Winston-Salem State University (WSSU) publishes the student handbook bi-annually for the purpose of informing students about their rights, responsibilities and privileges on campus. WSSU does not accept custodial responsibility for any enrolled student or campus visitor. The WSSU Student Handbook does not constitute a contract between the university and the student. While policies and programs are presented accurately within this handbook, the university reserves the right to revise any section or part without notice or obligation.
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Welcome to WSSU

Dear WSSU Students:

Winston-Salem State University is a community where people from diverse backgrounds are welcomed and embraced. We strive to create a healthy, safe, and productive environment that allows our students to grow and thrive.

The WSSU Student Handbook is a valuable resource that provides you with comprehensive information to help you navigate the university during your time here.

Please familiarize yourself with the policies, services, rights and responsibilities, and any other information that you deem pertinent to your needs.

It is my sincere hope and expectation that you will take the time to read it, place it in a safe place, and refer back to it whenever necessary.

Please feel free to reach out to my office or to any of the resource offices listed in this book to find assistance and guidance.

Best wishes to all of you,

Dr. Mel C Norwood, II
Associate Provost and Vice Chancellor
Student Development and Engagement
University Mission Statement

Winston-Salem State University is a comprehensive, historically Black university offering innovative undergraduate programs and exceptional graduate programs grounded in the tradition of liberal education. Students engage in active and experiential learning offered through flexible delivery modes. The university is dedicated to the holistic development of students by faculty dedicated to excellence in teaching, research, and service. As a constituent institution of the University of North Carolina, Winston-Salem State University contributes to the social, cultural, intellectual, and economic growth of North Carolina, the region, and beyond.

University Values

- **Student Centeredness** - Winston-Salem State University is committed to ensuring that all students achieve academic, personal, and professional development through their education. The university takes responsibility for creating and sustaining an environment that values students' unique backgrounds and learning abilities, providing a nurturing culture that supports student success.

- **Excellence** - Winston-Salem State University is committed to an uncompromised standard of quality and distinction in teaching, learning, scholarship, service, and operations. The university advances a dynamic, responsive, and accountable academic community where a desire to achieve the highest standards is evident both among individuals and across the institution.

- **Stewardship** - To ensure the highest levels of public trust and confidence, the university is committed to structuring institutional policies, processes, and incentives to ensure highly efficient and reliable operations; professional competence and knowledge; and careful management of resources.

- **Integrity** - Winston-Salem State University holds a deep commitment to personal and institutional fairness and honesty to ensure that the welfare of students and the university is placed foremost in all affairs and transactions.

- **Social Justice** - Winston-Salem State University believes in a deep individual and institutional responsibility to creatively respond to injustices and to work toward the establishment of just, equitable, and sustainable cultural, economic, political and social principles and practices that affirm the worth, value, and dignity of all people.

- **Trust** - Winston-Salem State University is committed to building and reinforcing enduring bonds of goodwill among all members of our community based on an ethic of accountability, fairness, openness, and transparency.
ABSENCES
If you are going to be absent from class for any reason, be sure to contact your professors to make arrangements to get notes and make up any work that will be missed. For absences due to personal or family emergencies or crisis, please contact the Office of the Dean of Students at 336-750-3356 for an excused absence letter.

ACADEMIC SUCCESS COUNSELOR
Academic Success Counselors serve as “one-stop shop” to assist students in their college experience; monitors student academic progress utilizing all available data, and, when necessary, intervenes with solutions that will improve student success; works with students to overcome challenges that hinder his/her academic progress by providing support, developing strategies, and helping students to obtain the necessary resources and tools needed to achieve their academic goals. For more information on academic advising services at WSSU, contact UCaLL Advising Services at 336-750-2634.

ACADEMIC CALENDAR
Provides important information and deadlines for the academic semester including: course registration, drop/add period, withdrawal deadline, and graduation.

The academic calendar can be found in the WSSU Undergraduate Catalog and on the WSSU website.

ACADEMIC STANDING
Students are required to earn and maintain a minimum cumulative grade point average (GPA) to be in good academic standing (GAS). If a student fails to maintain the minimum required GPA, their academic standing will be impacted. For additional information refer to the WSSU Undergraduate Catalog.

ACADEMIC INTEGRITY POLICY
WSSU students are expected to adhere to a code of honor in regard to all academic work that is submitted. Work submitted in your name must be your own. Each student is expected to read and adhere to the Academic Integrity Policy that is found in the Policies section of this handbook.

ACADEMIC RECORDS
You may check your grades on-line at “Banner RAMS ONLINE.” If you have general questions about your academic record, go to the Office of the Registrar, Suite 202 in the Thompson Center. Questions about a particular grade should be addressed to the faculty member or dean who is responsible for the course.

ADDRESS CHANGE
All students are strongly encouraged to report both their local and permanent addresses to the Registrar’s office. Any address change within an academic year should also be reported. Failure to do so may result in personal mail being sent to the wrong address. Address changes must be in writing and include the signature of the student.

AFFIRMATIVE ACTION POLICY
WSSU extends equal educational and employment rights to all persons without regard to race, color, religion, disability, ancestry, national origin, union membership, sexual orientation, gender identity, veteran status, genetic information, political affiliation, age, or sex. Contact the Office of Human Resources at 750-2830 for more information.

ALCOHOL POLICY
Winston-Salem State University prohibits the possession, use, and/or consumption of any alcohol while on the campus grounds. WSSU adheres to all North Carolina laws and ordinances in regard to the use and possession of alcoholic beverages and alcohol paraphernalia on campus. Each student is expected to read and adhere to all alcohol and other drug policies that are listed in the WSSU Student Handbook and WSSU Student Code of Conduct. Please refer to the Policies section of this handbook and WSSU’s main homepage for more information, or call 750-3356.
ATHLETICS
WSSU is a NCAA institution Division II, and has a variety of competitive sports for both men and women. WSSU enjoys a proud legacy of championships in several sports. Ram Pride is alive and well. For more information, call the Department of Athletics at 750-2141 or visit the WSSU website at www.wssu.edu.

ATM MACHINES
There is one ATM machine located on the first floor of the Cleon F. Thompson, Jr. Student Services Center. There are also several ATM machines located within close proximity to campus. See “Banks” in this section for a list of locations.

AUTOMOBILE AND PARKING REGULATIONS
All persons desiring to park a vehicle on the WSSU campus must register for a parking permit. University parking regulations are strictly enforced 24 hours a day. Parking regulations are available in the Office of WSSU Police in the Old Maintenance Building. If you have any questions concerning parking, contact WSSU Police at 750-2900.

BACKGROUND CHECKS
Prospective students are required to provide disciplinary records from previous academic institutions and must report felony convictions before an admission decision can be made. Applicants who report a criminal record are reviewed on a case-by-case basis.

BANKS
Banks within close proximity to WSSU include:
Bank of America 1300 East Fifth Street
Mechanics and Farmers Bank 770 MLK, Jr. Drive
Wells Fargo Bank 701 MLK, Jr. Drive
Winston-Salem Federal Credit Union 711 Salem Avenue

BLUE LIGHT EMERGENCY TELEPHONES
Special telephone boxes are located throughout the WSSU campus beneath blue-colored lights. These telephones should only be used in case of an emergency. When the box is opened and the receiver is picked up, a call is automatically made to a Campus Police dispatcher regardless of whether the caller speaks. A police officer will be sent to that location. Campus Police can be reached at 750-2900.

BOOK BUY-BACK
Students have an opportunity to sell books back to the university at the end of the academic year. For more information, contact the WSSU Bookstore at 750-2780.

BUS SCHEDULE
WSSU provides bus service from parking lots to designated stops on-campus. Contact WSSU Campus Safety for a schedule-750-2900.

CAREER DEVELOPMENT SERVICES
If you need help deciding your career path, or if you would like to participate in an internship or experiential learning opportunity, sharpen your interviewing skills or look for jobs on the web, contact the Office of Career Development Services at 750-3240.

CATALOG – UNDERGRADUATE
The WSSU Undergraduate Catalog contains valuable information about academic choices and related matters. Whether you are searching for prerequisites for a specific course or for course requirements in your major field of study, the WSSU Undergraduate Catalog should be utilized as the starting point and it is available online from the WSSU website www.wssu.edu look under the Academics tab.

CHANGE OF MAJOR
For information on how to change your major, please visit the Office of the Registrar or visit the WSSU website at www.ucf.edu (follow link for Administration → Registrar) for the appropriate form and process.

CODE OF CONDUCT
The WSSU Student Code of Conduct (The Code) provides the principles and procedures for ensuring a campus environment that is conducive to peaceful and productive living and learning. It enforces both civil law and university rules and regulations. Students are responsible for knowing and observing all aspects of The Code, and are also expected to become familiar with all federal, state, and local laws. The Code is administered by the Vice-Chancellor of Student Affairs & the Associate Vice Chancellor & Dean of Students. The WSSU Student Code of Conduct can be found on the home page of the Office of Student Conduct. To locate the Code, go to the Winston-Salem State University’s homepage under Campus Life tab and locate Student Conduct. For in-person assistance please contact the Office of the Dean of Students at 336-750-3356.
COMMENCEMENT
Remember that you will need to apply for graduation at the beginning of your senior year. Check with the senior class advisor or Registrar (750-3330) for more information.

COURSE DESCRIPTIONS
A description of each individual course can be found in the WSSU Undergraduate Catalog.

DINING SERVICES
Students don’t have to live on campus or have a meal plan to utilize WSSU’s dining services. You may pay for meals with a meal plan, RamCard, flex dollars, or cash. For more information about dining services on campus, contact the Campus Dining office at 750-2787 or visit WSSU website at www.wssu.edu and then select the tab for Administration and then Business & Auxiliary Services.

DIRECTORY ASSISTANCE
WSSU directory assistance is available at 750-2000, Monday - Friday, 8:00 a.m. - 4:30 p.m.

DISABILITY SERVICES
The Americans with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered “disabled.” Built upon a body of existing legislation, particularly the Rehabilitation Act of 1973 and the Civil Rights Act of 1964, the act states its purpose as “providing a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.”

As required by law, WSSU will make every effort to provide reasonable services to students who require such assistance. Certain standards must be met for individuals to qualify for the act’s protection. To be considered “disabled” under ADA, individuals must have a condition that impairs a major life activity or have a history of such a condition, or be regarded as having such a condition. For more information contact the Department of Disability Services at 336-750-8658 or 336-750-8759.

ENROLLMENT VERIFICATION
To request enrollment verification to defer a student loan, bring the signed deferment form from your loan agency to the Registrar’s office. For all other verifications, students must complete and sign a release in the Registrar’s office. For more information, call 750-3330.

EVACUATION PROCEDURES
Evacuation procedures in cases of emergency can be obtained in the Office of Housing & Residence Life and the Office of Campus Police. Other emergency procedures can be found on the main page of the WSSU website. The university utilizes the RamAlert system to communicate with the campus community in the event of a campus emergency or threat. For more information contact the Office of Emergency Management at 336-750-2896.

FORSYTH COUNTY ORDINANCES
As a citizen of Forsyth County, students are expected to abide by all county ordinances, laws and regulations of the city of Winston-Salem and the state of North Carolina, in addition to the rules of the university. For a listing of applicable laws and regulations, contact Campus Police at 750-2900.

GRADE POINT AVERAGE
See WSSU Undergraduate or Graduate Catalogs from the following link: catalog.wssu.edu

GRADUATE STUDENT INFORMATION
Graduate School personnel, located in the A. H. Anderson Conference Center, can be contacted at 750-2102 with questions regarding graduate studies and research.

HAZING POLICY
Hazing in any form is unacceptable at WSSU. Each student is responsible for reading and adhering to the hazing policy (see Policies section of this handbook). Questions regarding the policy should be directed to the Office of the Dean of Students at 336-750-3356.
HOMECOMING WEEKEND
Homecoming weekend is the time when former students, friends of the university and the entire university community come together to celebrate the rich heritage of WSSU. During homecoming weekend, families and friends are invited to campus and are given an opportunity to see the university in a different light. Decorations and vendors abound and a spirit of festivity permeates the campus. Alumni return to reconnect and reminisce at various activities that take place. Information about Homecoming will be available on the WSSU website www.wssu.edu.

HOUSING & RESIDENCE LIFE
Residing on-campus is a unique experience that allows students to be close to all the university has to offer academically and socially. Eight residence facilities are home to over 40% of WSSU students. Students who reside in residence halls have entered into a housing contract for the fall and spring semesters. If on-campus housing is desired, contact the Office of Housing & Residence Life at 750-3400.

INDIVIDUAL COURSE WITHDRAWAL POLICY
Students may find it necessary to withdraw from courses or the university after the university’s course adjustment period (Registration/Add/Drop) each semester. A student may terminate enrollment in a course but continue enrollment in other courses within the timeframes outlined in the University Calendar. For more information about the withdrawal of courses and the impact on your satisfactory progress, please refer to the university’s policy on Undergraduate Withdrawals Policy available online from the main WSSU website www.wssu.edu.

INSURANCE
It is required that all students have medical insurance and recommended to have property insurance. Check with your family to find out if their homeowner’s policy covers your personal property and what type of health insurance you have. It is wise to carry your insurance card with you at all times. Questions about medical insurance and coverage at the on campus Wellness Center should be directed to Student Health Services at 750-3300.

INTERNATIONAL PROGRAMS
The Office of International Programs is located in Suite 224 of Hill Hall, otherwise known as the Student Success Center. The program promotes international awareness and oversees all international education. Call 750-3345 for more information.

INTERNSHIPS/EXPERIENTIAL LEARNING
Found in the Office of Career Development Services, internships and experiential learning initiatives provide an excellent opportunity for students to receive supervised work experience and gain academic credit toward a degree, in addition to enhancing a résumé. For more information call 750-3240, refer to the WSSU Undergraduate Catalog, or contact your academic department/advisor.

IMMUNIZATION REQUIREMENT
WSSU and the State of North Carolina require documentation from new freshmen and transfer students of immunization dates for the following vaccines: measles, mumps, rubella, hepatitis B (HepB), tetanus-toxoid, diphtheria, polio, and pertussis (if 17 and under). Please visit the Student Health Center website accessible from the WSSU webpage www.wssu.edu and follow the tabs for Campus Life and Wellness Center for information on how to submit your immunization records to be in compliance with this enrollment requirement. There are different requirements for international students. For more information, contact the Student Health Center at 750-3300.
INTRAMURAL ATHLETICS

Every year hundreds of members of WSSU community participate in Intramural Sports. Intramural Sports are open to all students, faculty and staff. We offer men’s, women’s and co-rec leagues, tournaments and special events at the recreational and competitive levels. Not only does participation in Intramural sports enhance the college experience, but it also adds to a healthy and fun lifestyle! For more information contact University Recreation at 336-750-8044.

Whether you are looking for competition or just to have fun, University Recreation has just what you want!

INVOLUNTARY WITHDRAWAL POLICY

There may be times when, for safety and security reasons, a student is separated from the university for a period of time. Please refer to the specific policy in the Policies section of this handbook.

LAUNDRY FACILITIES

Laundry facilities are located in all residence halls. Some machines are coin-operated and others use a card reader. Always READ THE TAG! If it reads “dry clean only”, DO NOT attempt to wash it. Warm and hot water temperatures tend to fade clothing. Wash bright colors in cold water only.

LEARNING DISABILITY

See Disability Services

LIBRARY HOURS

The C.G. O’Kelly library is open 101 hours per week as follows: Sunday through Thursday 8:00 a.m. - 1:00 a.m.; Friday 8:00 a.m. - 6:00 p.m.; and Saturday 10:00 a.m. - 4:00 p.m. Variations to the schedule are posted at the library entrance. A professional staff is available to provide face to face, telephone and e-mail assistance to all local and distant students with their research needs.

LOST AND FOUND

If you lose an item or find one, contact Campus Police at 750-2900.

MAILBOXES

Students may get a P.O. Box from the Post Office located in the Cleon F. Thompson, Jr. Student Services Center, located on the ground floor.

MAJORS

A list of all available majors can be found in the WSSU Undergraduate Catalog.

MEAL PLANS

Information on various meal plans may be obtained by contacting the Office of Business Services located in Eller Hall, room 214 or via phone at 336-750-2771.

NAME CHANGE

If your name changes due to marriage or a court order, you must bring your marriage certificate or court order and your new social security card to the Office of the Registrar, 203 Cleon F. Thompson, Jr. Student Services Center.

NEW ORGANIZATIONS

Want to get more involved in campus activities, but aren’t interested in any of the organizations already recognized? Then maybe you would be interested in starting your own organization. To start the process, contact University Student Activities and Engagement at 336-750-3082 with questions and to obtain the necessary forms.

ORGANIZATIONS

A complete listing of all recognized student organizations can be found in the WSSU Student Organizations Handbook. You may obtain a copy by visiting the office of University Student Activities and Engagement or visiting the WSSU website at www.wssu.edu and then follow the tab for Campus Life and Asst. Vice Chancellor for Student Affairs.
PARKING TICKETS
It is highly recommended that you obtain a copy of parking regulations from the Office of WSSU Campus Police. Familiarize yourself with parking regulations to avoid receiving tickets. You may pay for parking tickets in the Office of WSSU Campus Police.

PEER HELP OPPORTUNITIES
If you are interested in an opportunity that will give you leadership experience, as well as provide you with an opportunity to meet new people, becoming a peer helper might be perfect for you. For more information, contact the University Counseling Center at 750-3270; University College at 750-2260; Office of Career Development Services at 750-3240; Office of Housing & Residence Life at 750-3400; or the Student Health Center at 750-3300.

PETS
Pets (with the exception of owner-accompanied guide dogs) are not permitted in any campus buildings.

POST OFFICE
There is an official United States Post Office located on campus on the ground floor of the Cleon F. Thompson, Jr. Student Services Center that provides all postal services, including mailboxes for residential students. Hours are Monday through Friday, 8:00 a.m. - 4:00 p.m.

PRESENTATIONS ON CRIME AWARENESS AND PREVENTION
Programs related to sexual assault, dating violence, domestic violence, personal safety, and Title IX among others are presented throughout each semester by various offices including the Office of Interpersonal Violence Prevention and the Deputy Title IX Coordinator. To schedule a presentation please contact the Office of Interpersonal Violence Prevention at 336-750-3313. Other presentations related to the topics about drugs, alcohol, personal safety, prevention of vandalism, theft, and related issues are presented throughout each semester by various university offices, including Campus Police. If you are interested in coordinating a presentation on this topic, call the Office of Student Conduct at 750-3463 or Campus Police at 750-2900 to arrange a time and place.

RAMCARD
The Winston-Salem State University RAMCard is used by all university students as their official university identification. The RAMCard is also used as a pre-paid card for campus business services such as copying and printing (on a limited basis and limited locations); ARAMARK meal plans and remote campus dining locations; vending machines; access to athletic events, University Recreation Center (UREC); and summer camps. The card can be used for all meal plans and to access selected buildings and services. For more information, call the RamCard office at 750-3110 or visit them at the Cleon Thompson Center, room 203.

REFUND
If you believe that you are due a refund, call the Cashier’s office at 750-2810.

REGISTRAR’S OFFICE
The Registrar is the official keeper of academic records and provides information on registration procedures. For more information, contact the office at 750-3331.

SCHEDULE CHANGES (Drop/Add)
All students may make schedule changes in accordance with university policies governing such changes. Consult appropriate academic success counselors/academic deans prior to making changes.

