

POLICIES AND PROCEDURES

AIDS Policy Statement

While AIDS is a deadly disease, medical research has established that the virus is not easily transmitted. There is no cause of excessive alarm, but basic precautions should be taken. FSU will offer educational programs and printed materials for both students and employees in an effort to educate the FSU community about this disease.

Current knowledge indicates that students or employees with AIDS, or a positive HIV-III antibody test do not pose a health risk to other individuals in an academic setting. AIDS is thought to be transmitted by intimate sexual contact or by exposure to contaminated blood. Students and employees of the University who may become infected with the AIDS virus will not be excluded from enrollment or employment, or restricted to their access to University services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or other members of the University community. Decisions regarding these situations will be made on a case-by-case basis.

Students or employees who know or believe that they may be infected with AIDS should seek expert medical advice regarding their health. They are also obligated, both ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of others. In addition, students or employees who are affected should inform the University physician in order that they may be provided proper medical care and education. Such information will be disclosed to responsible University officials only on a strictly limited, need-to-know basis, unless the individual consents in writing to the release of information. The University is obligated by law to disclose to public health officials information about all confirmed cases of active AIDS.

NOTE: This policy statement is based upon the University of North Carolina System's policy statement, and a Special Report by the American College Health Association, entitled "AIDS on the College Campus," 1986.

Academic Grievance Process

A student believing that he/she has been academically unfairly treated or disciplined, may enter into an academic grievance process. A memorandum setting forth the process shall be made available to the student upon request or at the time of formal discipline. The student who has an academic grievance should follow the procedures outlined below.

(a) If the dissatisfaction outlined when initiating the grievance with the instructor or department require action, the student should follow the procedure outlined below:

Faculty Member/Department Chair

(1) Step One: The student shall first discuss the grievance with the instructor in an informal conference immediately after its occurrence, but no later than one month into the following semester.

(2) Step Two: If the student is dissatisfied with the results of Step One, then the student may submit the grievance in writing to the chair of the department and/or program director involved and to the coordinator of the program in which the student is enrolled within seven business days of the informal conference accomplished in Step One.

The chair of the department and/or program director in consultation with the instructor and coordinator of the program shall reply in writing within fifteen school days of receipt of the written grievance and shall state in writing and affirm the decision, modify the decision or overturn the decision based on information received subsequent to the conference.

(3) Step Three: If dissatisfied with the results of Step Two, the student may appeal to the dean of the school housing the department within seven days of receipt of the written decision of Step Two and request that the dean appoint a faculty review committee of three members (one chosen by the student, one by the instructor, and one by the dean with the dean's representative chairing the committee) to evaluate the grievance and report to the dean on its merit. The grievance shall be considered at a meeting of the appointed committee, the hearing shall be commenced within five school days following receipt, and the committee shall report to the dean within two business days following the meeting.

The dean's decision shall be communicated in writing to the student within three business days after receipt of the committee's report. The dean's decision shall be final. The results of the grievance will be reported in writing to the faculty member and department chair and/or program director involved. A copy of the decision will become part of the dean's file. The Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs shall be informed of any action with respect thereto. In the cases where the admission status of the student is involved, the Office of Admissions is notified.

Dean's Office

(b) If the dissatisfaction outlined when initiating the grievance pertains to an action originating in a dean's office, the student should follow the procedure outlined below.

(1) Step One: The student shall first discuss the grievance with the dean in an informal conference immediately, but no later than one month, after its occurrence.

(2) Step Two: If dissatisfied with the results of Step One, the student may submit the grievance in writing to the Vice Chancellor for Academic Affairs within seven business days of the meeting in Step One and request that the Vice Chancellor for Academic Affairs appoint a faculty review committee of three members (one chosen by the student, one by the dean, and one by the Vice Chancellor for Academic Affairs, with the Vice Chancellor for Academic Affairs representative chairing the committee) to evaluate the grievance and report to the Vice Chancellor for Academic Affairs on its merit. The grievance shall be considered at a meeting of the appointed committee, the grievance hearing shall be commenced within seven business days following receipt of the grievance, and the committee shall report to the Vice Chancellor for Academic Affairs within two business days following the meeting. The Vice Chancellor for Academic Affairs decision shall be communicated in writing to the student within two business days after receipt of the committee's report.

(c) The Vice Chancellor for Academic Affairs decision shall be final. The results of the grievance will be reported to the dean involved. A copy of the decision will become part of the Vice Chancellor for Academic Affairs file. The Vice Chancellor for Student Affairs shall be informed of any action. In the cases where the admission status of the student is involved, the Office of Admissions is notified.

