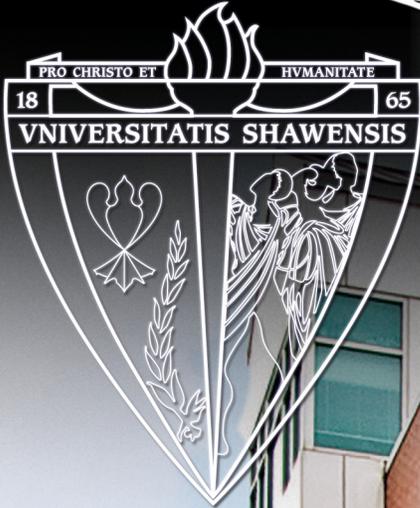


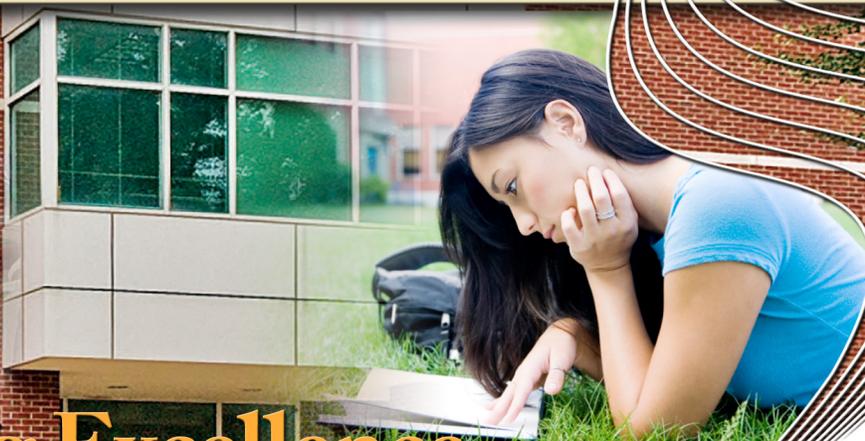


SHAW UNIVERSITY

FOUNDED 1865



2012-2013 STUDENT HANDBOOK



Celebrating Excellence Since 1865

NICKOLAS F. ROBERTS
SCIENCE HALL



Alma Mater

**Hail Dear Old Shaw U,
Thy Sons revere thy name,
Long shall thy works be proud,
Undimmed by fame.**

**Time shall thy praises sing,
Glory repays thy tears,**

**And loud thy praises ring,
Thru all the years.**

**Noble thy hallways,
Noble thy grassy plains,
Nobler the hearts of men,
Where thou dost reign.**

**All we who love thy name,
Stout hearts that shall not fail,
All rise and loud proclaim,
Alma Mater, Hail!**



Shaw University Undergraduate Student Handbook

This edition supersedes all previous editions

**Requests for changes or corrections should be directed to the Office of Student Affairs,
Shaw University**

Revised April 2011

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THE INSTITUTION

Shaw University Non-Discriminatory Statement

Shaw University, in compliance with civil legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, religion, creed, sex, age, or handicap in its recruitment of and acceptance of students and in employment or educational programs and activities.

Authority For The Handbook

The Shaw University Student Handbook specifies general rules, regulations, policies, and procedures for student life and the campus community. It defines the structure in which organized student life is carried and identifies the means by which students may achieve the fullest realization of the University's resources and facilities.

The Student Handbook serves as an official document and derives its authority from the University Catalog and other administrative documents that set forth programs, policies, regulations, and procedures for the University. The vibrant nature of the University brings about a concomitant review and revision of practices, policies, and procedures as they relate to institutional mission and purpose. Hence, the Student Handbook undergoes revision to reflect these changes. As such modifications are made in policies, procedures, and regulations, whether academic or disciplinary, amendments to the Student Handbook may, as appropriate, be published as addenda. Students will be informed of such revisions and, after such notice, the amended rules will apply to all current students.

The handbook represents a student's obligation and is part of the student contract with the University. Students are encouraged to fully read and familiarize themselves with the contents within. The handbook does not purport to fully address all policies, procedures, and regulations for every area of the University and should be used as a companion document to other publications issued by various offices and programs at the University. The student, on admission, is obligating himself or herself to submit to governance by the reasonable rules and regulations contained in these documents. Shaw University reserves the right to revise this Student Handbook as it deems necessary. Such revisions, with notice, will apply to all current students.

Students are expected to comport themselves in accordance with the Student Code of Conduct outlined in this handbook, at all times. Acts committed off-campus that are detrimental to the interests of the University will be referred to the University Judicial System and processed through the same proceedings as on-campus violations.

The History Of Shaw University

Over a period of 140 years, Shaw University has evolved from an institute for ministers and teachers to a center of learning and service encompassing a varied educational program.

Founded in 1865 by Henry Martin Tupper, Shaw University was chartered by an act of the North Carolina General Assembly. Tupper, a man of great vision, assembled a small number of ex-slaves in a room of the old Guion Hotel in Raleigh, North Carolina, where he taught theology. Tupper's class grew, and by mid-summer, —The Raleigh Institutel was officially formed in a frame building provided by the —Freedman's Bureau,|| 75 students enrolled for training as ministers and teachers.

Elijah T. Shaw contributed \$5,000 to purchase the old Barringer property and the name of the institution was changed to —Shaw Collegiate Institutel in his honor.

From this modest beginning, with three instructors and 150 students, Shaw Collegiate Institute grew and by 1882 an educational complex with schools of Pharmacy, Medicine, Law, Theology, and a College of Arts and Sciences were developed.

Professional training in law, medicine, and pharmaceuticals were discontinued in 1918 due to inadequate financial resources. In 1923, Shaw Collegiate Institute received an —All rating from the North Carolina State Board of Education and was renamed —Shaw University||. It was the first African-American school in the state to receive such a rating. Shaw University was charged with the stipulation that —no pupil should ever be excluded from the benefits arising there from...on account of race, color, or previous condition of servitude.||

Shaw celebrates its 140th birthday in 2006 and continues to strive for innovative and creative ways to strengthen our nation's educational resources. The Shaw community looks with pride upon past achievements and with hope and enthusiasm toward an exciting future.

Chronological List of Shaw University Presidents

Henry Martin Tupper	J. Archie Hargraves
Charles Francis Meserve	Stanley Smith
Joseph Leishman Peacock	John Lucas
William Stuart Nelson	Talbert O. Shaw
Robert Prentiss Daniel	Clarence G. Newsome
William Russell Strassner	Dorothy Cowser Yancy
James Edward Cheek	Irma McClaurin
King Virgil Cheek	Dorothy Cowser Yancy

The Shaw University Crest



- The **Dove**, a Christian symbol, portrays the Institution's commitment to a religious heritage.
- The **Olive Branch** emphasizes victory and the pursuit of excellence.
- The **Torch** carries with it the idea of light that shows the pathway to truth.
- The **Human Figures** represent all who have come to and gone from Shaw University imbued with the spirit so clearly enunciated in the life of the founder of Shaw University, Dr. Henry Martin Tupper, —He counted not his life dear unto himself that he might lift God ward his brother.¶
- The **Stained Glass Pattern** connotes the interrelation and inter-dependence of religion and learning proclaimed in the School Motto: PRO CHRISTO ET HUMANITATE. (For Christ and Humanity)

University Nickname, Colors, and Mascot

Nickname: **BEARS**

Colors: **GARNET AND WHITE**

Mascot: **THE BEAR**



Shaw University Mission Statement

Shaw University exists to advance knowledge, facilitate student learning and achievement, to enhance the spiritual and ethical values of its students, and to transform a diverse community of learners into future global leaders. (Approved by the Board of Trustees on October 16, 2008)

Expanded Statement of Purpose

Shaw University was founded in 1865 by the American Baptist Home Mission Society of the Baptist Church to provide theological education to freedmen after the Civil War. It is a private, coeducational, liberal arts institution of higher learning with the main campus located in Raleigh, North Carolina, and eight satellite campuses dispersed throughout the state. Shaw University is committed to providing educational opportunities to all segments of society without regard to race, creed, or ethnic origin. However, as the oldest historically African-American university in the south, it has maintained a special interest in the education of minorities from diverse backgrounds, with academic potential for success. *Consistent with its motto, Pro Christo et Humanitate (For Christ and Humanity--that religion and learning may go hand in hand, and character grow with knowledge)*, Shaw University seeks to *empower* students with a sense of moral purpose based on Christian principles that provide guidance for intellectual and personal growth.

Shaw University is committed to the transformative educational process of preparing graduates for citizenship in the twenty-first century workplace and for graduate or professional school, and seeks to instill in its students a philosophy that values lifelong learning, leadership, and service. In order to meet the challenges of a global society, Shaw University endeavors to develop graduates who are broadly educated in the liberal arts and sciences, possessing the knowledge and skills required of all disciplines, and the competencies associated with their chosen fields of study. Students who successfully complete undergraduate degree programs at Shaw University will demonstrate proficiency in critical and creative thinking, an ability to communicate effectively, both orally and in writing; proficiency in mathematical reasoning skills, scientific inquiry, technological and information literacy, an awareness of and commitment to ethical judgment, awareness of global issues, knowledge of diverse human cultures, and a commitment to personal and social responsibility. Students enrolled in graduate degree programs will, upon graduation, be able to demonstrate advanced knowledge in their chosen discipline.

The mission of Shaw University is to advance knowledge, facilitate student learning and achievement, to enhance the spiritual and ethical values of its students, and to transform a diverse community of learners into future global leaders, by providing quality educational programs and services to students that prepare graduates to lead productive lives and successful professional careers as citizens in a globally competitive society.

Central to the accomplishment of this mission is the recruitment and retention of qualified faculty and staff, who possess the qualifications and expertise to actively support students in the learning process. The University demonstrates its commitment to teaching and learning by providing quality educational programs and services in a safe and supportive learning environment, which meet the needs of students, promotes personal growth and development, and fosters academic achievement and student success. In addition to teaching and learning, Shaw University strives to create and maintain an academic climate that promotes the scholarship of research and the pursuit of new knowledge through active research programs. The University also recognizes its responsibility to instill in students, the importance of making a difference, not only in their own lives, but in the lives of others, by partnering with local communities to provide services that improve the human condition and contribute to the betterment of society. (Approved by the Board of Trustees on May 7, 2010)

UNIVERSITY ORGANIZATION

Board of Trustees

The Board of Trustees represents the corporate entity of the University, carrying out the functions of the corporation and has ultimate institutional authority, functions of the Board of Trustees include:

1. Establishing overall policy for the government and operation of the University
2. Employing the President, the Chief Executive of the corporation and the Chief Administrative Officer of the University, employing the officers, faculty, and other employees of the University or delegating same
3. Requiring entrance examinations; establishing tuition, fees, and other charges to students; and
4. Adopting rules, regulations, and bylaws for the operation of the Corporation and the governing of all aspects of student life, including, but not limited to standards of behavior and discipline.

University Administration and Officers

The University's administration and academic operations that assist the Office of the President in running the business of the University are:

- Academic Affairs
- Student Affairs
- Fiscal Affairs
- Divinity School
- Institutional Advancement
- Thomas J. Boyd Chapel

Office of the President

The supervision of the affairs of the Corporation and the administrative and academic operations of the University are exercised through the Office of the President. The functions of this office include faculty and administrative appointments, retirement from active service, designation of emeritus status, strategic planning, institutional research and effectiveness and other functions generally and customarily assigned to the office of the Chief Executive and those, which may be designated by the Board of Trustees.

Academic Affairs

All matters of academia are delegated to the area of Academic Affairs. The functions of this division include educational planning and curriculum administration, academic organization; faculty teaching loads and class schedules, faculty performance and teaching effectiveness; faculty hiring, promotion, and dismissal; faculty development and in-service training budget development and administration; registration and academic records, library; student academic appeals; certification and recommendation of candidates for degrees.

Student Affairs

All matters pertaining to student life and welfare are delegated to the area of Student Affairs. Functions of this division include planning and implementing comprehensive programs for student development, and include such resources as counseling, housing, student activities, healthcare, judicial and career services. The staff for Student Affairs is responsible for establishing policies and procedures that regulate and govern student life; budget development and management; facilitating student participation in institutional and student governance (e.g., Student Government Association and Board of Trustees); student leadership development and administering the student judicial system.

Institutional Advancement

The role of the Area of Institutional Advancement is multifaceted. Pursuant to Shaw University mission, the Area of Institutional Advancement supports, implements, and articulates the needs of the institution, present and future, by servicing its various constituents: alumni, churches, corporations, friends, foundations, and students. To this end, the focus of Institutional Advancement promotes the economic fund development of the University and its programs through the departments of Alumni Relations, Church Relations, Community Relations, Public Relations, Annual Fund and Planned Charitable Giving. The main purpose of Institutional Advancement is to build a sustainable funding base.

Divinity School

The Shaw University Divinity School offers a Master of Divinity degree. The program is a 90-semester hour curriculum offering 9 areas of concentration. The Divinity School is located in the Leonard Building with an off campus site in High Point, North Carolina.

Thomas J. Boyd Chapel

The Thomas J. Boyd Chapel is the headquarters for religious activities at Shaw University. Shaw is an institution founded upon religious principles, which serve students and the University community in the attempt to foster graduates with leadership, spiritual and moral integrity.

National Alumni Association

The purpose of the National Alumni Association (NAA) is to:

1. Unite and promote fellowship among Shaw University alumni and friends;
2. Encourage individual financial support of Shaw University through annual giving;
3. Stimulate the interest among the potential students to attend Shaw University;
4. Honor alumni who have given outstanding service;
5. Improve communications between chapters and individuals where no chapter exists;
6. Encourage and promote new chapters;
7. Promote continuing growth and development of Alumni and
8. Sustain interest in the welfare of Shaw University.

University Committees and Councils

Functions and responsibilities in each operational division are facilitated through councils and/or standing committees, which are composed of administration, faculty, staff, and students. These committees are responsible to the President through the Vice President of the respective area. Vice Presidents are ex-officio members, without vote, on all councils and committees related to their respective divisions. Student membership is by appointment of the President upon recommendation from the Vice President for Student Affairs, in consultation with the Student Government Association.

UNITS OF SERVICE

ACADEMIC SUPPORT SERVICES

The Academic Success Center

The Academic Success Center consists of the following units: academic advising, first year programs, and tutorial services.

Academic Advising Center (AAC)

The primary purpose of the Academic Advising Center (AAC) is to provide services for the enhancement of student personal, academic and professional success. The Academic Advising Center will support students by managing quality academic advising services, tutorial assistance and skills development activities. The AAC will provide leadership for faculty and staff to assist students gain self-confidence, promote positive learning attitudes and develop academic maturity. The AAC will provide academic advising for undecided students, serve as a secondary advising resource for students who have declared a major and provide exceptional tutorial services.

First Year Programs

First Year Programs is a comprehensive program designed to facilitate the freshman student's ability to cope with life, and to make a positive impact upon society. The goals of the First Year Programs are: (1) to introduce entering freshman to the University, such that transition to the college environment will become a positive experience, (2) to make appropriate adjustments, choices and challenges related to the intellectual, emotional and aesthetic components of student life, (3) to assist students in developing academically, culturally and socially and, (4) to experience academic success at the University. Program activities include planned instruction, counseling, instruction and advisement on time management, cultural refinement, technology use and literacy, social development, study habits; and self-discipline. As part of the University's emphasis on ethics, values, and character building, worship at the Thomas J. Boyd Chapel is designed to strengthen the spiritual dimension of character development throughout the campus community. It is with this in mind that student, staff and faculty attendance is strongly encouraged at weekly Cultural Academic and Spiritual Enrichment Seminars (CASES). Attendance at CASES by freshmen and first year students is mandated by University policy.

Tutorial Services

Our tutorial services component offers reinforcement and tutorial assistance in English composition, mathematics, science, and the humanities. This support program also includes academic counseling services and a professional staff that supports the academic programs of the University. Students who experience difficulty in their courses are encouraged to seek assistance from the Center. The curriculum is based upon the status of the students' learning experiences or needs, language and behavioral patterns and self-image. Other courses for tutorial assistance are added in response to the students' needs and demands.

ADMISSIONS

The Office of Admissions is responsible for student recruitment and admission. Recruitment efforts are aimed toward identifying and locating prospective students and providing them with information to assist in making a responsible choice about attending Shaw University. Admissions activities involve the processing of applications from persons wishing to enroll, evaluating student credentials against established admissions criteria, and assisting qualified applicants in completing the enrollment process.

CAPE

The University delivers its educational program beyond the confines of the residential college community through nine (9) extramural sites in North Carolina at the following locations:

- | | | |
|--------------|-----------------|----------------------------------|
| 1. Ahoskie | 4. Fayetteville | 7. Raleigh |
| 2. Asheville | 5. High Point | 8. Rocky Mount/Wilson/Greenville |
| 3. Durham | 6. Kannapolis | 9. Wilmington |

The Centers for Alternative Programs in Education (CAPE) program provides innovative educational delivery systems for many self-directed, highly motivated persons who are otherwise unable to attend institutions of higher education. CAPE is designed specifically for the mature learner

who has demonstrated a deep interest, strong desire, and clear vocational choice and who has expressed a need to participate in an alternative form of education. It offers educational opportunities to those who, because of job or family situations, military service obligations, lack of previous opportunity or adverse circumstances, have been unable to attend institutions of higher education. Students are provided an opportunity to expand their educational horizon through enrolling in undergraduate, graduate and continuing education courses. These learning occasions are provided in the traditional classroom setting and through distance learning.

The Centers for Alternative Programs in Education (CAPE) students are admitted to the university via the main campus Admissions Office the same as all other regular main campus students. All applications for admission must be sent to the Admissions Office along with the official transcript or GED for evaluation. Students may not attend class nor can they be registered in any way, prior to being officially admitted to the university.

International Student Admission

All prospective international students must make application to the Admissions Office using the transcript verification process of World Education Services (WES) for authentication. All students must submit paperwork through World Education Services.

The following forms must be returned before an offer will be granted:

- Notarized International Student Application (\$40.00 Fee)
- High School and College Transcripts;

- Notarized Affidavit of Financial Support;
- Housing Reservation Card;
- Student Data Form;
- Medical Form;
- Immunization Records;
- College Work-Study Application;
- Conduct Code Form;
- Residency Affidavit; and
- Acceptance Form.

The enrollment of international students is not complete until all of the above are returned. International students who are issued an I-20 document by Shaw University must report to the University within the time specified. Should an international student not report by the time specified on the I-20 document, Immigration and Naturalization Service/Student and Exchange Visitor Information System (INS/SEVIS) will be notified and the appropriate action taken.

ATHLETICS

Shaw also has a proud athletic tradition, having one at least one Central Intercollegiate Athletic Association (CIAA) championship for the past 11 straight seasons. That championship tradition stretches back to 1925. Shaw competes within NCAA Division II.

All Shaw student-athletes must meet both the admission standards of Shaw and the regulations concerning NCAA Compliance. The NCAA offers a wide variety of tools and information to assist the college-bound athlete. The sooner you start the eligibility process, the easier it will be for you to gain eligibility.

Shaw fields 13 varsity teams: baseball, men's and women's basketball, women's bowling, men's and women's cross country, football, softball, men's and women's tennis, men's and women's track and field, and women's volleyball.

BOOKSTORE

The Bookstore is located on the ground level of the Willie E. Gary Student Center. The Bookstore sells all required books (used and new), University, Fraternity and Sorority paraphernalia, school supplies and snacks.

Shaw University Web Site online is your place for official Shaw University textbooks, gear and supplies. Buy or sell used and new textbooks, find official Shaw University gear, and purchase software and gifts - all online. Learn more about our store and our promise of high quality and excellent service. Please go to www.shawbookstore.com.

Hours of operation

8:00 am-4:00pm

Monday – Friday

CAMPUS POLICE AND SECURITY

The mission of the Campus Police and Security Department is to enhance the quality of life on campus by working cooperatively with the constituencies of the University within the framework of institutional policies, national and state, and local laws to ensure that peace is preserved, fear is reduced and a safe environment maintained.

The Department of Campus Police and Security are sworn officers of the courts. The primary function of the Department is to enforce the laws of the land and to reduce infractions and criminal actions of the community, student, staff and visitors without destroying the model or image of the University. The Department will prosecute to the fullest anyone who has maliciously broken regulations and laws, first but by way of rehabilitation for those who can learn from their mishap and continue their educational goals and then through the court system.

The Department of Campus Police and Security reports directly to the Office of the Executive Vice President. Campus Police and Security performs a variety of law enforcement tasks including, investigation of criminal activity, apprehension of criminals, traffic enforcement, emergency response and special security assignments. Campus Police and Security coordinates criminal investigations with the Raleigh Police Department, as needed and as part of the community policing/crime prevention effort.

CHAPEL

The Thomas J. Boyd Chapel is the University center for all religious activities that contribute to the spiritual growth of the Shaw family. Activities sponsored by the chapel include weekly worship, Bible studies, Religious Emphasis Week, Midweek worship, Thomas J. Boyd Sunday and a host of other programs designed to enhance Spiritual life throughout the campus community. The Chapel Dean is available for pastoral counseling, grief counseling, visitation, outreach ministry and mentorship. All of the Spiritual programs on Shaw's campus are participatory. They provide opportunities for students to grow as they demonstrate planning skills, interpersonal communication skills and other competencies.

Bessie Boyd-Holman Lecture Series in Ethics and Values

The Chapel presents a series of lectures featuring prominent religious and civic leaders renowned for their contributions to religious and ethical education. The series is named for the mother of the benefactor of the Thomas J. Boyd Chapel.

C.A.S.E.S.

Cultural And Spiritual Enrichment Seminars (CASES) is a mandatory lecture series designed for freshmen and first year students. This lecture series features renowned leaders, artists, and scholars of local and national prominence. CASES is designed to meet the spiritual requirement of our religious institution, while also exposing students to other cultural and educational experiences. Students who miss more than three (3) lectures are required to repeat the entire series during the following year. CASES is a graduation requirement for all Raleigh day students.

Presidential Lecture Series

The Thomas Boyd Chapel presents a 2-3 day lecture series designed to draw the greater campus community together around academic and professional issues and topics that are of interest to all of our constituent groups: students, faculty, staff, alumni, and friends. This lecture series is also intended to stimulate dialogue and to facilitate interaction among persons in various academic disciplines.

Religious Emphasis Week

This is a 3-4 day revival, which includes ministers, choirs, soloists, groups, dancers, and evangelists who minister with the intention of elevating the need for religion and service in our lives. Shaw University was founded on religious principles and that foundation is exhibited and accentuated in the Religious Emphasis Week observance.

THE COUNSELING CENTER

Commensurate with the University's mission, the goal of the Counseling Center is to provide comprehensive and effective support services necessary for the Shaw student to complete his/her college education successfully. Consequently, the Counseling Center is committed to assisting with student development and personal growth with emphasis on maintaining the emotional and psychological well-being of students.

In an effort to achieve our mission, we must plan, organize, implement, and evaluate programs that provide for personal-social, life skills training, issue-focused support group sessions and preventive experiences designed to instill self-empowerment, referral services, and general guidance that help to prepare students for life after graduation.

The Counseling Center will also build partnerships and expand community outreach services necessary for students to maximize their personal development.

University Counselors are available on a full-time basis. Students may be seen on a walk-in basis or be referred to the Counseling Center by faculty, staff, student, administrator, or a family member. A licensed psychologist is also available on a referral basis to see students as requested. Confidentiality and professionalism is conscientiously practiced and maintained.

Services Provided

Individual Counseling: Confidential counseling is provided for students who are having difficulties adjusting to college and other personal concerns. Services are available if long-term treatment is necessary.

Support Groups: Support groups are available on a continual and as needed basis. Support groups are provided for students to come together to share a common bond, provide more support and information on topics such as coping with loss or male/female relationships, self-awareness, self-esteem and other areas are available on a small group basis. Students may request specific support groups.

Student Disability Services: The Counseling Center provides services for students with permanent and/or temporary disabilities to ensure all University programs are accessible. Students will receive appropriate accommodations to ensure access to educational opportunities and activities in the most integrated setting possible.

Alcohol/Substance-Abuse: The University is dedicated to providing a drug-free work, study and recreational environment that does not include illegal drugs and/or alcohol. Drug related education, prevention and intervention services are available to students.

Medical/Administrative Withdrawals: Students who are ill for an extended period of time will be recommended by the University physician for a medical withdrawal.

