

COLLEGE STUDENT HANDBOOK
2011-2012
UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

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The College Student Handbook is one of several publications that students are responsible for reading.

The UNCSA Bulletin and supplemental art school and academic program handbooks or handouts also include student policies and expectations.

In the event of a conflict between this handbook and the actual policy or procedure, the actual policy or procedure controls.

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INTRODUCTION

Welcome from the Dean of Students

Dear UNCSCA High School Students,

Welcome to UNCSCA! You are now an official fighting pickle! Congratulations on being accepted or invited to return to UNCSCA. You will soon discover that your decision to attend UNCSCA will prove to be an adventure both artistically and personally. You will make many lifelong friends. The Division of Student Affairs stands ready to assist you in your success at UNCSCA. Through specialized orientation, learning assistance, health and counseling, fitness opportunities, fun programs and events, as well as transportation and recreational activities, you will experience the joy of being a part of the UNCSCA experience.

While at UNCSCA do not hesitate to ask a lot of questions and check-out the numerous organizations and services available to you on campus. Get involved and volunteer when you can. The Student Government Association is a wonderful ways to make a difference. All college students are encouraged to attend this organization's open meetings.

Whether you are a residential or commuter student, being an involved UNCSCA student is the key to success. From orchestra concerts to holiday performances of the Nutcracker, to gallery showings, plays and student films, there are over 300 productions and performances a year on campus for your enjoyment. Broaden your horizons and venture out to experience the other four arts disciplines. The venues on campus are the best in this part of the country and usually free of charge. Support your fellow students in every way you can by going to their performances and inviting them to yours.

Good luck on your journey at UNCSCA. My office is located in the Kenan Student Life Center on the lower level of the Hanes Student Commons. Please know that the Division of Student Affairs staff will be steadfast in their commitment to ensure that your needs are met physically, mentally, and socially.

Here's to a Great Year,

Ward T. Caldwell

Dean of Students

CHAPTER I: STUDENT SERVICES

UNCSA provides many services and resources for its students. Please review the following descriptions so that you will know where to turn if/when a need arises. ¹

- A. Residence Life Programs & Housing:** The Residence Life Programs & Housing Office cooperates with the campus at large to create a community environment conducive to personal and professional growth. Residence Life staff are available to serve as peer educators, administrators, resource persons, and counselors. Professional maintenance mechanics provide facilities support and maintain rapport with the students.
- B. College Residence Life Staff** (<http://www.uncsa.edu/studentlife/collegelife.htm>) utilizes specially trained student leaders as our Resident Assistants (“RAs”) living in residence halls and Resident Managers (“RMs”) living in apartments. These individuals, among the most visible members of the College Life staff, serve the residential community as peer educators, administrators, resource persons, and counselors. We have some additional measures applicable to younger students. A student entering the college program within nine months of turning 18 sign a memorandum of understanding that outlines the conditions of their living arrangements within the college community. College students younger than 17 and three months reside in the high school halls for at least one year.
- C. Hanes Student Commons:** In the center of the campus, the Hanes Student Commons provides space for students, faculty and staff to eat, socialize, meet, organizes activities and so forth. In Hanes Student Commons you will find the Eisenberg Social Hall; Mail Center; ATM (*withdrawal and transfer only; accepts PLUS, Cirrus, Discover/NOVUS Cash Network, MasterCard, VISA, and American Express*), (VTS) value transfer machine (deposit bills onto One Card); Campus Bookstore; computer lab; Dining Hall; the Pickle Jar; One Card; Student Health Services; Counseling and Testing Services; student organization offices (*including the College Student Government Association*); the Well and TV lounge; and even a piano. Also in the Commons are administrative offices for High School and College Residence Life Programs & Housing, and the Kenan Center for Student Life (*Dean of Students, Student Success, Transportation, Learning Support Specialist, and Clinical Case Manager*) and Auxiliary Services.

How to reserve a space in the Commons: Contact Campus Performance Facilities (336-734-2866) to reserve Eisenberg Social Hall or any meeting room in the Commons. **Planning in advance is encouraged.** Groups wishing to reserve space in the seating area by the Pickle Jar for information tables, recruiting, or fundraisers should contact the Student Affairs Office (336-770-3283).

¹ Note: Free services outlined in this section are available only to students who pay the applicable fees per term. Special students do not pay those fees and therefore are not entitled to these services.

Commons Rules:

1. Smoking is not allowed in the Commons, within fifty (50) feet of any of the entrances, on the patio of the Pickle Jar seating area, or the dining hall balcony.
2. All who enter the building must wear shoes and shirts.
3. Fliers may only be posted on bulletin boards; no fliers may be posted on doors and windows. (See Appendix C: Poster Policy).

D. Transportation Services: UNCSA provides students with free transportation to local stores, entertainment events, and during scheduled break times to Greensboro Piedmont Triad International (PTI) airport.

Local: Transportation services are geared to student needs and interests. Students may utilize the weekly trips to Wal-Mart, Target, grocery stores, Hanes Mall, Kernersville Shopping Center, Thruway Shopping Center, and Wynnsong Cinemas. Free transportation is also offered to all school events at the Stevens Center, and to non-school shows for which tickets are available to students through the School. Occasional transportation is provided to community events such as street concerts, gallery hops, and performances at Salem College, Winston-Salem State University, and Wake Forest University. Students may request transportation to any in-town event or venue of interest to the general student population, and recognized student organizations may request transportation to events and activities related to the stated purpose of the organization. Such requests must be made at least five (5) business days before the event.

Airport: UNCSA provides scheduled shuttles to PTI airport at the end of fall semester (Winter Break), the start of Spring Semester, Spring Break, and Thanksgiving Break. School transportation does NOT provide shuttles to Raleigh or Charlotte airports. Transportation at other times (*for departures and arrivals between 8 a.m. and 8 p.m. only*) is available on a first-come, first-served basis for \$35 each way, due before departure. For special and shuttle transport, students should make reservations as far in advance as possible but at least **five (5) business days before travel**. To make a reservation, contact the Transportation Scheduling and Billing Coordinator at 336-770-1476.

If you miss the bus: Students who fail to adhere to the posted transportation schedule and therefore miss the bus are responsible for securing and paying for safe transportation back to campus.

E. Auxiliary Services

CAMPUS STORE

<http://www.uncsa.edu/campusstore/>

MAIL CENTER

<http://www.uncsa.edu/postalservices/>

ONECARD

<http://www.uncsa.edu/onecard/>

DINING SERVICES

<http://www.uncsa.edu/diningservices/>

- F. The Wellness Center** (<http://www.uncsa.edu/studentlife/wellnesscenter.htm>) located on the Commons' upper level, provides counseling and psychological testing, primary health care, nutrition services, pharmacy and athletic trainer services. Routine office visits are provided at no charge for those students who paid the health and/or wellness fee for the term service is requested. Charges apply for laboratory testing, pharmacy services, psychological testing, and other certain procedures. Students may pay using their Pickle Dollars, credit card, check or cash. Appointments are encouraged. Students without an appointment are seen on a first-come, first-served basis.

Hours of operation: 8 a.m. to 5 p.m. Monday through Friday; closed during staff meeting (Fridays 9:15 to 11 a.m.). **Whenever the Center is closed, a counselor and a medical services provider are on call for emergencies.** Students should contact a College Life staff member or UNCSA Police for assistance when the Wellness Center is closed.

- G. Counseling & Testing Services:** (<http://faculty.uncsa.edu/ncsacounseling>) (*in Wellness Center*) Three full-time counselors assist students in discovering healthy mental attitudes, emotional expressions, and behaviors that facilitate growth. Options include individual sessions, support groups, educational groups and programs. Areas of experience include personal (*self-esteem, artistic expression, sexual identity, anxiety, and depression*); relationships (*roommates, family, significant other, sexual intimacy, communication skills*); professional (*life planning goals, performance, artistic blocks, building self-confidence*); health (*eating issues, substance abuse, stress management, self-hypnosis, healing arts, etc.*); and learning (*strengthening individual learning potential*). Counseling services are available at no additional charge for students who have paid the wellness fee. Fees apply for Substance Abuse Program (SAP) screening and/or psychoeducational testing. All counseling is confidential to the extent allowable by law; clients should understand the scope of confidentiality and ask the counselor any questions prior to receiving services.

- H. Student Health Services:** (<http://www.uncsa.edu/studentlife/studenthealth.htm>) (*in Wellness Center*) offers primary health care; women's health care; pharmacy services; surgical, x-ray and dental referrals; routine laboratory testing; allergy injections; immunizations; foot care; nutrition counseling by a registered dietitian; dance-related medicine/orthopedics; athletic trainer evaluations; whirlpool hydrotherapy; ultrasound; electrical stimulation treatment; physical examinations (*complete physicals and gynecological examinations*) at minimum cost; and confidential STD testing.

Health Insurance: All UNCSA students must have health insurance coverage. Some students obtain coverage by participating in the UNC system's student health insurance plan. Complete information regarding the insurance policy offered by the school may be obtained at www.studentinsurance.com or by calling 1-888-622-6001. Students obtain this insurance by paying the student health service fee and the student health insurance premium. A student wishing to waive UNC plan coverage must do so via the above web address. In such a circumstance, filing insurance claims and covering charges for outside

providers, outside emergency services, hospitalization, etc. are the student's responsibility.

Health Fee: Students taking 6 or more credit hours must pay a prorated Student Health fee, which is based upon the number of credit hours. In addition, those students taking 6 credit hours or more must have major medical insurance policy coverage (*see above*). UNCSA does not require students who are enrolled in distant internship programs (*such that utilizing Student Health Services is impractical*) to pay the health fee. Those students may not utilize Student Health Services, are exempt from the insurance requirement, and do not have to file a health form. Any student desiring school sponsored insurance must pay the health fee.

Required Health Records: Any student taking 6 or more credit hours must have on file at Student Health Services a physical examination performed within the past six months. All university and high school students registered for 4 credit hours or more must file a health form and current record of immunizations with Student Health Services before registering for classes. Students taking less than 6 credit hours are not required to provide a physical exam. The Director of Student Health will review all medical forms and reserves the right to request tuberculosis skin testing or a physical exam if the medical history indicates a community risk.

Special Students: A student taking less than 6 credit hours does not pay a health fee (*and therefore may not utilize Student Health Services*), is not required to have a physical exam, and is exempt from the health insurance requirement.

International Travel: Students anticipating international travel should contact the Wellness Center for a complete health history form, recommendations for required immunizations, a self-care kit (*first aid supplies*), prescriptions, any letter necessary for specific health documentation, and the latest information about health concerns pertaining to the destination (*including recommendations for food, water and medical care while out of the United States*). Those planning international travel should schedule an appointment with the travel nurse at the earliest possible date, as many immunization protocols must start six months prior to departure.

Transportation to Medical Appointments: Arrangements can be made through Health Services for transportation to medical facilities. There will be a charge for this service and students are strongly encouraged to make transportation arrangements as soon as they are aware of their needs.

Pandemic Protocols: Should pandemic directives become relevant (such as the case of the H1N1 flu pandemic), UNCSA will enforce provisions for student confinement and quarantine.

- I. **Student Success Office:** The Student Success Office provides programs and services to enrich the campus experience. Social, cultural, recreational, athletic, and service programs help students develop leadership, teamwork, and citizenship skills and to learn effective uses of leisure time. Students who take advantage of the many programs offered enjoy a well-rounded and fulfilling UNCSA experience. Recreational opportunities at UNCSA are abundant. Social programs include dances, parties, films,

concerts, comedy shows, and interactive novelty events. Student Success also organizes local, overnight, and weekend trips and works with campus clubs and organizations.

Students have the opportunity to become actively engaged in the campus community by participating in a student organization. The **Student Artists Association (SAA)** addresses issues which affect the students' quality of life and serves as the student voice throughout the campus. To learn more about this organization please visit the association's webpage <http://www.uncsa.edu/students/saa.htm>

Student Success has an existing mentor program in Design & Production with plans to launch mentor programs in the all the art schools in the future. The mentoring program pairs freshmen with upperclassmen who provide peer leadership and guidance, answer questions, and model behaviors which lead to success at UNCSA and in careers as artists.