Amplified Sound and Noise Guidelines

The University prohibits the unauthorized use of amplified sound (the playing of any radio, phonograph, musical instrument or loudspeaker) in areas on campus that could disturb classes, or the function of University business.

If granted permission to use amplified sound, a flyer/sign must be distributed beforehand to surrounding offices and departments. Flyer/sign must include the date and time of event and a phone number and contact person whom offices can call before calling Campus Police, and or the Division of Student Affairs.

Classroom Behavior Procedures

Introduction

The goal of Fayetteville State University and its faculty and students is to foster a dynamic environment of higher learning where all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge and prepare for productive careers. Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal is considered disruptive and therefore subject to sanctions. The purpose of these sanctions is to create and protect an optimum learning experience; they should not be considered punitive, neither by the student nor instructor.

Disagreement expressed in a civil fashion, eccentricity, idiosyncrasy, and unconventional behavior are not disruptive to the classroom experience. These sanctions are intended only to preserve the classroom as a place to pursue knowledge, exchange ideas, and share opinions in an atmosphere of tolerance. Students have the responsibility of complying with behavioral standards. Faculty have a professional responsibility to set reasonable limits on the expression of opinions while treating students with dignity, respect and understanding while guiding classroom activities.

At the classroom level, clear guidelines for behavior and early intervention are the foundation for an intellectually stimulating experience for students and instructors alike. Instructors are encouraged to include in their syllabi guidelines for classroom behavior. Instructors who state these guidelines early and enforce them at the first appearance of disruptive behavior prevent minor episodes of classroom misconduct from escalating into serious confrontations and help transgressors to avoid the more serious consequences of such actions.

Examples of improper behavior in the classroom (including the virtual classroom of email, chat rooms, and web activities associated with courses) may include, but are not limited to, the following:

- repeatedly arriving after a class has begun
- use of tobacco products
- monopolizing discussion
- persistent speaking out of turn
- distracting talking, including cell phone usage
- audio or video recording of classroom activities or the use of electronic devices without the permission of the instructor
- refusal to comply with reasonable instructor directions
- employing insulting language or gestures
- verbal, psychological, physical threats, harassment and physical violence

PROCEDURES

1. When confronted with disruptive, but non-threatening behavior, the instructor should issue a general word of caution to the class as a whole rather than to a particular student so as not to exacerbate the problem.

2. If a general caution directed to the entire class does not stop the disruptive activity, the instructor should endeavor to meet in private with the disruptive student. The resulting discussion should include a description of the problem, the reason it is disruptive, and the consequences of continued violations of classroom behavior guidelines.

3. If the disruptive behavior is preventing further instruction, the instructor is authorized to ask the disruptive student to leave the class immediately for the remainder of the class session. Removal from the classroom for more than one class period, for an extended period, or on a permanent basis requires the instructor to file charges of a violation of the Code of Student Conduct with the Dean of Students. The department head/chair or dean may negotiate a withdrawal from the course or a

transfer of the disruptive student to a different course section or course, if, in his or her opinion, a different instructor and different classmates would defuse the situation and provide the disruptive student with a new learning opportunity.

4. If threats have been made or physical violence is imminent, the instructor should notify the Campus Police immediately. The instructor should also notify the course department head/chair or dean promptly, followed by a memo to the department head/chair or dean documenting the incident and actions taken. Instructors and administrators must maintain records related to all material disruptive incidents and any actions taken concerning them. Nothing in this policy is intended to infringe or restrict the educational process or the academic freedom of FSU students or instructors.

Improper Relationships Between Employees and Students

POLICY

The University of North Carolina does not condone amorous relationships between students and employees. Members of the University community should avoid such liaisons, which can be harmful, and affect students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two types of situations, University prohibition and punishment of amorous relationships is deemed necessary: (1) When the employee is responsible for evaluating or supervising the affected student. (2) When the student is a minor, as defined by North Carolina law. The following policies shall apply to all employees and students of the sixteen constituent institutions.

A. Prohibited Conduct

1. It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he/she has an amorous relationship or to whom he/she is related by blood, law or marriage.
2. It is misconduct, subject to disciplinary action, for a University employee to engage in sexual activity with any enrolled student of the institution, other than his/her spouse, who is a minor below the age of 18 years.