Workshops: Monthly workshops and seminars are available for students. Workshops vary in topics, such as Sexual Harassment, Anger Management, Depression, Suicide Prevention, Alcohol Awareness, Stress Management, and Domestic Violence.

Self-Awareness Assessments Tools: Self-awareness assessments are available in the Counseling Center.

Standardized instruments used, but not limited to, include the following:

1. Myers-Briggs Type indicator (Tools for helping students with a basic understanding of personality types.)
2. The Coping Inventory (Assesses adaptive and maladaptive coping habits, skills and behaviors).
3. The Basic Personality Inventory (Identifies maladjustment and personal strengths).

The Counseling Center is located on the 2nd floor of the Willie E. Gary Student Center. You may call 919-546-8525, 8283 or 8284. or use the campus email address for contacting counselors. For emergencies please contact Campus Police and Security. Students are seen on a walk-in basis or can be referred to the Counseling Center by faculty, staff, students, administrators, or a family member. A licensed psychologist is also available on a referral basis.

DINING SERVICES

Catering

Thompson Hospitality offers a complete catering service to the campus and surrounding community. Whether it is a coffee break or an elegant affair, contact the Catering Director for more information. A special catering menu is available to the student organizations.

Dining Facilities

Thompson Hospitality renders Shaw University Dining Services. The primary goal of Dining Services is to satisfy the campus community with quality food preparation, variety and efficient service. The staff provides the best possible services to meet students' needs.

Thompson Hospitality manages the main Dining Hall located in the Willie E. Gary Student Center and the Bears Grill located on the second floor.

Students living on campus must purchase the mandatory on-campus meal plan. Students living off campus, may purchase the commuter meal plan or pay the casual meal rate upon entering the Dining Hall. The commuter meal plan can be purchased at the Cashiers' Office located in Tyler Hall or at the Thompson Hospitality Office located in the basement of the Willie E. Gary Student Center. All students must show a valid ID upon entering the Dining Hall.

Dining privileges may not be transferred to another person. If it is discovered that a person is using a —borrowed ID the dining services personnel will seize the card and dining privileges will be suspended or revoked at the discretion of the University. The Office of Students Affairs will fine each student \$100.00 for illegally using a card.

The Dining Hall provides an —all-you-can eat policy. This means that all food must be consumed on the premises. Dining Services reserves the right to check bags, coats, etc.

Carryout service is subject for review by Dining Services for students who are unable to come to the dining hall due to illness or class or employment schedule, in these instances you must provide Dining Services with proper documentation of your situation before said services are provided.

Dining Hall Rules and Regulations

1. All boarding students must have a valid Student ID to enter the cafeteria.
2. All commuter meal plan participants must present a valid Student ID to enter the cafeteria.
3. All dining patrons must bus their dishes upon completion of the meal; all tables should be left clean after eating.
4. All food and beverages are to be consumed within the Dining Hall. Plates, cups, etc. should not be removed from the facilities, unless authorized by Dining Hall personnel.
5. Radios, basketballs, etc. are not allowed in the dining hall.

6. Disrespectful behavior will not be tolerated in the Dining Hall. This includes fighting, profanity, and disorderly conduct, improper attire, i.e. lacking shirt and shoes and wearing of hats by male students.
7. Men must remove hats, doo rags and other head coverings before entering the Dining Hall or Grill. Failure to remove such items will result in a fine and the student will be charged with conduct unbecoming to a Shaw student.
8. Students who are sick and cannot leave their rooms to have meals in the Dining Hall should notify the Residence Hall Office to make arrangements for meals.
9. Visitors are defined as persons who do not hold meal cards and must pay the casual meal rate.
10. Proper attire must be worn in the Dining Hall, Cyber Cafe and other dining events.

Solicitation and other advertising in the dining hall is not allowed without written permission from the Director of Dining Services. Participants who display rowdy or otherwise unacceptable behavior will be asked to vacate the premises, and may be subject to disciplinary action.

Dining Hall Hours of Operation

Monday – Friday

Breakfast	7:00 AM – 9:00 AM
Lunch	11:00 AM – 2:00 PM
Dinner	4:30 PM – 6:30 PM

Saturday – Sunday

Brunch	10:00 AM – 1:00PM
Dinner	3:00 PM – 6:00 PM

Cyber Cafe Hours of Operation

Monday – Friday

8:00 AM – 10:00 PM
11:00 AM – 9:00 PM

The Grill is closed on Saturdays and Sundays during regular semester and during holidays, Spring Break and summer months.

EXPERIENTIAL LEARNING AND CAREER DEVELOPMENT

Located at 302 Martin Luther King Jr. Blvd. on the corner of Person Street and Martin Luther King Blvd., the mission of the Center for Experiential Learning and Career Development is to provide centralized, comprehensive and progressive programs, services and resources in preparing students to achieve meaningful and successful career development; such that, upon graduation, they may pursue their chosen fields with confidence. The purposes of the Center for Experiential Learning and Career Development is to assist students/graduates in locating and obtaining suitable employment, assist business and industry in solving their staffing needs by providing qualified applicants, and to assist Shaw University by providing follow-up data to administration and faculty in order to facilitate program evaluation and improvement.

Experiential Learning and Career Development is a vital component of Student Affairs. The Center offers a variety of services for all enrolled students, prospective students, and graduates. Career counseling is available to any potential student or current student who is unsure of his/her program choice. Support services to current students which will assist toward successful completion of their career goals and eventual gainful employment are also available. Shaw University graduates are eligible for career services regardless of the amount of time since graduation occurred.

The staff in Experiential Learning and Career Development will be responsible for the implementation and coordination of Placement Services for current students and alumni. The Director and staff of the Center with other faculty and staff members will provide job leads, career counseling, assistance with resume preparation, job interviews, guidance, etc., but the final responsibility for obtaining employment rests with the graduate, who must carry on an active and aggressive self-directed job search.

This Center will prepare each student for the world of work through resume and cover letter workshops, etiquette and dress for success seminars and interview skill building exercises. There will be opportunity for on and off campus career fairs as well as placement in major related internship opportunities.

Experiential Learning and Career Development Registration

Shaw University students should be registered with the Center for Experiential Learning and Career Development in order to receive information regarding job opportunities, scholarships, graduate school, and internships. Registration requires that students come in to the Center and complete the on-line registration form and complete Optimal Resume.

Shaw University E-Mail

Students are required to use their Shaw University issued email accounts to receive information that is disseminated through the Center for Experiential Learning and Career Development.

Optimal Resume

Optimal Resume is the technology leader in career center management software, pioneering flexible, online solutions for resumes, cover letters, interview preparation, portfolios, skills assessments, and video resumes. Our innovative web applications not only improve career center efficiency and performance, but also streamline employer recruitment efforts with leading edge tools for resume searching, online interviewing and videoconferencing, and high-impact brand advertising. Students will be able to use Optimal Resume to create and manage all critical employment documents and practice for job interviews in a single online location through the Center for Experiential Learning and Career Development.

Optimal Resume provides professionally written samples based on industry and experience level, plus styling options to match any personality. When you're finished, make your resume searchable by thousands of employers in our ResumeGPS™ program.

On-site Interviews

Students will be able to sign-up for on-site interviews with companies/and organizations through the Center for Experiential Learning and Career Development. Students will be notified of companies/organizations who will conduct on-site interviews through the center webpage and through Shaw University e-mail.

FINANCIAL AID

The primary purpose of the Student Financial Aid Office is to provide financial assistance to students and parents who family resources are insufficient to meet educational expenses.

Financial aid at Shaw University consist of scholarships, grants, loans and jobs awarded singly or in the form of a “package” to meet a student’s financial need. The factor of need is considered for all forms of financial assistance unless otherwise stipulated.

Financial aid is awarded for one year only, upon re-application and demonstrated continued eligibility. The priority deadline for applying for Shaw University administered financial aid is march 1st for the ensuing academic year.

FAFSA

Complete and submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after Jan1 and before March 1 to receive priority packaging. The student and parent must have the following information before completing the FAFSA.

1. Prepare your parent(s) and your Federal Income Tax Returns
2. Collect any additional income information ad have available
3. Apply for a PIN (Personal Identification Number). Go to www.pin.ed.gov and sign up for a PIN number for your parent(s) and yourself. This will allow you to sign the application online
4. To learn more about completing the FAFSA, go to the website www.fafsa.ed.gov. Submit the Free Application for Federal Student Aid (FAFSA on the Web).

Federal Work Study

The Work-Study program provides part-time employment to eligible students who are enrolled. Students earn at least the minimum wage. Work-Study gives students an opportunity to earn money to help meet their educational expenses. Students are employed on campus by a variety of departments and offices, with the typical student working approximately 8-12 hours per week. Students must assume full responsibility for applying funds earned through the program to meet their education expense. Federal Work-Study is a need based program. Funds are awarded on a first come, first serve basis according to fund availability.

Residency

Many factors are taken into consideration when determining whether a student should be classified as a resident or non-resident of North Carolina. Students who have questions regarding state residency status should contact the Office of Records and Registration.

Satisfactory Academic Progress (SAP)

At the end of each semester, the records of all matriculated students are reviewed to determine satisfactory academic progress. A student's academic standing at Shaw University is classified in one of four official standings: Good Standing, Academic Warning, Academic Suspension, or Academic Dismissal. A student will remain in good academic standing if he/she demonstrates satisfactory academic progress in accordance with the standards listed below. Standards by which a student will be evaluated include progress in increments of hours completed (quantitative) and cumulative grade point average earned (qualitative). Please review the SAP Policy in Appendix C.

HEALTH SERVICES

The objective of Student Health Services is to provide quality health care that will promote and ensure maintenance of optimum physical and mental health. A sound body and mind is the foundation for learning and personality development and is a necessity for all Shaw University students. Student Health Services has a full-time nurse, who is a certified instructor in First Aid and CPR and provides health supervision and medical care. The University Physicians are available on Tuesdays and Fridays from 12:00 pm-3:00pm to see students who are ill or in need of a physical. In addition, the University Physicians are on call 24 hours a day. Full-time students, who have been medically cleared, with updated physicals and immunization records, may take advantage of services available through the Student Health Center.

The Student Health Center is located on the first floor in the west wing of the Fleming-Kee Living and Learning Center.

A validated Shaw identification card is required on each visit to the Student Health Center.

Medical Information

It is the responsibility of the student to notify the Directors of Health Services and Residential Life of any medical or emotional condition that might have the potential of disturbing the normal routine of the campus and/or Living and Learning Center environment. Students who take prescription drugs on a regular basis for mental or physical conditions must notify the Directors of Health Services and Residential Life. All medical information is confidential and will not be shared with anyone without written consent.

Medical Emergencies

A medical emergency is a life threatening condition that calls for immediate action. Examples of a medical emergency are:

- Inability to breathe
- Profuse bleeding,
- Unconsciousness,
- Chest pain accompanied with nausea and profuse sweating.

Do not call an ambulance unless these symptoms are evident. If you reside on campus and think you have an emergency during regular office hours, please call the Student Health Center first. Also notify the Residence Staff.

Reporting Illnesses

Students who become ill must report to the Student Health Center.

In case of severe illness, notify the counselor on duty, call the Student Health Center at 546-8286 or 546-8287, or fax documents to (919)546-8523.

Under no circumstances should a student remain in a dorm room or at home without notifying the nurse of the illness.

If hospitalization or a doctor's visit is warranted, discharge papers and/or a copy of the doctor's notes must be submitted to the Student Health Center before returning to class.

If a student is under a doctor's care or is confined at home, the doctor's notes should include the first date seen by a doctor, the date of release, the diagnosis, and any remaining physical limitations.

Medical Excuses

Any student who has been under a doctor's care due to hospitalization or confinement at home must submit a written statement from the doctor before returning to class. The statement should include the first date seen by a doctor, the date of release, the diagnosis, and any remaining physical limitations. All requests for medical excuses must be in the nurse's office within 48 hours of the illness necessitating the excuse. Excuses for family member illness are not issued through the Student Health Center. These excuses are issued through the Department of Student Services. Excuses for jobs will not be issued through the Health Center.

A medical excuse is needed to re-enter classes missed due to illness. Excuses will not be issued for missed employment.

Request for medical excuses must be in writing and submitted to the Student Health Center within 48 hours of illness.

Medical excuses will not be issued if required documentation is not on file and/or the student fails to notify the nursing staff prior to or during a missed class.

Excuses will not be issued for unreported illnesses unless proof of hospitalization is provided. The Student Health Center issues **medical excuses only**, all other class excuses are issued through the Office of Student Services.

Services Offered In The Health Center

Administer Allergy Shots – (students must provide solution)	Blood Glucose checks
Blood Pressure checks	Dressing changes
Eye acuity tests	First Aid/CPR training
Immunizations	Pregnancy Tests
Removal of stitches	Weight and height checks
Health information materials	STD Treatment
HIV/STD Testing and Counseling	Filing and follow-up of student insurance claims

Health Information Privacy

HIPAA The Health Insurance Portability and Accountability Act

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

Student Health Insurance

Student injury and sickness insurance is part of the student health care program. All students except CAPE students are enrolled in the insurance plan at a nominal cost, which is included in the University's fees. The insurance is provided as a supplement to the coverage provided through the student's family insurance plan. The program is not intended to be comprehensive or to replace the family's responsibility for the student's health care. Students and their parents or guardian are solely responsible for the cost of health care beyond that which is provided through the Student Health Center or covered under the student injury and sickness insurance plan.

The insurance policy provides benefits for 80% of usual and customary charges incurred by the insured student for a covered injury or sickness up to the maximum benefit of \$15,000 for each injury or sickness. The student must submit a completed insurance claim and a copy of the bill to the insurance company before a medical bill can be paid. Insurance claims are available in the Student Health Center and on the Student Health Center web site

Prescription drugs are covered with a \$10.00 co-pay for generic drugs and a \$20.00-\$40.00 co-pay for brand name drugs, at participating pharmacies only. Students will be responsible

for paying the full cost of the prescription if not purchased at a participating pharmacy. See the nurses in the Student Health Center for a list of participating pharmacies.

Please see the nurse in the Student Health Center if you have questions concerning the insurance coverage or need help submitting a claim for payment.

Immunizations

North Carolina law requires all new and transfer enrollees entering a college or university to provide proof of required immunization. Students who are enrolled in less than 6 credit hours, attending off campus courses or night classes only are exempt from this law.

Students from North Carolina may obtain copies of immunization records from their high school. Students who cannot show evidence of having received required immunizations will be withdrawn from the University in accordance with state law. Immunizations may be obtained from a private physician, local health department, or in the Student Health Center. Students without immunizations or current physicals will not be treated in the Student Health Center. They will be referred to the university physician or a local hospital for treatment. North Carolina law stipulates that students 17 years of age and younger must have the following immunizations:

- 3 doses of DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus-diphtheria). One Td dose must have been within the last 10 years.
- 3 POLIO (oral) doses.
- 2 Measles (Rubeola), Mumps and Rubella (MMR) one dose on or after the first birthday, and another dose at least one year after the first dose.
- Students born in 1957 or later and 18 years of age or older:
 - 3 DTP or Td doses. One Td dose must have been within the last 10 years.
 - 2 Measles, Mumps, Rubella (MMR)

Physician diagnosed rubella disease is not acceptable.

Only laboratory proof (blood titer test) of immunity to rubella is acceptable. **(Must provide copy of blood titer test.)**

Rubella is not required for students 50 years of age or older. Vaccine series against Hepatitis B. and Meningitis are recommended.

In addition to required immunizations, all full-time students are required to have physical examinations for the **first year of residency**. Medical information must be submitted to the Student Health Center prior to registration of the freshman year. Transfer students are required to provide immunization records and a current physical the first semester of matriculation at Shaw. Students who do not provide the required medical information will not be treated in the Student Health Center and may be dismissed for noncompliance.

Acquired Immunodeficiency Syndrome (AIDS)

Shaw University has adopted HIV testing and counseling, education and making referrals its primary response to HIV/AIDS. The University is committed to providing students and employees with education on the nature of, transmission of, and protection against HIV/AIDS and the legal rights of persons infected with the disease. This policy applies to all Shaw University students and employees.

- Current knowledge indicates that students or employees with HIV/AIDS do not pose a health risk to other students or employees in an academic setting.
- The HIV virus is transmitted by intimate sexual contact and by direct exposure to contaminated body fluids.
- The virus is transmitted through blood, semen, vaginal secretion and breast milk. An unborn child may contract the virus while descending through the birth canal. There have been no confirmed cases of the HIV virus being transmitted by any household, school, or casual contact. The Center for Disease Control (CDC) states that there is no risk created by living in the same house with an infected person, caring for an AIDS patient; eating food handled by an infected person, or being coughed or sneezed upon by an infected person.

It should be noted that the above facts are derived from the best epidemiological data currently available and contribute to the following guidelines, which are recommended by the American College Health Association.

Student Health Services will provide HIV/STD Testing and Counseling, prevention education, literature and activities for the University campus and community. Universal protection precautions will be exercised in all areas of the campus.

1. Shaw University students who have AIDS will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend class. See Recommendation #9.
2. Shaw University does not restrict the access of students with AIDS, to the student center, auditorium, dining hall, snack bar, gymnasium, recreational facilities, or other areas.
3. Consideration of the existence of AIDS will not be a part of the initial admission decision when applying to attend Shaw University.
4. Based on recommendation of the American College Health Association, Shaw University does not require that students, faculty, or staff, be asked to respond to questions about the existence of AIDS. We do, however, encourage students, faculty, and staff to inform campus health authorities if they have AIDS in order for the university to refer them to proper medical care, education, counseling and support. This, like all other medical information, will be handled in a strictly confidential manner in accordance with the procedures and requirements that are already in effect.
5. Free confidential HIV Testing and Counseling are provided in the Student Health Center on a voluntary basis.
6. The best currently available medical information does not support the existence of a risk to those sharing Living and Learning Centers with infected individuals, however there

may be in some circumstances reasonable concern for the health of those with AIDS who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. As long as we have the flexibility to provide private rooms, we may recommend those students with AIDS or AIDS-Related Complex (ARC) be assigned private accommodations in the interest of protecting their health.

7. The guidelines concerning the handling of individual confidential medical information, as with any medical condition, including AIDS are mandated by the law. No person, group, agency, insurer, employer, or institution will be provided any medical information without prior written consent of the patient. Given the possibility of unintended or accidental compromise of the confidentiality of medical information, all specific information regarding the existence of AIDS, will be excluded from the regular medical record and kept in a separate medical file, except in circumstances of medical necessity created by the evaluation of an illness. Prior to setting up a separate medical record, the inclusion of any such information in the file will be discussed with the patient.
8. There are no medical reasons for Shaw University to inform others living in the Living and Learning Center of students who have AIDS. This information will not be shared. Rather, we will assume the responsibility of providing a safe living environment for all students while focusing on educational programming related to this topic.
9. Shaw University strongly encourages regular medical follow-up for those who have AIDS. Special precautions to protect the health of immunological compromised individuals will be considered during periods of prevalence of such contagious diseases as chicken pox and measles.
10. Those who are known to be immunologically compromised will be excused from institutional requirements for certain vaccinations which may lead to serious consequences in those individuals with poorly functioning immune systems.

Campus Resources

The following is a list of persons who can be contacted for confidential disclosure about AIDS:

- Health Center Staff
- Counseling Center Staff

INTRAMURALS

Intramural Sports opportunities are offered to all students with at least a 2.0 GPA. Students are encouraged to participate in Basketball, flag football, soccer, and swimming. State Intramural competitions are held each year and Shaw University can boast championships for several years. Intramurals are under the auspices of Student Affairs and are housed in the Gym.

Intramural Sports Opportunities

Fall Tennis
Soccer
Volleyball
3 on 3 Basketball
Flag Football
Basketball
Softball

JUDICIAL SERVICES

Philosophy Of Student Discipline

Shaw University's judicial system is based upon the concept of developmental discipline. It is not intended to be legalistic and punitive, but rather it is a system based upon reasonable rules and expectations which are reasonably applied in the context of an educational setting.

Judicial Services' approach to student discipline is one of student development emphasizing student rights and responsibility. When a student is charged with a violation he/she has a right to a hearing before a Judicial Committee or they may waive that right and accept responsibility through a Resolution Conference and be sanctioned accordingly. The Judicial Services Office works in conjunction with Campus Security, Academic Affairs, Residence Life, Counseling Center, Health Services and the Office of the Dean of Students to address all instances of student behavior that is reported while utilizing processes that are fair and just in maintaining order and structure conducive to learning on the campus and its' CAPE sites.

Translation: as educators in a college setting it is our mission to teach students that they are responsible for the consequences of their actions. Through the implementation of college discipline it is our goal to help students to become more aware of their behavior, to better understand the impact of that behavior upon themselves and others, and to gain the necessary skills that will lead them to responsible choices in the future. Through this process we try to help students to become more autonomous (self regulating) and more able to make those responses which will contribute to their total growth and development.

Goals Of Discipline

In working with each student our disciplinary interventions are intended to increase a student's:

- Awareness of his/her behavior;
- Awareness of the impact of that behavior upon others;
- Awareness of the impact of that behavior upon him/herself
- Awareness of options and alternative behaviors
- Problem-solving skills
- Sense of responsibility of his/her actions and
- Self concept

JUDICIAL PROCESS

Administration of the Judicial Process

The President has the responsibility for maintaining a campus environment conducive to achieving the University's mission. The responsibility for the actual daily operations of the judicial system rests with the Office of Judicial Services.

The Office of Judicial Services

The Office of Judicial Services is responsible for:

- Working with students to encourage support of and compliance with the Student Code of Conduct
- Providing training to student bodies,
- Investigating and reviewing alleged violations,
- Providing administrative support for all judicial bodies.
- Coordinating the University's Judicial Process.
- Conduct investigations when appropriate
- Referring discipline cases to judicial bodies
- Arranging conferences or hearings with the student involved,
- Adjudicating certain disciplinary referrals,
- Notifying the student of the time and place of the hearing and conference with certain judiciary bodies,
- Hearing appeals
- Informing students of the decision rendered
- Notifying parents and other members of the University community as appropriate regarding the action taken, except in less serious cases where only a sanction of disciplinary warning or reprimand, participation in special workshops, or research assignments are given.

In consultation with the Office of Judicial Services and the Dean of Students, Campus Police and Security receives, investigates, and handles complaints where violations of public law are indicated, and assists as needed.

CAMPUS GOVERNANCE

The Judicial Committee

The Judicial Committee deals with violations of general college regulations, codes of conduct and matters involving the image and integrity of the institution; and may adjudicate appeals. The Judicial Committee is composed of 7 members and alternates as designated:

- | | |
|-------------------------|--|
| 1 Judicial Chairperson | 4 Residence Staff |
| 1 Member of the Faculty | 1 Student and 1 alternate (Recommended by SGA President) |

Only 6 members have voting rights; the Judicial Chairperson does not vote except in a tie vote. The Director of Judicial Services will use alternates to fill vacancies on the Judicial Committee due to impeachment procedures, illness, resignation or other emergencies.

A student may appeal the Judicial Committee's ruling to the Dean of Students. During this period the decision of the committee will abide and take effect unless expressly reprieved or delayed by the Dean of Students.

Jurisdiction in the Residence Hall

Residence hall staff is responsible for governance of student behavior in the residence halls that arise from basic violations of residence hall policies. It is the discretion of the Residence Manager to refer any violation of the Student Standards of Conduct to the Office of Judicial Services.

THE APPEALS PROCESS

Grounds For Appeals

A decision or judgment of the judicial court may be appealed on the following grounds:

1. Prejudicial error was committed during hearing whereby a fair trial was not given.
2. Non-cumulative material and relevant evidence, new and newly discovered, which with reasonable diligence, could not have been produced at the hearing.
3. The decision or judgment is not supported not justified by the evidence.
4. The penalty or sanction imposed was excessive.

Granting or Denying of Appeals

A written request for an appeal must be submitted by the student to the Office of the Judicial Services within forty-eight (48) hours after receiving the disciplinary decision. Should the deadline fall during the weekend, the next business day shall be considered the final day to receive an appeal. The Judicial Committee has the right to deny an appeal if the body decides that an appeal is not warranted. If denied the student may appeal to office of the Dean of Students.

Contents of Appeal Letter

Letters of appeal shall contain a statement or statements of the grounds for the appeal in order to allow the chairperson and the members of the Judicial Committee to make a reasonable judgment on whether to grant the appeal. If an appeal is denied, an appropriate written response will be given to the person making the request.

