charges with Student Engagement and Leadership or referred to Student Conduct. Findings will be delivered in writing to the president of the organization. Opportunity for appeal will be provided.

1.2 Review is noted by a period of scrutiny wherein if the chapter commits any violation of the recruitment/new member procedures or any other rules set forth by the Department of Student Life, the chapter will have their recognition suspended.

1.3 Suspension of recognition is noted by a period wherein all social and formal programming (including community service, fundraising activities, and recruitment/new member functions) is prohibited. The suspension period will be determined by the council advisor(s) and/or the Director of Student Engagement and Leadership and will be a period of no less than one semester. Any “suspended” group automatically loses recognition from the Department of Student Engagement and Leadership per the Department Recognition Regulation.

Violations include:

1.4.1 Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)

1.4.2 Holding membership recruitment without conforming to the Membership Regulations set by the Office of Fraternity & Sorority Life.

1.4.3 Hazing: Any violations of the Code of Student Conduct will be referred to the Office of Student Conduct.

1.4.4 Overt activity related to recruitment defined as any activity conducted in defiance of previous sanctions or warnings by council advisors.

Guidelines for Review of Chapter Status after Suspension of Recognition:

Chapters that have had their recognition suspended by the Office of Student Life, must have a review of chapter status before the suspension is removed, even if the period defined has passed. Those present at the review must include:

1.5.1.1 Executive Board: chapter president and/or one representative

1.5.1.2 The chapter advisor

1.5.1.3 The council advisor/s and the Director of Student Life

1.5.2 All questions and concerns must be expressed by the Chapter President to the council advisor/s. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the Director of Student Life.
Students found guilty of hazing will be subject to sanctions defined by the Code of Student Conduct as well as any sanctions outlined by the national organization. The Department of Student Engagement and Leadership will work in partnership with both bodies to create a comprehensive plan that avoids duplication and may be both educational and punitive.

**Code of North Carolina**

14.35, 14.36, and 14.38

Hazing unlawful; civil and criminal liability; duty of school officials, etc.

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty shall be guilty of a Class 2 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president, or other president official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the Attorney for the State of North Carolina of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or count convened next after such is made to him.

**Elizabeth City State University Hazing Policy 500.3.3.2**

Elizabeth City State University requires that no fraternity, sorority, or student organization shall allow any of its alumni, associates, potential 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 submission by physical or psychological means which impairs or destroys an 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 schedule or other scholastic activities

Individuals 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.
Hazing Examples

Hazing includes, but is not limited to, the following examples:

1. Calisthenics or any physical activity that is not normally a part of the initiate’s or member’s daily routine (i.e. sit-ups and push-ups);
2. Nudity, total or partial, at any time;
3. Wearing or carrying of items (i.e. paddles or bricks);
4. Dropping food (eggs, grapes, liver, etc.) in the mouth initiates or members;
5. Paddle swats;
6. Throwing whipped cream, water, paint, eggs, etc. on an initiate or member;
7. Pushing, shoving, tackling or any other non-friendly contact, verbal or physical, with an initiate or member;
8. Initiates or members awakened continuously during the night;
9. The presence of and forcing alcoholic beverages on an initiate or member;
10. Line-ups including names and numbers;
11. Requiring the eating of foods that are not suited to the initiate’s or member’s taste (i.e. raw onions, spoiled food, etc.).
12. Road trips or kidnapping of initiates or members; No money should be exchange(i.e. pocket money)
13. War games;
14. Putting initiates or members in a room which is uncomfortable (temperature, noise, too small) during any activities or between portions of the ritual;
15. Personal errands run by initiates or members for the active members (servitude);
16. Assigning “pranks” such as stealing, painting objects, panty raids, harassing another organization;
17. Prophyte and or neophyte members intentionally messing up the house or room for the initiate or member to clean;
18. Calling initiates or members names other than their given names;
19. Sleep deprivation of initiates or members;
20. Prohibiting initiates or members adequate time for studies;
21. Yelling and screaming at initiates or members;
22. Lengthy work session for initiates or members;
23. Expecting or requiring initiates or members to do anything that the prophtyte or neophyte member say;
24. Purposeless runs for the sake of creating “unity”, “sisterhood”, or “brotherhood”;
25. Yelling or screaming or use of obscenities at initiates or members;
26. Demeaning initiates or members when they make a mistake in recitation in front of the chapter;
27. Bracing and finger-snapping in an initiate’s or member’s ears;
28. Requiring the initiate’s or members to perform any lewd, lascivious or other indecent acts.

29. **ALL UNDERGRADUATE STEP PRACTICE & CHAPTER MEETING MUST OCCUR ON CAMPUS; and**

*****NO EXCUSE WILL BE ACCEPTED*****

**Report Acts of Hazing**

Any person in the University community, including faculty, staff, or student, who observes or becomes aware of any form of Hazing, should immediately report the matter to the Director of Student Engagement and Leadership and/or Campus Police.

**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
Realizing health cannot be separated from the ability to learn, Student Health Services supports the academic mission of the university through the provision of accessible, quality health care services and educational programs to promote the health and well being of the student population. The services include diagnosis and treatment of general and acute medical problems, allergy injections, immunizations, HIV testing and counseling, laboratory services and pharmaceutical services.
Student Health Services also provides wellness programs.. Students may incur charges for certain services rendered at Student Health Services. All new and transfer students taking more than four credit hours on campus are required to submit a completed Medical History Form.. In addition, all new and transfer students must provide an immunization record to the university as required by the North Carolina Immunization Law (General Statutes 130A-152). Readmitted students who re-enroll after an absence of six months or more must also provide Student Health Services with updated immunization records.
Immunizations along with the Medical History form must be returned to Student Health Services NO LATER THAN:

JULY 15 FALL ENROLLMENT

DECEMBER 4 SPRING ENROLLMENT

MAY 1 SUMMER ENROLLMENT

Student Health Services is open Monday through Friday 8:00 a.m. to 5:00 p.m. Physician hours are 10:00 a.m. to 5:00 p.m., Monday through Thursday and 9:00 a.m. until 1:00 p.m. on Fridays. Physician hours for the summer will be announced. Should a student suffer an injury or become seriously ill on campus when Student Health Services is closed, he/she should notify the Residence Hall Director or Campus Police. Students are also encouraged to utilize the Nurse Hotline service provided by the student health insurance by calling 1-866-315- 8756
Please call 911 to activate the local emergency management system for emergencies.
Student Health Insurance

All students enrolled in 6 (main campus) credit hours or more, degree seeking, and eligible to pay the Student Health Services health fee, is required to have health insurance. Students have an opportunity to waive the health insurance fee at the beginning of the fall and spring semester by completing the waiver process online at http://www.studentinsurance.com/Schools/NC/ECSU.

All students 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 http://www.studentinsurance.com/Schools/NC/ECSU/. 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 regarding cost of the coverage is available at http://www.studentinsurance.com/Schools/NC/ECSU/.

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.

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:

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1st through July 31st</td>
<td>$50.00</td>
</tr>
<tr>
<td>Second Semester (only)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Faculty/Staff Parking Fees**

The Faculty/Staff parking fee schedule is as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1st through July 31st (RESERVED)</td>
<td>$115.00</td>
</tr>
<tr>
<td>August 1st through July 31st (NON-RESERVED)</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

**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
10. Handicapped Spaces

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**POST OFFICE**

The Dr. Clifford L. Jones, Sr. Post Office is located in the Viking Services Center (formerly known as Ridley University Center). The Post Office is a full-functioning contract postal unit (CPU) offering to students, faculty and staff the following products and services: postage stamps, money orders, express and priority mail, registered & certified mail, mail delivery and pick-up to/from offices as well as mail distribution to student mailboxes. Operating mail delivery is from Monday-Friday, 8:30 am – 4:30 pm and on Saturdays from 10:00 am – noon.