B. Definition of Terms

1. "Amorous relationship." An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union or (b) engage in a romantic partnering or courtship that may or may not have been consummated sexually.
2. "Related by blood, law or marriage" means:
 - a. Parent and child
 - b. Brother and sister
 - c. Grandparent and grandchild
 - d. Aunt and/or uncle and niece and/or nephew
 - e. First cousins
 - f. Step-parent and step-child
 - g. Husband and wife
 - h. Parents-in-law and children-in-law
 - i. Brothers-in-law and sisters-in-law
 - j. Guardian and ward
3. "Evaluate or supervise" means:
 - a. To assess, determine or influence (1) one's academic performance, progress or potential or (2) one's entitlement to or eligibility for any institutionally conferred right, benefit or opportunity, or

b. To oversee, manage or direct one's academic or other institutionally prescribed activities.

C. Corrective Action

Violations of the provisions of Section A shall be addressed in accordance with remedial measures prescribed by each constituent institution; if disciplinary action is brought against an affected employee, it shall be conducted in accordance with existing institutional policies and procedures prescribed for prosecuting misconduct charges against members of the class of employment which the affected employee is a member.

Visitors in the Workplace

It is the policy of Fayetteville State University to provide an environment for all employees that is professional and free from distraction. The University has found that time spent attending to a personal visitor detracts from work production of not only the employee, but also co-workers.

Thus, effective July 1, 2002, the following University policies are promulgated. Please note that individual supervisors (workplace) and faculty (classrooms) may impose additional restrictions, which are considered appropriate to the successful operation of the institution.

Guests

Except when authorized by the appropriate supervisor, all guests, including but not limited to relatives and friends of employees and employees from other University units, who do not have official business with a particular department may be restricted from prolonged visits to the workplace.

Children

On occasion, young children have been brought to the University campus and have remained for extended periods of time either in a work area under parental supervision or elsewhere on campus with or without supervision (e.g., classrooms). Most often, these occurrences are during the summer, on snow days during the winter, on holidays, and at other times when school and day care facilities are either closed or inaccessible.

While sympathetic with the difficulties parents may encounter in arranging supervisory care for their children, the University, for several compelling reasons, cannot accommodate children in campus workplaces, classrooms or in unsupervised circumstances on campus. These reasons, include risks of injury, disruption of classes and other normal University operations, in addition to diverting employees' time and attention from their job responsibilities and duties. Therefore, the University will not allow:

- (1) children under the age of 14 to be on campus without being accompanied by a responsible older person or without being properly enrolled in a supervised University activity; or,
- (2) students to bring children into a classroom setting while classes are in progress; or,
- (3) children to be present in a parent's or caretaker's campus workplace or in a classroom for an extended period of time.

The University encourages supervisors to accommodate employees as much as possible in scheduling sick and annual leave to provide or arrange for childcare.

Medical Excuses Policy

Student Health Services and Counseling Center Staff cannot provide administrators, faculty, staff or students with medical excuses or information on a student without the student's written authorization.

Ticket Refund Guidelines

If a customer is unable to attend an event after purchasing tickets, no refunds will be issued. All tickets become void after the performance begins. Neither refunds nor exchanges will be issued to patrons who are not allowed to enter the theatre.

In the event of a cancelled performance, patrons may be given the option to receive a refund unless otherwise specified on the event ticket.

Alcohol & Drug Policy

Fayetteville State University is committed to preventing substance abuse by:

- Encouraging students to choose healthy lifestyles;
- Expecting students to accept responsibility for their own choices and behavior;
- Encouraging alcohol-free activities and supporting those who choose not to use alcohol and other drugs;
- Enforcing University rules and local/state laws which regulate alcohol and other drug use.
- Drugs (including alcohol) are prohibited on the campus of Fayetteville State University. This includes the possession, sale, distribution or consumption of any alcoholic beverages and/or illegal drugs. Alcoholic beverages and illegal drugs are prohibited on any portion of the University's property including, but not limited to, residence halls, parking lots, the student center and sports facilities.

Drug Policy

The Board of Governors of the University of North Carolina adopted a policy on illegal drugs on January 15, 1988. The Board of Governors required each constituent institution's Board of Trustees to develop a policy on illegal drugs applicable to all students, faculty members, administrators and other employees. To assist Fayetteville State University in its continuing efforts to meet the threat of illegal drugs, and to comply with the Board of Governors' directive and applicable federal laws, the Board of Trustees adopted a drug policy, which is set forth below. This policy is intended to demonstrate the University's primary commitment to education, counseling, rehabilitation and elimination of illegal drugs, as well as its determination to impose penalties in the event of violation of state and federal drug laws consistent with due process rights.