Action and Appeals

Once an appeal letter has been accepted and the committee reviews the case and evidence, the court may do one of four things:

1. Sustain the findings and penalty
2. Sustain the findings and alter the penalty
3. Reverse the findings and, if necessary, impose a penalty
4. Order a new hearing

Academic Misconduct

Cases involving academic-related misconduct (e.g., class disruption, cheating, and profanity) come under the jurisdiction of the Judicial Committee. The Office for Academic Affairs must file all charges with the Office for Student Affairs.

Suspension is immediate when an action is of an extreme, hostile nature and endangers the welfare of the student body or any member of the University community. Students will be afforded every privilege related to due process in such cases.

All cases considered by the Judicial Committee are confidential and are not open to the public. Members of the Committee shall refrain from discussing cases outside the courtroom; however, proceedings may be recorded for potential use in an appeal hearing. Recordings are not available to the student once he or she has exhausted all appeals.

Disciplinary Sanctions

Disciplinary sanctions may be imposed singularly or in combination for individuals and student organizations and are used to:

1. Educate students about responsible behavior
2. Maintain social order
3. Protect the rights of others

Disciplinary sanctions imposed by the University do not preclude the possibility of separate criminal or civil action, conversely, questionable conduct in the non-university community, may be grounds for University disciplinary action as well.

All equitable circumstances will be considered and sanctions fairly imposed for violations of the Standards of Conduct.

Students found responsible of violations should not expect leniency in application of the sanction for reasons of student classification, the time of semester or term, or any other factor.

Students who do not fulfill disciplinary sanctions by the end of the current semester may be subject to suspension. A social conduct hold may be invoked to prevent registration for the new semester.

Assigning Sanctions

Once it has been determined that a violation has taken place, the Judicial Committee imposes a penalty. For offenses that are considered major infractions and where there is evidence of physical violence toward persons which result in any injury, the severest disciplinary action, expulsion, may be imposed.

Expulsion is not solely reserved for major infractions. Occasionally, where warranted, this penalty may be imposed for offenses that are not explicitly stated herein as major infractions. Circumstances surrounding the student's conduct and the cumulateness of offenses committed by the student may warrant imposing the severest penalty of expulsion. Other sanctions are as follows:

1. **Warning or reprimand:** is a letter of notification for a violation of the University's Code of Conduct and is adjudicated by the Judicial Committee. Warnings or reprimands become a matter of record in the Office for Student Affairs.
2. **Probation:** A letter will notify the student that he/she has lost designated privileges for a definite period of time not to exceed one year. Probation may include loss of such privileges as may be consistent with the offense and the rehabilitation of the student. A student may be placed on probation if involved in any act of misconduct.
3. **Community Service Hours:** The student is notified by letter that he/she will be assigned to work within a campus facility for a specified period of time.
4. **Fines:** The University may impose fines in order to maintain discipline and fairness in the assignment of penalties. The amount stated herein represents the minimum amount. The maximum amount to be imposed by the University shall not exceed \$500.00. Failure to pay an assessed fine will result in a judicial bar hold being placed against the student.
5. **Forfeiture or Suspension of Campus Privileges:** A student will be notified by a letter that certain campus privileges have been withdrawn. The restriction involved will be clearly identified and may include the following: suspension from all organizations (social, athletic, academic, etc.) on campus as a participating member, and suspension from representing the University in any capacity.
6. **Restitution:** A written letter notifying the student that he/she is being charged for the reimbursement for injury to a person or damage or misappropriation of property. This may take the form of service or other compensation.
7. **Suspension from the Residence Halls:** A written letter notifying the student that he/she will not be allowed to reside in any residence hall for a period not to exceed one year. All residence hall and living areas are —off limits‖ to the student for this period of time.
8. **Permanent Suspension from On-Campus Housing:** The student is notified by letter that he/she will not be allowed housing on campus for the duration of his/her matriculation at the University.
9. **Suspension from the University:** A student is terminated from the University for a specified period of time. During the term of the student's suspension, the facilities and

environs of the University are —off limits to him/her.

- 10. Suspension Held in Abeyance:** The student is informed that suspension from the University will be imposed should another violation equal to or greater than the offense in question occur.
- 11. Expulsion:** Expulsion from the University and the student is eligible for readmission. Parents or guardians of the students will receive written notification.

Participation in Special Workshops

Students may be required to assist in developing, coordinating, and evaluating special workshop. The nature of the workshop may/may not be related to the offense, which the student has committed.

Students are required to be prompt and attentive and to present a well-written, typed summary of the workshop to the Judicial Committee within 24 hours of the event. Failure to comply with this sanction will result in temporary suspension from the University.

Writing Assignments

Student may be required to complete a writing assignment, which may/may not have direct correlation to the offense committed. Research assignments must be completed by the deadline specified, must be thorough, comprehensive, typed, and scholarly. The completed project must also conform to other specifications given by the Judicial Committee. Failure to comply with these terms will result in temporary suspension from the University.

Federal Mandated Laws

Laws, mandates and policies are put into place to protect the privacy of students and heighten the awareness of violent crimes on college campuses. Shaw University can not release information pertaining to students without the student's written consent.

Shaw University's Campus Crime Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Campus Police and Security policies and procedures are in compliance with law enforcement regulations established by the State of North Carolina of Criminal Justice Services. The policies and procedures also comply with federal requirements set forth in the Student Right to Know Act and the Campus Security Act that were signed into law in November 1990 (20 U.S.C. Section 1092). Title II of this Act is known as the Crime Awareness and Campus Security Act.

Violent crimes will be prosecuted to the fullest, under state and federal laws for the state of North Carolina.

Rights Of The Accused

At least forty-eight hours prior to the hearing by the Judicial Committee, the student is entitled to the following:

- Pre-hearing conference
- Written notification of the time and place of the hearing
- A written statement of the charges to enable the student prepare a defense
- The names, if known, of witnesses who may testify at the hearing
- The student shall be entitled to appear in person and to present his/her defense to the appropriate judicial court or administrator and may call witnesses in his/her behalf.
- The student shall be entitled to decline to answer questions.
- The student shall be entitled to be accompanied by representative counsel of his/her choice. The representative may be an attorney, a member of the faculty/staff, student body. If the student engages an attorney, written notice must be given to the Dean of Students at least forty-eight hours prior to the hearing. The representative shall be permitted to give advice and otherwise counsel the accused before, during and after the proceedings, but shall not be permitted to actively and personally examine witnesses or argue for the accused.
- The student shall be entitled to an expeditious hearing of his/her case.
- The student shall be notified of his/her right to appeal the decision of the Administrative Judicial Panel or the Administrator's Committee within a period of forty-eight hours. Should the accused appeal, the findings of the Judicial Services Panel will remain in effect unless overruled by a higher body.
- If a student fails to attend the scheduled hearing, he/she can be tried in absentia.

Waiver/Hearing

A student may waive his/her right to a hearing. Such a waiver must be executed by the student in writing and communicated to the Office of Judicial Services and the Office of the Dean of Students. In this case the penalty is imposed by the Dean of Students or Director of Judicial Services and cannot be appealed.

STANDARDS OF CONDUCT VIOLATIONS AND SANCTIONS

The Standards of Conduct applies to all registered students who live on or off campus during the time that they have a student relationship with the University. Disciplinary action under this guideline may be taken against an individual who has been admitted as a student whether or not the individual is registered for classes. Violations which occur off the campus will be treated as if they occurred on campus. **This code may be amended at anytime at the discretion of the University to include violations not listed. A STUDENT OFFENDER MAY BE CHARGED**

BY BOTH THE UNIVERSITY AND A COUNTY OR STATE LAW ENFORCEMENT AGENCY FOR THE SAME OFFENSE.

SANCTIONS LISTED ARE NOT INCLUSIVE OF ALL SANCTIONS THAT CAN BE IMPOSED.

Violations may result in **Dismissal from the University, Expulsion and/or Criminal Charges, Suspension from the University for a term no less than one semester, Fine, Loss of Housing, Counseling and Community Service, Probation or a combination thereof**

- Possession, use or transportation of firearms, weapon on campus in a building, vehicle, book bag, etc, Efforts to conceal, harbor, aid or abet one that possesses a firearm or an attempt to circumvent the investigation of such. Prohibited items shall include, but are not limited to, firearms, crafted weapons (baseball bats, pool cues), bowie knives, switch blade knives, daggers, nun chucks, and metallic knuckles.
- Possession of Explosives or Fireworks, Bomb Threats.
- Receiving, possession, use, sale, or transportation of illegal drugs and/or paraphernalia as defined by the Drug Control Act of the State of North Carolina. Use or possession is prohibited in any building or on any property owned or operated by the University.
- Misrepresentation, Falsification on admission applications, transcripts.
- Hazing – intentional acts toward another student, on or off campus, by a student, organization or any of its members to produce humiliation, physical discomfort, bodily injury, or ridicule is prohibited and will result in loss of organizational privileges and status for no less one semester and up to 5 years.
- Disruptive behavior that interferes or interrupts educational activities or infringes on the rights and privileges of others or interferes with staff or faculty in performing their duties.
- Attempts to defraud or failure to pay a debt which is legally owed to the University.
- Sexual assault, Rape.
- Arson
- Vandalism of University property
- Use or possession of alcoholic beverages on campus or sponsored housing.
- Misdemeanor possession or receipt of stolen goods.
- Sounding a false alarm, tampering with or theft of fire extinguishers and/or alarms (this sanction may also include expulsion for the University).
- Inappropriate or dangerous activities involving fires, open flames, candles, incense, matches or other flammable materials re prohibited in all Residence Halls, or in any buildings owned or operated by the University.

- Blocking or in any way preventing the use of fire exit doors.
- The use of dangerous chemicals or explosive materials such as fireworks, firecrackers, gunpowder.
- Conviction of a felony charge in court.
- Fighting, all parties will be held accountable.
- Physical abuse, any action which physically injures or inflicts physical discomfort on another individual.
- In instances where self-defense is claimed the Judicial Committee will determine if a sanction is warranted.
- Food fights, participants will be subject to expulsion.
- Verbal abuse, the use of obscene language, profanity, derogatory or discriminatory language, which abuses or defames another or graphic pictures on clothing.
- Sexual harassment
- Theft – conversion or obtaining property, money, services, or items of value belonging to the University or member of the University community or a campus visitor.
- Illegal use of computer devices or internet technology.
- Destruction of another’s property (sanction includes payment for restorations of property).
- Bullying, intimidation, corrupting influence, inappropriate behavior, indecent exposure, urinating in public or any other immoral act.
- Cheating on exams, plagiarism, deception, or other forms of academic dishonesty.
- Altering or have in their possession an altered identification card or enter false information on any official University document.
- Lewd, obscene conduct or expression on University property or in University owned or operated buildings.
- Fraternalization – an intimate relationship with faculty/staff of a sexual nature or one that embarrasses or tarnishes the reputation of the University
- Counterfeiting or abetting counterfeiting of US currency or passing worthless checks
- Tampering with or theft of mail
- Sexual acts between consenting persons on University buildings grounds and vehicles parked on property
- Housing of pets other than small bowl fish (not aquariums). Seeing-eye dogs are permitted.

- Dogs, cats, snakes, and other animals are NOT permitted on campus grounds. Animals found unattended or tied to a tree, pole, or other object on campus are subject to impoundment by the Bureau of Animal Control. All fees and costs associated with impoundment will be borne by the owner of the animal.
- Improper use of electrical appliances or wiring, (see page for acceptable appliance equipment). Cooking appliances are not allowed in the residence halls.
- Failure to comply with reasonable instructions of Campus Police and Security, University Administration and staff.
- Failure to show student ID upon request.
- Violation of University curfew policy.
- Gambling on University owned or controlled property.
- Smoking tobacco in any University facility.
- Spitting on the floor, walls, furniture or sidewalk on the University.
- Littering – throwing paper, trash on University grounds.
- Violation of dormitory standards for clean rooms.
- Violation of Dress Code (please refer to the section on Dress Code).
- Removal, exchange, or altering arrangements of any University property without permission from the appropriate authority, (Residence Hall furniture from the lobby to a student's room).
- Disturbing the peace, verbally or with unreasonably loud music on the campus grounds, in the residence halls, classrooms, or automobiles either in motion or stationary
- Reckless Endangerment –any thoughtless action or activity performed that disregards the danger or other possible undesirable outcome.

LIBRARY SERVICES

The James E. Cheek Learning Resources Center

The James E. Cheek Learning Resources Center named in recognition of the seventh president of Shaw University, was dedicated in 1969. The Learning Resources Center (LRC), located on the central campus, serves as Shaw University's main library for undergraduate and graduate research. Other specialized collections supporting academic programs are, the Wiggins Library, which supports the Graduate School of Divinity, and the Curriculum Materials Center (CMC), which supports the Department of Education.

- The Learning Resources Center's collection includes over 130,000 volumes, 700 videos, 127,000 units of serials microfiche, as well as access to over 5,700 full text journals in electronic and hardcopy formats.
- The Wiggins Library has a collection of over 12,000 volumes on religion, ethics, and philosophy. The library subscribes to over 40 hardcopy periodical titles in religion and over 95 electronic full text titles in the Proquest database, as well as, the full range of electronic periodical resources provided through the ATLA database.
- In support of teacher education, the Curriculum Materials Center holdings include over 10,000 volumes of professional, reference, text and general books. The center also has a collection of over 500 non-book materials, and subscribes to over 20 hard copy periodical titles that cannot be obtained electronically.

Access to NetLibrary electronic books is provided through NC LIVE to enhance the libraries at the distance education sites. The library provides its own collection of electronic books in the online catalog to further ensure that distant library users gain access to required readings. Remote login to databases is also provided for access to full text periodical articles.

- The electronic research area of the LRC is equipped with 22 computers for users.
- The Wiggins Library provides 4 computers including one, which caters to the visual or hearing impaired user.
- The CMC provides 8 computers and 2 scanners for users.
- Reference and Information Services department located on the second floor of the LRC, is responsible for assisting the university community with accessing information needs both electronically and in print. Materials in this collection are non-circulating but a copy machine is provided for duplicating, at a minimal fee. This unit also provides Bibliographic Instructions for classes in all disciplines.
- Information Services work in conjunction with the Interlibrary Loan unit to locate materials wherever they exist, as well as, refer users to the resources in the libraries of the Cooperating Raleigh Colleges (CRC)
- John W. Fleming African American Collection is the special collection of the Shaw University Libraries by and about African Americans. This collection consists of over 10,000 volumes in all disciplines, and includes encyclopedias, biographies, and bibliographies.
- The Public Services/Media department of the library caters to the borrowing and lending needs of users. This department is responsible for transactions involving the general book collection, reserved instructional materials, non-book resources such as videos, audio, etc., and media equipment. It is also responsible for giving training and support in the use of media equipment.
- The University Archives, a division of the Library located on the first floor of LRC is the depository for records having research or historical value and includes records transferred to its custody. The University Archives also includes rare books, manuscripts, documents of members of the academic and administrative staffs and records of faculty and student organizations that may be given to the University for preservation and use.

PLAGIARISM

Plagiarism is:

- Presenting someone else's idea but not giving credit for it (thereby implying the idea is yours).
- Presenting any work which was done by someone else (including another student) and claiming it as your own work. Examples: Lab reports and computer assignments. **Plagiarism is prohibited (see Policy, appendix c)**

POST OFFICE

The University Post Office, located on the lower level of the Willie E. Gary Student Center, provides limited postal service and postal boxes for students. Students are responsible for obtaining a University mailbox to receive mail. Students may pick up mail, purchase stamps, mail letters and packages, and receive other window services from 11:00AM to 4:30PM, Monday through Friday. There is no mail service available on Saturday, Sunday or during holidays. The University is not responsible for undeliverable mail or correspondence resulting from the student's failure to report a change in name or address. Inappropriate use of the US Postal Service may result in legal action from the Federal Government (see code of conduct violations).

REGISTRAR

Buckley Amendment

The University policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Personally identifiable information contained in student educational records will not be disclosed to persons outside the University without the prior consent of the student. Under this policy, the student also has the right of access to student educational records maintained by the University or any department within the University. A copy of the University policy dealing with the privacy of student educational records is maintained in the Office of Records and Registration.

Registration

Students are required to be officially registered each semester and summer session in order to get credit for course(s) taken. Students must complete each prescribed step, including making satisfactory arrangements for payment of fees.

Change in Registration

All changes to a student's registration must have official approval from the Director of Records and Registration and the student's advisor. Changes in registration can normally occur during the prescribed dates shown in the academic calendar. Exceptions must receive special permission from the Vice President for Academic Affairs or the Graduate School Dean(s). Students are required to complete registration for the ensuing semester with their academic

advisors. Students who do not complete registration by the deadline are fined a late Registration fee. The intent is to ensure that students receive good academic advisement, take courses in the correct sequence, and maintain realistic course loads.

Inter-institutional Registration

The department chair or faculty and the Vice President for Academic Affairs must approve inter-institutional registration between Cooperating Raleigh Colleges (CRC). Credit for a course taken at other CRC institutions is processed and posted for Shaw University students in the same manner as courses taken at the University.

State Residency

Many factors are taken into consideration when determining whether a student should be classified as a resident or non-resident of North Carolina. Students who have questions regarding state residency status should contact the Office of Records and Registration.

Full-Time Enrollment

- A minimum of twelve (12) credit hours for Fall and Spring semester.
- A minimum of nine (9) credit hours for the Summer
- Undergraduate students enrolled for fewer than 12 hours is considered part-time and cannot live in University housing except by special waiver of the Office for Student Affairs.
- A minimum of nine (9) credit hours for Graduate students.
- Students that carry an overload of 18 hours or more must secure approval from the Division Chair and Vice President for Academic Affairs.
- Students in the graduate program must secure approval from the Dean of the Divinity School and Department of Education to carry additional hours.

Grades

The Office of Records and Registration is responsible for processing grade rosters each semester. Grades can be accessed on-line or obtained in the Registrars Office.

Academic Honors

Shaw University recognizes and applauds outstanding academic performance. Traditional awards and honors for students who excel scholastically include:

- Dean's List
- Presidential Scholars
- Awards Day, which recognition through the National Dean's List
- Who's Who Among Students in American Universities and Colleges

Shaw University awards the Associate of Arts degree, the Bachelor of Arts degree and the Bachelor of Science degree. Candidates for the Associate of Arts degree must satisfactorily

complete a minimum of 60 academic credits, which must include certain required courses from the University Core, Department Core and the student's major area(s).

The Department of Religion and Philosophy affords students who were previously enrolled in continuing education courses through the Shaw Divinity School to matriculate as undergraduate students provided they have a high school diploma or the GED. These students may earn the appropriate Bachelor's degree. Upon graduation with a Bachelor's degree, these students may choose to pursue the Master of Divinity degree (see the graduate catalog for specific details). Candidates for the bachelor's degree must satisfactorily complete a minimum of 120 academic credits, which must include all required courses of the University Core, Department Core and the student's major area(s). Also, candidates for the bachelor's degree must successfully complete competency examinations in English and Mathematics. A minimum cumulative grade point average (GPA), of 2.00 (or —CI) must be met by each candidate for the associate and/or baccalaureate degree(s).

The student should file the required Application for Graduation with his/her academic advisor(s) during the semester prior to the semester of graduation. Deadlines are published in the Academic Calendar.

Each candidate is required to satisfactorily complete the final 30 semester hours, in residence at Shaw University, as an officially enrolled matriculant for the associate of arts or baccalaureate degree(s). Also they must successfully complete all required examinations, projects and assignments.

Students may set their own timetable for graduation by progressing at different paces. It is possible for a student to meet the requirements of a chosen major and accumulate the required credit hours and grade point average in less than four years, resulting in early graduation; or a student may take five or more years, resulting in late graduation.

Graduation With Honors

Candidates for the Associate of Arts degree who have earned a cumulative grade point average of 3.50-4.00 will graduate with high honors. These candidates will not wear honor cords, but their diplomas may list their specific honors. Bachelor's degrees with Latin honors are awarded to students who have earned 50 or more semester hours in residence at Shaw University, in accordance with the following scale:

3.75 - 4.00 summa cum laude

3.50 - 3.74 magna cum laude

3.25 - 3.49 cum laude

All hours attempted at Shaw University are included in the grade point computation for honors.

RESIDENCE LIFE

RESIDENCE LIFE is committed to providing for its' students a safe, clean, and comfortable living-learning environment with the opportunity for communal study, shared responsibility, cooperative and congenial living, self management and group cohesiveness. To be effective, residents must treat each other with mutual respect, support, trust and interdependence, recognizing the strengths and limitations of others.

Resident Responsibilities

Shaw University recognizes the educational and social benefit derived from group living situations. It is important for you, the student to understand your rights as a student and your responsibility to others. It is your responsibility to follow the guidelines created to ensure that you the student have a living environment that complements the educational mission of the University, assisting you to pursue an education. As a member of the residential community you are expected to:

- Understand and comply with all rules, regulations and policies governing living in the Living and Learning Centers;
- Act in a manner that demonstrates respect and consideration of fellow students and staff;
- Be aware of all rules, regulations, policies and procedures stated in this handbook, housing contract and Student Handbook.

Housing Contract

The Housing Contract is binding for the entire academic year. Freshmen and sophomores are required to live and eat on campus unless they:

- Live with a parent or legal guardian within a 50 mile radius
- Are 21 years of age
- Are veterans with 180 or more consecutive days of military service
- Married or responsible for dependent individual(s)

Requests to live off campus must be made in writing to the Office of Residence Life for all Freshmen and Sophomores.

The four (4) Living and Learning Centers available to full-time students (12 or more credit hours academic year, 6 credit hours summer session) are:

- Dimple Newsome Hall – Main Campus houses female underclassmen
- Fleming/Kee Residence Hall – Main Campus houses male underclassmen
- Talbert O. Shaw Living/Learning Center Men's Hall - Northeast campus houses male upperclassmen
- Talbert O. Shaw Living/Learning Center Women's Hall – Northeast campus houses female upperclassmen

*Housing for honor students is located in the TOS Living and Learning Center-Women's.

Residence Hall Staff

The Residence Hall staff consists of staff and students who assist the residents with personal, social and academic development; they also help interpret University and Residence Hall regulations and procedures. The staff consists of:

- A Residence Supervisor who is responsible for the daily operation of the Residence Hall.
- Residence Counselors, who assist with daily operation and provide programming.
- Resident Advisors (RAs), who assist with all functions of the Residence Hall and are selected on the basis of leadership, maturity, experience, scholastics and have a desire to help students realize and attain their full potential.

Student ID Process

Students are issued an identification card upon completion of registration. These cards remain the property of the University. Students are required to carry identification cards at all times and be prepared to present them to faculty, staff, security, or administration upon request. Lost or stolen identification cards must be reported to the Office of Student Services. A \$10.00 fee will be charged for a first time replacement and \$50.00 thereafter for lost identification cards.

Communication

The Living and Learning Centers utilizes Shaw University phone/voicemail, mailbox and internet service systems as its primary source for communicating relevant and important information to its residents. Upon checking into a residence hall room, students are assigned a phone number with voicemail. It is the students' responsibility to set up this account as well as their SHAWBEARS.com e-mail account assigned to them by the University and to check them on a regular basis. Residents will be held accountable for all information communicated from the university to these systems. Please note: failure to attain a mailbox, properly set up voice-mail and University email accounts, and check them on a regular basis, does not absolve the resident from adhering to the information that is communicated by these systems.

Housing Assignments

New and Transfer students must submit a housing reservation form as part of the admissions process. Reservation forms are available online at www.shawu.edu (see Residence Life). Returning students must submit a housing reservation form by June 1st for the following year. It is the responsibility of the student to inform the Office of Residence Life of a change in status prior to moving off campus. If a student changes their status before the first day of classes they will be charged an administrative fee and/or daily charges whichever is greater otherwise there is no refund for housing charges unless they have withdrawn from school.

Change of Residency Status

A student must complete change of residency status form if they choose to move on campus from

off campus or vice versa. The form can be acquired in the Office of Residence Life. The Director of Residence Life must approve all changes room and board charges will be prorated for the amount of time on-campus. The student ID card must reflect the change.

Room Charges

Room charges are included in the total tuition as room and board and can be found on the University Fee Sheet. Charges are standard for all Living and Learning Centers but are subject to change. Students requiring a private room if approved will be charged the additional cost of the room fee as stated on the Fee Sheet.