All residential students receive a rental mailbox per calendar year with the cost included in Housing fees. Non-residential students may rent a campus mailbox for $31.50 per calendar year. The replacement cost for a lost or stolen mailbox key is $20.00.

The contact information for the Post Office is (252) 335-3382.
The Office of Housing and Residence Life provides living-learning communities for students residing in 1 traditional residence hall and three suite style residence hall and one 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: Butler, University Towers, University Suites, Viking Tower and Viking Village. Residential buildings are staffed with Community 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 16 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
- Butler Hall: (252) 335-3116
- University Suites: (252) 384-1508
- University Towers: (252) 335-3117
- Viking Tower: (252) 335-4910
- Viking Village: (252) 335-1300

**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 introduce 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.

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**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](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](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.
DISTANCE EDUCATION
Distance Education and Videoconference Center

Mission
The Office of Distance Education and Videoconferencing 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 online 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 provide academic technology support services to administrators, faculty, staff, and students to support teaching and learning on campus, online and through videoconferencing.
2. To provide administrators, faculty, and staff with professional development opportunities and resources essential for teaching and learning on campus, online and through videoconferencing.
3. To maintain existing academic technologies and implement new technologies necessary for teaching and learning on campus, online and through videoconferencing.

Distance Education and Videoconference Center
The Office of Distance Education and Videoconferencing’s role is to encourage the integration and support of instructional technologies both on campus, online and through videoconferencing.

At ECSU, our students are our first priority. We strive to support our faculty with their design of their online courses. The Office of Distance Education works very closely with faculty and academic units to help develop and promote online courses and degree programs. We provide professional development opportunities related to teaching, learning, technology, and pedagogy through workshops and webinars. The Office of Distance Education administers the campus learning management system and lecture capture system and provides support to faculty, staff, and students.

The Videoconference Center provides two-way interactive video services for the ECSU community and to individuals and organizations in the Albemarle region. It provides access to the North Carolina Research and Education Network (NCREN)
and the North Carolina Information Highway (NCIH). Through these networks, ECSU can receive and send videoconference courses and participate in seminars, workshops, and conferences throughout the state.

**Blackboard Learn: Learning Management System**

Blackboard Learn is Elizabeth City State University’s learning management system that allows students and faculty to access course materials, participate in course activities, submit assignments, and collaborate and communicate with your instructor and classmates. Students using Blackboard Learn can access their courses anytime, anywhere through the Internet and on their mobile devices with the Blackboard Learn Student App. Blackboard Learn accounts are automatically created each semester for all students who are admitted to ECSU and enrolled in courses. Blackboard Learn is intuitive, has fluid interactions with a modern design and it is simple and fun to use.

- Visit the Blackboard Learn website at http://ecsu.blackboard.com to log into Blackboard with your ECSU Viking One Credentials.
- Visit the Distance Education website for Students at https://www.ecsu.edu/academics/offices/distance-education/index.html for links to the Blackboard Learn help resources listed below.

1. 24/7 Blackboard Learn Online Support Center - You may chat live with a support team member, submit a ticket with your issue or concern, or directly call toll-free: 866-321-7157. If you have not been able to resolve your issue or concern by visiting the 24/7 Blackboard Online Support Center, email the ECSU Office of Distance Education at de@ecsu.edu or call toll-free: 877-432-7662. This service is available Monday - Friday, 8:00am - 5:00PM. 2. Blackboard Student Orientation Course If you are new to the Blackboard learning management system and need information on how to use specific features, review the Blackboard Student Orientation Course. The orientation is located on the My ECSU tab in Blackboard under My Courses (where all your classes are listed).

2. Blackboard Help for Students - Searchable Online Manual Provides Blackboard help and instructions on how to collaborate with your peers, stay informed of upcoming due dates, submit assignments, view your grades, and more.

3. Blackboard Learn: Videos for Students The videos provide just in time learning on specific Blackboard features. This resource library contains video tutorials students how learn online with Blackboard Learn.

4. Blackboard Student App Using the Blackboard Student App provides you access to your courses, instructors, and classmates, wherever and whenever you want from the palm of your hand.

5. Blackboard Browser Support Opening this page will check whether you browser supports the most recent release of Blackboard Learn.

6. Blackboard Collaborate Ultra - Web Conferencing Tool Your instructor may request that you participate in a web conferencing meeting. If so you will use Blackboard Collaborate Ultra. This tool is already inside of your Blackboard
Learn account.

- Blackboard Collaborate Ultra is a simple, convenient, and reliable web conferencing solution built for education and training. Engage with the material and your instructor. Thanks to robust collaboration and conference tools, everyone feels like they’re in the same room together, regardless of their location or device. *Getting Started With Blackboard Collaborate Ultra*

- The Blackboard app includes Blackboard Collaborate Ultra, a synchronous web conferencing solution for high-quality virtual classes and meetings. Instructors can share files and video while interacting with the class. You don’t have to install anything extra to join a session. *Collaborate Ultra in the Blackboard App*

**Contact Information**

Distance Education and Videoconference Center  
1704 Weeksville Road  
Elizabeth City, NC 27909

210 and 211 Information Technology Center,  
Campus Box 924  
Phone: Toll-Free (877-432-7662)  
Fax: (252) 335-3426  
de@ecsu.edu

Kimberly N. Stevenson, Ed.D,  
Director,  
Phone: (252) 335-3699,  
knstevenson@ecsu.edu

Trina Gregory, MS,  
Instructional Technology Specialist  
Phone: (252) 335-3112  
tlgregory3@ecsu.edu
BOOKSTORE/BOOK RENTAL
The Book Rental Office is located in the Viking Services Center (formerly known as Ridley University Center). Through the Follett IncludED program, students may rent all required textbooks and receive required course material (i.e., lab manuals and access codes) each semester. The **2019-2020 Book Rental Fee is $360.00 for the Fall/Spring Semester and $99.00 for the Summer semester.**

Book Rental charges are added automatically for all Full Time Undergraduate students during the Fall and Spring semesters; Part Time students can request this service through Self Service Banner. Once a student is financially cleared, they are notified via ECSU email when their books are ready for pick up. Students must show their ECSU ID to receive textbooks and other course material.

The contact information for the Book Rental Office is (252) 335-8707.

**RENTAL TEXTBOOKS RETURN POLICY**

All rental textbooks shall be returned no later than the next business day following the final examination period for that term. If textbooks are not returned by the due date, the full replacement cost of the unreturned textbooks and other materials will be charged to the student’s account. Credits to student accounts for books returned after the deadline are not available. Charges will also be assessed for damaged textbooks. In addition, charges will be assessed for missing supplemental materials like compact discs that accompany some textbooks. A student may not rent textbooks for a new semester until all unreturned book and damaged book charges from a prior semester are paid. Textbooks returned by mail must be received by the due date, include the student’s full name, Banner identification number and mailed to the following address:

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

CAMPUS BOOKSTORE

The ECSU Campus Store is located on the first floor of the Walter N. & Henrietta B. Ridley Student Complex. The location is open from 9:00 am-5:00 pm, Monday through Friday and has extended hours during fall and spring registrations, homecoming, and other special campus events. School supplies, electronics, and Viking Pride merchandise are also available for purchase.

To use Financial Aid to purchase items in the Campus Bookstore:

- Students MUST have available Financial Aid credit (check your Banner Account for funding information)
- Students MUST complete all Title IV forms
- Students MUST have an ECSU ID at time of purchase

Visit the ECSU Campus Store website at www.ECSUShop.com or call 252-335-3402 for more information.
VENDING SERVICES

ECSU operates a variety of vending services on campus including snack and soft drinks. Vending machines are conveniently located throughout campus. The current distributors are Pepsi (beverages) and CRH Catering (snacks).