SCHEDULING UNIVERSITY FACILITIES
All questions regarding the scheduling of rooms or other university facilities should be directed to the Office of Conferences & Institutes. All students who wish to reserve space in the Cleon F. Thompson, Jr. Student Services Center or the Donald Julian Reaves Student Activity Center should call the Office of Student Centers at 750-3354.

SCHOLARSHIPS
Students who have questions about scholarships that are available at WSSU should contact the Office of Scholarships and Financial Aid at 750-3296.
SIGN AND POSTER POLICY
All signs and posters to be posted on campus by students and visitors must be approved in the Office of University Student Activities and Engagement. Refer to the Policies section of this handbook for more information.

SOLICITATION POLICY
Permission must be granted for all on-campus solicitation. Individuals or businesses that would like to solicit on-campus must contact the Office of Business Services prior to coming to WSSU at 750-2770. Refer to the Policies section of this handbook for more information.

SPORTS INFORMATION
WSSU has a tremendous sports reputation. If you would like to follow the road to championships and support the Rams, or just find out the status of the last contest, contact the Department of Athletics Media Relations at 750-2143.

STUDENT ACTIVITIES
If you would like to know about scheduled student activities, contact the Office of University Student Activities and Engagement. All student activities must be approved by the Director of University Student Activities and Engagement, who can be reached at 750-3351.

STUDENT AFFAIRS
This Division of Student Affairs and staff support students with their total educational, social, spiritual, and personal development. Services provided by the 12 offices within the division include: Counseling, Interpersonal Violence Prevention, Career Development Services, University Student Activities and Engagement, Student Conduct, Campus Life, Housing and Residence Life, Wellness Center, Pharmacy, Student Health Services, Dean of Students, and Student Union/ Centers. For more information, contact the Office of the Vice Chancellor for Student Affairs at 750-3200.

STUDENT GOVERNMENT ASSOCIATION
The Student Government Association (SGA) is the representative student body at WSSU. Participation in university governance, university policies and student advocacy are the primary concerns of this organization. Get involved and make a difference. For more information, contact the SGA Office at 750-3360.

STUDENT HEALTH SERVICE
The Alexander H. Ray Student Health Services Center provides a variety of quality healthcare services to the student population. Student Health Services should be your first stop for all healthcare needs as we serve as a medical home for WSSU students. The center provides confidential episodic illness evaluation, treatment, health maintenance, and laboratory services at minimal or no cost. All students enrolled at WSSU are eligible to use the Student Health Services Center. Appointments are recommended by visiting their website from the WSSU website, follow tab on Campus Life and Wellness Center an Online Student Health to make your appointment; walk-ins are accepted. Student Health Services also provides peer education and health promotion opportunities. Hours of operation are 8:00a.m. - 5:00 p.m. Monday through Friday and closed Saturday and Sunday. After hours call 750-3300 for general information or after-hour “non-emergency” care. For “emergencies” contact Campus Police at 750-2911.

Presentations on various topics are also available to student groups and academic classes on a variety of topics. To request a presentation contact the center at 336-750-3300.

STUDENT UNION
(Cleon F. Thompson Jr., Student Center)
The Cleon F. Thompson, Jr. Student Services Center is a comprehensive student services complex. The Thompson Center, also referred to as the “student union”, is one of the gathering places on campus. It is equipped with a computer lab and commuter lounge, Kennedy Dining Hall, University Bookstore, meeting rooms, and a large multipurpose room. The Thompson Center also contains student services offices on each floor. Also, the Donald J. Reaves Student Activity Center is the second gathering place on campus for students, faculty, and staff. It is equipped with meeting rooms and a multipurpose ballroom, indoor recreational areas (basketball courts), two floors of fitness equipment, fitness classrooms, an indoor walking trail, and a comprehensive food court.

STUDENT INJURY REPORTING
All student injuries that occur on campus should be reported to the Student Health Center. Other injuries that may cause a student to miss class should be reported to the Office of the Dean of Students.
STUDY ABROAD PROGRAM
If you are interested in doing coursework or research in another country, contact the Office of International Programs in Hill Hall, Suite 224, or at 750-3345.

SUPPORT GROUPS
You may obtain information on various on-campus support groups by contacting the University Counseling Center.

SYLLABUS
Each instructor should provide a course syllabus during the first class meeting of each semester. The syllabus should provide the following information: office location of instructor, telephone number, office hours, e-mail address, and general guide about the nature of the course and the instruction schedule.

TRANSCRIPTS
You may obtain an official academic transcript by filling out a Transcript Request Form in the Office of the Registrar. There are three methods to request an academic transcript: online via the Office of the Registrar website; stop by the office and complete the appropriate form, or you may also mail a request or fax the necessary form and information. Remember to include your full legal name, dates you attended WSSU, last 4 digits of your social security number or WSSU ID, address and daytime phone number, number of copies needed, address(es) to which the copies will be sent, and your written signature, to the Office of the Registrar, Suite 202 Cleon F. Thompson Jr., Student Services Center. There is a $5.00 fee for each transcript requested. For more information, call the office at 750-3330.

TUTORING SERVICES
If you need help with a certain course, contact University College and Lifelong Learning (UCaLL), Hill Hall, 1st floor, 750-8604.

UNIVERSITY COUNSELING CENTER
The purpose of the University Counseling Center is to assist students cope with issues related but not limited to: relationships, family functioning, emergencies and crisis situations, adjustment issues, decision making, academics, anxiety, and depression. In addition, counseling, workshops, seminars, and other outreach activities are provided to promote personal and social growth and enhance the quality of life.

Students may request service or they may be referred. Many services are delivered through individual and group counseling sessions. The center is located in the Alexander H. Ray Student Health Center. Students may call the center at 750-3270. Presentations on various topics are also available to student groups and academic classes on a variety of topics. To request a presentation contact the center or visit their website from the WSSU website under the tab Campus Life→Wellness Center→Counseling Center then click on “Don’t Cancel Class” to complete and submit your request.

VENDING
Vending machines are located on the ground or first floors of most campus buildings.

VETERANS AFFAIRS
Contact the Office of the Registrar at 750-3330 or visit their webpage from the WSSU website www.wssu.edu and then follow the tab of Administration→Registrar→and look for Veterans Affairs link.

VOTING
Students, faculty and staff must visit the Board of Elections website to verify their precinct.

WORK STUDY PROGRAMS
Students who qualify for federal work study should contact the Office of Scholarships and Financial Aid at 750-3296 for questions about accepting the award. For a list of job placement locations visit the Career Development Services website and select RamTrak to search for on campus work-study positions. Work study is only available to students who have completed a current FASFA form and is available based on certain qualifications of your financial need.

ZIP CODE
The zip code on campus is 27110.
WEATHER POLICY
For information regarding the cancellation of classes and the delay of services due to inclement or adverse weather, refer to the Inclement Weather Policy in the Policies and Procedures section of this handbook. Students, faculty, and staff are strongly encouraged to sign up to receive the RamAlert messages used during any campus emergency including weather alerts. For more information visit the following RamAlert link: http://www.wssu.edu/administration/campus-police/emergency-management/ramalert.aspx.

WITHDRAWAL POLICY
If you need to interrupt your studies and leave the University for medical or personal reasons, you must process a “total university withdrawal.” Consult your academic success counselor to discuss options and, if necessary, begin the withdrawal process. Refer to the University Withdrawals Policy available online from the following link: http://www.wssu.edu/administration/legal-affairs/policies/students/undergraduate-withdrawals-policy.pdf

Campus Mailing Address:
601 Martin Luther King Jr., Drive
Winston-Salem, NC 27110
Winston-Salem State University: What Every Student Should Know

UNIVERSITY HISTORY
Winston-Salem State University was founded as Slater Industrial Academy on September 28, 1892. It began in a one-room frame structure with 25 pupils and one teacher. In 1895 the school was recognized by the State of North Carolina and in 1899 it was chartered by the state as Slater Industrial State and Normal School.

In 1925, the General Assemble of North Carolina recognized the school’s curriculum above high school, changed its name to Winston-Salem Teachers College and empowered it under the authority of the State Board of Education to confer appropriate degrees. Winston-Salem teachers College thus became the first Black institution in the nation to grant degrees for teaching in elementary grades.

The School of Nursing was established in 1953 and awards graduates the Bachelor of Science degree. In 1963 the North Carolina General Assembly authorized changing the name from Winston-Salem Teachers College to Winston-Salem State College. A statute designating Winston-Salem State College as Winston-Salem State University received legislative approval in 1969. On October 30, 1971, the General Assembly reorganized higher education in North Carolina. On July 1, 1972, Winston-Salem State University became one of 17 constituent institutions of the University of North Carolina subject to the control of the Board of Governors.

Since its founding in 1892, Winston-Salem State University has grown from a one-room frame structure to more than 39 buildings located on 117 acres; from one teacher to more than 400 faculty members; and from 25 pupils to a student body of more than 6,000. The university offers more than 60 programs: 45 bachelor’s degree programs; nine master’s degree programs (business administration, computer science and information technology, elementary education, English as a second language and linguistics, master of arts in teaching, occupational therapy, and rehabilitation counseling; a doctoral degree program (physical therapy); and six certificate programs (non-profit administration, family nurse practitioner, advance nurse education, add-on licensure programs in English as a second language, special education, academically/intellectually gifted and computer programming). The Institution has continued to grow and has more than 10 research centers and institutes which include TALIAS, Teacher Education, Advisements and Partnership Center, Maya Angelou Institute, Center for Community Safety, Center for Mathematics, Science, & Technology Education (CMSTE), Biomedical Research Infrastructure Center (BRIC), S.G. Atkins Community Development Corp., Small Business and Technology Center, Center of Excellence for the Elimination of Health Disparities, and many Community Knowledge Centers.

From 2001-2007, U.S. News and World Report magazine has ranked Winston-Salem State University among the top regional, public, liberal arts colleges in the South in its annual “America’s Best Colleges” guide.
The university has been served by the following presidents and chancellors:

- Simon Green Atkins, President (Founder) 1892-1904
- Cadd Grant O’Kelly, President 1904-1910
- Francis Marion Kennedy, President 1910-1913
- Simon Green Atkins, President 1913-1934
- Francis Loguen Atkins, President 1934-1961
- Kenneth Raynor Williams, President 1961-1972
- Chancellor 1972-1977
- Haywood L. Wilson, Jr., Interim Chancellor 1984-1985
- Cleon F. Thompson, Jr., Chancellor 1985-1995
- Gerald McCants, Interim Chancellor 1995
- Alvin J. Schexnider, Chancellor 1996-2000
- Harold L. Martin, Sr., Chancellor 2000-2006
- Pedro L. Martinez, Interim Chancellor 2007
- Donald J. Reaves, Chancellor 2007-2014
- Elwood L. Robinson, Chancellor 2015-Present

Winston-Salem State University is located on 117 acres in Winston-Salem, Forsyth County, North Carolina, and a city of more than 232,000 residents. This thriving twin city is a part of the Piedmont Triad region, which encompasses the neighboring cities of Greensboro and High Point. The Piedmont Triad region is one of the most heavily populated and rapidly growing Metropolitan Areas between Washington, DC. and Atlanta, GA.

UNIVERSITY TRADITIONS

WSSU students experience a number of traditions. It is the responsibility of each student to see that these traditions are fully supported and carried out. Students take pride in these traditions and gladly share them with anyone who becomes a member of the university family.

- Homecoming
- WSSU Choir Holiday Concert
- International Week
- Celebration of Black History Month
- Founder’s Day
- Greek Week
- Career Day
- Career Job Fairs
- SGA Elections
- Coronation Ball
- Honors Convocation
- Commencement
- Senior Class Gala
- Lambs to Rams Pinning Ceremony
- Ramdition

UNIVERSITY COLORS

Red and White

MASCOT

Ram (named Amon)

ALMA MATER

**Alma Mater “As We Go Forth”**
Words and Music by Noah F. Ryder (Christmas 1938)

As we go forth from Old State U.,
A song of love we sing to thee,
And praises to the memory
Of days at State University.
Thy sons and daughters bring thee fame
Through knowledge which we here have gained,
Exultingly we raise thy name,
Oh, Winston-Salem State University.

As we go forth from Old State U.,
Good leaders we will always be,
And stand for all humanity
As you have taught us, State University.
In all we do we shall proclaim
To all the world thy enduring fame,
As we go forth we praise thy name,
Oh, Winston-Salem State University.

**Originally published in a slightly different form, Noah F. Ryder (1938). Transcription 2004, Winston-Salem State University**
The Division of Academic Affairs is entrusted with the task of establishing and maintaining the academic climate and quality of Winston-Salem State University. Students enjoy a variety of choices for academic majors and are engaged by an excellent faculty. Take the opportunity to become familiar with all of the valuable information listed within this section.

**ACADEMIC SUCCESS COUNSELORS**

Proper academic advising, along with institutional support and resources, are vital to your success. Whether you are a first-year student just beginning your collegiate academic experience, a transfer student joining us from another institution, or a continuing student embarking on upper-level major courses, effective guidance in navigating college life can mean the difference between timely graduation and falling short of your academic goals.

**REGISTRATION**

New students should attend Orientation prior to the start of the semester to take placement tests (if required), meet with an Academic Success Counselor and register for courses. It is important that new students take time to read the acceptance letter carefully as well as any other literature received from Winston-Salem State University for more details and information. Current students will receive information on the academic advising period before registration begins. To register for classes for the new term, returning students are required to meet with an Academic Success Counselor or Departmental Faculty Advisor to discuss classes to take, holds that exist and to obtain a registration access pin number (Alternate PIN). A student will **NOT** be able to register for classes without an Alternate pin number. It is the student’s responsibility to meet with your advisor prior to registering for classes.

**Changes in Registration**

Programs should be carefully planned under the guidance of the academic success counselor or department faculty advisor so that changes in registration will not be necessary. After a student has completed registration, changes may be made only by means of a registration change form.

The courses for which a student is registered at the close of the registration period constitute his/her official registration and course load for the semester. No student will receive credit for any course or courses for which he/she is not properly registered.

**Course Loads**

The normal load for a regular student is the semester requirement as shown for his/her particular curriculum in the catalog or the program as outlined by the respective departments. Full-time students are those who register for a minimum of 12 SH of credit in a given semester. The maximum course load is 18 SH. No student is permitted to take more than 18 SH unless he/she has a cumulative grade point average of 3.0 or better. Students who are on probation are required to carry a reduced load of no more than 13 SH. For information on registration at other institutions while enrolled at WSSU, consult the Undergraduate Catalog available online from the WSSU main website www.wssu.edu.
**Auditors**

Persons who wish to audit courses will follow regular admission and registration procedures and are governed by the same regulations applied to regular students. An auditor pays the regular course fees, but does not take examinations or receive a grade. Students once registered for “audit” are not permitted to change to “credit” and vice versa after the close of the period for making changes in the program.

**Dropping Courses After the Close of Registration**

A student may officially drop courses from his/her schedule until the end of the drop period. The date for each semester appears on the academic calendar.

**CREDITS, GRADES, GRADE POINTS**

The university calendar is organized on the semester basis. All credit is computed in terms of semester hours. A semester hour is the equivalent of prepared work for one hour per week for a semester of approximately 16 weeks.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B Above average</td>
<td>3</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
</tr>
<tr>
<td>D Poor</td>
<td>1</td>
</tr>
<tr>
<td>F Failure</td>
<td>0</td>
</tr>
<tr>
<td>I Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

The student’s work in any course will be rated for quality by letters of the alphabet.

An “I” is a temporary grade that is given when the student has not completed the work of the course due to illness or some other acceptable reason beyond the control of the student. It is the student’s responsibility to make arrangements with the instructor for the removal of the incomplete grade. All incomplete grades must be removed by mid-term of the next semester if the student is enrolled or within one year if the student is not enrolled. If work is not completed, the department chair awards the alternate grade recommended by the instructor at the time that the “I” grade was awarded.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P Passing</td>
<td>Student receives credit but no grade points.</td>
</tr>
<tr>
<td>W, WE,W/P, W/F</td>
<td>Student has officially withdrawn from classes.</td>
</tr>
</tbody>
</table>

**DEAN’S LIST**

Eligibility to be named on the Dean’s List at the end of each semester shall be based on status as a full-time student (12 SH and above), with a grade point average of 3.0 or better for the semester, with no grade below C and no incomplete (I) grades on the report.

**Change of Grade**

A grade once reported to the Office of the Registrar may be changed upon the authorization of the faculty member issuing the original grade and the approval of the vice chancellor for academic affairs. A change of grade is made by filing a Change of Grade Form. The reason for the change of grade shall be entered on the form and signed by the faculty member, department chair, vice chancellor for academic affairs, and the registrar.
Repetition of Course
Courses taken at Winston-Salem State University may be repeated only twice; i.e., a course may be taken a maximum of three times. If the policy of a particular academic major or minor is to allow fewer than two repeats of a course, then students in that major or minor are obliged to follow the more restrictive policy of that academic department. For additional information on the criteria for the repetition of courses, please refer to the Undergraduate Catalog available online from the main WSSU website www.wssu.edu.

Classification of Students
Students are classified as freshmen, sophomores, juniors, or seniors according to the total number of credits their official records in the Office of the Registrar show they have earned by the close of the preceding term.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>fewer than 30 SH</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30 to 59 SH</td>
</tr>
<tr>
<td>Juniors</td>
<td>60 to 89 SH</td>
</tr>
<tr>
<td>Seniors</td>
<td>90 or more SH</td>
</tr>
</tbody>
</table>

Withdrawal from the University
Students may occasionally find it necessary to withdraw from the university after the semester begins due to personal or medical problems. Withdrawal is not intended to be used to alleviate academic difficulty. Students must consult with your assigned academic success counselor or department faculty advisor before withdrawing from the University. A withdrawal for extenuating circumstances must meet criteria identified and noted in the Undergraduate Catalog and/or the University Withdrawal Policy available online from the main WSSU website www.wssu.edu.

Final Examinations
Final examinations are held at the close of each semester. The examinations are required of all students. Any student who is not present for an examination at the hour appointed forfeits the right to take the examination and will be considered as having failed on that part of the work unless excused for reasons deemed sufficient by the department chair.

Special examinations are given only to students who, for adequate reasons, were not present at the regular examination. The privilege of taking special examinations is granted by the provost.

Academic Standards
Comprehensive evaluation of the student’s academic standing is indicated in the grade point average. A grade point average is computed by dividing the total number of grade points earned at WSSU by the total number of hours attempted at WSSU (passed and failed). When a course has been repeated, only the credits earned and points of the higher grade earned are counted. Since a C (2.0) cumulative average is required for graduation (see requirements for all baccalaureate degrees), a student’s record should reflect progress toward that level of achievement. Pass/Fail courses are not used in the computation of the grade point average.

Graduation with Honors
Winston-Salem State University has four honors categories, which include graduation with distinction, cum laude, magna cum laude, and summa cum laude.
In order to be eligible for graduation with honors, undergraduate students must complete a minimum of 60 semester hours of graded coursework offered by Winston-Salem State University. A grade-point average in the range of 3.8-4.0 is required to graduate with summa cum laude honors. A grade point average in the range of 3.5-3.79 is required to graduate with magna cum laude honors. A grade point average in the range of 3.0-3.49 is required to graduate with cum laude honors.

In order to qualify for graduation with distinction, students must complete at least 30 semester hours and less than 60 semester hours of graded coursework offered by Winston-Salem State University. A minimum grade-point average of 3.0 or higher is required.

Registration at Another Institution
Any student desiring to receive credit toward graduation for courses taken at any other institution must secure in advance the approval of the department chair in the department where the course is taught and the department chair of the student’s major area. This approval must be documented on the form: “Permission to Take a Course at Another Institution”.