Education, Counseling and Rehabilitation

The head of a respective division, department or office is responsible for policy implementation. In addition, each unit head will ensure that each individual under his or her supervision is provided information as required by this drug policy and will maintain verification that such information has been provided. The Division of Student Affairs is responsible for policy implementation among the student body, and for ensuring that all students are provided information specified by this drug policy.

Educational Programs

The educational programs at the University shall involve all aspects of the University community, including administrators, faculty, staff and students. These educational programs shall emphasize the following subjects:

- The incompatibility of the use or sale of illegal drugs and alcohol with the goals of the University;
- The legal consequences of the involvement with illegal drugs and alcohol;
- The medical implications of the use of illegal drugs and alcohol; and,
- The ways in which illegal drugs and alcohol jeopardize an individual's present accomplishments and future opportunities.

Student Educational Programs

1. A series of prerecorded drug information messages will be provided through the Campus Information Center, a telephonic system for information dissemination on the campus.
2. A strong anti-drug abuse and prevention curriculum component shall be a part of the required freshman (and transfer student) Orientation classes.
3. Student assembly dealing with drug abuse and related topics shall be provided each semester and attendance shall be strongly encouraged by University faculty and staff.
4. Specific courses shall be identified within the University curriculum, undergraduate and graduate, in which drug abuse and prevention modules will be taught.
5. All faculty will be requested to include the topic of drug abuse and prevention, to some degree, and when applicable, within each department at the University.
6. Leaders of fraternities, sororities, intercollegiate and intramural sports activities and other recognized campus organizations shall participate in leadership training, specifically in the area of drug awareness.
7. Information packets and brochures of drug awareness materials and policies shall be disseminated to students in orientation programs and classes.

Administrators, Faculty and Staff Educational Programs

1. Faculty and staff members will be strongly encouraged to participate in the activities during Drug Awareness Week.
2. Specific times shall be designated at Fall, Spring, and post-school conferences to give attention to drug abuse and prevention education. Each department head will devote time to this matter during department meetings and will record such activities for annual reports.
3. Information packets with carefully selected educational and resource material regarding drug awareness and related policies shall be disseminated to all faculty and staff persons at the time of personnel orientation.

Counseling and Rehabilitation

Counseling and rehabilitation related to drug abuse is an important part of the University's drug abuse policy. The following specific activities shall be implemented:

1. Information regarding the drug-related services and referral process of the Center for Personal Development shall be disseminated to students, faculty, administrators and staff.
2. Members of the academic community who are aware of individuals with drug problems shall be encouraged to make referrals to the Center for Personal Development and/or other agencies.
3. A drug abuse and prevention counseling and rehabilitation resource list shall be made available to all members of the academic community.
4. Persons who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

Information about drug counseling and rehabilitation services are available to members of the University community through either campus-based programs or through community based organizations and may be obtained from the Center for Personal Development or the Human Resources Department. The University assures persons who voluntarily avail themselves of University services that applicable professional standards of confidentiality will be observed.

Enforcement and Penalties

Students, faculty members, administrators and other employees of Fayetteville State University are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the University community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University. It is not "double jeopardy" for both the civil authorities and the University to proceed against and punish a person for

the same specified conduct. The University will initiate its own disciplinary proceeding against a student, faculty member, administrator or other employee when the alleged conduct is deemed to affect the interest of the University.

Penalties will be imposed by the University in accordance with the procedural safeguards applicable to disciplinary actions against students, faculty members, administrators and other employees, as required by Section 502D(3) and Section 603 of the Code, by Board of Governors policies applicable to other employees exempt from the State Personnel Act, and by regulations of the State Personnel Commission.

The penalties to be imposed by the University may range from written warnings with probationary status to expulsions from enrollment and discharge from employment. However, the following minimum penalties shall be imposed for the particular offenses described.

Trafficking in Illegal Drugs

For illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver any controlled substance identified in Schedule I from N.C. General Statutes (N.C.G.S.) Sections 90-89, or Schedule II, N.C.G.S. Section 90-90 (including, but not limited to: heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone, any student shall be expelled and any faculty member, administrator or other employee shall be discharged.

Illegal Possession of Drugs

For the first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C.G.S. Section 90-89, or Schedule II, N.C.G.S. Section 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, Statutes N.C.G.S. Section 90-91 through 90-94, (including, but not limited to: marijuana and tetrahydrocannabinols), the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed probation.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or other employees.