Room Assignments/Roommate Requests

The University reserves the right to assign rooms as appropriate and in the interest of safety and security for all students. Room assignments guarantee the student assignment to University housing; however it does not guarantee a specific space, room assignment or roommate(s). Students may indicate a preference for a roommate(s). In order for roommate requests to be considered, it must be a mutual, written request and must be received from both parties. The University reserves the right to assign and reassign residence hall rooms, and may at its sole discretion terminate any residence hall room assignment. Students living in a multiple occupancy room must accommodate a new roommate assigned if the room drops below capacity.

Room Changes

In order to make administrative adjustments where necessary, there will be a 20-day room freeze at the beginning and end of each semester. New requests for roommate changes will not be processed during this time. Room changes due to roommate conflicts will not be permitted until after the students have attempted to reach an agreement through mediation with a Resident Advisor or Residence Life designee. Unauthorized room changes may result in administrative fines and/or referral to Judicial Affairs and/or other appropriate administrative action. Students may be administratively removed from their assigned residence hall if they demonstrate an inability to function in the group living environment. Any student making a room or roommate change, without prior approval from the Residence Supervisor, may be placed back in his/her previous assignment and may be subject to judicial action, including a \$100.00 processing fee for moving without staff approval. The University makes room assignments without regard to age, color, creed, disability, marital status, national origin, race, and sexual orientation. Room assignments can be made to accommodate the preference of having a smoker or non-smoker which may affect compatibility as noted on the Housing Reservation Form. Please Note: Shaw University Living and Learning Centers are smoke-free buildings; those students who smoke are required to smoke outside in the designated smoking areas away from the Living and Learning Centers.

Consolidations

If vacancies exist in a residence hall room to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Residence Hall staff may assign, re-assign and adjust the occupancy of rooms at any time. The University consolidation

policy serves to better meet the demand of students, decrease the number of room changes, open space for housing special groups during the year, and ensure maximum occupancy and efficiency of all residence hall room spaces. The Residence Hall staff will determine who has a space in their room. In the case where two residents have vacancies in their respective rooms and wish to voluntarily consolidate together, the Residence Hall staff will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident's room.

Roommate Conflicts

Students experiencing roommate conflicts must work with the residence life hall staff to arrive at some agreeable solution. Before a room change will be granted, the roommates must attempt a resolution by taking the following steps:

1. Meet with their Resident Advisor.
2. Set up a meeting with the Residence Counselor and develop a roommate contract to abide by.
3. Meet with their Residence Director and show proof of attending a meeting with the Counselor.
4. If a student is not satisfied with the solution, the next step is to have group mediation. If, in the judgment of Director/staff, roommates should not remain together, an —as neededll room change will be provided. If one of the students involved does not volunteer to move, both students may be required to move to other available rooms or spaces.

Check-in/Checkout

Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Students are responsible for completing, and returning to the Residence Hall staff: a key form, housing contract and data sheet upon check-in. The same forms are to be signed and keys returned upon check-out.

Improper Check-Out

Failure to properly check out will result in a fee of \$50.00 as well as a \$110.00 fee to replace the core of the door lock should the key not be returned. The Office of Residence Life will bill the student's account to collect fees. A student who is dismissed or who voluntarily withdraws from the College has 24 hours in which to vacate the residence hall.

Break Housing

Shaw University requires all students to vacate the Living and Learning Centers during semester break, spring break, and Christmas break, when the Living and Learning Centers are officially closed. All students must have permission from the Office of Residence Life in order to be in the residence hall during closed periods and will be assessed a charge at a cost above and beyond the room fee as this period is not included in the room and board fee. This charge must be paid at the time of registration for said housing. Exceptions to this policy will be made for in-season

athletes, at the request of the Athletic Director, and for other students participating in student-teaching, internships or other official University business.

Room Keys and Lockout Service

Residents will be issued a key for their use only. Keys may not be shared or loaned to other students. Students are required to carry a room key at all times. There is a \$2.00 charge to students locked out of their rooms. Students who are locked out of their rooms may sign out a spare key with a VALID Shaw University ID. The spare key must be returned to the residence staff immediately after use. Students without a valid ID may be accompanied to their room by the residence staff person on duty if feasible. If a room key is lost the student will be charged the complete cost of a lock change. A spare key (\$2.00) may be issued until a lock change can be facilitated.

Room Privacy

While respecting privacy, the University and its agents unconditionally reserve the right to enter and/or inspect, exterminate, perform repairs, improvements or the like to rooms at any time. These times may include but are not limited to:

- A request by the occupant
- Belief that a violation of University policy has occurred
- Search during emergency evacuation
- Belief that safety and/or well-being of the occupant are in question.

About Off Campus Living

Although Shaw University does not sponsor off-campus housing, upperclassmen (or freshman or sophomores who meet specific criteria) who choose to live off campus must declare their status during the registration process. Students may not have dual status and must declare either on or off campus. Failure to declare a status may result in room and board charges being assessed to the student's account.

Personal Property Insurance

The University is not responsible for the loss of, damage to or theft of students' personal property in residence hall rooms whether by fire, theft, or otherwise for the direct or consequential damages arising from interruption of any utility service provided by the University. Many family homeowners' insurance policies provide coverage for the students' property while at school. Residents may wish to purchase personal property insurance if they are not covered under a homeowners' policy.

Theft

Students are not allowed to take/use cell phones, video games, DVDs, clothes, credit cards or any other item that may belong to their roommates or hall mates. Individuals who do so may be suspended from school or be subject to other disciplinary actions.

Electrical Appliances and Extension Cords

The use of extension cords and unauthorized electrical appliances is prohibited. Only surge protected power strips may be used to connect appliances to electrical outlets. The University assumes no responsibility for damage to personal property. Use of extension cords and/or unauthorized appliances may result in confiscation and a fine may be assessed.

Telephone Service, Cable Lines, Computer Lines

All students who reside on campus are provided telephone, voicemail, internet service and cable TV at a reasonable cost which is included in tuition/fees. The University does not provide the actual instruments for service therefore students should bring the following items for use in their room:

- A personal telephone
- A 75-ohm coaxial cable wire
- A cable splitter
- A personal computer or laptop
- An Ethernet cable

For technical support, repairs to phone line, voicemail, or assistance with computer set-up, please call the Help Desk at 919-546-8587.

Laundry

Coin-operated washers and dryers are located in the Dimple-Newsome Women's Residence Hall on the main campus and are available to male students daily from 12:00 PM - 11:00 PM. Laundry facilities are also available in the TOSLLC Men's and Women's Living and Learning Centers on the Northeast sector of the campus. The University assumes no liability for lost, stolen, or damaged items.

Housekeeping

The housekeeping staff is only responsible for the restroom and common areas in the Living and Learning Centers. Students are required to remove all personal items from the restrooms and dispose of their trash properly. Students are responsible for the cleanliness of their own rooms and expected to maintain a minimal level of neatness at all times.

Damage/Community Damage

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residence hall. Residents may be charged for repair or replacement costs due to the removal of or destruction of property in their residence hall room/suite. Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred as a result of the actions of a guest. The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal wear and tear will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residence hall room will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Any appeals to damage bills must be in writing to the Office of Residence Life within 2 weeks for consideration. Community damage

charges are not subject to appeal. (Accidental) – A student may not be assessed a fine for damage if (1) he/she notifies a staff member immediately and (2) he/she accepts responsibility for the cost of the repair. (Student Room) – Occupants of a room will be held responsible for damage to their room. When two or more students occupy the same room and individual responsibility for damages to the room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room.

Energy Conservation

To reduce energy consumption, the University has initiated several energy conservation measures. University students and personnel are urged to turn off lights when not in use. In buildings that are centrally cooled and heated temperature is controlled by computer and requires that windows stay closed at all times. Any problems with heat or air should be reported to building management to be reported to physical plant for attention.

Visitation Policy

Visitation in the Living and Learning Centers is a privilege, not a right. The University may cancel this privilege at any time if warranted. Students may participate in general and overnight guest visitation as outlined below. CO-ED-(CROSS-GENDER) visitation is permitted only on the TOSLLC Campus. Students are responsible for the behavior of their guest during their visit. Visitation will be cancelled during required University activities. Students found in violation of this policy are subject to loss of housing.

General Visitation

- Monday-Sunday 12 noon-11:00 p.m.
- Opposite sex visitation, first floor lobby area only. Coed Visitation when approved is restricted to TOS Men and Women's Living and Learning Centers only.
- Picture ID is required from all visitors
- Visitors must sign log book upon entering Living and Learning Centers
- Children under 12 years old are not allowed to visit in student rooms
- Babysitting is not allowed
- Hair dressing and other forms of grooming is not allowed in lobby areas

Overnight Visitation

- Request must be made 48 hours prior to the overnight stay
- Request must be approved by the Residence Hall staff and roommate
- Guest must provide picture ID
- Guest must sign in with Residence Hall staff upon arrival
- Guest must sign out upon departure
- Guest of opposite sex may not stay overnight

Coed Visitation Eligibility

Coed visitation is a privilege granted to the residents of **TOS Men and Women Living and Learning Centers** and does not include overnight stays. **Freshmen and sophomore students are not eligible to participate in coed visitation.** Students who reside in these facilities are required to have attained a minimum of sixty (60) credit hours. All other assignments have been made based on approved, administrative decisions. Any student **not fiscally cleared or on social probation cannot participate.** Visitation may take place in a student room or in the common lobby area of the living floors.

Right Not To Participate In Coed Visitation

Any student has the right to NOT participate in co-ed visitation. Any person making such a request must do so in writing in the Office of Residence Life and, that room cannot be used for visitation. However, the person sharing the room may have visitation in the lobby area of their floor or the front lobby of the building.

TOS CAMPUS CO-ED VISITATION SCHEDULE COED VISITATION 5:00PM – 11PM DAILY (No overnight stays permitted by the opposite sex)

Coed Visitation Guidelines

1. All visitors must use the front entrance only and check in with the residence staff on duty.
2. Visitors must sign in and leave their student ID card at the reception desk with the staff member on duty. (Non-students will leave a driver's license or another acceptable form of picture identification).
3. Host student must sign visitor in and accompany them from the reception area to the intended point of visitation.
4. The host may entertain only one guest at a time.
5. The host student must accompany visitor to check out at the end of visitation.
6. Visitors may not enter the private quarters of the residence hall without clearance from the Residence Hall staff.
7. Visitors are restricted to the room listed on the visitor's sign-in log.
8. Visitors must be escorted to the first floor lobby restrooms by the host student.
9. Sexual activity of any nature is prohibited at all times on any property owned or operated by Shaw University.
10. Public display of affection policy will be enforced.
11. Students are responsible for the actions of their visitors. University Code of Conduct rules apply at all times. Flagrant violations of visitation guidelines could result in the cancellation of visitation privileges, cancellation of the resident's housing contract, and/or other disciplinary sanction.

COED VISITATION HOURS ARE AUTOMATICALLY CANCELLED ON EVENINGS WHEN THERE ARE UNIVERSITY-WIDE ACTIVITIES THAT STUDENTS ARE REQUIRED TO ATTEND OR OTHER TIMES WHEN DEEMED NECESSARY.

Curfew

Curfew is observed in the Main Campus Living and Learning Centers. The doors to the buildings are secured and campus grounds are vacated. During curfew there is no loitering on the —Quadr or first floor lobby areas of the Living and Learning Centers. Students who repeatedly violate curfew can incur fines up to \$100.00. Excessive violations (up to eight) may result in loss of housing. Curfew applies as follows:

Fleming-Kee/Dimple Newsome

Sunday – Thursday 12:30 a.m.

Friday – Saturday 2:30 a.m.

Work Permits

A work permit may be required for any student who works beyond curfew. The student must present written documentation from his/her employer to the Office of Residence Life stating the scheduled work hours beyond curfew for approval before the permit is issued.

Campus Leave Policy

Students who leave campus overnight are required to sign the Residence Destination Log Book, which is located at the front desk at each Residence Hall. This policy is for the mutual protection of the student and the University.

Automobiles and Campus Parking

Freshmen are not permitted to have cars on campus without permission. All other students must purchase a decal and register their cars with Campus Police and Security. Only residents with valid —on-campus parking decals will be permitted to park in the parking areas adjacent to the Living and Learning Centers.

Living and Learning Center Vacation Closings

Consistent with the academic calendar all Living and Learning Centers will close for Christmas and Spring Break. This period is not covered by room and board. Freshmen, sophomores and juniors must vacate the Living and Learning Centers within 24 hours of their last exam. All students must make travel arrangements according to these closing dates. Living and Learning Centers close at 5:00pm the Saturday following the end of semester final examination period in December, May, and the summer session(s). Graduating seniors must vacate the Living and Learning Centers by 5:00 on the Sunday following graduation.

During Christmas and Spring Break the Living and Learning Centers close; however, students may request and sign an agreement to leave their property in their rooms, at their own risk. (This policy is subject to change) If the student does not return to school within seventy-two hours after classes begin, this property will be forfeited to the University. The University assumes no

responsibility for lost, stolen or damaged property. Students are encouraged to purchase Personal Property and Fire Insurance.

Name and Address Changes

Students are responsible for notifying the University Registrar's Office of changes to address and legal name changes. On-campus students are expected to keep updated Student Data Forms on file in the Residence Halls.

Residences Safety Policies and Regulations

1. All students desiring to live on campus must complete the required housing reservation forms and submit the required \$100.00 non-refundable reservation fee. New freshmen receive priority consideration for on campus housing. Returning students must submit housing reservation forms prior to July 1 for the upcoming semester to be considered for on campus housing. The University reserves the right to deny on campus housing if deemed necessary.
2. All resident students must sign a "Housing Contract" before occupying a room owned or operated by the University. This contract is binding and spells out the terms and conditions of occupancy. By signing the contract, students agree to the terms and conditions and any implied regulations. Persons found residing in the Living and Learning Centers who are not Shaw students may be arrested for trespassing. Off-campus students who are found residing in Living and Learning Centers will be assessed the cost of the period of occupancy and may be subject to University sanctions.
3. Where possible, roommate requests are honored by the Residence Supervisors, in keeping with the established procedures and the overall residence plan. Such requests must be made in writing and can be honored only at the beginning of the academic year. The Residence Supervisor must approve any adjustment or change in room assignment.
4. **Keys are the property of the university and are not to be duplicated.** Lost keys are to be reported to the Residence Staff. The loss of keys or failure to return keys requires a complete lock change, the cost of which will be charged to the student involved. Students who leave the institution and fail to return room keys will not only be assessed the cost of the lock change, but may be denied "on campus" housing in the future.
5. Furniture must not be removed from any area of the Residence Hall without the permission of the Residence Staff. Room furniture, if moved must be put back in original place before checking out of the residence hall.
6. The occupants of each room are responsible for the appearance of the room. Students are required to keep their rooms clean and orderly, and are responsible for the conduct of their guests while they visit. The following codes must be adhered to in the maintenance of rooms:
 - A. Nails, tacks, and screws must not be driven into the walls, doors, windows, or furniture.
 - B. Smoking or evidence of smoking is not allowed in any Residence Hall. Students

will be fined and may be sanctioned up to loss of housing

C. Candles, incense, oil lamps or any other item requiring open flame, (lit with a match) is strictly prohibited in the residence hall.

D. Clothing and other items such as flags, blankets, pictures and the like are not to be hung on curtain rods, taped or displayed on windows or ledges in any way to attract undue attention.

E. Food must be kept in containers. Unprotected food items attract rodents and insects.

F. Cooking appliances are strictly prohibited. This includes grills, toasters, ovens, hot plates, crock pots, electric frying pans, deep fryers, microwave ovens, blenders, and the like. Students found in possession of these or other appliances will be subjected to a \$100.00 charge and have the item(s) confiscated.

G. Extension cords are prohibited. Only surge-protected power strip are permitted. Use of extension cords may result in a \$100.00 fine and confiscation.

H. Only auto-shut-off irons are permitted. Use of non-auto-shutoff irons may result in fine and/or confiscation.

I. All rooms are centrally cooled and heated. Students should keep their windows closed. Failure to do so subjects each room occupant to a \$25.00 fine

J. PETS ARE NOT ALLOWED IN THE LIVING AND LEARNING CENTERS.

7. Room inspection will be conducted on a regular basis as determined by the Residence Staff. Official room inspection does not require that the occupants be present. The University reserves the right to inspect any room or any other portion of its premises at any time.
8. Trash from a student's room must be dumped in the designated trash cans located in common area lobbies. No trash should be dumped in bathroom trashcans. Cardboard boxes should be broken down and disposed of outside in the dumpster. TVs, radios and other type items must be disposed of in outside dumpsters. Items left in rooms for disposal after vacating a room will result in a \$50.00 charge which will be assessed to the responsible student and must be paid before receiving future housing.
9. "Quiet Hours" are 11:00 p.m.-10:00a.m. in the Living and Learning Centers. The —quiet hours policy guarantees individuals freedom from noise particularly during the late night and sleeping hours. Arts practice is prohibited at all times in the Living and Learning Centers (i.e. practicing instruments, vocalizing, dancing, group exercising, stepping, cheerleading, etc.). Students who disregard this rule will be given a warning in the first instance. Persistent disregard will result in more severe sanctions, including possible loss of housing.
10. To maintain a safe, comfortable and quiet environment, playing sports, cheerleading or practicing musical instruments in the hallways and lobbies is not allowed.

Fire Safety Policies and Drills

Every student is expected to participate in fire drills and mandatory emergency evacuation drills. Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order from the state Fire Marshal. Lack of cooperation constitutes grounds for denial of campus housing. Evacuation procedures and routes are posted on each floor by all exits in the Living and Learning Centers. Failure to evacuate a building or to comply with instructions during a fire/fire drill evacuation, sending false fire alarms or tampering with fire safety equipment or systems is a violation of state statutes and punishable by law and will result in disciplinary action. Incense, candles, and items requiring open flame for operation are PROHIBITED in Living and Learning Centers.

Prevention

Shaw University students are required to abide by regulations prescribed by the state Fire Marshall, Shaw University Campus Police, and Physical Plant Office. Disciplinary measures will be administered against any student who violates these regulations.

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false alarm will be referred to the Associate Vice President for Student Affairs for appropriate judicial action.
2. University housing foyers, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles, and storage containers. No item may be placed in such a way that emergency evacuation of the building is impeded.
3. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped or blocked open at any time.
4. Christmas trees must not be placed indoor any longer than 14 days prior to the end of the Fall Semester. All trees must be removed from the Living and Learning Centers before occupants vacate at the end of the Fall Semester. All trees shall be made of or treated with flame retardant material and maintained flame resistant regardless to height.
5. No flammable liquids are permitted inside University buildings, in personal vehicles on the campus, or in University vehicles.
6. Candles incense, or open-flame devices are not permitted inside University buildings.

Setting Fires

Because of the threat of safety and damage to property, setting fires for any reason is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

False Alarms

False Alarms are a violation of fire and safety codes. Any student caught tampering with fire safety equipment will receive disciplinary sanction, be fined in accordance with the Fire Department a \$500.00 charge and be recommended for loss of housing.

Security in Living and Learning Centers

All doors in the Living and Learning Centers are equipped with alarm systems for the safety and security of the occupants. Students are required to use the front door at all times. Any student who places the lives or safety of others in jeopardy by admitting unauthorized persons through the exit, or by manipulating doors so that such persons may gain entrance will be dismissed from the University.

1. Visitors at Living and Learning Centers must enter and exit by the main entrance to the hall.
2. Residents who leave by the locked security doors are responsible for making certain that the doors is in a locked position.
3. Propping doors open for any reason will result in disciplinary action.
4. Residents are urged to lock room windows and doors during periods of absence and at night.
5. Windows in air-conditioned buildings should remain closed at all times.
6. All repairs should be reported to the University Department of Campus Police and the Office of Residence Life.
7. For personal safety, windows on ground floors that may be accessible should be kept locked at all times.

Any student who observes a potentially dangerous situation or has been the victim of a crime should report this circumstance immediately to Campus Police and Security. The role and assistance of students in their own safety both inside and outside University buildings is an integral part of maintaining a safe campus.

Roof Access

Access to the roofs to the Living and Learning Centers and all other buildings under the University's auspices is prohibited at all times.

Personal Property Security

Students should refrain from bringing items of considerable value to the Living and Learning Centers. They are encouraged to purchase Personal Property and Fire Insurance. The best security system is one in which every member of the community is alert. Remember to:

- Lock your Residence Hall door and window and take your key with you
- Do not go anywhere alone at night
- Report all suspicious persons or activities to Campus Police and Security, your Resident Advisor, Residence Counselor, or your Residence Supervisor.
- Never leave your possessions, including your books, unattended.
- Engrave all valuables with a personal identification number in a conspicuous place.

The University cannot assume responsibility for your personal property and will not reimburse students or parents for losses. Consult your parents' Homeowners policy or your student Property policy if applied for to file a claim.

Abandoned Property

The University assumes no responsibility for property left in Residence Hall rooms by students departing the campus at the end of or during the course of a semester or summer session. Students are required to remove all property and turn in his/her keys at the time of checkout. Property left in rooms after that time will be considered abandoned and items will be discarded. It is the responsibility of the student to inform the Residence Staff of forgotten items that may be left in rooms to arrange to pick those items up, within seventy-two hours of school closing or departure from campus, otherwise those items will be discarded.

STUDENT ACTIVITIES

The **Student Activities Department** is responsible for annually registering all student organizations, confirming advisers, reviewing and recommending policies that govern student organizations and providing assistance to organizations in sponsoring activities. Hundreds of opportunities exist at Shaw University for student involvement. Student organizations, programs, intramurals, intercollegiate activities, clubs, lecture series, and Living and Learning Center programs are just some of the many ways students may —connect with the University.

Why Get Involved?

The college experience is more satisfying and rewarding when students are able to pursue individual interests as well as demonstrate his or her talents and skills. While participation in extracurricular activities may challenge the student's already limited schedule, combining academics and other interests, enables the student to become more disciplined in time management. Participation in extracurricular activities also helps students develop and cultivate lifelong leadership skills.

How To Get Involved

Students who wish to participate in activities, join an organization, pursue special interests, or assist in the planning of campus events should contact the Director of Student Activities or an officer or advisor of the respective organization. The Student Activities Department is located on the lower level of the Willie E. Gary Student Center.

Planning Student Activities and Events

The Coordinator of Student Activities is responsible for helping to plan and coordinate the University's activities program. The Student Government Association has as a major interest in the provision of campus wide activities and events through both direct sponsorship and allocations to other organizations. SGA has a specific responsibility to work closely with the Coordinator of Student Activities.

Meeting Rooms and Facilities

To serve students and promote student involvement, the University maintains facilities, which may be used to conduct the business of chartered organizations. Those areas are:

The Willie E. Gary Student Center

Lobby	ISHCR Auditorium
2nd floor Classroom	The Ballroom
The Bears' Den	Living and Learning Centers
Spaulding Gymnasium	Leonard Lecture Hall

Educational functions and activities shall not be hindered or disrupted by persons or organizations that have no legitimate reason for being on campus. University facilities are to be used in accordance with established rules and regulations governing their use. Students are responsible for the behavior of their guests on campus and are urged to use discretion and sound judgment when inviting persons to the campus. Student organizations must plan all events through the Coordinator of Student Activities. If the organization fails to do so, the event will be cancelled.

Reserving University Facilities and Space

Student organizations requesting use of campus facilities must obtain the approval of the Coordinator of Student Activities. They are also expected to comply with all of the following regulations:

- Reservations for meeting space must be made at least fourteen (14) days in advance prior to the time facilities are to be used.
- Cancellation of meeting space must be made to the Director of Student Activities at least seventy-two (72) hours in advance.
- Individuals and organizations are responsible for making arrangements for any necessary food service by contacting the Director of Dining Services.
- Posters, decorations and/or displays, are not to be attached to the walls of meeting rooms or other facilities without permission from the Coordinator of Student Activities.
- Conference rooms are available Monday through Saturday from 9:00 A.M. until 10:30 P.M. The Coordinator of Student Activities must grant requests for other times.
- Request for meeting rooms, displays and special arrangements must be made by first obtaining the appropriate forms from the Coordinator of Student Activities prior to securing a facility for the event.
- Chartered organizations assigned the use of facilities are responsible for leaving the facilities in a clean and orderly condition and for the return of any special equipment. A fee will be charge of \$50 and the organization may be immediately suspended for failure to comply with this regulation.
- The Coordinator of Student Activities reserves the right to cancel any reservation where the proposed activity conflicts with the policies, rules, and regulations of the University.