The institution at which the work is done must be fully accredited. A student who has earned 64 SH at a two-year institution cannot earn additional credit from a two-year institution. For credit, the courses must be completed at the C level or higher. The student is responsible for requesting that an official copy of his/her transcript is mailed to the Registrar at Winston-Salem State University as soon as the courses are completed.
Transfer and Nontraditional Student Services
Transfer and Nontraditional Student Services strives to build a community of engaged student learners who value academic excellence, intellectual, personal development, inclusion, ethical conduct, and compassionate service. Utilizing all experiences to enhance a student’s development, this unit serves as a way to refine skills, and develop competencies beyond the classroom. We are committed to identifying and offering learning activities and programs to provide you with that experience.

Additionally, Transfer and Nontraditional Student Services provides co-curricular activities and workshops to ensure that you are competitive among other students in the global working environment. Through enriched opportunities, we offer programs that will provide you exposure, skill development, and learning prospects to enhance your physical and emotional well-being. For further information regarding these services visit us in Hill Hall, room 312 or call 336-750-8277.
Enrollment Management and Academic Services

UNDERGRADUATE ADMISSIONS OFFICE
The Admissions office, located in the Anderson Center, receives, screens and processes applications from all individuals seeking admittance to the university. In addition, staff provide pertinent information to prospective students, set recruitment activities and provide additional support specific to the recruitment and enrollment process.

REGISTRAR’S OFFICE
General functions of this office, located in the Thompson Student Services Center, room 202, include the compilation, evaluation, retention, and certification of students’ academic records. Staff members prepare and issue transcripts, counsel and certify veterans, and supervise the registration of all students. This office is responsible for maintaining and securing all educational records for WSSU students.

LIBRARY SERVICES
The O’Kelly Library supports and enhances all Winston-Salem State University programs through its relevant, diverse, and current local collection and through resources beyond the library via interlibrary loan and various electronic services. Information requirements of distant users are met. The staff instructs and assists users with all aspects of library services to foster and instill lifelong learning. A readily accessible computerized index is maintained of all library holdings and other appropriate records. Sufficient auxiliary services and equipment are maintained at all times to respond to user needs. The staff strives to preserve resources and provide for archiving of university records and related documents.

The library’s website is most often the entrance way to library resources and services. Policies, contact information, list of new books, service hours, along with direct access to the on-line catalog and electronic databases, and other electronic resources are throughout the website.

E-proxy software validates university personnel when they are off-campus. Individuals are encouraged to contact library staff for up-to-date directions on the authentication process necessary to access electronic resources when off-campus.

A web-based version of Innovative Interfaces On-line system maintains all traditional library functions. The computerized index has the bibliographic records of library holdings. The system includes the on-line catalog, patron records, reserve collections, and media holdings which are all searchable from the library website. Resources can be searched by author, title, subject, call number, or format.

A textbook collection (in-library use only for 3 hours), with all titles currently used within the instructional program, is maintained to provide students with convenient access to their assigned texts. The staff works with university bookstore employees to acquire correct titles and editions.

O’Kelly Library maintains a total of 121 public access desktop computers and 52 laptops for public use. Other readily accessible hardware includes ten i-pads, fifteen scanners, ten webcams and a host of headphones. In the production lab there are twelve desktop and twenty laptop computers. All equipment must be used in the library. Since the entire campus is wireless, library resources can be accessed via laptop computers in study rooms and in open spaces.

Curriculum Materials Center
The Curriculum Materials Center is located in the Albert H. Anderson Center, room G19. It houses the children’s literature collection, state adopted textbooks and related materials for grades K-12. Other resources such as curriculum guides, teaching kits and audio-visuals appropriate for elementary and secondary instruction are in the collection. All materials are cataloged by O’Kelly Library technical services. For more information you may contact them at 336-750-8698.
DIGGS GALLERY
Throughout its history, Winston-Salem State has supported the arts and served as one of the cultural centers for the Winston-Salem community. For the last two decades, WSSU has witnessed tremendous cultural growth and, through gifts and acquisitions, has amassed an impressive permanent art collection. Composed of the Sculpture Garden, Biggers Murals and a number of paintings, prints and sculptures, the collection highlights African-American art. Supporting the permanent collection is the Diggs Gallery, a non-collecting exhibition space also emphasizing black culture from around the globe.

Diggs Gallery opened in the fall of 1990 and is the major cultural center at WSSU, offering 10-15 visual art exhibitions a year, half of which are curated and originate from the university. With more than 6,500 square feet, this venue also hosts interdisciplinary educational programs throughout the year. Exhibitions, publications and programs address a broad range of artistic expression, with special concentration on African-American and regional art. The gallery is named for James Thackeray “T” Diggs, Jr. (1915-1989), a 1934 graduate of WSSU, a painter and, for more than 40 years, a WSSU art professor.

Diggs Gallery evolved from a belief that WSSU should offer a meeting, sharing and learning place to encourage people from every walk of life to gather on the common ground of art. Thus, the mission of Diggs Gallery is to become a cultural meeting place where art is the common language for discussions about exhibits, programs and social issues, and where art can educate and enlighten. The aim of Diggs Gallery is to develop better understanding, tolerance and celebration of our diverse, global community. It, therefore, becomes a teaching facility, community center, art gallery, and meeting place geared to augment and support academic life on campus. Committed to serving the university family, the gallery also exists to increase WSSU’s role in the community and involve the North Carolina audience as the university seeks to make a stronger contribution to the cultural life of the region.

HONORS PROGRAM
The Honors Program at Winston-Salem State University offers academically talented students a well-rounded education that combines academic studies with cultural enrichment and service to the community. Through an intensive curriculum and a variety of leadership opportunities, students in the Honors Program at WSSU receive the best education possible while preparing for graduate studies or a career. Serving more than 200 students, the Honors Program provides the additional advantages of professional development activities and academic support, as well as internship, co-op and study abroad experiences. Furthermore, the Honors Program ensures that scholars have a relevant, challenging, rewarding experience. It promotes a lifelong, disciplined approach to knowledge and scholarship through inquiry and exploration. Through quality educational experiences and co-curricular activities, scholars are ready to be creative and critical-thinking leaders in their professions and communities. For more information visit The Honors Program Office in Carolina Hall, room G033 or contact 336-750-2182.

NEWS ARGUS
The university newspaper, edited by students, provides them with an excellent opportunity to learn and practice newspaper technique. The paper is also published on the World Wide Web. For more information, please contact Dr. Lona Cobb, Faculty Adviser at cobblo@wssu.edu.
ASSESSMENT OF PRIOR LEARNING AND SPECIAL CREDIT CONSIDERATIONS

The university recognizes that all learning does not take place in a classroom and has made provisions to evaluate such learning and award credit when appropriate. Students with prior college-level learning gained outside the traditional college classroom may receive credit for that learning by several means of assessment. Among the most common measures are advanced placement, the College-Level Examination Program (CLEP) examinations, and course challenges and proficiency examinations. Military veterans may also receive academic credit in health and physical education and courses taken while in the Armed Services. Where specific policies are not identified, prior learning related to the student’s educational program may be reviewed and credit awarded at the discretion of the appropriate academic department.

Advanced Placement

Winston-Salem State University participates in the Advanced Placement Program of the College Entrance Examination Board. Students who receive a score of 3 or higher on advanced placement tests will receive both credit and advanced placement. Also, college level courses taken in high school may be given credit after review by the appropriate department of the university following the enrollment of the student.

College-Level Examination Program (CLEP)

Winston-Salem State University participates in CLEP, a national program of credit-by-examination that offers students an opportunity to earn college credit by examination. CLEP offers two types of tests: general examinations and subject examinations. University policies regarding CLEP are as follows:

1. WSSU does not award credit for general examinations.
2. Students may earn a maximum of 36 SH of CLEP credit for subject examinations.
3. WSSU recognizes the right of each academic department to determine the maximum number of additional credits to be earned via challenging examinations.
4. Credit by examination cannot be used to meet the 30-hour residency requirement.
5. A CLEP score may not be used for course credit once a student has earned a grade in that particular course.

Course credit earned via CLEP is granted by the Office of the Registrar upon receipt of official CLEP scores. The document entitled “Credit-by-Examination for College-Level Examination Program” describes minimum acceptable scores and number of credit hours awarded.

Credit for Service and for Education in the Armed Forces

The university recognizes for credit certain training and experience in the Armed Forces of the United States. The completion of military service in the Air Force, Army, Marine Corps or Navy, including basic or recruit training of more than one year’s duration, is accepted for the general university requirement of three semester hours of credit in health and physical education upon presentation of evidence of honorable discharge or transfer to the reserve component. College-level courses offered by accredited institutions and made available to military personnel through the Servicemen Opportunity College will be considered for transfer credit if a grade of C or better has been earned and if the courses are applicable to the student’s curriculum. A transcript must be sent to the Admissions office directly from the institution offering the course.

Independent Studies/Correspondence

WSSU participates in the UNC Independent Studies consortium. Students may, therefore, register for correspondence courses developed by faculty of UNC constituent institutions. Prior approval of the student’s department chair is required. Contact the Continuing Studies office for additional information.

Proficiency Examinations

Credit may be given to students registered in the university on the basis of examinations taken prior to or after admission to the university. The level of achievement, which must be demonstrated by the student on these examinations in order to receive examination credit, shall be determined by the department in which the course for credit is taught. No grade points are allowed for courses in which credit by examination is given. The credit shall be assigned only upon the authorization of the head of the department in which the student is registered. All students must meet program requirements.
SPECIAL SERVICES

Small Business and Technology Development Center

The Small Business and Technology Development Center is an inter-institutional program with The University of North Carolina. It supports economic development in the state by providing assistance in the start-up, expansion and successful operation of small business. Further, it facilitates technology development within the small-business community and uses existing resources from among students and faculty at the constituent institutions. Its campus location is in the R. J. Reynolds Center, room 112A or you may contact them at 336-750-2030.
OFFICE OF THE DEAN OF STUDENTS
The Office of the Dean of Students provides a caring environment for students and contributes to their success and their development as global citizens and future leaders. Our goals for students are to:

1. Serve as their advocate
2. Provide programs and services to help them understand their new responsibilities as a university student
3. Empower them with principles that foster personal responsibility and educate them on the ethical decision-making process and healthy behaviors
4. Support in addressing student concerns and/or complaints with navigating the university environment

The Office of the Dean of Students is committed to helping students succeed. Students are welcome to visit with the office staff where we can assist you with any of the following:

1. Referral to campus resources
2. Connect with campus resources if you are experiencing distress, difficulties, adjustments, or coping with changes, etc.
3. Support you and your family if you encounter extenuating/unexpected life circumstances
4. Return to campus after being absent due to medical or other factors
5. Dean’s certifications

OFFICE OF CAREER DEVELOPMENT SERVICES
The Office of Career Development Services offers assistance in five major areas:

1. Career planning and placement
2. Co-ops/internships
3. Job location and development
4. Assistance to students pursuing admission to graduate and professional schools
5. Volunteer service opportunities that support and enhance career exploration and personal development.

Career Planning and Placement services are available to students and alumni. The range of services include:

- career exploration and counseling;
- conducting workshops that enhance job-seeking skills, workplace performance and expectation;
- arranging seminars conducted by representatives of various business, corporate, educational, governmental, and service organizations;
- scheduling on-campus interviews for internship and employment positions with representatives from a wide range of business and service industry categories;
- workshops to prepare students and alumni for conducting effective interviews;
- assistance in the preparation of resumes, cover letters and post interview communications.

Experiential Learning Programs are designed to strengthen your academic program through experiential learning and the practical application of acquired knowledge. Co-ops and internships are experiential learning programs which provide opportunities to gain work experience prior to graduation. Schedule a meeting with your academic advisor/internship coordinator to see if you can earn college credit for co-op/internship experience.

CO-OP: A structured educational strategy integrating classroom studies with learning through productive work experience in a field related to a student’s academic or career goals. It provides progressive experiences in integrating theory and practice. A co-op is a paid work experience in a professional setting. Students who do co-ops may work during the fall, spring or summer terms.

Eligibility Requirements: Candidate must be in good university standing, have completed sophomore-level courses with a 2.5 minimum cumulative GPA and have full-time student status. Students must check directly with their departments for specific minimum work periods and register with the Office of Career Services.

INTERNSHIP: Any career-related work experience of limited duration that provides students with an opportunity to gain experience before they graduate while earning academic credit hours. The student works in a professional setting under the supervision of at least one practicing professional. Positions may or may not be paid. Students participating in
internships may work during the fall, spring or summer terms.

**Eligibility Requirements:** Candidate must be in good university standing, have completed freshman-level courses with a 2.0 minimum cumulative GPA and have full-time student status. Interested students must check directly with their academic departments for specific minimum work periods in addition to registering with the Office of Career Services.

**The Job Location and Development (JLD) Program** assists students in obtaining part-time, temporary, seasonal, or summer employment. The JLD coordinator assists the student with identifying positions commensurate with the student’s interests and skills, informing students of employment opportunities. Jobs identified through the JLD program cover a variety of fields. The student does not receive academic credit for participating in the JLD program; however, the career experience is usually relevant to the student's career aspirations. The experience also enhances the student's confidence in his or her abilities, establishes a work history, provides financial assistance in the form of salaried employment, and gives the student an opportunity to improve interpersonal skills.

**Graduate and Professional School** assistance is provided to students interested in attending graduate or professional school. The office serves as a clearing house of information regarding graduate and professional school opportunities, provides assistance in preparation of graduate school applications, schedules and coordinates visits to graduate and professional schools, hosts graduate school fairs, and offers other related services.

**The Community Service and Service Learning Program** at Winston-Salem State University operates under the name of Project GIVE (Getting Involved through Volunteer Experiences). Project GIVE allows WSSU students to enhance their leadership skills through volunteer service activities on the WSSU campus, in the greater Winston-Salem community or their hometowns. By assisting service agencies dedicated to improving the human condition, students learn how to use their time, energy and abilities to make a positive impact on their surroundings.

The program is supervised by the Coordinator of Community Service based in the Office of Career Development Services (Hill Hall, 2nd floor). The coordinator serves as the link between local service agencies and all members of the WSSU community to establish volunteer opportunities that match student academic and/or personal interests. The coordinator also records all acceptable volunteer service hours earned by students during their enrollment. Students can use this information as a reference on applications for student organization, graduate schools or scholarships that require details of their volunteer service or for placement.

The Office of Career Development Services staff are available from 8:00 a.m. until 5:00 p.m. Mondays through Fridays. Evening hours are posted at the beginning of each semester and other times may be scheduled by appointment.
DISABILITY SERVICES INFORMATION
The Americans with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered “disabled.” Built upon a body of existing legislation, particularly the Rehabilitation Act of 1973 and the Civil Rights Act of 1964, the act states its purpose as providing, “a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.”

As required by law, Winston-Salem State University will make every effort to provide auxiliary aids to students who require such assistance. Certain standards must be met for individuals to qualify for the Act’s protection. To be considered “disabled” under ADA, individuals must have a condition that impairs a major life activity, or have a history of such a condition, or be regarded as having such a condition.

A campus coordinator has been designated to assist students with disabilities. To receive assistance, students with a documented disability will need to provide documentation and complete the registration form on the Disability Services website. Any information supplied is voluntary; information will be shared only with personnel responsible for assisting students with special needs.

Any persons needing accommodations under Section 504 of the Rehabilitation Act(s) or the American with Disabilities Act should contact Disability Services through the university website link or at Blair Hall, room 115.

WELLNESS CENTER
The Wellness Center is here to assist you in being successful at WSSU. We can help with most physical health, mental health, and substance abuse concerns. Our Health Care Delivery Method consists of an integrated evidence-based care team delivery model (Patient Centered Medical Home Model). Our Student Wellness Center model of care consists of a fully-integrated evidenced-based holistic approach that combines the skills of medical providers (physician and nurse practitioners), counselors, case manager, social worker, pharmacist, advocates and other support staff to ensure high quality care. We encourage students to be self-responsible in their health care in an accessible model that is also affordable. Our primary goal is to promote health, prevent disease, and enhance student success and graduation. For more information visit us at the A.H. Ray Student Health building on campus or visit our link at [http://www.wssu.edu/campus-life/dean-of-students/wellness-center/](http://www.wssu.edu/campus-life/dean-of-students/wellness-center/). Below are a description of the services offered within the Wellness Center:

**University Counseling Center**
The University Counseling Center offers a wide range of programs and services primarily for students, both undergraduate and graduate. These activities focus on the individual needs of the student and present a balance of theory and practice in developing a well-rounded individual. The University Counseling Center has made a commitment to faculty and staff to assist them in their efforts to improve the quality and delivery of information to students in and out of the classroom. With this in-depth learning experience, students can acquire the tools necessary to become effective, confident and assertive people.

The fundamental mission of the University Counseling Center is to provide for students and assist them in developing a broader awareness of self while facing and negotiating the challenges and obstacles evident when participating in university life. The University Counseling Center supports the university’s mission by (1) assisting and offering services that will contribute to students’ well-being and growth within the educational structure and (2) providing counseling services to students experiencing stress and adjustment concerns due to personal problems, financial matters, decision making, academic concerns, anxiety and depression, or other conflicts with the campus community.

The University Counseling Center handles psychological problems, relationship and family issues, and emergencies and crisis situations. It is necessary for students to talk with trained professionals who understand what they are feeling and experiencing. A director and counselors are available and serve as skilled listeners who help students clarify issues, discover and explore their true desires and feelings, and deal effectively with problems and concerns at the university. The University Counseling Center staff act as advocates for students and are involved in student development programs, freshman seminar teaching, and consultation activities that support the efforts of administration, faculty and staff in improving the overall university environment. In addition, counseling workshops, seminars and other outreach activities promote personal
and social growth and enhance the quality of student life. All services are designed to complement and support students as they pursue an academic career/degree.

Students may request services themselves or through referral. Many services are delivered through individual and group counseling sessions, workshops and outreach activities.

The University Counseling Center’s full-time staff consists of the director, three full-time counselors and an office assistant. Over the past several years, based on need and funding allocations, the University Counseling Center has employed work study students, and supervised and mentored student interns. The University Counseling Center staff is available from 8 a.m. – 5 p.m. Monday through Friday, and other times may be scheduled by appointment. Referrals to external agencies are made as appropriate. Call (336) 750-3270 or send an e-mail message to the appropriate staff member. Location: A. H. Ray Building, Suite 155, 815 Bruce Street, Winston-Salem State University, Winston-Salem, North Carolina 27110.

**Pharmacy Services**

Our pharmacy fills prescriptions for students currently enrolled at Winston-Salem State University. We can fill prescriptions prescribed by doctors at the Wellness Center as well as prescriptions from outside providers. If a prescription is called in from a doctor outside of the Wellness Center, please call in advance to ensure that the pharmacy carries the medication prescribed. General services include:

- **Prescription Processing:** We are currently able to process prescriptions for students with the Student Health Insurance Plan (SHIP). We are actively working towards enrolling with other insurance providers. Until that process is complete, our students can continue to utilize our other local pharmacies. (Please note that students have the right to choose the pharmacy of their choice and are in no way obligated to use the Wellness Center Pharmacy.)

- **Over-the-counter Purchases:** We carry over-the-counter medications for a variety of ailments including: Emergency contraception, cold/flu/allergy relief, digestive aids, mild pain relievers, and skin protectants.