J. The Learning Support and Disability Services Office provides individualized assistance to help develop study and writing skills and provides other learning resources as necessary. Students with a registered physical, psychiatric or learning disability that affects performance receive priority assistance, but other students may receive assistance through this office as time permits. This office administers all documentation review, accommodation certification and accommodation implementation for college and graduate students. Students requesting accommodations or learning assistance must meet with the Learning Support Coordinator and must provide appropriate documentation. Diagnostic and accommodation records for learning disabilities and attention deficit/hyperactivity disorder (ADHD) must be three years old or less; psychiatric diagnosis documents (e.g., mood disorders, anxiety disorders, etc.) must be renewed every 12 months. For more information concerning documentation requirements, local providers for updated testing, and disability forms, go to <http://faculty.uncsa.edu/ncsacounseling/disability.html>. Also, testing is available on-campus at a discounted rate through the Department of Counseling and Testing Services.

K. Campus Police (<http://www.uncsa.edu/campuspolice>) provides comprehensive public safety services to the UNCSA community. Its officers are the emergency first response for a crime, suspicious circumstance, medical crisis, intrusion/fire alarm, or similar critical situation on campus. In an emergency call "55" from a UNCSA extension or 336-770-3362 from a cell phone. Once the caller relays the nature of the emergency and the location, UNCSA's on duty communications officer will dispatch the appropriate medical, fire and/or police emergency response.

UNCSA's 14 professionally trained police officers enforce federal, state and local laws and UNCSA rules and regulations on all UNCSA owned and leased property and on public roads passing through or adjacent to campus. They enforce parking regulations and traffic laws on campus, adjoining streets, and in satellite locations by citing vehicles and drivers, towing vehicles, wheel-locking vehicles and monitoring parking lots. Uniformed officers patrol the campus "24/7"; they also provide security inside the residence halls, walking the hallways (especially throughout the night time hours). The police department regularly offers guidance on crime prevention, conducts security surveys, provides safety escorts, and performs other public safety functions.

Lost and Found: UNCSA Police collect lost and found items and hold them to be claimed by their owners. You must show ID to claim property. Unclaimed property will be disposed of according to N.C. General Statute 15-12 through 15-16.

The Department has an anonymous tip line (336-770-1414) to receive information, and the Department's emergency management specialist handles emergency mitigation, planning, response, and recovery. Students should consult the department's website and handouts the department provides for more information about police services, a map of campus emergency call box locations, and guidelines for action in emergency circumstances (e.g., fire, tornado warning evacuation, armed intruder, suspicious package, etc.). A student who has information about a potentially threatening behavior or situation that raises concern about possible violence should call campus police to convey this information IMMEDIATELY.

POLICE EMERGENCY: 336-770-3362 or "55" from a UNCSA land-line phone
Non-Emergency: 336-770-3321 Anonymous tip line: 336-770-1414

- L. Student Accounts/Cashier:** (<http://www.uncsa.edu/studentaccounts>) This office (*located on the Welcome Center's second floor*) prepares bills for tuition and fees and can answer questions regarding payments and balances due. The Cashier's window is open from 9 to 11:30 a.m. and 12:30 to 4:00 p.m. weekdays to cash personal checks for faculty, staff and registered students (*limit of \$50 per student per day*).² UNCSA charges a \$25 fee for checks returned for insufficient funds.

Students may also pick up refund checks at the student accounts office. After one week, the office sends a notice to students (*at their UNCSA mail boxes*) who have failed to pick up checks. If the check is not picked up by the end of the following week, the office may mail the check to a student's permanent address.

- M. Semans Library** (<http://www.uncsa.edu/library>) is a place for study or quiet relaxation. A student whose behavior becomes loud, distracting to others or destructive to library property will receive one warning. If the conduct persists, the student will leave the library. Repeat offenders will be referred for student judicial action for disorderly conduct.

Main Circulation Desk:	770- 3270	Reference Desk:	770- 1479
Music Library Desk:	770- 3267	Archives:	770- 3272
Moving Image Viewing Room:	770- 1311		

- N. Outreach and Career Services Office** (<http://www.uncsa.edu/careerservices/>) provides assistance to UNCSA students by offering a variety of career planning resources. It is designed to work hand-in-hand with the arts schools in supplementing career preparation training for students. Career Services combines its resources with those of the faculty, guest artists, and alumni to prepare students for a successful transition from school to careers as professional artists. Programs for students include workshops, showcases, job fairs, career development grants, and job & internship opportunities.

² Note: summer hours may differ. (The Campus Store will also cash personal checks for faculty and staff and registered students (*limit of \$50.00 per person per day*)).

Many students avail themselves of UNCOSA's Outreach Office. One service, a student talent agency "Applause" locates contracts and makes arrangements for jobs (student "gigs") in the community, throughout the state, and sometimes out of state. Outreach performance opportunities include weddings, educational institution appearances, private parties and commercial or trade projects. If appropriate, a faculty member may object to a student's inclusion on the Applause talent roster. **NOTE:** *A music student must have prior written approval from relevant faculty to miss a class to play an Applause job. Failure to adhere to this requirement may result in the student being removed from the Applause roster for the rest of the school term or year, in addition to other sanctions for an unexcused absence.*

O. The SGA Expression Wall (*the face of the Haled Street tunnel to Center Stage Apartments*) offers students an opportunity for expression without the risk of being cited for property damage. Students should exercise good judgment, safe practices, and respect for others when expressing themselves artistically in this venue. Subject to constitutional limitations, the UNCOSA administration reserves the right to remove statements or art that are harmful, inappropriate, illegal, or obscene. Students should avoid the area to the east of the tunnel entrance (*over the creek bed*), and no lead-based paint is allowed. All are encouraged to show courtesy and respect to others by allowing new messages to remain for a reasonable period of time.

P. Daniels Plaza: This attractive space is designed for the enjoyment of the entire UNCOSA community. The benches are a good place to relax and enjoy the water feature.

Everyone should work to keep the Plaza clean. Sunbathing is not allowed, and students should not write on or fasten anything to the trees or structures. Also, please do not put anything (*or any part of your body!*) in the water; this will prevent damage to the plumbing system and features. Please do not damage the plants.

Anyone seeking to use Daniels Plaza for an event should contact the Campus Performance Facilities Office at (336) 734-2866.

CHAPTER II: STUDENT CODE OF CONDUCT

UNCSA embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The university has the right, under appropriate circumstances; to regulate the time, place, and manner of exercising these and other constitutionally protected rights. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Violations of policies, rules or regulations, or federal, state, or local laws may also violate the Student Code of Conduct and result in the imposition of student discipline. No one document can include every circumstance; therefore, the institution expects students to exercise good judgment and discretion. All students, whether residential or commuter, are expected to conduct themselves in a responsible manner, attend their classes, complete assignments on time, abide by the Student Code of Conduct, and respect the rights and freedoms of others.

- A. Conduct Policy Committee Annual Review:** The Conduct Policy Committee (CPC) reviews the high school and college conduct codes at least annually. The CPC's goal is to ensure that the policies and practices are consistent and that sanctions are appropriate for specified behaviors. Students are encouraged to make suggestions concerning the content of the Code. Suggestions should be submitted to the College Life Judicial Coordinator or to the Chair of the CPC. All suggestions are welcome.
- B. Presumption of Innocence:** Any student charged with an infraction of the Student Code of Conduct shall be presumed innocent until proven responsible by a preponderance of evidence (*"more likely than not"*).
- C. UNCSA Student Code of Integrity:**
- I will honor and respect my artistic and academic community.
 - I will respect the property of others.
 - I will care for the environment and my physical surroundings.
 - I will be truthful to all students, faculty, and staff.
 - I will not cheat or plagiarize in my artistic or academic work.
 - I will respect others and show courtesy.
- D. Student Rights:** Students at the University of North Carolina School of the Arts are guaranteed the following rights in the judicial process:
- To be afforded due process in a fair and timely manner.
 - To receive a written notification of citation.
 - To be free from unreasonable search and seizure.
 - To have a hearing when cited with a Major or Minor violation.
 - To receive in writing the disposition of the case.
 - To appeal decisions of a disciplinary hearing involving Major or Minor violations
 - To have a staff advisor assist them throughout the appeal process.
 - To waive any of these rights.
- E. Student Self-Reporting of Criminal Charges:** Upon applying to the University of North Carolina School of the Arts, a student is required to report any criminal convictions

on his/her application. "Conviction" means a guilty verdict, guilty plea, prayer for judgment continued, Alford plea, or "no contest" plea. **If a prospective or accepted student is charged with a crime equivalent to a Major Violation of the Code of Conduct or convicted of any crime or misdemeanor prior to or after matriculation at UNCOSA, the student is required to self report such action to the Dean of Students within five (5) business days of the filing of charges (*in the case of a Major Violation*) or of the conviction (*in the case of another crime*).** Failure to do so may result in nullification of acceptance or, if enrolled, a violation of the Student Code of Conduct and disciplinary action.

F. The Relationship Between the Student Code of Conduct and Violations of State and/or Federal Law: Instances of student misconduct on campus may or may not also constitute offense against the larger community, i.e., the city, the state or the United States. A student who is or has been prosecuted in a civil court for a violation of law may be subject to School jurisdiction for the same offense. The courts have held that being punished by the civil courts and by the School for the same violation does not constitute double jeopardy. Student misconduct which jeopardizes the School, the integrity of the School, or any member of the School community (*equivalent to a Major Violation*) will be subject to the Student Code of Conduct, as will misconduct on any officially sponsored School activity, no matter what involvement occurs with legal authorities outside of the School.

G. Student Code of Conduct, School-Sponsored Trips and Touring: The Student Code of Conduct applies to students when they travel and tour, just as it applies when they are on campus or in town. On occasion, the rules or policies are modified for specific touring or trip situations. Such changes are to be established in advance by consultation between the College Life Judicial Coordinator and faculty/staff members involved in the trip/tour.

H. Definitions:

Judicial Hearing: If a student is cited with a Major Violation, he/she may request a judicial hearing before a judicial hearing board. The Judicial Hearing occurs before a 5-member board which has the authority to determine responsibility and make a recommendation for sanction. The board includes one member from Student Affairs; one member from the High School Academic Program; one member from any of the Arts Schools other than the cited student's; one at-large member randomly selected from the Judicial Hearing Board pool; and one student representative. Complete information on the Judicial Hearing Board process may be found in Appendix B.

Interim or Emergency Suspension: The Chancellor or his designee may remove a student from campus until a judicial conference can be held if (assuming the truth of the charge) emergency suspension is justified by policy. When such an action is taken, an appropriate hearing of the charges against the suspended student shall be held as promptly as possible thereafter. The suspended student will have full notification of the hearing.

I. Judicial Policies, Procedures and Sanctions: The University of North Carolina School of the Arts expects students to respect and abide by the tenets and policies of the Student Code of Conduct. Violations of the code fall into two categories:

1. Major Violations

2. Minor Violations

At the time a student appears to be in violation of the Student Code of Conduct, any member of the University of North Carolina School of the Arts community is expected to confront the student regarding the behavior and inform the student that the situation will be reported.

J. Major Violations List and Summary of Process: Major violations are those violations that potentially result in the sanction of suspension or expulsion. In appropriate cases, interim or emergency suspension may also be imposed.

Alcohol or Other Drug Violations (for complete Alcohol and Drug Policy, including sanction information, see Appendix A)

- Illegal manufacture, sale, delivery or possession with intent to manufacture, deal or deliver of any controlled drug (Schedules I-VI). (*See Alcohol and Other Drug Policy, Appendix A, for details*).
- Possessing any controlled substance identified in Schedule I or II (*See Alcohol and Other Drug Policy, Appendix A, for details*).
- Third violation of the alcohol policy (*See Alcohol and Other Drug Policy, Appendix A, for details*).
- Second citation, while on drug probation, for possession of any controlled substance identified in Schedules III - VI (*See Alcohol and Other Drug Policy, Appendix A, for details*).
- Second citation for supplying alcohol to a person under the age of twenty-one (21).
- Possession and/or use of controlled drugs (e.g. Adderall, Ritalin, and Vyvanse) not prescribed to the student.
- Violating Drug Probation.