- Organizations that consistently cancel reserved space or do not cancel reserved space in advance will lose their privileges to use University facilities for a stated period of time by the Coordinator of Student Activities.
- Reservations for use of the bulletin boards located in the Student Center should be made with the Coordinator of Student Activities, in writing, fourteen (14) working days in advance. Reservations will be on first come, first served basis.

Student Government Association

The Shaw University Student Government Association is a student run governing body that performs as a conduit for student issues and activities. The SGA is the student leadership body of the University. The SGA is comprised of the following officers:

President	Vice President for Internal Affairs
Vice President for External Affairs	Business Manager
Executive Administrative Assistant	Class Officers
Class Queens	Miss Shaw University

All officers must meet criteria for running for office, complete an application, and are then voted on by the entire student body. The President of the SGA is a member of the Board of Trustees of Shaw University and represents the Student Body on that Board.

Student Organizations

Among the registered service organizations at Shaw University are:

NAACP
 The Oasis Bible Study
 Student Government Association
 El Shaddai Praise Dance - n- Mine Ministry
 Groove Phi Groove
 Pure Elegance
 Masons
 Vinarkj Productions

Junior Class
 Order of Eastern Star
 Senior Class
 International Student Association
 Freshman Class
 Pre-Alumni Council
 Sophomore Class
 Campus Activities Board

Fraternities and Sororities

At Shaw University, fraternities and sororities are involved in educational programs, community service and leadership development. In addition, they provide a strong bond of friendship and esprit de corps among their membership.

- Fraternities and sororities are expected to comply with regional, national and institutional regulations governing the campus.
- Prospective members must be in good academic, financial, and social standing with the University. Students whose indebtedness to the University is overdue, in arrears or in default will not be permitted to join a fraternity or sorority.
- Students who commit an act which results in disciplinary probation or a more severe sanction during the period being considered for membership will not be allowed to join the organization.
- The Primary Advisor must submit the names, campus address, and campus and home telephone number of all prospective members to the Office for Student Affairs within 24 hours following the application acceptance.
- The Office for Student Affairs shall be responsible for verifying the academic, financial, and disciplinary status of all prospective members. No student is eligible for membership until the Office for Student Affairs has certified the student's eligibility with respect to grades and conduct.

The nine recognized national groups that are members of the National Pan-Hellenic Council are:

Alpha Kappa Alpha Sorority, Inc.
Delta Sigma Theta Sorority, Inc.
Sigma Gamma Rho Sorority, Inc.
Zeta Phi Beta Sorority, Inc.
Alpha Phi Alpha Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Iota Phi Theta

These organizations have been approved by the University with the understanding that all rights will be suspended indefinitely, or permanently, if any member of an organization fails to comply with University guidelines. Further, Shaw University respects the rights of organizations with regard to the process for the selection of membership as long as the basic requirements of the University are adhered to.

Shaw University requirements are as follows:

- Students seeking membership must meet the minimum 2.5 cumulative grade point average.
- Students must have been enrolled at the University for two consecutive semesters prior to application for membership.
- Students cannot apply for membership if on social conduct probation.

- NOTE: ALL GREEK LETTER ORGANIZATIONS THAT BELONG TO THE NATIONAL PAN-HELLENIC COUNCIL MUST HAVE AN ON-CAMPUS ADVISOR.
- The Graduate Chapter must appoint faculty campus advisors. However, since the role of this individual is not one of an official nature from the University's viewpoint, he/she does not have to be a member of the organization. It is the responsibility of the Graduate Advisor to clarify the role of the campus faculty advisor. The University, which should be notified officially of such an appointment, re-serves the right to review the appointment.
- Each semester a —Sign-upl period of one week will be in effect for students seeking University clearance and membership.
- The University does not allow for pledging or initiation activities on the part of these organizations. In addition, the University prohibits hazing of any type and will suspend any group not abiding by the rules and policies of the University.
- The membership of these organizations must recognize and appreciate the privilege to function on the campus and be aware that all regulations governing student organizations apply with the exception of those duly noted. Organizations that violate University policy that threatens campus security and harmony will be suspended.

Hazing

Shaw University defines hazing in accordance with the North Carolina law and takes every measure to eliminate hazing on and off the campus, up to and including expulsion of fraternities, sororities and social fellowships, as well as individual members, from the campus if found guilty of hazing. North Carolina Statute also requires expulsion of personnel aiding and abetting a person convicted of hazing. Further, the University will seek swift University disciplinary action and civil and criminal prosecution against any organization or its members found guilty of hazing. Penalties may also apply to persons who observe hazing but do not report it to the appropriate University officials. Hazing is prohibited in all activities both on and off the campus, including privately owned facilities and property. Incidents of hazing should be reported to the Associate Vice President for Student Affairs, Coordinator of Student Activities, Campus Police and Security and the Director of Health Services.

Activities for New and Prospective Members

The organization advisor must submit to the Coordinator of Student Activities the following schedules, dates, and notices:

Informational Meetings

Interest Meetings,

Voting Schedule

A potential new members list, the Coordinator of Student Activities approves the new and prospective membership period.

Organization presidents, members and prospective members are required to sign a statement of understanding of the University's definition of hazing and agree to abide by all policies regarding hazing. Further, each chapter will be required to adopt a statement that prohibits hazing. This statement, which must be signed by all active members of the fraternity or sorority, is due in the office of the Coordinator of Student Activities prior to the intake process.

Honor Societies

Alpha Chi – Alpha Chi is a co-educational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those achieving such distinction. Its name derives from the initial letters of the Greek words Aletheia and Charakter meaning TRUTH and CHARACTER. Alpha Chi is an honor society as opposed to a recognition society. Alpha Chi predicates its membership upon accomplishments rather than mere interest or participation. A general honor society, in comparison to a specialized society, admits to membership students from all academic disciplines rather than a single area of study.

Beta Kappa Chi Honor Society – A chapter of the national science honor society functions under the guidance of the faculty in the physical and natural sciences. Membership is based upon scholastic achievement in these sciences.

Alpha Kappa Mu Honor Society – The Alpha Omicron Chapter of Alpha Kappa Mu is located at Shaw University. This honor society has chapters in many of the outstanding colleges and universities. The purpose of the society is to promote high scholarship, to encourage sincere and zealous endeavor in all fields of knowledge and services and to cultivate a higher order of scholarly work and endeavor in others.

Alpha Epsilon Rho – Alpha Epsilon Rho is the National Honorary Broadcasting Society for outstanding students in the broadcasting field. Shaw University's chapter, established in the fall of 1975, emphasizes superior scholarship and creative participation in broadcasting production and activity. In this way, Alpha Epsilon Rho helps to prepare its members for future roles as responsible broadcasters.

Parties and Dances

All campus parties must adhere to the regulations concerning alcohol and room capacity and must comply with all other Standards and Codes of Conduct. The event must be scheduled with the Coordinator of Student Activities and the **Reservation Request Form** must be completed and signed by all appropriate parties which include authorization from Campus Police. As a rule, parties and dances must end by 2:00 A.M. in rare instances; the Associate Vice President for Student Affairs may grant permission for a dance or party to end at a later time. Dances and parties must be chaperoned by adult faculty or staff. The event will not start unless all chaperons are present. Also, any damages incurred during a party or any other event on campus will be the responsibility of the sponsoring organization. The organization will be assessed a damage fee.

Establishing a New Student Organization

All new student groups must apply for University recognition by submitting the following documents to the Coordinator of Student Activities.

- A charter form provided by Student Activities
- A typewritten copy of the proposal or a current constitution, signed by the students promoting the group and the proposed adviser.

Recommendations for approval are then forwarded from the Coordinator of Student Activities to the Associate VP of Student Affairs.

Change or Amendments to the Nature or Purpose of an Organization

The Coordinator of Student Activities and the Associate Vice President of Student Affairs must approve all statements or amendments to the nature or purpose of the organization. A current copy of the proposed changes to the constitution must be on file in the Student Activities Office.

New Organizations – Denied

A petition for establishing a new organization may be denied for one or all of the following reasons:

- If the statement of purpose or the proposed activities are illegal under local, state or federal law or do not conform to University regulations;
- The organization violates local, state or federal laws, University regulations, including those governing student organizations.
- The organization does not comply with the terms under which it is registered or its purposes and goals are determined not to be congruent with the goals and purposes of the University.

Membership Eligibility and Records

Only full-time students of the University may be voting members of student organizations, except where members of the faculty or staff serve as members of the organization in accordance with the purpose and structure stated in the constitution. The organization must maintain accurate membership records, which must be submitted to the advisor. Officers must be registered as full-time students at the University and be in good academic and disciplinary standing. Non-student membership in the organization is limited to members of the University faculty or staff, although alumni or former students may become honorary members of some organizations. Student organizations are prohibited from electing or retaining as an officer or committee chairperson any student who is on academic or disciplinary probation.

Principles of Responsibility

Every student organization has the obligation to take all reasonable steps to prevent any infraction of University rules, state laws and federal laws resulting from or related to the activities or the organization. This obligation is applicable to all members of the organization. Members should be aware that their conduct may result in the sanctioning of the entire organization and themselves as individual students.

In making the determination relative to whether an organization will be held responsible for the acts of its members, all factors and circumstances surrounding the specific incident will be investigated and evaluated.

As a guiding principle, student organizations will be held responsible for the acts of their members when those acts emanate from or are in any way connected to the life of the organization. The types of conduct for which the organization will be held responsible include but are not limited to the following:

- Members of the organization acting in concert violates a University regulation;
- A violation of a student regulation arises out of an organization-sponsored, financed, or endorsed event;

- An organization leader has knowledge of the potential for a violation of University regulations before it occurs and fails to take corrective action;
- A violation of a University regulation occurs on the premises owned, leased, or operated by the organization;
- A pattern of individual violations of University regulations is found to have existed without proper and appropriate organization control, remedy, or sanction;
- The organization or members of the organization provide the impetus for a violation of University regulations;
- Hazing;
- Interference with University activities or activities of other organizations or persons;
- Poor academic performance, and
- Discrimination

Faculty/Staff Advisors

Each organization must have at least one advisor. The advisor shall be a member of the University faculty/staff. Fraternities and sororities are the only groups that can have non-faculty advisors. The non-faculty/staff advisor must be designated in writing and be available for contact by the Office of Student Affairs and Student Activities . Organizations will not be recognized without an advisor. Advisors must be informed of all meetings and events held by an organization. The University will not accept recommendations from the organization where the advisor was not informed.

Advisors are responsible for:

1. Meeting with the organization;
2. Assisting the organization in developing programs and projects consistent with the University's policies and regulations;
3. Meeting with the Coordinator of Student Activities at the beginning of each semester;
4. Supervising all activities and functions;
5. Signing all requisitions for facilities, etc.
6. Ensuring that all requirements for recognition are met;
7. Ensuring that all officers meet the guidelines of the constitution.
8. Attending all events held by the organization

Failure to meet and maintain the requirements for student organizations will result in the withdrawal of the organization from the active list of recognized student organizations. All changes in the organizations during the second year must immediately be reported in writing to the Student Activities.

Student Organization Accounts

Organizations are encouraged to open an account at a local bank in the name of the organization, and not in the name of Shaw University.

Maintenance of Recognition of Student Organizations

The Office of Student Affairs reserves the right to review the current status of student organizations at any time. Organizations will, however, be required to show evidence of the following on an annual basis in order to retain official recognition:

1. List of proposed activities for the next academic year
2. Accomplishments of stated objectives to an acceptable degree
3. Number of meetings held during the year, and
4. Changes in organizational objectives, structures, officers, members and/or advisor(s)

Student Organization Regulations and Sanctions

Individuals who join together to form a student organization share common interests and purposes; also collectively share a responsibility to themselves, their organization, and the University. Student Activities is responsible for the supervision and administration of the conduct of student organizations. Organization leaders bear a special responsibility to ensure that members recognize and embrace the values set forth by the University in carrying out the organization's mission. An organization cannot ignore or escape its responsibility for the actions of its members.

Sanctions and Penalties

The disciplinary sanctions listed below may be imposed upon student organizations when they have been found guilty of violating conduct regulations. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions or organization-sponsored functions.

Revocation of organizational recognition. This means the permanent revocation of the organization from the University without any recourse to apply for recognition. Any organization whose recognition is permanently revoked must comply with the following:

Cease all organizational activities; Vacate any appointed or elected office; Surrender balances or all organizational funds received from the Student Government Association; and Vacate office or housing space assigned by the University from the date of the notice of suspension.

Disciplinary probation. This is a period of review and observation during which a student organization is under an official warning resulting from misconduct of very serious nature. Subsequent violations of University rules, regulations or policies could result in a more severe sanction, including suspension or revocation.

Restriction of privileges. This occurs when, during the probationary period, a student is deemed —not in good standing with the University and may be subject to one or any combination of the following conditions and/or restrictions:

- Denial of the right to represent the University;
- Denial of the right to maintain an office or other assigned space on University property;
- Denial of privileges of receiving or retaining funding
- Participation in intramurals
- Sponsoring any social event
- Sponsoring any speaker or guest on campus
- Participating in any social event
- Co-sponsoring any social event or other event
- Membership recruitment or intake and
- Use of University facilities

Reprimand

This is an official rebuke making the misconduct a matter of record in University files for a specified period of time. Any further misconduct could result in additional disciplinary action.

Suspension

Restitution/Fines. The organization may be ordered to make restitution when the organization has engaged in conduct injurious to property (individual, group or the University) for which monetary damages can compensate. The Associate Vice President for Student Affairs may in the form of financial payment, community service, or other special activities designate restrictions. Additional fines may be assessed as penalty warrants.

Disciplinary Procedures

The Office for Student Affairs will investigate all allegations of student organization misconduct. The investigation will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. If deemed necessary, the Associate Vice President for Student Affairs may refer the case to the Student Judiciary Committee, unless the student organization waives its right to the hearing. The notice of the judicial hearing, the procedures of the hearing, and the appeal process will follow the same procedures as described for violations of the Code of Conduct. If the student organization waives its right to a judicial hearing, the appropriate sanction will be imposed.

Term of Registration

Existing and new student organizations are required to register annually with the Coordinator of Student Activities.

Previously Existing Organizations

An updated list of registered organizations is prepared each semester by Student Activities. Organizations are required to complete the official registration form each year in order to become registered. Every semester organizations must fill out a re-charter packet. An organization may be denied registration if any of the following apply.

- The organization does not show a reasonable amount of activity or progress in promoting the goals and purposes specified in its constitution or as exhibited by its membership, meetings, and other activities,
- The organization violates University regulations, including those governing student organizations, or local, state, or federal laws, or
- The organization does not comply with the terms under which it is registered, or its purposes and goals are determined not to be congruent with the goals and purposes of the University.

Deadlines for Sponsoring Events

The University prohibits the scheduling of student organization activities during the last week of classes and during the final examination period.

Alcoholic Beverages/Drugs

University policy prohibits the serving, consumption, sale, possession, or display of alcoholic beverages and illegal drugs, by any student or student organization on University owned property or at University sponsored or supervised events. Student organizations sponsoring social events or activities are responsible for informing their guests of these regulations and are also responsible for the general decorum of their guests. It is an expectation that students will exercise sound judgment and discretion when inviting guests to the campus.

Speaker Policy for Student Activities

Shaw University recognizes the following principles as a general guide for all student organizations desiring to invite outside speakers to the campus.

- A speaker or performer may appear on the Shaw University campus only upon written invitation extended by the registered student organizations or by University departments.
- It must be recognized that an institution cannot be wholly disassociated in the public mind from views expressed on its campus. Under no circumstances must it in any way be suggested that Shaw University as an institution has given approval to a speaker or performer invited by a student organization or that the University as an institution endorses the point of view expressed by an outside speaker.
- The invitation to outside speakers must always represent the desire of the recognized group after due consideration of its members and after appropriate discussion with the faculty or staff advisor. No invitation should be extended as a result of pressure from an external organization.
- Because certain officials and speakers may be of some stature politically, nationally or internationally, and since this may involve an area of public relations for the University,

Student Activities and the Director of Public Relations should be notified of the upcoming event during the time the activity is being planned.

- Registered student organizations may invite candidates for public office to the campus to speak on University property or facilities so long as reasonably equal speaking opportunities are available to all other candidates for the same political office. Applicable University regulations must be adhered to in scheduling politically related activities.
- In issuing invitations, student organizations must keep in mind that the sole purpose of such visits are to contribute to the aims of the University as a center of free inquiry and sound learning and that the prime responsibility for ensuring that this purpose is served rest with the sponsoring organizations.

Solicitation

Solicitation is defined as the seeking of funds or other support, including materials, products and services, by students, registered student organizations and University employees from sources on and off campus.

General Rules on Solicitation

- Individual students or members of student organizations may not be given authority to solicit for personal benefit.
- Faculty, staff, student organizations may not solicit or post advertising for regular business enterprise sales.
- Designated bulletin boards may be used to advertise occasional sales or rentals, such as personal automobiles, appliances, accessories, pets, homes, etc. that are not a part of a business or enterprise.
- Door-to-door solicitation in Living and Learning Centers, offices and elsewhere on the campus is prohibited. The Office for Student Affairs may permit some philanthropic solicitation in designated areas of University buildings.
- Student representatives of magazine, services or mail order companies are prohibited from soliciting door-to-door in Living and Learning Centers and on the campus.
- In accordance with state law, the University does not allow any form of gambling in its name or in any of its facilities. Raffles are allowed.
- Political solicitation is allowed only if all candidates for an office are permitted the same privilege.
- Registered student organizations or an academic department must sponsor all speakers. Posters and notices may be placed on bulletin boards in accordance with University regulations governing the posting of signs and notices.
- Political candidates may solicit votes, except in classrooms and in Living and Learning Center living areas, by handshaking tours and by handing out cards, but not posters.
- The President of the University or his designee must approve all political rallies.
- Living and Learning Center rooms may not be used as merchandising marts by commercial vendors.

- Students who raise funds through solicitation are required to report all fundraising projects, including those conducted for the following:
- Charitable causes, such as Heart Fund, Red Cross, Lung Association, and Sickle Cell; Scholarship funds and the College Fund/UNCF; Fund for library, music, equipment, etc.
- Educational or social events for Shaw students, such as concerts, speakers, art exhibits, dances, Homecoming and Black History Month, and
- Volunteer and community service projects such as for needy families during Christmas and Thanksgiving, assistance to the elderly, enrichment activities for children in the community and tutorial programs.
- The purpose of the solicitation must be given at the time the request for solicitation is made, as well as a statement of how the funds will be collected and distributed.
- A report of all funds raised must be filed with the Director of Student Activities within one week after the activity has occurred.
- A report showing that the funds were distributed, including the name and address of the individual or agency receiving the funds must be filed with the Director of Student Activities within one week of disbursement of such funds.

University Disclaimer Regarding Off-Campus Vendors

Shaw University assumes no responsibility for the condition of articles, goods, or services purchased by students from off-campus vendors. Space is made available to vendors as a service and convenience to students. The University makes no guarantee as to the quality of products sold or services rendered. However, attempts will be made to ensure that vendors or businesses represented are reputable and legitimate and that the quality of services and goods offered, displayed and/or sold are of acceptable business practice. All purchases are made at the student's own risk and the University assumes no liability in such transaction.

Fundraising

Organizations undertaking legitimate fundraising (e.g., yard sales, bake sales, raffles), must make sure that Activities comply with local and state laws and permitting regulations, if any Obtain all necessary permits, and Confirm same to the University prior to undertaking such activities.

The Coordinator of Student Activities will advise the Dean of Students of all fundraising activities and must approve all announcements to ensure compliance with University regulations. The Vice-President must approve all fundraising activities.

Security for Special Events

In an effort to protect University property and to safeguard the well- being of students and guest, the following policy must be adhered to by all student organizations and groups wishing to sponsor special events on campus.

Requests for all special events must be made to and approved by the Coordinator of Student Activities fourteen (14) days in advance of the proposed event.

All such events must receive clearance from the Chief of Police at least one week prior to the event; and All events, activities and programs that have been advertised on campus and in the community will require at least one off-duty officer from the Wake County Sheriff's Department. However, campus Chief of Police will determine the exact number of deputies needed if the event is open to the public. Student organizations do not pay for security for events that are held for Shaw students only.

STUDENT AFFAIRS

Student Affairs Mission Statement

The mission of Student Affairs is to provide valuable experiences that promote student learning, growth and development by providing quality programs, services and activities.

The Division Of Student Affairs

The Division of Student Affairs is responsible for all aspects of student life and welfare on the campus. Through its various departments, the Division implements a comprehensive program of student development. The Division of Student Affairs is also responsible for establishing policies and procedures affecting student life and conduct. Student participation in campus governance and student life is viewed as a complement to the educational process. In its advisory role to the Student Government Association, the Division of Student Affairs promotes student involvement, leadership development, and opportunities to influence decision-making.

The Division of Student Affairs, through its seven constituent departments, encompasses almost every aspect of student life outside the classroom. Together they assist and support students in acquiring the necessary competencies for holistic development and a satisfying educational experience. The departments, each of which is headed by a director, are as follows: Counseling Services, Health Services, IT and Student Services, Judicial Services, Planning and Effectiveness, Residence Life, and Student Activities and Greek Life. In its quest to meet the developmental needs of maturing young adults, the Division of Student Affairs sets forth the following goals, they are:

- To ensure opportunities for positive interaction among students through which they may acquire and develop positive social interpersonal communication and leadership skills;
- To sponsor extracurricular activities which transform leisure and recreation time into informal learning experiences, broaden the students' cultural awareness and appreciation, and facilitate positive interaction among students, faculty, staff, and the community;
- To provide safe, clean on-campus housing that supports the concept of living/learning" and provides students with resources for study, exploration, and community living;
- To cultivate an environment on the campus within which students may examine their personal values, attitudes, and beliefs; and
- To implement a disciplinary system that is based on education rather than punishment, is grounded in the principal of —fundamental fairness" and recognizes students' rights, offers opportunities for students to assume responsibility for the consequences of their actions, and allows for peer involvement in judicial decision-making.

It is the aim of the Student Affairs Division to provide these services through a cadre of trained and dedicated staff, within an environment of challenge and support, and with caring concern and respect for students individually and collectively.

The Office of Student Affairs, under the leadership of the Vice President for Student Affairs reserves the right to change, alter, or cancel any activity whether personal or corporate to ensure the safety, integrity, and well-being of the student body and University community. The University, as a community, has the responsibility and right to formulate policies and guidelines to promote the general welfare of its members

MEN AND WOMEN OF SHAW UNIVERSITY

Frequently the University is characterized on the basis of how students present themselves on and off the campus. While the physical facilities, landscape, quality of the faculty, curricular offerings, library holdings, and so on, are often used to characterize the quality of an institution, what is frequently remembered is how well students comport themselves on campus and in the larger community. It is, therefore, immensely important that all students display respect for themselves and others, that they maintain impeccable personal and professional integrity, that they possess dignity and pride in themselves as individuals and collectively as Shaw students, and that they maintain honesty and dignity in their dealings with themselves and others at all times.

It is the aim of the University that all its students embrace the ideals of community, pride, loyalty, high ethical and moral standards, commitment, honesty, and hard work. The qualities of mature, wholesome, and responsible living are perpetuated among the students at Shaw University. And while the institution's mission has undergone revision over the years, the basic tenets of social, academic, and personal responsibility, commitment to excellence in scholarly pursuits, leadership, self-esteem, dignity, and integrity prevail. It is also expected that students will acknowledge the tremendous sacrifices of parents, ancestors, and community in their education and, thereby, be inspired to make a lifelong commitment to service to human kind. Therefore, it is imperative that students at the institution learn not just to make a living, but also to make a life. It is required that each and every student embrace these expectations upon enrolling at the University. These principles are a part of the University's history and are essential for its future.

UNIVERSITY DRESS CODE

The University dress guideline stipulated as follows, are mandatory for all formal University events including, but not limited to formal dining events, pageants, and those when announced indicate that dress guideline is enforced. Students who fail to comply with the dress guideline will be denied admission to the event.