- **Individual Consultation:** The pharmacist is available for private consultation regarding health-related questions/concerns.

For more information about the Pharmacy services and the medical insurances we currently accept please visit the department website below:


**Student Health Services**

The A.H. Ray Student Health Center serves minor medical needs of WSSU students. The center is accredited as Medical Home to WSSU students and provides episodic illness evaluation and treatment, health maintenance, support groups, health education, laboratory services, and maintains a dispensary. Student Health Services clinical staff include a medical doctor, two nurse practitioners, and 3 registered nurses as well as other administrative support staff to help student patients with excellent customer service and patient care.

All UNC system, of which WSSU is a constituent university, students are required to maintain medical insurance coverage. The system offers an optional comprehensive medical insurance program for students. For more information, call the A.H. Ray Student Health Center at 750-3300.

All students are required to submit a complete and up-to-date copy of their immunization record to the health center or online via the MedPass program available from the department’s website. For additional information on this requirement visit the Student Health Services website at the following link: http://www.wssu.edu/campus-life/dean-of-students/wellness-center/student-health-center/default.aspx.
NORTH CAROLINA STATE LAW OF IMMUNIZATION
130A-155. Submission of certificate to colleges or universities. (1) No person shall attend a college or university, whether public or private or religious, excluding students attending classes in off-campus sources at either public or private institutions, unless a certificate of immunizations required by G.S. 130A-152 is presented to the college or university. The person shall present a certificate of immunizations on or before the first day of class attendance to the Health Center or Registrar of the college or university. If, however, you graduated from high school in North Carolina, a copy of your certificate of immunization may be obtained from your high school and presented to the offices listed, thus the requirements of this section are satisfied. If a certificate of immunization is not in the possession of the college or university on the first day of class attendance, the college or university shall present a notice of deficiency to the student. The student shall have 30 calendar days from the first day of attendance to obtain the required immunization. If the administration of vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days upon certification by a physician may be allowed to obtain the required immunizations. Upon termination of 30 calendar days or the extended period, the college or university shall not permit the student to attend the school unless the required immunization has been obtained.

The General Assembly of North Carolina Section 1. Chapter 130A of the General Statutes

OFFICE OF SCHOLARSHIP AND FINANCIAL AID
Winston-Salem State University is committed to providing financial aid to students who would otherwise be unable to attend the institution. This assistance is designed to supplement student and family contributions toward expenses.

Beginning January 1 of each year, students may apply for financial assistance at WSSU by completing the Free Application for Federal Student Aid (FAFSA) form. Students are strongly encouraged to establish February 15 as the target date for getting the free application or renewal application in the mail to the federal processor (envelope is attached to the application). By doing so, students will receive their Pell Grant Student Aid Reports (SARs) in time to submit them to the Financial Aid office on or before the April 1 priority deadline. Students interested in applying for financial aid for summer school must complete the following each year beginning March 1:
1. Have on file current year’s FAFSA;
2. Submit application for financial aid for summer school;
3. Submit application for Stafford Loan; and
4. Observe all deadlines pertaining to summer school.

The dates for submitting all financial aid applications will be posted in Financial Aid. Students must enroll in six hours for the first session of summer school in order to be eligible to receive financial aid. Failure to adhere to this rule will result in the immediate cancellation of all federal student aid. Enrollment in the second session is optional.

Prior to disbursing funds, the Financial Aid office reviews each student’s record to make sure he/she is still maintaining satisfactory academic progress. The following is WSSU’s statement of satisfactory academic progress:

Statement of Satisfactory Academic Progress - SAP
The Higher Education Act requires Winston-Salem State University to develop and apply a consistent standard of academic progress. It further requires that a student must maintain satisfactory academic progress in a course of study leading toward a degree in order to be eligible for financial assistance.

Winston-Salem State University has developed its Satisfactory Academic Policy, located on the Financial Aid webpage, to carry out the statutory requirements that a student MUST be making satisfactory progress to be eligible for institutional aid (scholarships, grants and loans) and federal aid (federal Pell Grants, State Student Incentive Grants, federal College Work Study Program, all federal Stafford Loans, federal Supplemental Educational Opportunity Grants, and the federal Perkins Loan Program).

All enrolled continuing students must be making satisfactory progress toward completion of a four-year program at Winston-Salem State University to be eligible for financial aid. These policies apply only to students eligible to receive financial aid and do not reflect eligibility to enroll or re-enroll.
Winston-Salem State University’s Satisfactory Academic Progress Policy for students receiving aid under Title IV (HEA) programs corresponds with the policy used for students who do not receive Title IV funds. The policy is applied consistently to all students within identifiable categories (such as full-time, part-time, etc.). The policy conforms to the standards of Winston-Salem State University’s accrediting agencies.

Grade Point Average for Qualitative Progress
Before a student is considered to be making satisfactory academic progress, the student must have the appropriate cumulative grade point average and cumulative semester hours earned. For more information about the process for satisfactory academic progress please contact the Office of Scholarships and Financial Aid, all students have an assigned financial aid counselor and information is available on their website accessible from the WSSU website www.wssu.edu click on the tabs for Admission and then Office of Scholarships and Financial Aid.

HOUSING AND RESIDENCE LIFE
Housing and Residence Life supports the academic mission of the university by offering opportunities for individual and collective growth of students who live on campus. The department exists to facilitate the personal development and academic growth of residents by providing (1) facilities that allow students to live in secure, clean and comfortable surroundings, conducive to the pursuit of academic excellence; (2) programs that address cultural, emotional, ethical, intellectual, occupational, physical, social, and spiritual needs; (3) programs that integrate residence life with student’s academic experiences and self-awareness; (4) programs that promote personal and collective responsibility that will have a lasting impact on the lives of students; and (5) programs that utilize technology in the daily lives of the residents.

Housing and Residence Life operates on a “living and learning” concept. Here, students are challenged to improve interpersonal relationship skills, to live peacefully, and to interact with others from different cultural, regional, and socioeconomic backgrounds. Students enjoy a healthy range of adult freedoms while carrying out their responsibilities at school.

Living and Learning Communities
Currently Housing and Residence Life offers three Living-Learning Communities (LLC).

- W.I.L.D. (Women Involved in Leadership Development) which allows first year women the opportunity to live together and develop their leadership skills through campus outreach and other events. W.I.L.D.’s mission is to develop leadership skills through mentorship, leadership activities, service and community building.

- W.I.S.H. (Women in Science and Health) LLC offered to sophomore and junior women majoring in any of the science or health fields. The women have the opportunity to reside in the W.I.S.H. community which is supported by a Faculty-In-Residence.

- FYRE (First Year Residential Experience). This living-learning environment is specifically designed to meet the needs of first-year students and create a community of learners that help support each other through the transition into college. Participants have increased access to faculty and staff, programs relating to transition issues, involvement in community service, and a peer mentoring program. We have dedicated staff whose singular responsibility is to assist these students, track their progress, meet regularly with them to provide advice and encouragement, and help them develop skills to be successful.

Student Personal Property Insurance
The university is not liable for damage to or loss of students’ possessions (whether due to fire, smoke, wind, water, theft, or other causes) and cannot pay students for such losses unless it is determined by the state of North Carolina that the loss was caused by the negligence of a state employee. Therefore, unless coverage is provided under an existing homeowner’s or renter’s policy, students should consider purchasing separate property insurance. Brochures and applications for this type of coverage are available in the Office of Housing and Residence Life.

For more information, call the housing office at 750-3400.
UNIVERSITY RECREATION

Whether you are just starting out or serious about your workout, our staff and facility are here to support your efforts. UREC offers three floors of amazing opportunities. The third floor boasts two group fitness rooms, a personal training suite, a TRX suspension training system, and a track with specialized fitness spaces. The second floor offers locker rooms and a complete cardio workout area. The cardio area includes treadmills, elliptical machines, adaptive motion trainers, upper body ergometers, rowers, upright bikes and recumbent bikes. The first floor includes a two court gym and a complete weight room facility. The weight room contains selectorized machines, plate-loaded equipment and free weights. Complimentary fitness orientations are provided to all users.

University Recreation provides oversight to the lighted Intramural Field and track near the Childhood Development Center and to the Pit, our outdoor court space. UREC utilizes Whitaker Gym for open recreation, club sports and intramural sports.

Fitness Programs

University Recreation promotes fitness through one-on-one, motivational and group programs. Personal trainers and trained fitness staff members can provide you with the tools you need for success. Their knowledgeable guidance ensures a safe, effective and efficient workout. Motivational challenges and programs allow participants to work toward goals, acknowledging achievements of individuals and groups. Powered by high-energy music, challenging exercises, and motivating instructors, GroupX classes are designed to make your fitness goals easily attainable by giving you a fun and energizing workout. No experience required – first time exercisers are welcome!

Sports

From open recreation to intramural and club sports, UREC offers a variety of opportunities for students, faculty and staff. Take this opportunity to try something new, make friends and stay fit! Every year hundreds of members of the WSSU community participate in Intramural Sports through men’s, women’s and co-rec leagues, tournaments and special events. Our club sports teams participate in various regional and national championships, while gaining valuable leadership, management and athletic skills. Just want to play? Come to the courts or fields for some pick-up ball.

Special Events and Trips

Explore Winston Salem and the outdoors with UREC. WSSU is between the mountains and the beach, making it an ideal location for a day trip in the outdoors. Previous trips have included snow skiing, whitewater rafting, deep sea fishing and horseback riding. UREC sponsors nights out bowling, skating, golfing and playing at the trampoline park. Join in the fun.

STUDENT ACTIVITIES AND STUDENT ORGANIZATIONS

University Student Activities and Engagement disseminates budget information, coordinates workshops and informal sessions to student groups on organizational development and leadership topics such as publicity and promotion, time management, motivation, and assessing appropriate leadership styles. University Student Activities and Engagement seeks to reinforce academic learning and retention while stimulating appreciation of cultural differences, civility, expression of ideas, citizenship, creativity, leadership development and an earnest desire for social justice. Organizations are encouraged to apply for assistance to support their programming needs. Students may choose from approximately 120 student organizations; including but not limited to, music groups, departmental student groups, and university committees in which to participate. Additionally, there is an opportunity for any student to create a new student organization to serve a niche provided there is an identified interest.

The staff from Career Development Services and USAE coordinate a student involvement fair as an opportunity for students to learn about Winston-Salem State University clubs and organizations and of opportunities with other agencies in the Winston-Salem area. This fair is held the second full week of the fall semester and spring semester.

Student organizations are encouraged to use the student center’s facilities before reserving alternative campus spaces. The student center reservations telephone number is 750-3354.
**Lyceum Programs**

The Lyceum program offers a variety of cultural activities that include a Performing Arts Series, the Joseph N. Patterson Lecture, and an Academic Series. Recently, the Performing Arts Series has brought to the campus professional musicians, dancers, and theatrical groups such as contemporary jazz artist Dianne Reeves, Three Mo’ Tenors, the dance company Philadanco, and actor John Amos. The Patterson Series has hosted Robert F. Curl, Jr., Nobel Laureate in Chemistry; Sonia Sanchez, noted author, poet, and professor of English and Women’s Studies, and a Women’s Forum entitled “Women of Purpose.” The Academie Series has invited artists such as The Ritz Chamber Players, The New Century Saxophone Quartet, and the Dallas Brass. In addition to performing, artists in the Academic Series conduct workshops, master classes, and/or lecture demonstrations for music majors and other interested students. The Lyceum Cultural Events Series also serves to connect the university with the local and regional community, bridging town and gown.

**Recognition of Student Organizations**

The Recognized Organization Council serves as the governing umbrella in which all student organizations sit under. The council provides funding for campus organizations with regard to student programming and student travel initiatives. ROC meets monthly to discuss student organization events and provides a leadership workshops for all student organization at the beginning of each semester. To be recognized on campus (gain permission to use WSSU facilities and receive funding), a student group should follow these procedures:

- Submit a constitution to USAE for approval (models for constitutions can be obtained in the office).
- Submit a list of officers (president, vice president, secretary, and treasurer) and the name of the organization’s faculty advisor.
- Submit a statement signed by the organization president and faculty advisor which specifies membership will be on the basis of individual merit and free from discrimination because of race, creed, national origin, or handicap.
- Any organization with a national office must submit a letter stating that the campus organization has permission to be affiliated with the national organization and has permission to use the national name.
- Any organization that uses a pledge/initiation process may be held accountable to the same rules governing such processes as all Pan-hellenic organizations.
- The treasurer and president of each organization must attend the Student Organization Finance Workshop prior to gaining recognition.

**Eligibility Requirements**

A student is eligible for extracurricular activities if they are registered for the semester in which their name appears as a member on a student organization roster. Some activities such as participation in intercollegiate athletics and Greek life may involve special requirements.

**Definition of extracurricular activity**

An extracurricular activity is an activity that the university sponsors, for which academic credit is not granted nor required for graduation.

**Benefits of Recognition**

Recognition of a student organization is a privilege. It enables groups to become an official part of the university and provides a means of coordinating and communicating information about the organization’s purposes and membership opportunities. Benefits extended to student organizations that have been recognized include use of university facilities and services, use of the university’s name and eligibility to apply for student activity fee allocations. Specific facilities and services available include:

- Leadership and personal development
- University student center meeting rooms, classrooms, buildings, and grounds.
- University printing services
- University mail systems
- Posting privileges
- Access to Orgsync to advertise your organization, recruit members, and promote events
**Membership within Organizations**

Recruitment can be done in a variety of ways. An all-campus mailing campaign is a tool commonly used to introduce the organization to the student body. The Student Involvement Fair is conducted for the purpose of generating interest about campus organizations. It is a convenient, inexpensive way to advertise new membership openings. Membership could be further boosted by asking a member of each present organization to bring a friend to the next meeting.

Before using any method, however, understand that recruitment will only be effective if an organization has an identity. You can make yourself known on campus by having successful programs, advertising your name or using promotional tools to publicize the existence of your organization. All members should have an understanding of the group’s purpose and objectives in order to communicate its activities and programs to others. Word-of-mouth is the cheapest advertising available, and it can be the most effective, but be prepared to make your group look appealing to potential members.

The USAE staff will gladly help plan campaigns by offering helpful tips such as advertising to a target group on campus or advertising for experienced people to fill specific openings on the committee.

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**STUDENT GOVERNANCE**

The Student Government Association (SGA) is composed of all students registered at the university, and serves as a liaison between the student body and administration. SGA develops and sponsors a diverse program of recreational, social and cultural events on a regular basis. SGA officers and designees participate in institutional governance in a number of ways and are appointed as members of many university committees to ensure student representation and involvement. The president of SGA serves as a voting member of the university’s board of trustees. Officers are elected by student vote each year.

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**STUDENT CENTERS**

The Cleon F. Thompson, Jr. Student Services Center is a multi-dimensional facility which houses a number of student services offered at Winston-Salem State University. In addition to the staff/faculty dining room and food court, the following services and offices are located in the center:

- Enrollment Services
- Post Office
- Commuter Lounge
- Student Government Association offices
- Bookstore
- Aramark Food Services offices
- RamCard office
- Registrar’s Office
- Financial Aid
- Student Accounts
- Housing & Residence Life
- Dean of Students
- Interpersonal Violence Prevention
- Student Conduct
- Office of the Vice Chancellor of Student Affairs

Meeting rooms and a multipurpose room provide adequate space for students to gather in large or small groups for a variety of purposes.

In 2013, the Student Centers expanded to include the Donald J. Reaves (DJR) Student Activity Center. DJR is designed to be an energetic part of the University and facilitate the union of formal and informal educational programs. The departments that comprise this building provide services, facilities, and programs for the development and enrichment of the university community through cooperation with the various departments within the University. We are committed to identifying and responding to the diverse needs and interest of the university community in creative and innovative ways. The center is a 96,000 square feet state of the art modern facility that houses a host of activities and services on all three levels. As students enter DJR they find what we believe are very popular areas, the Food Court, which includes several small restaurants that we hope will appeal to a variety of appetites. Vendors include favorites such as Subway, Grab-N-GO, Burger Studio and Popeye’s. DJR visitors will be able to enjoy a pick-up-game, in the courtside dining area, as they consume their restaurant selections.

Competing with the food court on the first level is the well-equipped weight room and the modern two court gymnasium. The Campus Hall on the first level allows students use of two multipurpose rooms to host their special activities such as student body forums, poetry slams, banquets and movies.

The second level of the DJR Student Activities Center will house all the business offices and meeting spaces for the Department of Student Affairs that ensure smooth management of student activities. Student organizations have office and meeting spaces on this level as well. Additional student centered spaces on the 2nd level include a salon and barbershop, cardio fitness room, locker rooms, and a general student lounge space with a fireplace for students to relax and take a breather.
Finally, the third level of DJR features a waterfall, an indoor jogging track and two group exercise rooms that will serve to promote health and wellness among students, faculty, and staff. DJR also features a commuter lounge for commuting and non-traditional students.

**Facilities Use Contract Agreement**

The use of facilities and arrangements for stage set-up, etc. that involve Physical Plant services should be requisitioned at least three weeks in advance. All information should be clearly stated on the agreement. Forms are available in the office of University Student Activities and Engagement. Students who need to use K.R. Williams Auditorium, Whitaker Gym, Cleon F. Thompson, Jr. Student Services Center, or any other campus space, should complete the agreement in advance.

**COMPUTING ON CAMPUS**

**Web for Students**

**Banner Rams On-line**

Rams On-line is Winston-Salem State University’s WEB for Students and Faculty product.

**Instructions for Students**

EACH STUDENT WILL NEED A PIN NUMBER TO ACCESS THE SYSTEM

Your initial PIN information is a combination of your date of birth (mmddyy) until you change it. There are several technology resources available to students, please visit the university website at www.wssu.edu and follow the link to “Current Students” for instructions on the various computing and web services.

**Banner Rams On-line** for students is a simple process. Log on to the WSSU website www.wssu.edu and click on Banner Rams On-line. Key in your student identification number and six character personal identification number (PIN). The next page will also ask for your personal identification number (PIN) for verification.

**Services available through WEB For Students include:**

- Register for Classes (must contact advisor prior to registering)
- View academic record - grades, institutional
- Transcript transfer, degree audit
- View course catalog
- View class schedule
- View account Summary
- View financial aid information
- View holds
- View e-mail address
- View and update addresses

**Computer Labs on Campus**

The computer labs listed below are available for students to use to retrieve their e-mail, visit Campus Pipeline accounts and get any of the information above.

- Academic Computing Center, Ground Floor, RJ Reynolds Building
- Commuter Student Lounge 3rd floor, Cleon F. Thompson, Jr. Student Services Center
- O’Kelly Library
- Multi-Media Lab, 2nd Floor O’Kelly Library
- RJ Reynolds building 1st Floor
ACADEMIC RIGHTS

Winston-Salem State University ("WSSU") is a constituent institution of The University of North Carolina that supports the right to academic freedom for every student. In accordance with UNC Policies, the rights of students to engage in the responsible pursuit of knowledge or their right to fair and impartial evaluate of academic performance shall not be abridged.

First Amendment

WSSU 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, as they may be amended from time to time. WSSU has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. Winston-Salem State University fully supports the right of a student to assemble peacefully and to express him or herself in a manner in which order is maintained. The university has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights in a manner consistent with applicable laws and policies, as they may be amended from time to time.

Freedom to Learn

The UNC Board of Governors has prescribed that all students shall be 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 is respected.