Other Violations

- Possessing a weapon including guns, knives (*not necessary for class use*), ammunition, or explosives.
- Sexual assault or rape.
- The commission or conviction of any criminal act of violence against any member of the UNCOSA community.
- Violent or threatening behavior including stalking, harassment, intimidation, or hazing which endangers the health or safety of oneself or another student. This constitutes a major violation regardless of whether the threat is delivered in person or via electronic means (email, online social network, etc.).
- Forging or altering official school documents including, but not limited to, official transcripts and the Student Handbook.

- Accumulating multiple minor violations. This may constitute a Major Violation at the discretion of the College Life Judicial Coordinator.
- Harassing intimidating, threatening, or coercing. No student shall threaten, coerce, harass or intimidate another person or group based upon the person's or group's race, ethnicity, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status. This may constitute a Major Violation at the discretion of the College Life Judicial Coordinator.
- Sexual harassment. No student shall engage in unlawful harassment. This may constitute a Major Violation at the discretion of the College Life Judicial Coordinator. "Unlawful harassment" includes conduct that creates a hostile environment based on all of the following criteria. The conduct must:
 - be directed toward a particular person or persons;
 - be based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identify, creed, disability, or veteran status;
 - be unwelcome;
 - be severe or pervasive;
 - be objectively offensive; and
 - unreasonably interfere with the target person's employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the University's resources and opportunities.
- Secretly or surreptitiously using or installing any photographic or video device to capture the image of another in a manner that violates the North Carolina law against secret peeping.

Major Violation Due Process Summary

NOTE: *The following is a summary intended for overview purposes only. Anyone preparing for or involved in the judicial process should consult Appendix B rather than this summary.*

Citation Conference

- Campus members may contact the College Life Judicial Coordinator to report Major Violations. Anyone may bring a charge, so long as it is based on factual information.
- When the College Life Judicial Coordinator determines that the student will be cited with a Major Violation, that student will be given a citation form with specific charges and recommended sanctions at a Citation Conference called by the College Life Judicial Coordinator.
- The student can accept responsibility for the citation and the sanction at the time of the Citation Conference or elect to proceed with a Judicial Hearing.

Judicial Hearing Board Process Summary

NOTE: Prohibition on *Ex Parte* Contact: No member of the University Community (*or person acquainted with the case, including parents*) should have any contact with any member of the Process Review Board, the Judicial Hearing Board, the Judicial Hearing Board pool, the Dean of Students, the Chancellor, or members of the Board of Trustees concerning the case. Any student or employee who so communicates or attempts to so communicate will be subject to discipline for that conduct. Further, if the cited student engages in that behavior or requests, encourages, or otherwise facilitates such communication, that student forfeits his right to a hearing.

- A student may have a friend, advisor or parent come with him/her to the hearing. In addition, the cited student may present witnesses on his/her behalf at the hearing.
- The College Life Judicial Coordinator will request that the citing party or designee be present to present information.
- The Judicial Hearing occurs before a 5-member board which has the authority to determine responsibility and make a recommendation for sanction.
- Any student charged with an infraction of the Student Code of Conduct shall be presumed innocent until proven responsible by a preponderance of evidence (*“more likely than not”*).
- After hearing testimony, the Judicial Hearing Board will determine whether the student is responsible and make a recommendation for sanction.
- If the student is found to be responsible, the Process Review Board will review the record to ensure that the student received due process.
- Assuming that process was followed, the Judicial Hearing Board’s recommendation is sent to the Dean of Students for the final decision.
- A letter specifying the violation and sanctions will be sent to the student. A copy of the letter will also be sent to the members of the Judicial Hearing Board, the student’s Arts Dean, Dean of University Programs, and the Director of Residence Life Programs and Housing.
- A student may appeal the decision to the Chancellor or his designee.

NOTE: *Attorneys may not represent a student or be a part of any citation conference, case conference, judicial conference, student disciplinary hearing, suspension hearing or administrative hearing.*

Explanation of Sanctions

Expulsion: This is a permanent separation from UNCUSA and the UNC system. The student’s reapplication will not be considered, and the student may not enroll in another UNC system school at a later date. A student who is expelled is not entitled to any refunds and will be banned from the UNCUSA campus. A student may be expelled from UNCUSA for major violations such as illegal manufacture, sale, or delivery or possession with intent to manufacture, deal or delivery of any controlled substance in Schedules I or

II (N.C. General Statutes §90-89 or 90-90), and Schedules III through VI (N.C. General Statutes §90-91 through 90-94). Staff will work with the student and family on the process of the student moving off campus. Typically, students move out of the residential areas within 48 hours.

Indefinite Suspension: This is a permanent separation from UNCSEA. The student's application would not be considered at a future date. However, unlike the provision involving expulsion, the student is not barred from enrolling in another UNC system school at a later date. A student who is suspended indefinitely is not entitled to any refunds and will be banned from the UNCSEA campus. Staff will work with the student and family on the process of the student moving off campus. Typically, students move out of the residential areas within 48 hours.

Suspension: The student will be withdrawn from UNCSEA and will not receive credit for work completed unless the student completed the term in which he/she was enrolled. There will be no refunds of monies for any fees or tuition. During the time of suspension the student will be banned from campus. Staff will work with the student and family on the process of the student moving off campus. Typically, students move out of the residential areas within 48 hours.

Return Following Suspension: Students must reapply to UNCSEA through the Admissions Office if they wish to return after a long-term suspension. However, there is no institutional commitment to reaccept the student at a later date. Reacceptance will be based on the criteria that each art school uses for admission to the school, and students will be in competition with the current applicant pool. Furthermore, due to the sequential nature of some of the UNCSEA arts curricula, the student may not be granted an audition for any term prior to the first Fall term after his/her suspension has been served.

K. Minor Violations List and Summary of Process:

Alcohol or Other Drug Violations (for complete Alcohol and Drug Policy, including sanction information, see Appendix A)

- Possessing and/or consuming alcoholic beverages under the age of 21 (first or second offense).
- Supplying alcohol to a person under the age of twenty-one (21) (first offense)
NOTE: *Supplying alcohol to a UNCSEA high school student may result in increased sanctions.*
- Falsifying identification in order to obtain alcoholic beverages.
- Failing to abide by state law or campus policy regarding the consumption and advertisement of alcoholic beverages.
- Having an open alcohol container outside of room or apartment.
- Possessing and/or consuming Schedule III-VI drugs (first or second offense).
- Possessing drug paraphernalia (first or second offense).
- Driving under the influence of illegal drugs or alcoholic beverages.

Property Violations

- Theft or unauthorized possession of property of any member of the School community or any School property, including, but not limited to food/dishes/implements from the dining hall or Snack Bar and books or other materials from the library.
- Damaging destroying, defacing or misusing School property or the property of any member of the School community.
- Starting or setting a fire in or on school property.
- Unauthorized use of personal property (*i.e., hacking, downloading inappropriate material, pirating and spamming*).
- Falsely pulling a fire alarm or tampering with or removing a fire extinguisher from its proper location. Any person damaging or emptying a fire extinguisher will be charged with the cost of replacing or refilling the extinguisher. He/she also may be subject to other penalties.
- Unauthorized use of any school property and/or unauthorized entry to any school building, room or apartment, and/or unauthorized possession of keys to school buildings. The duplication of a key issued to a student by the school is prohibited.
- Manufacturing and/or falsification of official ID/debit cards.
- Unauthorized or inappropriate use of college facilities (*i.e., housing or organizing a gathering, meeting, recreational activity or party in the college residential community or in the Hanes Student Commons without appropriate scheduling or clearance*).
- Failing to comply with any and all emergency evacuation procedures.

Dishonesty

- Forging, altering, destroying or misusing school documents or records. Violations include but are not limited to forgery of applications for financial aid, admission, health forms, course changes and course credit, or student identification cards or school specific forms.
- Using another person's One Card.
- Intentionally providing false information to a member of the faculty, staff or a student acting in an official capacity.
- Misusing a school computer or computer access in violation of rules and regulations set by the Information Technologies department.

Residential Policies

- Failing room or apartment inspection.
- Failing to comply with any and all emergency evacuation procedures.
- Possessing water furniture in the residence halls or apartments.

- Possessing toaster ovens, hot plates, halogen lamps or any other appliance with an open heating element in the residential areas.
- Unauthorized room changes.
- Possessing an open flame or lit cigarette inside any campus facility.
- Possession of candles, incense, oil lamps, etc., in residential facilities.
- Tampering with the locks of the doors or window screen to the residence halls, propping open exterior doors, etc.
- Having pets or animals in the residence halls or/apartments for any length of time.
- Failing to comply with quiet or courtesy hours.
- Failing to vacate residence hall room or apartment by the specific time posted for periodic closings.
- Unauthorized removal of the furniture assigned to a specific room or apartment.
- Unauthorized use of room or apartment to conduct the sale of products, to have product demonstrations or sales demonstration parties, advertising room numbers for sales purposes, having a flea market or rummage sale or engaging in door-to-door solicitation in the residence halls.
- Spray painting in any residential facilities area including the stairwells and surrounding grass areas.
- Violating the intervisitation policy. It is prohibited to have high school students in college residential areas.
- Failing to dispose of personal trash in outside garbage dumpsters.

Miscellaneous

- The commission or conviction of any criminal act of violence against another.
- Gambling for money or other items of value including, but not limited to, playing cards or other games of chance or skills.
- Failing to comply with orders or directives of school officials, school hearing bodies, campus police, or any other law enforcement officers.
- Intentionally furnishing false information to a member of the faculty, staff or a student acting in an official capacity either verbally or in writing including falsification by omission of information.
- Being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that violation.
- Engaging in disorderly conduct on university premises or at university-sponsored activities so as to interfere with the activities of others including studying teaching and research and university administration
- Riding a skateboard, rollerblades, roller-skates or scooter on campus.

- Displaying rude, disrespectful, or disruptive behavior to any member or guest of the community.
- Violating the UNCSA computer policy including distribution of mass emails to the campus.
- Leaving buildings via emergency exits during non-emergencies.
- Making obscene or harassing phone calls or emails.
- Failing to comply with federal, state, and municipal laws, including shoplifting or other crimes.
- Hazing (*to annoy any student by playing abusive or ridiculous tricks upon, to frighten, scold, beat or harass, or to subject another student to personal indignity*).
- Soliciting sales, services, memberships, or gifts on campus without permission.
- Smoking within 50 feet of any entrance to or air intake duct of any building on campus.
- Failing to comply with orders or directives of school officials, school hearing bodies, UNCSA Police or any other law enforcement officers acting in performance of their duties.
- Failing to report being charged with a crime equivalent to a Major violation or the conviction of a crime or misdemeanor to the Dean of Students within 5 days of the filing of the charge (Major Violation) or the conviction (misdemeanor or other crime).

Due Process for Minor Violations

Preliminary Investigations for Minor Violations:

- A member of the UNCSA community prepares an incident report or UNCSA police report, as appropriate that includes factual information supporting the allegation.
- The College Life Judicial Coordinator (“Coordinator”) reviews the report and determines whether a charge (citation) will be pursued. The Coordinator may seek guidance, as appropriate, to determine appropriate charge(s).
- The Coordinator or designee will investigate cases, including interviewing witnesses and collecting evidence. The Coordinator will review the cited student’s judicial record for patterns and to determine the severity of the citation.
- Within 15 calendar days, the Coordinator or designee will notify the student of the charge via a hearing letter (*see below*) if a charge is to be pursued.

Hearing Process for Minor Violations

- The Coordinator will send the student a hearing letter which outlines the charges, describes the incident, and provides a date (*at least five (5) calendar days out*) and location of the hearing.