Suspension Pending Final Disposition

When a student, faculty member, administrator, or other employee has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor or his designee, concludes that the person's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

Program Assessment

As an ongoing evaluation of the drug policy at Fayetteville State University, regular assessment will be made as follows:

1. Appraise the institutional environment to determine any underlying causes of drug abuse.
2. Assess campus awareness, attitudes and behaviors regarding the abuse of drugs and employ results in program development.
3. Collect and use drug-related information from police or security reports to guide program development.
4. Collect and use summary health and counseling client information to guide program development.
5. Collect summary data regarding drug-related disciplinary actions and use it to guide program development.

Reporting

The Chancellor shall submit annual reports to the Board of Trustees on campus activities related to illegal drugs. The reports shall include, as a minimum, the following: (1) a listing of the major drug-related educational activities conducted during the year; (2) a report on illegal drug-related incidents, including sanctions imposed; (3) an assessment by the Chancellor of the effectiveness of the campus program; and (4) any proposed changes in the policy on illegal drugs. A copy of the report shall be provided to the President of the University.

Campus Cook-Out Policy

The following cook-out procedures/rules are designed to allow students to enjoy social opportunities and assume responsibility for their own social events while at the same time ensuring safety and adherence to fire codes and insurance regulations.

1. Cook-outs will be permitted throughout the campus, provided they are 30 feet from any structure.
2. No alcoholic beverages allowed.
3. Clean-up must be completed promptly at the completion of the cook-out. All fire and ashes must be completely extinguished and properly disposed of before leaving the cook-out area.
4. Music, if any, should be at a volume which will not disturb others.

All cooking activity must be completed by dark.

Check Cashing Policy

Currently enrolled students may cash the following checks (amounts not to exceed \$100) at the Cashier's Office:

- Student Refund Checks
- College Work-Study Checks
- Money Orders

The Cashier will request proper identification.

Classroom Etiquette Policy

1. Students are expected to arrive to class on time. Students may not leave or prepare to leave until dismissed by the instructor.
2. Students are not permitted to sleep in class.

Student/teacher relationships as well as relationships among peers, should be respectful at all times

Computer Use Policy for University Students

I. Introduction

The Fayetteville State University's computing and telecommunicating networks, computing equipment and computing resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. Federal and state law, and University policies and procedures govern the use of this equipment and technologies. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

II. Definition Of Terms

- **Computer Systems**

Computer systems include any microcomputer (stand-alone or networked), workstation, mini-computer or mainframe computer used on this campus or accessible by way of networks, at other locations.

- **Computer Networks**

Computer networks include any local or wide area communications systems connecting computer systems as defined above.

- **Network Backbone**

Network backbone consists of the primary communications media which connects small networks and individual terminals, microcomputers, workstations, etc. to other devices.

- **Local Area Networking Media**

Local area networking media may consist of copper wire, fiber optic cable, thin or thick wire cable which is used to connect one terminal, microcomputer, workstation, etc. to another or to network interface equipment.

III. Regulatory Limitations

A. Access

The University may monitor access to the equipment and networking structures and systems for the following purposes:

1. To insure the security and operating performance of its systems and networks.
2. To enforce University policies.

B. Right to Limit Access

The University reserves the right to limit access when federal or state laws or University policies are violated or where University contractual obligations or University operations may be impeded.

C. Passwords

The University may authorize confidential passwords or other secure entry identification; however, students have no expectation of privacy in the material sent or received by them over the University computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.

D. Monitoring

The University generally does not monitor or restrict material residing on University computers housed within a private domicile or non-University computers, whether or not such computers are attached or able to connect to campus networks.

E. Identification

All material posted to or sent over University computing and other telecommunicating equipment, systems or networks must be accurate and must correctly identify the creator and receiver of such.

F. Disclaimers

Any creation of a personal home page or a personal collection of electronic material that is accessible to others must include a disclaimer that reads as follows:

- The contents of all pages published by students are solely the responsibility of the page authors. Statements made and opinions expressed on student pages are strictly those of the authors and not Fayetteville State University.
- Fayetteville State University does not review, approve or endorse the contents of student pages, nor does the University monitor the content of any page except as necessary to investigate alleged violations of University policies, federal, state, local laws or the rights of other persons.
- Student publishers must comply with University policies, including the Web Development and Policy as well as applicable laws including those prohibiting copyright and trademark infringement. Violations may result in the imposition of sanctions.