All issues and/or concerns regarding the vending are reported to Auxiliary Services. In response, the distributors are contacted to address the requested services (i.e., outdated product, machine malfunctions, etc.) All refunds are handled by the University Cashier.

Visit the website at https://www.ecsu.edu/administration/business/auxiliary-services/vending.html or call 252-335-3660 for more information.

VikingOne CARD

The ID Card Office is located in the Viking Services Center (formerly known as Ridley University Center) and is open Monday-Friday, 8:00 am – 5:30 pm. The VikingOne Card is the official identification card (ID) for students, faculty, and staff at Elizabeth City State University. The VikingOne ID card is the property of the university and must be carried at all times while on campus. The ID card is non-transferable. Lending the ID card to anyone or failure to present it when requested by a University official is a violation of University regulations and subjects the holder to disciplinary action.

This card uses innovative technology to provide easy and convenient access to Elizabeth City State University (ECSU) resources. Your VikingOne Card is the only card you need for: building access, library services, meal plan authorization, photo identification, and official ECSU events. The VikingOne Card system is designed to streamline campus purchasing and procurement processes on campus and ultimately has improved safety for students (on campus as well), because students no longer have to carry cash. Visit https://vikingonecard.ecsu.edu/ to access your VikingOne Card.

A lost, stolen, or mutilated card should immediately be reported to the ID Card Office or Campus Police. There is a $20.00 replacement fee for lost or stolen ID cards. There is a $10.00 replacement fee for mutilated or damaged ID cards. The fee can be paid by cash, credit card, or charged to your Student’s account. No refunds will be given after payment(s) are processed for lost, stolen or damaged ID cards.

Dining Services

Dining services are provided in two (2) campus locations: Bedell Hall Cafeteria for food court dining as well as traditional cafeteria dining, and the retail location for Austin Grill and Viking Subs, located in the Walter N. & Henrietta B. Ridley Student Complex. The University reserves the right to deny food service to any student who is delinquent in paying their student account or who violates the established regulations with regard to personal conduct in the cafeteria.

All residential students are required to have a meal plan during Fall, Spring and Summer semesters. All freshman residential students are required to have the 19 meal plan. Students who cancel or buy out of their Housing Contract for any reason or are evicted from Residence Life will be charged a $100 cancellation fee for canceling their Meal Plan.
2019-2020 Meal plan rates are as follows:

Residential Meals Plan | Cost per Semester
--- | ---
19 Meals | $1,713.00
15 Meals | $1,498.00
10 Meals | $1,284.00

Commuter and Employee Meal Plans are also available. Off-campus students are encouraged to purchase a commuter meal plan. Any student wishing to purchase a commuter meal plan must complete an electronic voucher request online.

2019-2020 Commuter Meal Plan (Non-Boarding Students) rates are as follows:

Commuter Meal Plans | Cost Per Semester
--- | ---
100 Meals | $642.00
75 Meals | $535.00
50 Meals | $428.00
25 Meals | $268.00

Visit [https://www.ecsu-thscampusdining.com/](https://www.ecsu-thscampusdining.com/) for more information on meal plans, dining locations, hours of operation, nutritional information, special events, and much more.

All Meal Plan participants must present their valid VikingOne Card (ID) at the front entrance to the Cafeteria for admittance. Cash and Credit Cards are also accepted. Take-Out is available (selected menu items) during Lunch and Dinner, at the “Take-Out” entrance near Viking Services Center (formerly known as Ridley University Center). For more information, call (252) 335-3130. Any invalid ID card will be confiscated.

Elizabeth City State University Voters Registration Guidelines

Elizabeth City State University acknowledges that the 26th Amendment of the Constitution of the United State grants the right of citizens who are eighteen years of age the rights to vote. The University also recognizes the 1998 reauthorization of the Federal Higher Education Act which is inclusive of higher education institutions make a ”good faith effort” to make mail voter registration forms available to all enrolled students. This legislation supports the University’s long standing goals of engendering leadership and citizenship among the student body. The University encourages every student to register to vote. These guidelines will govern voter registration on the campus of Elizabeth City State University.

Voter Registration Qualifications

A. A student must be 18 years old at the time of the election.
B. Must be a citizen of the United States.
C. Must be resident of North Carolina and Pasquotank County for 30 days prior to the election.
Voter Registration Guidelines

Registration Deadline is 25 days before the election. However you may register to vote in person at a one-stop site which is the Board of Election in Elizabeth City and vote at the same time. On campus you may stop by the Office of Student Life to secure a voter registration form and/or seek out one of the clubs and organizations who have organized a voter registration campaign.

Please adhere to the following guidelines:
A. Students who reside on campus please use 1704 Weeksville Rd. Elizabeth City as your address.
B. Students who reside off campus please use your off campus address.
C. Students who move off campus prior to an election please notify the Board of Election and change your address to your off campus resident.
D. Students must meet all of the aforementioned qualifications.
E. Students who choose to use the one-stop early voting you must provide the following:
   1. Sign and complete a voter registration form, attesting that you meet each eligibility requirement under the law.
   2. Provide proof of residence by presenting a document which shows your name and current address.
F. All students must be in compliance with the following policies:
   1. 500.3.1.5 Student Policy on Political Campaign Activity
   2. 500.3.1.1 Student Activity Admission Policy
   3. 500.3.1.3 Student Fundraising Policy
ECSU HISTORIC EVENTS

1891 Legislation is introduced by Hugh Cale, a black Pasquotank County State Representative. The legislation will establish the Elizabeth City State Colored Normal School for the purpose of educating future black teachers. Hugh Cale’s bill is enacted into law and the North Carolina State Board of Education is directed to establish the State Normal School in Elizabeth City. Board of Local Managers, later to become the Board of Trustees, hires the school’s first principal, Peter W. Moore. More was a member of the Plymouth, North Carolina Normal School faculty.

1892 Elizabeth City State Colored Normal School opens on Roanoke Avenue in Elizabeth City. There are two teachers, 23 students and $900 of state money. Hattie A. Newby is the first person to graduate, completing her post graduate program.

1896 After moving to Herrington Road in 1894, six students graduate from the State Normal School. The five men and one woman graduating are: Emic Coleman Cooper, James Edward Felton, Richard Copeland Jacocks, Charles Edward Physic, Joanna Outlaw Rayner, and Charles Smythn Yeates.

1907 State of North Carolina appropriates $12,000 to purchase land. The purchase will establish the school’s permanent location, in existence today.

1909 The university’s oldest standing building, Lane Hall, is erected.

1912 The school opens at its present location. It operates from two brick buildings, Lane and Symera Halls. High school classes are included alongside the normal school curriculum.

1914 In the fall the first school football team is established.

1919 The school’s first athletic association is formed, as well as the first women’s basketball program.

1925 A student newspaper, the Blue & White Banner begins publication. The first yearbook, The Normal Light, is published. According to the yearbook, there are more than 750 students from 41 North Carolina counties, and nine states. There are 28 teachers working from 11 different buildings, situated on 41 acres valued at $399,920. The school operates under the State Division of Negro Education.

1928 After 37 years, Peter W. Moore retires as head of the normal school and becomes the first president emeritus a North Carolina public senior institute. Dr. John Henry Bias is elected the school’s second president. During the years of the Great Depression, students at ECSU plant a farm and raise animals, becoming self-sufficient during the strife of the economic collapse. Like the rest of the country, it would not be until the wake of World War II that the small college would see economic relief.
1937 The normal school expands from a two-year institution to a four-year degree program, offering a diploma in elementary education.

1939 The State Normal School is renamed Elizabeth City State Teachers College.

1941 Dr. Harold Leonard Trigg becomes the third president while the college celebrates its 50th anniversary.

1945 As America heads to war, the campus at ECSU becomes predominantly female. ECSU also does its part during the war effort, housing women who come to work in manufacturing while the men are fighting in Europe and the Pacific.