- Prior to the hearing, the student may waive the hearing and accept the sanction proposed. Such waivers must be in writing signed by the student and witnessed by any Residence Life staff member.
- The cited student may contact the Coordinator by a specified date (*at least three days prior to the scheduled hearing*) regarding a schedule conflict or to request removal of the Coordinator from the case due to bias. The Director of Residence Life Programs & Housing will review any request to remove the Coordinator for bias and, if necessary, will appoint another member of the Student Affairs staff to hear the case. The student will be informed of the decision regarding the request for removal before the hearing takes place. The Coordinator should recuse himself/herself if there is a conflict or bias on his/her part concerning a particular case.
- During the hearing, the student shall have the capability to present his/her evidence and defenses through witness testimony and written documents.
- If after hearing the evidence, the student is found to be responsible by a preponderance of the evidence, the person conducting the hearing (*generally the Coordinator*) will assign a sanction and a summary of the findings, and sanction will be sent to the student within ten (10) calendar days of the date the decision is made.
- The person conducting the hearing will notify the College Life team of the final decision. The Dean of University Programs and/or the appropriate Art Dean will be notified of the outcome if the sanction impacts the student's academic and/or art activities, respectively. For a first offense involving alcohol or marijuana where the student is under the age of 21, the student's parents will also receive a copy of the letter sent to the student. Counseling and Testing Services will be informed if the student is being referred for an assessment.
- In each case, there must be sufficient evidence supporting the decision and the sanction. These hearings are conducted as closed meetings.

Appeal After Hearing - Minor Violations

A student who disagrees with the hearing outcome may appeal to the Director of Residence Life Programs & Housing. The student does so by filing an Appeal Request (*available from the Coordinator*) within three (3) calendar days of the hearing's conclusion. Possible grounds for appeal are:

- The evidence is not sufficient to support the finding of "responsible".
- There was procedural error sufficient to have altered the outcome of the hearing.
- There is new evidence that was not available to be considered at the time of the hearing. The College Life Judicial Coordinator will forward the entire record and written appeal to the Director of Residence Life Programs & Housing who has five (5) calendar days to respond. If the student feels the Director would not be neutral, the student may ask the Director to recuse himself/herself. If the Director recuses himself/herself either upon student request or because of prior

involvement in the case that might prejudice the outcome, he/she will appoint another Division of Student Affairs staff member to decide the appeal. Any decision concerning recusal (*and the reason for the decision*) shall be included in the file. The student will receive a final decision within ten (10) calendar days. This appeal decision, for minor offenses, is final.

Sanctions for Minor Violations

The sanctions listed below are examples of possible sanctions for minor violations. Additional sanctions for violations of the Alcohol and Other Drug Policy are listed in Appendix A.

- **Oral Reprimand/Warning:** An oral statement of disapproval, with a formal notation in the student's social discipline file.
- **Fee/Restitution/Remuneration:** Students can be required to make payment to the School or to other persons, groups or organizations for damages incurred as a result of misconduct.
- **Loss of Privileges:** The removal of certain student privileges, including, but not limited to, visitation privileges, use of campus facilities, having stereo equipment in the room or apartment, and the privilege to live in campus housing (which will be recommended to the Director of Residence Life Programs & Housing).
- **Written Reprimand/Warning:** Notice that a student has violated school expectations and that future misconduct of any nature will be dealt with more stringently. With the written warning comes a warning status for a designated period.
- **Probation:** Involves a status or probation through a set period of time which terminates automatically when the imposed period expires. In the event of a further violation while on disciplinary probation, the School will seek the penalty of suspension.
- **Educational Task:** An activity related to the misconduct, designed to increase the student's understanding or appreciation for the regulation that was violated. Examples of educational tasks are:
 - Campus or community service
 - Written reflection assignments: reading a related article and writing a paper on the topic
 - Written or verbal apologies
 - Being on duty, doing rounds with RAs/RMs/GAs, UNCSA Police, etc.
 - Creating bulletin boards
 - Presentations at floor/area meetings
 - Preparing fliers, posters, top 10 lists (*i.e. top ten (10) things to use instead of candles*)

- Speaking with local police (*or other resources*) and then writing a reflection assignment (*such as “This is what would have happened to me if I had been off campus”*)
- Watching a video and writing a paper (*i.e. “how fast it burned”*)
- Working at the SPCA for pet violations
- Coordinating an “alcohol alternative” program, such as a dance
- Creating a survey for floor or hall, determining the effect of noise on the floor/hall community, and writing a report of the results
- Making a five (5) minute video that outlines the policy in question and makes it clear to the residents in an entertaining manner
- Entering into a behavioral contract

CHAPTER III: COLLEGE RESIDENTIAL POLICIES

- A. Student Housing Requirements:** All full-time high school, college freshmen, and college sophomore students must reside in campus housing and participate in the meal plan. (*Exceptions include students who are married, living with a dependent, living within 25 miles of the campus, are UNCSA high school graduates and are in their sophomore year, are classified as a junior or a senior, or are classified as special students*). A student may be exempt from the residency requirement based on highly unusual medical, psychological or personal reasons; to gain an exemption, the student must file a request and supporting documentation with the Housing Review Board (<http://www.uncsa.edu/studentlife/forms/ReleaseFromHousing.pdf>).
- B. Housing Refunds:** Room rates will be adjusted as follows for any changes in the housing assignment: through first week - 90 %; second week - 80 %; third week - 60 %; fourth week - 40 %; after fourth week - 0%. Students who receive disciplinary suspensions will not receive a refund, regardless of the date of departure.
- C. Room Sign Up:** During the Spring term, returning students can sign up for rooms or apartments for the following year. Students who want to remain in the same room or apartment will be allowed to sign up first. Sign up will then proceed based on classification, with seniors and graduate students signing up next and so forth.
- D. Room Check-In and Check-Out:** During check-in, students receive a room key and a Room Condition Report (RCR) to sign and complete within 24 hours. For check-out, students and the RA or RM note any damages and changes to the room on the RCR form. Students will be held responsible for any damages and discrepancies. Students will receive a copy of the RCR, which will provide an estimate of any damage charges that will be billed. Express check-out in Bailey Street and Center Stage is available; students doing so waive the right to be present when the room is checked for damages. Students may also sign up for early check-out and turn in the keys when they leave campus.
- E. Room Changes:** There will be schedule room change weeks in fall term and in spring term where students can submit room changes. To change rooms, complete a Room Request Change Form (<http://www.uncsa.edu/studentlife/forms/RoomChangeRequestForm.pdf>) for the College Life Housing Coordinator's approval. Students must pay any difference in price before moving to the new room. They will have 48 hours to complete the moved from the assigned move date. Those making unapproved room changes will be fined \$100 plus \$25 for each day the student remains in the room. After the scheduled and advertised room change periods, changes will be approved only if there are extenuating circumstances.
- F. Consolidation:** During the course of the year, students may find themselves living in a double room without a roommate. The student may be assigned another roommate, may be asked to consolidate by moving to another room, or may be given the opportunity to designate the room as a super single by paying an additional amount. Consolidation is done at the discretion of the College Life Housing Coordinator.

G. Keys and Lockouts: Room keys are state property and may not be legally duplicated. Any student who duplicates or loses a key will be charged \$50 for the lock change. (*Charges for Center Stage residents are: \$50 front door; \$50 bedroom door; \$20 mailbox key; \$25 gate card*) Students should immediately report a lost key to Residence Life Programs & Housing staff. Students may borrow a temporary key from the Residence Life Programs & Housing Office to secure the room or apartment until the lock is changed. If a student locks himself/herself out of his/her room or apartment, he/she should contact a member of the Residence Life Programs & Housing team. Between 9 a.m. and 5 p.m., students may call or visit the Residence Life Programs and Housing Office at 770-3280. After 5 p.m., students should call the RA/RM Rove phone number at (336) 462-7789 or stop by the Quad Office. After exhausting these options, a student may contact the UNCSA Police Department. The staff will unlock a student's room or apartment door one time at no charge. The second time, the students will be billed \$5. The amount will increase \$5 with each additional lock out.

H. Breaks and End of School: Residence Halls A-F close for Winter break and Spring break; student apartments remain open. Students living in the halls who need housing over the breaks should make individual arrangements. After Spring term, residents must check out of their rooms or apartments within 24 hours after their last exam unless they are participating in commencement.

Event	Check-out Time	Date	Check-in Time	Date
Winter Break	Noon	Dec. 18, 2011	Noon	Jan. 8, 2012
Spring Break	Noon	Mar 3, 2012	Noon	Mar 11, 2012
End of Year	6 p.m.	May 6, 2012 Non-Graduating Seniors		
End of Year	10 a.m.	May 7, 2012 Graduating Seniors Only		

A late checkout fee of \$25 is assessed against any student who has not vacated the residence halls at the specified time. An additional charge of \$25 per hour is assessed for every hour the student remains after the scheduled closing time.

I. Residential Common Areas: These areas are available to residential students and include C/D Quad kitchen, C/D Quad lounge, E/F lounge and student laundry room, Bailey Street student laundry room, and The What coffeehouse. Students who remove school property from the common areas will face disciplinary action, and students who damage common areas or their contents will be charged to rectify the damage. If it is not possible to determine which individual caused the damage, the residents of a floor or the entire hall will be held collectively responsible for the damages.

- A central kitchen is provided for residents of halls A-F with a full-size stove, refrigerator, microwave, sink, and ice machine. Students must provide their own pots, pans, and utensils and must clean up after themselves.
- Both C/D Quad lounge and E/F lounge are set up with furniture and television sets with local cable access.
- A change machine is located in the laundry room area of E/F lounge for the convenience of the students. Go to the Cashier Office, 2nd Floor of the Welcome Center, for refunds.
- Vending machines are located outside Residence Halls D and E. Proceeds go to the general scholarship fund. For refunds, go to the Cashier's Office.
- Coin- and card-operated washers and dryers are provided in the E/F lounge and in the Bailey Street laundry room. Report malfunctioning machines to the Residence Life Programs & Housing Office; obtain refunds at the Cashier Office.
- "The Hill" (*an area beyond the Elephants*) is designated for sunbathing and a great area for relaxing.

J. Residence Halls and Apartment Area Amenities:

- All on-campus housing is fully wired for internet connection via the UNCSA network.
- Each floor has a hall phone with local service. Bailey Street and Center Stage apartments have one shared line per apartment.
- Television cable service is provided in residence hall rooms and apartments. Residents are responsible for supplying the cord and television. No splicing of cable to other rooms is permitted.
- Loft and Bunk Beds: Lofting is approved in single rooms in Residence Halls A-F and in Bailey Street apartments. Beds in double occupancy rooms in A-F can only be bunked. Submit an on-line maintenance request with the Residence Life Programs & Housing Office.
- There are designated areas with barbecue grills available for student use. No barbecue grills of any type may be used on balconies, porches, or under stairwells. Grills may be used at least 10 feet from any building or structure. No equipment with a propane tank may be stored in the residence hall rooms or apartments.
- A sink is provided in every residence hall room.

A resident's vehicle may be towed for not parking in a designated space, parking in a handicapped space without a permit, or for not displaying a valid UNCSA decal.

K. Residence Halls and Apartment Rules: In order to promote and maintain the residential communities, UNCSA has established the following regulations for all residents to respect and abide. Adherence to these policies is essential for the comfort and convenience of all residents.

The following items are not permitted and subject to judicial proceedings:

- Possessing pets (*except fish in 8 gallon or less containers and service animals*) in the residence halls or apartments for any length of time. Students will be charged \$25 for each day any other animal is in the room.