MEN: Suit or pants and dark jacket, dress shirt, dress shoes, socks and tie

WOMEN: Knee length dress or dressy skirt, blouse, dress shoes and hosiery

Shirts/tops must be worn at all times while in public or common areas of the University. Attire must not display obscene, profane, lewd, illegal, or offensive images or words. Dress must be in good taste and appropriate for the occasion or setting. Sleepwear or head wraps shall not be worn while in public or in common areas of the University or at University sponsored activities or events. The exception is for residence hall fire drills and other evacuation warnings.

PROFESSIONAL ZONES

The University is poised to continue —celebrating excellence in the new millennium. Student Affairs expounds the concept of developing and preparing our students for the future. To that end, emphasis will be placed on adhering to our current dress code and incorporating Professional Zones about the campus. The dress code applies to all Shaw University students including on and off campus students and all Cape sites. During the registration process you will be required to acknowledge receipt of professional zone document which will be kept in your permanent file. Please find below the Professional Zone signage that will be posted in campus buildings and became effective August 1, 2009. We ask that you review it carefully as it will be cooperatively enforced across the campus.

Professional Zones have been identified throughout the campus in the following locations: Estey Hall, Tyler Hall, Nickolas F. Roberts Science Hall, George C. Debnam Hall, Talbert O. Shaw Education Building, Leonard Hall, International Studies Building, James E. Cheek Library, the Cottage, Duplex, Old Education Building, Thomas J. Boyd Chapel, the Institute for Health, Social, and Community Research and the Willie E. Gary Student Center. All students are required to adhere to these guidelines in the Professional Zones. The following are not permitted in Professional Zones:

- Hats/Head Rags/Rollers/Bonnets/Skull Caps/Doo-Rags
- The Official Shaw Scarf must not be worn as headgear at any time
- Sagging Pants
- Pajamas/lounge pants
- House Shoes/Slippers
- Excessive Display of Body Parts
- Showing of Undergarments
- Derogatory Clothing (profanity, drug paraphernalia, nudity, etc.)

Failure to comply with these requirements may result in disciplinary action.

STUDENT ID PROCESS

Students are issued an identification card upon completion of registration. These cards remain the property of the University. Students are required to carry identification cards at all times and be prepared to present them to faculty, staff, security, or administration upon request. Lost or stolen identification cards must be reported to the Office of Student Services. A \$10.00 fee will be

charged for a first time replacement and \$50.00 thereafter for lost identification cards.

University Excuses

Students needing a University excuse for missed classes must present acceptable documentation of an absence to include court documents, doctor's note for sick children, obituaries or class/organization trip form. All health related excuses are obtained from the Health Center. Instructors have the right to refuse the University excuse, thereby placing in the role book an unexcused absence from class.

WITHDRAWALS

A withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. Students are allowed seven days to complete the withdrawal process after initiating the procedure in the Counseling Center; however, no withdrawal may be initiated after the last day of classes of any semester and must be completed before the beginning of the final examination period. Consult the Schedule of Classes for detailed instructions and deadlines. The Registrar's Office will determine the effective date of the withdrawal.

Process:

Obtain withdrawal form from Registrar's office

1. Take form to the Counseling center for signature (Counseling Center will advise student regarding process.)
2. Obtain signature of Department Chair of declared major. Undeclared major should obtain signature of Academic Advisor.
3. Obtain all other appropriate signatures
4. Submit withdrawal form to the Registrar's Office for final processing.
5. The Registrar's Office will affix the official date of withdrawal and notify the faculty and administration of the student's effective withdrawal date. If adjustments are made to the student's charges and/or financial award, the student will be mailed an updated award letter and/or a copy of his or her current charges by the appropriate office.

Until the student completes these procedures, he or she is not officially withdrawn from the University and will be held responsible for all applicable fees and all academic requirements incurred during the semester. Students who withdraw from the University by mid-term will receive a —W| in all classes enrolled. Students who withdraw after mid-term will receive a —WF| or —WP| in each class depending on his or her academic status in the class.

The completed form must be left with the Office of Records and Registration for proper distribution and filing. A student who discontinues attendance in a single course or leaves the University without withdrawing will receive a failing grade of —F| for each course the student failed to attend.

If withdrawal occurs prior to the first day of classes, a student may receive a 100% refund for the Fall and Spring Semesters for tuition, room and board, and miscellaneous fees. Students

who withdraw completely from the University prior to completing 60% of the time in a given semester, are refunded a percentage of tuition and mandatory fees paid. It is the student's responsibility to complete the withdrawal form within the refund period.

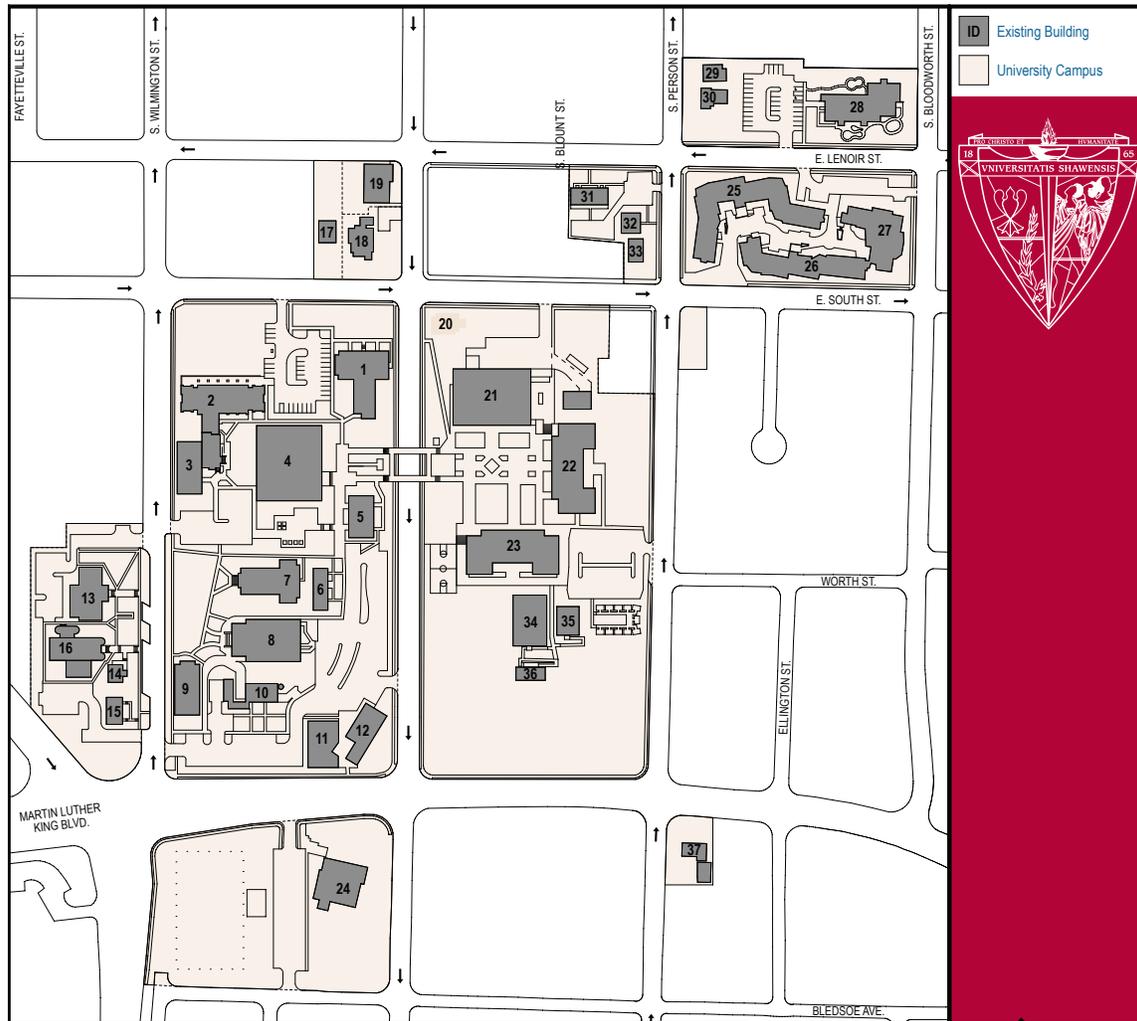
Students who withdraw after 60% period are not entitled to a refund of any portion of tuition and fees. The refund will equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student up to the sixty percent (60%) point (in time) of the days completed, in a given semester. Refund calculations are based on the sixty percent (60%) point (in time) in a given semester.

Disclaimer

Any and all regulations governed by this handbook are subject to change. Amendments to this document will be posted online and distributed to the Shaw University constituents as they are developed. All amended rules and regulations supersede what is published in this handbook.

APPENDIX A

SHAW UNIVERSITY



- | | | |
|---|--|--|
| 1. Estey Hall | 16. Leonard Hall | 28. Early Childhood Education and Development Center |
| 2. Institute for Health, Social, and Community Research | 17. Frazier Building | 29. 521 Person Street |
| 3. Roberts Science Building | 18. Daniels Building | 30. 525 Person Street |
| 4. James E. Cheek Learning Resource Library | 19. Wimberly Building | 31. Shaw Villa (222 E. Lenoir Str.) |
| 5. George Debnam Hall | 20. [Demolished] | 32. Shaw Villa (604 S. Person Str.) |
| 6. University Graphics Building | 21. Willie E. Gary Student Building | 33. Shaw Villa (610 S. Person Str.) |
| 7. Thomas J. Boyd Chapel | 22. Dimple M. Newsome Living Learning Center | 34. Band Practice Building |
| 8. Spaulding Gymnasium | 23. Men's Dormitory Building | 35. [Removed] |
| 9. Tupper Hall | 24. International Studies Center | 36. Counseling Center |
| 10. Boiler Building | 25. Talbot O. Shaw Living Learning Center Women's Dormitory | 37. MLK Building |
| 11. Core Studies Building | 26. Talbot. O Shaw Living Learning Center Men's Dormitory | |
| 12. Speech & Hearing Building | 27. Talbot O. Shaw Living Learning Center Education Building | |
| 13. Tyler Hall | | |
| 14. Practice Cottage | | |
| 15. Duplex Building | | |

Plan Legend	NORTH
Building Directory	

APPENDIX B

UNIVERSITY TRADITIONS

University Convocations

The University conducts at least four major assemblies during the school year. All members of the University community are expected to attend these formal gatherings. All are mandatory for freshmen, first year students and seniors matriculating in the Raleigh-Durham area.

1. Fall Convocation recognizes the official opening of the academic year. The University President normally speaks at this occasion.
2. Founder's Day Convocation celebrates the founding of the University.
3. Honors Convocation recognizes and pays tribute to those persons who have excelled in curricular and extracurricular activities.
4. Spring Convocation affords the University an opportunity to celebrate the second part of the school year.

Homecoming

Homecoming is a festive occasion in which the entire campus becomes involved. It is a time when alumni of Shaw University return to the University to renew old acquaintances and enjoy the festivities of the week. Among the major attractions are the Crowning of Miss Homecoming, the Homecoming Concert, a parade, the traditional football game, and a fraternity and sorority — step show.

Founder's Day

Shaw University was founded in 1865. This founding is celebrated annually with a Founder's Day Convocation. The speakers chosen for this occasion are persons who have made significant contributions to society.

Coronation of Miss Shaw

The Coronation of Miss Shaw University is characterized by an atmosphere of royalty, splendor, and campus unity.

Religious Emphasis Week

Religious Emphasis Week is a period when the University emphasizes the importance of religion in the growth and development of the human personality. During this week, celebrated clergy and lay persons are invited to campus to participate in interdenominational activities.

Athletic Banquet

The Athletic Banquet is an affair that honors outstanding athletes at the University, and special tributes are made during the Spring Semester.

Cultural And Spiritual Enrichment Seminar (CASES)

The CASES program at Shaw is a program designed to expose participants to messages

by outstanding community leaders. Attendance is mandatory for all freshmen and strongly encouraged for the entire University Community.

Service Awards

Service Awards are presented to members of the campus community in a special program. This is done in appreciation of meritorious and outstanding service beyond the normal or expected call of duty.

Senior Reception

Senior Reception is an annual event for graduating seniors and is hosted by the President of the Senior Class. Graduating seniors and their parents/guardians and friends join the campus community in a special night of celebration, with expressions of appreciation from the seniors to all who have contributed to their success.

Commencement

Students are not allowed to participate in the commencement exercises unless they have been cleared for graduation.

QUICK REFERENCE DIRECTORY

Position	Extension
Academic Affairs	8330
Admissions	8275
Alumni Relations	8262
Athletics	8218
Bookstore	8225
CAPE	5898
Chaplain	8454
Counseling Center	8284
Dean of Students	8270
Disability Services	8525
Experiential Learning and Career Services	278-2673
Financial Aid	8240
First Year Program	8384
Health Center	8286/8287
Honors College	5503
International Students	8620
Library	8455
Post Office	8245
President	8300
Registration	8415
Residence Life Office	8295
Residence Managers	

Dimple Newsome	8219
Fleming-Kee	8212
TOSLLC Men's	8509
TOSLLC Women's	8514
<i>ROTC</i>	
<i>Air Force</i>	
<i>Army</i>	8559
Security	8214
Student Activities/Greek Life	8511/8298
Student Affairs	8282
Student Center	8282
Student Government Association	8294
Student Affairs IT\Student Services	8620
Substance Abuse Counselor	8283
Work-Study	8241
WSHA-FM	8430

APPENDIX C

GENERAL POLICIES

Administrative Withdrawal Policy

Acquired Immunodeficiency Syndrome (AIDS) Policy

Computer Use Policy

Disability Services Policy

Disruptive Behavior Policy

Hazing

Immunization and Physical Exam Policy

Intellectual Properties Policy

Policy for EPA

Policy on Full Disclosure and Record Security

Policy on Gangs and Gang Activity

Policy on Release of Student Records

SAP Policy

Sexual Harassment Policy

Smoking Policy

Substance Abuse Policy

Students' Rights Policy

Student Grievance Policy

Student Grievance Form

Student ID Card Policy

We are Citizens of the World

Accreditation Statements

POLICY ON ADMINISTRATIVE WITHDRAWALS

It is the policy of Shaw University that all students behave in a manner that promotes an environment essential to learning, teaching, public service and research. If a student's behavior disrupts the educational environment or, in the opinion of the University, is harmful to herself, himself, or others, the student's enrollment at the University may be interrupted or terminated. Termination of the student's enrollment for a specified period (mental health withdrawal) will serve to ensure the safety and mental well-being of the student, the University family, the community, and the orderly operation of University functions. Special conditions, including receipt of a written report of a psychiatric examination performed by a licensed psychiatrist, must be met before the student will be allowed to return to the University.

Students who attempt to harm themselves or who attempt suicide or other acts which, in the opinion of University counselors, are believed to constitute suicide attempts, will be required to take a medical withdrawal from school and undergo a psychiatric evaluation. Students who commit acts that are determined to be suicidal in nature will be allowed to return to campus only with the consent of the Vice President of Student Affairs or his/her designee after consultation with the evaluating psychiatrist and the student's parents or guardian. In order for the student to return to the University, the Vice President for Student Affairs must receive a written report of a psychiatric examination performed by a licensed psychiatrist that indicates the student is capable of returning. As a condition of re-enrollment, the student must comply fully with the prescribed treatment plan. Failure to do so will result in automatic administrative withdrawal.

Students with chronic illnesses may also be administratively withdrawn from the University, if, as a result of failure to comply with instructions from their physician, they pose undue health risks to other students or member of the University community.

Administrative withdrawals may also be made for students who fail to submit verification of immunization in accordance with state law. Such withdrawals are made 30 days following the first day of classes for the term. Students who apply and/or are enrolled at the University based

on false information or pretenses such as concealed criminal record/history, false transcripts, or other false information; through omission or commission, that is deemed detrimental to the university, will be administratively withdrawn from the university as appropriate. An administrative withdrawal in no way relieves a student of his/her financial responsibility for the semester enrolled.

ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS) POLICY

Shaw University has adopted education, counseling, and making referrals as its primary response to HIV/AIDS. The University is committed to providing students and employees with education of the nature, transmission, and protection against HIV/AIDS and the legal rights of persons infected with the disease. This policy applies to all Shaw University students and employees.

1. Current knowledge indicates that students or employees with HIV/AIDS do not pose a health risk to other students or employees in an academic setting.
2. HIV/AIDS is transmitted by intimate sexual contact or exposure to contaminated blood.
3. The virus is transmitted through blood semen, vaginal secretion, breast milk, and the unborn may contract the virus through the birth canal. However, there has been no confirmed case of transmission of AIDS by any household, school, or casual contact. The Public Health Service states that there is no risk created by living in the same house as an infected person, caring for an AIDS patient: eating food handled by an infected person; being coughed or sneezed upon by an infected person.

It should be noted that the above facts are derived from the best epidemiological data currently available and contributed to the following guidelines, which are commended by the American College Health Association

Student Affairs will provide prevention education activities for the University community. Universal protection precautions will be exercised in all areas of the campus.

1. Shaw University students who have AIDS will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend class.

See recommendation #9

2. Shaw University does not restrict the access of students with AIDS, to the student center, auditorium, dining hall, snack bar, gymnasium, recreational facilities, or other areas.
3. Consideration of the existence of AIDS will not be a part of the initial admission decision when applying to attend Shaw University.
4. Based on recommendation of the American College Health Association, Shaw University does

not require that student , faculty, or staff, be asked to respond to questions about the existence of AIDS. We do, however, encourage students, faculty, and staff to inform campus health authorities if they have AIDS in order for the University to refer them to proper medical care, education, counseling and support. This like all other medical information, will be handled in a strictly confidential manner in accordance with the procedures and requirements, that are already in effect.

5. Shaw University will not undertake programs of screening newly admitted or current students or employees for the antibody of HIV. Free HIV testing and counseling are provide in the Health Center on a voluntary basis.

6. The best currently available medical information does not support the existence of a risk to those sharing Living and Learning Centers with infected individuals, however there may be in some circumstances reasonable concern for the health of those with AIDS who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. As long as we have the flexibility to provide private rooms, we may recommend the students with AIDS or ARC be assigned these accommodations in the interest of protecting the health of these students.

7. The guidelines concerning the handling of confidential medical information about students with AIDS are guided by general standards of confidentiality. No person, group, agency, insurer, employer, or institution will be provided any medical information without prior written consent of the patient. Given the possibility of unintended or accidental compromise of the confidentiality of the information, any specific information regarding the existence of AIDS, will soon be included in the medical record except in circumstance so medical necessity created by the evaluation of an illness. Prior to setting up a special medical record, the inclusion of any such information in the file will be discussed with the patient.

8. There is no medical necessity for Shaw University to advise others living in the residence hall with students who have AIDS. This information will not be shared. Rather, will assume the responsibility of providing a safe living environment for all students and focus on education programming which is related to this topic.

9. Shaw University strongly encourages regular medical follow-up for those who have AIDS. Special precautions to protect the health of immunologically compromised individuals will be considered during periods of prevalence of such contagious diseases as chicken pox and measles.

10. Those who are known to be immunologically compromised will be excused from institutional requirements for certain vaccinations which may lead to serious consequences in those individuals with poorly functioning immune systems.

RESOURCE PERSONS

The following list of persons who can be contacted for confidential discussion/disclosure about AIDS:

- Vice President for Students Affairs
- Dean of Students
- Health Service Nurses
- Counseling Services
- On-call Physicians

SHAW UNIVERSITY POLICY ON RESPONSIBLE AND ETHICAL USE OF COMPUTER TECHNOLOGY

I. Introduction

This policy is intended to promote the responsible and ethical use of the computing resources of Shaw University. Copies of this policy shall be provided to all users of Shaw University's Computer Resources. Every effort shall be made to ensure that all users read and comply with this policy.

This policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. This includes, but is not limited to, word-processing equipment, laptops, desktops, minicomputers, mainframes, computer networks, computer peripherals, and software, whether used for administration, research, teaching, or other purposes. This policy extends to any use of University facilities to access computers elsewhere. The administrators of various on-campus and off-campus computing facilities, and those responsible for access to those facilities, may promulgate additional regulations to control their use, if not inconsistent with this policy. System administrators are responsible for publicizing any such additional regulations. Any additional regulations must receive institutional approval.

II. Purpose

To ensure that Shaw University owned or leased desktop, laptop or mainframe computers are used for university business, that these university owned or leased computers may be reallocated as determined by the needs of the university, and that university owned or leased computers are configured in accordance with university owned or leased standards and operating procedures. This policy is intended to promote the responsible and ethical use of the computing resources of Shaw University. The university's computing resources are for the instructional, research and administrative use of the students, faculty and staff of Shaw University.

III. Scope and Responsibility

This policy applies to all offices and departments, including faculty, staff and administrators at Shaw University. The Department Chairs area Vice Presidents, unit Directors and School Deans with guidance from the Office of Information Technology and relevant legal advice from the University Attorney will ensure compliance with this policy. Use of campus computing facilities is restricted to authorized users. For the purpose of this document, an authorized user is defined as any individual who has been assigned a login ID and password by the office of

Technology staff, or by an authorized agent. Individual users are responsible for the proper use of their accounts, including protection of their login IDs and passwords. Users are also responsible for reporting any activities which they believe to be a violation of this policy.

IV. Guidelines

1. Users must only use the computing resources for which they are authorized and only for the purposes specified when their accounts were issued.
2. Users are responsible for all use of their accounts, their files and the University's files. Sharing of passwords can lead to termination of the users accounts.
3. Using offensive words to name files, in the text messages or on screen saver messages is prohibited.
4. Users must respect the rights of other users. A user may not deprive another of access to resources or encroach on another's use of computer facilities. Users should consider the impact of their conduct on other users.

V. Privacy

All individuals, including the members of the Office of Information Technology (OIT) staff, should respect the privacy of other authorized users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work. Nonetheless, in order to enforce the policies set out here, the Office of Information Technology staff is permitted to monitor activity on local computing systems, in general, and may routinely search a university-owned file system for potential violations. When there is clear evidence of a serious violation, they may view user's activities. In especially serious cases OIT may read user's e-mail, but only after obtaining permission from the Executive Vice President. In the event that staff should investigate a user, a record of the investigation shall be placed on permanent file to be kept in the Office of Information Technology, in addition to the standard logs of all systems. This record shall state why the user was investigated, what files were examined, and the result of the investigation. OIT staff shall not reveal the contents of user's files, user's activities, or the record of investigations except in the following cases (and then only with the approval of the Executive Vice President).

1. Evidence of student Honor Code or Social Rules and Regulations violations will be referred to the Dean of the appropriate school or to the Vice President for Student Affairs for undergraduate students.
2. Evidence of improper activities by University employees will be referred to the Director of Human Resources or the appropriate University officers.
3. Evidence of violation of law will be referred to the appropriate law enforcement officials.
4. Should the Office of Information Technology receive an inquiry concerning whether a user has had computer-related disciplinary action taken against him or her, OIT staff will provide only a confirmation of the disciplinary action taken and the date of the action. No information regarding the reasons for the action will be provided to anyone except the user and the authorities involved, and no names may be given. (For example, if someone asks about the person that broke into their account, they are only told the punishment and date of the punishment – not who broke into the account. OIT staff is committed to abide by existing privacy laws.)

VI. Prohibited Activities

The following list is intended to aid in interpreting the principles set out above; the list should not be construed as comprehensive. Examples of actions in violation of the approved principles are:

1. Providing copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license which allows this. This activity is forbidden even if the software is provided without cost for an educational purpose.
2. Using software or demonstration known to have been obtained in violation of the Copyright Law or a valid license provision. Use of a copyrighted program obtained from another party, for which no license exists that allows such a transfer, will be presumed to be knowing and the burden of demonstrating that the use was innocent will rest with the user.
3. Using a copyrighted program on more than one machine at the same time, unless this is permitted by a specific license provision.
4. Copying any copyrighted printed documentation.
5. Interfering with others' legitimate use of computing facilities.
6. Using the computer access privileges of others.
7. Providing any unauthorized user with the access to a personal login ID, or in any way allowing others access to a machine under one's own name. This includes providing access to campus computing resources without the express written permission of OIT.
8. Intentionally creating, modifying, reading or copying files (including mail) to or from any areas to which the user has not been granted access. This includes accessing, copying, or modifying the files of others without their explicit permission.
9. Disguising one's identity in any way, including the sending of falsified messages, removing of data from system files, and the masking of process names. This prohibition includes sending electronic mail fraudulently.
10. The establishment of any function which provokes unauthorized access, via the Internet connection or otherwise, without the written permission of OIT. For example, users may not install games which allow users to access academic computers without a valid login ID.
11. Sending harassing or libelous messages via any digital means or downloading any pornographic, racial or offensive material into the computer.
12. Sending chain letters or frivolous messages via electronic mail.
13. Music to be downloaded on university public computers.
14. Using University facilities to gain unauthorized access to computer access to computer systems off campus.
15. Use of campus computer facilities for commercial purposes without prior written permission.
16. Attempting to interfere with the normal operation of computing systems in any way, or attempting to subvert the restrictions associated with such facilities.