1946 Dr. Sidney David Williams, a former Elizabeth City State dean, becomes the fourth president of the school.

1953 Elizabeth City State Teachers College establishes the first student council, years later to become the Student Government Association, or SGA.

1957 The college introduces its first vocational training program. The program includes auto mechanics, brick masonry, cosmetology, radio and television electronics, and secretarial sciences.

1958 College president Dr. Sidney David Williams retires and is succeeded by the school’s fifth president, Dr. Walter Nathaniel Ridley.

1961 The college is elected to join the Southern Association of Colleges and Schools, or SACs, a regional accrediting agency. Campus-wide telephone service is available for the first time.

1962 The Class of 1962 becomes the first class to receive degrees outside of elementary education. Students graduate with degrees in business education, general science with a biology concentration, and social sciences.

1963 With its expanded curriculum, Elizabeth City State Teachers College changes its name to Elizabeth City State College.

On September 24, ECSU students hold a Civil Rights March through downtown Elizabeth City. Students entered three local restaurants and one department store to hold sit-ins to protest the “whites only” access to these institutions. Of the hundreds of students protesting, 79 were charged with trespassing and 143 others charged with blocking business entrances and public sidewalks.

1964 The intercollegiate athletic teams and the yearbook change their names from the “Pirates,” to the “Vikings.”

1965 Terry Quinlan becomes the first white student to attend ECSU. Quinlan is a member of the basketball team and student government.

For the first time in the school’s history, student enrollment breaks 1,000.
1966 Dr. Herman Glenn Cooke, professor and chair of biology, received international acclaim for his discovery of an unknown species of Chironomid. The species was named in his honor.

1967 College president Dr. Walter Nathan Ridley resigns on June 30, and Dr. Marion Dennis Thorpe becomes the sixth president. Jethro Pugh (#75) from Bertie County, graduated a polished lineman who helped anchor the Dallas Cowboys “Doomsday Defense”.

1968 The office of Institutional Research is established in the fall semester.

1969 Because the school began to offer a wide variety of degree programs, the name was changed from Elizabeth City State College to Elizabeth City State University.

1970 The renovation of Moore Hall, one of the oldest buildings on campus, includes air-conditioning and the upgrade of the auditorium for greater academic and cultural use.

1971 The ECSU Vikings win the CIAA Football Championship.

1972 ECSU becomes one of 16 constituent institutes of the University of North Carolina system. The title of ECSU president is changed to chancellor.

1975 Dr. Evelyn Adelaide Johnson publishes her book, “History of ECSU.”

1976 Dr. Kermit E. White becomes the first black chairman of the ECSU Board of Trustees.

1978 The first televised Vikings homecoming game is watched by fans. Chancellor Marion Thorpe has interview with President Jimmy Carter on October 25.

1980 Dr. Geneva Jones Bowe is the first ECSU graduate appointed to the UNC Board of Governors.

1981 February 28, the Vikings basketball team wins CIAA Championship. May 10, the Carrie M. and J. Samuel Roebuck Stadium is dedicated.

1983 October 14, Dr. Jimmy Jenkins, a graduate of the ECSU Class of 1965, is elected chancellor by the UNC Board of Governors. He is the first ECSU chancellor named by the board and the first graduate of the university to hold such an office at any North Carolina university.

1984 April 24-29 is Inaugural Week, honoring Chancellor Jimmy Jenkins and his family. Numerous dignitaries were in attendance including UNC President William Friday and the first black member of the North Carolina Supreme Court, Justice Henry E. Frye.
1985 On March 4 the university gains approval for the creation of the radio station, WRVS-FM. The call letters stand for “Wonderful Radio Viking Style.”


1987 Statue of P.W. Moore, “Seat of Knowledge,” is unveiled on June 20. The artist is Class of 1972 graduate, Roy Chester Farmer.

1988 Dr. Walter N. Ridley is named the third President Emeritus on March 3.

1991 On March 1, the North Carolina General Assembly recognizes ECSU’s 100th anniversary by convening in the Vaughan Center to re-enact the introduction of House Bill 383 by Hugh Cale, requesting the establishment of state support for a normal school in Elizabeth City.

1992 Miss ECSU, Tonya Arnette DeVaughan, represents the university at the Miss Collegiate African American pageant in Los Angeles.

1993 SGA president, Michael Andrew Myrick, becomes the first student to be elected to a second term as head of the campus organization.

1994 ECSU’s “State Teachers College” Historic District is placed on the National Register of Historic Places on February 28.

1996 Dr. Mickey Lynn Burnim is named ESCU’s eighth executive officer on June 14. On October 19, he is installed as the third chancellor since becoming a part of the UNC system.

1997 The university’s first webpage makes its debut. Television channel 18 is on the air for the first time.

1999 The UNC Board of Governors approves ECSU’s first master’s degree program in elementary education.

2002 In the fall semester, ECSU’s Aviation Science and Communications Studies programs begin.

2003 The university opens Center of Excellence in Remote Sensing Education and Research, or CERSER. The center will play a significant role in climate change research.

2005 Chancellor Mickey L. Burnim celebrates his 10th anniversary as CEO of ECSU. The Fine Arts Center is named in his honor.

2006 On March 7 the New Student Center Complex is named in the honor of the university’s fifth president and first lady, Dr. Walter N. and Henrietta B. Ridley.

In April the UNC Board of Governors approves the creation of a Master’s Degree in School Administration program.
2007  After serving as interim chancellor, Dr. Willie J. Gilchrist becomes ninth executive officer of ECSU on March 15. He is the second ECSU graduate to hold the office.

The men’s Viking basketball team defeats Virginia Union University to become CIAA champions.

2011  Miss ECSU Alana Simmons is crowned Miss CIAA in March, the first time in the university’s history.

2012  In December, the Willie and Jacqueline Gilchrist Education and Psychology Complex is named in honor of the chancellor and his wife, both ECSU graduates.

2014  Dr. Stacey Franklin Jones is named ECSU’s 10th executive officer by the UNC Board of Governors.

2015  ECSU history professor Dr. Glen Bowman publishes, “Elizabeth City State University 1891-2016: The Continuity of a Historical Legacy of Excellence and Resilience.”

2016  The UNC Board of Governors officially names Dr. Thomas E. Conway Jr., chancellor, making him the 11th executive officer to serve ECSU.

ECSU celebrates its 125th anniversary since it was founded in 1891. Among the many activities, Museum of the Albemarle, in cooperation with ECSU, hosts the exhibit, “Elizabeth City State University: 125 Years of Excellence and Resilience.”

2018  Beginning in the fall semester, thanks to the N.C. Promise Tuition Program, ECSU is one of three UNC System campuses to offer reduced tuition. In-state tuition is $500 per semester while out-of-state tuition is $2,500 per semester.

An ambitious campus beautification project is launched, upgrading landscapes, and breathing new life into buildings across the campus. More than 80 projects are planned for the upgrade.

After an extensive nationwide search, the UNC Board of Governors officially names Dr. Karrie G. Dixon chancellor, making her the 12th executive officer to serve ECSU.

2019  In February, three North Carolina community colleges joined forces with Elizabeth City State University to educate the next generation of aviators. ECSU officials signed agreements with officials from three North Carolina community colleges: Guilford Technical Community College, Lenoir Community College, and Sandhills Community College. The agreement with the colleges will bring community college transfer students to ECSU’s aviation science program.

In April, Edgecombe and Pitt Community Colleges signed co-admissions agreements with ECSU, creating a smooth transition for students from these eastern North Carolina community colleges to ECSU. The co-admissions agreements cover criminal justice, business, and education degree programs.
Three new degree programs launch in the fall semester. A degree in Unmanned Aerial Systems, or drones, a degree in Emergency Management, and a degree in Homeland Security were added to the list of programs offered by ECSU.