Computer Usage Guidelines

A. Work Related Use

1. Users are to have valid, authorized accounts and may only use those computer resources which are specifically authorized. Accounts are granted and maintained by the system administrator. Users may only use their account in accordance with its authorized purpose. Users are responsible for safeguarding their own computer account. Users should not let another person use their account unless authorized by the system administrator for a specific purpose. Passwords should be changed often to ensure that private and secure files are kept secure.
2. Users may not change copy, delete, read or otherwise access files or software without permission of the custodian of the files or the system administrator. Users may not bypass accounting or security mechanisms to circumvent data protection schemes. Users may not attempt to modify software except when intended to be user customized.
3. Users may neither prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games, engaging in non-productive or idle chatting, sending mass mailings or chain letters.
4. Users shall assume that any software they did not create is copyrighted. They may neither distribute copyrighted proprietary material without the written consent of the copyright holder nor violate copyright or patent laws concerning computer software, documentation or other tangible assets. The University will assume no liability for the illegal distribution or copying of copyrighted software.
5. Users must not use the computer systems to violate any University, Board of Trustees, UNC Board of Governors policies or any other local, state or federal laws.
6. A user shall disclose to the appropriate authorities, misuses of computing resources or potential loopholes in computer systems security and cooperate with the systems administrator in the investigation of abuses. In connection with inquiries into possible abuses, the University reserves the right to examine files, programs, passwords, accounting information, printouts or other computing material without notice.

B. Personal Use

Students may access these technologies for personal uses if the following restrictions are followed:

1. The use is lawful under federal or state law.

2. The use is not prohibited by the UNC Board of Governors, Fayetteville State University Board of Trustees or University policies.
3. The use does not overload the University's computing equipment or systems, or otherwise harm or negatively impact the system's performance.
4. The use does not result in commercial gain or private profit (other than allowable under University intellectual property policies).
5. The use does not violate federal or state laws or University policies on copyright and trademark.
6. The use does not state or imply University sponsorship or endorsement.
7. The use does not violate state or federal laws or University policies against race or sex discrimination, including sexual harassment.
8. The use does not involve unauthorized passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access.
9. The use does not involve any of the items in Section V. Common Forms of Abuse.

Computer Misuse And Abuse

Misuse and abuse of computers, computer systems, computer networks, programs and data are prohibited. The following topics are considered areas of abuse:

C. Unauthorized Access

Unauthorized access of the University's computer systems and/or networks or unauthorized access of a user's file(s) is strictly prohibited. Violations include, but are not limited to:

1. Attempting to access another user's computer files without permission;
2. Supplying or attempting to supply false or misleading information or identification in order to access another user's account;
3. Deliberate, unauthorized attempts to access or use University computers, computer facilities, networks, systems, programs or data;
4. The unauthorized manipulation of the University's computer systems, programs or data;
5. The unauthorized capturing of computer network data directly from network backbone or local area networking media;
6. The abuse of specific computer resources such as the NCREN or the Internet; and,
7. Attempting to access or actually accessing, without permission, computers external to the University while using University computers and communication equipment.

D. Theft

Theft is defined as the taking of property of the University or others without permission. Violations include, but are not limited to:

1. Using deceit to avoid being charged for the use of computer resources;
2. Deliberate, unauthorized use of another user's account;
3. Removing or transferring any computer equipment (hardware, software, data, etc.) without proper documented authorization;
- e. Copying, or attempting to copy data, software or other copyrighted materials without proper authorization.

E. Vandalism

Any user's account, as well as the operating system itself, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resources disruption or destruction, is considered vandalism. Violations include, but are not limited to:

1. Sending either email or other such programs which will replicate itself or do damage to another user's account;
2. Tampering with or obstructing the operation of the University's computer systems (for example, attempting to "crash" the system);
3. Inspecting, modifying or distributing data or software without proper authorization or attempting to do so;

4. Attempting to interfere with the performance of the system;
5. Damaging computer hardware or software (for example, the intentional introduction of a “virus”).

F. Copyright Infringement

Infringement is defined as the copying, transmitting, or disclosing of data, software or documentation without proper authorization, or attempting to copy, transmit or disclose. The University owns licenses to a number of proprietary programs and it is a violation of state and federal laws to infringe in any manner on these proprietary programs.

G. Harassment

Harassment is defined as a course of conduct that is directed at a specific individual or group of individuals that causes emotional distress in such person(s) and serves no legitimate purpose. Such actions include, but are not limited to, the following:

1. Interfering with the legitimate work of another user;
2. Sending abusive or obscene messages via computers; and,
3. Using of computer resources to engage in abuse of University personnel or other users.