- Possessing open flames, candles, incense, heating coils, halogen lamps, any combustible materials or any open flame devices (*including toaster ovens, hot plates, portable heaters or any other appliances with an open heating element*). The only electrical appliances permitted are coffee makers, microwave ovens, and small refrigerators (*no larger than 4.6 cubic feet*). Students are encouraged to bring laundry irons that have an automatic shut off feature. The number of appliances plugged in may not exceed the number of outlets in the room.
- Using or storing any potential fire hazard such as propane, charcoal, or electric grills on apartment balconies or inside rooms.
- Possessing live Christmas trees.
- Covering smoke detectors or tampering with, removing or discharging any fire extinguisher inappropriately.
- Altering the apartment's condition (*i.e., nails in walls or woodwork, wallpapering, painting except as allowed in the "College Residential Painting Policy", or attaching shelving or cabinets to the walls*). Existing lighting fixtures and wiring must not be changed or modified. Students will be charged for missing furniture or damage to the room.
- Removing any furniture furnished in the residence hall rooms or apartments. All furniture must remain in the student's room for the entire year. Unauthorized removal of furniture will result in disciplinary action.
- Creating trip hazards from telephones, TV, computer or other appliance cords. These must be arranged and secured so as not to pose a trip hazard.
- Suspending lights, decorative tapestries, drapes, sheets, bedspreads or any other materials from ceilings or attached to furniture or hung across any pathway into or out of the room or apartment. Any conditions regarded by the staff as fire hazards will be directed for students to correct immediately.
- Possessing water-filled furniture.
- Subleasing any portion of Center Stage or Bailey Street apartments.
- Displaying any sign, advertisement or notice outside the premises or canvassing, selling, or soliciting in the apartment community or distributing handbills, circulars, or advertisements.
- Littering or obstructing the public halls or grounds; failing to keep the premises in a neat, clean, good, and sanitary condition; and failing to keep balconies free of all trash, trash bags, containers, boxes, rubbish, and personal belongings (*except lawn furniture maintained in a neat and orderly manner*).
- Throwing or allowing anyone to throw objects out of the room windows, down the stair passages, or from apartment balconies; and placing objects on the outer edges of the sills of windows or hanging items from the outer edge of balconies.
- Installing or utilizing exterior clotheslines or draperies and window shades that require hardware fixed to window surfaces.
- Public displaying of open alcoholic beverages or the possession or storage of large beverage containers (*i.e., kegs*).

L. Quiet Hours: Weekdays (*Sun-Thurs*): 10 p.m. to 10 a.m.; weekends (*Friday and Saturday*): Midnight — 10 a.m. Residence Hall F's third floor is the "extended quiet hours hall" with quiet hours 24 hours a day (*except for art practice from 12 p.m. to 8 p.m.*)

on Fridays, Saturdays, and Sundays). Art practice (*i.e.*, playing music, vocalizing, dancing, juggling etc.) is prohibited before noon and after 8 p.m. in any residential area, including all public areas, lounges and surrounding areas of the residence halls or apartments.

- M. Courtesy:** Stereos, radios, TVs, musical instruments and all conversations should be kept to levels that will not interfere with the study or sleep of other residents. Any noise reaching beyond the limits of one's individual room may disturb others and consequently may be addressed through the judicial process. Students should first bring noise problems to the attention of the offender. If the problem persists, the students should contact a member of the College Life staff. Periodically, school-sanctioned activities (*indoor or outdoor*) may receive exemption from the quiet hour guidelines with the approval of Student Success and College Life.
- N. Capacity Guidelines for Student Rooms and Community Areas in Residence Halls:** Single room – maximum of five people; double room – maximum of ten; community rooms – maximum as follows: C/D lounge 20; B/F lounge 20; Quad kitchen 9; The What 30.
- O. Sales and Solicitation:** Students may not sell products, have product demonstrations or sales/demonstration parties, or host rummage sales in their rooms. Also, students may not advertise their room numbers for sales purposes. Door-to-door solicitation is prohibited.
- P. Visitor Registration:** Residents who wish to have a guest (*not UNCSA student, faculty, or staff*) on campus need to register that guest by communicating with a Residence Life professional staff member or student staff member. The visitor must be with the student host at all times. The student host is fully responsible for the visitor's actions.
- Q. Maintenance:** Students who encounter maintenance needs should notify the Residence Life Programs & Housing Office to request repairs (<http://www.empulse.com/mpulse/infonet/logon.aspx>). During the workday (*Monday through Friday between 8 a.m. and 5 p.m.*), students can report maintenance issues to the Residence Life Programs & Housing Office, 334 Hanes Student Commons or by calling 336-770-3280. In the evening or on weekends, emergency maintenance issues need to be reported to the staff person on duty in the Quad Office or by calling UNCSA Police Department. Maintenance workers will knock before entering student's rooms. When a maintenance representative arrives, he/she should have school identification and a work order describing the job to be done. Students may ask to see these credentials before permitting the individual into their living spaces. Upon exiting the student's room, maintenance workers will leave notification of room entry and status of work performed. A College Life staff member will follow up with the resident on the status of the repair, and/or any delays due to the need for additional parts or labor. Students are expected to take reasonable care of the facilities and furnishings in their residence halls or apartments. Unwarranted damage or abuse will result in disciplinary action and/or charges for the damages.
- R. Pest Control:** Residential living areas are regularly sprayed; students who are allergic to certain chemicals should contact the Residence Life Programs & Housing Office.

Residents can help control pests by adhering to sanitation guidelines, which include storing all food in closed airtight containers and cleaning living areas. Report pest problems to the Residence Life Programs & Housing Office.

- S. Spray Paint and Sidewalk Chalk:** During the course of the year, there may be times when students want to use spray paint or sidewalk chalk for their art work or to advertise an activity. In order not to damage the facilities, spray paint should only be used outside the buildings on the grass. This will keep the paint from defacing the sidewalks, stairwells, and other permanent structures. Sidewalk chalk should only be used on sidewalks and not on the walls or any brick area. The chalk needs to be on an area that will allow it to be washed away in the rain.
- T. College Guide to High School Rules:** Because UNCSCA students range from 8th grade through graduate school, the campus community is different from a traditional college campus. High school students are frequently attracted to the freedoms and activities afforded to college students, especially when alcohol is involved. College and graduate students are expected to provide leadership and to refrain from exposing high school students to activities that are not age-appropriate. If a college student's association with a high school student violates the high school or college code of conduct, the college student will be held accountable. Supplying alcohol to underage students is illegal and may result in criminal charges. Also, sexual activity with younger persons may result in criminal charges.
- College Visitation in High School Residential Areas: Visitation is allowed in the Connector Building area between the hours of 6:00 a.m. and 9:45 p.m. **Residential high school students may not visit in any college housing facility or off-campus housing unless the student's parent or guardian is present.** For further information concerning high school policies, see the High School Handbook.
 - Transportation of Residential High School Students: Residential high school students must have parental permission on file to ride in another person's car and must sign out before leaving campus. College students will be held responsible for allowing a high school student to ride in a vehicle without proper permission or without signing out with the High School Residence Life staff member. If any college student is approved to transport a residential high school student, the college student must present their driver's license to a High School Residence Life staff member at the Connector Desk before leaving UNCSCA.
 - Smoking: High school students may not possess or use any tobacco-related product while enrolled at UNCSCA. College students may not "aid and abet" high school students either by supplying products or by providing a space for high school students to smoke. The area around the high school residence halls is smoke-free. College students, faculty, staff and guests should not smoke when traveling through these areas. High School students are subject to this rule both on and off campus at all times during the duration of their attendance at UNCSCA.

CHAPTER IV: SAFETY AND SECURITY ON CAMPUS

A. Campus Safety: Students at UNCSA have historically enjoyed a safe and secure campus. This is due in part to the responsible and wise decisions students make as they move about the campus. Also, because the campus population includes students as young as 12 years old, UNCSA's college students serve as both role models and "big brothers and sisters" in ensuring the safety and protection of minor students. The following is a list of good safety practices while on or off campus:

- Lock residence hall room or apartment doors.
- Report strangers promptly to residence life staff or campus police ("55" from any telephone on campus).
- Walk with someone else at night and stay in well-lit areas.
- Do not walk off campus at night.
- Close window blinds when changing clothes.
- Obtain passes for all campus visitors.
- Hang up on obscene phone callers.
- NEVER prop open residence hall or apartment doors.

B. Fires: Here is the simple rule: GET OUT OF THE BUILDING AND DO NOT RETURN FOR ANY REASON! If you discover a fire, activate the nearest fire alarm pull box and get out of the building. If you are trapped in your dorm room, block the draft beneath the door with rags, cushions, clothing or similar articles. Open drapery or curtains and/or raise blinds and turn on room lights. This may alert someone outside that you are trapped in the room. Be sure to block the draft under the door before opening or breaking a window. Each residence hall has fire alarm pull boxes, smoke detectors, and fire extinguishers on every floor. A student who tampers with or abuses any fire protection device will pay to replace the device and will face judicial and, if applicable, criminal charges.

Participation in fire drills is not optional. Fire drills will occur at least once a term to ensure that residents can perform proper evacuation procedures quickly and safely. (*Students who remain in the building during a drill will be cited judicially.*) When the alarm sounds, students should: (a) close room windows; (b) wet a towel for use as protection against smoke, heat or flame if necessary; (c) leave with appropriate clothing and shoes; (d) close the room door; (e) WALK, NOT RUN, to the nearest stairwell; and (f) exit to the assigned location (*at least 200 feet away from the building*). Students who are in the lounge when an alarm sounds should exit the building through the nearest door.

Safe Zone Locations during a fire alarm

- Residents of Residence Halls A & B — Behind the Elephants
- Residents of Residence Halls C & D - Welcome Center
- Residents of Residence Halls E & F — Film Village
- Residents of Bailey Street Apts. - Bailey Street Parking Lot
- Center Stage Apartments — Other side of mailboxes

At the safe zone locations, the College Life staff will check to see who is present and who is missing to determine if people are trapped in the building.

C. Tornado Preparedness: See <http://www.uncsa.edu/campuspolice/tornado.htm>.

D. Sexual Assault: A victim of a sexual assault will be informed of various avenues including: reporting the crime and pressing charges in the court system, having a medical examination, filing an internal judicial action (*if the assailant was another student*), changing room or class assignments, utilizing community resources, and obtaining professional counseling. The Dean of Students may place an accused student on immediate emergency suspension pending the disciplinary hearing if the student is believed to pose a threat or danger to the campus community. The complete policy may be found in the UNCSA Campus Safety and Security Handbook.

E. Missing Student Notification Policy: If a student is concerned that another student may be missing, the concerned student should notify his/her RA or RM. For more information concerning UNCSA's procedures when a student is believed to be missing, please see the UNCSA Campus Safety and Security Handbook and the UNCSA Policy Manual.

F. Room and Apartment Entry: Under normal, non-emergency situations, authorized UNCSA personnel may unlock and/or enter a resident student's room:

- during previously announced routine inspections for health and safety;
- to perform preventive or corrective maintenance;
- during a state-required inspection;
- to take corrective measures such as turning off an alarm or loud stereo when the occupant of the room cannot be located; and
- to ascertain during a fire drill that everyone has left the building.

In case of emergency such as a fire hazard or problem involving the immediate safety of the occupants, a room may be entered and searched with authorization of the highest-ranking administrator present.

Room and Apartment Entry and Search for Policy Violations: If reasonable suspicion exists to believe that a residential student or visitor is violating a school policy or rule, a campus room that may contain relevant evidence, may be searched either by the resident's consent or with a room search warrant and the permission of the Director of Residence Life Programs or Dean of Students. If reasonably available, the resident may be present, but if time is of the essence and the resident(s) cannot be located, the search will occur in the resident's absence. The resident(s) will receive a list of items seized.

UNCSA Police may conduct a search of a student's room based on valid consent, a search warrant, or exigent circumstances. Should an officer discover evidence during any room search that meets the standard of criminal activity, the evidence may be presented to a magistrate for formal charges. However, in lesser cases, a referral will be made for campus judicial action in lieu of criminal charges.

Health and Safety Inspections occur at least once a term and are announced 24 hours in advance. Occupants must correct any noted problems within 24 hours to avoid

disciplinary action. Students should check with RAs or RMs if they have questions about the inspection criteria.

Inspections during school breaks occur to check for safety hazards and to assess the overall condition of the facilities.

CHAPTER V: OTHER POLICIES OF INTEREST TO HIGH SCHOOL STUDENTS

This chapter does NOT cover all policies students need to know. UNCOSA policies that apply campus-wide are included or referenced in the UNCOSA policy manual, <http://policy.uncosa.edu/> . Some policies affecting students only are also included in that manual. Other policies of interest to students are included in this handbook. While the following chapter contains brief summaries of some policies, students should read and familiarize themselves with the actual policy documents, as all students are responsible for complying with the policies. Students are encouraged to review the policy manual's table of contents to aid them in locating and identifying policies of importance to students and their individual situations.