The new STEM Complex officially opened with a ceremony on August 12. Formerly the Pharmacy Complex, the building is now home to the Department of Aviation and Emergency Management and the Department of Health and Human Studies.

**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.

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 Hoffler (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 benefitting 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 places 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 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 teleclassrooms 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 MICKEY 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,” “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
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

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHOM</th>
<th>WHERE</th>
<th>PHONE EXT.</th>
</tr>
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<tbody>
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<td>Academic Affairs</td>
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<tr>
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<td>ITC</td>
<td>3699</td>
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<tr>
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<td>Mr. Da’Quan Jones</td>
<td>BC</td>
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<td>Ms. Silvia Carter</td>
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## DIRECTORY

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<td>Mr. Ryan Bradley</td>
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<td>Mr. Shawn Walker</td>
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<td>Men’s Crosscountry</td>
<td>Ms. Daphnie Johnson</td>
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<td>University Relations and Marketing</td>
<td>Ms. Rhonda Hayes</td>
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<td>Mrs. Melba Smith</td>
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<td>LTC Judy Anthony</td>
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<td>Standardized Tests</td>
<td>Mrs. Felecia Brown</td>
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<td>Student Accounts</td>
<td>Mrs. Pamela Godfrey</td>
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<td>3566</td>
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<td>Student Activities</td>
<td>-------</td>
<td>RSC</td>
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<td>Student Government</td>
<td>Mr. Ferreli McGilvary</td>
<td>RSC</td>
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## DIRECTORY

<table>
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<th>WHAT</th>
<th>WHOM</th>
<th>WHERE</th>
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</thead>
<tbody>
<tr>
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<td>Women’s Basketball</td>
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<tr>
<td>Women’s Bowling</td>
<td>Mr. Chris Farrell</td>
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<td>Women’s Softball</td>
<td>Ms. Erin Forbes</td>
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<td>Women’s Volleyball</td>
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<td>ITC</td>
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<tr>
<td>VikingOne Card</td>
<td>-- -- -- --</td>
<td>Lester Hall</td>
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### LEGEND

- **GH:** Griffin Hall
- **LH:** Lane Hall
- **TC:** Teleconference Center
- **MH:** Moore Hall
- **TH:** Thorpe Hall
- **K.E.: K.E. White Graduate Center**
- **SO:** Security Office
- **TB:** Trigg Building
- **WH:** Williams Hall
- **VC:** Vaughan Center
- **LB:** Library
- **ITC:** Information Technology Center
- **RSC:** Ridley Student Center
- **BC:** Bowling Center
<table>
<thead>
<tr>
<th>Month</th>
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<tr>
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<td>March</td>
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<td>June</td>
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<tr>
<td>July</td>
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My Goals For This Year

This year my mission as a student is:

- 
- 
- 
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- 
- 

My Targets

**Target 1:**

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<tr>
<th>Date set:</th>
<th>Deadline for achieving it:</th>
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<tbody>
<tr>
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<table>
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<th>Action Points</th>
<th>By When</th>
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<tbody>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
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</table>

Who can help me with this goal?

Goal achieved? [ ] Goal not achieved? [ ] (Check one box)
### My Targets

#### Target 2:

<table>
<thead>
<tr>
<th>Action Points</th>
<th>By When</th>
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<tbody>
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<tr>
<td>3.</td>
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</tbody>
</table>

Who can help me with this goal?

Goal achieved? [ ] Goal not achieved? [ ] (Check one box)

#### Target 3:

<table>
<thead>
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<th>Action Points</th>
<th>By When</th>
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<tbody>
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<td>3.</td>
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</table>

Who can help me with this goal?

Goal achieved? [ ] Goal not achieved? [ ] (Check one box)
<table>
<thead>
<tr>
<th>MONTHLY GOALS</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
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<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Classes Dropped for Non-Payment</td>
<td>Fall Faculty/Staff Institute</td>
<td>Fall Faculty/Staff Institute</td>
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<tr>
<td>12</td>
<td>13</td>
<td>14</td>
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<tr>
<td>Official Registration, 8:30 a.m. to 7:00 p.m.</td>
<td>Classes Begin for Fall 2019</td>
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<tr>
<td>7:30 p.m. - Classes Dropped for Non-payment</td>
<td>Late Registration and Drop/Add Period Begins, 8:30 a.m.</td>
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<tr>
<td>19</td>
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<tr>
<td>Late Registration and Drop and Add Period Ends, 5:00 p.m.</td>
<td>First day to withdraw from classes and receive a grade of “W”</td>
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<tr>
<td>First Day to Withdraw from Classes and Receive a Grade of “W” (1st 8 Week Session)</td>
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<tr>
<td>26</td>
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<tr>
<td>Census</td>
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<tr>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
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<td><strong>New and Transfer Student Orientation/Freshman Move-In Day</strong></td>
<td><strong>10 Extended Registration-Graduate Programs/ New Viking Days</strong></td>
<td><strong>11 Residence Halls Open, All Students</strong></td>
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<td>16</td>
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<td><strong>Late Registration Ends (1st and 2nd 8 Week Sessions)</strong> <strong>Drop-Add Period Ends (1st 8 Week Sessions)</strong> <strong>Last Day to withdraw from the University and receive a refund (1st 8 Week Session)</strong></td>
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<td>MONTHLY GOALS</td>
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<td>Labor Day Holiday, Classes Dismissed, Offices Closed</td>
<td>Classes Resume, 8:00 a.m.</td>
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<td>Mid-Term Examinations (1st 8 Week Session)</td>
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</tr>
<tr>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
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<td>14</td>
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<tr>
<td><strong>NOTES</strong></td>
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</tbody>
</table>

- **Deadline for Posting Mid-Term Grades (1st 8 Week Session)** - 12:00 p.m. and Last Day to Withdraw from a Course with Grade “W” (1st 8 Week Session)

- **19**
- **20**
- **21**
- **22**

- **26**
- **27** Last Day to Withdraw and Receive Grade “WD” (1st 8 Week Session)

- **28**
- **29**
Monday 9

Tuesday 10
Mid-Term Examinations (1st 8 Week Session)

Wednesday 11
Mid-Term Examinations (1st 8 Week Session)
Thursday 12

Deadline for Posting Mid-Term Grades (1st 8 Week Session) - 12:00 p.m. and Last Day to Withdraw from a Course with Grade “W” (1st 8 Week Session)

Friday 13

Saturday 14

Sunday 15
Week Beginning: September 16, 2019

☐ Monday 16

Fall 201 Graduation Applications Due to Registrar's Office

☐ Tuesday 17

☐ Wednesday 18
○ Thursday 19

○ Friday 20

Last Day to Withdraw and Receive Grade “WD” (1st 8 Week Session)

● Saturday 21  ● Sunday 22
Week Beginning: September 23, 2019

○ Monday  23

○ Tuesday  24

○ Wednesday  25
Week Beginning: September 30, 2019

- Monday 30

- Tuesday 1
  Last Day to Remove "I" Grades

- Wednesday 2
Thursday 3
Mid-Term Exams (All Students)

Friday 4
Mid-Term Exams (All Students)
Last Day of Classes (Pt 8 Week Session)

Saturday 5
Mid-Term Exams (All Students)

Sunday 6
Mid-Term Exams (All Students)
## 2019 | OCTOBER

### MONTHLY GOALS

- **7** Mid-Term Exams (All Students)
- Final Exams (1st 8 Week Session)
- **14** Fall Recess - Classes Dismissed
- **21** Last Day to Withdraw from Classes and Receive a Grade of "W"
- **28** Academic Advisement/Pre-Registration for Spring 2019

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>1</td>
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<tr>
<td></td>
<td>Last Day to Remove &quot;I&quot; Grades</td>
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<tr>
<td></td>
<td>Mid-Term Exams (All Students)</td>
<td>Final Grades for 1st 8 Week Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books/Mailbox Keys without Charge (1st 8 Week Session)</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
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<tr>
<td>Fall Recess - Classes Dismissed</td>
<td>Fall Recess - Classes Dismissed</td>
<td>Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
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<td>Last Day to Withdraw from Classes and Receive a Grade of &quot;W&quot;</td>
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**NOTES**

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Week Beginning: October 7, 2019

Monday  7

- Mid-Term Exams (All Students)
- Final Exams (1st 8 Week Session)

Tuesday  8

- Mid-Term Exams (All Students)
- Last Day to Remove “I” Grades
- Final Exams (1st 8 Week Session)

Wednesday  9

- Final Grades for 1st 8 Week Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books/Mailbox Keys without Charge (1st 8 Week Session)
○ Thursday 10

Classes Begin for Fall 2019

○ Friday 11

Deadline for Posting Grades - 12:00 p.m.