Right of Confidentiality (FERPA)

WSSU will comply with The Family Educational Rights and Privacy Act (FERPA) as it may be amended from time to time. No information or documentation referring to a student’s academic or personal life may be released to any party outside the university without the expressed written consent of the student. Any request from a current student, former student or graduate to release information to a third party must be made in writing and include the student’s signature. Students also have the right to inspect and review their own official records, except letters of recommendation.

Participation in Institutional Governance

Students are encouraged participate in activities associated with the governance of the university by serving on various committees, councils and taskforces charged with making decisions.

Student Grievances

Students who believe that their rights under the law or university policy have been violated by an employee, agent or member of the University community should refer to the WSSU Student Grievance and Appeals Procedure.

Student Conduct

Students who attend the university are expected to behave in a manner consistent with life at an academic institution. Rules of student conduct, intended to reinforce this policy, are published on-line in the undergraduate catalogues, Student Code of Conduct, and other areas.

Right to be Heard

Students who have been charged with violations of the WSSU Student Handbook are entitled to due process. Students violating standards of conduct will be subject to disciplinary action in accordance with this policy.

Responsibilities

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. WSSU expects all students and their guest to behave in a manner consistent with campus policies and applicable state and federal laws. Students are expected to observe and adhere to the university’s standards of conduct outlined within the WSSU Student Code of Conduct in the classroom, on-campus and off-campus.
STUDENT CODE OF CONDUCT

I. Authority Over Student Conduct
The university community respects certain principles that govern socially and academically acceptable standards of good conduct and behavior. All community members, including students, are expected to conduct themselves in accordance with the regulations of the university and to comply with municipal, state, and federal laws. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the student code of conduct and imposition of student discipline. The Code of Conduct provides the framework for identifying the standards of behavior and minimum due process requirements for addressing or adjudicating violations. Disciplinary measures and/or penalties shall be in accordance with procedural and substantive due process safeguards applicable to disciplinary actions as required by Section 502D(3) of The Code of The UNC Board of Governors, Policy 700.4.1, and applicable campus policies, as they may be amended from time to time. Where there is a conflict between The Code of The UNC Board of Governors and this Code of Conduct, then The Code of The UNC Board of Governors will control.

II. Jurisdiction Over Student Conduct
The Code of Conduct and the processes for its administration and enforcement exist for the protection and advancement of the University community’s particular institutional interests. The Code of Conduct applies to individual students and University affiliated student organizations and is used to enforce University policies and regulations. The authority to enforce policies, regulations, and sanctioning decisions rests with the Chancellor and has been delegated to the Vice-Chancellor for Student Affairs. A violation of federal, state, and local law may also be a violation of University regulations.

III. Offenses Under the Code of Conduct
Specific offenses are listed as examples only. Students are expected to exercise judgment and discretion in their actions, and are not to:

1. Furnish false or misleading information on University records or forms by commission or omission; knowingly misrepresent the facts pertaining to University procedures; furnish false information to any member of the University community; or misuse documents and keys.
2. Steal, deface or destroy property of the University; possess stolen property; or infringe on the rights or property of members of the University community.
3. Misuse access privileges to University premises including, but not limited to: violate positions of trust or authority; misuse University or organizational names and images; steal or misuse University computing equipment, facilities, passwords, accounts or information.
4. Possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm on campus, or to a curricular or extracurricular activity sponsored by the University.
5. Possess or use weapons, included but not limited to: BB guns, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, switchblade knives, blackjack, metallic knuckles, swords, bow and arrows, razors or razorblades (except solely for personal shaving), fireworks or other explosive materials in any University-owned buildings, grounds, housing units, or student activities. Students with any of these items on campus must register and store them with Campus Police.
6. Start fires, explode fireworks, improperly use chemicals, and/or tamper with fire-fighting equipment (including, but not limited to, hoses, sprinklers and fire extinguishers).
7. Gamble on University-owned property including, but not limited to, buildings, streets and parking lots.
8. Communicating threats either verbally or written to any members of the University community.
9. Engage or subject another individual, whether intentional or unintentional, in activity likely to cause physical injury, mental distress, personal indignities of a highly offensive nature; engage in fighting.
10. Engage in physical abuse, sexual harassment, harassment, non-consensual sexual acts, coerced or forced physical contact via means of intimidation, physical restrain, or violence (For more information, please refer to the Policy on Sexual Harassment and Sexual Violence, as it may be amended from time to time).
11. Engage in dating violence. Dating is violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be
determined based on a consideration of the following factors (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship. (For more information, please refer to the Policy on Sexual Harassment and Sexual Violence, as it may be amended from time to time).

12. Engage in domestic violence. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

13. Violate the Policy on Sexual Harassment and Sexual Violence, as it may be amended from time to time. (For more information, please refer to the Policy on Sexual Harassment and Sexual Violence, as it may be amended from time to time).

14. Stalk or engage in stalking or engage in a course of conduct directed at specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of other or (2) suffer substantial emotional distress (For more information, please refer to the Policy on Sexual Harassment and Sexual Violence, as it may be amended from time to time).

15. Engage or subject another individual, whether intentional or unintentional, in activity likely to cause physical injury, mental distress, or personal indignities of a highly offensive nature, that is in connection with recruitment, initiation, or continued membership in a society, fraternity, or sorority, club, athletic team, or other similar group. Hazing for the purpose of this policy is not limited to the statutory definition. (For more information, please refer to the Hazing Policy, as it may be amended from time to time).

16. Engage in any activity that deliberately threatens, harasses, intimidates another individual, or places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or has the effect of substantially disrupting the orderly operation of the individual’s daily life via the use of electronic information and communication devices, to include but not be limited to: e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social media sites, internet chat rooms, internet postings, and defamatory websites (For more information, please refer to Cyberbullying Policy, as it may be amended from time to time).

17. Exhibit conduct of a lewd, indecent, obscene, conduct that disturbs the peace, or disorderly manner as defined by state statutes on the campus or at any University-sponsored event or public event while identified as a member of the University community.

18. Enter or use University facilities without authorization, trespass, and/or misuse of restricted areas; or violate rules governing University residence facilities, including but not limited to the key policy and co-ed visitation policy (For more information, please refer to Housing and Residence Life Policy, the Guide to On-Campus Living in Housing and Residence Life, and/or the Housing and Residence Life Living Agreement).

19. Possess, consume, and/or use alcoholic beverages on University owned property or at a student activity on campus.

20. Possess alcohol paraphernalia included but not limited to empty alcoholic bottles, alcoholic carton, beer bongs, funnels, kegs.

21. Consume alcohol while under the statutory legal age, as it may be amended from time to time.

22. Provide alcohol to a minor or any person not of the statutory legal age to consume alcoholic beverages.

23. Be publicly intoxicated

24. Possess and/or use of controlled and/or illegal substance. If you are a student who has been prescribed any narcotic by a licensed health care professional, you may possess or use such drugs in the manner as directed by the health care professional and must possess, and provide upon request, written documentation for verification purposes. If the narcotic cannot be lawfully possessed in the State of North Carolina, then you may not possess it on campus.
25. Share prescription medication with another individual. Such violations will be deemed and cited as “sale or distribution of the illegal substance.”

26. Possession of drug paraphernalia and/or drug residue, including but not limited to stems, seeds, powder, crystals, and scales. If you are a student who has been prescribed any narcotic by a licensed health care professional, you may possess or use such drugs in the manner as directed by the health care professional and must possess, and provide upon request, written documentation for verification purposes.

27. Share drug or prescription medicine paraphernalia with another individual. Such violations will be deemed and cited as “sale or distribution of the illegal substance/drug paraphernalia.”

28. Possession with the intent to manufacture, sell and/or deliver any controlled substance or use narcotic drugs, whether controlled or prescribed, on or in University-owned property.

29. Intend to purchase any controlled and/or illegal substance on, around, or in University-controlled property.

30. Disrupt university operations; obstruct freedom of movement by community members or visitors; abuse, interfere with or fail to comply in University processes including student conduct hearings/administrative hearings; fail to comply with directions of University officials.

31. Aid or abet the violation of The Code of Conduct, or assist another person in the commission of a crime or act that violates this policy.

32. Violate local, state, and/or federal law, as they may be amended from time to time.

33. No student shall threaten, coerce, harass or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid University policy, while on University premises or at University-sponsored activities based in whole or in part upon any of the protected statuses included in Section 103 of The Code of The UNC Board of Governors.

34. No student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria: It is:
   a) Directed toward a particular person or persons;
   b) Based in whole or in part upon any of the protected statuses included in Section 103 of The Code of The UNC Board of Governors;
   c) Unwelcome;
   d) Severe or pervasive;
   e) Objectively offensive; and
   f) So unreasonably interferes 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.

35. In determining whether student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards. Advice should be sought from campus attorneys, as appropriate.

IV. Student Conduct Proceedings

A. Student Conduct proceedings may be instituted against a student charged with violation of a law that is also a violation of The Code of Conduct, without regard to criminal arrest, criminal charges, prosecution or civil litigation. Proceedings under the Code of Conduct are generally carried out without awaiting the conclusion of civil or criminal proceedings off-campus as such proceedings have no bearing on student conduct proceedings.

B. When a student is charged with an off-campus violation of federal, state or local laws, or the laws of another country, conduct action may be taken and sanctions may be imposed, up to and including expulsion, if the off-campus violation is misconduct that demonstrates disregard for the university community or poses a potential threat to that community.
V. Notification and Hearing of Conduct Allegations

A. Allegations of Code of Conduct violations will be presented to the Office of Student Conduct, via Maxient Student Conduct System, from WSSU Campus Police or an Incident Report by residence life staff, students, faculty, and/or staff. To report an incident, use the following link to the Maxient Student Conduct Incident Report: https://publicdocs.maxient.com/incidentreport. php?WinstonSalemStateUniv. You can also find the link listed on the Office of Student Conduct Homepage, which is located on WSSU’s website. Incidents that violate the Code of Conduct shall be submitted as soon as possible after it takes place and factual information should be provided to support the charge.

B. A student may be accused of a violation only with a formal charge/complaint from Director of Student Conduct or Housing Director, or their respective designees, who will send notice of complaint to the student by electronic notification. A student’s university-assigned email shall be the method of official communication (For more information, please refer to Official Method of Communication Policy).

C. Minor Violations: a minor violation is one for which the possible sanctions are less than suspension and/or expulsion.

1. Due Process Requirements for Minor Violations. Students charged with minor violations of the Student Code of Conduct will receive a notice of the complaint. This notice will:

a. Contain the substance of the allegations.

b. Advice the student of his/her right to a staff advisor/advocate or licensed attorney. An advisor/advocate from the University is available to assist in all aspects of the student’s case. It is the student’s responsibility to contact the advisor/advocate upon receipt of the notice of referral of a complaint. If a student hires or engages a licensed attorney at his/her own expense, then the student must then notify the Office of Student Conduct and provide the attorney’s name and contact information. The student and attorney are required to complete several forms, which will be attached to their conduct notification letter and must then be returned to the Office of Student Conduct prior to the date of the scheduled Pre-hearing Conference or Administrative Hearing. Students must execute a FERPA waiver in order to allow the attorney access to the student’s conduct information and allow the attorney to share a student’s right to speak during the hearing process. The advisor/advocate/attorney will not be allowed to participate in the hearing if the required forms are not executed prior to the Pre-Hearing Conference. All participating advisors/advocates/licensed attorneys will also have to conduct themselves in the same manner to which students are held. If an advisor/advocate/or attorney becomes unruly, or conducts himself or herself in a manner that is disruptive to the proceedings, he or she may be asked to leave.

c. Advise the student to contact the Director of Student Conduct or a designee regarding the allegations that the student has violated the Code of Conduct.

d. Advise the student that failure to contact the Director of Student Conduct or a designee constitutes a violation of Code of Conduct.

e. Advise the student whether the victim has requested alternative dispute resolution of the allegations and the process for alternative dispute resolution.

2. Prior to formally charging the student, the Director of Student Conduct or a designee will:

a. Consult with the Vice-Chancellor of Student Affairs or University Counsel when an action is pending in state court, federal court, or court in a foreign country against a student or has been adjudicated in court to determine whether the student has concurrently violated the Code of Conduct. If it is determined that the university has been impacted, then the student will be subject to a notification of violation in accordance with the Code of Conduct.

b. Receive and review allegations. Determine whether (1) the allegation, if proven, would
constitute an offense under the Code of Conduct and (2) based upon the stated allegation, is there reasonable belief that such a violation may have occurred. This screening may involve reading of the case allegations, description of the alleged conduct, or discussion with the individual(s) making the allegation, as appropriate to the situation.

c. If a complaint is to be pursued, then it is then referred to a hearing official or body. The student must be notified in writing of the alleged violation(s), the referral and the hearing date. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date in writing. A committee member or the hearing official who has a conflict with, bias about or interest in the case should recuse himself. If the committee member or the hearing official refuses to recuse himself, a designated university official shall make the recusal decision.

d. For minor violations, the student may waive the hearing and accept a sanction proposed by a designated university official. The waiver and acceptance must be in writing and signed by the student.

e. Determine if the alleged victim desires alternative dispute resolution of the charges.

f. Review other University policies affecting students and, if applicable, maintain a copy in the case file and provide a copy to any appeal body that later hears the case.

3. At the PHC, the Director of Student Conduct or a university official assigned to this matter shall provide the student with:

   a. Opportunity to review allegations.
   b. Opportunity to review student conduct code procedures.
   c. Notice of formal charges resulting from allegations.
   d. Notice of restrictions to be imposed, if any, to protect the alleged victim.
   e. Notice of means of resolving formal charges through written acceptance or denial of responsibility.
   f. Notice of alternative dispute resolution of the charges if the accuser consents.

g. Opportunity for advisor/advocate/licensed attorney to ask questions for clarification to give the accused student ample time to formally prepare for the hearing

A. A student who accepts responsibility shall be advised that:

   1. He/she has the right to provide additional information regarding the allegations but is not required to do so.
   2. The Director of Student Conduct or university official assigned to this matter shall make the determination of sanctions.
   3. The student waives his or her right to have the matter heard by a student conduct hearing body.
   4. Any sanctions imposed may be appealed to the Vice-Chancellor of Student Affairs. If the allegations are a violation to the Sexual Harassment and Sexual Violence policy, then the appeal will follow the process defined by that policy.
   5. The student’s acceptance of responsibility must be in writing on a form provided by the Director of Student Conduct, which must contain the provisions of 1-4 above and must be signed and dated by the student, Director of Student Conduct or university official assigned to this matter.

B. A student who denies responsibility or prefers to have the charges heard by the WSSU Student Conduct Council shall be advised that:

   1. He/she has the right to provide additional information regarding the allegations but is not required to do so during the PHC.
   2. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date in writing. The notice will include the date, time, and location of the Student Conduct Council hearing.
   3. The student must provide an address (permanent and local) and his/her WSSU email address for notice of proceedings. A student’s university-assigned email shall be the method of official communication (For more information, please refer to Official
4. The student has a right to an advisor/advocate/licensed attorney. Licensed attorneys shall be hired at the student’s expense.

5. Student’s denial of responsibility shall be in writing on a form provided by the Director of Student Conduct, which shall contain the provisions of this Section (1-4 above) and shall be signed and dated by the student and Director of Student Conduct.

4. Following the PHC, the student will receive written and/or electronic notification of the resolution or adjudication of the charges from the Director of Student Conduct or university official assigned to this matter. The notification will be sent to the contact address provided by the student and in accordance with the Official Method of Communication Policy. A student who has accepted responsibility the charges will be advised of the sanctions imposed and the student’s right of appeal, unless an administrative hearing is necessary to determine sanctions. If a hearing is required to impose sanctions, then student will be given notice of the date, time and location of the hearing. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date in writing. If a hearing is held, it may occur as a meeting between the hearing committee/official and the student. It will be a closed meeting.

D. Serious Violations: a serious violation is one for which the possible sanctions are suspension and/or expulsion.

1. Due Process Requirements: Students charged with serious violations of the Student Code of Conduct will receive a notice of the complaint. This notice must be issued within a reasonable time and will:

   a. Contain the substance of the allegations offense(s) charged, the possible sanctions, and a brief recitation of the factual allegations supporting the charge. For all charged offenses which could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.

   b. Advise the student that he/she shall be entitled to an advisor/advocate/licensed attorney. An advisor/advocate from the University is available to assist in all aspects of the student’s case. It is the student’s responsibility to contact the advisor/advocate upon receipt of the notice of referral of a complaint. If a student hires or engages a licensed attorney at his/her own expense, then the student must then notify the Office of Student Conduct and provide the attorney’s name and contact information. The student and attorney are required to complete several forms, which will be attached to their conduct notification letter and must then be returned to the Office of Student Conduct prior to the date of the scheduled Pre-hearing Conference for Student Conduct Council hearing. Students must execute a FERPA waiver in order to allow the attorney access to the student’s conduct information and allow the attorney to share a student’s right to speak during the hearing process. The advisor/advocate/attorney will not be allowed to participate in the hearing if the required forms are not executed prior to the Pre-Hearing Conference. All participating advisors/advocates/licensed attorneys will also have to conduct themselves in the same manner to which students are held. If an advisor/advocate/or attorney becomes unruly, or conducts himself or herself in a manner that is disruptive to the proceedings, he or she may be asked to leave.

   c. Advise the student to contact the Director of Student Conduct or a designee regarding the allegations that the student has violated the Code of Conduct.

   d. Advise the student that failure to contact the Director of Student Conduct or a designee constitutes a violation of Code of Conduct.

   e. Advise the student whether the victim has requested alternative dispute resolution of the allegations and the process for alternative dispute resolution.
2. At the PHC, the Director of Student Conduct or a university official assigned to this matter shall provide the student with:
   a. Opportunity to review allegations and written evidence that will be used at the hearing and obtain a list of witnesses.
   b. Opportunity to review student conduct code procedures.
   c. Notice of formal charges resulting from allegations.
   d. Notice of restrictions to be imposed, if any, to protect the alleged victim.
   e. Opportunity for advisor/advocate/licensed attorney to ask questions for clarification to give the accused student ample time to formally prepare for the hearing

3. The student must provide an address (permanent and local) and his/her WSSU email address for notice of proceedings. A student’s university-assigned email shall be the method of official communication (For more information, please refer to Official Method of Communication Policy).

4. Following the PHC, the student will receive written and/or electronic notification of the hearing, unless the notice of hearing has already been issued. If a hearing date is not set forth in the formal notice of the charge, written notice of the hearing date must be sent to be received by the student not less than five (5) calendar days before the proceeding is scheduled for hearing. The notice will include the date, time, and location of the Student Conduct Council hearing. It will be a closed meeting. The notification will be sent to the contact address provided by the student and in accordance with the Official Method of Communication Policy.

2. Substantive Requirements: In each case there must be sufficient evidence supporting the decision and the sanction.

VI. Alternate Dispute Resolution
Upon mutual request by the accused student and the accuser, and with the consent of the Director of Student Conduct or university official assigned to this matter, alternative dispute resolution, which includes but is not limited to negotiated settlements or mediation, may be considered in lieu of formal charges for minor violations or for offenses where the sanction is not greater than a Disciplinary Warning. In those instances, the Director of Student Conduct or university official assigned to this matter is authorized to select the method of alternative dispute resolution.

IX. Composition and Jurisdiction of Student Conduct Bodies
   A. WSSU Student Conduct Council
      The WSSU Student Conduct Council shall hear all cases where a student denies responsibility for an alleged violation of the Code of Conduct or request that the case be heard by the WSSU Student Conduct Council. The WSSU Student Conduct Council shall be composed of the SGA Attorney General who shall serve as chairperson from year to year for so long as he/she serves as SGA Attorney General; three (3) students, who meet the specific grade point average for that academic year and have completed at least one semester at the collegiate level; and two (2) members of the faculty and/or staff, who meet all requirements prescribed by the university.