- A. Privacy of Student Records: Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records. Read the details at <http://www.uncosa.edu/bulletin/2011/ferpa.pdf>.
- B. Inclement Weather:** The decision of whether to close or delay school will normally be made before 6 a.m. In addition to CUKES notification, UNCOSA will also contact the following television and radio stations: WXII (Channel 12/Cable 11); WFMY (Channel 2/Cable 9); FOX8 (Channel 8/ Cable 10); WFDD (88.5 FM); WTQR (104.1 FM); and WSJS (600 AM). Current closing information is also available by calling the UNCOSA's after-hours answering machine at (336) 770-3399.
- C. Information and Technology Policies:** Connection to the UNCOSA network constitutes acceptance of the terms of these policies.
- D. Animals on Campus:** Generally summarized, all animals on campus must be attended and leashed, and no animals except service animals and small fish are allowed in buildings.
- E. Student Commons Poster Policy:** See Appendix C.
- F. Policy for the Prevention of Bias-Related Harassment and Procedures for Investigations of Alleged Violations:** Generally, this policy sets forth UNCOSA's prohibitions on harassment based on age, race, ethnicity, gender, national origin, religion, disability or sexual orientation, and this policy also sets forth reporting and investigation requirements.
- G. Facilities Use Policy:** Students desiring to reserve campus facilities should consult this policy in the UNCOSA policy manual.
- H. Smoking Policy:** Generally summarized, this policy prohibits smoking in any campus building or university-owned vehicle; also, one may not smoke within fifty (50) feet of any building entrance or HVAC intake vent.
- I. Solicitation Policy:** Consult this policy, the Code of Conduct, and the facilities use policy before attempting any solicitation activities on campus.
- J. Improper relations Between Faculty and Students:** This policy protects students and prohibits relationships between faculty and students in certain contexts.

CHAPTER VI. STUDENT ORGANIZATIONS

A **recognized student organization** is a group (*minimum of five (5) members*) composed only of students currently enrolled at UNCSA. The organization must have a faculty/staff advisor and must register annually with the Student Success Office. Registered organizations at UNCSA include: Student Government Association (SGA) (<http://www.uncsa.edu/students/sga.htm>); United States Institute for Theatre Technology (USITT); ONYX ; and Empowering Rising Artists (ERA). For information about how to register an existing student organization and how to form an organization, interested individuals should contact the Office of Student Success. Registration does not imply UNCSA's endorsement or approval of an organization's activities, events, or philosophy.

Registration entitles all student organizations to request use of campus facilities for meetings and activities. Additionally, for all but political and religious organizations, a registered student organization has limited use of copy machines for official business and may ask the Student Success Office for funds or supplies.

The Student Organizations Office (205 Hanes Student Commons) is available to all registered student organizations, student staff members employed by the Division of Student Affairs, and campus-affiliated groups such as Campus Ministers and the Pluck Project. The facility may be reserved (*at least 24 hours in advance*) for group meetings and may be used by individual members for work on behalf of the group. An SGA meeting has priority in the event of a reservation conflict, and group meetings take precedence over individual use. The facility, its furnishings, and equipment are not intended for personal use. Groups or individuals who abuse or misuse the privilege of use in any way may be denied future access to the office. Student Success may require that a faculty or staff member be present during meetings held in the Student Organizations Office. The office is available only during the Commons' normal hours of operation.

Appendix A: DART: The Drug or Alcohol Resource Team

DART is a resource for students who voluntarily request help with a substance abuse problem(s). Any student who thinks he/she has a problem with alcohol, tobacco or any drug may request assistance to refrain from further use of these substances. Parents, fellow students, faculty or staff members who are aware of students with substance abuse issues are encouraged to refer students to the program. The DART program is entirely voluntary and participation is completely confidential, within the limits of the law.

The goal of the program is to remove barriers for those students seeking assistance. Students in the DART program are evaluated, drug tested and referred to appropriate treatment, which may include a combination of counseling, therapy, outpatient or inpatient care. The program includes supportive counseling, referrals to appropriate resources, and unscheduled drug testing at no cost to the student. Results of the drug testing in the DART Program are confidential. To obtain information about entering the program, a student needs to contact the Director of Health Services or, if she is unavailable, the Case Manager from the Department of Counseling.

Only the Director of Health Services and the involved student will know the results of drug testing. The records of any student who has entered into the DART Program will be retained by Student Health Services separately from the medical records and held confidential. DART records will be released only with explicit written permission from the student. Parents of students in the DART program will not be notified of the student's participation or drug test results.

UNCSA does not condone or tolerate alcohol and/or drug abuse. In no way should the DART Program be seen as a venue for excusing substance abuse or as a way for University of North Carolina School of the Arts students to escape consequences for their behaviors. If a student in the DART program is cited judicially for conduct involving illegal drugs, alcohol, or tobacco, he/she will not be immune from student judicial proceedings by virtue of participation in DART.

Support Programs

Counseling & Testing Services offers substance abuse evaluation and referrals to other resources. Student Health Services offers assistance in treatment and referrals. Professional confidentiality applies to all clients. Weekdays, students can visit the Wellness Center on the upper level of the Hanes Student Commons or can call (336) 770-3288 for counseling or health services. During nights and on weekends, students can contact Student Health Services and/or Counseling and Testing Services through a member of the Residence Life Programs & Housing or UNCSA Police Departments. Students may also contact the local chapters of Alcoholics Anonymous ([http://www.saa.ow/html menu/contact.html](http://www.saa.ow/html/menu/contact.html)) or Narcotics Anonymous (<http://www.tcana.com>) for additional support and assistance.

Relevant Laws

Alcohol:

1. It is unlawful for any person under 21 years of age to:
 - a. purchase, attempt to purchase, possess or consume any alcoholic beverage;

- b. falsify a license or other ID in order to obtain alcoholic beverages.
2. It is unlawful for any person to:
 - a. sell, give or provide alcoholic beverages to an underage person;
 - b. aid or assist an underage person in the purchase, attempted purchase, possession or consumption of alcoholic beverages;
 - c. permit the use of his/her driver's license or any other ID by an underage person to purchase or attempt to purchase alcoholic beverages.
3. On UNCOSA's campus and within Winston-Salem's city limits, it is unlawful for any person to consume any malt beverage or wine, fortified or unfortified, in any public place, upon any public street, or upon the private business premises of another without permission of the owner or person entitled to possession of such premises.

Illegal Drugs

North Carolina law makes it a crime to possess, with or without the intent to sell, deliver, or manufacture drugs that collectively are designated as "controlled substances." The law classifies these drugs in six categories, or "Schedules." For a complete list, see <http://www.ucn.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter90/Article5.html>.

1. **Schedule I and II Controlled Substances** include, but are not limited to, such drugs as heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine and Ritalin.
2. **Schedule III-VI Controlled Substances** include, but are not limited to, such drugs as marijuana, pentobarbital and codeine.

Any member of the school community who violates this law is subject to both criminal prosecution and UNCOSA disciplinary proceedings. It is not "double jeopardy" for both the School and civil authorities to take action against a person for the same specified conduct.

Possession of Illegal Substances and Testing Impaired Students

Possession

For purposes of UNCOSA's illegal drug policy and judicial proceedings, "possession" means:

1. ownership, control, or temporary custody of an illegal substance or possession and/or use of controlled drugs not prescribed to the student;
2. a positive drug screen result; or
3. being in the presence of what one knows or reasonably should know are illegal drugs or paraphernalia. For example, those in a room where a controlled or prohibited substance is present are presumed to be in possession of the substance absent compelling evidence to the contrary.

Note: A student in the presence of an Alcohol or Other Drug (AOD) policy violation and who is not actively involved, has three choices: (1) leave the situation; (2) ask the student(s) to stop the behavior and/or take it out of the room; or (3) seek assistance from a university staff member (*for*

example, a Residence Life staff member or UNCOSA Police). A student who does not do any of the above may be found to be in possession of or held responsible for the policy violation.

Note: *A parent or guardian of a student under age 21 will be contacted in incidents involving alcohol or illegal drugs.*

Drug Testing

A student who is in the presence of illegal drugs possesses the drugs for purposes of the AOD and judicial policies. No drug test will be given. If a student wishes to exonerate him/herself that student may submit to drug testing at his/her own expense as specified by the College Life Judicial Coordinator.

Alcohol Testing

If two UNCOSA staff members believe a student is intoxicated, the following procedures will be followed:

1. UNCOSA staff members will test the student's alcohol level. If the alcohol level test is negative, the student will submit to a urinalysis drug screen with the appropriate chain of custody protocol. Testing costs are the responsibility of the student. Negative results for either test do not absolve a student who also possesses alcohol or drugs.
2. If the student is under the age of 21 and the alcohol test is above 0.0, the student will receive a citation.
3. If the results are below 0.12, the student will be monitored by the Residence Life Programs & Housing staff until they test 0.08.
4. If levels are 0.12 or above, or if the student's behaviors create concern, students will be sent to the emergency room by ambulance. Costs for this are the responsibility of the student.
5. A refusal to be tested will be treated as an admission of guilt.

Violations & Sanctions

Alcohol

Violation	Sanctions
<p>Possession and / or consumption (<i>including aroma on breath</i>) of alcoholic beverages if under the age of twenty-one (21)</p> <p>Drunk and disruptive behavior</p> <p>Driving under the influence of alcoholic beverages</p>	<p>1st Offense: Community service or other sanction</p> <p>2nd Offense: Complete Substance Abuse Assessment at student's cost; community service and/or other sanction</p> <p>3rd Offense: Suspension for 1 term</p> <p>4th Offense: Long term suspension for 1 year</p> <p>5th Offense: Indefinite suspension/Possible expulsion</p>
<p>Supplying an alcoholic beverage to a person under the age of twenty-one (21)</p> <p><i>(if the minor is an enrolled UNCOSA high school student, the sanctions may be increased)</i></p>	<p>1st Offense: Community service or other sanction</p> <p>2nd Offense: Suspension for 1 term</p> <p>3rd Offense: Long term suspension for 1 year</p> <p>4th Offense: Indefinite suspension/Possible expulsion</p>
<p><i>Violations of alcoholic beverage control laws may also result in criminal penalties such as fines, loss of drivers license/driving privileges or a jail sentence. A violation may also result in being subject to civil liability such as being sued and required to pay for damages. North Carolina law and the University of North Carolina School of the Arts are strict on this matter.</i></p>	

Illegal Drugs

Violation	Sanctions
<p>Illegal manufacture, sale, delivery or possession with intent to manufacture, deal or delivery of any Schedule I or II controlled substance (cocaine, heroin, etc.)</p>	<p>Expulsion</p>
<p>Illegal manufacture, sale, delivery or possession with intent to manufacture, deal or delivery of any Schedules III – VI controlled substance (marijuana, etc.)</p>	<p>1st Offense: Suspension for 1 complete term; Drug Probation for 1 term beyond the suspension period; if probation is violated, student is suspended for the remainder of the probation period; Substance Abuse Program</p> <p>2nd Offense: Expulsion</p>
<p>Illegal possession of any Schedule I or II controlled substance (cocaine, heroin, etc). Possession and/or use of certain prescription drugs not prescribed to the student.</p>	<p>1st Offense: Suspension for 1 complete term; Drug Probation for 1 term beyond the suspension period; if probation is violated, student is suspended for the remainder of the probation period; Substance Abuse Program</p> <p>2nd Offense: Long term suspension for 1 calendar year; Drug Probation for 1 year beyond the suspension period; if probation is violated, student is suspended for the remainder of the probation period.</p> <p>3rd Offense: Indefinite suspension/Possible expulsion</p>
<p>Illegal possession of any Schedules III - VI controlled substance (marijuana, etc.) Driving while under the influence of illegal drugs Possession of Drug Paraphernalia Possession and/or use of certain prescription drugs not prescribed to the student</p>	<p>1st Offense: Substance Abuse Program for the duration of probation; Drug Probation for 1 term beyond the current term; if probation is violated, student is suspended for the remainder of the probation period.</p> <p>2nd Offense: Drug Probation for 1 year from the date of offense; if probation is violated, student is suspended for the remainder of the probation period.</p> <p>3rd Offense: Suspension for 1 complete term; Drug Probation for the remainder of student’s enrollment; if probation is violated, student is suspended for the remainder of the probation period</p> <p>4th Offense: Indefinite suspension/Possible expulsion</p>

To return after a drug-related suspension, the following conditions must be met:

1. The student must obtain a drug abuse assessment from a certified drug abuse counselor within two (2) weeks of the beginning of the suspension. Assessment costs will be the responsibility of the student.
2. The student must submit to drug screens as required by the certified substance abuse counselor during the time of suspension with a minimum of one (1) urine drug screen every four (4) weeks or hair analysis every 90 days.
3. Prior to reapplication, the student must demonstrate through professional documentation from a certified substance abuse counselor that he/she has been drug-free since the initial drug screen (see #2 above).
4. If the student is readmitted, he/she will be on probation with specific requirements or conditions for the remainder of their enrollment.