● Saturday 12

Fall Recess

● Sunday 13

Fall Recess
Week Beginning: October 14, 2019

- **Monday 14**
  - Fall Recess - Classes Dismissed

- **Tuesday 15**
  - Fall Recess - Classes Dismissed

- **Wednesday 16**
  - Classes Resume, 8:00 a.m.
○ Thursday 17

Drop-Add Period Ends (2nd 8 Week Session)
Last Day to Withdraw from the University and Receive a Refund (2nd 8 Week Session)

○ Friday 18

First Day to Withdraw from Classes and Receive Grade “W”

● Saturday 19

● Sunday 20
Week Beginning: October 21, 2019

☐ Monday 21

☐ Tuesday 22

Last Day to Withdraw from Classes and Receive a Grade of “W”

☐ Wednesday 23
Week Beginning: October 28, 2019

○ Monday  28
  Academic Advisement/Pre-Registration for Spring 2019

○ Tuesday  29
  Academic Advisement/Pre-Registration for Spring 2019

○ Wednesday  30
  Academic Advisement/Pre-Registration for Spring 2019
Thursday 31

Academic Advisement/Pre-Registration for Spring 2019

Friday 1

Academic Advisement/Pre-Registration for Spring 2019

Saturday 2

Academic Advisement/Pre-Registration for Spring 2019

Sunday 3

Academic Advisement/Pre-Registration for Spring 2019
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<td>Deadline for Posting Mid-Term Grades (2 8 Week Session) - 12:00 p.m. and Last Day to Withdraw from a Course with Grade &quot;W&quot; (2 8 Week Session)</td>
<td>15 Spring 201 Graduation Applications Due to Registrar's Office</td>
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**NOTES**

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Week Beginning: November 4, 2019

○ Monday  4

Academic Advisement/Pre-Registration for Spring 2019

○ Tuesday  5

Academic Advisement/Pre-Registration for Spring 2019

○ Wednesday  6

Academic Advisement/Pre-Registration for Spring 2019
○ Thursday 7

Academic Advisement/Pre-Registration for Spring 2019
Last Day to Withdraw from the University and Receive a Grade of "WD"

○ Friday 8

Academic Advisement/Pre-Registration for Spring 2019

○ Saturday 9

○ Sunday 10
Week Beginning: November 11, 2019

- **Monday** 11
  
  Veterans Day Holiday, Classes Dismissed, Offices Closed

- **Tuesday** 12
  
  Classes Resume, 8:00 a.m.
  Mid-Term Examinations (2nd 8 Week Session)

- **Wednesday** 13
  
  Mid-Term Examinations (2nd 8 Week Session)
○ Thursday 14

Deadline for Posting Mid-Term Grades (2 8 Week Session) - 12:00 p.m. and Last Day to Withdraw from a Course with Grade "W" (2 8 Week Session)

○ Friday 15

Spring 201 Graduation Applications Due to Registrar's Office

● Saturday 16

● Sunday 17
Week Beginning: November 18, 2019

- Monday 18
- Tuesday 19
- Wednesday 20
Week Beginning: November 25, 2019

- Monday 25

- Tuesday 26

- Wednesday 27

  Thanksgiving Holiday, Classes Dismissed
Thursday  28

Thanksgiving Holiday, Classes Dismissed

Friday  29

Thanksgiving Holiday, Classes Dismissed

Saturday  30

Thanksgiving Holiday, Classes Dismissed

Sunday  1

Thanksgiving Holiday, Classes Dismissed
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- **2 Classes Resume, 8:00 a.m.**
- **3 Last Day of Classes**
- **4 Reading Day**
- **9 Final Examinations, Graduating Seniors**
- **9 Final Examinations, Remaining Students**
- **9 (Instructional Time Includes Required Examination Periods)**
- **9 Last Day of Classes (2nd 8 Week Session)**
- **10 Final Examinations, Remaining Students**
- **10 (Instructional Time Includes Required Examination Periods)**
- **10 Deadline for Posting Graduating Seniors’ Grades - 5:00 p.m., Last Day to Return Books/ Mailbox Keys without Charge for Graduating Seniors**
- **11 Final Examinations, Remaining Students**
- **11 (Instructional Time Includes Required Examination Periods)**
- **12 OCT 10-11 Final Exams (2nd 8 Week Session)**
- **16 Deadline for Posting Grades for Remaining Students - 3:00 p.m.**
- **16 Last Day to Return Books/ Mailbox Keys without Charge**
- **16 Final Grades for 2nd 8 Week Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books/ Mailbox Keys without Charge (2nd 8 Week Session)**
- **17**
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<td>Final Examinations, Graduating Seniors</td>
<td>Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)</td>
<td>Final Examinations, Graduating Seniors</td>
<td>Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)</td>
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NOTES
Week Beginning: December 2, 2019

○ Monday  2

Classes Resume, 8:00 a.m.
Last Day to Withdraw and Receive Grade "WD"

○ Tuesday  3

Last Day of Classes

○ Wednesday  4

Reading Day
Thursday 5
Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)

Friday 6
Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)

Saturday 7
Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)

Sunday 8
Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)
Week Beginning: December 9, 2019

○ Monday 9

Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)
Last Day of Classes (2nd 8 Week Session)

○ Tuesday 10

Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods),
Deadline for Posting Graduating Seniors’ Grades- 5:00 p.m., Last Day to Return Books-Mailbox Keys
without Charge for Graduating Seniors

○ Wednesday 11

Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)
OCT 10-11 Final Exams (2nd 8 Week Session)
○ Thursday 12

○ Friday 13

● Saturday 14
Fall Commencement

● Sunday 15
Week Beginning: December 16, 2019

○ Monday  16

Deadline for Posting Grades for Remaining Students - 3:00 p.m. Last Day to Return Books.Mailbox Keys without Charge Final Grades for 2nd 8 Week Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books.Mailbox Keys without Charge (2nd 8 Week Session)