H. Miscellaneous

Other categories of computer misuse or abuse that have not been previously defined shall be defined as miscellaneous actions. Such actions shall include, but not be limited to, the following:

1. Playing unauthorized and/or time consuming recreational games;
2. Using a University computer for work not authorized for that account;
3. Sending chain letters or unauthorized mass mailings;
4. Using the computer for personal profit, or illegal purposes, or other purposes in violation of policy or law; and,
5. Using the computer for personal advertisements.

Suspension Of Privileges By Network Administrator

A. The University’s Network Administrator may suspend a student’s access privileges for as long as necessary in order to protect the University’s computing resources. As soon as practicable following the suspension, the System Administrator must take the following actions:

1. The student must be provided with notice of the suspension and the reasons for it.
2. The student must be given an opportunity to meet with the Network Administrator and the Director of Information Technology Services to discuss the suspension, if the student requests it.
3. Following the meeting, the student must be notified that they may appeal to the Chief Information Officer if the student is dissatisfied with the outcome of the meeting.

B. If the Network Administrator believes that this policy has been violated, the Network Administrator may refer the matter to the Director of Information Technology and Telecommunication Services.

Policy Statement on Pets & Animals On Campus

Having pets or any animals, to include snakes, on any portion of the University’s property is strictly prohibited.

Policy for Sponsoring Major Events

The purpose of these guidelines is to define the procedures whereby recognized student organizations will be permitted to hold major events on the campus of Fayetteville State University. A “major event” is defined as the use of an area or facility on campus for a dance, concert, conference, fashion/modeling show or other activity/program where the expected attendance is 200 or more.

Events sponsored by the Student Government Association and Student Activities Council are considered University-sponsored events.

At all times, major events are subject to the following rules:

- The University neither sponsors nor endorses these events or the contracts associated with them.
- The University's name may NOT be used in a manner that represents or suggests University sponsorship of the events.
- FSU Police must provide security and traffic/crowd control.
- The campus advisor must attend all major events sponsored by the organization and ensure that the organization adheres to all University policies and procedures. A designee cannot serve in their stead. The advisor must arrive at least one hour prior to the scheduled start time and remain until all students/guests have vacated the facility/area.

Guidelines

1. Any organization sponsoring an event is responsible for enforcing the guidelines for major events and ensuring that other University policies or state/federal laws are not violated. Violations of these policies could result in disciplinary action.
2. The University's name may not be used in a manner that represents or suggests University sponsorship of the event.
3. The sponsor or sponsors of an event must register the event by completing a Major Event Registration Form and obtain all needed signatures.
4. Organizations must follow the University's Fundraising Guidelines.
5. The number in attendance at an event may not exceed the mandated fire code capacity for the location where the event is to occur. All exits are to be kept clear of people, furniture and other obstructions to allow for normal and emergency exits and entries.
6. Any organization that sponsors an event is responsible for the actions of those in attendance.
7. Any organization that sponsors an event will be held responsible and appropriately billed for any damage incurred to the facility where the event was held and to other locations that were designated as areas for which the event sponsors were responsible, such as bathrooms or lobby.
8. Student organizations have the responsibility of planning, organizing and implementing events while ensuring and respecting the rights, privacy and safety of members of the campus community. Individuals also bear responsibility of the same.
9. A major event may NOT occur unless and until the event is registered and approved by all of the appropriate offices and/or individuals.

Registering a Major Event

A student organization must register an event and complete a Major Event Registration Form with the Office of Student Activities' Program Director at least 30 business days prior to the function. Approvals within the registration process take time to complete and require adequate planning.

Planning a Major Event

Whether or not your event requires a contract, be sure to adhere to the following. Before committing to a contractual agreement, you should develop a plan of action incorporating the following steps.

These steps also should be followed by organizations that will not be committing to a contractual agreement.

- Step 1: Check on the availability of the facility/area and complete a University Facility Request Form.
- Step 2: No less than thirty days in advance of the event, submit a fully completed Major Event Registration Form along with a completed University Facility Request Form to the Office of Student Activities Program Director, Room 230 Rudolph Jones Student Center.
- Step 3: Promotions/publicity CANNOT begin until the major event registration form has been approved by all offices/individuals. The Office of Student Activities Program Director will inform the advisor if the request has been approved or denied.

Alcohol

There should be no alcohol at any event sponsored by a student organization. Event sponsors should not advertise social events that indicate that alcoholic beverages are free, are sold, or are all-you-can-drink for the price of admission or that otherwise appear to encourage drinking. Major event registration forms are available in the Rudolph Jones Student Center. Contact 910.672.1166 for additional information.