Drug Probation

A student who commits any drug violation while on probation will, at minimum, be suspended for the remainder of the probationary period. Other probationary expectations will be set and monitored by the College Life Judicial Coordinator and may include community service, reflection papers, loss of certain privileges or additional expectations.

Substance Abuse Program (SAP)

A student who is found responsible for a drug violation must complete the Substance Abuse Program. This requirement may be in addition to other sanctions or probationary conditions as determined by the College Life Judicial Coordinator.

The steps for compliance in this program are as follows:

1. The student must pay and submit to a first hair follicle drug screen if this step has not already taken place.
2. The student is required to have a substance abuse assessment. The student may elect either an off-campus or on-campus assessment provider. Off-campus referrals are available upon request. For the student's convenience, Counseling & Testing Services can provide a substance abuse assessment at the student's expense. The student must schedule an appointment within 7 working days of entry into the Substance Abuse Program and make an appointment to meet with the assessment counselor within two weeks. The student must complete an on-line intake process prior to the initial appointment with Counseling and Testing Services. **Failure to make the appointment by the stated time or a missed appointment will result in an additional late fee. This fee is charged separately for EACH cancellation and must be paid prior to the assessment. Substance Abuse Program fees cannot be appealed or waived.**
3. The student will submit to scheduled hair follicle drug screenings at the student's expense as specified by the College Life Judicial Coordinator.
4. A positive hair follicle drug screen will constitute a Major Violation with the potential consequence of long term or indefinite suspension.

5. The student must complete the Substance Abuse Program within 30 working days of the final decision letter. Failure to complete the Substance Abuse Program within the 30 day deadline will constitute a Major Violation with the potential consequence of long term suspension.

Appendix B: UNCOSA Disciplinary Process for Major Violations

Definitions

1. “Judicial Hearing Board” means the body which hears testimony, reviews evidence, and issues a recommendation of responsibility and sanction when a student contests a charge. The Judicial Hearing Board is composed of five (5) voting members selected by the Process Review Board from a pool of trained individuals (the “judicial hearing board pool”). The five voting members will include:
 1. One member from Student Affairs;
 2. One member from Academics;
 3. One member from any of the Arts Schools other than the cited student’s
 4. One at-large member randomly selected from the Judicial Hearing Board pool of faculty and staff; and
 5. One student representative selected by the Process Review Board who does not attend the same arts school as the cited student. If a student member is unavailable to serve, the fifth voting member will be selected at large from the judicial hearing board pool.

The pool from which the above board members are selected will include:

1. Four Student Affairs staff representatives;
 2. Four High School and College Academics faculty and staff representatives;
 3. Two faculty members from each of the Arts schools (Dance, Drama, Film, Music, Design and Production); and
 4. Student representatives selected by the Process Review Board.
2. “Judicial Coordinator” means the individual responsible for investigating incidents, determining what charges to issue, and handling administrative matters to ensure effective and efficient functioning of the judicial hearing process. If the cited student is in college, the College Life Judicial Coordinator serves in this capacity. If the cited student is in high school, the Associate Director for High School Life serves in this capacity.
3. “Final Administrative Decision” means the Dean of Students’ formal decision of responsibility and sanctions based on the findings and recommendations from the Judicial Hearing Board or resulting from the student’s plea of “responsible”. The decision is effective immediately upon issuance and remains in effect pending the outcome of any subsequent appeal process, if any.
4. “Process Review Board” means the administrative body that reviews judicial hearings to ensure compliance with due process and sufficiency of evidence and selects student representatives to serve on the Judicial Hearing Board. The Process Review Board is composed of three voting members and one advisor:
 1. Chair of the Conduct Policy Committee;
 2. Associate Academic Officer; and
 3. Director of Residence Life Programs & Housing**General Counsel will serve in a non-voting advisory capacity.

Disciplinary Correspondence: All disciplinary correspondence will be sent to the student's campus post office box and UNCSA email account and may be sent to other locations if appropriate.

Preliminary Investigation

1. Charges may be brought by students, university officials, faculty members or staff members. The charge must be in writing and must include factual information supporting the allegation. Anonymous charges will not be accepted.
2. The Judicial Coordinator will oversee all investigations and determine whether there is sufficient evidence to pursue a charge. This determination shall be made within thirty calendar days after the initiation of the charge. Upon making this determination, the Judicial Coordinator will:
 - a. Dismiss the charge because the facts are insufficient to support a finding of responsible; or
 - b. Issue a written summons, which includes the specific charges, possible sanctions, and a brief recitation of the allegations supporting the charge. If expulsion is a possible sanction, the summons will inform the student that that expulsion precludes matriculation at any UNC constituent institution. The summons will inform the student of the following options for resolution of the disciplinary charges:
 - i. Plead responsible to the charge(s), accept the sanction determined by the Judicial Coordinator or designee, and provide a signed written acceptance to that effect to the Judicial Coordinator or designee. In the case of a waiver of hearing and acceptance of the sanction, the Process Review Board must determine that this action is voluntary by reviewing the signed acceptance and, if necessary, interviewing the cited student and the Judicial Coordinator or designee to determine that the charge and sanction have factual support. The Process Review Board will forward the judicial file to the Dean of Students. The Dean of Students will send UNCSA's judicial decision letter to the student.
 - ii. Plead "not responsible" and request a judicial hearing. The Judicial Coordinator or designee shall provide the accused student a written notice of time, place, and format of the hearing. This notice of the hearing may be sent via student email and campus mail, art school student box, local U.S. mail, or hand-delivered to the student.

Prior to the Hearing

NOTE: Prohibition on *Ex Parte* Contact: No member of the University Community (or person acquainted with the case, including parents) should have any contact with any member of the Process Review Board, the Judicial Hearing Board, the Judicial Hearing Board pool, the Vice-Chancellor for Student Affairs, the Chancellor, or members of the Board of Trustees concerning the case. Any student or employee who so communicates or attempts to so communicate will be subject to discipline for that conduct. Further, if the

cited student engages in that behavior or requests, encourages, or otherwise facilitates such communication, that student forfeits his/her right to an appeal.

The cited student:

1. May arrange for witnesses to appear on his/her behalf. The cited student shall notify the Judicial Coordinator at least 72 hours in advance of the scheduled hearing of the names of any additional witnesses for his/her presentation of the case and provide a written explanation of why the witness is relevant to the proceeding. Aside from character witnesses, as noted below, only witnesses that have information or evidence pertinent to the investigation may be called and questioned in the hearing. The student is responsible for the attendance of his/her witnesses. Witnesses called to a hearing during scheduled class time must have their absence waived in writing prior to the appearance. Witnesses must formally request this absence, in writing, from the appropriate instructor(s).
2. May present testimony (either live or in written form) from no more than three character witnesses. Written statements must not exceed five hundred words and must be submitted to the Judicial Coordinator no less than 72 hours prior to the hearing. Names of character witnesses appearing at the hearing must be included in the list of witnesses furnished at least 72 hours before the hearing.
3. May ask a friend/advisor to assist in preparing and presenting his/her case. The cited student may select a current UNCSA student, staff or faculty member to serve as friend/advisor. This advisor may prepare the student's case and present it to the hearing board or support the case presented by the student. Anyone reporting directly to the Chancellor, Chief Academic Officer or Chief Operating Officer may not serve as friend/advisor.
4. Has the right to review all written information, documents, exhibits, and a list of witnesses who may testify against him/her at least 24 hours before the hearing.
5. Will be informed by the Judicial Coordinator of the Judicial Hearing Board's membership no less than one week prior to the hearing. The student may request a substitute for anyone he/she believes to be biased. To support such a request, the student must provide a written statement which details the basis for the student's belief of bias sufficiently to enable the Judicial Coordinator to make a determination. The Judicial Coordinator will determine whether the substitution should be granted within five (5) days of the request. If the Judicial Coordinator determines that a substitution is unnecessary, the Coordinator will give the student a written explanation of the basis for that decision.
6. **Will keep the membership of the Judicial Hearing Board confidential and will not disclose that membership to his witnesses or other members of the campus community. A student who violates this provision forfeits his/her right to a hearing and shall be held responsible for the alleged violation.**

The reporting party:

1. Shall notify the Judicial Coordinator at least 72 hours in advance of the scheduled board meeting of the names of any additional witnesses for his/her presentation of the case. The reporting party is responsible for the attendance of his/her witnesses.

The Judicial Hearing Board Members:

1. Have the opportunity to review the written materials pertinent to the case at least 24 hours in advance of the hearing. More time for review may be granted on a case-by-case basis at the discretion of the Judicial Coordinator.
2. Must self-recuse if he/she has a conflict with, bias about, or an interest in the case. If a Board member fails to recuse himself/herself, the Judicial Coordinator shall make the recusal decision in writing to the Process Review Board.
3. Must promptly report to the Process Review Committee any pre-hearing contact by the reporting party, the cited student, parents, or any members of the UNCSEA community concerning the matter which is the subject of the hearing. The Process Review Board will consider this information and determine whether the Judicial Hearing Board member should be recused and replaced.

At the Judicial Hearing

Individuals Permitted or Required to attend the Judicial Hearing

1. The Judicial Hearing Board as defined above.
2. The cited student. The cited student is expected to appear at the hearing at the scheduled time. If the cited student should fail to appear without reasonable cause, the board reserves the right to proceed with the presentation of the evidence and find the student either responsible or not responsible "in absentia".
3. A friend/advisor to the cited student as noted above.
4. The student's parents. At the request of the student, the student's parents may be present at the hearing, but may not directly participate in the proceedings.
5. The reporting party or representative. If reasonably possible, the reporting party will attend the hearing. If unable to attend, the reporting party will designate someone to attend on his/her behalf. The reporting party must present sufficient witness and/or documentary evidence to establish the violation. The cited student must be given an opportunity through direct examination to question this evidence.
6. Witnesses called by the cited student, reporting party, or Judicial Hearing Board. Called witnesses may remain in attendance only during the time of their testimony.
7. Attorneys may not represent a student or be present during any judicial action conference, case conference, judicial conference, disciplinary hearing board; pre-hearing, appeal, suspension hearing or administrative hearing. If the offense charged is also the subject of pending criminal charges, the institution must allow an attorney/advisor to accompany the student to the hearing. The attorney may not participate. The attorney may confer with the student during the hearing so long as the attorney does not address the hearing official or committee, other parties or witnesses and does not delay or disrupt the proceeding.

Judicial Hearing Process and Procedures

1. All Judicial Hearing Board meetings are closed.
2. The hearing will be held no sooner than ten (10) days after the student elects to have a hearing unless the student agrees to an earlier hearing date.