○ Tuesday  17

○ Wednesday  18
Week Beginning: December 23, 2019

- Monday 23
- Tuesday 24
- Wednesday 25
Week Beginning: December 30, 2019

○ Monday 30

○ Tuesday 31

○ Wednesday 1
- Thursday 2

- Friday 3
  New Student Orientation

- Saturday 4

- Sunday 5
### Monthly Goals

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<td>8 Winter Faculty /Staff Institute</td>
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<tr>
<td>13 Official Registration, 8:30 a.m. to 7:00 p.m. 7:30 p.m. - Classes Dropped for Non-Payment (1st &amp; 2nd 8 Week Sessions)</td>
<td>14 Classes Begin for Spring 2020 Late Registration and Drop and Add Period Begins, 8:30 a.m.</td>
<td>15</td>
</tr>
<tr>
<td>20 Dr. Martin L. King, Jr. Holiday, Classes Dismissed, Offices Closed</td>
<td>21 Classes Resume, 8:00 a.m. Late Registration/Drop-Add Period Ends, 5:00 p.m. First Day to Withdraw from Classes and Receive a Grade of &quot;W&quot; (1st 8 Week Session)</td>
<td>22 First day to withdraw from classes and receive a grade of &quot;W&quot; Financial Aid Deadline for Priority Funding</td>
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<td>27 Census</td>
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<td>THURSDAY</td>
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<td>New Student Orientation</td>
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<td>Residence Halls Open - All Students</td>
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<td>Late Registration Ends (1st and 2nd 8 Week Sessions) Drop-Add Period Ends (1st 8 Week Sessions) Last Day to Withdraw from the University and Receive a Refund</td>
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**JAN**
Week Beginning: January 6, 2020

- Monday  6

- Tuesday  7

- Wednesday  8

Winter Faculty/Staff Institute
- Thursday 9
- Friday 10
- Saturday 11
- Sunday 12

Residence Halls Open - All Students
Week Beginning: January 13, 2020

- **Monday 13**
  - Official Registration, 8:30 a.m. to 7:00 p.m.
  - 7:30 p.m. - Classes Dropped for Non-Payment (1st & 2nd 8 Week Sessions)

- **Tuesday 14**
  - Classes Begin for Spring 2020
  - Late Registration and Drop and Add Period Begins, 8:30 a.m.

- **Wednesday 15**
Thursday 16

Friday 17

Late Registration Ends (1st and 2nd 8 Week Sessions)
Drop-Add Period Ends (1st 8 Week Sessions)
Last Day to Withdraw from the University and Receive a Refund

Saturday 18

Sunday 19
Week Beginning: January 20, 2020

○ Monday 20

Dr. Martin L. King, Jr. Holiday, Classes Dismissed, Offices Closed

○ Tuesday 21

Classes Resume, 8:00 a.m. Late Registration/Drop-Add Period Ends, 5:00 p.m.
First Day to Withdraw from Classes and Receive a Grade of "W" (1st 8 Week Session)

○ Wednesday 22

First day to withdraw from classes and receive a grade of "W"
Financial Aid Deadline for Priority Funding
Week Beginning: January 27, 2020

- Monday 27

- Tuesday 28
  Census

- Wednesday 29
# 2020 | FEBRUARY

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- **Mid-Term Examinations** (1st 8 Week Session)
- **Mid-Term Examinations** (1st 8 Week Session)
- **Deadline for Posting Mid-Term Grades (1st 8 Week Session)** - 12:00 p.m., and Last Day to Withdraw from a Course with Grade of “W” (1st 8 Week Session)

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- Last Day to Withdraw from the University with Grade of “WD” (1st 8 Week Session)

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- Last Day to Withdraw from the University with Grade of “WD” (1st 8 Week Session)
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Week Beginning: February 3, 2020

- Monday 3
- Tuesday 4
- Wednesday 5
○ Thursday 6

○ Friday 7

● Saturday 8

● Sunday 9
Week Beginning: February 10, 2020

- **Monday 10**
  - Mid-Term Examinations (1st 8 Week Session)

- **Tuesday 11**
  - Mid-Term Examinations (1st 8 Week Session)

- **Wednesday 12**
  - Deadline for Posting Mid-Term Grades (1st 8 Week Session)-12:00 p.m . and Last Day to Withdraw from a Course with Grade of "W" (1st 8 Week Session)
○ Thursday  13

○ Friday  14

● Saturday  15

● Sunday  16
Week Beginning: February 17, 2020

- Monday 17
- Tuesday 18
- Wednesday 19
- Thursday 20
- Friday 21
- Saturday 22
- Sunday 23
Week Beginning: February 24, 2020

- Monday 24

- Tuesday 25

- Wednesday 26

Last Day to Withdraw from the University with Grade of “WD” (1st 8 Week Session)
- Thursday 27
- Friday 28
- Saturday 29
- Sunday 1
### 2020 | MARCH

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**2**
- Final Grades for 1st 8 Week Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books/Mailbox Keys without Charge (1st 8 Week Session)

**9**
- Mid-Term Exams (All Students)
- First Day to Withdraw from Classes and Receive Grade of "W"

**10**
- Last Day to Remove "I" Grades
- Classes Begin for Spring 2020

**11**
- Spring Recess - Classes Dismissed

**16**
- midterm exams (all students)
- first day to withdraw from classes and receive grade of "w"

**17**
- midterm exams (all students)

**18**
- Mid-Term Exams (All Students)

**23**
- Deadline for Posting Grades 12:00 p.m.
- Spring Recess - Classes Dismissed

**24**
- Spring Recess - Classes Dismissed

**30**
- Classes Resume, 8:00 a.m.
- Academic Advisement / Pre-Registration for Summer/Fall 2020

**31**
- Academic Advisement / Pre-Registration for Summer/Fall 2020

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<td>Last Day to Withdraw from the University and Receive a Refund (2nd 8 Week Session)</td>
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<td>Mid-Term Exams (All Students)</td>
<td>Mid-Term Exams (All Students)</td>
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<td>Spring Recess - Classes Dismissed</td>
<td>Spring Recess - Classes Dismissed</td>
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NOTES


Week Beginning: March 2, 2020

- Monday  2

- Tuesday  3

- Wednesday  4

Last Day of Classes (1st 8 Week Session)
○ Thursday  5

Final Exams (1st 8 Week Session)

○ Friday  6

Final Exams (1st 8 Week Session)

● Saturday  7  ● Sunday  8
Week Beginning: March 9, 2020

○ Monday 9

Final Grades for 1st 8 Week Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books-Mailbox Keys without Charge (1st 8 Week Session)

○ Tuesday 10

Last Day to Remove “I” Grades Classes Begin for Spring 2020

○ Wednesday 11
○ Thursday 12

○ Friday 13

Founders’ Day Drop-Add Period Ends (2nd 8 Week Session)
Last Day to Withdraw from the University and Receive a Refund (2nd 8 Week Session)

● Saturday 14
● Sunday 15
Week Beginning: March 16, 2020

○ Monday 16

Mid-Term Exams (All Students)
First Day to Withdraw from Classes and Receive Grade of "W"

○ Tuesday 17

Mid-Term Exams (All Students)

○ Wednesday 18

Mid-Term Exams (All Students)
○ Thursday 19
  Mid-Term Exams (All Students)

○ Friday 20
  Mid-Term Exams (All Students)

● Saturday 21
  Mid-Term Exams (All Students)

● Sunday 22
  Mid-Term Exams (All Students)
Week Beginning: March 23, 2020

○ Monday 23

Deadline for Posting Grades 12:00 p.m.
Spring Recess - Classes Dismissed

○ Tuesday 24

Spring Recess - Classes Dismissed

○ Wednesday 25

Spring Recess - Classes Dismissed
- **Thursday 26**
  
  Spring Recess - Classes Dismissed

- **Friday 27**
  
  Spring Recess - Classes Dismissed

- **Saturday 28**
  
  Spring Recess - Classes Dismissed

- **Sunday 29**
  
  Spring Recess - Classes Dismissed
Week Beginning: March 30, 2020

○ Monday  30

Classes Resume, 8:00 a.m.
Academic Advisement / Pre-Registration for Summer/Fall 2020

○ Tuesday  31

Academic Advisement / Pre-Registration for Summer/Fall 2020

○ Wednesday  1

Academic Advisement / Pre-Registration for Summer/Fall 2020
Last Day to Withdraw from Classes and Receive a Grade of “W”
○ Thursday 2