X. Hearing Procedure
An accused and enrolled student who fails to respond to a charge letter, does not attend the Pre-Hearing Conference or at any time fails to respond to notification regarding the hearing process or refuses to abide by the hearing procedures, will forfeit the option of a student conduct council hearing. For minor violations, the Director of Student Conduct or a designee, without further notice, will proceed with the hearing whether or not the accused student is present. For serious violations, the Student Conduct Council will proceed without further notice to the student. If the student is found responsible, each hearing body will determine the appropriate sanction based on information available at that time. The student will be notified by mail and email within ten (10) calendar days of the outcome of this review and of the student’s right to appeal, if any.
Students who are not enrolled at the time of the conduct proceeding or who choose not to proceed will not be allowed to register at WSSU until resolution of the complaint of violation of the Code of Conduct. The Director of Student Conduct shall notify the Office of Registrar of the pending conduct complaints. If a student attempts to transfer with an unresolved conduct matter, WSSU may notify the other institution and disclose any records associated with the complaint.

A. Hearing Officers and Bodies
Student conduct that contradicts basic interests and policies of the University community will be addressed under hearing procedures designed to facilitate fair and impartial resolution. Hearings, whether held before a hearing officer or full hearing panel, are unlike courts. Student conduct hearings engage in a full discussion of charges and circumstances and are not subject to the formal rules or proceedings of court. The Office of Student Conduct shall designate the University Official to present testimonial and documentary evidence on behalf of the university at all hearings.

1. Student Affairs Administrative Hearings
All cases that may result in separation or interim suspension from the University shall be referred to the Vice-Chancellor for Student Affairs. The Director of Student Conduct or a designee may hear minor violations or complaints that do not have a sanction of suspension or expulsion from the University and that have not been referred to Student Conduct Council.

2. Title IX Hearing
All sexual harassment and/or sexual violence complaints against a WSSU student should be filed directly with the Division of Student Affairs’ (DSA) Deputy Title IX Coordinator Suite 307, Thompson Center, (336) 750-8663 or with the University Title IX Coordinator, Office of EEO/AA and Diversity, Suite 203, Blair Hall (336) 750-8760.

The complainant should complete the Harassment/ Discrimination Complaint Form (which can be found on the Office of Student Conduct and EEO/AA Office website on the University’s web page), detailing when the incident occurred, the nature of the grievance, against whom the grievance is directed, and any witnesses to the incident. The Title IX hearing shall be handled in accordance with the applicable Title IX policies, as they may be amended from time to time. Unless otherwise provided, Title IX complaints shall not be heard by students.

3. Conflicts of Interest
A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, a designated university official will make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five (5) calendar days. If necessary, a substituted committee member or hearing official will be appointed. If the committee member or the hearing official refuses to recuse him or herself, the Vice-Chancellor for Student Affairs shall make the recusal decision.

B. Scheduling of Hearings

1. Student Conduct Council
Hearings before the WSSU Student Conduct Councils will be scheduled in accordance with the applicable due process requirements for notice. A hearing may be postponed once for a good cause, including but not limited to illness, unavailability of witnesses or evidence, upon request of either the accused or the accusing party. This postponement will not exceed ten (10) calendar days unless there exist an extraordinary circumstance. The Chair of the hearing body shall determine whether
good cause exists to postpone a case.

Licensed attorneys are statutorily authorized to participate in student conduct hearings. The attorney must comply with and remain compliant with the university’s rules and regulations that govern the process. For more information, please refer to UNC Policy Manual 700.4[R], as it may be amended from time to time.

2. Title IX Hearing

Once the DSA Deputy Title IX Coordinator receives the written complaint, a Preliminary Administrative Review shall be used to determine if the allegations within the complaint are in violation of WSSU’s Policy on Sexual Harassment and Sexual Violence. If the preliminary review indicates a potential violation of the Policy, an impartial investigation into the allegations will begin. If the preliminary administrative review indicates that the allegations within the complaint are not in violation of the aforementioned Policy, the investigator shall terminate the resolution complaint process. Termination of the complaint resolution process following a preliminary administrative review bars the issue from other university complaint/grievance resolution processes.

If the DSA Deputy Title IX Coordinator reviews the complaint and it indicates potential violation of the Policy, the DSA Deputy Title IX Coordinator will contact all members associated with the possible infraction within a forty-eight hour (48 hour) time frame to begin a formal investigation.

When an allegation of sexual harassment or sexual assault is brought forth to a University official, the DSA Deputy Title IX Coordinator must investigate all allegations and collect information. He or she has the authority to contact and forward said complaint to the respondent, witnesses, or others parties involved.

Upon initial contact by the DSA Deputy Title IX Coordinator, all individuals involved, including the complainant, respondent, and witnesses must respond within ten (10) calendar days. If any party is given a supplemental information request for additional information, he or she must comply within the allotted time frame. If the respondent and/or witnesses do not respond, they will be cited for Failure to Comply with University process in violation of the Student Code of Conduct and referred to the Director of Student Conduct for disposition in accordance with the applicable policies. The DSA Deputy Title IX Coordinator has five (5) calendar days, after completion of all parties’ interviews to refer all information to the Dean of Students, who will then adjudicate the case. The Dean of Students has five (5) calendar days to review and if necessary, will contact students for clarification.

C. Attendance

Hearings shall be closed except for the accused, an advisor/advocate/licensed attorney for the accused, the accuser, the University Official presenting the case, the WSSU Student Conduct Council and witnesses or persons who have been asked to testify by either the accused or accuser. Such witnesses or persons asked to testify should be present only for the portion of the hearing that involves their testimony and questions arising from that testimony. The SGA Secretary of Student Conduct will preside over the hearing. The Office of Legal Affairs is available for consultation regarding procedural matters. The Vice-Chancellor for Student Affairs or designee shall be available for consultation if required by the hearing panel.

D. Evidence

Evidence will be allowed if, in the judgment of the hearing panel chairperson, it bears on the facts of the case. No written statements by witnesses or others having knowledge of the allegations may be allowed in the absence of the witness unless the witness has conversed with or been interviewed by the Director of Student Conduct prior to the hearing.
E. Swearing of Witnesses

In all cases, witnesses will be sworn before the WSSU Student Conduct Council Hearing begins or before a witness testifies.

F. Witnesses

The testimony of witnesses will be heard if the Chair of the hearing panel determines that the testimony is relevant to the matter being heard and the witness has first-hand knowledge of the facts of the case. Character witnesses may be allowed to testify at the end of the hearing prior to rendering a determination of the alleged violations of the Code of Conduct.

At least five (5) days prior to the scheduled hearing, the accused and the accuser shall provide in writing to the Director of Student Conduct or a designee the names of all witnesses they expect to call and the expected testimony of the witnesses. The Director of Student Conduct or a designee shall provide the information to the Chair of the hearing body, the accused, and the accuser for review prior to the scheduled hearing.

If either party calls a witness who has not previously been identified, then the other party may challenge the witness and/or the witness's testimony at the hearing. These challenges will be reviewed by the Chair and either affirmed or denied. The hearing may be continued to a later time or day to allow either the accused or the accuser the opportunity to prepare rebuttal.

In some cases, the Chair of the Student Conduct Council may, upon the request of either party, issue an internal subpoena whenever it is determined that the presence of a witness is required to determine the facts of a case and the witness refuses to appear voluntarily at a hearing. Subpoenas must be personally delivered or sent by certified mail, return receipt requested, to the addresses most recently made available to the university by those parties. WSSU students are expected to comply with subpoenas issued pursuant to this process and students who fail to comply are subject to charges and sanctions for violating the Code of Conduct.

G. Multiple Students

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 such a proceeding.

H. Confidentiality of Proceedings

Student Conduct Council is a public body and subject to the open meeting laws of the State of North Carolina. However, in accordance with Family Educational Rights and Privacy Act (FERPA) of 1974, conduct hearings and reviews will be closed in order to protect information made confidential under this act. All testimony and information received in a closed hearing and deliberations are considered confidential and shall not be divulged outside the hearing. Any person violating the confidentiality of the proceeding shall be subject to charges and sanctions for violating the Code of Conduct. Members of the hearing body are also subject to removal.

I. Conduct Proceedings

1. In all cases involving serious violations (suspensions/expulsions), a transcript or other verbatim record of the hearing (but not of the deliberations) will be prepared. WSSU will be responsible for the costs of this record.

2. The Chair of the hearing panel will introduce those present and will explain the hearing procedures to the parties.

3. The Chair will state the charge and state that the hearing will be recorded.

4. A designated University Official must present sufficient witnesses and/or documentary evidence to establish and in support the alleged violation.

5. The accused and/or the advisor for the accused will be provided access to copies of all documentary evidence submitted by
the accuser and will have the right to question the accuser and the accuser’s witnesses. The hearing body may ask questions directly to the accuser and the accuser’s witnesses.

7. The accused and/or the advisor/advocate/licensed attorney for the accused may respond to the charge and may present evidence in the form of documents and witnesses. The accused may testify or may elect to remain silent. No inference may be drawn from the failure of the accused to offer testimony.

8. If the accused presents evidence, the accuser and/or the designated University Official will be provided access to copies of all documents submitted and may question the witnesses, including the accused if the accused has elected to testify. The hearing body may ask questions directly to the accused, if the accused elects to testify, and the accused’s witnesses.

9. The accuser and/or the designated University Official may submit evidence, including testimony, to rebut evidence presented by the accused. The accused and the hearing body may ask questions directly to any rebuttal witnesses.

10. The accuser and/or the designated University Official will be provided the opportunity to make a final statement.

11. The Chair of the hearing panel will conclude the evidentiary portion of the hearing and set a time for deliberations to begin. Upon the conclusion of the hearing, the Chair will advise all hearing participants of the obligation of confidentiality and to refrain from discussing confidential information outside of the convened meetings. Breach of this directive by any university student will constitute a separate violation of Code of Conduct.

12. Deliberations will normally continue until a decision as to whether the accused student committed the offense charged has been reached. At the conclusion of the evidence, the committee/official will determine whether the charging official has shown by a preponderance of the evidence that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing. The committee or official will also determine the appropriate sanction. Recesses or continuation of the deliberations to a later time or a later day will be granted at the discretion of the Office of Student Conduct. Deliberations by the hearing panel shall not be recorded or heard before the court reporter.

13. If the hearing body finds by a preponderance of the evidence that the accused committed the offense, testimony may be heard from interested parties, including character witnesses, prior to the imposition of sanctions. The court reporter shall be present and record verbatim testimony from all parties and witnesses presenting information. The Chair will conclude this portion of the hearing and hearing body will then deliberate applicable sanctions.

14. The hearing panel will determine appropriate sanctions within the ranges specified in the definitions herein.

J. Standard of Proof

Decisions by the hearing panel shall be based on a preponderance of the evidence, that it is more likely than not that the alleged violations have occurred and that the accused student was responsible for the violation.

K. Decision

1. Student Conduct Council

Conduct hearing panels shall decide whether the student committed the offense charged by simple majority vote of the panelists present. The Student Conduct Council is not authorized to hear matters involving violations of Title IX.
2. **Title IX Hearing**

For Title IX Hearing matters, the Dean of Students will reach a decision and sanction according to the Student Code of Conduct. Notifications will be sent to respondent(s) and complainant(s). The Title IX process is completely separate from the WSSU Student Conduct Council. The entire resolution process will be completed within sixty (60) calendar days from the University's receipt of written complaint, barring extenuating circumstances. If these circumstances occur, the respondent will be notified. The respondent and/or complainant may appeal the sanction based on the appeal grounds in accordance with the Appeals Process for Sexual Harassment/Sexual Violence, as it may be amended from time to time.

L. **Sanction Assignment**

After determining that the accused student committed the offense charged, those hearing the allegations will assign a sanction. In assigning an appropriate sanction, the prior conduct history of the accused, as found in the records of the Office of Student Conduct, if any exist, shall be considered. The testimony of character witnesses may be considered. Consideration may also be given to aggravating or mitigating circumstances including, but not limited to:

- Intent to act in the manner described
- Intent to violate the policy or regulation described
- Prior violations or related behavior
- Other personal circumstances that might have affected the student at the time of the infraction.

The decision of the hearing panel will be in writing and include a brief statement of the evidence that supports the finding of violation of each provision of Code of Conduct and a brief statement of the evidence that supports the sanctions it determines should be imposed. The decision of the hearing panel will be in the form of a recommendation to the Vice-Chancellor of Student Affairs in all suspension and expulsion cases. The Vice-Chancellor of Student Affairs or his/her delegate must make the conduct determination in all suspension and expulsion cases.

The Chancellor must make the final agency decision in all suspension and expulsion cases. If an appeal follows a review or hearing, all sanctions resulting from the review or hearing are held in abeyance pending the outcome of the appeal unless the student poses a serious threat to the campus or campus community.

M. **Notice of Decision**

The final hearing decision must be transmitted to the student in writing within ten (10) calendar days of the date the decision is made, and it must contain a brief summary of the evidence upon which the decision is based.

Appeal rights must be specified in the decision letter as provided herein. Appeal rights include the name and address of the body or person to whom an appeal shall be directed and the time period in which the appeal shall be made.

VII. **Sanctions**

The primary purpose of sanctions in Code of Conduct is to protect the university community from behavior that is disruptive, threatening or dangerous to others, lewd, indecent and obscene, or which impairs the primary function of the University to educate students. Sanctions under Code of Conduct may be tailored to suit the circumstances of each offense. Though maximum penalties are identified by Code of Conduct, lesser penalties may be selected, depending on the circumstances and based upon the Policy Violations List and Sanctions Levels attached to Code of Conduct.

In cases where alcohol and/or drug usage are known or where the accused student exhibits extreme violent or abusive behavior, sanctions imposed may be suspended pending drug and alcohol abuse assessment and counseling. Drug or alcohol assessment or counseling may be provided via campus based or community based resources as determined by the Director of Student Conduct and/or University Counseling.

Sanctions of expulsion and suspension affect the student’s academic enrollment at the University. In order that students under expulsion, suspension
or limited participation in daily campus life do not contravene the terms of the sanctions, the Vice-Chancellor for Student Affairs shall, in writing, notify the Vice-Chancellor for Academic Affairs, Financial Aid office, Registrar, Director(s) of Residence Life, University Police, and such other offices as are necessary to insure that the sanction is enforced. The Vice-Chancellor for Student Affairs may also impose a "No Trespassing" sanction on a student, verbally and in writing, informing the student of specific guidelines to adhere to related to visiting the campus. Other offices may be notified based upon a determined “need to know” as defined in applicable law and policy. Upon termination of such sanctions, the offices will again be notified. Information about suspension or expulsion is maintained permanently in the student’s student conduct record.

If an appeal is filed, it is to the discretion of the Vice-Chancellor of Student Affairs to allow the sanction to be temporarily inactive until the appeal is resolved. In circumstances where the Vice-Chancellor for Student Affairs and the Chancellor determine that the continued presence of a student on campus is a danger or threat to University property, or the student is a danger to him/herself or others, an interim suspension may be imposed immediately and shall remain in effect pending the outcome of a hearing and any appeal.

Sanctions that may be imposed are:

- **Interim Suspension** - Temporary separation of a student from the campus when the Vice-Chancellor for Student Affairs believes such separation is necessary or from a classroom when requested by a faculty member under the University’s Classroom Disruption Policy:
  
  a. To ensure the safety and well-being of members of the University community or preservation of University property;
  
  b. To ensure the student’s own physical or emotional safety and well-being;
  
  c. If the student poses a definite threat to, disruption of, or interference with the normal operations of the University or its members, or one or more classes as determined by the Classroom Disruption Policy.

- **Expulsion** - Permanent separation from the University that can only be removed by written petition to the Chancellor and accompanied by supporting documentation for reinstatement. No petition for reinstatement made earlier than two (2) years from the date of the expulsion shall be considered. Expulsion is warranted in cases of falsified admission applications, possession of a firearm or any weapon of mass destruction and the illegal manufacture, sale, delivery, or possession with the intent to manufacture, sell or deliver any controlled and/or illegal substance, or in cases where the severity of the violation to the Code of Conduct is deemed offensive to the community standards and the safety of the campus community.

- **Suspension** - Separation from the University for a definite period of time, which coincides with the official ending of an academic semester or summer session. Suspension is required for possession or use of any weapon not referenced in expulsion above and for which permission to possess has not been granted by the Chancellor, registered with the WSSU Campus Police Department and stored according to specific directions from the Vice-Chancellor for Student Affairs. A second weapons offense shall result in expulsion. A first offense for simple possession of a controlled and/or illegal substance will result in suspension. Suspension is also required in cases where the severity of the violation to the Code of Conduct is offensive to the community standards and safety of the campus community.

- **Deferred Suspension** - Deferred Suspension is used for offenses found serious enough to warrant suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Deferred Suspension is a designated period of time during which a student is given the

  d. When a student possesses a gun on campus in violation of N.C.G.S. Sec. 14-269.2(b)

  Any student subject to interim suspension shall have an expedited right of appeal as provided in the appeal section of the Code of Conduct.
opportunity to demonstrate the ability to abide by the community’s expectations of behavior articulated in the Code of Conduct. During a Deferred Suspension, the student will be officially suspended from the University, but the suspension will be deferred, meaning that the student may continue to attend classes at this time, however, the suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violations while on the open sanction, unless the Director of Student Conduct, Dean of Students, and/or Vice-Chancellor for Student Affairs determines otherwise in exceptional circumstances. Students on Deferred Suspension may be limited in their abilities to represent the University on any athletic team other than intramurals, hold an office in any registered student organization, represent the University in any extracurricular activity or official function, or participate in any study abroad program. Deferred Suspension may also include the denial of specific University privileges, including but not limited to, attendance at athletic functions and residence hall visitation for a designated period of time. The duration of any Deferred Suspension period and the specific restrictions imposed will be determined by the resolution body on a case-by-case basis.

• **Disciplinary Probation** - The loss, for a specified period of time, of designated social privileges which include, but are not limited to:

  a. Varsity sports
  b. Intramural sports
  c. Band(s) and choir(s)
  d. Cheerleading squad
  e. Fraternities and Sororities
  f. Participation in student organizations
  g. Serving in a leadership capacity in any student organization
  h. The right to represent the University in any specific activity
  i. Residency in University housing

• **Disciplinary Warning** - An official reprimand provided in writing that advises of a student’s need to conform the student’s behavior to the Code of Conduct and further advises that any subsequent violation of the same nature by the student within a two (2) year period will automatically result in disciplinary probation.

• **Deferred Housing Revocation** - Deferred Housing Revocation means that the student’s housing contract will be officially revoked, but the revocation will be deferred, meaning that the student may continue to live in the selected residential hall, however, the revocation from the residential hall will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violations while on the open sanction, unless the Director of Student Conduct, Dean of Students, and/or Vice-Chancellor for Student Affairs determines otherwise in exceptional circumstances. Further violation of the policies can and will result in the permanent revocation of the student(s) housing privileges and the permanent cancelation of student(s) housing contract indefinitely. At which time student(s) will be removed from housing immediately, responsibly for all remaining charges/fines, and responsible for securing housing off-campus. The duration of any Deferred Housing Revocation period and the specific restrictions imposed will be determined by the resolution body on a case-by-case basis.