3. All members of the board, the cited student, and the reporting party or designee will be notified by the Judicial Coordinator at least five (5) days in advance of the place, date and time for the hearing.
4. The proceedings will be recorded by UNCSA. The recording will remain the property of UNCSA.
5. The Judicial Coordinator calls the meeting to order and conducts the meeting. The Judicial Coordinator serves as a reporter and will operate recording equipment to preserve the actual testimony.
6. During the hearing, the student shall have the opportunity to present evidence and defenses through relevant witness testimony and documentary evidence that does not otherwise infringe on the rights of other students.
7. The board reserves the right to call anyone to the hearing that may aid in its determination of responsibility.
8. All persons who give information to the board are required to report facts honestly. Knowingly giving false information to the board constitutes an infraction of the Student Code of Conduct.
9. At the conclusion of the presentation of the evidence, all voting Judicial Hearing Board members will deliberate in private. General Counsel, if requested by a majority of the Judicial Hearing Board members, may be present for the deliberations to provide advice on policy matters, but shall not participate in the decision. No one else, including the judicial coordinator and the cited student, may attend. The deliberations will not be recorded.
10. During its deliberations, the Judicial Hearing Board will determine by majority vote whether the reporting party has shown, by a preponderance of the evidence (“*more likely than not*”), that the cited student is responsible for the offense charged. This determination will be based solely on the evidence presented at the hearing. The Board will prepare its written decision, including a summary of the facts, a rationale for the decision reached, and a recommendation of sanctions, if any, from the range published in the Code of Conduct. This document shall be prepared within five (5) days of the hearing’s conclusion.

Following the Judicial Hearing: Subsequent Proceedings:

1. If the student is found “not responsible” for a Major Violation, the Judicial Hearing Board may work with the parties and witnesses as it deems appropriate to determine if any further action or recommendation (*such as mediation or institution of lesser charges*) should be taken.
2. If the Board determines that the student is responsible, the board will submit the written recommendation of responsibility and sanction to the Process Review Board within five (5) calendar days. This recommendation will briefly summarize the evidence upon which the decision is based. The board may recommend a sanction greater than the sanction stated in the summons.
3. The Process Review Board will review the record to ensure that the evidence supports the findings, the cited student was given due process, and that the procedures set forth by the UNC Board of Governor’s *Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings* were followed. Depending on the outcome of that review, the Process Review Board may:

- 1) remand it for a new hearing (*or other appropriate proceedings*) before the Judicial Hearing Board; or
- 2) forward the recommendation to the Dean of Students for the Final Administrative Decision.

The Board will make its decision within ten (10) days of receiving the information from the Judicial Hearing Board.

4. The Dean of Students will make all Final Administrative Decisions in cases involving suspension and expulsion within ten (10) calendar days after receiving the recommendation from below. Any modification of the Judicial Hearing Board's decision may not be arbitrary or capricious; reasons for any deviation in findings or sanctions must be documented. The student will be notified, in writing, of the Final Administrative Decision, the evidence supporting the decision and of the right to appeal within ten (10) calendar days of the decision.
5. If the final decision is suspension or expulsion, separation from UNCOSA is effective immediately. The student will leave campus and is banned from any school property. If the sanction is expulsion, the sanction applies to all UNC constituent institutions and the student's name is entered into the UNC Suspension and Expulsion database.

Appeals Process

1. In cases involving suspension of ten (10) days or less, the decision of the Dean of Students shall be final. No further appeal is available.
2. In cases involving long term suspension or expulsion, the student will be informed of the right to request review by the Chancellor. The student must submit a written request through the Process Review Board within five (5) calendar days after notification of the Final Administrative Decision. The request must allege either:
 - a. A violation of due process; and/or
 - b. A material deviation from the substantive or procedural standards adopted by the Board of Governors.

Additionally, the request must cite facts and evidence in the record to support the alleged grounds of appeal noted above.

The Chancellor will review the record and make a determination and notify the student within ten (10) days of the request for appeal. The student does not have the right to appear before the Chancellor.

3. The student may request a further appeal to the UNCOSA Board of Trustees via its Committee on Educational Planning and Policies/Student Affairs. The student must submit a written request for appeal to the Assistant Secretary of the Board of Trustees within five (5) calendar days after notification of the Chancellor's decision. The request must allege either:
 - a. A violation of due process; or
 - b. A material deviation from the substantive or procedural standards adopted by the Board of Governors.

The review may not be scheduled until the next regularly scheduled committee meeting or later, depending on the committee's availability. The appeal shall be "on the record" and the student will not attend the review.

The Board of Trustees will forward its written decision to the student within ten (10) days of the decision. If the decision is to uphold an expulsion, the letter shall include

instructions informing the former student that he/she may request that the UNCOSA Board of Trustees forward the record to the UNC Board of Governors for one final appeal. If the Board of Trustees determines that the sanction should be reduced, the Dean of Students shall be informed and the entry in the UNC Suspension and Expulsion database will be amended accordingly. The student will be informed of the decision in writing.

4. A former student may apply for reenrollment at UNCOSA or to any other UNC constituent institution once the prescribed long-term suspension has been served. Reapplication is not a guarantee that the student will be allowed to return to UNCOSA. In cases involving expulsion, the student may request a final appeal to UNC Board of Governors, which will be conducted in accordance with that Board's policies and procedures. The review will be "on the record" and the student will not be permitted to attend the review.

Notes on Special Cases

1. Pursuant to the Campus Security Act, in cases of alleged sexual assault, the accuser and the accused are entitled to have the same opportunities to have others present during a disciplinary proceeding.
2. Pursuant to FERPA, victims of violent crimes must be notified of the results of the disciplinary proceeding of the alleged assailant. "Results" means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed.
3. When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.
4. Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents in writing to the Judicial Coordinator to such a proceeding.

Appendix C: Poster Policy For Hanes Student Commons

The Division of Student Affairs supports the needs of individuals and groups to promote events, services and merchandise to the campus community, provided the time, place, and manner of the promotions does not contradict the mission of the institution, does not endanger persons or property, does not interfere with campus operations, and does not damage physical facilities of UNCSCA. This policy defines restrictions that pertain to materials posted in or around Hanes Student Commons. The term poster is used herein to describe any type of flier, banner or placard that is used for promotional purposes, regardless of its construction or size.

Location of Posters

1. The Hanes Student Commons Administrator (or his/her designee), located in the Kenan Student Affairs Center, is responsible for designating approved posting locations in the Hanes Student Commons.
2. General purpose bulletin boards are provided at several locations. These bulletin boards may be used for commercial purposes, informational purposes, or for solicitation of charitable contributions. They may not be used by any person or group whether affiliated or non-affiliated without prior approval. Such bulletin boards bear the title "General Purpose." All notices will be removed at approximately two-week intervals. Bulletin boards not marked "General Purpose" are reserved for the use by particular offices; unauthorized postings may be removed immediately by those offices.
3. The only exceptions to the General Purpose boards are materials pertaining to political speech. Advertisements advocating political activities, candidates and positions postings are reserved to two boards designated "Political Speech" that are located on the mid level of the Hanes Student Commons. Political postings are for two weeks or until a related time and date has passed, whichever comes first.
4. No notice, advertisement, or document of any kind should be attached to any wall, door or other surface other than bulletin boards provided for such purposes. Damage to walls or other surfaces resulting from violation of this policy will require that the individual responsible pay the cost of repair, and may subject that individual to criminal penalties under applicable law and to disciplinary action pursuant to university policy.
5. Outdoor areas: Posters may not be attached to outdoor fixtures and structures other than those specifically designed for that purpose. Fliers may not be attached to utility poles, light poles, directional signs, fences, benches, trees or sidewalks.
6. Works of Art: Under no circumstance may any poster be attached to a work of art, whether indoor or outdoor. This includes paintings, murals and sculptures.
7. For safety reasons, no posters may be attached to exterior doors of any building.

Removal of Posters

Posters placed in unauthorized locations will be removed and discarded by a designated staff member within that administrative unity, or by housekeeping or grounds keeping staff during their normal course of work in that area. The Hanes Student Commons Building Monitor will

sweep the building daily for out of date, expired and improperly hung posters and will remove postings that do not follow this policy.

Content of Posters

- In keeping with the Mission of UNCSCA, and recognizing that it serves students of middle school age as well as high school and college, UNCSCA will exercise its authority and obligation to restrict the content of materials posted on the campus as follows: Posters may not promote or condone any activity, service or merchandise that is illegal or incites violence or causes disruption.
- Posters may not offer for sale any items which cannot be legally purchased or possessed by individuals under the age of 18.
- Posters may not denigrate, threaten, or abuse any individual or group of individuals on the basis of race, ethnicity, national origin, gender, religion, age, physical or mental ability, or sexual orientation.
- Posters may not be obscene, based on standards adopted by the Student Press Law Center: *“The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to prurient interest in sex; and the material depicts or describes, in a patently offensive way, sexual conduct; and the material, taken as a whole, lacks serious literary, artistic, political or scientific value.*
- Posters may not promote the use of tobacco, illegal drugs or alcohol. Phrases which commonly refer to alcohol (*“BYOB, keg, brew,” etc.*) or to specific drugs are not to be used on fliers.
- All posters must clearly note the group, business or organization responsible for the posting with full name and accurate contact information. The posting date must be designated on the poster. Posters will be removed immediately that do not have the full information described above. Individuals needing assistance with this may come to the Kenan Student Affairs Center during working hours for assistance or see the building manager in the evenings or on weekends at the center outside the Pickle Jar.
- Political Speech Postings Electronically by student groups may be done so by sending the posting via email attachment or message to the Dean of Students. The posting will be placed on a webpage for political activities with a link off the Student Affairs page for students. All school emails and the Every Friday Email may not be used for such announcements.

Adopted 2008

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

University of North Carolina School of the Arts states that it will provide equal employment opportunities for all persons regardless of race, color, national origin, creed, religion, sex, age, sexual orientation*, disabling condition, or political affiliation, except where religion, sex, or age are bona fide job related employment requirements. This is in keeping with Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246, as amended, the Rehabilitation Act of 1973, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1968 as amended, the Civil Rights Restoration Act of 1988, NC G.S. 1126-16 as amended, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991, and other applicable federal and state EEO and anti-discrimination laws or statutes.

In furtherance of this policy University of North Carolina School of the Arts prohibits retaliatory action of any kind taken by any employee of University of North Carolina School of the Arts against any other employee or applicant for employment because that person filed a complaint or charge of employment discrimination, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

To ensure that equal employment opportunity exists throughout the university, a results oriented equal employment opportunity program will be implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to employment opportunities for all qualified individuals that may exist in any of our programs. All selection, hiring, and promotion decision will be based on valid requirements that are job related and consistent with performance of the essential functions of the job.

This program shall ensure greater utilization of all persons by identifying the underutilized groups in the workforce and making special efforts to increase their participation in recruitment, selection, training and development, and upward mobility programs and any other term, condition, or privilege employment. When necessary, University of North Carolina School of the Arts will provide reasonable accommodations for applicants and/or employees with disabilities when doing so will enable them to successfully perform the essential job functions of the job or benefit from training. UNCSA is also committed to preventing any harassment based on race, color, national origin, religion, creed, sex, age, sexual orientation* or disabling condition including sexual harassment.

Program objectives and timetables shall be established to reduce and eliminate the underutilization of all groups through the equal employment opportunity plan and program. Responsibility for the development of this plan and program is assigned to the Equal Employment Opportunity Officer, the Director of Human Resources, who reports to the Chief Operating Officer. However, responsibility for the implementation of the EEO compliance program will be shared by all managers and supervisors.

The equal employment opportunity program will be evaluated and monitored continuously. Periodic reports on the progress of this program will be presented to the Chancellor by the EEO Officer.

University of North Carolina School of the Arts is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources.

*University of North Carolina School of the Arts recognizes that the category of sexual orientation is not a protected category under federal or state laws. By extending protection to this category as an internal policy matter it is not the intention of the University to create any rights that either may be pursued or enforced off-campus, that extend to the employee benefits package made available by the State of North Carolina or other off-campus entities, or that interfere with the University's relationships with outside organizations, including the federal government, the military or private employers. Grievances concerning discrimination based upon sexual orientation may only be processed by the internal grievance procedures of the University of North Carolina School of the Arts.

Adopted this 1st day of March, 2010.

UNCSA is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, ethnicity, creed, national origin, religion, gender, age, disability or sexual orientation.

If there is a conflict of policy between this and other campus publications, the policies in the UNCSA Bulletin will take precedence.

This handbook contains the most accurate information available at the time of publication and may be amended from time to time by UNCSA. Our website www.uncsa.edu will have the most current policies, including updates, changes and corrections.