Termination of Major Events

The University reserves the right to terminate any major event at such time as the terms of approval are not met or noise or other problems that may create a continuing nuisance.

If a decision is made to terminate the event, the student liaison from the sponsoring organization is responsible for making sure that the music stops, an announcement is made asking the crowd to disperse, or other action is taken to resolve the problem.

Policy Statement On Sexual Harassment

Sexual harassment by any member of the University is a violation of law, University policy, and professional ethics. "A member of the University" includes all FSU faculty, administrators, students, and staff (full or part-time, paid or voluntary). Sexual harassment, like harassment on the basis of race, religion or national origin, is a form of prohibited discrimination. No academic or personnel decisions, such as awarding of grades or jobs, shall be made on the basis of granting or denial of sexual favors. Fayetteville State University subscribes to the following Equal Employment Opportunity Commission (EEOC) definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or student status, or
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment, academic or other institutional decisions affecting such individuals, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities or student experience, or creating an intimidating, hostile or offensive working, academic or student life environment.

Sexual harassment often occurs in situations in which one person has power or authority over another (teacher-student, supervisor-staff, administrator-faculty). It can also occur among peers (student-student, staff-staff, faculty-faculty, etc.). Sexual harassment may involve members of the opposite sex or members of the same sex.

The University does not condone either sexual harassment or false charges of sexual harassment. It is the policy of FSU to provide procedures to deal fairly with complaints of sexual harassment and to protect the rights of both the person making complaint of sexual harassment and the person accused.

In this policy, the “complainant” is the person making the complaint and the “subject” is the person against whom the complaint is made.

Procedures

Employees, students or faculty members who believe themselves to be victims of sexual harassment, or who are unsure of whether sexual harassment has occurred, or who need clarification concerning the University’s procedure for handling sexual harassment, should consult a University Sexual Harassment Mediator. The mediator shall listen to the complaint and assist the complainant in clarifying the experience without making judgments regarding guilt or innocence. At this stage, the mediator shall keep this information confidential. The mediator shall advise the complainant of the options available. A list of mediators and the procedures are available from the University Attorney, Office of the Chancellor.

Student Publication Policy

Student publications at Fayetteville State University shall serve the following purposes:

- *to enhance school spirit;*
- *to inform and communicate news and information to the general campus population;*
- *to chronicle historical accounts of events during the academic year;*
- *to provide an opportunity for students to cultivate marketing, written and artistic skills.*

It shall be the policy of the University, through the Division of Academic Affairs, and the Division of Student Affairs, to insure that fair, effective and accurate services are afforded the student publications. The Division of Academic Affairs shall have responsibility for providing the advisement aspect of The Bronco Voice, while the Division of Student Affairs will shoulder the responsibility for the Fayettevillian.

The publications (1) shall not use University employee or student functions on campus to expose their private lives; (2) shall correct factual errors as quickly as possible; (3) shall print retractions of inadvertently printed articles that lack substance or substantiation; and (4) shall refrain from changing intent or inferring information that has no basis in fact. The publication shall be to inform and provoke opinion supported by reasonable facts and to entertain.

For more information on the above guidelines, visit the FSU website under Communications and Public Relations.

Weapons on School Grounds Policy

It is a felony to possess or carry, whether openly or concealed, a weapon of any kind on any school grounds, including the Fayetteville State University campus. If you do obtain a concealed weapon permit, you are still prohibited from bringing a weapon on campus.

Written Complaint Procedure for FSU Students

At Fayetteville State University, we recognize our students as the primary customers for all of the services that we offer, from classroom instruction, to personal counseling, to computer labs. When an area of the University needs improvement or change to better serve the needs of our students, we appreciate hearing your suggestions/resolutions.

As a first step, students are encouraged to discuss their complaints directly with the person respon-

sible for the area or problem. If the issue is not or cannot be addressed through discussion with the responsible person; and if there are no methods prescribed for appeal in the applicable area in University Catalogs, Student Handbooks or other official University documents; then the issue should be outlined in writing and submitted to the following offices in the order indicated:

1. Academic Complaints:

- a. Department Chair
- b. Dean of the School/College
- c. Provost and Vice Chancellor for Academic Affairs

2. Non-Academic Complaints:

- a. Department of Office Director
- b. Vice Chancellor of the Division to which the Department or Office reports

Each office listed above will respond to students within ten working days of receipt of the written complaint. If the issue is not satisfactorily resolved at the first level, the student should submit his/her request to the highest level. If the issue remains unresolved at the highest level indicated above, the student(s) should appeal to the Office of the Chancellor.