**Administrative Mediation** - This method of resolving a dispute utilizes a third party to consult with those involved and recommends a solution which is binding on the parties. The parties involved will be held to the agreement. Should parties violate the agreement, they will be charged with Item 27: Failure to comply with University process, in the Code of Conduct, plus any additional violations.
• **Restitution** - Reimbursement of any cost incurred as a direct or indirect consequence of the student’s violation of the Code of Conduct.

• **Community Service** - Volunteer service to an on-campus or off-campus department, division, faculty or staff member for a specific number of hours within a specified period of time. Community Service could be sanctioned through the Office of Career Services or the Office of Interpersonal Violence Prevention.

• **Educational** - Includes referrals to the University Counseling Center, reflective essays, or participation in educational programming that addresses the violation. The referral to the University Counseling Center can be for an assessment and/or counseling for substance abuse, anger management, or psychological assessment. If a student has been found in violation of alcohol or illegal substance usage, they will be sanctioned with having to complete an educational session via different electronic programs (ex. AlcoholEDU program, e-Toke Marijuana Screening, e-Chug Alcohol Screening).

**VIII. Filing an Appeal**

**A. Authority for Appeal**

The State of North Carolina and the Board of Governors of the University of North Carolina System vest the authority for governance of student conduct in the Chancellor. All decisions rendered under Code of Conduct are subject to review and alteration by the Chancellor of the University or the Chancellor’s designee. This policy provides appeal to the Board of Trustees from a decision by the Chancellor in the case of a suspension or expulsion. In accordance with The UNC Code of The Board of Governors Section 502D(3), “In the discharge of the Chancellor’s duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure for every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against the student, and the right to such advice and assistance in the individual’s defense as may be allowable under the regulations of the institution as approved by the Chancellor.”

Any individual in need of a reasonable accommodation on the basis of a disability to obtain an extension to the appeal timeframe due to that disability should submit a request to the Associate Director of Disability Services at dds@wssu.edu, (336) 750-8658, or http://www.wssu.edu/administration/eeo-aa/dept-of-disability-services/default.aspx.

The request must be submitted with at least 72-hour notice in order to allow time to secure resources appropriately and have all parties notified of the needed extension before appeal deadline. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

**B. Appeal Procedure**

1. **INTERIM SUSPENSION**

Any student subject to interim suspension will be notified by the Vice-Chancellor for Student Affairs, in writing via hard copy and electronically, to the permanent/local address and the WSSU email address most recently made available to the University by the student.

a) The notice shall state the charge, the intent to suspend effective immediately, and the opportunity to respond in writing or by personal interview within twenty-four (24) hours of delivery of the notice to the student. Notice shall be made by hand delivery or certified mail.
b) An accused student wishing to contest an interim suspension must provide a written response or request a personal interview within twenty-four hours of receipt of notice of intended suspension or actual suspension from a classroom.

c) After such appeal has been reviewed and/or the twenty-four hour period has passed, the Vice-Chancellor for Student Affairs will notify the student within twenty-four (24) hours of action on the suspension by certified or hand-delivered letter.

d) If the suspension is not reversed, a student may request a hearing before the WSSU Student Conduct Council to resolve all matters related to the interim suspension. Said hearing will be in compliance with the standard hearing processes but will be held within 48 hours of the decision to continue the suspension, or as soon as possible. The time frame of the incident within the academic year has to be taken into consideration. For example: exam week, right before Christmas break, etc.

During the interim suspension, the student shall be denied access to residence halls and the campus (including classes), and all other activities or privileges for which the student might otherwise be eligible. In the case of a classroom disruption charge, the student shall be denied access to the class that is the subject of the charge. Following the expedited hearing, the student may appeal a final decision on the merits of the case as set out below.

C. Appeal from Student Conduct Council Hearing Body

A student found responsible for an offense under the Code of Conduct may appeal the recommendation of a student conduct body and/or the imposition of sanctions recommended by the student conduct body by submitting a written request for a review within ten (10) calendar days of the finding. The student conduct council hearing bodies include:

- The Director of Student Conduct or a designee
- The WSSU Student Conduct Council
- The Vice-Chancellor for Student Affairs

D. Grounds for Appeal

1. The decision of a student conduct council body may be appealed upon the following grounds:
   - Procedural error sufficient to have altered the outcome of the hearing
   - Discrimination based on the student's membership in a protected class (race, creed, color, sex, identifies with the LGBTQ community, national origin, physical disability or age over 40) as defined by Executive Order 11246
   - New, or newly discovered evidence previously unavailable
   - Excessive or inappropriate sanctions
   - Decision or judgment not supported or justified by the evidence
   - Denial of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against the student, and the right to advice and assistance in the individual's defense as allowed under the regulations of the institution as approved by the Chancellor.

The student must write the notice of appeal which must state at least one of the above grounds or it shall be dismissed without further action. The notice of appeal shall state the facts that support the request and the outcome desired. The student will receive, along with his or her decision letter, an appeal form that must be completed, and submitted to the Office of Student Conduct, in a sealed envelope within the designated timeframe.
1. An appeal to the Board of Trustees [in the case of a suspension or expulsion] or an appeal to the Board of Governors [in the case of an expulsion] is allowable only on the following grounds:
   i. a violation of due process, or
   ii. a material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

2. Notice of appeal to the Board of Trustees or the Board of Governors must be given within ten (10) calendar days of receipt of the decision leading to the appeal.

Title IX appeals shall be handled in accordance with the Resolution Procedures for Student Complaints of Sexual Harassment Sexual Violence. The Title IX Appeals process is the following:

The respondent and/or complainant can appeal the given sanction based on evidence of any of the following grounds:

- Discrimination based on the student’s membership in a protected class (race, creed, color, sex, identifies with LGBTQ community, national origin, physical disability or age over 40) as defined by Executive Order 11246
- New or newly discovered evidence previously unavailable
- Decision or judgment not supported or justified by the evidence
- Denial of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against the student, and the right to be advised and assistance in the individual’s defense as allowed under the regulations of the institution as approved by the chancellor.

E. Lines of Appeal

To appeal sanctions imposed from the Director of Student Conduct or a designee, the appeal shall be directed to the Associate Vice-Chancellor for Student Affairs/Dean of Students or a designee.

The next and final line of appeal is to the Vice-Chancellor for Student Affairs. This is the line of appeal only for sanctions up to Disciplinary Probation and Housing Revocation.

For serious violations (suspensions and expulsions), appeals from the Vice Chancellor, should be directed to the Chancellor. Appeals from the Chancellor should be directed to the Board of Trustees through the Office of the Chancellor. For suspensions, the Board of Trustees decision is final. For expulsions, the appeal from the Board of Trustees should be directed to the Board of Governors through the Office of the President of the UNC-System. The Board of Governors decision is final.

Respondent and/or complainant have ten (10) business days to submit an appeal. All appeals (appeal #1 or #2) must be submitted to the Office of Student Conduct, which is located in the Thompson Center, suite 303.

There are two appeal processes for sexual harassment and/or sexual violence (Title IX) sanctions. They are the following:

**Appeal Process #1: Appeals of sanctions of Suspension or Expulsion:**

1. Respondent and/or complainant appeals are submitted to the Sexual Offenses Appeal Board (SOAB) which is comprised of a three committee member board (faculty and staff).
2. The SOAB will review the case file and give a recommendation to the Vice-Chancellor for Student Affairs (VCSA).
3. The VCSA can then accept the recommendation or decline. The VCSA has ten (10) calendar days to respond to the appeal.
4. Respondent and/or complainant may appeal the VCSA’s decision based on the appeal grounds stated above; respondent and/or complainant appeals to Chancellor for suspension or expulsion cases only. The Chancellor has thirty (30) calendar days to respond to the appeal.
5. Respondent and/or complainant may appeal the Chancellor’s decision based on the appeal grounds stated above; respondent and/or complainant appeals to the Board of Trustees (BOT) for suspension or expulsion cases only. Line of appeal for suspension cases stops here. BOT has not published a time frame by which it will respond to appeals.

6. Respondent and/or complainant may appeal the BOT decision based on the appeal grounds stated above; respondent and/or complainant appeals to the BOG for expulsion cases only. BOG has not published a time frame by which it will respond to appeals.

Appeal Process #2: Appeals of sanction of less than Suspension:

1. Respondent and/or complainant appeals are submitted to the Vice-Chancellor for Student Affairs. The VCSA has ten (10) calendar days to review and make a recommendation to the Chancellor.

2. The Chancellor will then render a decision on the appeal. The Chancellor’s decision is final.

F. Authority of Appeal Body
The body hearing an appeal may:

• Render a decision on the record, upholding the previous decision, referring the matter back to the lower body for further proceedings, or deciding the outcome of the case.
• Hear the case de novo.

G. Response Time

Appeals to the Vice-Chancellor for Student Affairs or the Chancellor shall be responded to within thirty (30) calendar days. The thirty (30) calendar days begins once the Vice-Chancellor for Student Affairs or the Chancellor has received the appeal.

In Title IX cases where suspension and expulsion are warranted, the VCSA has ten (10) calendar days to respond to the appeal. The Chancellor has thirty (30) calendar days to respond to the suspension and/or expulsion appeals. For appeals of minor violations, the VCSA has ten (10) calendar days to review and make a recommendation to the Chancellor.

XI. Maintenance of Verbatim Record

A transcript or other verbatim record shall be made of each hearing before a panel and shall be preserved so long as the possibility of appeal remains open. Following this period, the verbatim record shall be destroyed. The verbatim record and any written record remains the property of the University and may be reviewed by the accused, by appointment, for the purposes of appeal or by the appeal body reviewing the decision and imposition of sanctions. A request for review of the verbatim record shall be made to the Director of Student Conduct who shall be responsible for the maintenance of the verbatim record and all other hearing records.

XII. Student Conduct Proceeding Records

All records concerning Code of Conduct violation hearings under this procedure shall be held in the Office of Student Conduct. Medical, psychological, or other assessment related records and materials shall remain in the files of the agency professional responsible for assessment or counseling procedures and shall not be considered a part of the student's educational record. All student records shall be protected according to the provisions of the FERPA of 1974.

XIII. Request to Review Educational Records

Students who wish to contest information contained in the student conduct proceeding records, including
a request for removal of information from the record, must address such requests in writing to the Vice-Chancellor of Student Affairs, who shall review the request and notify the student of any actions related to the contention or request.

XIV. Special Cases

- Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents to such a proceeding.
- Pursuant to the Campus Security Act and Title IX, in cases of alleged sexual assault, the complainant and the respondent are entitled to have the same opportunities to have others present during a disciplinary proceeding.
- Pursuant to the FERPA of 1974, victims of crimes of violence must be notified of the results of the disciplinary proceeding of the alleged assailant. Results mean 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, imposed, the duration of the sanction, and the date the sanction was imposed.
- When a student with a disability is charged with an offense, the University shall assure that all requirements of Section 504 of the Rehabilitation Act and the American with Disabilities Act are met.

XV. Interpretations and Revision

Any question of interpretation regarding Code of Conduct shall be referred to the Vice-Chancellor for Student Affairs or University Counsel for final determination. Code of Conduct shall be reviewed annually under the direction of the Vice-Chancellor for Student Affairs and University Counsel.

Effective Date: This amended policy becomes effective upon approval by the BOT. Approved: This 20th day of March 2015.

Debra B. Miller,
Chairman WSSU Board of Trustees

Vivian H. Burke,
Secretary WSSU Board of Trustees
ACADEMIC INTEGRITY

Definitions
Winston-Salem State University puts forth every reasonable effort to maintain academic integrity in the instructional program. To compromise integrity through acts of academic dishonesty seriously jeopardizes the quality of instruction and the caliber of education we purport to provide to students. Such dishonesty includes:

Cheating - Intentionally and knowingly using unauthorized materials, information, or study aids in any academic exercise or matter.

Plagiarism - Intentionally and knowingly representing in any academic exercise or matter the words or ideas of another as one’s own.

Fabrication - Intentionally and knowingly falsifying or inventing information or citations in an academic exercise.

Facilitating Academic Dishonesty - Intentionally and knowingly helping, or attempting to help, another to commit an act of cheating, plagiarism or fabrication.

Procedures
The following procedures shall apply to situations where students are accused by faculty of engaging in acts of academic dishonesty.

1. The instructor of the course shall report all allegations of academic dishonesty to the department chair. (In cases where the department chair is the instructor, allegations should be reported directly to the division director.)
2. The chair shall review the case to determine if there is reason to believe that academic dishonesty may be involved.
3. If such a reason exists, the chair shall then refer the case to the dean of his or her division along with other pertinent information.
4. The dean shall then consult with the student involved. If the act of academic dishonesty is admitted, the dean shall confer with the associate vice chancellor for student affairs to determine if the student has any record of prior offenses involving academic dishonesty. If it is the student’s first violation, the dean may dispose of the charges provided the penalty is accepted by the student in writing. In such cases, a written report of the matter, including the action taken, shall be sent to the coordinator of judicial affairs for inclusion in the student’s file. If the student does not accept the penalty imposed by the dean, he or she has the option of being heard by the Committee on Academic Integrity consistent with the provisions below beginning at Section II.6.
5. If there is insufficient evidence or reason to believe that a violation has not occurred, a report shall be written and maintained by the dean; but will not be included in the student’s file.
6. If the case is not resolved in the manner specified above, the dean shall inform the standing Committee on Academic Integrity. The committee shall consist of seven (7) faculty members, five (5) regulars and two (2) alternates, selected by the Faculty Senate. The academic ranks of the regular faculty members shall include one (1) assistant professor, two (2) associate professors, and two (2) professors. The academic ranks of the alternates shall be one (1) assistant professor and one (1) associate professor or professor. The committee also shall include four (4) students, two (2) regulars and two (2) alternates, selected by the Student Government Association. A chair shall be elected from the faculty on the committee. Members shall serve for one academic year.
7. The committee shall hear the allegation, following the hearing procedures outlined in Section III of this policy.

Hearing Guidelines
1. Those students/respondents entitled to a hearing shall be informed of the specific charges against them in writing by the committee chair at least five (5) days in advance.
2. A hearing panel shall consist of four (4) faculty members and two (2) students drawn from the committee by the chair. A faculty member serving on the panel and elected by panel members shall serve as the president officer, but shall not vote.
3. Respondents may be accompanied and assisted by a representative. Representatives cannot take part in the hearing, but may advise the respondent.

4. The complainant shall be the referring faculty member who may be accompanied by the department chair, program coordinator, or other department official.

5. Hearings must be transcribed, at the expense of the department, to ensure sufficient review on appeal.

6. The hearing shall be under the control of the panel chair. Evidence and testimony that is immaterial or repetitive shall not be allowed.

7. Prospective witnesses, other than the complainant, respondent and representatives, shall be excluded from the hearing during the testimony of other witnesses.

8. The complainant shall present evidence first, followed by the respondent who shall offer rebuttal. Evidence may be oral or written.

9. The respondent and complainant shall be accorded an opportunity to cross-examine witnesses who testify for the other party.

10. The burden of proof shall be upon the complainant who must establish the guilt of the respondent by a preponderance of the evidence.

11. Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by a notary public.

12. The final decision of the panel as to guilt or innocence shall be by simple majority vote.

13. A determination of guilt shall be followed by a supplementary proceeding in which either party may submit evidence or make statements concerning the appropriate sanction to be imposed. The disciplinary record of the respondent shall be made available for purposes of the supplementary proceeding.

14. The final decision of the panel as to a penalty shall be by simple majority vote.

15. The sanctions specified by the panel are regarded as recommendations.

16. The recommendation of the committee is transmitted to the vice chancellor for academic affairs who accepts or rejects the penalty and informs the respondent of his/her decision. The decision of the vice chancellor, both as to guilt and degree of penalty, may be appealed to the chancellor; the decision of the chancellor may be appealed to the Board of Trustees. The decision of the Board of Trustees is final.

**Penalties**

Any respondent who commits an act of academic dishonesty, including a first offense, shall be penalized based on the infractions by the following sanctions. These sanctions are intended to offer guidance to those responsible for recommending penalties. The direction is toward the imposition of more serious disciplinary measures in serious cases.

**Reprimand** - The respondent is reprimanded in writing by the dean, who warns the student of the seriousness of the infraction and the importance of maintaining academic integrity.

**Reduction in Grade** - The respondent may receive a reduced, but not failing, grade for either the academic exercise, the course or both. The grade actually earned by the student shall be reduced by only one grade. This penalty must be accompanied by a reprimand to be included in the student’s file.

**Failing Grade** - The respondent may receive a grade of F for either the academic exercise or the course. When a grade of F is recommended for the course, a grade of F is automatically applied to the academic exercise. This penalty must be accompanied by a reprimand to be included in the student’s file.

**Suspension** - Suspension from the university for a period not to exceed one semester, or portion thereof (not including summer sessions), may be recommended by the panel. The minimal period of a recommended suspension shall be the remainder of the current semester. In all such cases, respondents shall be withdrawn administratively from the university and a W inserted on their transcripts next to each course in which they are enrolled. At the end of the suspension period, the respondent may return to the university under the provisions for returning students contained in the university catalog. This penalty shall be accompanied by a written reprimand to be included in the student’s file.

**Expulsion** - A recommendation from the panel for expulsion indicates that the respondent shall be withdrawn from the university. In instances of expulsion, the respondent may, after two semesters (not including summer sessions), apply for re-admittance through written correspondence to the vice chancellor for academic affairs who, after reviewing the record, shall act upon the request and inform the respondent of the decision. The decision of the vice chancellor for
academic affairs may be appealed to the chancellor; the
decision of the chancellor may be appealed to the Board
of Trustees. The decision of the Board of Trustees is
final.

Disciplinary records for any act of academic dishonesty
are maintained indefinitely. These records are
considered part of a student’s file and referred to when
requests from prospective employers and educational
institutions are made about the disciplinary records of
respondents.

Suggestions for Faculty and Staff
1. Educate students about academic offenses and
penalties. For example, copying laboratory
assignments constitutes a violation of this
policy.
2. Outline expectations on the course syllabus for
academic integrity.
3. Keep examinations in a secure location.
4. Carefully proctor examinations.
5. Implement methods for preventing plagiarism.
6. Verify faculty signatures on grade change forms.
7. Assign all grades in ink.

The Academic Integrity Policy was approved by the Board of
Trustees on October 17, 1992.

Affiliate Organizations of Fraternities and
Sororities Policy
WSSU does not recognize affiliate organizations of
fraternities and sororities. It is, therefore, the policy of
Winston-Salem State University that fraternities and
sororities shall permanently terminate affiliation with
the following groups:
1. Pre-initiation or “pre-pledge” groups
2. Sweetheart organizations (both male and
female)

Winston-Salem State University, consistent with
member organizations of the National Pan-hellenic
Council has abolished the use of “pledging” activities for
all sororities and fraternities. Organizations that wish
to accept new members may do so by following only
those conditions set forth in the Membership Intake
Procedures. The procedures can be obtained from the
Office of University Student Activities and Engagement.

ALCOHOL POLICY
Winston-Salem State University is a dry campus.
Effective September 1, 1996, the North Carolina
Alcoholic Beverage Control laws made it unlawful for
any person under 21 years of age to purchase, possess or
consume such beverages, or for any one to aid or abet
such a person in purchasing, possessing and consuming
any alcoholic beverage.

The university recognizes the health risks associated
with the use of illicit drugs and the abuse of alcohol. As
a depressant, alcohol gives a feeling of well-being, causes
a loss of coordination, intoxicates, and leaves one with a
hangover. Some of the hazards of abuse include:

1. Physical and psychological dependence can
develop.
2. Long term heavy drinking is a factor in liver and
heart damage, malnutrition, cancer, and many
other illnesses.
3. Driving under the influence can cause accidents
because of slowed reflexes, disorientation, etc.