VII. Disciplinary Actions

Substantial evidence of a violation of the principles described in this policy statement may result in disciplinary action. As stated above, in cases where a policy already exists, and the only difference is that a computer was used to perform the activity, such action will be taken through the appropriate University channels such as administrative procedures, the Discipline Committee or other supervisory authority to which the individual is subject. Violation of

State or Federal statutes may result in civil or criminal proceedings. Otherwise, however those who engage in computer violations are subject to system administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and the efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of others, or who refuse to cease improper behavior may have disciplinary action taken against them.

Violation of the policies articulated here may result in one or more of the following plus any additional actions deemed appropriate by the Office of Information Technology.

1. Suspension of one's ability to perform interactive logins on relevant machines on campus.
2. Suspension of one's ability to login to a campus network.
3. Suspension of one's ability to send e-mail.
4. Suspension of one's ability to receive e-mail.
5. Increased monitoring of further computer activity (beyond normal systems monitoring).

Upon taking action, OIT will notify the user in writing within 24 hours. The notice will clearly state which policies allegedly were violated. The suspended user must contact the Executive Vice President or his designated representative (the —policy enactorll) regarding the suspension. After discussing the alleged violation, the policy enactor may undo any or all of the disciplinary action, or continue action for up to one year. In the event that the user and the policy enactor are unable to resolve the matter to the user's satisfaction, he or she may appeal to the President within seven days. The President may modify or sustain the decision. When disciplinary action is taken, a written notice will be sent to the user and the Office of the Executive Vice President explaining the length of the punishment and the violations which occurred. Copies of this notice will be sent to administrators of other campuses computing systems on need-to-know basis. OIT also will forward this notice to the authorities specified above if there is reason to believe a violation of other university policies or law has occurred.

If a revoked privilege is needed by a student to complete class work, the student must obtain a note signed by the professor in question explaining why the privilege is required, to be sent to the enactor. Only the minimum privileges needed for the student's class will be restored. Any OIT further abuse by the student in question will lead to the privilege being revoked anyway. OIT reserves the right to monitor previous offenders for further abuse. Any disciplinary action taken by OIT may be revoked and or modified by the Executive Vice President.

VIII. Changes to This Policy

The office of Information technology may, in consultation with the Technology Use Committee change or amend this policy form time to time. When changes are made, they will be announced through whatever messaging system is currently in use. As with all matters of law and ethics, ignorance of the rule does not excuse violators.

IX. Oversight Responsibility and Coordination of Policy Implementation

The technology Use Committee (TUC) is the executive agent of the President to provide

coordination, guidance and coherent implementation and use of university computing and technology resources. All department, areas, schools and offices are required to consult, coordinate with and receive approval from the TUC prior to acquisition and implementation of new or replacement hardware and software in programmatic improvements, redesign, or initial implementation. The TUC will function as oversight agent for all technology use at the institution and must be informed of all new initiatives involving technology for a stable, responsible, effective use and deployment of technology in all aspects of the university. Specific procedures, processes and documentation requirements to ensure compliance with this policy are the responsibility of the TUC as directed by the President or his authorized representative.

STUDENTS WITH DISABILITIES POLICY

Students With Disabilities

Services and Accommodations Provided by Shaw University Counseling Center Policies and Procedures

- Provisions of Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- Recruitment and Admissions
- Documentation

Responsibilities of the student

1. Identify him/herself and provide documentation
2. Written Authorization to release information
3. Meet with instructors at the beginning of the semester to discuss arrangements for accommodations
4. Complete course accommodation plan with instructor

Responsibilities of the University

- Provide information to faculty, staff, students, and guests with disabilities in accessible formats upon requests
- Ensure that courses, programs, services, jobs, activities, and facilities, when viewed in their entirety are available and usable
- Provide or arrange reasonable accommodations, academic adjustments, and/or auxiliary aids and services for faculty, staff, students, and guests with disabilities in courses, programs, services, activities and facilities
- Maintain appropriate confidentiality of records and communication

Responsibilities of Faculty

- Work with Counseling Center personnel in an effort to provide reasonable accommodations and support to students with disabilities.

Reasonable Accommodations in an Institution of Higher Learning

- Reasonable accommodations as defined by Section 503 of the Rehabilitation Act of 1973 and Title I of the ADA give a definition of reasonable accommodations in the context of employment. In subpart E of Section 504 (dealing with postsecondary education) the term —appropriate academic adjustment is used to describe the accommodations that might be required. Accommodations under the ADA, in a secondary education setting, centers on whether the accommodation is —reasonable in the sense of the adjective, not the legal definition.

An accommodation for services may be considered unreasonable if it meets any of the following criteria:

1. Making the accommodation or allowing participation
2. Poses a threat to the health or safety of others
3. Means making a substantial change in an essential element of the curriculum
4. Means making a substantial alteration in the manner in which services are provided
5. Poses an undue financial or administrative burden on the University

DISRUPTIVE BEHAVIOR POLICY

Academic excellence demands that appropriate behavior and decorum be maintained by students at all times in the classroom. Shaw University will not tolerate disruptive behavior by students or condone any behavior by students or teacher which incites such behavior. Disruptive behavior is defined as any behavior which causes disorder or turmoil to exist in the classroom.

When the student is judged to have engaged in disruptive behavior which cannot be controlled by the instructor, then Security will be called in to remove the student. An incident report will be filed with the office of Judicial/Student Affairs and the student will need permission to return to class. The student will be held responsible for all absences incurred between the time of suspension from class and his or her return. Any recurrence of disruptive behavior on behalf of the same student will result in expulsion from the class and a grade of —F| recorded in the semester in which the offense occurred.

FOOD SERVICE POLICY

The University requires all students residing in University housing to participate in the meal plan for the dining hall. The meal plan begins immediately upon enrollment at the beginning of the semester and ends when Living and Learning Centers close for University breaks. The meal plan is personal and may not be transferred or sold to another person.

Off Campus students may purchase a meal plan from the Food Service Vendor and eat in the cafeteria until that meal plan is exhausted.

HAZING

Shaw University defines hazing in accordance with the North Carolina law and takes every measure to eliminate hazing on and off the campus, up to and including expulsion of fraternities, sororities and social fellowships, as well as individual members, from the campus if found guilty of hazing. North Carolina Statute also requires expulsion of personnel aiding and abetting a person convicted of hazing. Further, the University will seek swift University disciplinary action and civil and criminal prosecution against any organization or its members found guilty of hazing. Penalties may also apply to persons who observe hazing but do not report it to the appropriate University officials. Hazing is prohibited in all activities both on and off the campus, including privately owned facilities and property.

Incidents of hazing should be reported to the Associate Vice President for Student Affairs, Coordinator of Student Activities, Campus Police and Security and the Director of Health Services.

IMMUNIZATION AND PHYSICAL EXAM POLICY

North Carolina law requires all new and transfer enrollees entering a college or university to provide proof of required immunization. Students who are enrolled in less than 6 credit hours, attending off campus courses or night classes only are exempt from this law.

Students from North Carolina may obtain copies of immunization records from their high school. Students who cannot show evidence of having received required immunizations will be withdrawn from the University in accordance with state law. Immunizations may be obtained from a private physician, local health department, or in the Student Health Center. Students without immunizations or current physicals will not be treated in the Student Health Center. They will be referred to the university physician or a local hospital for treatment.

North Carolina law stipulates that students 17 years of age and younger must have the following immunizations:

- 3 doses of DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus-diphtheria). One Td dose must have been within the last 10 years.
- 3 POLIO (oral) doses.
- 2 Measles (Rubeola), Mumps and Rubella (MMR) one dose on or after the first birthday, and another dose at least one year after the first dose.

Students born in 1957 or later and 18 years of age or older:

- 3 DTP or Td doses. One Td dose must have been within the last 10 years.
- 2 Measles, Mumps, Rubella (MMR)

Physician diagnosed rubella disease is not acceptable.

Only laboratory proof (blood titer test) of immunity to rubella is acceptable. **(Must provide copy of blood titer test.)** Rubella is not required for students 50 years of age or older.

Vaccine series against Hepatitis B and Meningitis are recommended.

Physical Exam Requirements

In addition to required immunizations, all full-time students are required to have physical examinations for the first year of residency. Medical information must be submitted to the Student Health Center prior to registration of the freshman year. Transfer students are required to provide immunization records and a current physical the first semester of matriculation at Shaw. Students who do not provide the required medical information will not be treated in the Student Health Center and may be dismissed for noncompliance.

INTELLECTUAL PROPERTY POLICY (see Appendix D)

Shaw University's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. Such policies apply to students, faculty and staff. In most instances, intellectual property will become, in whole or in part, the property of Shaw University. When this policy speaks to ownership of intellectual property by individuals, Shaw University is the designated owner, and unless ownership has been transferred by the university to an affiliated nonprofit organization, authority to further allocate or to dispose of rights to such intellectual property is delegated to the President of the institution.

POLICY FOR EPA

Fire Safety Policies and Drills

Every student is expected to participate in fire drills and mandatory emergency evacuation drills. Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order from the state Fire Marshal. Lack of cooperation constitutes grounds for denial of campus housing. Evacuation procedures and routes are posted on each floor by all exits in the Living and Learning Centers. Failure to evacuate a building or to comply with instructions during a fire/fire drill evacuation, sending false fire alarms or tampering with fire safety equipment or systems is a violation of state statutes and punishable by law and will result in disciplinary action. **Incense, candles, and items requiring open flame for operation are not permitted in Living and Learning Centers.**

Prevention

Shaw University students are required to abide by regulations prescribed by the state Fire Marshal, Shaw University Campus Police, and Physical Plant Office. Disciplinary measures will be administered against any student who violates these regulations.

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false alarm will be referred to the Associate Vice President for Student Affairs for appropriate judicial action.
2. University housing foyers, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles, and storage containers. No item may be placed in such a

way that emergency evacuation of the building is impeded.

3. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped or blocked open at any time.
4. Christmas trees must not be placed indoor any longer than 14 days prior to the end of the Fall Semester. All trees must be removed from the Living and Learning Centers before occupants vacate at the end of the Fall Semester. All trees shall be made of or treated with flame retardant material and maintained flame resistant regardless to height.
5. No flammable liquids are permitted inside University buildings, in personal vehicles on the campus, or in University vehicles.
6. Candles incense, or open-flame devices are not permitted inside University buildings.
- 7.

Setting Fires

Because of the threat of safety and damage to property, setting fires for any reason is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

False Alarms

False Alarms are a violation of fire and safety codes. Any student caught tampering with fire safety equipment will receive disciplinary sanction, be fined in accordance with the Fire Department a \$500.00 charge and be recommended for loss of housing.

Security in Living and Learning Centers

All doors in the Living and Learning Centers are equipped with alarm systems for the safety and security of the occupants. Students are required to use the front door at all times. Any student who places the lives or safety of others in jeopardy by admitting unauthorized persons through the exit, or by manipulating doors so that such persons may gain entrance will be dismissed from the University.

1. Visitors at Living and Learning Centers must enter and exit by the main entrance to the hall.
2. Residents who leave by the locked security doors are responsible for making certain that the doors is in a locked position.
3. Propping doors open for any reason will result in disciplinary action.
4. Residents are urged to lock room windows and doors during periods of absence and at night.
5. Windows in air-conditioned buildings should remain closed at all times.
6. All repairs should be reported to the University Department of Campus Police and the Office of Residence Life.
7. For personal safety, windows on ground floors that may be accessible should be kept locked at all times.

Any student who observes a potentially dangerous situation or has been the victim of a crime should report this circumstance immediately to Campus Police and Security. The role and

assistance of students in their own safety both inside and outside University buildings is an integral part of maintaining a safe campus.

Roof Access

Access to the roofs to the Living and Learning Centers and all other buildings under the University's auspices is prohibited at all times.

SMOKING POLICY

The University, being an Agent of the Federal Government prohibits smoking in any building on the campus. Further, because smoking is a potential health and fire hazard, it shall be restricted in order to create and maintain an environment that is conducive to the safety, health, and well-being of all users of University buildings and facilities. This policy includes the use of marijuana, cigarettes, cigars, blunts, and pipes. Violators will be fined and may be referred to the University Judicial System. All members of the Shaw University family including students, faculty, staff and visitors are governed by this policy. This policy also applies to all vendors, contractors and subcontractors.

1. No smoking will be allowed in any building on the campus at any time.
2. Smoking on the campus is limited to the areas outside of the gated property unless designated as a smoking area.
3. Designated smoking areas will be identified by signs posted on the campus grounds and/or smoking receptacles.

STUDENT AFFAIRS POLICY REGARDING FULL DISCLOSURE AND RECORD SECURITY

The following amendment to the Family Educational Rights and Privacy (FERPA) law; Title 34, Part 99, dictates the Shaw University Full Disclosure Policy hereby set forth.

- (a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- (b) Nothing in this Act or this part shall prevent an educational agency or institution from—
 - (1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;
 - (2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or
 - (3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to

teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination; the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

(Authority: 20 U.S.C. 1232g (b)(1)(I) and (h))

[53 FR 11943, Apr. 11, 1988; 53 FR 19368, May 27, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008]

Attendance includes, but is not limited to:

- (a) Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and
- (b) The period during which a person is working under a work-study program.

According to the updated Family Educational Rights and Privacy Act (FERPA) effective January 8, 2009, and in an effort to be proactive where health and safety of the University community is concerned, the following statutes will govern Student Medical and Psychological Information at Shaw University

1. Students must fully disclose any medical or psychological information that may affect the health and safety of said student, other students, faculty or staff.
2. All student records are held in strict confidence and will only be released on a need to know basis.
3. Records of any student admitted/attending Shaw University whose health or mental state is deemed to be a threat to the health and/or safety of the community will be shared in strict confidence to key personnel in Student Affairs i.e.: Dean of Students, Counseling Center Staff, Health Center Staff, Residence Managers and Security.
4. No health or psychological records will be used to persecute, punish, ostracize or otherwise intimidate any student.
5. Students requiring psychological medication to execute acceptable behavior in the University setting will be monitored to insure the health and safety of said student and the community. Students refusing to comply with regularly and consistently taking their medications will be summarily dismissed from the University until such time that they are medically certified by a physician to be in consistent compliance and can return to the University setting.

6. All medical and psychological records will be kept locked away and will be inaccessible to persons without the need to view such files. Records maintained in an electronic file will be password protected and not accessible to the general population.

For additional information regarding FERPA, please visit www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf

SHAW UNIVERSITY PRIVACY AND RELEASE OF STUDENT RECORD INFORMATION

The Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), sets forth requirements regarding the privacy of student records.

FERPA governs release of records maintained by an educational institution and access to those records. Copies of the Act and any Shaw University policies related to the Act are available in the office of the Dean of Students and each affected University unit.

In general, the college will not release student educational record information without the expressed consent of the student.

The following items of information from student records may be released by Shaw University without the consent of the student unless the student has notified the University in writing that he or she objects to such release:

- name,
- address,
- telephone listing,
- date and place of birth,
- major field of study,
- participation in officially recognized activities and sports,
- weight and height of members of athletic teams,
- dates of attendance,
- degrees and awards received,
- and the most recent previous educational institution attended.

POLICY ON GANGS AND GANG ACTIVITY

Shaw University does not support or condone gang membership or gang activity. This Institution of Higher Learning promotes good citizenry and good will for its' students and surrounding communities. Therefore, gang-related items, symbols and behaviors perceived or proven to be associated with gang activity are prohibited. The University maintains a position of ZERO TOLERANCE and any student found to be in violation of this policy will be dismissed immediately.

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal,

having as one of its primary activities the commission of criminal acts, or the purposeful violation of any University policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;

Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;

Tagging, or otherwise defacing University or personal property with gang or gang-related symbols or slogans;

Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;

Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;

Soliciting others for gang membership;

Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act that relates to gang activity.

POLICY ON PLAGIARISM

Shaw University students are expected to know how to recognize and avoid plagiarism. Plagiarism is presenting other people's work as your own. Using another person's words, ideas or work is theft, just as surely as the theft of a car, tape player, or other tangible property. As members of the academic community students must be mindful of other people's property. Failure to respect such property rights is considered a serious and punishable violation of appropriate conduct at Shaw University.

Plagiarism is:

1. presenting someone else's idea but not giving credit for it (thereby implying the idea is yours).
2. presenting any work which was done by someone else (including another student)
3. and claiming it as your own work. Examples: Lab reports and computer assignments.

A student who plagiarizes an assignment can expect that he or she will receive a zero for the assignment and that the plagiarism incident will be reported to the Vice President for Student Affairs.

A second incident of plagiarism by the same student in the same class will result in automatic expulsion from the class and a grade of —F| in the course. The reason for the —F| will be documented in the grade report to the Registrar. The Registrar will maintain a record of students expelled from classes for plagiarism, and a copy of this record will be forwarded to the Vice President for Academic Affairs at the end of each semester.

Three incidents of plagiarism in a student’s college career will be cause for additional disciplinary action by the Vice President for Academic Affairs up to and including suspension.

Appeals

A student may appeal a charge of plagiarism to the chairperson of the division in which the course is taught. If the matter is not resolved at that point, the student may appeal to the Vice President for Academic Affairs or the Dean of the Divinity school and ultimately to the President. He/she may continue in the class pending the results of the appeals process. The student must initiate any appeal of a charge of plagiarism within one week of regular classes from the time the student is notified of the charge.

SEXUAL HARASSMENT POLICY

I. POLICY STATEMENT

Sexual harassment is a form of sex discrimination in violation of federal and state law and Shaw University policy, and will not be tolerated. Sexual harassment may be in the form of same gender predatory behavior and is equally prohibited among students, faculty, and staff. Shaw University shall make reasonable efforts to provide an academic environment free from sexual harassment.

B. DEFINITION

Sexual harassment is defined as deliberate, unsolicited and unwelcome verbal and or physical conduct of a sexual nature or with sexual implications by a university individual to include faculty, staff and students, which has or may have direct academic or student-status consequences resulting from the acceptance or rejection of such conduct. Sexual harassment of students is further defined as follows:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment.
- Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances/conduct that is sufficiently severe or pervasive that alters the conditions of education and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is —hostile| must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

- A complainant is a person who is subject to alleged sexual harassment. A respondent is a person whose alleged conduct is the subject of a complaint.

Sexual harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of admission, academic advancement, retention or dismissal.
2. Submission to or rejection of such conduct is the basis for making decisions affecting grades financial assistance, participation in University activities, job placements, or other privileges granted by the University.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment does not include personal compliments normally welcomed by persons of that sex, or social interaction or relationships freely entered into by university employees and students or student applicants.

II. GRIEVANCES

Any student or student applicant of the University who feels that he/she has been sexually harassed in violation of this policy may file a grievance through the grievance procedure of the University or, if said grievance constitutes a violation of Title IX of the Education Amendments of 1972 (20 USC Section 1681 et seq), then said student may file a grievance through the grievance procedure of the University or said grievance may be filed pursuant to the Title IX and the regulations promulgated pursuant thereto. Students and employees of Shaw University who believe they have been harassed by contractors or vendors serving the University will be resolved through procedures for complaints of discrimination.

III. RESPONSIBILITIES

It is the responsibility of University administrators and supervisors to provide an academic environment free of sexual harassment. Should an administrator or supervisor have knowledge of conduct involving sexual harassment, immediate and appropriate corrective action must be taken to ensure that the offending action ceases. Taking positive steps to sensitize employees and students with respect to this issue is also a responsibility of University administration.

IV. GRIEVANCE PROCEDURE

A. Complaint Initiation: A complainant may initiate a complaint under these grievance procedures by causing a written statement specifying an act or acts of sexual harassment and indicating against whom the grievance is directed to be delivered to the University President or designee. It is the responsibility of the University President or designee to forward copies of the complaint to the person against whom the grievance is brought and to the proper official (i.e. department head, dean, or supervisor of the particular area).

B. Informal Resolution: Within two (2) working days after receiving a copy of a grievance complaint that alleges student related sexual harassment, the University President or designee shall contact the person against whom the grievance is brought, and his/her immediate supervisor where appropriate, and request that an attempt be made to settle the matter informally by the parties involved. University President or designee shall be authorized to mediate and advise in attempts at an informal resolution when the parties request such assistance.

C. Request for Formal Hearing: If an informal resolution satisfactory to the complainant is not made within five (5) working days of the initial request for an informal resolution, then the complainant may thereafter request a formal hearing by causing a written request for a hearing to be delivered to the Vice President for Student Affairs within two (2) working days after the five days set aside for informal resolution.

D. Referral to Hearing Committee: Within two (2) working days after receiving a request from a complainant for a formal hearing, the Vice President for Student Affairs shall refer the matter to the Hearing Committee for a hearing by causing a copy of the original complaint and request for a formal hearing to be delivered to the committee chairperson.

E. Hearing Committee: The Hearing Committee shall consist of five persons appointed by the University President or designee from a cross section of the University community, including males, females, students, faculty, staff, and administrators.

F. Hearings:

1. Hearing Date: The committee shall set a date reasonably convenient to the parties for hearing the matter not sooner than one (1) week and no later than four (4) weeks after receipt of the request for a hearing.

2. Notice of Hearing: The committee chairperson shall mail a notice of the date set for the hearing to the parties within five (5) working days of the referral.

3. Conduct of Hearing: The hearing shall be closed to the public unless the complainant, the person against whom the grievance is brought and the committee agrees that it may be open.

The complainant and the person against whom the grievance is brought may be represented by counsel or a representative of his/her choosing and present testimonial and documentary evidence.

The committee shall consider only such evidence as is presented at the hearing that it deems fair and reliable in making its decision.

The committee members, the complainant and the person against whom the grievance is brought may question all witnesses.

A written record of the proceedings at the hearing shall be kept, and, upon request, a copy thereof shall be furnished free of charge to the complainant and to the person against whom the grievance is brought.

4. Hearing Procedure: The hearing shall begin with the complainant's presentation of contentions as specified in his/her original complaint and supported by such proof as he/she desires to offer.

At the conclusion of the complainant's presentation, the committee shall recess to consider whether or not the complainant has established a prima facie case. If it is determined that the contention has not been so established, the committee shall notify all parties involved in the hearing and thereupon terminate the proceedings.

If the committee determines that rebuttal or explanation is desirable, all parties will be notified of such and the hearing shall proceed. The person against whom the grievance is brought may then present in rebuttal of the complainant's contentions such testimonial or documentary proof, as he/she desires to offer.

At the end of such presentation, the members of the committee shall consider the matter in executive session. They shall review the entire record and the totality of such circumstances, to determine whether the alleged conduct constitutes sexual harassment. The burden is on the complainant to satisfy the committee by majority vote that his/her contentions are true.

A copy of the investigator's written report as approved by the committee shall be provided to the complainant, the respondent and the respondent's appointing authority.

In all cases of sexual harassment reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law.

Complaints involving two or more campuses i.e. CAPE SITES:

When an alleged Policy violation involves more than one campus, the complaint shall be handled by the campus with disciplinary authority over the respondent. The campus responsible for the investigation may request the involvement or cooperation of any other affected campus and should advise appropriate officials of the affected campus of the progress and results of the investigation.

5. Post-Hearing Procedures When Contentions Are Not Established: If the committee determines that the complainant's contentions have not been established, the complainant may appeal this decision to the University President for review by causing a written statement requesting such review to be sent to the committee chairperson within five (5) working days after receipt of the committee's decision.

Where an appeal has been requested, the committee chairperson shall cause a copy of the original complaint, the request for the University President or designee review, a written record of the proceedings at the hearing and the committee's decision to be delivered to the University President within five (5) working days of the receipt of the request for an appeal.

The University President or designee shall make a decision and give written notice of thereof to the

parties within five (5) working days after the matter has been referred to him.

6. Retaliatory Acts: It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment

7. Disciplinary Action: A written reprimand will be given for the first offense. A second offense will lead to serious disciplinary action up to and including dismissal from the University.