Academic Advisement / Pre-Registration for Summer/Fall 2020

○ Friday 3

Academic Advisement / Pre-Registration for Summer/Fall 2020

● Saturday 4

Academic Advisement / Pre-Registration for Summer/Fall 2020

● Sunday 5

Academic Advisement / Pre-Registration for Summer/Fall 2020
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<td>Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
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<td>Last Day to Withdraw from Classes and Receive a Grade of “W”</td>
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<td>Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
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<tr>
<td>Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
<td>Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
<td>Mid-Term Examinations (2nd 8 Week Session)</td>
</tr>
<tr>
<td>Easter Monday, Classes Dismissed</td>
<td>Classes Resume, 8:00 a.m.</td>
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<td></td>
<td>Mid-Term Examinations (2nd 8 Week Session)</td>
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<td>Last Day to Withdraw and Receive Grade of “WD”</td>
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<td>(2nd 8 Week Session)</td>
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<td>4</td>
<td>5</td>
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<td>THURSDAY</td>
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<td>SATURDAY</td>
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<tr>
<td>2 Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
<td>3 Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
<td>4 Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
</tr>
<tr>
<td>9 Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
<td>10 Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
<td>11 Academic Advisement / Pre-Registration for Summer/Fall 2020</td>
</tr>
<tr>
<td>16 Last Day to Withdraw and Receive a Grade of “WD” Deadline for Posting Mid-Term Grades (2nd 8 Week Session) - 12:00 p.m. and Last Day to Withdraw from a Course with Grade of “W” (2nd 8 Week Session)</td>
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<td>23</td>
<td>24</td>
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<tr>
<td>30 Last Day of Classes</td>
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<td>2</td>
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</table>

NOTES
Week Beginning: April 6, 2020

○ Monday 6

Academic Advisement / Pre-Registration for Summer/Fall 2020

○ Tuesday 7

Academic Advisement / Pre-Registration for Summer/Fall 2020

○ Wednesday 8

Academic Advisement / Pre-Registration for Summer/Fall 2020
Circle **Thursday 9**

**Academic Advisement / Pre-Registration for Summer/Fall 2020**

Circle **Friday 10**

**Academic Advisement / Pre-Registration for Summer/Fall 2020**

*Good Friday Holiday, Classes Dismissed, Offices Closed*

**Saturday 11**

**Academic Advisement / Pre-Registration for Summer/Fall 2020**

*Saturday Classes Dismissed*

**Sunday 12**

**Academic Advisement / Pre-Registration for Summer/Fall 2020**

*Saturday Classes Dismissed*
Week Beginning: April 13, 2020

○ Monday 13

Academic Advisement / Pre-Registration for Summer/Fall 2020
Easter Monday, Classes Dismissed

○ Tuesday 14

Academic Advisement / Pre-Registration for Summer/Fall 2020
Classes Resume, 8:00 a.m.
Mid-Term Examinations (2nd 8 Week Session)

○ Wednesday 15

Mid-Term Examinations (2nd 8 Week Session)
Thursday 16

Last Day to Withdraw and Receive a Grade of “WD”
Deadline for Posting Mid-Term Grades (2nd 8 Week Session)- 12:00 p.m. and Last Day to Withdraw from a Course with Grade of "W" (2nd 8 Week Session)

Friday 17

Saturday 18

Sunday 19
<table>
<thead>
<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
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<td>Wednesday</td>
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</table>
Week Beginning: April 27, 2020

- Monday 27

- Tuesday 28

- Wednesday 29

Last Day to Withdraw and Receive Grade of "WD" (2nd 8 Week Session)
○ Thursday  30
  Last Day of Classes

○ Friday  1
  Reading Day

● Saturday  2
  Final Examinations, Graduating Seniors
  Final Examinations, Remaining Students
  (Instructional Time Includes Required Examination Periods)

● Sunday  3
  Final Examinations, Graduating Seniors
  Final Examinations, Remaining Students
  (Instructional Time Includes Required Examination Periods)
### Monthly Goals for May 2020

#### MONDAY  |  TUESDAY  |  WEDNESDAY

**27**

**4** Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)

**5** Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)

**6** Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)
Deadline for Posting Graduating Seniors’ Grades 12:00 p.m.

**11** Deadline for Posting Grades for Remaining Students 3:00 p.m.
Last Day to Return Books/ Mailbox Keys without Charge for Remaining Students
Final Grades for 2nd 8 Week Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books/Mailbox Keys without Charge (2nd 8 Week Session)

**12** Spring Faculty/Staff Institute

**13**

**18**

**19**

**20**

**25**

**26**

**27**

**1**

**2**

**3**
<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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</table>
| 30       | 1  
1 Reading Day | 2  
Final Examinations, Graduating Seniors  
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods) | 3  
Final Examinations, Graduating Seniors  
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods) |
| 7  
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)  
Last Day to Return Books/ Mailbox Keys Without Charge for Graduating Seniors  
Final Exams (2nd 8 Week Session) | 8  
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)  
Final Exams (2nd 8 Week Session) | 9  
Spring Commencement | 10 |
| 14       | 15     | 16       | 17     |
| 21       | 22     | 23       | 24     |
| 28       | 29     | 30       | 31     |

NOTES

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Week Beginning: May 4, 2020

○ Monday  4

Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)

○ Tuesday  5

Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)

○ Wednesday  6

Final Examinations, Graduating Seniors
Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)
Deadline for Posting Graduating Seniors’ Grades 12:00 p.m. Last Day of Classes (2nd 8 Week Session)
Thursday 7

- Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)
- Last Day to Return Books/Mailbox Keys Without Charge for Graduating Seniors
- Final Exams (2nd 8 Week Session)

Friday 8

- Final Examinations, Remaining Students (Instructional Time Includes Required Examination Periods)
- Final Exams (2nd 8 Week Session)

Saturday 9

- Spring Commencement

Sunday 10
Week Beginning: May 11, 2020

○ Monday 11

Deadline for Posting Grades for Remaining Students 3:00 p.m.
Last Day to Return Books/Mailbox Keys without Charge for Remaining Students Final Grades for 2nd 8 Week
Session due to the Registrar by 5:00 p.m. and Last Day to Return Rental Books/Mailbox Keys without Charge (2nd 8 Week Session)

○ Tuesday 12

Spring Faculty /Staff Institute

○ Wednesday 13
○ Thursday 14

○ Friday 15

● Saturday 16 ○ Sunday 17
Week Beginning: May 18, 2020

- Monday 18

- Tuesday 19

- Wednesday 20
○ Thursday 21

○ Friday 22

● Saturday 23

● Sunday 24
Week Beginning: May 25, 2020

- Monday 25
- Tuesday 26
- Wednesday 27
<table>
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Week Beginning: June 1, 2020

○ Monday  1

○ Tuesday  2

○ Wednesday  3
Week Beginning: June 8, 2020

- Monday  8
- Tuesday  9
- Wednesday 10
Week Beginning: June 15, 2020

- Monday  15
- Tuesday  16
- Wednesday  17
Week Beginning: June 22, 2020

- Monday 22
- Tuesday 23
- Wednesday 24
Week Beginning: June 29, 2020

- Monday 29
- Tuesday 30
- Wednesday 1
<table>
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<tr>
<th>MONTHLY GOALS</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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</table>
Week Beginning: July 6, 2020

- Monday 6
- Tuesday 7
- Wednesday 8
- Thursday 9
- Friday 10
- Saturday 11
- Sunday 12
Week Beginning: July 13, 2020

- Monday 13
- Tuesday 14
- Wednesday 15
Week Beginning: July 20, 2020

- **Monday** 20

- **Tuesday** 21

- **Wednesday** 22
○ Thursday 23

○ Friday 24

● Saturday 25

● Sunday 26
Week Beginning: July 27, 2020

- Monday 27
- Tuesday 28
- Wednesday 29
○ Thursday 30

○ Friday 31

● Saturday 1

● Sunday 2