All requests to serve alcoholic beverages on campus or
at university-sponsored events must be approved by the
chancellor.

The following rules and regulations are applicable to the
Winston-Salem State University community:

1. Under no circumstances may any type of
alcoholic beverage be sold by any persons
or organizations or corporations on the campus
of Winston-Salem State University, excluding
previously cited exceptions.
2. It shall be unlawful for any person to consume
any malt beverage or wine - fortified or
unfortified - in any public place or upon any
public street or upon the private business
premises of WSSU, or liquor/whiskey in any
public place, upon any public or university street
or parking area, upon the private business
premises of the university, or in or around any
residence hall or institutional facility or
building.
3. It is unlawful for anyone to aid or abet a person
under 21 years of age in purchasing, possessing
or consuming alcoholic beverages.
4. University-sponsored off-campus affairs at which
alcoholic beverages are served shall be governed
by all applicable local, state and federal laws.
5. Drunkenness, coupled with disorderly conduct, will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal laws), up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

CLASS ATTENDANCE POLICY

Student Responsibilities:
1. Students are required to attend class, whether face to face or virtually, and complete assignments as set forth in the class syllabus.
2. Students are responsible for checking their registration status and should print a hard copy for their records after the change of registration (add/drop) period is completed. Students who are not officially enrolled (includes payment or arrangement for payment) at the end of the add/drop period will not be eligible to receive a grade for the class.

Faculty Responsibilities:
1. Faculty members are required to monitor attendance.
2. During the change of registration period, faculty members should a. alert students if they do not appear on the official roll and require the students to complete the registration process; b. alert the registrar about students whose names appear on the roll but never attend class.
3. At the mid-term and final grading periods, faculty members are to notify the registrar of students who stop attending class by entering the date of the last day the student attended class on the grade roster.

Students who have not attended class nor made contact with the instructor to explain the absence by the end of the first day the class meets or the first assessment (technology delivered classes only) may be administratively dropped from the course. Students who miss classes as a result of such symptoms as fatigue, exhaustion, fear, tension, anxiety, anger, or unexplainable illness should also seek assistance through the Counseling Center.

For current information on this policy please refer to the Class Attendance and Absence Policy. In cases of emergencies involving extended absences from class, the affected student should contact the Office of the Dean of Students who is the administrator office over the University Counseling Center. The Dean of Students will advocate on behalf of the student by notifying the student’s instructors regarding the absence.

FREE SPEECH ZONE POLICY

Freedom of speech is one of the most cherished traditions of the academic community. A community of scholars cannot pursue truth without the ability to publish critical information. One of the most important responsibilities of Winston-Salem State University is to protect the right of expression in a manner that does not infringe upon the rights of others to pursue their studies or work. In guaranteeing free speech, the administration’s obligation is to provide reasonable regulations of time, place, and manner, so that disruption of normal educational activities is avoided. For detailed information on the scope and guidelines for public assemblies please refer to the Free Speech Zone Policy.

POLICY ON CLASS DISRUPTION

Occasionally student misconduct may disrupt a class. In such cases the faculty member may request the disruptive student to leave the classroom immediately so that the class may continue. If the student refuses to leave the class immediately, the instructor may contact Campus Police to have the student physically removed from the classroom.
At the close of class, the instructor should notify the department head of the incident and discuss any further measures to be taken. The department head shall immediately prepare a written notice to the student not to attend the class until a hearing or mediation has occurred. The notice shall be provided to the faculty member, the student and the student conduct officer.

Such situations may be resolved, at the discretion of the faculty member, through mediation and/or the student conduct system outlined in the WSSU Student Handbook. The mediator may be the department head or a third party mediator. Mediation shall occur prior to the next scheduled class session that the disruptive student would attend. A department head serving as a mediator shall be subject to the same guidelines as a third party mediator, including the requirement of confidentiality. Mediation would be arranged through the judicial officer. The office would be responsible for notifying the student of a request for mediation. If mediation is successful, no further action shall be taken. A report of mediation, indicating only that mediation was or was not successful, would be filed with the judicial officer. If mediation is successful, a copy of the resulting mediation agreement will be provided only to the faculty member and the student.

If mediation is not attempted, or is unsuccessful, the faculty member shall, within 24 hours, file an online behavioral referral form which will be forwarded to the Office of the Dean of Students for student conduct resolution. The Office of the Dean of Students shall initiate proceedings under the Student Code of Conduct.

Pending outcome of the mediation or student conduct process, a determination will be made about graded assignments.

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**CYBER BULLYING POLICY**

Winston-Salem State University recognizes the importance of information technology to the mission of a modern university. These electronic resources provide vital communication links among faculty, students and staff. They are infused into the curriculum and provide expanded opportunities for accessing instruction and information. These resources facilitate research and scholarly endeavors, and they aid collaboration within and beyond the borders of the campus. At the same time, these platforms present opportunities for misuse and for people to harm others when the technology is used without regard to consequences and without respect for one another. A safe and civil environment at Winston-Salem State University is necessary for pupils to learn and achieve high academic standards.

**DEFINITION:** Cyber Bullying is defined as any activity that deliberately threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or has the effect of substantially disrupting the orderly operation of the individual’s daily life via the use of electronic information and communication devices, to include but not be limited to: e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social media cites, internet chat rooms, internet postings.

For detailed information please refer to Cyber Bullying policy.

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**MISSING STUDENT NOTIFICATION POLICY**

WSSU takes student safety very seriously. As such, this policy is established in compliance with Section 488 of the Higher Education Act of 2008, to assist in locating any WSSU student, who based on facts and circumstances known to WSSU are determined to be missing for 24 hours. The following policy and procedures applies to any student living in on-campus housing, or in alternative housing managed by the University, which may be located off-campus.

**Notification Procedures**

Any reports of a missing student by residence life staff are to be referred immediately to the Department of Campus Police & Public Safety. If student is determined to be missing, the Vice Chancellor for Student Affairs will contact the individual identified by the student or contact the custodial parent or legal guardian for un-emancipated students under the age of 18. The Vice Chancellor for Student Affairs or designee will immediately notify the Chancellor and Provost of any missing student.

**Campus Communications**

In all cases of a missing student, the University and Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with WSSU Media Relations Office.
and the Chief of Police or designee. Any media requests
to the University will be directed to WSSU Media
Relations.

For a detailed description please refer to the Missing
Student Notification Policy.

HAZING POLICY

Winston-Salem State University (“University”) prohibits
any form of hazin of its students, at any time, or at any
location on or off campus, including University owned
or leased property, private residences, or public property.
The University will respond swiftly to investigate
reports of hazin received from any source, and will
promptly determine whether to proceed with campus
disciplinary action, to forward a report to appropriate
law enforcement officials for prosecution as a criminal
matter, or both. University students who voluntarily
consent to hazin, as well as those who inflict it, are
subject to such action.

The term hazin shall include, but not be limited to,
pressuring or coercing a student into violating state or
federal law, any brutality of a physical nature, such as
striking in any manner, whipping, beating, branding,
exposure to the elements, forced consumption of food,
liquor, drugs, or other substances, or other forced
physical activities that would adversely affect the health
or safety of the student. It also includes any activity
that would subject the student to extreme mental
stress, such as sleep deprivation, forced exclusion from
social contacts, forced conduction that would be extremely
demeaning or results in extreme embarrassment or
any other forced activity that could adversely affect
the mental health or dignity of the student. For purposes
of this section, any activity as described above, or any
action or situation that recklessly or intentionally
endangers the mental or physical health or safety of
a student for purposes, including, but not limited to,
recruitment, initiation, acceptance or admission into
or affiliation with a university sanctioned organization,
shall be presumed to be hazin and a “forced” activity,
the willingness or consent of an individual to participate
in such activity notwithstanding.

For a detailed description of procedures and reporting
process please refer to the Hazing Policy.

IN VOLUNTARY WITHDRAWL POLICY

One of the University’s purposes is to ensure equality of
educational opportunity while fostering an environment
that promotes education, research, service, and the
growth and safety of all members of its community.
From time to time University officials become aware
of a student who may be seriously interfering with
this purpose because of a mental, emotional, or
psychological health condition. In these situations,
University officials may consider the appropriateness
of (1) utilizing the regular student disciplinary system,
or (2) involuntary examination, hospitalization, and
treatment for mental illness under state law. In addition
to, or instead of, either of those procedures, the matter
may be handled as a potential medical withdrawal
according to the standards and procedures described in
this policy.

If such behavior constitutes a violation of university
rules and regulations, the case may be referred to the
Office of Student Conduct. If the student’s behavior
occurs in the absence of any violation of rule or
regulation, the Vice Chancellor for Student Affairs will
investigate the situation and the effect of behavior on
the student and the university community. The Vice
Chancellor may choose to conduct a personal interview
with the student. If, as a result of this interview, the
vice chancellor determines that the student’s withdrawal
from campus may be necessary, he/she will recommend
withdrawal to the student.

For detailed description of procedures associated with
this policy, refer to the Revised Involuntary Medical
Withdrawal.

PROBATION AND SUSPENSION POLICY

Academic Policy see WSSU Undergraduate and
Graduate Catalogs.

Student Conduct Policy see WSSU Student Code of
Conduct
RACIAL HARASSMENT POLICY
It is the policy of Winston-Salem State University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his or her race. Racial harassment of university faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action. This policy applies to prohibit such conduct from one student to another. Students who feel that they have been subjected to racial harassment can seek advice from the University Counseling Center. A formal complaint against a faculty or staff member must be filed with the faculty or staff member’s immediate supervisor. If a student is not satisfied with the response from the supervisor, the employee’s supervisor may then be contacted. The student, if continuously dissatisfied with the response to his or her complaint, may file the complaint, ultimately, to the vice chancellor of the area. Student-to-student complaints must be filed with the dean of students, who will have the alleged incident investigated.

REPETITION OF COURSES POLICY
Courses taken at Winston-Salem State University may be repeated only twice; i.e., a course may be taken a maximum of three times. If the policy of a particular academic major or minor is to allow fewer than two repeats of a course, then students in that major or minor are obliged to follow the more restrictive policy of that academic department. Please refer to this policy in the WSSU Undergraduate Catalog.

RELEASE OF STUDENT INFORMATION & EDUCATIONAL RECORDS POLICY
This policy establishes guidelines for WSSU on access to and confidentiality of student records. It has been developed in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. This policy covers all student records maintained at Winston-Salem State University and applies to any student who has completed the registration process at any time.

A detailed description in terms of access to student educational records, inspection of education records, refusal to provide access, fees for copies of records requests, correction of educational records, confidentiality of student records, and annual notification process are available in the Policy on the Release of Student Information and Educational Records.

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY
In accordance with the University’s EEO and Non-Discrimination Policy, discrimination and harassment based on an individual’s Protected Class is strictly prohibited. Sexual Harassment and Sexual Violence are considered to be forms of sex discrimination. Sexual harassment by any member of the university is a violation of both law and university policy. Accordingly, no academic or personnel decisions, such as awarding of grades and jobs, shall be made on the basis of granting or denial of sexual favors. For the purposes of this policy, sexual harassment is defined as follows:

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or academic advisement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Violence - Sexual harassment includes sexual violence, defined as “physical acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. A number of acts fall into the category of sexual violence including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX of the Education Amendments of 1972”, (20 U.S.C §§ 1681 et seq., 34 CFR Part 106.)

Consent - for the purposes of this Policy, consent means words or actions demonstrating a knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be obtained by force, by ignoring or acting in spite of the objections, or by
taking advantage of the incapacitation of an individual. Silence or a lack of resistance is not consent. Consent to one sexual act does not constitute consent to any other sexual act.

**Reporting Options**
Any student wishing to report an incident that violates this Policy, should refer to the Resolution Procedures for Student Complaints of Sexual Harassment Sexual Violence, or contact the Deputy title IX Coordinator for Student Affairs, Ms. Natasha Jeter at 336-750-8663, jeffreysnh@wssu.edu, 307 Thompson Student Center.

**Private vs. Confidential Reporting Resources**
Under this Policy, privacy generally means that information related to a report under this Policy will only be shared with those University employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. By contrast, confidential reporting resources will NOT disclose individually identifiable information related to a report without the individual’s express written permission, unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., where there is suspected abuse or neglect of a minor). University reporting resources include:

1) Licensed University Counselors (Confidential)  
The Counseling Center  
A.H. Ray Student Health Services  
Winston Salem State University  
601 Martin Luther King Jr. Dr. Suite 244, Winston-Salem, NC 27110  
(336) 750-3270  

2) Office of Interpersonal Violence Prevention  
Ms. Patricia Eaddy, Director  
300 Thompson Student Center  
601 Martin Luther King Jr. Dr.  
Winston-Salem, NC 27110  
(336) 750-3313  
eaddypa@wssu.edu  
http://www.wssu.edu/campus-life/dean-of-students/ivp/default.aspx

3) Office of EEO/AA & Diversity, Title IX  
Ms. Silvia Ramos, EEO/AA & Diversity Officer & University Title IX Coordinator  
115 Blair Hall 601 Martin Luther King Jr. Dr.  
Winston-Salem, NC 27110  
(336) 750-8759  
ramossc@wssu.edu  
http://www.wssu.edu/administration/eoo-aa/policies-and-procedures.aspx

4) Office of the Vice Chancellor for Student Affairs  
Ms. Natasha Jeter, Special Assistant to the Vice Chancellor for Student Affairs & Deputy Title IX Coordinator  
307-E Thompson Student Center  
601 Martin Luther King Jr. Drive  
Winston-Salem, NC 27110  
(336) 750-8663  
jeffreysnh@wssu.edu  

5) Winston-Salem State University Campus Police  
Old Maintenance Public Safety Building  
601 Martin Luther King Jr. Drive  
Winston-Salem, NC 27110  
(336) 750-2902  
www.wssu.edu/administration/campus-police

For more detailed information please refer to the WSSU Policy on Sexual Harassment and Sexual Violence.

**SOLICITATION AND VENDING POLICY**
All vending at Winston-Salem State University must be approved through the Ticket office. Recognized student organizations, approved by the Vice Chancellor for Student Affairs and recognized alumni organizations approved by the Director of Alumni Affairs, conducting fund-raising activities shall be eligible for campus vending permits without charge. Non-university related vendors offering for-sale products, services or soliciting clients/customers for legitimate business purposes deemed to be consistent with the university’s mission or in the interest of the university’s students and/or faculty and staff may be granted permission to operate on the campus with a limited vending permit. Third party vendors will only be approved for vending permits on the campus in cases where food products or merchandise offered for sale do not materially compete
with or impair the sales of contracted university vendors. Due to the university’s affiliation with AT&T, all types of phone card sales are prohibited. Business solicitation will only be permitted in/or cases that do not interfere with established work or class schedules and are in keeping with the university’s policies.

I. Persons, firms or organizations wanting to conduct sales activities or business solicitations on campus must submit a “Vendor’s Application” to the Ticket office at least two weeks prior to selling on campus (all vendors must submit a “Vendor’s Application”). The Ticket office manager will review the application and notify the vendor in writing of the status of their request. Prospective vendors may pick up an application from the Ticket office or the Business Services office.

1. Approved vendors must pay a vending fee to set up. The fee must be paid by cashier’s check, money order or cash, three days prior to selling. The fee for set up is $75.00 per day. Fees for Homecoming and International Day may differ.

2. A vending permit will be issued on the day of set-up (permit must be displayed at all times that vendor is set up).

3. All set-up material is to be provided by the vendor. Vendors must have table and tent for all merchandise and an approved vending trailer or vend car for food sales. WSSU is not responsible for making provisions for inclement weather (no refunds.). Set-up location will be the pedestrian mall in front of the Thompson Student Services unless determined otherwise by the Auxiliary Services Director.

4. Vendors will be allowed to set up between the hours of 8:00 a.m. and 6:00 p.m.

6. Vendors wishing to offer merchandise bearing the university name and/or logo must be properly licensed.

TUITION SURCHARGE POLICY
Undergraduate students who elect to take more than 140 degree-credit hours to complete a baccalaureate degree or more than 110% of the credit hours necessary to complete a five-year program will be subject to a 50% tuition surcharge as required by North Carolina General Statute §116-143.7.

Specifically, the legislation states:

Effective beginning with the 2010-2011 academic year, the Board of Governors of The University of North Carolina shall impose a fifty percent (50%) tuition surcharge on students who take more than 140 degree credit hours to complete a baccalaureate degree in a four-year program or more than one hundred ten percent (110%) of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the Board of Governors as a five-year program. Courses and credit hours taken include those taken at that constituent institution or accepted for transfer.

Effective with the Fall semester of 2013, the tuition surcharge will no longer apply to credit hours earned from any college or university not part of the UNC system and not a North Carolina community college per the North Carolina General Assembly Session Law 2013-325, House Bill 255. For detailed information please refer to the section on Tuition Surcharge from the webpage of the Registrar.

WEAPONS POLICY
Introduction
The possession of a weapon on WSSU property is a violation of state law, North Carolina statute #14-269-.2, and university policy. The following guidelines are adopted in order to communicate to the staff, students and the community the seriousness with which WSSU considers this act to be a violation of accepted standards of behavior and a threat to the safety of students and everyone in the university environment.

Adjudication
Individuals charged with violation(s) of this policy will be granted a hearing and due process considerations outlined in the Student Code of Conduct.
WSSU WEATHER POLICY
The determination that adverse weather makes it necessary to delay classes and services will be made by the Vice Chancellor for Academic Affairs in consultation with other vice chancellors, subject to approval by the chancellor. When the decision is made to delay classes or services, the Vice Chancellor for Academic Affairs will inform the Director of Media Relations by 6:00 a.m. or sooner. The Director of Media Relations will notify the media, campus police and Residence Life about the delay of classes and services. Radio stations to be notified are WSNC (90.5 FM), WFDD (88.5 FM), WSMX (1500 FM), WTOB (1360 AM), WSJS (600 AM), WQMG (97.1 FM), WSNC (790 AM), and WPOL (1340 AM). Television stations to be notified are WXII (Channel 12), WFMY (Channel 2), WXLV (Channel 45) and WGHP (Channel 8). The Winston-Salem Journal will also be notified. Information to the media should be reported in the following order:

1. Class cancellation
2. Delay of services, (exact time service to commence will be given)
3. Any other information about programs, etc.

If classes or services are delayed during the day, the announcement will be made through the departments. When classes are not delayed or canceled, faculty members who find it impossible to attend due to hazardous driving conditions should notify the department head and file an absence report upon returning to campus. Unless missed classes have been arranged by substitute teaching, a memorandum should be filed with the absence report detailing plans for making up missed class time by expanded class periods, special projects, additional activities, or other appropriate techniques.

WITHDRAWAL POLICY
Students may occasionally find it necessary to withdraw from the university after the semester begins due to personal or medical problems. Withdrawal is not intended to be used to alleviate academic difficulty. In order to initiate the official withdrawal process, the student should meet with their academic success counselor or department faculty advisor. If withdrawal is unavoidable, the academic success counselor will then direct the student to the chair of the student’s academic department or University College if the student has not declared a major. The department chairperson will talk with the student to see if the department can assist the student in any way and explain the consequences and allowable limit of withdrawal from courses. There are withdrawals for extenuating circumstances and without extenuating circumstances. For detailed criteria and description of process refer to the Undergraduate Withdrawals Policy.
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