8. Final Decision Subject to Appeal: Upon receiving the recommendation of the committee, the University President shall thereafter take immediate action to impose appropriate disciplinary action and shall give written notice of his decision to the parties within five (5) working days after the matter has been referred to him.

I. Prohibited Behaviors of the Harassment Policy: The Harassment Policy also prohibits the following behaviors:

a. Reprisal against the Complainant:

It is a violation of Shaw University's Harassment Policy to retaliate against a complainant for filing a charge of harassment.

b. Reprisal against the Respondent:

Lodging a complaint of harassment is not proof of prohibited conduct.

c. Knowingly Filing False or Malicious Complaints

Knowingly filing a false or malicious complaint of harassment or of retaliation is a violation of the Harassment Policy

d. Intentional Breaches of Confidentiality

All participants in the Harassment Complaint Resolution process, including the complainant and respondent, witnesses, advisors, mediators, members of the hearing panels, and officers, shall respect the confidentiality of the proceedings. Breaches of confidentiality jeopardize the resolution of claims of harassment. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

V. TRAINING AND MAINTAINING CONFIDENTIAL RECORDS:

Education creates a hostile free environment with preventative measures as the best tool for the elimination of sexual harassment. The Human Resource Office of the university shall develop

training and other methods to prevent sexual harassment from occurring. Such training methods shall include informing students of their rights to raise and how to raise the issue of harassment under Title IX, and developing methods to sensitize employees and students. The Human Resource Office and the chief office of the University shall also maintain confidential records of all violations of the Sexual Harassment Policy.

SUBSTANCE ABUSE POLICY

Shaw University is a dry campus. This means that there are to be no alcoholic beverages or containers (decoration, etc.) brought or maintained on the campus by anyone including guests of students. Violating this policy will result in a fine and referral to the University's Judicial System.

The University subscribes to a no tolerance policy with regard to any drug possession that implicates the student in the sale or trafficking of illegal or legal substances on this campus. Should a student be found responsible under the Judicial System of violation of this policy they will be suspended from the University for a minimum period of one year. Expulsion is an option that the Office of Student Affairs can also utilize should the case warrant such a sever sanction.

The alcohol, tobacco, and other drug abuse services offered through Shaw University promote self-awareness and responsibility to all students in the university community concerning the use of these substances. We provide direct care through assessment and related services for people experiencing difficulty in their lives as a result of alcohol, tobacco and other drug use. We have developed a program to assist our students as they travel down the road to recovery.

The Substance Abuse Intervention Program (SAIP) is a six week program offered for students who violate campus alcohol and other drug policies. Students are usually referred to this program from the university judicial court or the Office of Student Affairs as a result of behavioral problems or arrest. Students can also volunteer to attend this program. There is a charge for this program. The fee for enrolling into this program is \$ 35.00 and that fee will be charged to the students account. The program requires six (6) face to face counseling sessions with a University approved substance abuse counselor. These six counseling sessions will be held in the counseling center and each session will last for a full ninety (90) minutes. In addition to six face to face counseling sessions, participants in this program will be required to attend six (6) support group meetings. We are currently using Marijuana Anonymous (MA) and Alcohol Anonymous (AA) on-line to serve as meeting locations.

Students are encouraged to abstain from drugs and alcohol consumption while attending Shaw University. If a student enrolls in the substance abuse program at this institution, they do so with the full understanding that the substance abuse counselor may at his/her discretion perform an approved FDA (501) drug test. If the student has a positive result, they will be immediately dismissed from the program and sent to the Student Affairs department for appropriate sanctions.

Please note that the substance abuse counselor will recommend an immediate dismissal from the University if the student test positive while enrolled in this program.

Please note: According to the University code of conduct, students who are found guilty of violating the University's Drug-free policy can be immediately dismissed from Shaw University. Therefore, students enrolled in this program should consider this a privilege and a final chance before dismissal. It is our goal to help students find alternative ways to be social and deal with life issues without the help of drugs or alcohol. We hope that you enter into this program with the desire to change and the willingness to move forward.

STUDENT ID CARD POLICY

Students are required to carry University issued identification cards at all times while on campus and must be prepared to present them to faculty, staff, security or administration upon request. Lending your ID card to anyone is a violation of University policy and may lead to confiscation and loss of privileges. Please protect your student ID as you would any other important credit card or driver's license. Report a lost or stolen card immediately to the ID Office. A \$10.00 fee will be charged for a first replacement and \$50.00 thereafter.

CAMPUS POLICE EMERGENCY

919-546-8249

ID OFFICE

919-546-8620

POLICY ON UNIVERSITY EXCUSES

Medical Excuses

A medical excuse is needed to re-enter classes missed due to illness. Excuses will not be issued for missed employment.

Request for medical excuses must be in writing and submitted to the Student Health Center within 48 hours of returning to school.

Medical excuses will not be issued if required documentation is not on file and/or the student fails to notify the nursing staff prior to or during a missed class.

Excuses will not be issued for unreported illnesses unless proof of hospitalization is provided.

The Student Health Center issues medical excuses only, all other class excuses are issued through the Office of Student Services.

All Other Excuses

All other excuses for absences will be obtained from Student Services. The Office of Student Services is located on the 2nd floor of the Willie E. Gary Student Center (ID office). Students needing a University excuse for an absence will get the excuse from Student Services upon request and presentation of proper documentation. University excuses may be obtained for the following reasons:

Death in the family Must present obituary
(father, mother, brother, sister, grandparents)

Illness of a family member Must present doctor or
(child, father, mother, grandparents, etc.) hospital verification

Personal business Must present court order
(court duty, court appearance, etc.)

Official University business Must have advisor contact
(Athletics, Band, Choir, SGA, Court, Student Services
Counseling Center)

- Students must procure an official University excuse no later than 10 days following an absence.
- Instructors have all rights of refusal to honor any University excuse. In all cases, an instructor's syllabus is the governing factor as it relates to class excuses.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Higher Education Act of the U. S. Department of Education requires Shaw University to develop and apply a consistent standard of academic progress. Student receiving financial assistance at Shaw University must enroll in courses leading toward a degree. To qualify for federal and state aid, a student must maintain satisfactory academic progress in the course of study the student is pursuing. Shaw University has developed its Satisfactory Academic Progress Policy to comply with the statutory requirements that a student must be making satisfactory academic progress to be eligible for federal aid (Pell Grant, Federal Supplemental Education Opportunity Grant-FSEOG, Federal College Work Study, Direct Stafford Loans-subsidized and unsubsidized, Direct Plus Loan and the Federal Perkins Loan), state aid (North Carolina Legislative and Tuition Grant- NCLTG, North Carolina Student Incentive Grant-NCSIG, State Contractual Fund-SCF), scholarships and institutional grants. Students who fail to maintain satisfactory progress may not receive financial aid unless an appeal has been approved. The Satisfactory Academic Progress Policy is as follows:

Academic Standing and Satisfactory Academic Progress

At the end of each semester, the records of all matriculated students are reviewed to determine satisfactory academic progress. A student's academic standing at Shaw University is classified in one of four official standings: Good Standing, Academic Warning, Academic Suspension, or Academic Dismissal. A student will remain in good academic standing if he/she demonstrates satisfactory academic progress in accordance with the standards listed below. Standards

by which a student will be evaluated include progress in increments of hours completed (quantitative) and cumulative grade point average earned (qualitative).

Quantitative Standards:

- Students receiving financial aid must successfully earn two-thirds (i.e., 67% rounded to the nearest whole number) of the credit hours attempted. Attempted hours include all hours attempted at the University, as well as transfer hours. [Example: If a student has attempted (enrolled in) in a total of 32 credit hours, he/she must earn a minimum of 21 credit hours ($32 \text{ credit hours} \times 0.67 = 21 \text{ credit hours}$) in order to maintain satisfactory academic progress.]
- The maximum time frame allowed for a student to complete degree requirements and remain eligible to receive financial aid is 150% of the total credit hours required to receive a degree in a particular course of study. [Example: If a particular degree program requires a minimum of 123 credit hours, then the student may be eligible to receive financial aid for a maximum of 185 credit hours ($123 \text{ credit hours} \times 150\% = 185 \text{ credit hours}$).]

Qualitative Standard:

- A student's cumulative grade point average must meet the criteria specified in the table below.

Withdrawals, Incompletes, and Repeats

Withdrawals, incompletes, —Z| grades, and repeated courses will not be exempt from the calculation of attempted hours. Students will be required to complete the minimum number of credits as outlined in the above table.

Academic Warning

A student is placed on academic warning when the student's semester grade point average and credit hours are below the minimum requirements according to the table above. If a student fails to remove the sanction by the end of the semester, the student will be placed on academic suspension.

Students who have an academic warning, readmitted after an academic suspension or dismissal must adhere to the following:

1. Enroll in no more than 13 semester hours.
2. Repeat all failed courses that are core requirements for their degree or required for their major.
3. If students have not already done so, visit the Academic Advising office for an Academic Recovery Plan, referral for additional assistance from the academic department for the failed course and/or attend mandatory sessions in Tutorial Services.
4. Maintain regular contact with their academic faculty advisor and the Academic Advising office according to your individual Academic Recovery Plan.

Academic Suspension and Academic Dismissal

Academic suspension occurs automatically at the end of the semester when a student fails to remove the academic warning sanction. A student who has an academic suspension sanction may improve his/her academic standing by attending Summer School at Shaw University. Attendance at Summer School, however, does not result in automatic readmission to the University. Students may be readmitted upon the recommendation of the Academic Standards Committee.

Academic dismissal occurs automatically at the end of the semester when a student fails to remove the academic suspension. A student who has been academically dismissed will be required to leave the university for one semester. They may appeal the dismissal in writing to the Academic Standards Committee in the care of the Vice President for Academic Affairs.

The appeal process for Academic Suspension and Academic Dismissal is as follows: Any student who is on Academic Suspension may appeal the suspension in writing to the Vice President for Academic Affairs. The request must include documentation to support the extenuating circumstances. Examples of acceptable documentation include, but are not limited to: death certificates, statements from physician(s), clergy, or other verifiable information.

1. The letter of appeal must be received by the Office of Academic Affairs according to the date specified in the letter.
2. The Vice President for Academic Affairs will submit the student's appeal to the Academic Standards Committee. The Academic Standards Committee will review the academic suspension and/or the academic appeal. If the appeal is approved, the readmitted student will be allowed to resume attending classes. If the appeal is denied, the Academic Suspension/ Academic Dismissal will stand and the student will be required to comply with the conditions based on the decision of the Academic Standards Committee.

The Academic Standards Committee will review a student's progress following readmission to the University when considering a subsequent appeal. It is recommended that students attending on appeal successfully complete all attempted hours and obtain a minimum semester GPA of 2.5. A student who has been readmitted twice on an appeal is no longer eligible to be readmitted to the University.

Summer School

If a student receives an academic warning or academic suspension sanction at the end of a semester and plans to attend summer school to correct his/her deficiency, the student must file an appeal to request reconsideration of the decision based on summer only. The warning or suspension will not automatically change because the student attends summer school.

Readmission

Any student who has not been enrolled for at least one semester for any reason including but not limited to voluntary withdrawal and academic suspension (excluding summer school) and

desires to be readmitted to the university must submit a readmission application to the Director of Admissions at least one month prior to the beginning of the term he/she plans to re-enroll. The student must also request that official transcripts from any other institution attended since attending Shaw be forwarded directly to the Office of Admissions. If a student does not meet the academic requirements, the student must submit an appeal letter for readmission consideration.

Reinstatement of Financial Aid Eligibility

Students that are academically suspended or dismissed from the University are ineligible to receive financial aid. Financial aid applicants whose financial aid has been suspended may regain eligibility once they meet the minimum requirements or have an appeal approved by the Academic Standards Committee.

SHAW UNIVERSITY STUDENTS' RIGHTS POLICY

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

Students' Rights

The primary right of students is to pursue their education so long as they maintain their eligibility to remain a member of the community by meeting its academic standards and so long as they observe the regulations imposed by the university for the governance of the academic community.

Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

Each student shall have the right to be recognized as members of the student body, with all the privileges pursuant thereto as to use of physical plant, university services and facilities.

Each student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

Every student has the constitutional rights and responsibilities of any citizen under the law. Conversely, a responsibility of any student is to respect these rights of any other member of the university community.

Each student has the right to expect that academic and professional processes should be flexible and periodically open to review and to participate constructively with faculty and administration in those processes by which the university community maintains the excellence of the standards of its curriculum and methods of instruction and the viability of its total educational program.

Each student subject to disciplinary action arising from violations of University Student Code of Conduct shall be assured a fundamentally fair process. At all student conduct hearings, an accused student shall be assumed not responsible until proven responsible, and, in initial student conduct hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed a fundamentally fair process.

The student has the right to recourse through the procedures outlined in the Student Grievance Policy against any perceived unreasonable action.

Freedom of Expression Policy

Shaw University values the freedoms of speech, thought, expression and assembly - in themselves and as part of our core educational and intellectual mission. If individuals are to cherish freedom, they must experience it. The very concept of freedom assumes that people usually choose wisely from a range of available ideas and that the range and implications of ideas cannot be fully understood unless we hold vital our rights to know, to express, and to choose. The university must be a place where all ideas may be expressed freely and where no alternative is withheld from consideration. The only limits on these freedoms are those dictated by law and those necessary to protect the rights of other members of the University community and to ensure the normal functioning of the University.

At Shaw University, anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations outside university buildings. All such activities must be peaceful, avoiding acts or credible threats of violence and preserving the normal operation of the university. No event shall infringe upon the rights or privileges of anyone not in sympathy with it, and no one will be permitted to harm others, damage or deface property, block access to university buildings or disrupt classes. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event. When guests are invited by a recognized campus organization, they may express their ideas not because they have a right to do so, but because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a fundamental obligation of the university. Controversy cannot be permitted to abridge the freedoms of speech, thought, expression or assembly. They are not matters of convenience, but of necessity.

Students' Responsibilities

A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.

A student has the responsibility to be fully acquainted with the published University Student Code of Conduct and Handbook and to comply with them and the laws of the land.

A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.

A student has the responsibility to recognize the university's obligation to provide an environment for learning.

SHAW UNIVERSITY STUDENT COMPLAINT/GRIEVANCE POLICY

Shaw University is committed to mutual respect among all members of the university community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to file a formal grievance. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The regulation described below guides the orderly procedure of grievance, and attempts at resolution. (Excluding Judicial Grievances addressed by a separate Policy)

Academic

*All grade issues must have documentation to support your assertions

** All issues involving quality instruction must have a class syllabus, class notes, test/quiz grades and any other documentation to support your assertion

If a student perceives an injustice in a grade, that he/she is not receiving quality instruction, or has issue with any part of the learning process; he/ she may follow the steps set forth here:

The chain for reporting perceived injustices is and shall remain thus

1. Instructor
2. Department Chair
3. Division Chair
4. Vice President of Academic Affairs
5. President of the University
- 6.

All freshmen must consult with the Director of the Freshman Year Program for advice and resolution. Resolution to the perceived injustice may happen at any point on the chain of reporting. Contacting the President of the University should always be the last resort. We will make all efforts to resolve any issue in a timely manner at the lowest report level possible.

Housing

*All housing issues must be reported in writing with name, date, room number and contact information

** Dean of Students will be apprised of the reported issue when it is first reported.

If a student has an issue with housing, he/ she may follow the steps set forth here:

The chain for reporting perceived injustices is and shall remain thus

1. Resident Advisor on your floor
2. Counselor on duty
3. Resident Manager
4. Director of Housing
5. Dean of Students
6. Vice President of Student Affairs

General

If a student has any issue or concern regarding the living and learning environment or policies at Shaw University, please use the following avenues of recourse available to you:

1. Write out complaint, issue, or take it to the Office of the Dean of Students located on the second floor of the Willie E. Gary Student Center. Please include name, date, concern and contact information.
2. Request a conference with the Dean of Students.

** All student concerns will be addressed and resolved in a timely fashion as time and resources will allow.

STUDENT COMPLAINT/GRIEVANCE FORM

PLEASE FILE ALL COMPLAINTS/GRIEVANCES WITHIN TEN (10) DAYS

Date: _____ Complainant Name: _____

ID#: _____

Phone: _____ E-mail _____

Address _____

Semester: Fall Spring Summer Date Complaint Filed _____

Pertinent Information

Name(s) involved

Date(s) of incident(s)

Witnesses

Please indicate the type of complaint:

- | | | | |
|--|---|-------------------------------------|--|
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Food Services | <input type="checkbox"/> Library | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Student Services | <input type="checkbox"/> Custodial Services | <input type="checkbox"/> Chapel | <input type="checkbox"/> Discrimination |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Classroom | <input type="checkbox"/> Personal Records |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> IT Services | <input type="checkbox"/> Instructor | <input type="checkbox"/> Non-Academic |
| <input type="checkbox"/> Student Activities | <input type="checkbox"/> Mailroom | <input type="checkbox"/> Grades | |
| <input type="checkbox"/> Other | _____ | | |

The information I am providing in this statement is true, accurate, correct and complete to the best of my knowledge.

Signature

Provide a statement that briefly and clearly outlines the nature of your complaint. (Additional pages may be attached)

What remedy or corrective action are you requesting?

Resolution/Referral

Action Taken by: _____

Signature

Title

Date

We are Citizens of the World

I am a citizen, not of Athens, or Greece, but of the world!

Socrates, 5th Century BC

Shaw University is a host for students from all across the United States of America, US Virgin Islands, countries from the continent of Africa, Canada, China, the Middle East, and most of the neighboring Caribbean Islands.

It is; therefore, part of our mission in Student Affairs, to provide leadership in assisting our students in the celebration of our differences and to gain enlightenment and knowledge of other citizens of the world.

As we learn about our neighbors, as we celebrate different cultures, as we participate in the political, educational, and economic development of the world; let Shaw University's Division of Student Affairs foster in our students the reality that we are indeed Citizens of the World!

Shaw University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate, bachelor's and master's degrees.

Shaw University is accredited by The Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1103: Telephone number 412-788-6505 or 800-367-8250) to award the Master of Divinity and the Master of Religious Education degrees.

NOTES

APPENDIX D

INTELLECTUAL PROPERTY POLICY SHAW UNIVERSITY

Purpose

To set policy regarding trademarks, copyrights, patents and revenue related thereto.

Accountability

Under the direction of the President, the Vice President for Academic Affairs, Institutional Advancement, Fiscal Affairs, Student Affairs and Administration, and the Deans shall ensure compliance with this policy. The Office of Institutional Research, Planning and Accreditation shall implement this policy. The Deans shall ensure that each new faculty member receives a copy of this policy or is directed to it in the Faculty Handbook or on the Shaw University web site.

Applicability

This policy applies to all faculty, staff, students and any other person employed by Shaw University.

1. General Policy

1.1. As an institution of higher learning, Shaw University is entrusted with the responsibility to facilitate application of scientific, technical, artistic, and intellectual endeavors for public use and to provide for an equitable disposition of interests among the authors or inventors, the University, and where applicable, the sponsoring or contracting funding source.

1.2. The University recognizes that faculty, staff, or student research and scholarship may result in materials subject to intellectual property protection, including material subject to copyright or patent protection. It is the policy of the University that such research and scholarship should be undertaken to serve the public interest by encouraging scholarly activity without regard to potential financial gain. However, the University recognizes that appropriate recognition and incentives should be given to sponsors, inventors, and authors.

1.3. The Intellectual Property Policy, as adopted, shall apply to all faculty, staff, students, and to anyone using university facilities or supervised by university personnel. Individuals employed by, enrolled in, or using university facilities agree to abide by this policy as a condition of their employment, enrollment, or use.

2. Definitions

The following terms shall have the following meanings for purposes of this policy:

a. "Commissioned Projects": Works or Inventions created or developed (1) specifically or predominantly for use by or at Shaw University, or (2) at the request or on behalf of Shaw University, or (3) under the specific direction of, or (4) by a person acting within the scope of his or her employment at Shaw University, or (5) under a written contract between the Developer and Shaw University, or (6) under a contract between Shaw University and an external agency. "Traditional Works of Scholarship" will not be considered "Commissioned Projects" for the purposes of this policy.

b. "Developer(s)": The individual or group of individuals who create material subject to copyright or patent protection. The term Developer, as applicable, is co-extensive with the term "author" as used in the Copyright Act (17 U.S.C. §102) and the term "inventor" as determined by the Patent Act (35 U.S.C.A. §100 et. seq.).

c. "Institutional Resources": Tangible resources provided by Shaw University to a Developer, including but not limited to, financial resources, office space, lab space, equipment, electronic network resources (hardware and software), support personnel, secretarial support, research, teaching and lab assistants, assistance from medical and graduate students or residents, media specialists or illustrators, supplies, and utilities. The term "financial resources" as used herein includes grants and contracts or awards made to Shaw University by an extramural sponsor.

d. “Instructional Materials”: Works created by or for instruction of Shaw University students, including but not limited to textbooks, study guides, outlines, and other classroom materials.

e. “Inventions.” Material that is subject to patent protection under the Patent Act, (35 U.S.C.A. §100 et. seq.), which provides that patent protection is granted to “whoever invents or discovers any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.”

f. “Trademarks.” Words, designs, or devices that are subject to trademark protection in the University under the Lanham Act, (15 U.S.C.A. §1051 et. seq), which provides that trademark protection is granted to “any word, name, symbol, or device, or any combination thereof used . . . to identify and distinguish his or her goods, including a unique product, from those manufactured or sold by others and to indicate the source of the goods, even if that source is unknown.”

g. “Traditional Works of Scholarship”: Works reflecting research and/or creativity which is considered evidence of accomplishment in the Developer’s academic discipline or professional field, and is specifically created for predominate use by persons or entities other than Shaw University and/or its students. Such works include, but are not limited to, books, book chapters, journal articles, abstracts, student theses, plays, poems, pictorial and sculptural works, films, cassettes, musical compositions and other literary works, to the extent that such Works do not fall within the scope of the term “Commissioned Projects.”

h. “Works”: Material that is subject to copyright protection under the Copyright Act, (17 U.S.C.A. §101, et seq.), which provides that copyright protection subsists in “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.”

3. Trademark Usage

3.1. Trademarks may only be used with the permission of the University. Requests for trademark usage must be directed to Fiscal and Financial Affairs.

4. Copyright Ownership and Revenues

4.1. Copyright ownership of Commissioned Projects shall vest in the University at the time of creation. Notwithstanding the foregoing, copyright ownership of Instructional Materials shall vest in the Developer at the time of creation.

4.2 The owner of the copyright shall have the exclusive right and authority to determine whether the work shall be licensed or otherwise transferred, and if so the terms and conditions of such license, except that:

4.2.1. The Developer of any Instructional Material shall grant a perpetual, non-exclusive, non-sub licensable, royalty-free license in the Instructional Material to the University; and

4.2.2. The University shall seek input from the Developer of any Work that the University has determined to license or otherwise transfer, if, and only if, the Developer is still employed by the University.

4.3. Any and all monetary revenues derived from a Commissioned Work shall be paid to the University, which shall retain fifty percent (50%) and pay fifty percent (50%)(in equal shares) to the Developer(s).

5. Patent Ownership and Revenues

5.1. Developers shall assign any and all patent rights in any Invention resulting from a Commissioned Project or the use of Institutional Resources to the University. The University shall have the exclusive right and authority to determine whether the Invention shall be licensed or otherwise transferred, and if so the terms and conditions of such license or transfer, except that the University shall seek input from the Developer of any Invention that the University has determined to license or otherwise transfer, if, and only if, the Developer is still employed by the University.

5.2 Any and all monetary revenues derived from a patent or Invention shall be paid to the University, which shall retain fifty percent (50%) and pay fifty percent (50%) (in equal shares) to the Developer(s).

6. Sponsored Research or Development

6.1. In the event that a Work or Invention is created subject to a contract with a third party sponsor, then the contract may vary the terms of copyright ownership and revenue distribution, if and only if, the University has approved, and is a signatory to, the contract.

7. Resolution of Disputes

7.1 The Intellectual Policy Dispute Committee (IPDC) consists of not fewer than five persons and is composed of faculty and staff to include the Director of Sponsored Programs. When disputes arise under this IP Policy and its implementation involving University Employees or individuals accepting and receiving benefit under the IP Policy, the IP Committee shall review such disputes and make recommendation to the President as appropriate to the nature of the dispute.

Emerging issues regarding intellectual property will be managed by the University's Executive Cabinet



SHAW UNIVERSITY

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